

E-Bundle Preparation Guide.

1. If you have not already, install Adobe Acrobat Pro (not Reader).
2. You need to have everything you want in the bundle in PDF format. If it is not already:
 - a. In the case of electronic documents, print to PDF.
 - b. In the case of hard copies, you will need to scan. There is a very good iPhone/Android scanner called Tiny Scanner. Get the paid-for version, because it allows multiple pages. Don't get too close to the page(s) you are scanning – the flash is usually too bright if you do. It has a very good 'framer' in its workflow that you can use to make sure your pages don't include the carpet they were lying on. Set up a Dropbox folder or similar to make uploads easy, or just email the resulting PDF to yourself.
3. Give the PDFs a name that is short and starts with a number, e.g., "01 - Claim Subs".
4. Get all the PDFs you want in the bundle into a separate folder. Select them all (Ctrl+a works in Windows). Right-click and select "**Combine Files in Acrobat**".
5. In the Combine Files window that opens:
 - a. Click the **Options** button and ensure that "**Always add bookmarks ...**" is checked. (It's sticky, which means that once you've checked it, it should stay checked, so you should only need to do that once.) Click OK.
 - b. You can re-arrange the order of the documents within the PDF if you want, but if they all have names beginning with a number, then they should already be in the right order.
 - c. Then Click **Combine**.
6. That will generate what is called a "Binder", but it's just another PDF. Save it with a useful name like "HrgBdl 310320".
7. To view the bookmarks, open the left hand pane (click on the arrow half way down the left hand side of the window) and then the bookmark icon (second one down). Clicking on the relevant bookmark will take you to that spot in the PDF. You can add more bookmarks and arrange them into hierarchies, too.
8. You can give the resulting PDF page numbers by click on the **Edit PDF** button on the right hand side of the window, and then the **Header and Footer** button. Fairly easy to use, but make sure you make the page numbers at least 12 point. (You can save your settings, too, so that they are quicker to apply next time.)
9. If you need to make it word-searchable (always a good idea), click on the **Scan & OCR** button on the right hand side and follow the prompts.
10. NB the resulting file may well be quite large (I had a hearing bundle a week or so ago that was c. 150MB) and cannot therefore be shared by email. For sharing (internally and externally), use Citrix Files (or your favourite file-sharing website). If you don't know how, drop me a line.

11. You can add further PDFs to the file by (for example):

- a. Clicking on the **Page Thumbnails** button on the right hand side of the window.
- b. Dragging and dropping the additional file into the relevant place in the list of pages.
- c. **NB** If the additional file is going to mess with your pagination, paginate it as above **before** you add it. Obviously, add the number of the page it is going to be added after (and a full stop) as a prefix to the automatic number, e.g., "102."

12. You can rotate pages using the **Page Thumbnails** view. Select the page(s) to be rotated in the left hand margin, right-click and select **Rotate Pages**.

Don't forget to **save** the file in the same way as you do normally!

Any comments/questions, let me know. See also

<https://www.judiciary.uk/announcements/financial-remedies-courts-e-bundles-protocol/>