

Guide to Preparing an Electronic Trial Book

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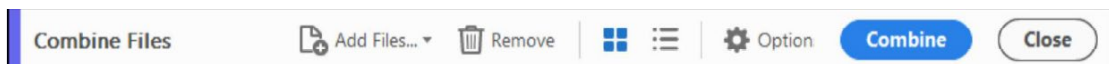
This guide sets out how to create trial books which meet the requirements of Practice Direction 20 Electronic Trial Books.

Format

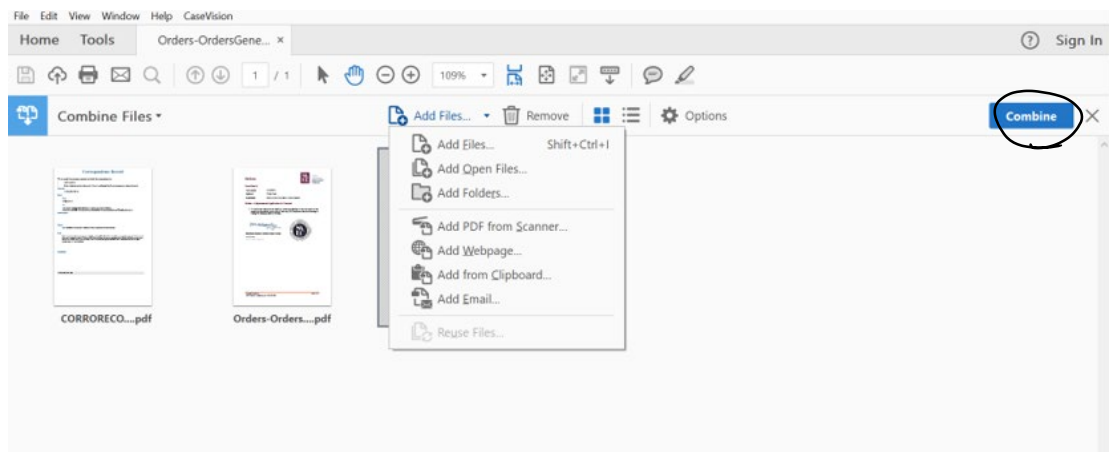
Merging documents into one PDF document

Use the Combine Files tool to merge the files or documents required. Below are some screenshots from Adobe Acrobat to guide you through. No matter which desktop application you use the process is very similar.

1. Choose **Tools>Combine Files** and the Combine Files interface is displayed at the top:




2. As below there are several sources you can use to add documents including dragging files or emails directly into the Combine Files interface or choose an option from the Add Files menu.



3. Once all the files and documents have been added click **Combine** as circled above.
4. A new PDF document will open.
5. Click **Tools>Organise Pages** and as required do any of the below:
Rearrange Pages

Drag-and-drop the file or page into position. As you drag, a blue bar moves between pages or documents to indicate the current position.


Delete Pages

Hover over the page and then click the Delete thumbnail .

Insert Pages

Select the page (a blue border will appear) in which you want the new document to be inserted next to then click **Insert** and select one of the options and confirm whether you want the new document before or after the page selected.

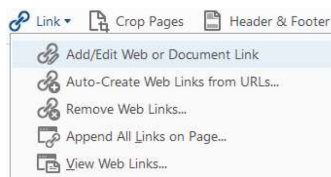
Replace Pages

Select the page or pages (a blue border will appear) you wish to replace then click **Replace** . Select the document you wish to include the PDF.

Internal Hyperlink

The etrial book is to contain an Index (table of contents) and each Index item is to have an Internal Hyperlink for easy navigation within the etrial book.

6. Click **Edit PDF** under **Tools**, select **Link** and *add/edit document link* or *add/edit web or document link*.



7. Select the text which you need to hyperlink, this will appear in a blue box.



PART 4 PRE-HEARING PROCEDURES

8. Under link properties, select **Action**. Select the action you would like and in the **Actions box** below select the page and document. Then click **ok**

Bookmarking

Bookmarks are used to link a particular page or section of PFD and allow you to quickly navigate to and from the page or section. In most applications bookmarks are created automatically when you combine documents.


Creating Bookmarks

9. Click the Bookmarks button  on the left to open the Bookmarks panel.
10. Open the page where you want the bookmark to link to.
11. Use the Select tool  to select the area of the page you want to bookmark:


- To bookmark a single image, click in the image or drag a rectangle around the image.
 - To bookmark a portion of an image, drag a rectangle around the portion.
 - To bookmark text, drag to select it. The selected text becomes the label of the new bookmark. You can edit the label.
12. Select the bookmark under which you want to place the new bookmark. If you do not select a bookmark, the new bookmark is automatically added at the end of the list.
 13. Choose **Tools> Edit PDF> More> Add Bookmark**.
 14. In the Bookmarks panel, type or edit the name of the new bookmark.

Edit a bookmark

Rename a bookmark

15. Select the bookmark in the Bookmarks panel, choose **Rename Bookmark** in the options menu  , and type the new bookmark name.

Change a bookmark's destination

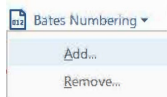
16. In the Bookmarks panel, select the bookmark.
17. In the document pane, move to the location you want to specify as the new destination.
18. If necessary, adjust the view magnification.
19. Choose **Set Bookmark Destination** in the options menu .

Delete a bookmark

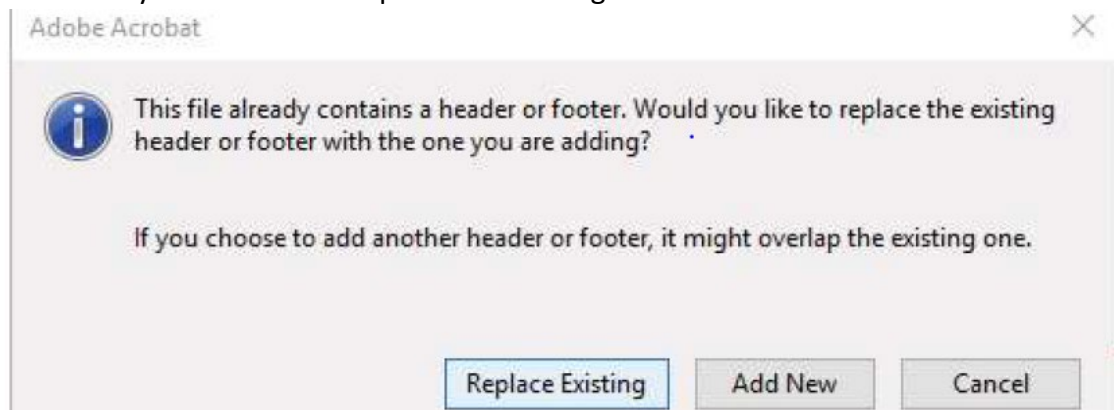
20. In the Bookmarks panel, select a bookmark or range of bookmarks, and then press **Delete**.

Pagination

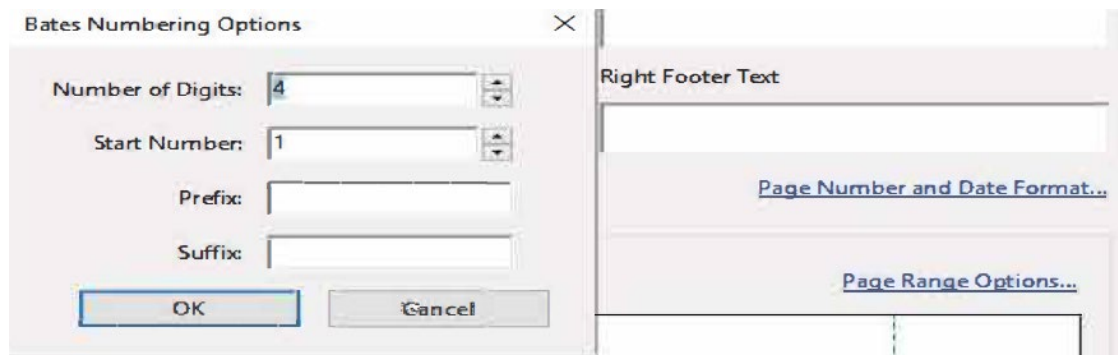
21. The pagination function is a useful tool for adding page numbers to your etrial book.
22. The etrial book should be numbered numerically from the first page which includes any index or covering pages. This is to ensure that the page numbers corresponds with the number display section in the electronic document.
23. In Adobe Acrobat use the **Bates Numbering** found in **More**.



24. Press **Add** and select the combined documents commonly referred to as **Binder** and press **ok**.
25. As you have merged documents they may have already been numbers, therefore you will need to replace the existing numbers. Please see below



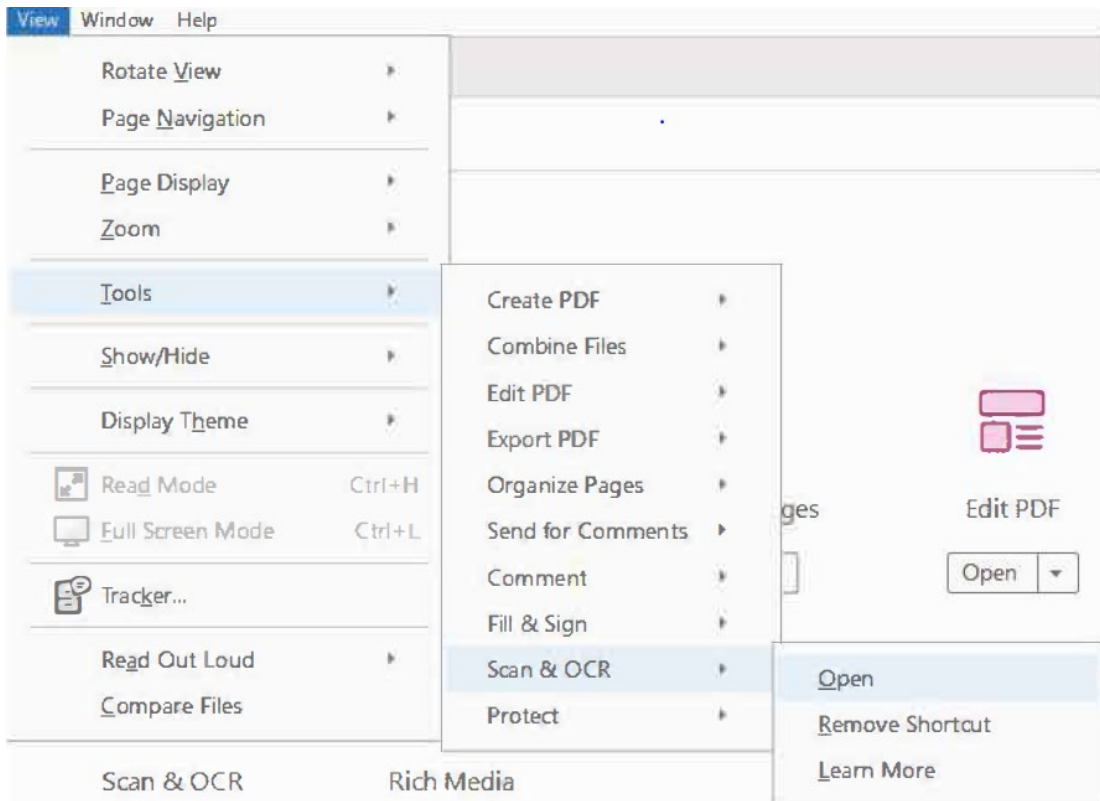
26. Using the Right-hand footer select the number of pages if under 10,000 use 4 digits. Select **Ok**. This will now number all your pages



Searchable Text

With optical character recognition (OCR) in Adobe Acrobat, you can extract text and convert scanned documents into editable, searchable PDF files instantly. The **Scan & OCR** or **Enhance Scans function** found in tools, makes the etrial book text searchable. This also includes documents that have been scanned in. This allows you to search for a word and it to populate. Please see the steps below to complete this

27. Click on tools, then Scan & OCR or Enhance Scans (for some versions of Adobe) and Open.



28. Select the **Recognise Text** function which will give you a drop-down of options. Select **In this file** and then start function by selecting **Recognise Text**



29. To check the text afterwards to correct any words, which were unable to be easily identified. Selecting **Correct Recognised Text** to correct this issue. This can happen when scanning in low quality documents or text form pictures.

