

**#1** - Create your exhibit list in a Word document using a 3-column table. Save this document to submit as your exhibit list to file with the Court.

ex:

EXHIBIT	DESCRIPTION	FILE NAME
A	Ariel Map	Ex.A.pdf
B	Photo of Scene	Ex.B.pdf
C	Photo of Vehicle	Ex.C.pdf

**#2** - Copy your list into another Word document. On this copy, “Click” or “Select all” on the table. Then go to the “Table” on the tool bar. When it drops down, select “Convert”. “Click” on “Table to Text”.

**#3** – When you “click” on “Table to Text”, it will ask you to how you want to separate the text. In the “Other” section – put in a pipe (“|”).

**#4** – When your table converts, it should look like this:

```
EXHIBIT|DESCRIPTION|FILE NAME
A|Ariel Map|Ex.A.pdf
B|Photo of Scene|Ex.B.pdf
C|Photo of Vehicle|Ex.C.pdf
```

**#5** - Along with the exhibit files, a text delimited Index file named **TextEdit** is also required. The text delimited **TextEdit** file must be on the same level as all exhibits (meaning exhibits cannot be put into separate folders on the disk).