

Exhibits.txt for MAC users

#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	FILENAME
A	Aerial 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 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|FILENAME  
A|Aerial Map|Ex.A.pdf  
B|Photo of scene|Ex.B.pdf  
C|Photo of vehicle|Ex.C.pdf
```

#5 – Save as “Exhibits.txt”.

#6 – Open “Exhibits.txt” in the TextEdit program and re-save (keeping the name “Exhibits.txt”).