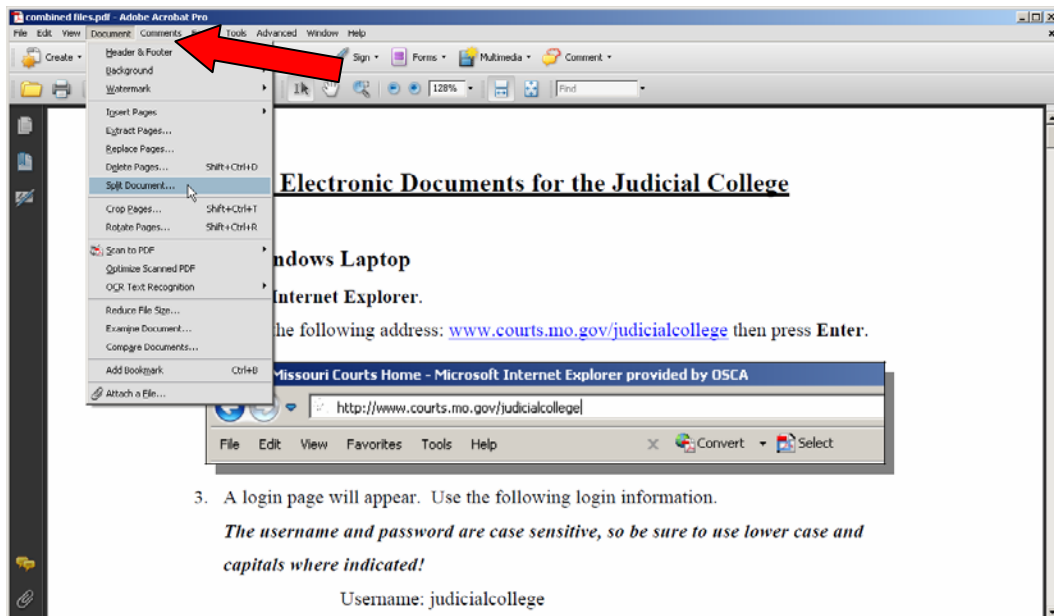


How to Split a PDF

There are multiple ways to split PDF files with different output options. File size may be especially helpful to those dealing with electronic filing document limits.

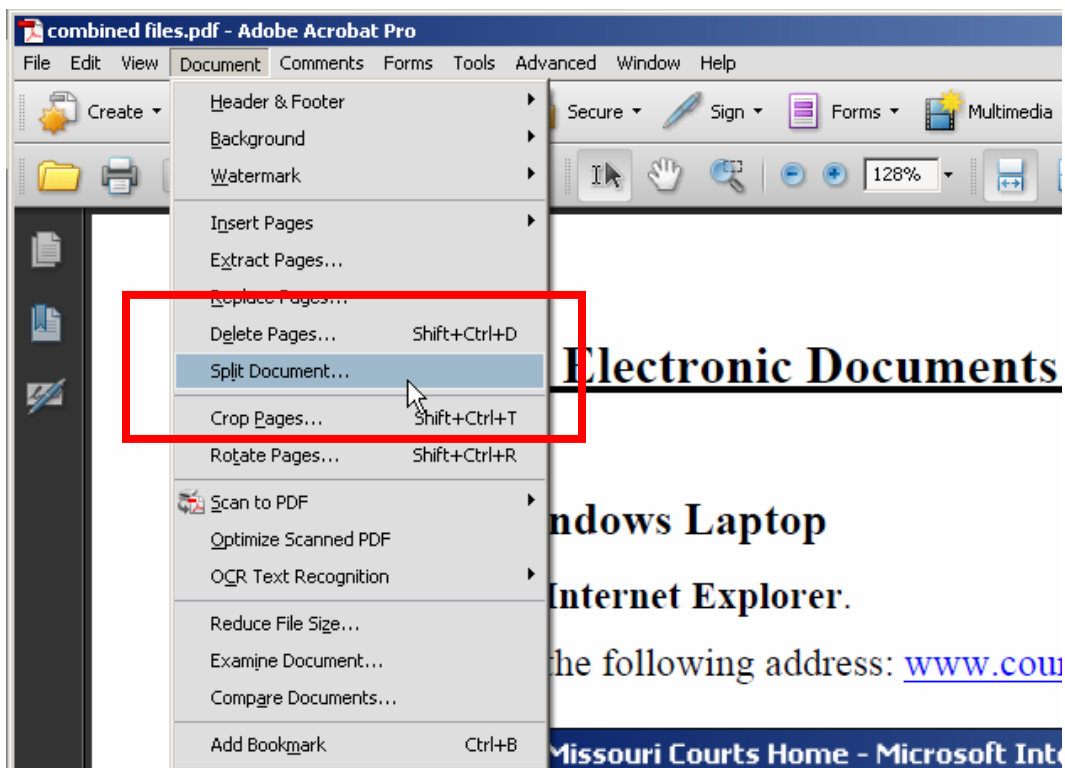
Step-by-step: Splitting a PDF by file size.

1. Click the **Document** menu



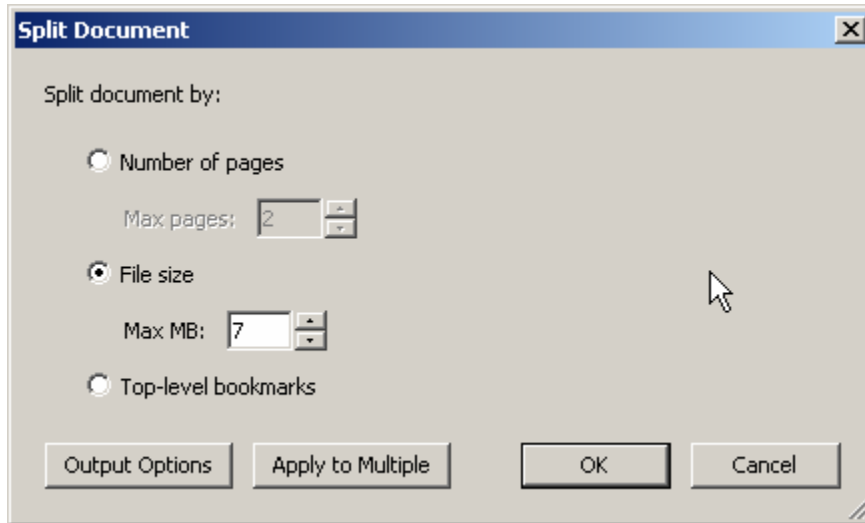
3. A login page will appear. Use the following login information.
The username and password are case sensitive, so be sure to use lower case and capitals where indicated!
Username: judicialcollege

2. Choose **Split**



Split PDF files by size (cont'd)

3. Choose Split option

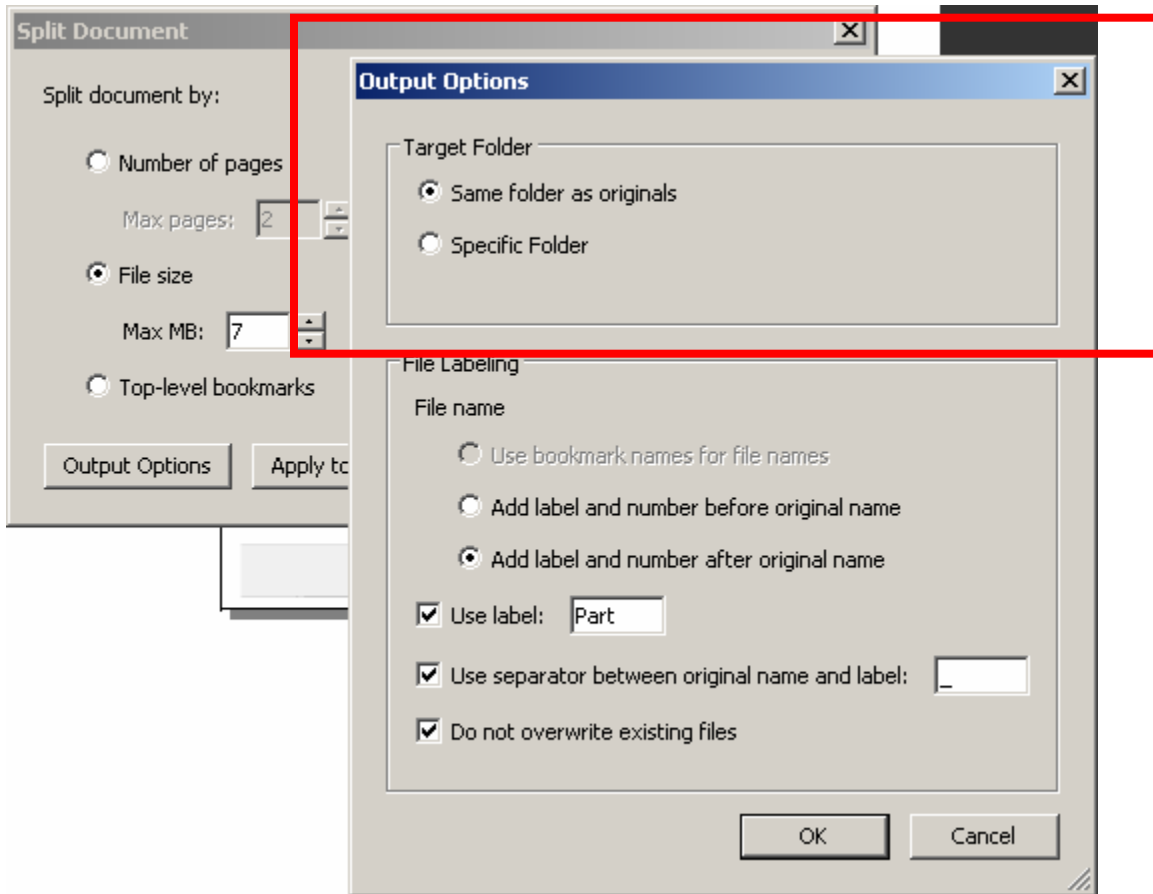


- **Number of pages:** maximum pages per split
- **File size:** Split by maximum size
- **Top level bookmarks:** PDF has to have bookmarks set up before they can use this option.

4. Click **OK**

Output Options

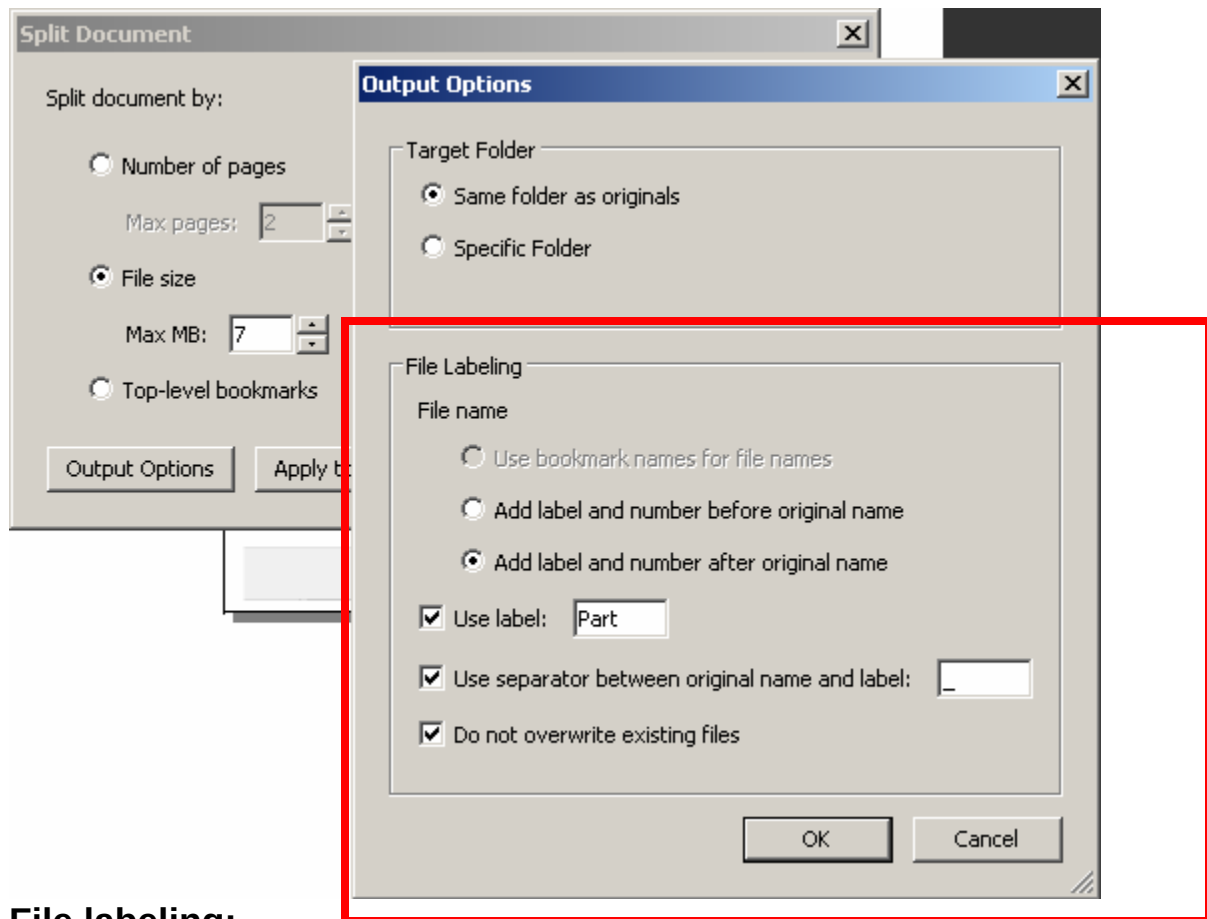
You can choose where the split documents should be located as well as how the name of the files should appear.



Target Folder:

- **Same folder as original:** Default
- **Specific Folder:** Folder where you want files to be saved

Output Options (cont'd)

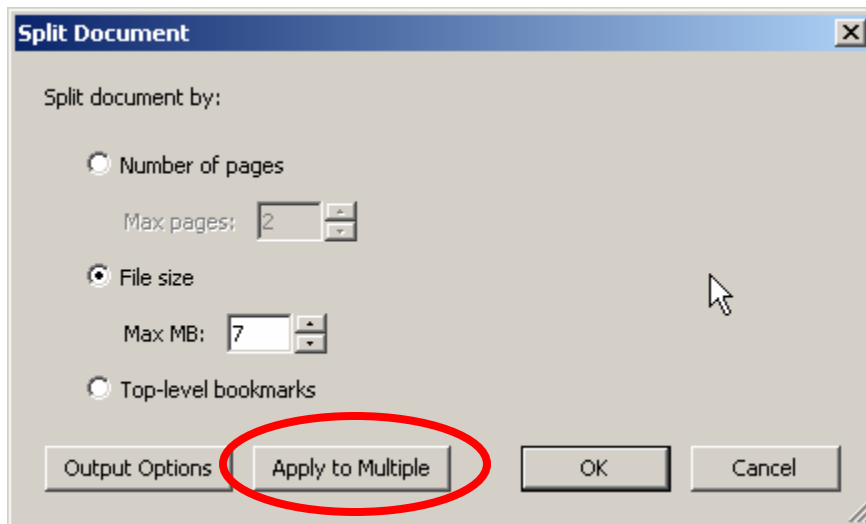


File labeling:

- **Use bookmark names for file names**
 - If the document has bookmarks, you can divide and label files by these. Bookmarks are like a TOC in Word. Usually has to be done manually in Adobe Pro.
- **Add label BEFORE the original name:** Could use a prefix to identify it as part of the original
- **Add label and number AFTER original name:** Add suffix to identify part of document.
- **Use label:** Default Example: Part 1, or Part 2 of original
- **Use separators between original name and label:** Example – hyphen or underscore
- **Do not overwrite exiting files:** Default

Apply to Multiple documents:

You can choose to split more than one PDF at a time.



Use the **Add Files** button to choose all files you wish to split.

