Splitting PDFs into Multiple Documents

(Adobe 9 or higher)

Split an open PDF document to multiple documents

1.) Open the PDF document in Adobe and choose on the menu bar: **Document > Split Document**.

2.) In the **Split Document** dialog box, specify the criteria for dividing the document:

a.) Number Of Pages - Specify the maximum number of pages for each document in the split.
b.) File Size - Specify the maximum file size for each document in the split. Currently FLSD CMECF system limit is 5MB.
c.) Top-level Bookmarks - If the document includes bookmarks, creates one document for every top-level bookmark.
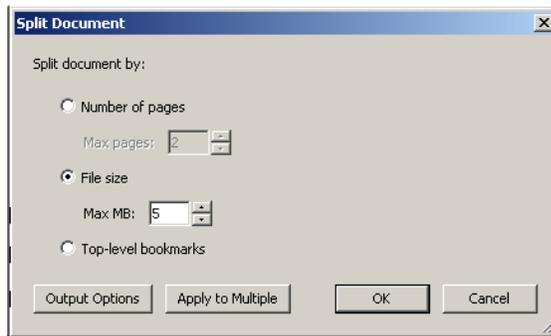
In most instances, select **File Size** to set a **5** MB limit

To specify a target folder for the split files and filename preferences, click **Output Options**. Specify the options as needed, and then click **OK**.

As the document is being split, Adobe flashes a black progress bar and indicates the number of documents it creates to process the split. The progress bar will disappear when finished.

Split multiple large documents to multiple 5 MB size documents

      1.) Follow steps 1 and 2 above. In the **Split Document** dialog box, select the appropriate option and click the **Apply to Multiple** button.

      2.) Another window will open, to allow adding multiple large documents to be split to 5 MB sizes or other specified criteria. Add additional documents by clicking on the **Add Files** button at the top, then browse and add more documents to the list to split.
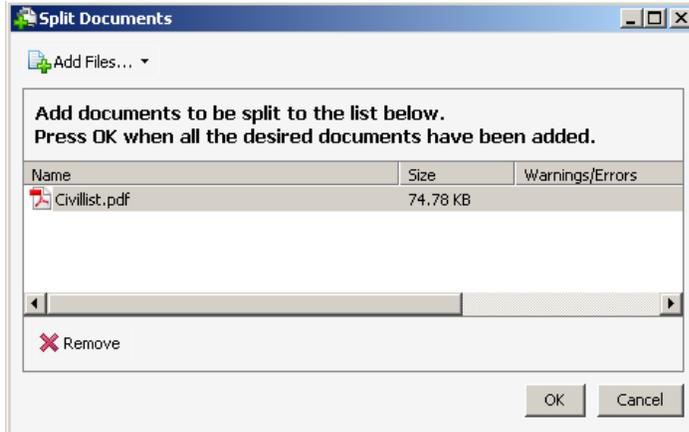
      3.) Click **OK** after all files are added to the list. Then **OK** in the **Split Document** criteria dialog box after verifying the setting are correct.

As the documents are being split, Adobe flashes a black progress bar and indicates the number of documents it creates to process the split. The progress bar will disappear when finished.