



Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. The registered version does not insert a watermark in your split pdf documents.

About A-PDF Split

A-PDF Split is a very simple, lightning-quick desktop utility program that lets you split any Acrobat PDF file into separate pdf files. If needed, you can recombine the generated split files with other pdf files using a utility such as A-PDF Merge to form new composite pdf files. A-PDF Split will even work with password-protected PDF files.

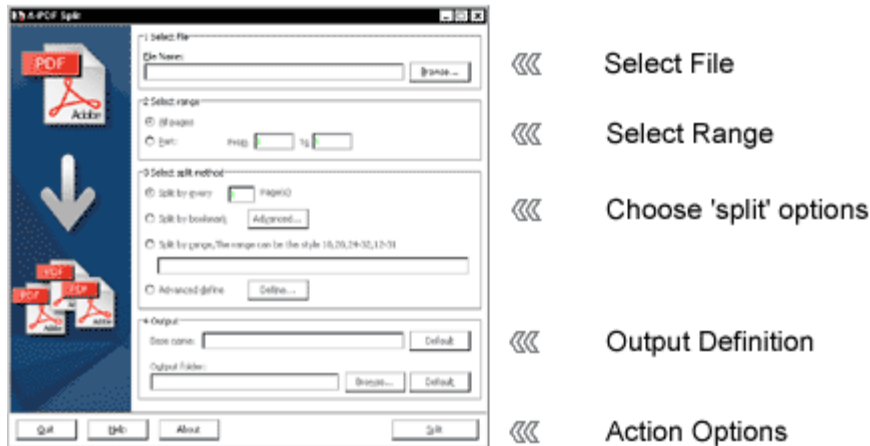
A-PDF Split does NOT require Adobe Acrobat, and produces documents compatible with Adobe Acrobat Reader Version 5 and above.

Using A-PDF Split

A-PDF Split can be started either by launching the application via a desktop shortcut, or directly from within Windows/Windows Explorer.



When you start the program, you will be presented with the primary screen from which all actions are taken. Initially, only the '**F**ile', '**Q**uit', '**H**elp' and '**A**bout' links are active.



A simple example of how A-PDF Split is used will demonstrate how easy and convenient this utility is for splitting pdf files into parts.

First, a file is selected using your operating systems's standard 'Browse' option allowing you to navigate to any folder on your computer to select the pdf file you wish to split. Alternatively, if you are using Windows Explorer to locate files, you have the convenience of being able select a source file by using 'drag and drop' to place a file



into the A-PDF Split window. After selecting a file, its page count is shown in the 'select file' area.

1 Select file

File Name: Page count: 8 *

Next a range of pages can be selected – either the entire contents of your original file, or only part of the file. This is a particularly useful option when you really only want a small set of split files produced from part of your original.

2 Select range

All pages

Part: From To

Next, the method of splitting the original file is chosen. This is where A-PDF Split is at its most flexible, and many convenient options are available for the split. In our simple example, we have chosen to split the file at each page (although very many more options could have been selected, and which are explained later in this document).

3 Select split method

Split every Page(s) *

Split by bookmark

Split by range. The range can be in the style 10,20,24-32,12-31

Advanced define

Continuing the simplified use example, we choose the part filename to be used for the split files (so that they are conveniently named for later use such as recombining them with other pdfs using a tool like the A-PDF Merge utility). The default part filename is the same as the source filename – an added user convenience when using A-PDF Split. Finally, we choose the folder where the split files will be saved – either the convenient default option or by browsing and selecting any folder on your computer.



4 Output

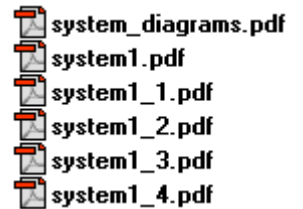
Base name:

Output folder:

The file split process is concluded by choosing the 'Split' option at the bottom of the primary screen. Depending on the result of the split process, a helpful error message or a success message is displayed. In our example, the split files are saved with the name we selected in the folder we selected, and the process is complete.



New 'split'
files saved

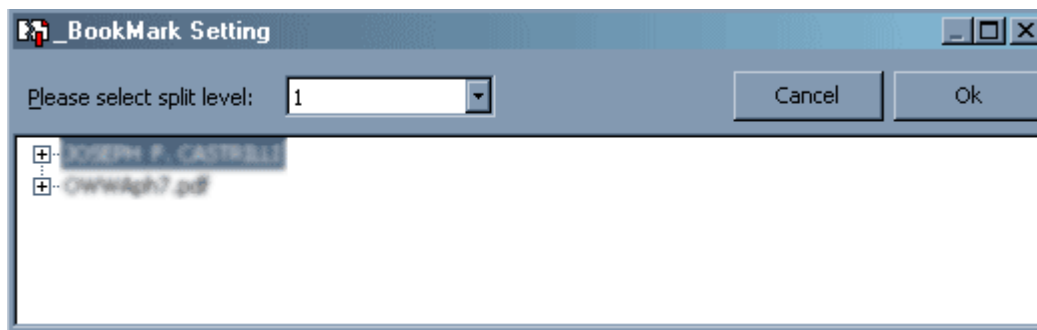


NOTE: If the file you want to split is password-protected (security may be set within Adobe Acrobat for Read and other permissions), then before splitting you need to provide the file password(s) in the pop-up dialog box.

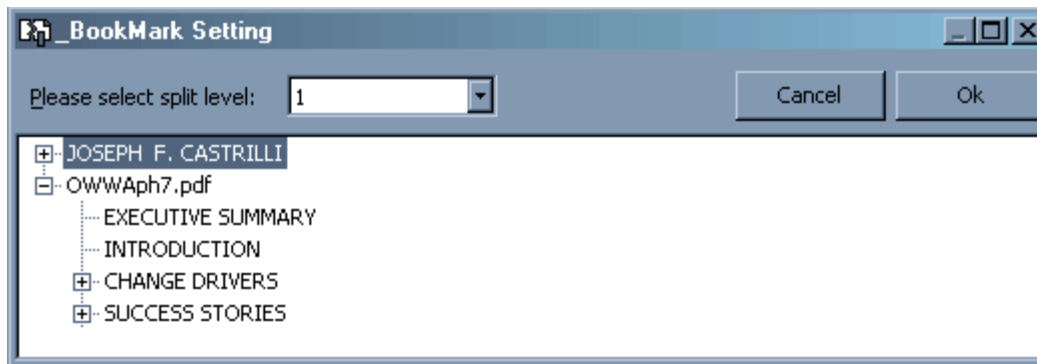
Split by Bookmark

For simple documents, the option to split at page boundaries may be sufficient. A-PDF Split provides another useful split option for typically larger documents where the original pdf file includes bookmarks (typically chapter and section headings).

Selecting the 'split by bookmark' **Advanced...** option displays a new program window:

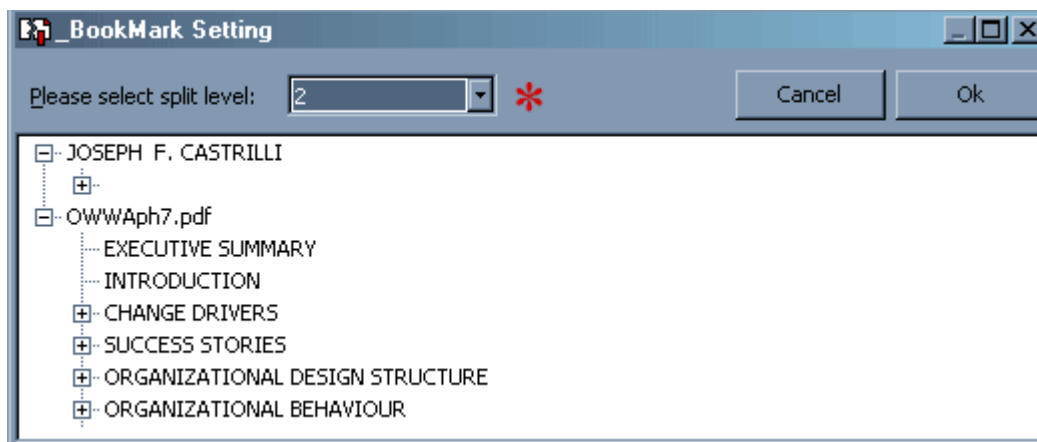


The initial display shows the pdf file bookmarks to 'level 1', i.e. high level bookmarks. The actual pdf content/bookmarks can be explored by clicking the 'expand/contract' icons for any section of the document. For example, with this same document:



Note that this expanded display of bookmarks **does not** affect the selected split level displayed at the top of the window.

Once you have determined the bookmarking level to which you want to split the original document, use the split level dropdown near the top of the window to choose what you want for the splits.



When you have selected the split level on bookmarks that you require, continue by selecting 'OK'. As before, you may then choose default filenames and/or default folder for the new split pdf files to be created.

Defining Splits

If simple splits of your pdf source files are all that you need, then the examples above illustrates how simple and effective A-PDF Split can be. Not only can you split files or parts of a file at page boundaries, or at bookmarks, but you can also define very specific splits of the source documents.

Defining splits can be accomplished in other more sophisticated ways by using the **split by range** option or by defining splits in very specific methods.



Split by Range

The split by range option uses a notation similar to that you might use for printing specific ranges of a document. Each range is defined as a particular page number or range of pages, e.g. 1, 4-10 would generate *one* pdf document from the source containing page 1 and pages 4-10 inclusive. As a convenience, the output file is named using the splits as part of the filename so that you will always know which output file contains which page/pages of your original document. In the example given here, the output document would be named *filename_1,4-10.pdf*.

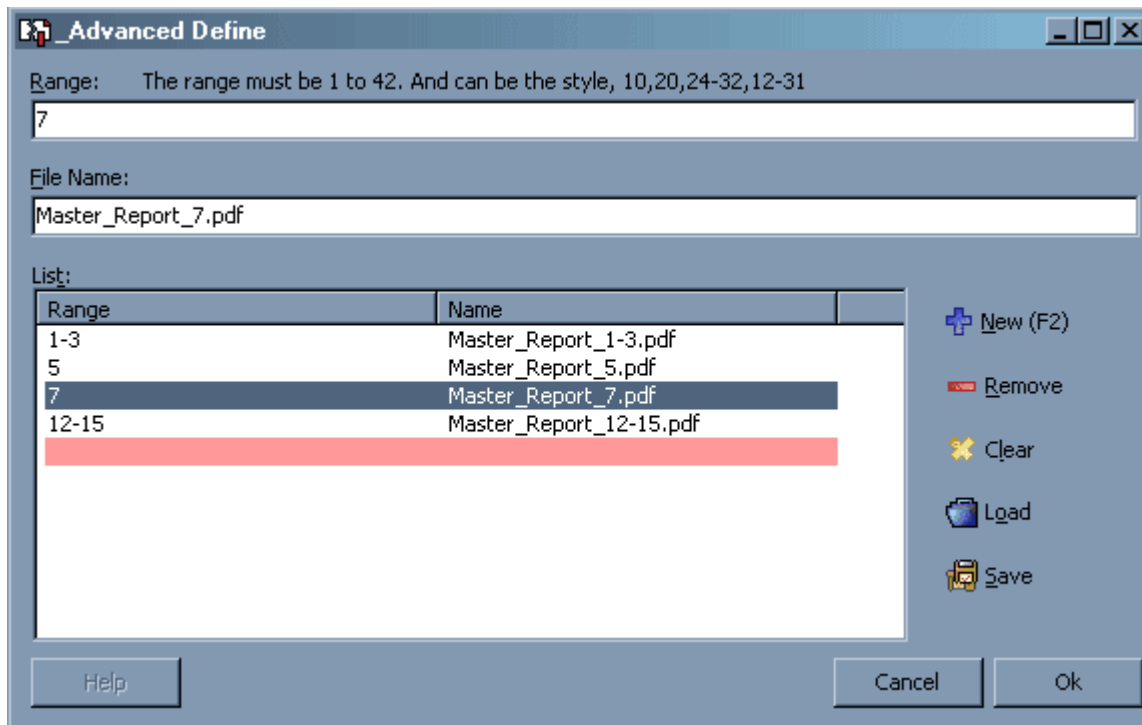
Split by range uses simple error/logic checking and friendly error messages to prevent you trying to make impossible splits in the source documents.

Define Splits - Advanced

For special purpose uses, the define split **advanced option** adds powerful new features to your file splitting, designed to make tasks simpler and even allows you to generate 'lists' defining a document split that you may want to use more than once when generating special-purposes split and combined documents.

The advanced option allows you to create a batch of defined range(s) documents to be created. As with the split by range option, the generated output files from the advanced batch process are logically named to indicate the source file and splits contained in the generated documents.

When you choose the Advanced option, a new screen is displayed providing options relating to advanced splits:



If you have already made a file selection and range selections for your split, this screen will display the relevant information. The 'power options' are displayed on the right of this screen. **Remove** allows you to highlight and remove a split from the list. **Clear** removes all information from the list. The **Load** option allows you to populate the split list range from a file you have already saved. The **Save** option allows you to save the split list for use again with another split of the same file. The Load and Save options are tremendous time-savers when you are generating new documents which use selected splits from a larger, master, document and then want to recombine these split files with task-specific files (using a utility like A-PDF Merge) to produce new documents quickly and effectively.

A time-saving tip when using the advanced definitions window is that after entering a range value, pressing 'Enter' automatically transfers the range selection to the list window and positions the cursor in the range selection window ready for your next range selection. When deleting a selection from the list window, highlighting the split to be deleted and pressing the 'Delete' key has the same effect as clicking the 'remove' icon. Time-saving – just another A-PDF Split convenience.

Ending Your Session

When you have completed your work, choose the **Quit** option from the primary page.