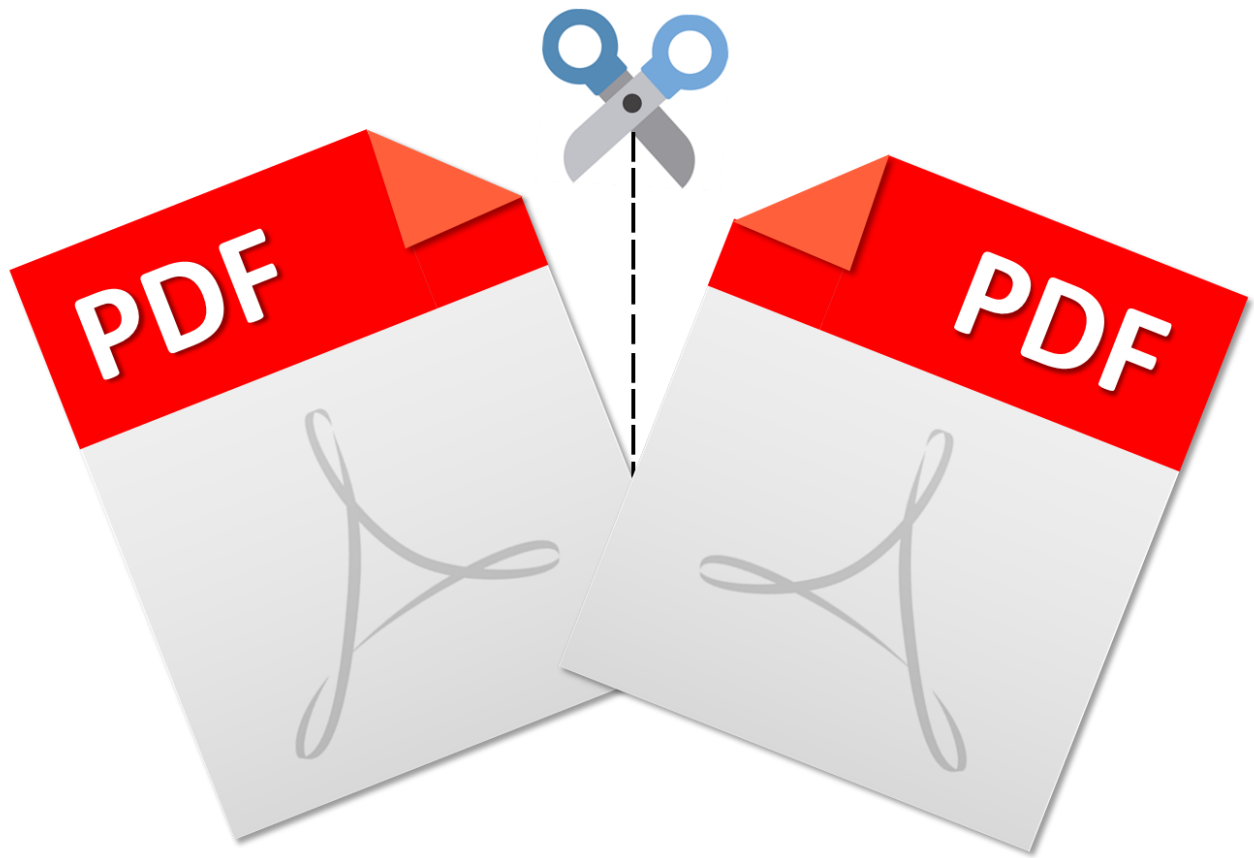


PDF SPLITTER

USER GUIDE



PDF Splitter

User Guide

CoolUtils.com



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1. Introduction to PDF Splitter

[PDF Splitter](#) by CoolUtils is a powerful utility that allows you to organize and rearrange PDF files without requiring the Adobe Acrobat application. PDF splitter can:

- Extract specific pages from PDF files
- Extract only odd or even pages from PDF files
- Split PDF files by one or more blank pages
- Split large folders of PDF files
- Split files by bar codes
- Split PDF files by bookmarks within the file
- Add page numbers to the header/footer of each page in a PDF file
- Add your logo to the header/footer of each page in a PDF file
- Process protected files
- Change PDF files from color to black and white
- Combine several PDF files into one
- Sign PDF files using your digital signature
- Split PDF files using the Command Line

PDF Splitter functions can be easily performed using the user-friendly GUI or by using the Command line. Both methods are covered in this guide.

PDF Splitter also allows you to rename your PDF files with names you choose. If you have several hundred PDF files to work with, you can use templates to format a naming convention for all of your PDF files.

2. How to Get Help

CoolUtils.com offers many ways to get help if you have a question about PDF Splitter:

- You can visit the coolutils.com [Support](#) page for help and FAQ
- Fill out the form on our [Contact page](#)
- Use this guide to learn all you need to know about PDF Splitter
- Watch the PDF Splitter [YouTube video](#)
- Visit us on [Twitter](#)
- Visit us on [Facebook](#)

3. How to Install PDF Splitter

PDF Splitter is as easy to install as it is to use. Follow the steps in this section for installation instructions.

1. Go to the [CoolUtils PDF Splitter website](#).
2. Click the black [Download Now!](#) button for the free version. If you would like to purchase the PRO version, click the green [Buy License](#) button to download the PRO version. There are several versions of PDF Splitter PRO. Click the license you would like to purchase and click the download link.

The PDF Splitter download prompt will appear as illustrated in Figure 1.

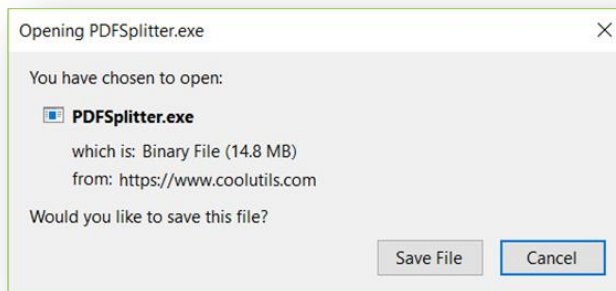


Figure 1. PDF Splitter Download

3. Click the **Save File** button; the PDFSplitter.exe file will begin downloading.
4. Go to the location where PDFSplitter.exe downloaded (for Windows users, it will most likely be your Downloads folder).
5. Double click on the PDFSplitter.exe file; the install screen will appear as illustrated in Figure 2.

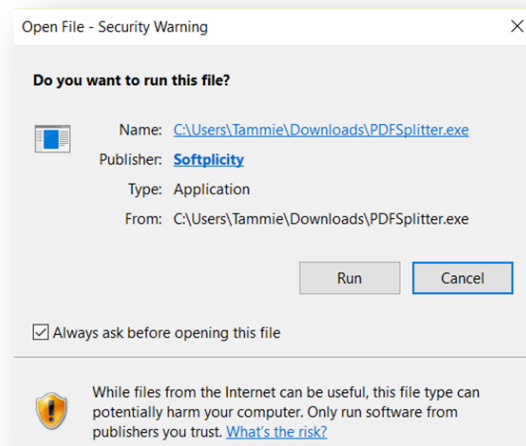


Figure 2. PDF Splitter Install Screen

6. Click the **Run** button to install the program onto your computer.
7. PDF Splitter is now installed on your computer.
8. Click on the **PDF Splitter** icon on your desktop to launch the program.

You are now ready to use PDF Splitter!

4. PDF Splitter Interface

The PDF Splitter interface is easy to use and has all of the functionality you need to work with your files right at your fingertips.

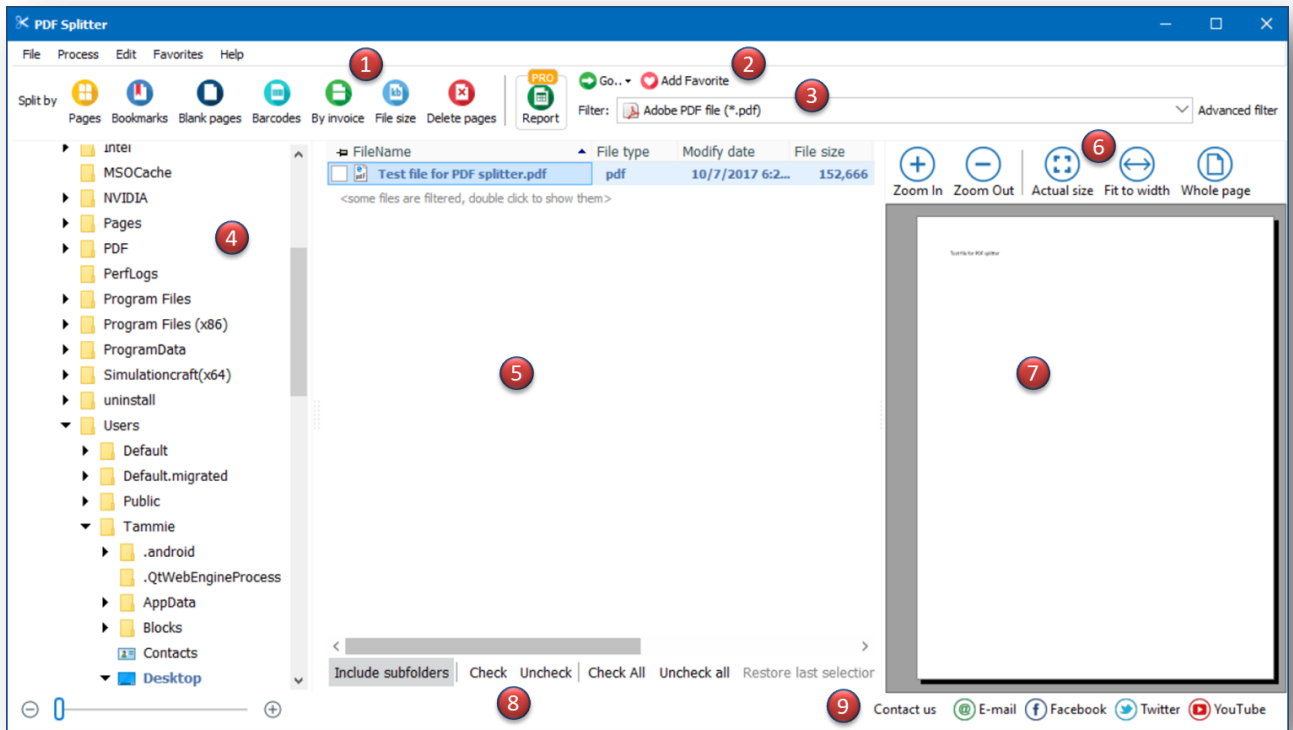


Figure 3. PDF Splitter Main Interface

1. **File splitter functions** allow you to decide how you want to work with your PDF files.
2. **Favorites** allow you to pin folders you work with frequently to the ribbon bar.
3. The **File Filter** allows you to choose what types of files to display; defaults to PDF.
4. The **main file pane** displays files and folders on your desktop.

5. The **sub files pane** displays individual files and folders within the main files.
6. You can adjust how your **document appears** in the document viewer.
7. The **document viewer** allows you to view your PDF file.
8. **File selection options** allows you to select some or all of your files to work with.
9. Contact us on **social media** or via **email** if you have any questions.

5. Customizing PDF File Splitter Settings

Now that you are familiar with the PDF File Splitter interface, you can start using the program and see how easy it is to easily split, rearrange, and customize your PDF files *without* having to purchase Adobe Acrobat.

5.1 Setting your favorites

You can pin your frequently used folders to the ribbon bar for easy access using the **Add Favorite** icon. The **Add Favorite** icon illustrated in Figure 4 is located above the file viewer section.

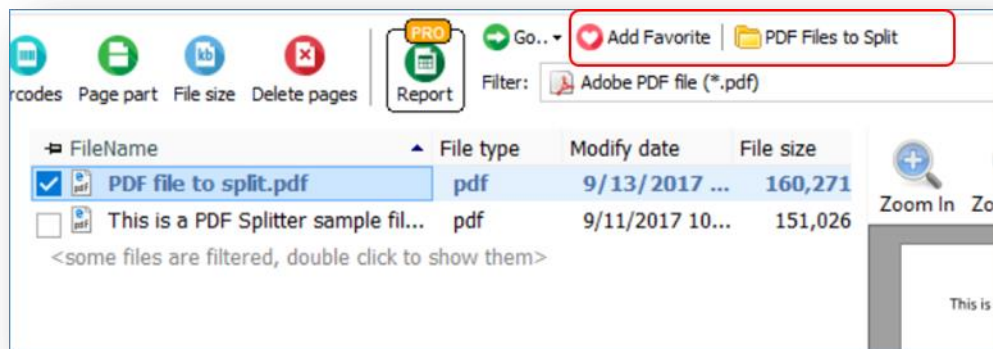


Figure 4. Select favorite files and folders.

To add favorite folders:

1. **Check the folder(s)** in the file viewer pane you wish to mark as favorites.
2. Click the **Add Favorite** icon.
3. Your files will appear to the right of the Add Favorite icon.

If you need to delete a favorite, simply right-click on the folder and select **Delete**.

5.2 Using the File Filter

The **File Filter** is located below the Add Favorite icon on the main interface. The File Filter allows you to filter which types of files you want to display (either PDFs only or all files). Click on the drop-down menu to select your filter options. Your selected file types will be displayed in the middle file pane.

The **Advanced Filter** allows you to narrow down your file filtering options even further.

To configure the Advanced Filter options click **Advanced Filter** to the right of the File Filter drop-down box. The Advanced Filter screen illustrated in Figure 5 will appear.

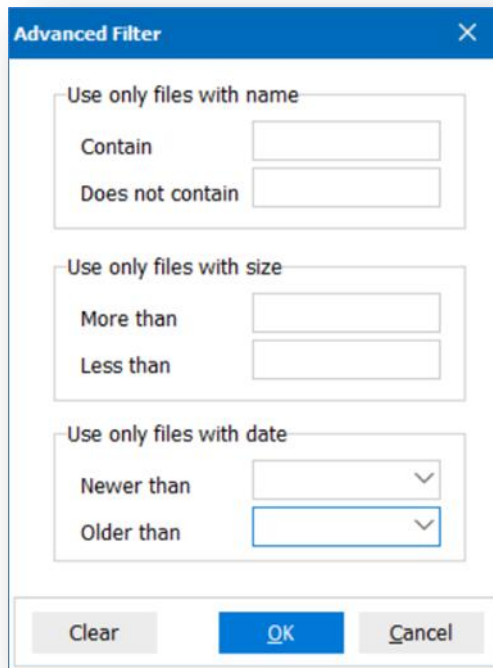


Figure 5. Advanced Filter screen.

Advanced Filter options are as follows:

- **Use only files with name:** you can select or exclude specific words that are contained in file names for display.
- **Use only files with size:** you can specify files with specific sizes to display.
- **Use only files with date:** you can specify files within a certain date range to display. Click on the drop-down box to display the calendar.

5.3 Finding your files

The left pane displays the contents of your Desktop files and folders by default. You can navigate to the location of your PDF files by clicking on the folders in the left pane. Once you click the folders, the files within those folders will appear in the middle pane as illustrated in Figure 6.

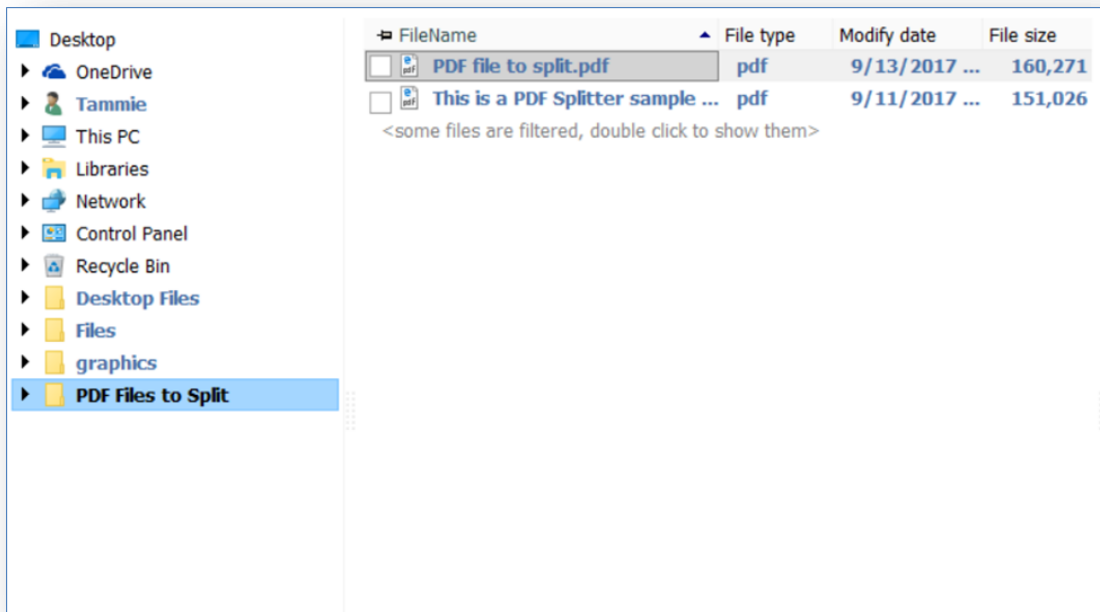


Figure 6. File list displaying PDF files.

The file list displays the file name, file type, modify date, file size, author, subject, title, page size, and page count. By default, you may not be able to see all of the columns unless you resize the middle pane. This is easily accomplished by dragging the edges left and right to display all of the columns.

You can sort your file list by any of the column names. You can also click on any of the column headers and drag and drop them to change their order. For example, if you want Page count next to File type, you can simply drag the Page count column next to File type.

At the bottom of the file list, there is text that says:






<some files are filtered, double click to show them>

If you double click anywhere on that line of text, all files in the folder will be displayed.

5.4 File viewing tools

There are a few ways you can view your PDF file in the file viewer pane on the right side of the application. Highlight any filename in the middle pane of the screen to have it appear in the file viewer pane.

The five icons above the file viewer pane allow you to select how you want to view the file.

 Zoom In	Click the Zoom In icon to zoom in on your PDF file.
 Zoom Out	Click the Zoom Out icon to zoom out on your PDF file.
 Actual size	Click the Actual size icon to return your PDF file to its actual size.
 Fit to width	Click the Fit to width icon to fit your PDF to the width of the viewing pane.
 Whole page	Click the Whole page icon to view the entire PDF page.

5.5 Selecting files to split

PDF Splitter allows you to split one or more files at the same time. The bottom of the middle file pane has the following options for you to select files:

- **Include subfolders:** you can include all subfolders in the middle pane which will select all documents in those folders.
- **Check:** you can select **Check** to check individual files, simply highlight the file and click check, or you can check the box to the left of the file name.
- **Check All:** you can select **Check All** to check all files and folders in the middle pane.
- **Uncheck All:** you can select **Uncheck All** to uncheck all checked files.
- **Restore last selection:** you can type the filename for a specific file and it will appear in the middle pane.

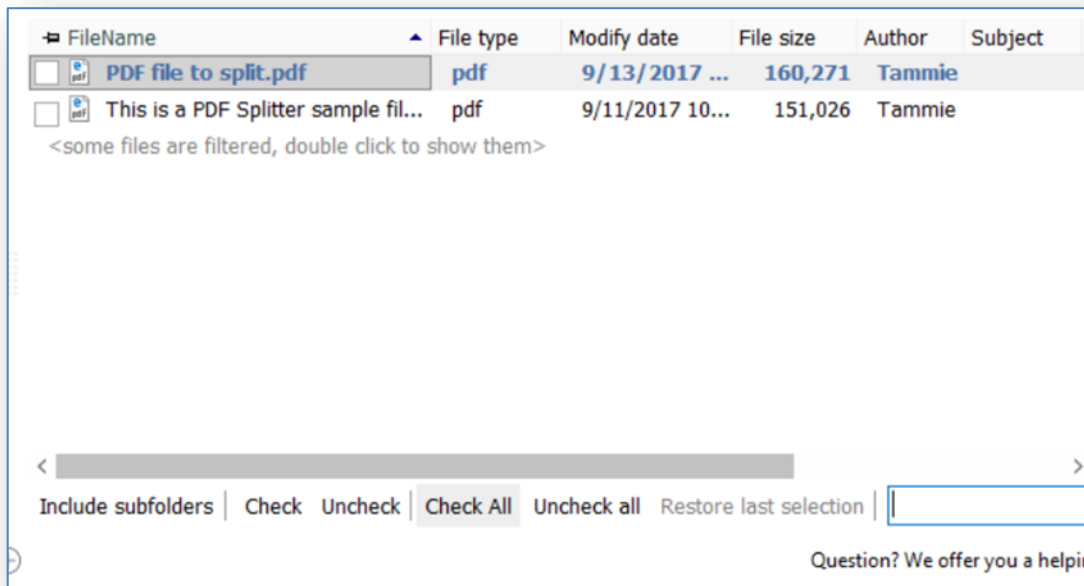










Figure 7. Select which files and folders to include.

6. Working with your PDF files

Once you have customized your PDF splitter settings, you can now start working with your files. The process of splitting and joining files is easy and convenient and there are many options from which you can choose.

This section covers all of the tools you use to work with your PDF files. Below is an overview of the various ways you can change your files:

 Pages	The Pages option allows you to work with individual pages. You can choose one page, several pages, even or odd pages only, or any combination.
 Bookmarks	The Bookmarks option allows you to split files by bookmarks within your files.
 Blank pages	The Blank pages option allows you to split your PDF file at a blank page(s) within the file.
 Barcodes	The Barcodes option allows you to split your PDF file by barcodes located within the file.
 By invoice	The By Invoice option allows you to split out part of a PDF file for use with the template (Pro version only).
 File size	The File size option allows you to split out your PDF file so they meet a certain file size (for example, 2MB each).
 Delete pages	The Delete pages option allows you to delete specific pages within your PDF file.
 Report	The Reports option allows you to run reports on your PDF Splitter activities (Pro version only).

6.1 Splitting Files: Pages

The Pages option allows you to split individual pages. You can choose one page, several pages, even or odd pages only, or any combination of pages to split.

After you have selected the file(s) you wish to split, click the **Pages** icon to view the Pages dialogue box as illustrated in Figure 8.

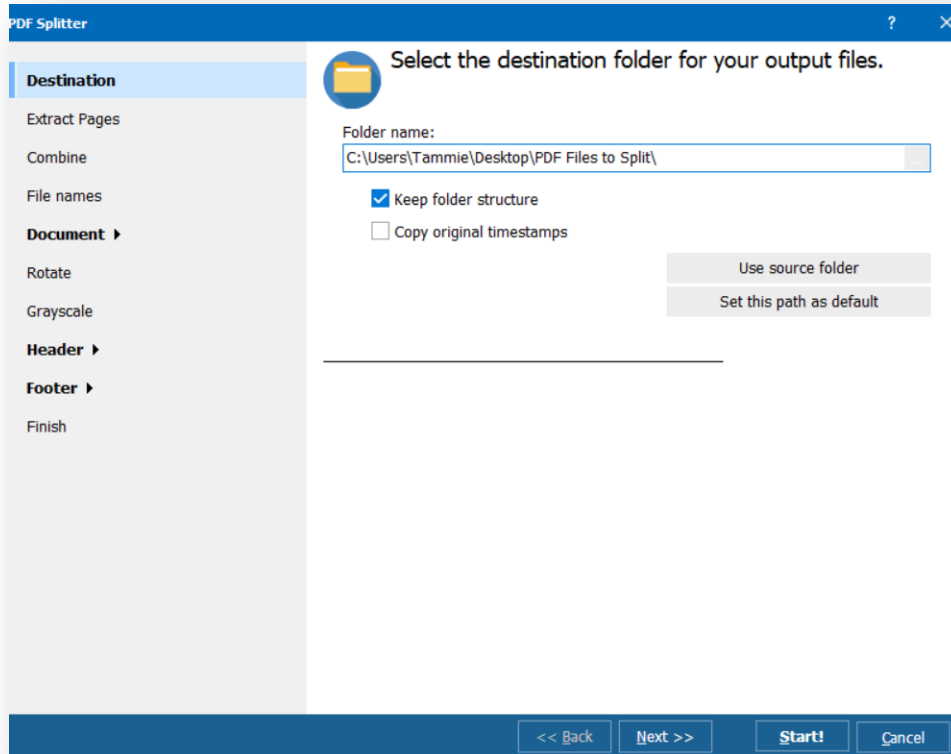


Figure 8. Split PDF files by page dialogue box.

1. The **Destination** screen allows you to select where you want to output your split files. Click on the **ellipse** to the right of the folder name box to select a location.
 - **Keep folder structure** is checked by default and allows you to keep the same structure for your folders after your files are split.
 - **Copy original timestamps** allows you to keep the same timestamps on the split files as was on the original PDF file.

- Select **Use source folder** to output your files to the same folder as the file you are splitting.
 - Select **Set this path as default** to output all future files to the same location you chose in Step 1.
 - Click **Next** to go to the Extract Pages screen.
2. The **Extract Pages** screen gives you four options to split your files.
- **Get all pages** allows you to split out all pages in your PDF file.
 - **Extract only selected pages** allows you to enter specific pages to split in your PDF file.
 - **Extract only ODD pages** allows you to extract only odd-numbered pages in your PDF file.
 - **Extract only EVEN pages** allows you to extract only even-numbered pages in your PDF file.

Select the radio button next to one of these four options and click **Next** to go to the Combine screen.

3. The **Combine** screen allows you to split a document at a certain number of pages. For example, if you want a new document every five pages, click the radio button next to **Make new document every...** then enter the number 5.

You can uncheck the box to the left of Combine pages if you don't wish to use this option.

Click **Next** to go to the File names screen.

4. The **File names** screen allows you to choose from several templates to select a naming convention for your split files.
- You can select a template from the **Template** drop-down menu and edit each template. File names will appear in the box below the options.
 - The **Start numeration from** section allows you to select the page numbering for your pages. If you select "1" your page number for each split file will start with Page 1.
 - Click **Next** to go to the Document section.

- The **Document** section has three configuration options:
 - The **Watermark** section illustrated in Figure 9 allows you to add your own customized watermarks to the page.

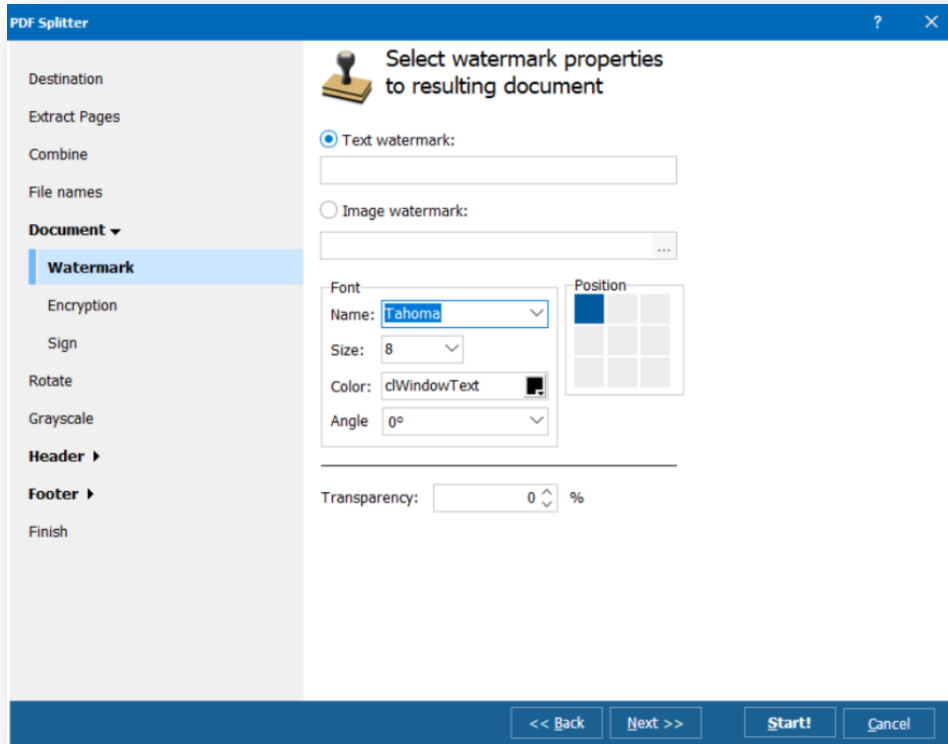


Figure 9. Configure Watermark.

- Select **Text watermark** to add your own watermark. Simply fill in the text you want for your watermark.
 - Select **Image watermark** and click the ellipsis to search for an image to use as a watermark.
 - The **Font** section allows you to select your font family, font size, text color, angle, and position of your text watermark.
 - Transparency** allows you to select the transparency percentage for your watermark.
 - Click the **Next** button to go to the Encryption section.
- The **Encryption** section illustrated in Figure 10 allows you to add security to your split PDF files using passwords and permissions.

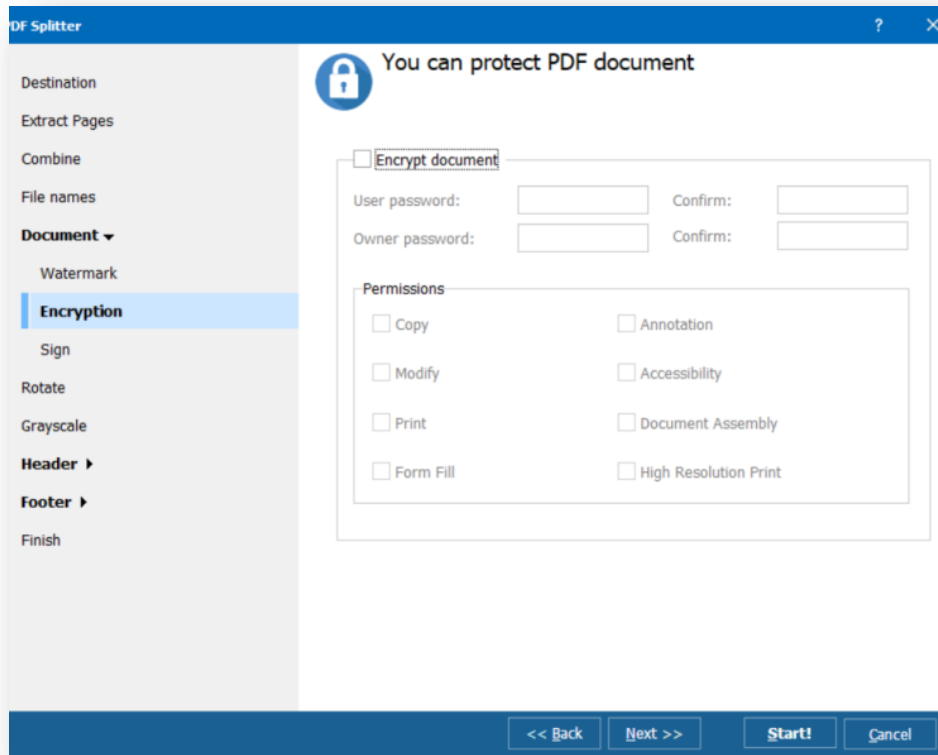


Figure 10. Encrypt your PDF files.

- Check the box to the left of **Encrypt document** to add a User and/or Owner password to the output files.
 - Fill in the **User** and/or **Owner** passwords and again in the **Confirm** boxes to set security parameters.
 - In the **Permissions** section you can select what kinds of permissions will be applied to the user. You can select one or more permissions for: Copy, Modify, Print, Form Fill, Annotation, Accessibility, Document Assembly, and High Resolution Print.
 - Click **Next** to go to the Sign section.
7. The **Sign** section allows you to add a digital signature to your split document. You can select a certificate (.pfx) file to upload and also add your name, location, and contact information to the document.
- Click **Next** to go to the Rotate section.

8. The **Rotate** section allows you to rotate your split PDF file. Simply select one of the rotation options:
 - Rotate 90 CCW – rotates left
 - Rotate 90 CW – rotates right
 - Flip vertical
 - Click **Next** to go to the Greyscale section.

9. The **Greyscale** section allows you to change a color PDF file to black and white.
 - To output your PDF file in black and white, click the **checkbox** next to **Greyscale**. By default, this box is unchecked.
 - Click **Next** to go to the Header section.

10. The **Header - Text** section illustrated in Figure 11 allows you to add custom text and/or an image in the header section of your PDF file.

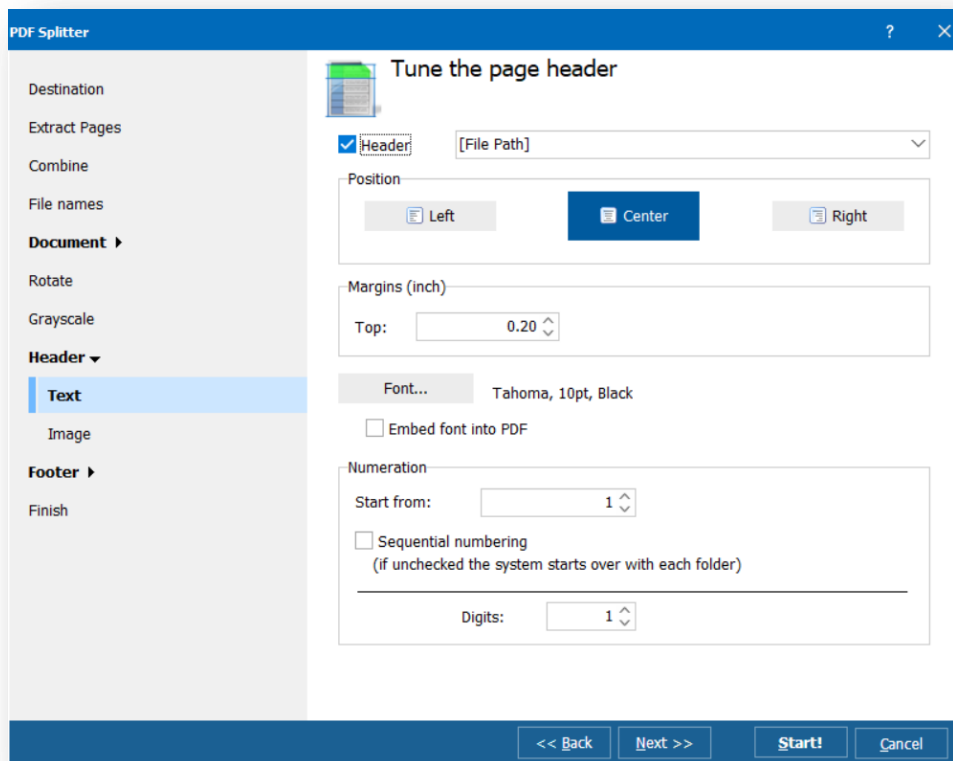


Figure 11. Add text to the header.

- If you wish to use one of the header templates, click the **checkbox** to the left of Header and select a template from the drop-down menu.
- In the **Position** section, select where you want your text positioned.
- Under the **Margins** section, select how large in inches you want your header margin.
- In the **Font** section you can select a font to use for your header text. You can also choose the **style** for your header text (bold, italic, etc.). To embed the font throughout your PDF, select the checkbox next to **“Embed font into PDF.”**
- The **Numeration** section allows you to configure numbering options for your document. You can select where to start numbering by entering a number in the **Start From** box. If you want your numbers on the bottom of the document, skip the Numeration section and configure this option in the Footer section.
- If you want your numbers in sequence to continue between documents, select the **checkbox** next to **Sequential**.
- Click **Next** to go to the Image section.

11. The **Header-Image** section illustrated in Figure 12 allows you to choose an image to include in the header section of your PDF file.

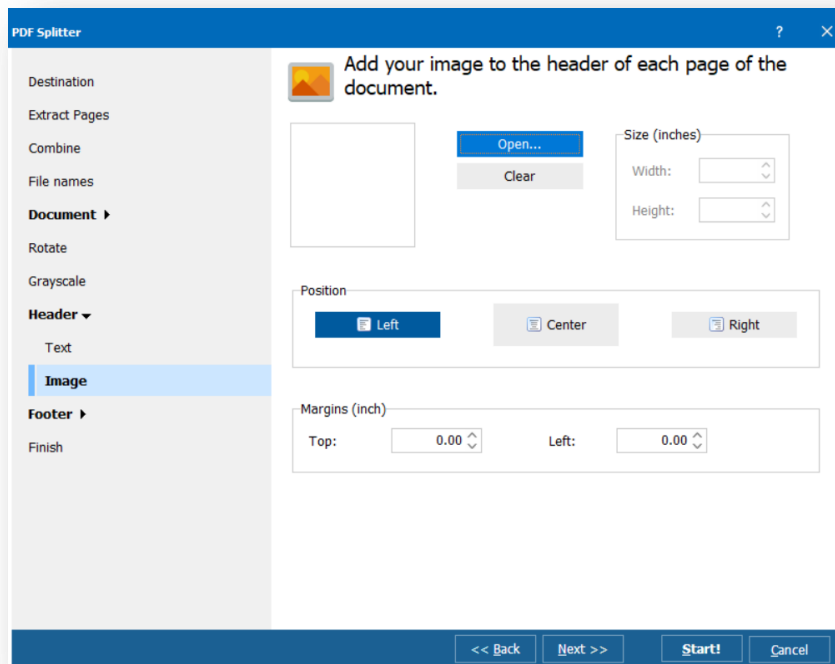


Figure 12. Add image to header

- Click the **Open...** button to select an image to add to your header. Once you select an image you can change the width and height to fit into the header. The **Clear** button allows you to clear the image and start over.
 - The **Position** section allows you to select where your image will be positioned in your header.
 - The **Margins** section allows you to determine how much space will be at the top and left side of your header.
 - Click **Next** to go to the Footer section.
12. The **Footer - Text** section allows you to add customized text and/or an image in the footer section of your PDF file. The Footer section has the same configuration options as the Header section.
- If you wish to use one of the footer templates, click the **checkbox** to the left of Footer and select a template from the drop-down menu.
 - In the **Position** section, select where you want your text positioned.
 - Under the **Margins** section, select how large in inches you want your header margin.
 - In the **Font** section you can select a font to use for your footer text. You can also choose the **style** for your footer text (bold, italic, etc.). To embed the font throughout your PDF, select the checkbox next to **“Embed font into PDF.”**
 - The **Numeration** section allows you to configure numbering options for your document. You can select where to start numbering by entering a number in the **Start From** box.
 - If you want your numbers in sequence to continue between documents, select the **checkbox** next to **Sequential**.
 - Click **Next** to go to the Image section.
13. The **Footer-Image** section allows you to choose an image to include in the footer section of your PDF file.
- Click the **Open...** button to select an image to add to your footer. Once you select an image you can change the width and height to fit

the image into the footer. The **Clear** button allows you to clear the image settings and start over.

- The **Position** section allows you to select where your image will be positioned in your footer.
- The **Margins** section allows you to determine how much space will be at the top and left side of your footer.
- Click **Next** to go to the Finish section.

14. The **Finish** section allows you to review all of the options you configured for your PDF document. You can also configure the following options in this section:

- If you wish to delete the original files, check the box next to **Delete originals**.
- If you wish to open the folder where your new PDF files are, check the box next to **Open destination folder when conversion is done**.
- To create a .bat file with all of your settings to easily reuse them, click the **Create command (bat) file with current settings** button. This will allow you to simply click the .bat file the next time you wish to split a PDF file with these same settings.
- You are now finished configuring your settings for the Pages option for PDF File Splitter! Be sure you check your settings to verify they are correct. If you want to change a setting, click the **Back** button to go back to a specific section and make changes.
- After you have verified your settings are correct, click the **Start!** button to start the conversion process.
- Once the conversion process is complete a screen will appear as illustrated in Figure 13, letting you know your file conversion was successful. If there were any errors in the conversion process, it will be displayed on the **Completion** screen.
 - To view the log of the conversion process, click the **View Log** button.
 - To save the Log, click the **Save Log** button.
 - Click the **Close** button to close the Process complete box.

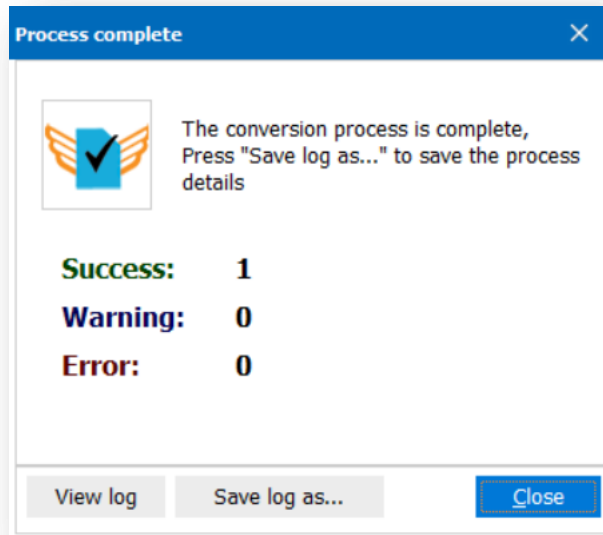


Figure 13. Process complete screen.

Congratulations, you have now completed splitting a PDF by pages. The next section describes how to split files from your **Bookmarks**.

There are many other options you can utilize to work with your PDF files. The following sections outline each of those options.

6.2 Splitting Files: Bookmarks Option

The **Bookmarks** option for PDF Splitter follows the same steps as the **Pages** options with the exception you can split files by the bookmarks within your PDF files.

This section will go over the Bookmarks option only since all other steps are the same as in the [previous section](#).

After you have selected the file(s) you wish to split, click the **Bookmarks** icon to view the **Bookmarks** dialogue box as illustrated in Figure 14.

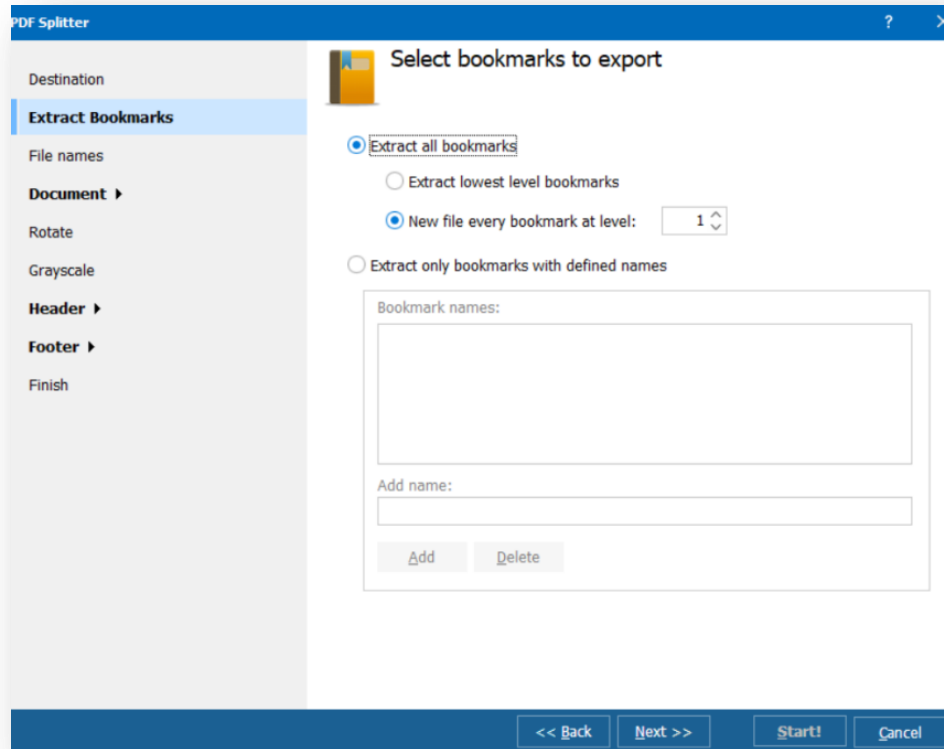


Figure 14. Extract by bookmarks option.

1. The **Extract Bookmarks** section allows you to split PDF files by the bookmarks you created within them. For example, if you have a book in a PDF file and you bookmarked each chapter, PDF Splitter will separate out each chapter into a different document. You can also define names for each bookmarked section.
 - The **Extract all bookmarks** option will allow you to split your PDF document by specific bookmarks.
 - **Extract lowest level of bookmarks** will split your PDF by all bookmarks you have placed in your PDF document.
 - **New file every bookmark at level** allows you to split your PDF by specific bookmarks. For example, if you enter “2” in the box, the document will be split by every second bookmark.
 - The **Extract only bookmarks with defined names** allows you to create names for bookmarked sections and split files by those names. To add a name, enter a name in the **Add name box** and click the **Add** button.

Once you have configured how you want your PDF file split by bookmarks, you can configure the rest of the options as outlined in [Section 6.1](#).

6.3 Splitting files: Blank pages option

The **Blank pages** option for PDF Splitter follows the same steps as the **Pages** options with the exception that you can split files by blank pages within your PDF files.

This section will go over the Blank pages option screen only since all other steps are the same as in the [previous section](#).

After you have selected the file(s) you wish to split, click the **Blank pages** icon to view the **Blank tolerance** dialogue box as illustrated in Figure 15.

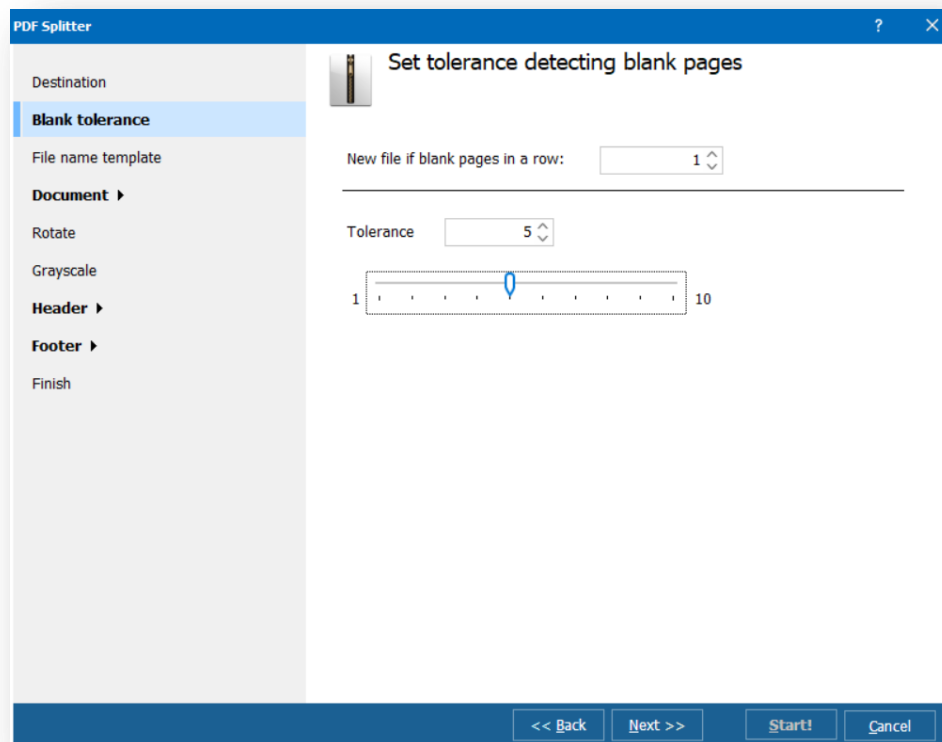


Figure 15. Split by blank pages option.

1. The **New file if blank pages in a row** section allows you to set how many blank pages you want before PDF Splitter will split the file. Simply enter the number of blank pages for PDF Splitter to locate to split your file.
2. You can set the **tolerance level** of how many pages the PDF Splitter will detect, from 1-10, using the slider or entering the number in the box.

Once you have configured how you want your blank pages split out, you can configure the rest of the options as outlined in [Section 6.1](#).

6.4 Splitting files: Barcodes option

The **Barcodes** option for PDF file splitter follows the same steps as the **Pages** options with the exception that you can split files by barcodes within your PDF files. This feature is useful if you have receipts or documents with barcodes that you have saved in one PDF file and you want them separated into individual files.

This section will go over the **Barcode** option screen only since all other steps are the same as in the [previous section](#).

After you have selected the file(s) you wish to split, click the **Barcodes** icon to view the **Barcode** dialogue box as illustrated in Figure 16.

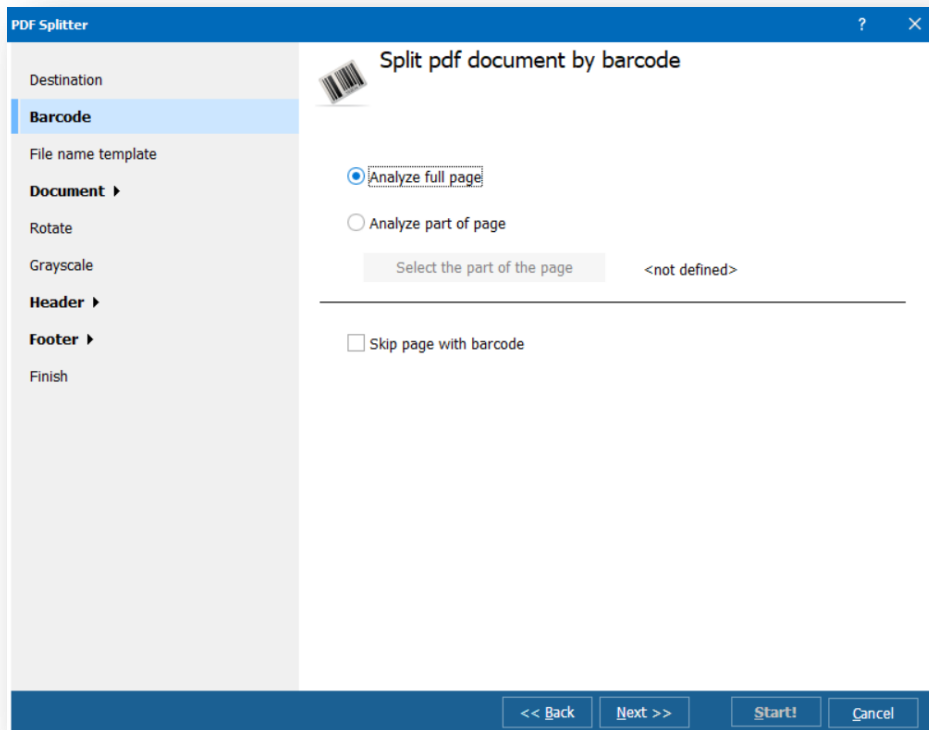


Figure 16. Split by barcodes option.

1. The first section allows you to either analyze the full page for barcodes or select a specific section where barcodes are located.
 - Select the radio button next to **Analyze full page** to have PDF Splitter check the entire page(s) for barcodes.
 - Select **Analyze part of page** to select specific sections of your page(s).
 - Once you select this option, click the **Select the part of the page** button.
 - Your PDF file will appear and will allow you to use your cursor to draw a box around the sections you want PDF splitter to detect and split.
2. Alternatively, you can also skip pages with barcodes using this feature. Click the check box next to **Skip page with barcode** to have PDF Splitter avoid any pages that contain a barcode.

Once you have configured how you want your blank pages split out, you can configure the rest of the options as outlined in [Section 6.1](#).

6.5 Splitting files: By Invoice

The **By Invoice** option for PDF Splitter follows the same steps as the **Pages** options with the exception that you can split files by partial pages within your PDF files. For example, if you want to split one page in your PDF file into two separate pages, you can use the By Invoice feature to accomplish this task.

This section will go over the **By Invoice** option screen only since all other steps are the same as in the [previous section](#).

Please note: the By Invoice feature is only available in the [PRO version](#) of the PDF Splitter tool.

After you have selected the file(s) you wish to split, click the **By Invoice** icon to view the **By Invoice** dialogue box as illustrated in Figure 17.

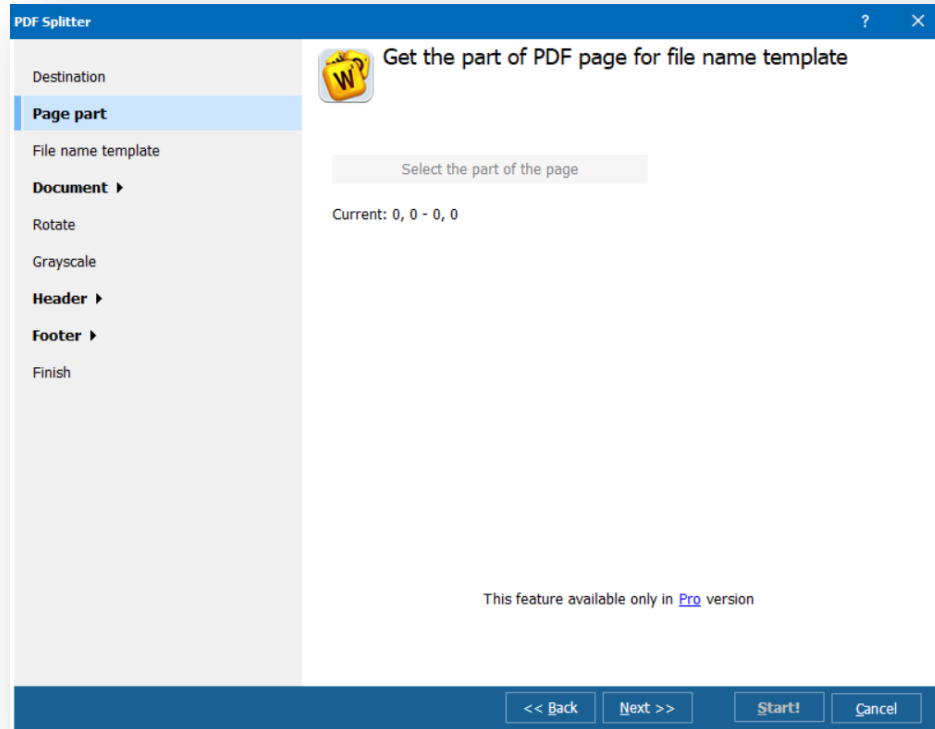


Figure 17. Split by page part option.

1. Click the **Select the part of the page** button to open up your PDF file and select parts of the page you want to split out.
2. The **Current** section will show you which pages you selected.

Once you have configured how you want your pages split out, you can configure the rest of the options as outlined in [Section 6.1](#).

6.6 Splitting files: File size option

The **File size** option for PDF Splitter follows the same steps as the **Pages** options with the exception that you can split files by how large you want your output files. For example, if you have a 20MB file that you want to email and you want to split it into 5MB sections, you can do that with the File size option.

This section will go over the **File size** option screen only since all other steps are the same as in the [previous section](#).

After you have selected the file(s) you wish to split, click the **File size** icon to view the **File size** dialogue box as illustrated in Figure 18.

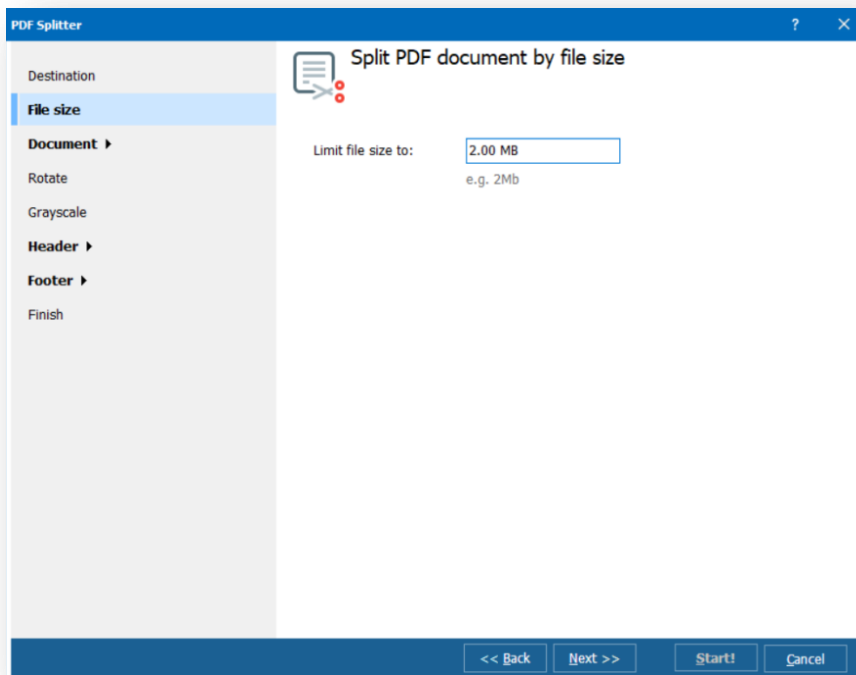


Figure 18. Split PDF by file size.

1. Enter the file size you want for your PDF output files. For example, if you want your files to be split out into 2MB sized files, enter 2.00 MB in the **Limit file size to** box.

Once you have configured how you want your pages split out, you can configure the rest of the options as outlined in [Section 6.1](#).

6.6 Splitting files: Delete pages option

The **Delete pages** option for PDF Splitter allows you to delete specific pages from your PDF file.

The **Destination** and **Finish** screens are the same as the screens outlined in [Section 6.1](#).

After you have selected the file(s) you wish to split, click the **Delete pages** icon to view the **Delete pages** dialogue box as illustrated in Figure 19.

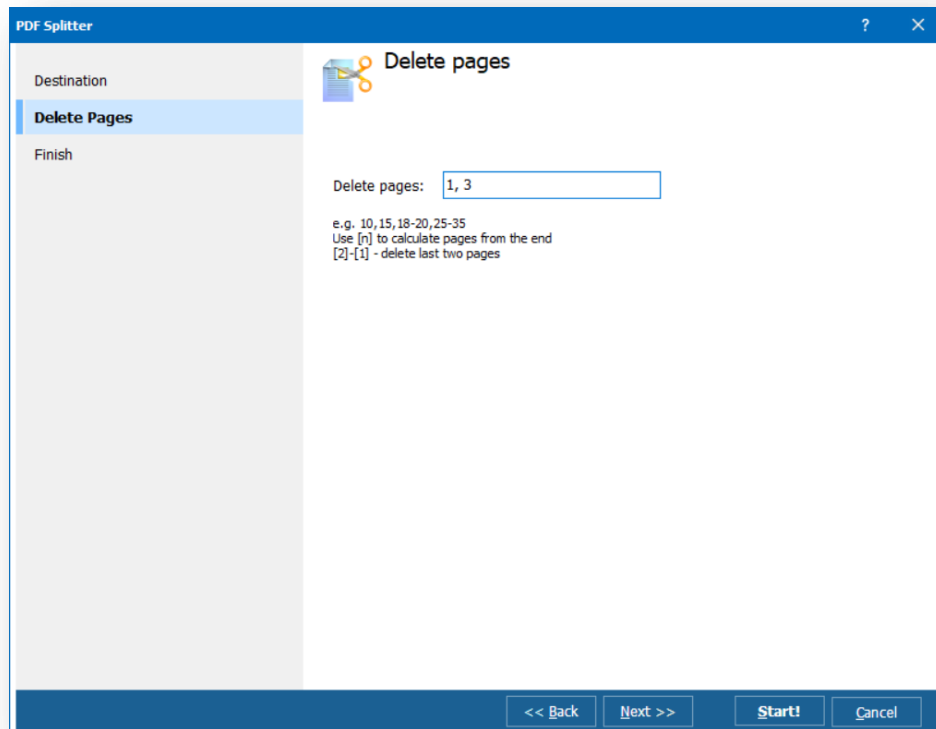


Figure 19. Delete pages screen.

1. Enter the pages you want removed from your PDF file in the **Delete pages** box. You can enter specific pages (e.g., 1, 3) or a page range (e.g., 1-4).

Once you have configured which pages you want removed, you can configure the rest of the options as outlined in [Section 6.1](#).

7. Reports

The Reports section allows you to run reports on all of the PDF Splitter activities you have performed to keep for your records.

Please note: the Reports feature is only available in the [PRO version](#) of the PDF Splitter tool.

To run reports, click on the **Reports** icon to open the **Reports** dialogue box as illustrated in Figure 20.

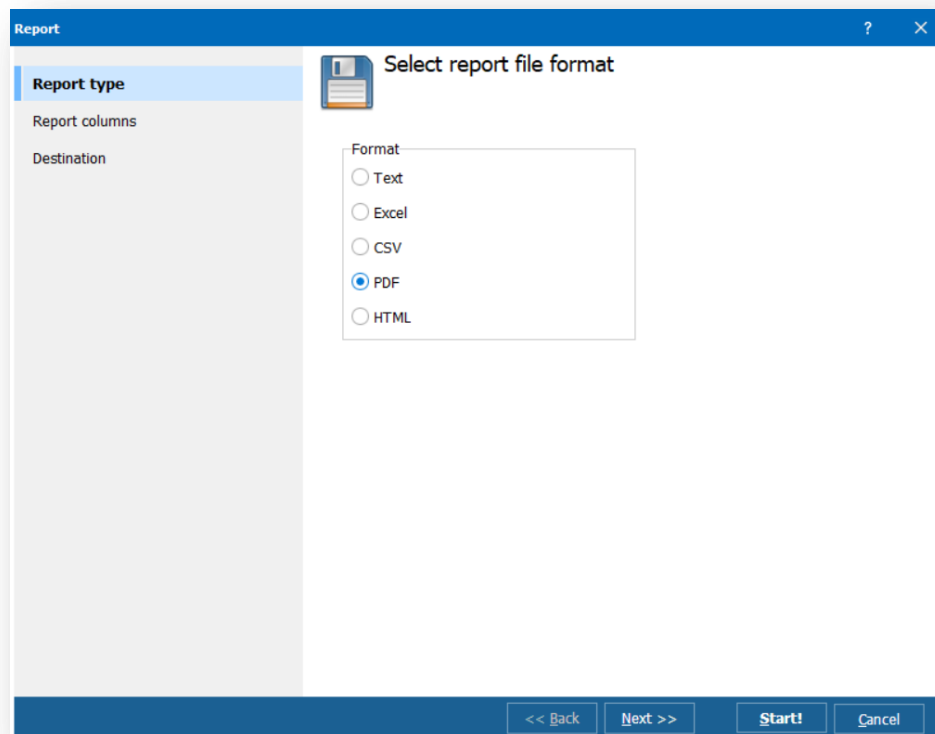


Figure 20. PDF Splitter Reports.

1. The **Report** type section allows you to select the format for your report output. Select the radio button next to one of the following options:
 - **Text:** this format will output your report to a text file, such as Notepad.
 - **Excel:** this format will output your report to an Excel spreadsheet.
 - **CSV:** this format will output your comma delimited report to an Excel spreadsheet.
 - **PDF:** this format will output your report to a PDF file.
 - **HTML:** this format will output your report to an HTML file.

Click the **Next** button to go to the Report columns section.

2. The **Report columns** section illustrated in Figure 21 allows you to select specific columns you would like to see in your report.

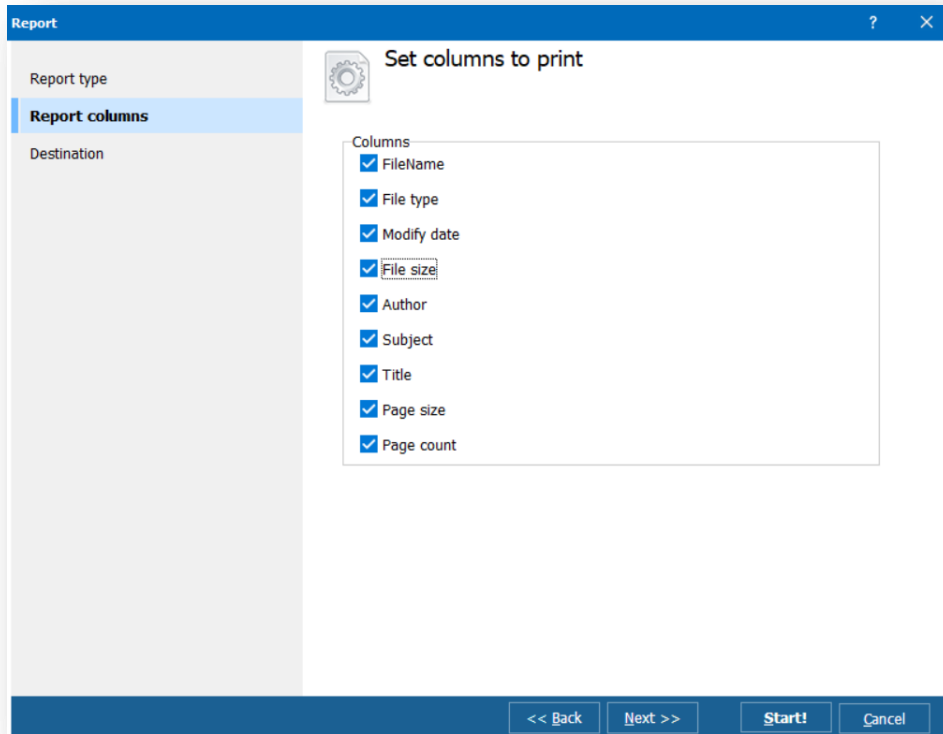


Figure 21. Select report columns.

You can use the check boxes to select the following criteria to include in your report (all are checked by default):

- **Filename:** this includes the name of the file in your report.
- **File type:** this includes the type of the file in your report.
- **Modify date:** this includes the date you split the file in your report.
- **File size:** this includes the size of the file in your report.
- **Author:** this includes the author's name in your report.
- **Subject:** this includes the subject in your report.
- **Title:** this includes the title of the document in your report.
- **Page size:** this includes the size of the page(s) in your report.
- **Page count:** this includes the number of pages in your report.

Simply check the box to the left of the column name if you wish to exclude items in your report.

Click the **Next** button to go to the Destination section.

3. The **Destination** screen illustrated in Figure 22 allows you to select where you want to output your report.

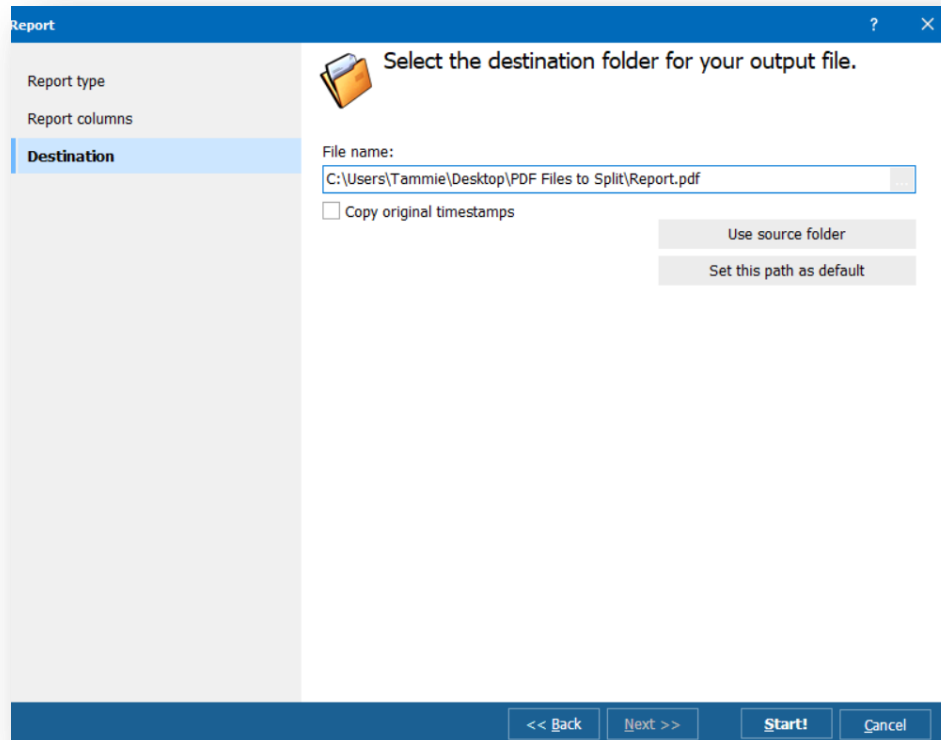


Figure 22. Output your report file.

- Click on the **ellipse** to the right of the folder name box to select a location for the output of your report.
- **Copy original timestamps** allows you to copy the same timestamps onto your reports.
- Select **Use source folder** to output your reports to the same folder as your split files. Select **Set this path as default** to output all future files to the same location you chose in Step 1.
- Click the **Start!** button to run your report.

Your report output will be displayed according to your specifications similar to the report illustrated in Figure 23.

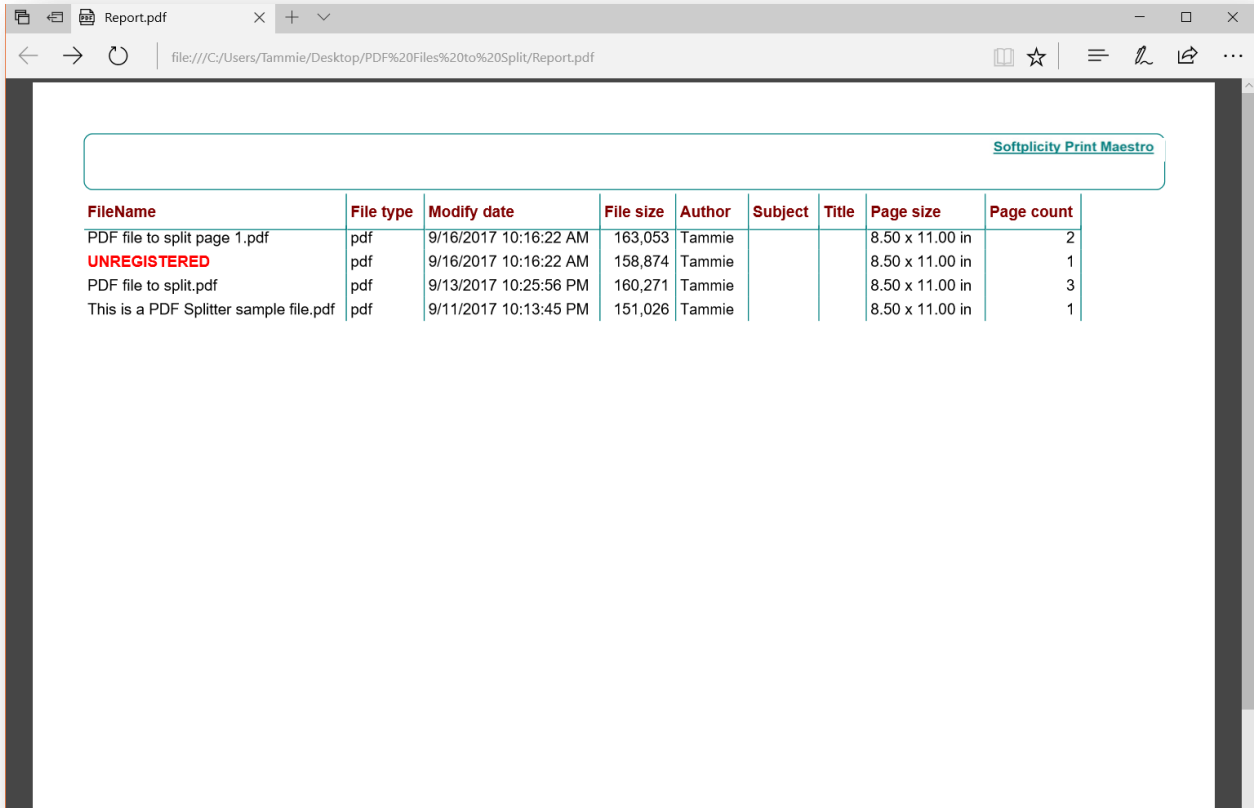


Figure 23. Report output in PDF format.

4. Once the conversion process is complete the final screen will appear letting you know your file conversion was successful. If there were any errors in the conversion process, it will be displayed on the **Completion** screen.
 - To view the log of the conversion process, click the **View Log** button.
 - To save the Log, click the **Save Log** button.
 - Click the **Close** button to close the Process complete box.

PDF Splitter User Guide

PDF Splitter has many features you can use to work with PDF files to create files just the way you want them. [PDF Splitter PRO](#) offers even more features to give you a full suite of options for working with your PDF files, so try it today.

If you have any questions about PDF Splitter, please visit us on [Facebook](#) or [Twitter](#). You can also view our [YouTube video](#) for additional information on how to use PDF Splitter.

8. PDF File Splitter PRO

[PDF File Splitter PRO](#) has all of the features from PDF File Splitter unlocked plus a very powerful feature that allows you to manually split PDF files.

PDF File Splitter PRO includes:

- Split PDF files by text on any line anywhere in the file
- Split PDF files by By Invoice (see [Section 6.5., By Invoice](#))
- Manually split files to customize which pages are split
- Create a .bat file from the PDF File Splitter PRO interface to process PDF files from your command line
- Create reports on your file splitting activities to keep track of your work

8.1 Split PDF files manually

PDF File Splitter PRO contains a very powerful feature which allows you to manually split your PDF files anywhere in the document. For example, if you wish to split your file in the middle of a page, you can do so using PDF File Splitter PRO.

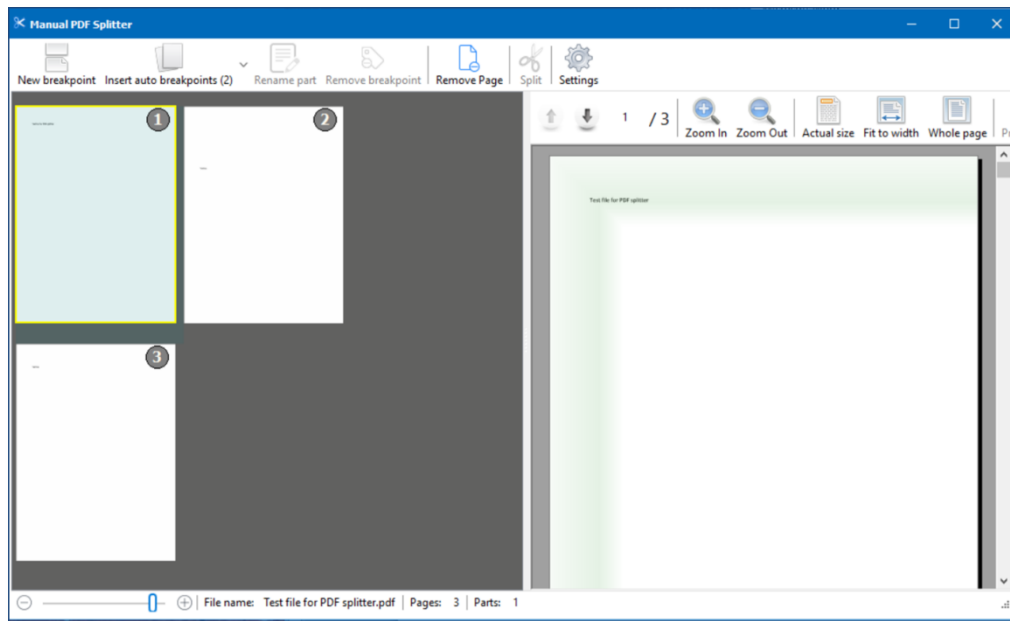


Figure 24 Split Files Manually

You can select any pages you want to split using the Manual split feature. Simply drag and drop files you want to split and click Insert auto breakpoints and give your new file a name. It's a very simple but useful feature.

Appendix A: PDF Splitter Command Line Parameters

A convenient option for PDF Splitter (both the free and PRO versions) is the ability to work directly from the command line. There are several parameters that you can use with the command line to output the same results as using the PDF Splitter interface.

The easiest way to use this method of working with your PDF files is placing the files you want to work with in a folder at the root of your main drive (usually C or D) and give it a simple name, like PDF.

An output folder will be created at the root of your main drive when you use PDF Splitter to work with your files as you are creating your command line strings; this is where you will find your output files.

You can use any folders on your computer, however, keeping it simple is best when working with the command line. If you choose to use an existing folder on your computer such as "My Documents," **be sure to use quotations for any folders or file names with spaces.**

Usage of the command line prompt is as follows:

PDFSplitter.exe<source><destination><options>

Here's a breakdown of a sample command line string where we are using PDF Splitter to extract pages 2 and 3 from a PDF file:

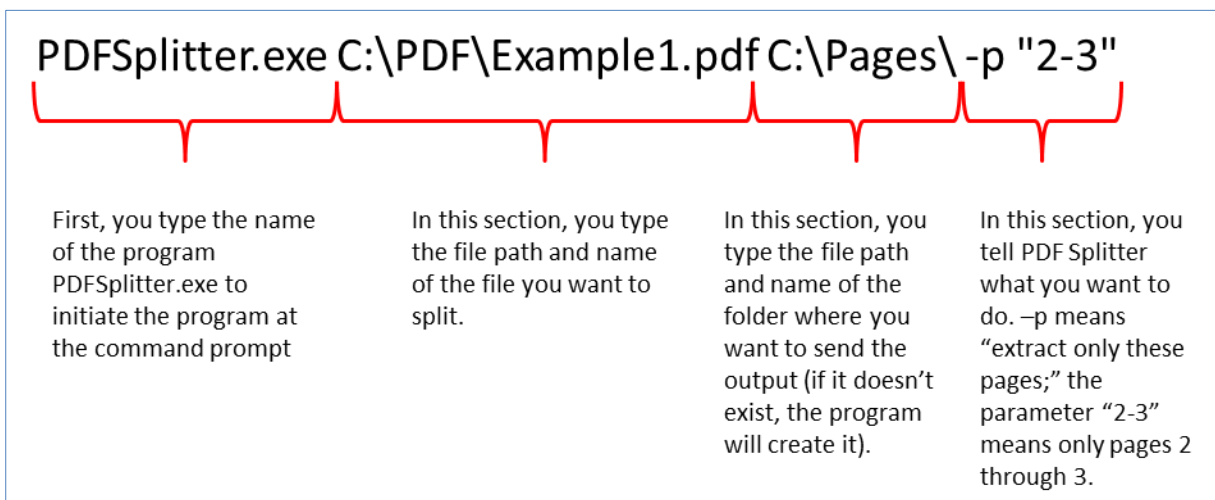


Figure 25. Command line text string breakdown.

The screenshot in Figure 25 illustrates the command line prompt outlined in the previous graphic.

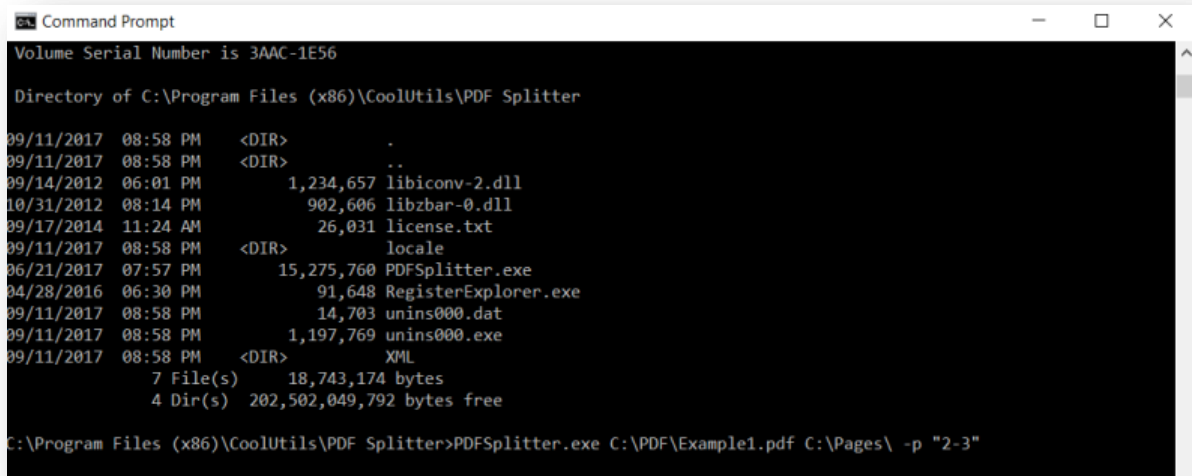


Figure 26. Using PDF Splitter at the Command line.

There are several parameters you can use with the Command line. These options are explained below with examples that you can use if you choose to use this method. The examples shown below will use **C:\PDF** as the source file containing files to be split and the output file will use **C:\Pages**.

Extract pages you specify

- p** **Function:** Extracts only the pages you specify, such as 1-2 or 4, 5, 6
- Use:** **-p "n - n" or -p "n,n,n"** (n=number)
- Example:** PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-p "2-3"**
- Output:** Will extract only pages 2-3 from the file Example1.pdf and place the new files into the C:\Pages folder.

Convert a PDF to PDF format

- c** **Function:** Converts a PDF to PDF format
- Use:** -c
- Example:** PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-c**
- Output:** Will convert Example1.pdf to PDF format and place it in the C:\Pages folder.

Select a method to split your files

-em **Function:** Allows you to select which method you want to use to split your files. You use the **-em** parameter with the following accompanying parameters:

- **pages** extract a specific page range (use with -p)
- **bookmarks** split the PDF document(s) by bookmarks (use with -b)
- **blanks** split the PDF document(s) by blank pages (use with -bc and -bt)
- **quick** quickly extract pages by page ranges
- **odd** extract odd pages from your PDF document(s)
- **even** extract even pages from your PDF document(s)

Use: -em bookmarks -b[n] n=bookmark level number

Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-em bookmarks -b2**

Output: Will split every second bookmark in Example1.pdf and output the files into the C:\Pages folder (-b means bookmark level and 2 means level 2)

Use: -em pages -p [n-n] n=page range numbers

Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-em pages -p 1-2**

Output: Will extract pages 1-2 from Example 1.pdf and place the new files in the C:\Pages folder. You can also use "**page00#**" to specify a numbering convention for your file names. You can specify the number of digits in your page numbers as well. Using "page#5" will produce page number page00001, page000002, etc.

Use: -em blanks -bc [n] n=number of blank pages to split at

Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-em blanks -bc 1**

Output: Will split pages in Example1.pdf by every blank page it finds within the file and place the new files in the C:\Pages folder.

Use: -em blank -bt [n] n=number of blank page detection tolerance (use 1-10)

Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-em blanks -bc 1 -bt 2**

Output: Will split pages in the file Example1.pdf by every blank it finds by a tolerance of 2 pages and place them in the C:\Pages folder. If you wish to split pages each time it comes to 2 blank pages with a blank page tolerance of 1, then you would use -bc2 -bt1 and so on.

Use: -em quick

Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-em quick**

Output: Will quickly split out all of the pages in the Example1.pdf file and place them as individual files into the C:\Pages folder.

Use: -em odd

Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-em odd**

Output: Will split out all odd numbered pages in the Example1.pdf file and place them as individual files in the C:\Pages folder.

Use: -em even

Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-em even**

Output: Will split out all even numbered pages in the Example1.pdf file and place them as individual files in the C:\Pages folder.

Delete original file

-do **Function:** Deletes original PDF file after split occurs

Use: -do

Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-do**

Output: Will delete the Example1.pdf file after the split occurs. This parameter can be used with any of the other parameters. For example if you want to split pages out by odd numbers and delete the original file, you would type the following string on the command line: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-em odd -do**.

Overwrite existing files

-fo **Function:** Will overwrite existing file(s) with the same file name

Use: -fo

Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-fo**

Output: Will split Example1.pdf into individual pages and overwrite existing pages with the same name in the C:\Pages folder without prompting you to overwrite. **Be sure you wish to overwrite the files in your output folder before performing this action.**

Make a new document every certain number of pages

-cp **Function:** Will split the file every certain number of pages you determine
Use: -cp [n] n=number of pages to split by (for example -cp 5 will create a new document for every five pages).
Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-cp 2**
Output: Will split the Example1.pdf file every two pages. This function can be used with other parameters. For example, to split a file every 3 pages and delete the original files you would type the following string on the command line:
PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-cp 3 -do**

Generate a file name for your output file

-t **Function:** Will generate a file name you specify for your output
Use: -t [filename] filename= what you name your output file.
Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-t PDFExample**
Output: After Example1.pdf is split it will rename the output file to PDFExample.pdf. If your original file is output into multiple files, the files will be named PDFExample (1), PDFExample (2), PDFExample (3),etc. This function can be used with other parameters. For example, if you want to split your file every 2 pages and name the output files PDFSplit (1), PDFSplit (2), etc., you would type the following on the command line:
PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-cp 2 -t PDFExample**

Start numbering from value for template

-ts **Function:** When you specify a specific filename, -ts will allow you to pick your own numbers for multiple file output
Use: -ts [n] n=the number to begin numbering output files
Example: PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-ts 4**
Output: After Example1.pdf is split out into multiple files, the output files will be named Example1.page 4, Example1.page 5, etc. This function can be used with any of the other parameters. For example, if you want to split out only odd pages and start numbering at 5, you would type the following on the command line:
PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-em odd -ts 5**

Keep existing folder structure for splitting all files in a folder

-kfs **Function:** If you are splitting a file(s) in a specific folder this function will output the files into a folder you specify. You need to create the folders in the source and output locations.

Use: **-kfs**

Example: PDFSplitter.exe C:\PDF\Folder\Example1.pdf C:\Pages\Folder **-kfs**

Output: After Example1.pdf is split into multiple files, the files will be output into C:\Pages\Folder preserving the folder structure of the original file. This function can be used with any of the other parameters. This function can be used with any of the other parameters. For example, if you want to split out only odd pages and start numbering at 5, you would type the following on the command line:
PDFSplitter.exe C:\PDF\Folder\Example1.pdf C:\Pages\Folder **-em odd -ts 5 -kfs**

Include files in subfolders when splitting your files

-Recurse **Function:** If you are splitting files in subfolders this function will also split the files in the subfolders.

Use: **-Recurse**

Example: PDFSplitter.exe C:\PDF\ C:\Pages **-Recurse**

Output: PDF Splitter will output all files in C:\PDF and it's subfolders into the C:\Pages file. This function will work with any other parameters. For example if you want to split out only odd pages that are in files within the C:\PDF folder and all of it's subfolders, you would type the following on the command line:
PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-em odd -Recurse**

Files with files mask to convert

-list **Function:** This function will process PDF files within a text file list.

Use: **-list**

Example: PDFSplitter.exe C:\PDF\filestosplit.txt C:\Pages **-list C:\Pages**

Output: PDF Splitter will process files listed in filestosplit.txt file located in the folder C:\PDF and C:\Pages contains the PDF files to be processed.

Log file output

- log** **Function:** This function will write errors to the log file instead of showing them on the screen.
- Use:** **-log**
- Example:** PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-log**
- Output:** If there are any errors in the splitting process for the Example1.pdf file, this function will write them to a log file. This can be used with any other parameters. Simply add -log at the end of the string.
-
- verbosity** **Function:** Used to specify how you would like a log file written.
- Use:** **- verbosity**
- Example:** PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-verbosity**
- Output:** If there are any errors in the splitting process for the Example1.pdf file, this parameter will only write errors to the log file. This function can be used with any other parameters, simply add -verbosity at the end of the string.
-
- error** **Function:** Used to specify how you would like errors in a log file written.
- Use:** **- error**
- Example:** PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-error**
- Output:** When running this parameter, if there are errors in Example1.pdf, the error is displayed on screen.
-
- detail** **Function:** Used to specify how you would like errors in a log file written.
- Use:** **- detail**
- Example:** PDFSplitter.exe C:\PDF\Example1.pdf C:\Pages **-detail**
- Output:** When running this parameter, if there are errors in Example1.pdf, the error is displayed on screen. This function can be used with any other parameter. Simply add -detail at the end of the screen.

You can compound all of the command line parameters to customize the configuration of the work you are doing with your PDF files.