

# Boxoft PDF Split

pdf file split utility

## User Documentation

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### About Boxoft PDF Split

Boxoft PDF Split is a very simple, lightning-quick desktop utility program that lets you split any Acrobat pdf file into smaller pdf files. It provides complete flexibility and user control in terms of how files are split and how the split output files are uniquely named. Boxoft PDF Split provides numerous alternatives for how your large files are split – not just by pages, but also by bookmarks to various levels. Boxoft PDF Split also offers advanced defined splits that can be saved and later imported for use with repetitive file-splitting tasks. Boxoft PDF Split represents the ultimate in file splitting flexibility to suit every need.

Boxoft PDF Split works with password-protected pdf files, and can apply various pdf security features to the split output files.

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

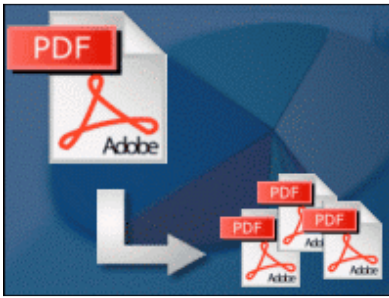
### Using Boxoft PDF Split

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



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

The program operation is simple and intuitive, and provides helpful, context-sensitive help prompts or error messages when needed.



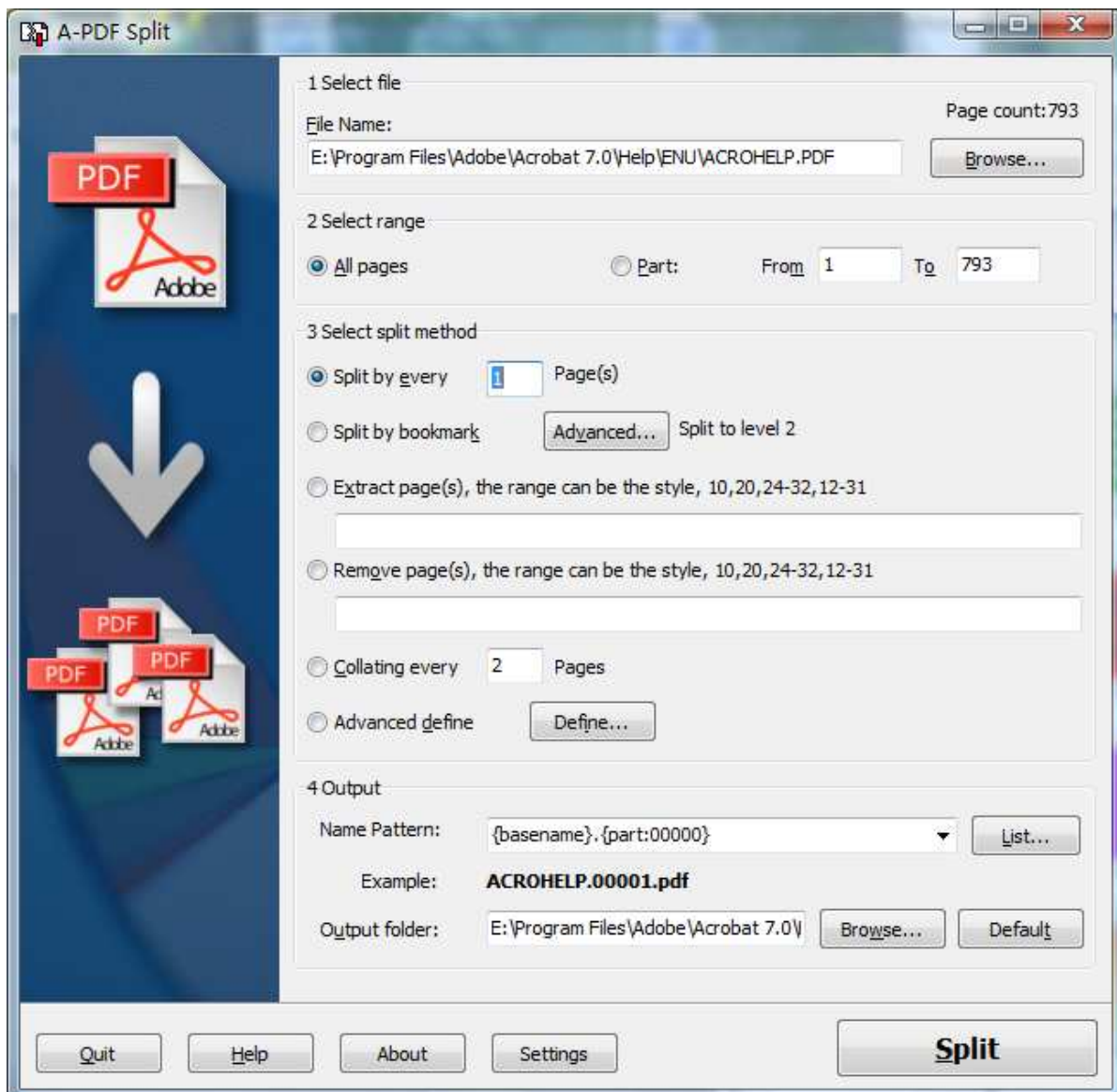
# Boxoft PDF Split

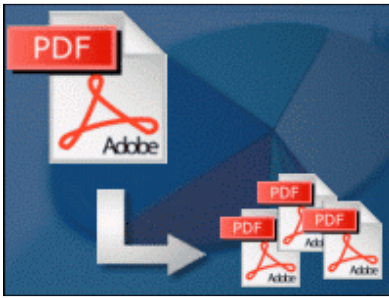
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When you start the program, you will be presented with the primary screen from which all actions are taken. Initially, only the '**F**ile Name' and '**Q**uit', '**H**elp', '**A**bout', and '**S**ettings' links are active.





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First, a file is selected using your operating system'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 Boxoft PDF Split window.



**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.

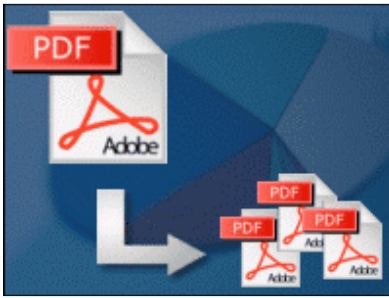
After selecting a file, its page count is shown in the 'select file' area.

The screenshot shows a dialog box titled "1 Select file". It has a "File Name:" label and a text input field containing the path "E:\Program Files\Adobe\Acrobat 7.0\Help\ENU\ACROHELP.PDF". To the right of the input field is a "Browse..." button. Above the input field, the text "Page count:793" is displayed, with a red arrow pointing from the input field towards it.

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.

The screenshot shows a dialog box titled "2 Select range". It has two radio buttons: "All pages" (which is selected) and "Part:". To the right of the "Part:" radio button are two input fields labeled "From" and "To", with the values "1" and "793" respectively.

Next, the method of splitting the original file is chosen. This is where Boxoft 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 after every four pages (although very many more options could have been selected, and which are explained at the end of this document).




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3 Select split method

Split by every  Page(s) 

Split by bookmark  Split to level 2

Extract page(s), the range can be the style, 10,20,24-32,12-31

Remove page(s), the range can be the style, 10,20,24-32,12-31

Collating every  Pages

Advanced define

Boxoft PDF Split allows you to choose how the split files will be named. The '**Name pattern**' dropdown lets you choose from several 'patterns' of nomenclature so that each of the split files is logically named and can be easily identified later. These name patterns are macros that automatically increment as necessary for the final split files.

4 Output

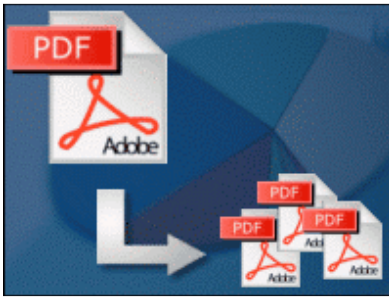
Name Pattern:

Example: **ACROHELP.00001.pdf**

Output folder:

For example, choosing the `{basename}.{part:0000}` macro will name your split files from the unsplit filename and add sequential part numbers for each split file. 0000 is a place-holder and can be substituted with your own choice of size and starting part number. An example of this pattern and macro could name split files like `example.part 0002.pdf`. Choosing `{basename}.{pagebegin:0000}—{pageend:0000}` will generate split files which include the start and end page of the original unsplit file that each split file contains.

For even more flexibility, you can enter your own macro selection to give split files any rational name and sequence you want.



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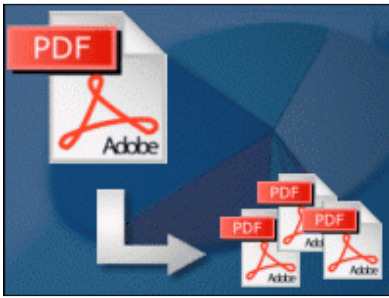
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Patterns and their associated macros are a great convenience for naming your split files conveniently and logically with almost no effort on your part.

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<i>Macro</i>	<i>Description</i>
<b>{basename}</b>	The unsplit file name without extension name.
<b>{part:0...0}</b>	A sequential number from 1. 0...0 is place-holder. For example, you are using {part:0000}, will get 0001, 0002 etc. You can use other place-holder: A..A : the number will be uppercase letter, instead of digit, such as: A, B, C B..B: The number will be lowercase letter. Such as: a,b,c R..R: The number will be uppercase roman letter. Such as: I, II, III M..M: The number will be lowercase roman letter. Such as: i, ii, iii
<b>{filecount:0..0}</b>	The count of resultant files. The place-holder is same as above.
<b>{pagebegin:0...0}</b>	The output file begin page number in original file. The place-holder is same as above.
<b>{pageend:0...0}</b>	The output file end page number in original file. The place-holder is same as above.
<b>{pagecount:0..0}</b>	The page count in the file. The place-holder is same as above.
<b>{bookmark}</b>	Current bookmark item. Only available when using split by bookmark.
<b>{bookmarkN}</b>	Bookmark level N item. N is a number. For example, {bookmark2} means name of bookmark level 2. If split to bookmark with level 3, the {bookmark} means the current bookmark name (level 3), {bookmark1} means

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the level 1 name, and {bookmark2} means the level 2 name.

**{pagerange}**

Range of page number. Such as 10,24-32.

**{removerange}**

Range of removed page number. Only available when using Remove pages. Such as 10,24-32.

**{namelist}**

A pre-defined name list. Click  to specify a text file which contains all names. In the file, one name per line.

**{pagelabel}**

Page number in source file.

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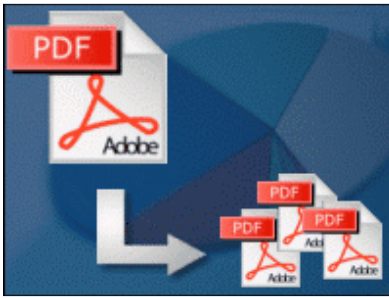
Finally, we choose the folder where the split files will be saved – either the convenient default option or by browsing and selecting any folder on your computer.

### Settings

Choosing 'Settings' from the program main screen adds a new level of convenience to using Boxoft PDF Split.

#### Settings: General

You can enable or disable IE's 'right click' menu from the general settings, or set the output (target) folder for split files. The output directory can be chosen from the dropdown, or you can enter your own path and folder name for the split files. %SameAs% means the directory in where opened file is.

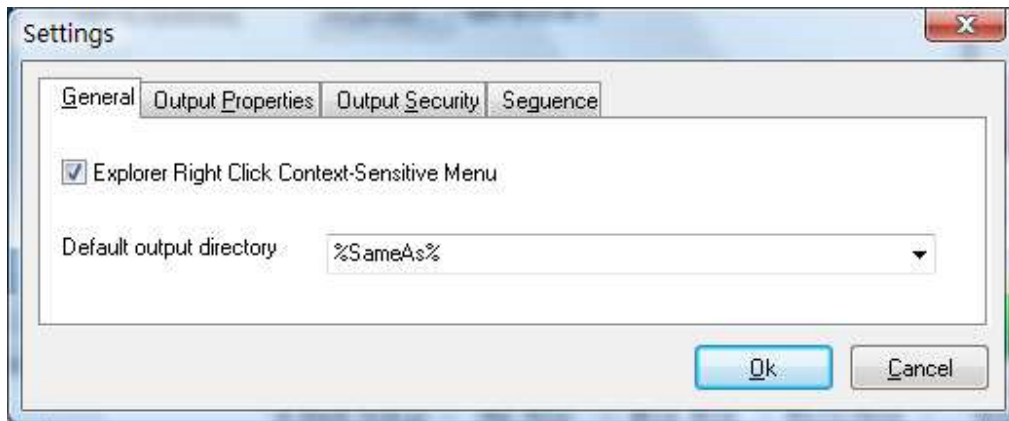


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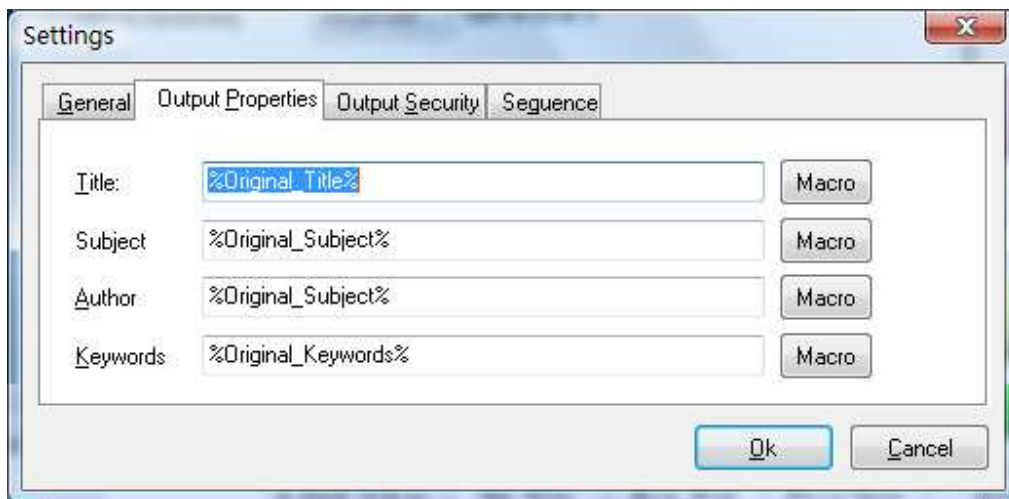
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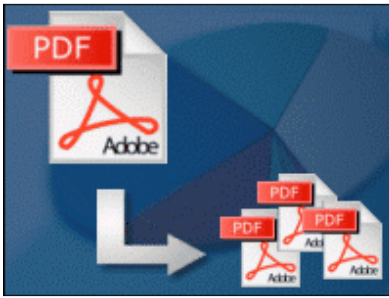
### Settings: Output Properties

The Properties changer allows you to add/edit Title, Subject, Author, and Keywords for the PDF document. Clicking the 'Macro' button displays a list of available macros for each field allow you to quickly select data for each field.



### Settings: Security

The output security settings option allows you to choose the security for your split documents. By default, the same security is applied to the split documents as exists for the unsplit pdf. To change the security settings for the split files, first *uncheck* the 'same as original file' checkbox which will activate the other security options.

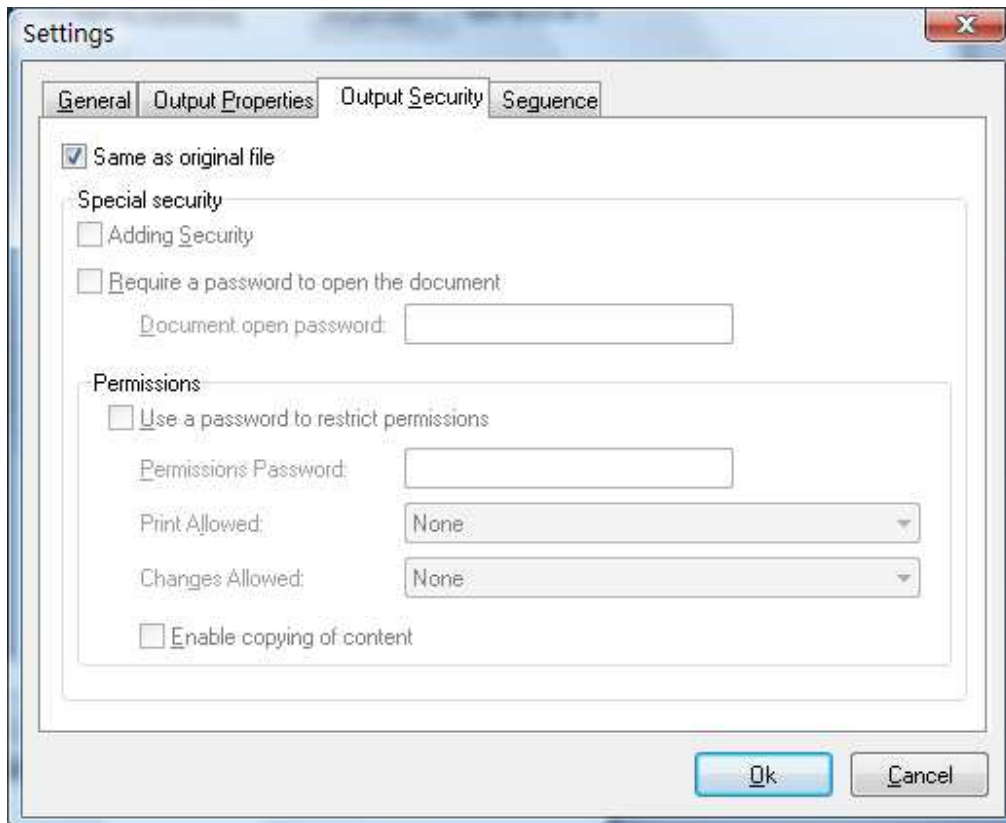


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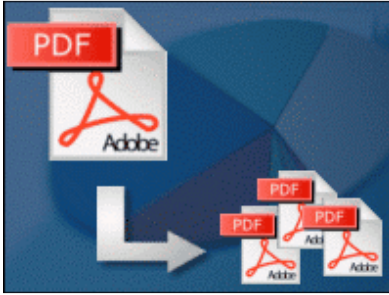
Options are self-evident from the Output Security settings screen – **remember** to note any passwords you apply to the split files!

### Settings: Sequence

The final settings option allows you to make different sequence when using {part} macro. **Common** means that the part sequence starts from 1 and interval is 1.

**Advanced** means you can get more flexible sequence. For example, using the option start 10 and interval is 5. Then the output file name using {part:00000} will be: 00010.pdf 00015.pdf 00020.pdf 00025.pdf 00030.pdf...





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### Splitting Files

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



### Ending Your Session

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

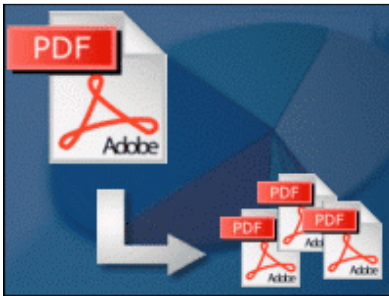
### Special Split Options

The example above was based on a simple split based on the same number of pages in each of the output files, but Boxoft PDF Split offers other, more sophisticated, alternatives.

### Split by Bookmark

For simple documents, the option to split at page boundaries may be sufficient. Boxoft 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:

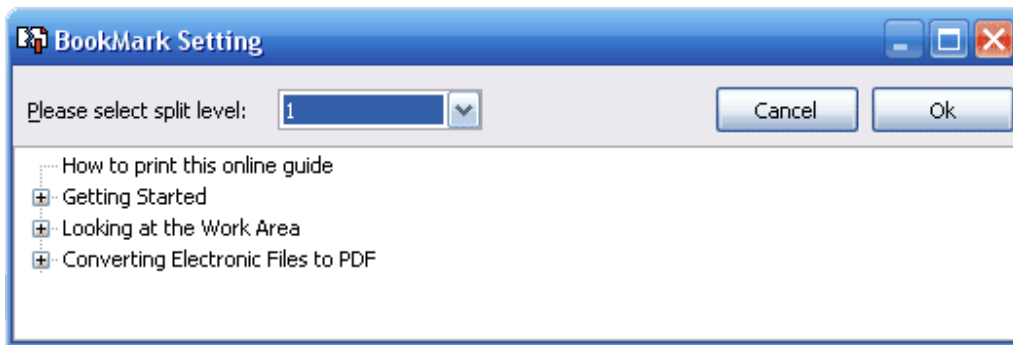


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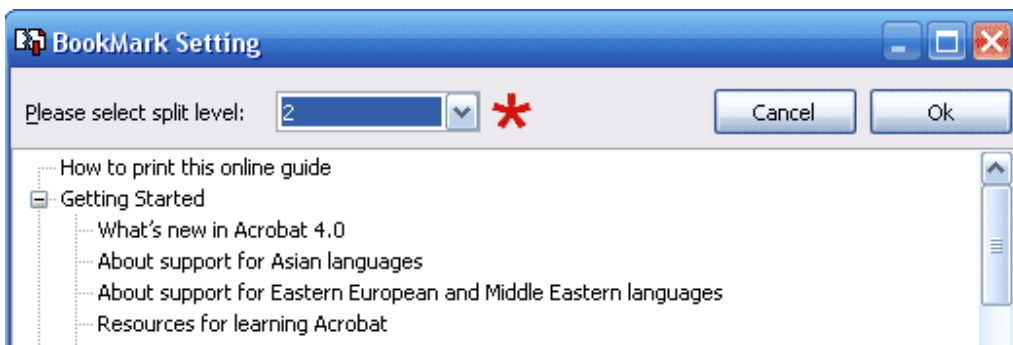


The initial display shows the pdf file bookmarks to 'level 1', i.e. high level bookmarks. The actual pdf content/bookmarks can be explored by clicking the 'expand/contract' icons for any section of the document. For example, with this same document:



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

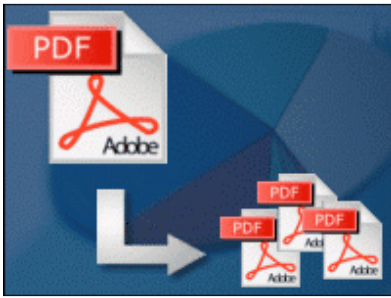
Once you have determined the bookmarking level to which you want to split the original document, use the split level dropdown near the top of the window to choose what you want for the splits.



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.

If a bookmark points a page and a position which not top, there are two situations:

- a) The bookmark point to a section just like the picture below. In this situation, the page should be break two part. One belongs to "Adding User" section; one belongs to "Editing User Groups".

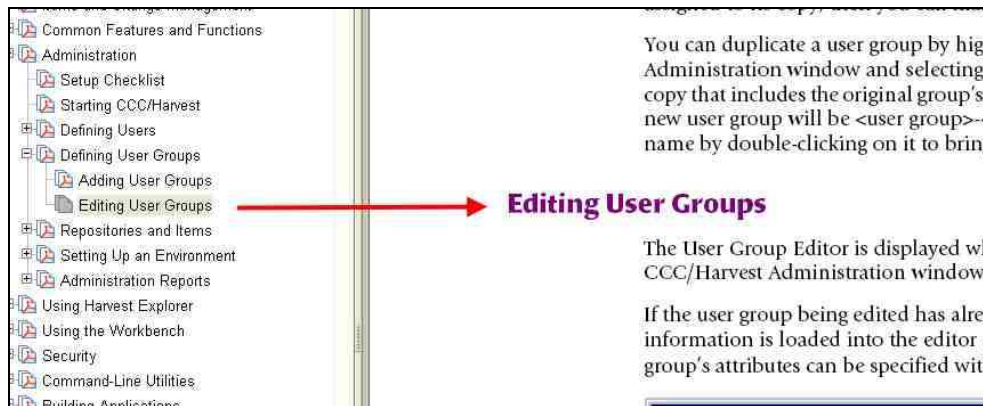


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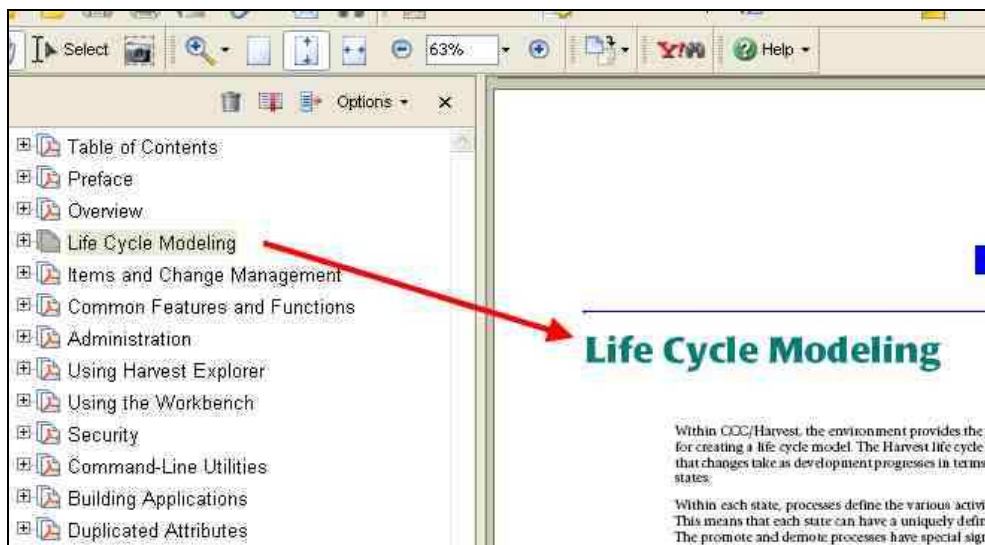
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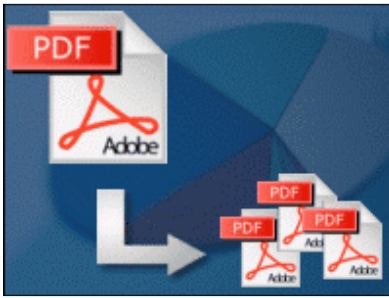


- b) The bookmark just points a position just like the picture below. In this situation, the page should belong to "Life Cycle Modeling" only.



There is an option to tell Boxoft PDF Split how to treat the different situation.

If the bookmark do not point to top, the page will be two parts.



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### Extract pages

The extract pages 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 a document from the source. As a convenience, these files are named using the splits as part of the filename so that you will always know which split file contains which page/pages of your original document.

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

### Remove pages

The remove pages option allows you to get a new file from removing some pages from the source PDF file. The range of pages is same as Extract pages.

### Collating

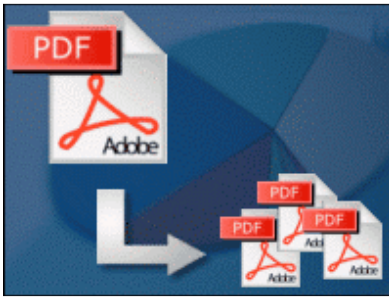
The collating option allows you to split a file from odd/even page etc. For examples,

- Using collating every 2 pages, then you will get two files. One for page 1, 3, 5, 7, 9..., another for page 2, 4, 6, 8, 10...
- Using collating every 3 pages, then you will get three files. One for page 1, 4, 7..., one for page 2, 5, 8..., and last one for page 3, 6, 9...

### 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.

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

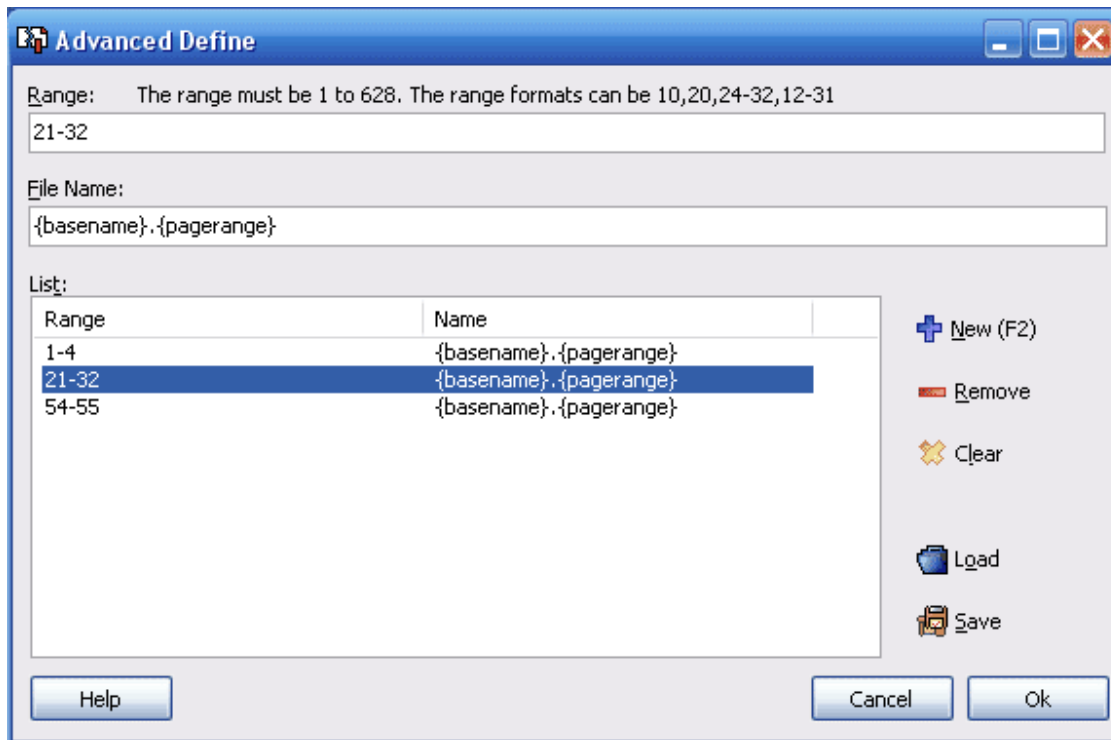


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If you have already made a file selection and range selections for your split, this screen will display the relevant information. The 'power options' are displayed on the right of this screen. '**Remove**' allows you to highlight and remove a split 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

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 Boxoft PDF Split convenience.