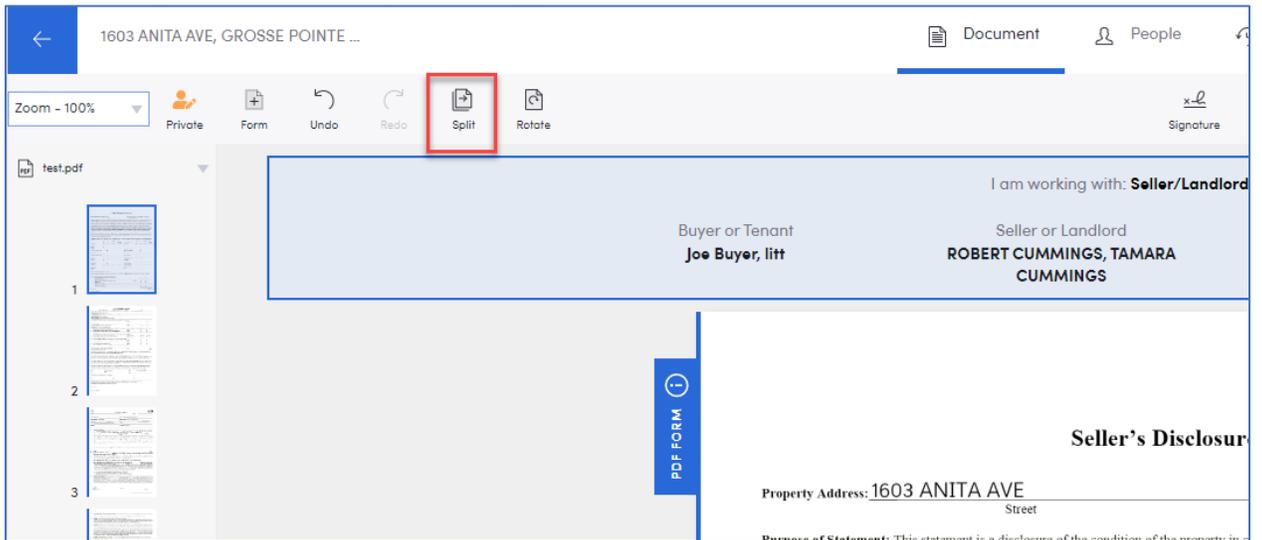


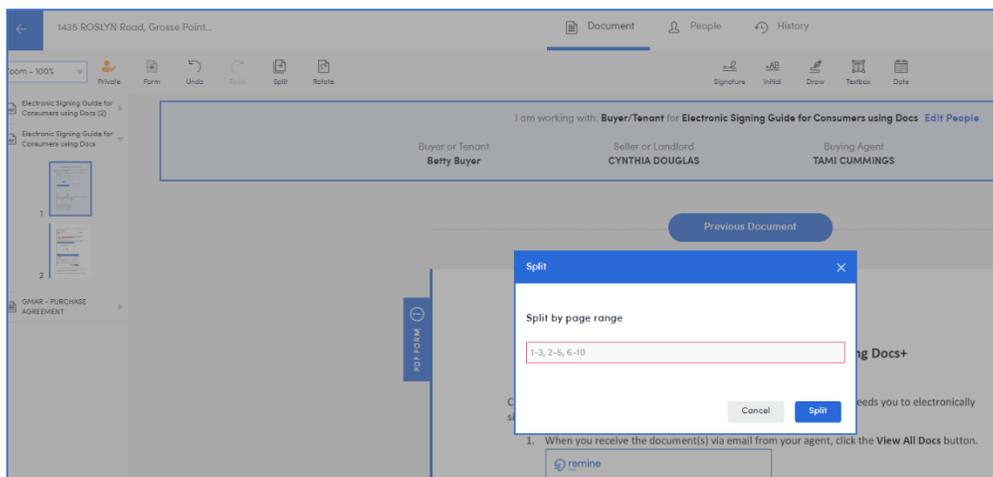
## Splitting PDF Documents in Docs+

Sometimes you may want to break a large PDF into multiple smaller ones. You can do that in Docs+ using the Split option.

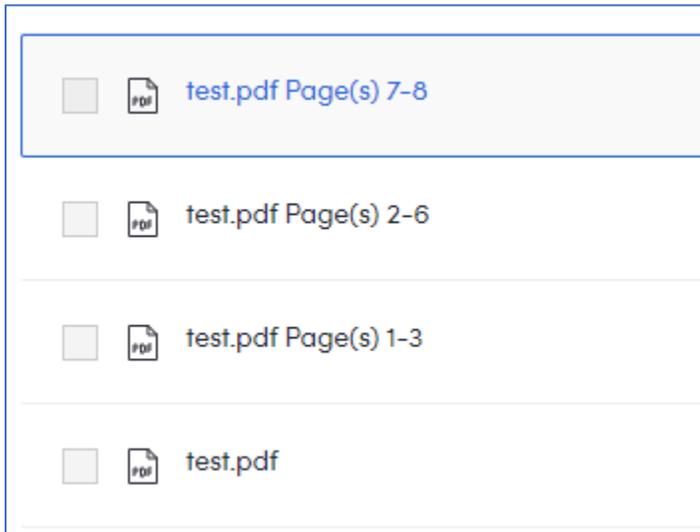
1. Open the transaction in Docs+ that contains the PDF that you want to split into multiple, smaller PDFs.
2. Click on the PDF to open it. The PDF cannot have any signature tags in it if you are going to split it.
3. When looking at the PDF, click Split in the upper left.



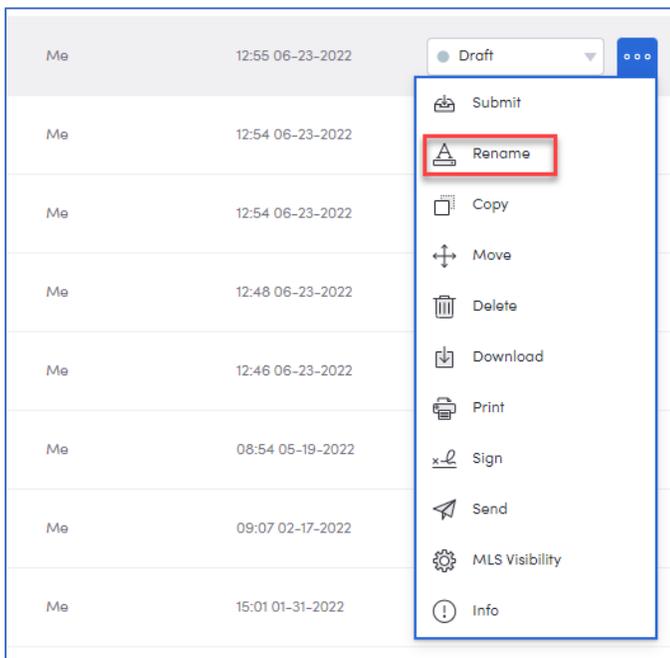
4. When you click "Split", you will get the pop-up box below where you enter the page ranges that you want grouped together. For example, if it's a 10-page document you might enter 1-3,4-7,8-10.



- Once they are split, they will be separate documents in your transaction each indicating which pages are included. You can then rename them, edit them, or whatever you choose to do with them as separate documents.



- To rename a document, click on the three-dot menu on the right side of that document line and select Rename.



If you have questions, please contact Realcomp's Customer Care at (866) 553-3430,