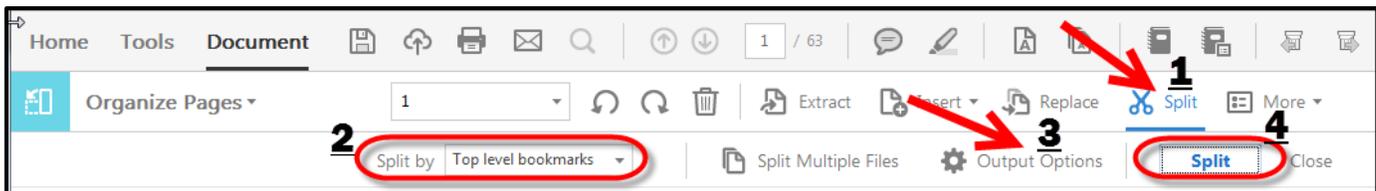


Acrobat Pro Document re-organization / unitization

If your PDF file contains a number of documents, you may split the file into individual documents using this technique.

1. Create a bookmark for the beginning page of each new document in your file.
 - a. The bookmark names will become the new file names.
 - b. Give a unique name to each bookmark (so that the new file names will also be unique).
 - i. If the pages are bates numbered, consider using the bates number as a prefix for the bookmark name.
 - ii. Do not use any extraneous punctuation marks in the bookmark names as this may cause a conflict during the splitting process.
(no “?!\\“&’^%” characters, dashes “-” and underscores “_” are okay).
2. Set up the split:
 - a. Acrobat DC Pro: From the “Tools” tab or side menu...choose “Organize Pages”, then select “Split”.
 - b. Acrobat 11 or lower: Select “Split” from the “pages” group in “Tools”.
 - c. Choose Split by “Top Level Bookmarks” from the drop down menu, then click on the “Output Options” button.
 - d. Choose “Use bookmark names for file names” and click “OK”.
3. Run the split:
 - a. Acrobat DC: click the “Split” button next to “Output Options”.
 - b. Acrobat 11 or lower: Click “OK” in the “Split Document” dialog window.

Acrobat DC:



Acrobat 11 or lower:

