

V2

AssistMyTeam

# PDF Splitter

Split PDF into multiple files, by page ranges or extract every page into a separate file



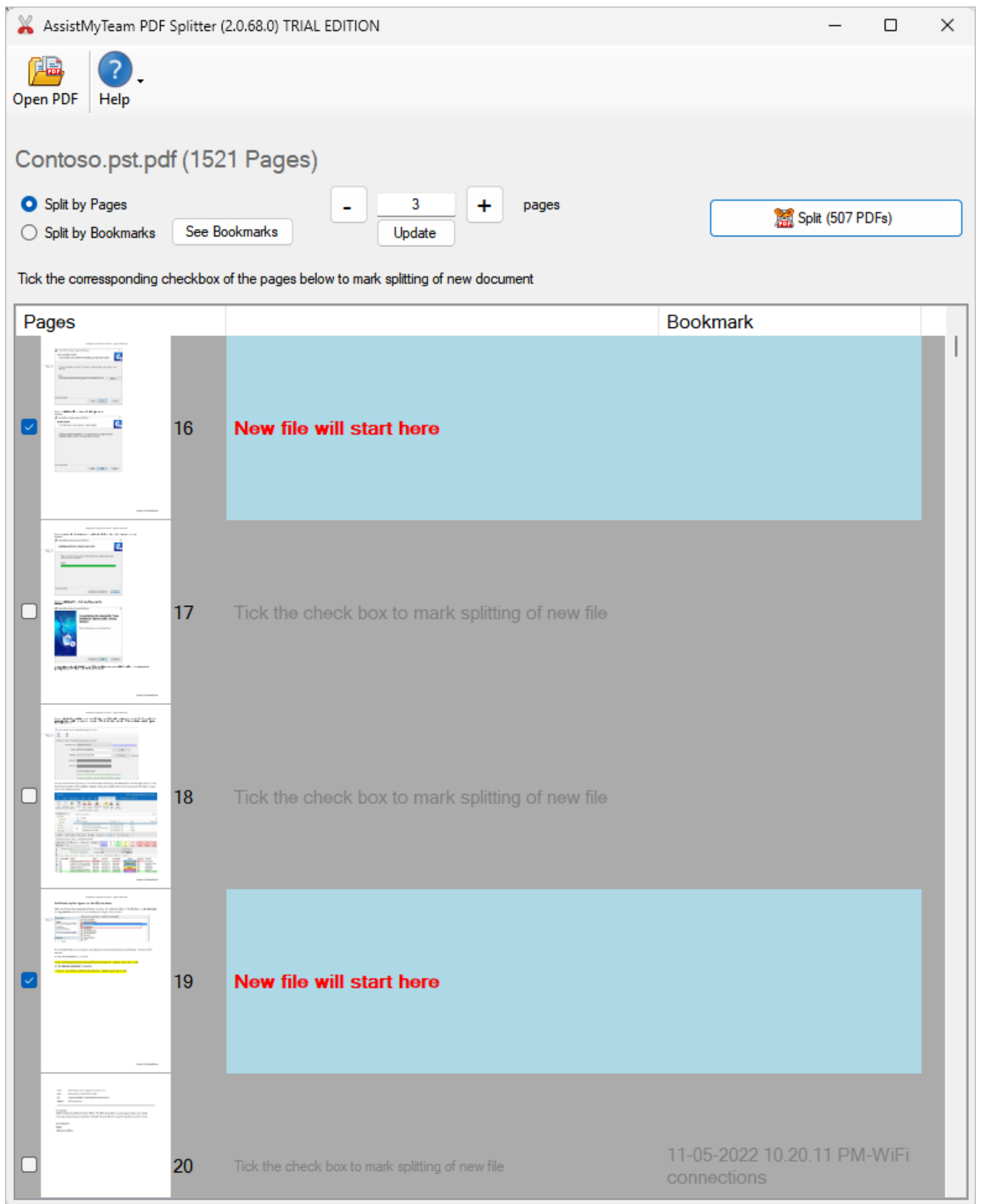
# Welcome to AssistMyTeam PDF Splitter

With AssistMyTeam PDF Splitter app, splitting a large PDF into smaller files makes it easier to send, upload, and manage the document, as smaller file sizes generally transfer faster and are less cumbersome to work with, especially when dealing with email attachments or online platforms with file size limitations. In short, it allows you to send only the relevant sections of a large document instead of the whole thing at once.

For a quick overview, refer to our [video demonstration](#) available on the [product website](#).

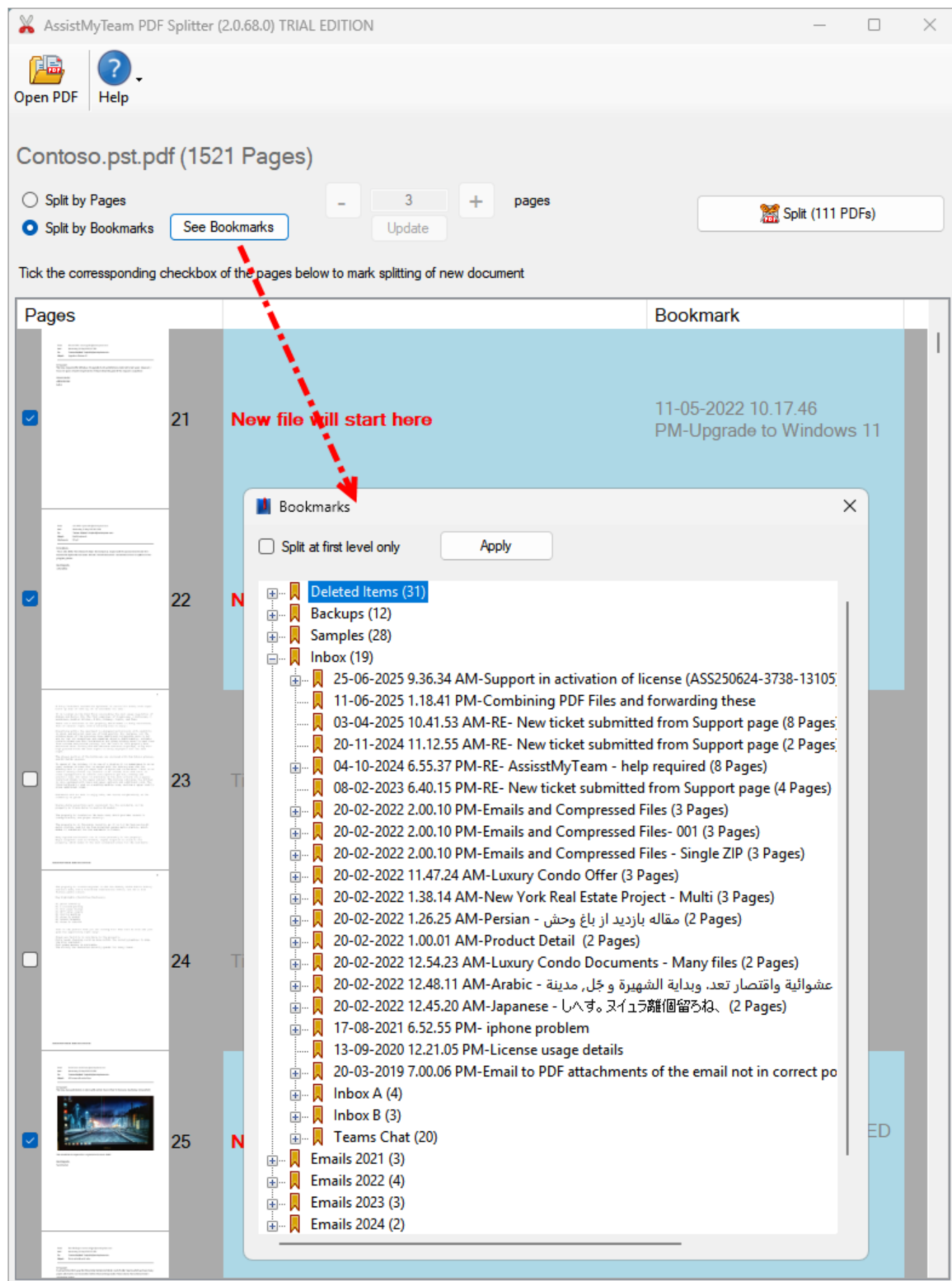
# How It Works?

When you split a PDF with this tool, you get a preview of the pages you want to split. This makes it easy to specify the splitting point in the pages from your original document before splitting and saving them to new PDF files.



There are two ways you can split the large PDF into smaller ones. The first one is to split by pages, where you specify the number of pages to split to create a smaller PDF file. The app will automatically calculate the number of smaller PDF files that is possible with that specified number of pages. For example, if the larger PDF file has 12 pages, and you specify 3 pages to split for the smaller PDF file, the app will output 4 smaller PDF files, each PDF file containing 3 pages.

The second option is to split the larger PDF file to smaller PDF files by bookmarks (if present).

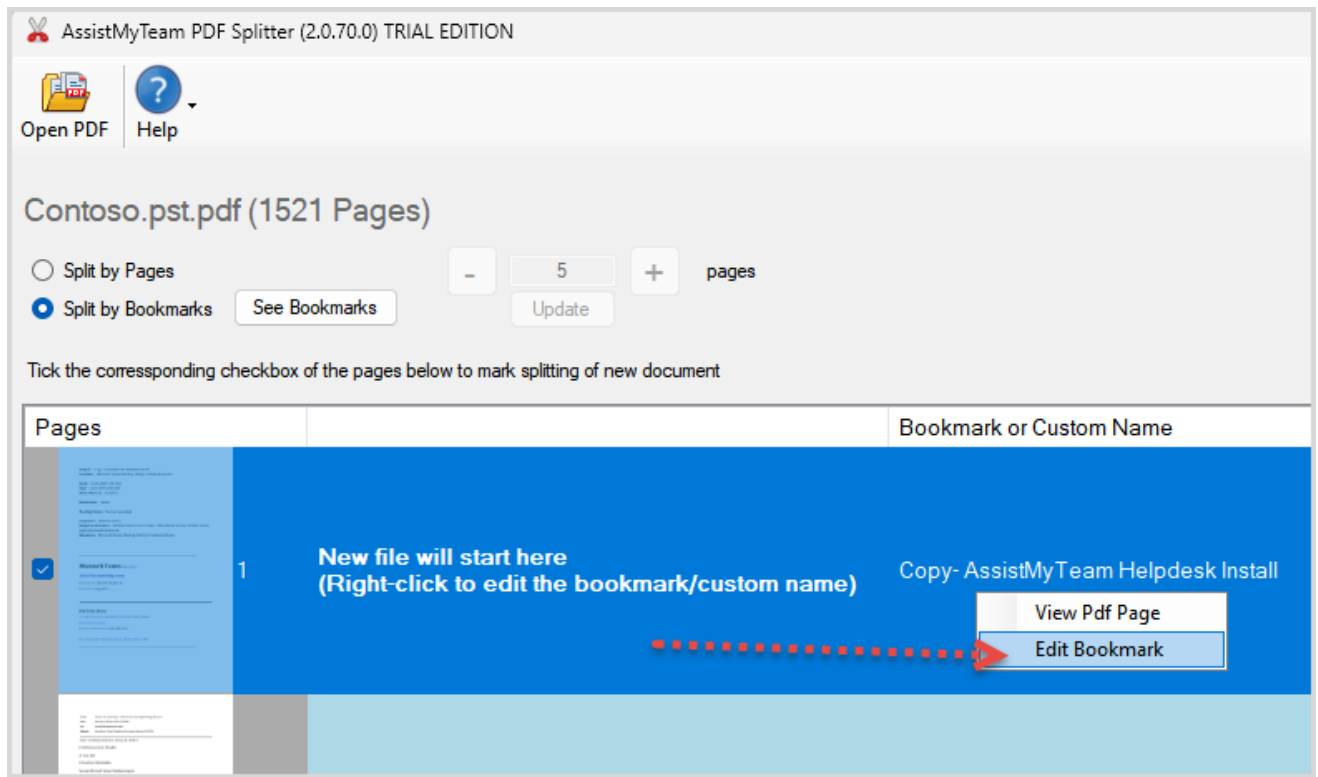


For example, if the larger PDF file has 20 pages with 3 bookmarks, with first bookmark at 5<sup>th</sup> page, second bookmark at 12<sup>th</sup> page and third (last) bookmark at 15<sup>th</sup> page, the app will split the larger PDF into the following 4 smaller files:

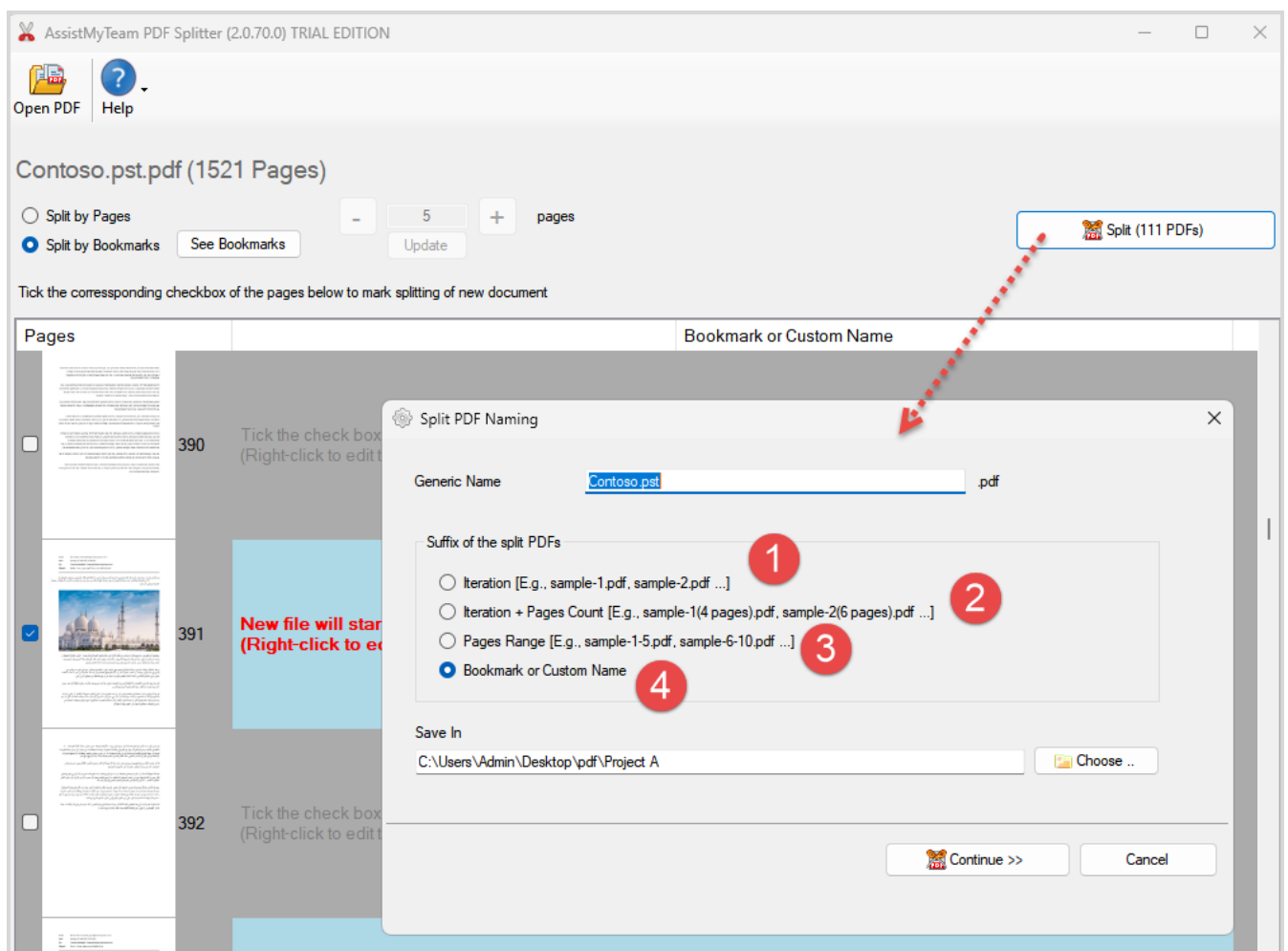
- 1<sup>st</sup> PDF file with 4 pages
- 2<sup>nd</sup> PDF file with 7 pages
- 3<sup>rd</sup> PDF file with 3 pages
- 4<sup>th</sup> PDF file with 6 pages

Optionally, you can check the option 'Split at first level only' to split the larger PDF file by accounting only the first level bookmarks (and ignoring any child bookmarks).

We can also rename or edit the bookmark, if required, before splitting. Just right-click the page, and click 'Edit bookmark'. And make the changes.



The 'Split' button on the extreme upper right section will show the number of smaller PDF files in brackets that will be generated based on the chosen split option. When you ready to split, click this button.



This will prompt you to choose the PDF naming scheme for smaller PDF files after the split. There are 4 choices available:

1. Name the PDF files by iteration
2. Name the PDF files by Iteration + Pages Count
3. Name the PDF files by Pages Range
4. Bookmark or Custom Name