

Instructions on Splitting a PDF Document

In Adobe Acrobat 6...

1. Open the pdf document
2. In the menu bar click on 'Documents/Pages/Extract'
3. Choose a page range. Ex: If the document is 14mb/400pages in size you would want to extract pages 1-200 in order to reach a 7mb file size. (Make sure that you uncheck 'Delete pages after extracting' checkbox)
4. Click 'OK'. A new pdf document has now been created and opened from the pages extracted, with the file name 'Pages from (original file name).pdf'
5. Rename new document. Click 'File/Save As' from the menu bar. Ex: 'Moe v Larry pgs 1-34.pdf' or 'Moe v Larry Part A.pdf'
6. Repeat steps 2-5 for remaining pages of original pdf document.

Please note: It is best that each extracted 'chunk' be comfortably under the 7mb file size limit. Also, the break-out point on where to divide a document will always depend on the amount of graphical information that is inherent on a group of pages selected for extraction.

Also, when scanning, please remember to scan using a 300 dpi setting for better archival preservation.