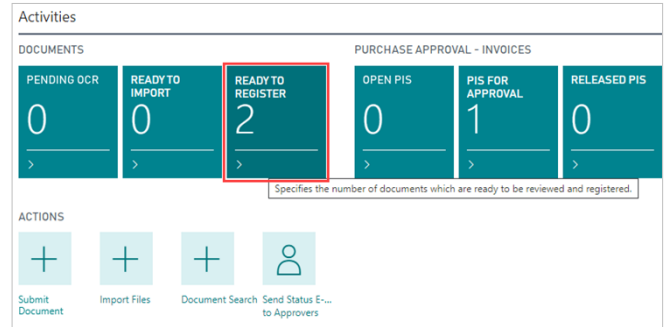
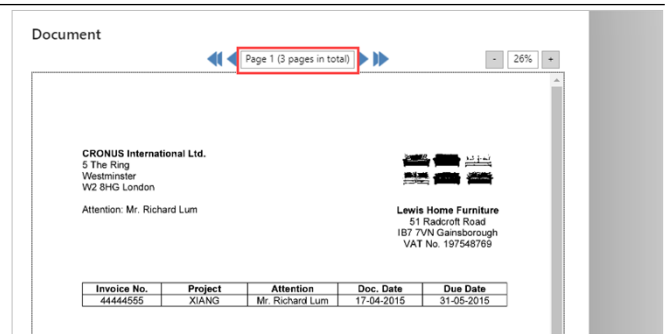


With Document Capture you can split and merge PDF documents either manually or automatically. The split functionality is often used to split a PDF, containing multiple invoices, into separate documents. The merge functionality is typically used to combine invoices with specific attachments. Let's look at the manual split and the merge feature in Document Capture.

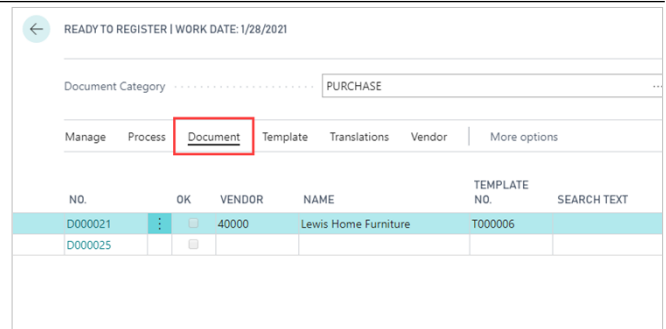
Select the tile "Ready to Register" to open the Document Journal.



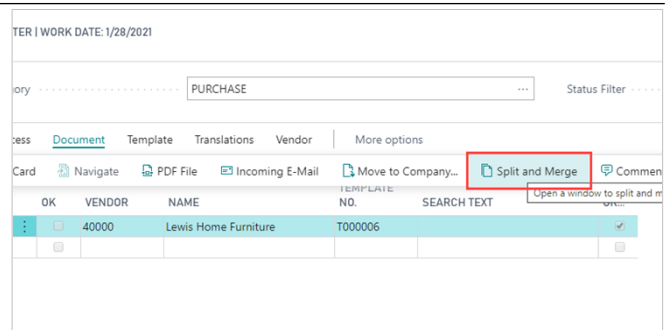
We have 2 documents in the Document Journal. The first is already identified as an invoice from Lewis Hone Furniture. The second document, number 25, is yet not identified. Focusing on the page counter, just above the document image, you can see that the document consists of 3 pages, which we want to split into 3 individual invoices.



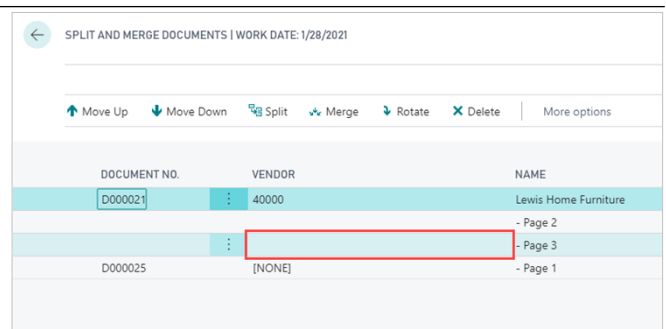
Select "Document" in the ribbon.



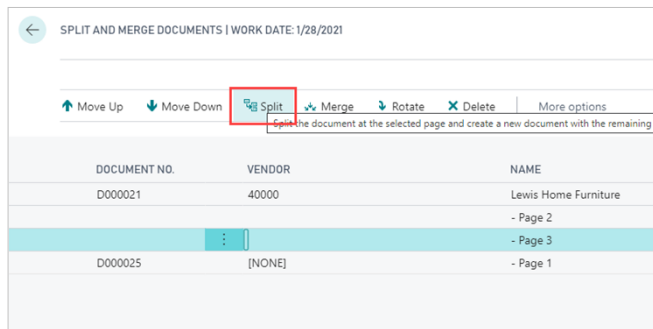
Select "Split and Merge" to open the split and merge page.



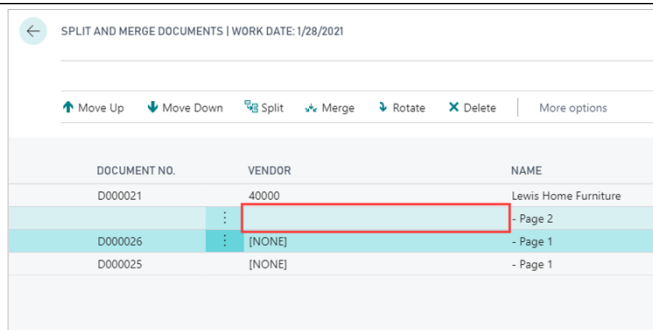
Viewing the list, we see two documents. The first document has three pages. To split a document, place the cursor on the line/page of the existing PDF where you want to divide the document. Here we want to split page 3 from page 2; therefore, the cursor is placed on page 3.



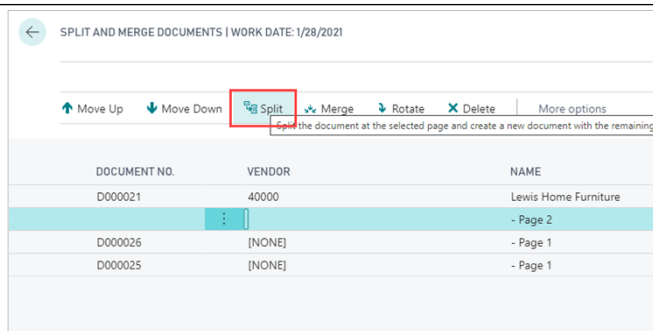
Select **"Split"** in the ribbon.



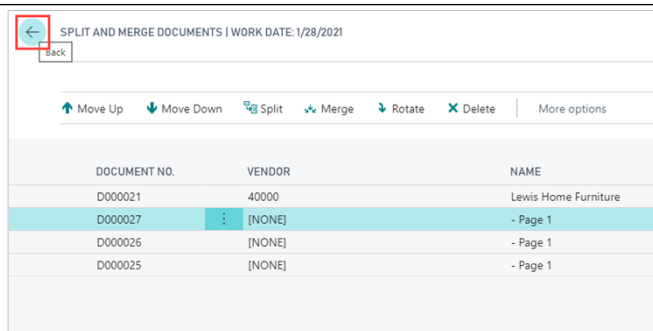
As you can see now, page 3 is created as a separate document with the number 26.
Let's split the document once more.
Place the cursor on page 2 to split page 2 from page 1.



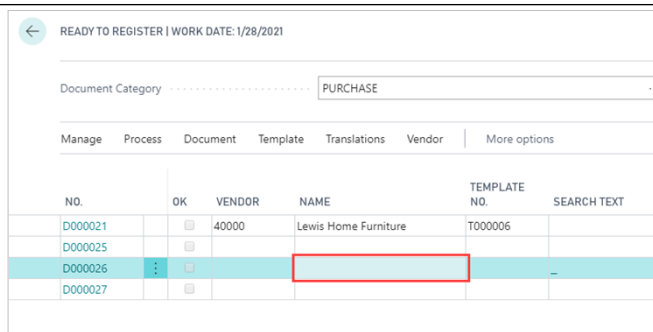
Select **"Split"** in the ribbon.



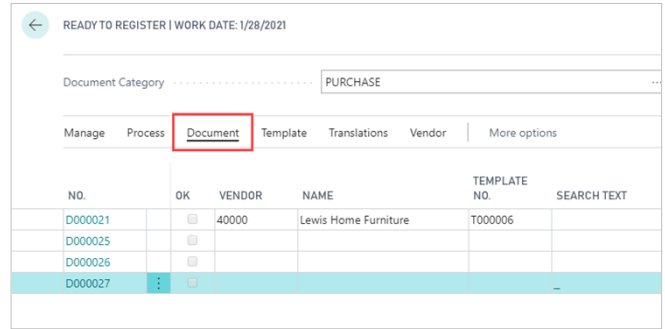
As you can see now, page 2 is created as a separate document with the number 27.
Select **"Back"** to return to the Document Journal.



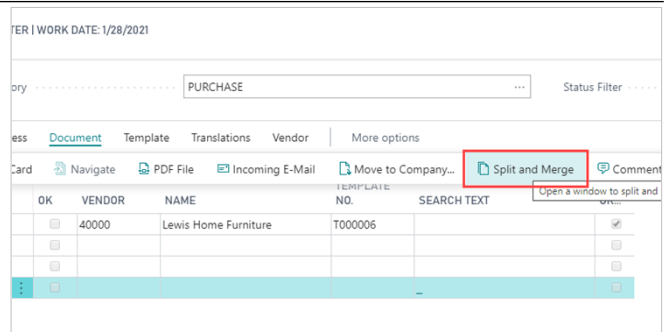
Scrolling through the list of documents, you see that each page is now created as individual documents.



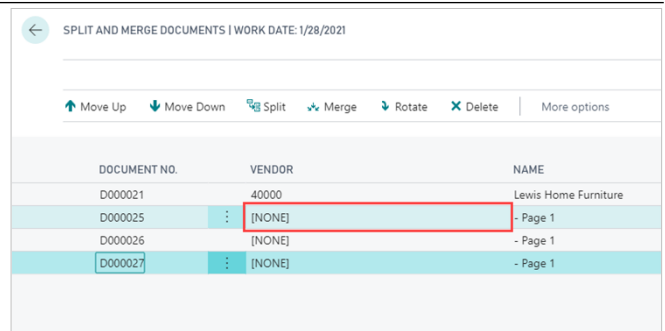
Now, let's merge a couple of document into 1 document with two pages.
Select **"Document"** in the ribbon.



Select **"Split and Merge"** to open the split and merge page.

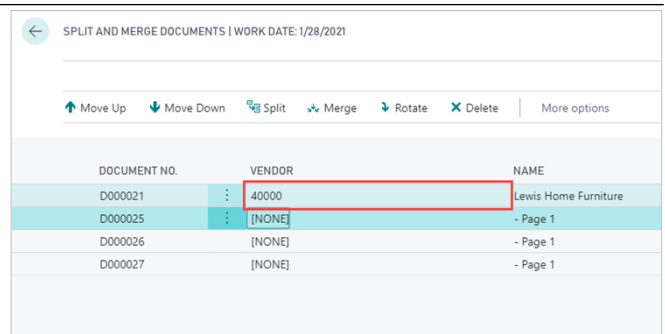


Select the first document you want to merge.



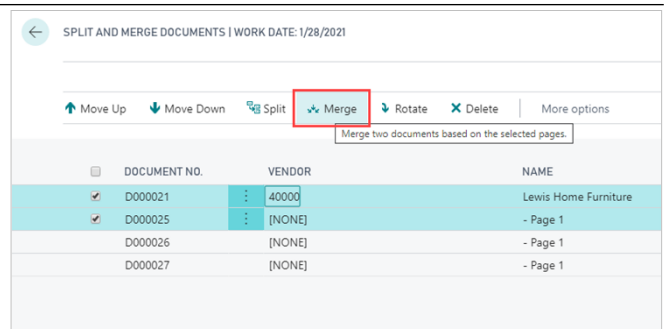
Choose the second document to be merged with the first document. And hold down the "Ctrl" key at the same time.

Please notice, that the documents you want to merge must be arranged in sequence. Documents 1 and 2 in the list can be merged. But documents 1 and 4 can not.



Select **"Merge"** in the ribbon.

In the merged document, you can move the pages up and down by using "Move Up" and "Move Down" functions in the ribbon.



As you can see, documents 21 and 25 are now merged into document 21 as page 1 and page 2. Select "Back" to return to the Document Journal.

DOCUMENT NO.	VENDOR	NAME
D000021	40000	Lewis Home Furniture
		- Page 2
D000026	[NONE]	- Page 1
D000027	[NONE]	- Page 1

Looking at the invoice from **Lewis Home Furniture**, document number 21, you can see that the document now has 2 pages.

NO.	OK	VENDOR	NAME	TEMPLATE NO.	SEARCH TEXT
D000021	<input type="checkbox"/>	40000	Lewis Home Furniture	T000006	
D000026	<input type="checkbox"/>		Lewis Home Furniture		
D000027	<input type="checkbox"/>				

Select the arrow, just above the document image, to scroll through the pages of the document.

Document

Page 1 (2 pages in total)

CRONUS International Ltd.
5 The Ring
Westminster
W2 8HG London
Attention: Mr. Richard Lum

Lewis Home Furniture
51 Radcroft Road
1B7 7VN Gainsborough
VAT No. 197548769

Invoice No.	Project	Attention	Doc. Date	Due Date
44444555	XIANG	Mr. Richard Lum	17-04-2015	31-05-2015

As you can see, page 2 is the previously merged document.

Document

Page 2 (2 pages in total)

CRONUS International Ltd.
5 The Ring
Westminster
W2 8HG London
Attention: Mr. Richard Lum

Order 112233 / December Shipment

Dear Mr. Lum

I hereby confirm that your shipment of order 112233 has been postponed to December 2019.

Select "Back" to return to the role center.

NO.	OK	VENDOR	NAME	TEMPLATE NO.	SEARCH TEXT
D000021	<input type="checkbox"/>	40000	Lewis Home Furniture	T000006	
D000026	<input type="checkbox"/>				
D000027	<input type="checkbox"/>				