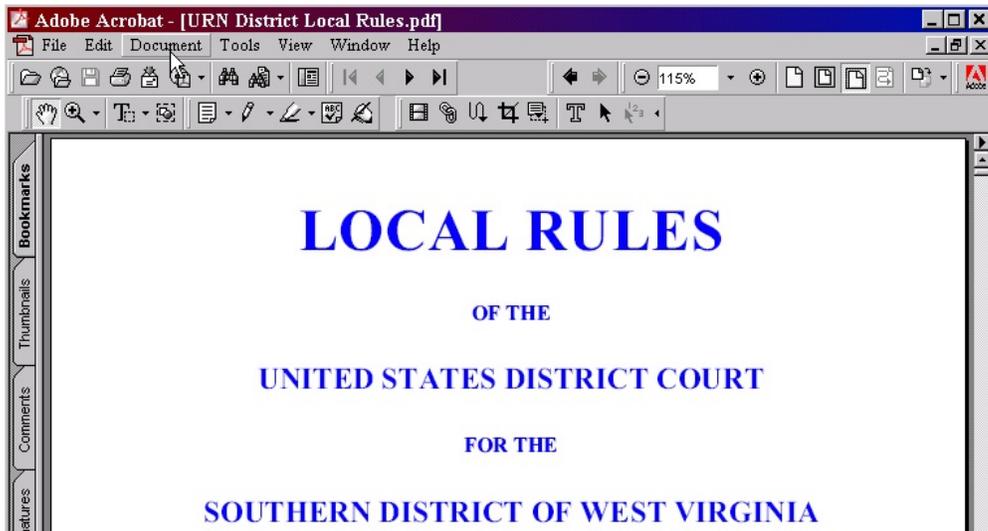


Splitting a PDF Document for Filing

Documents, attachments and exhibits larger than ten (10) megabytes must be filed electronically in separate ten-megabyte segments, thus you must split the document. In this example, Adobe Acrobat is used.

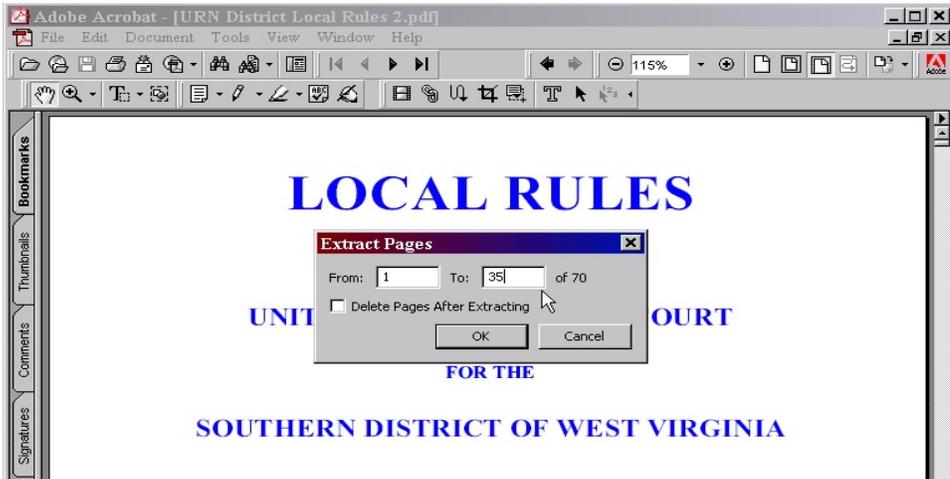
1. Open the PDF document to be split, then click on **Document**..



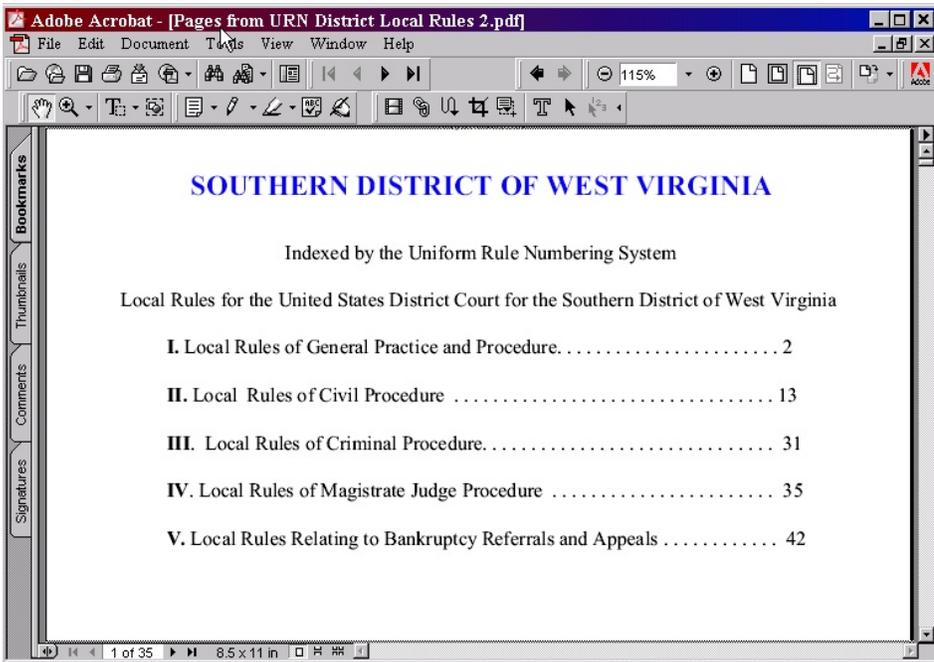
2. Click on **Extract Pages**. (if using Adobe Acrobat Professional, click on **Pages**, then click on extract pages)



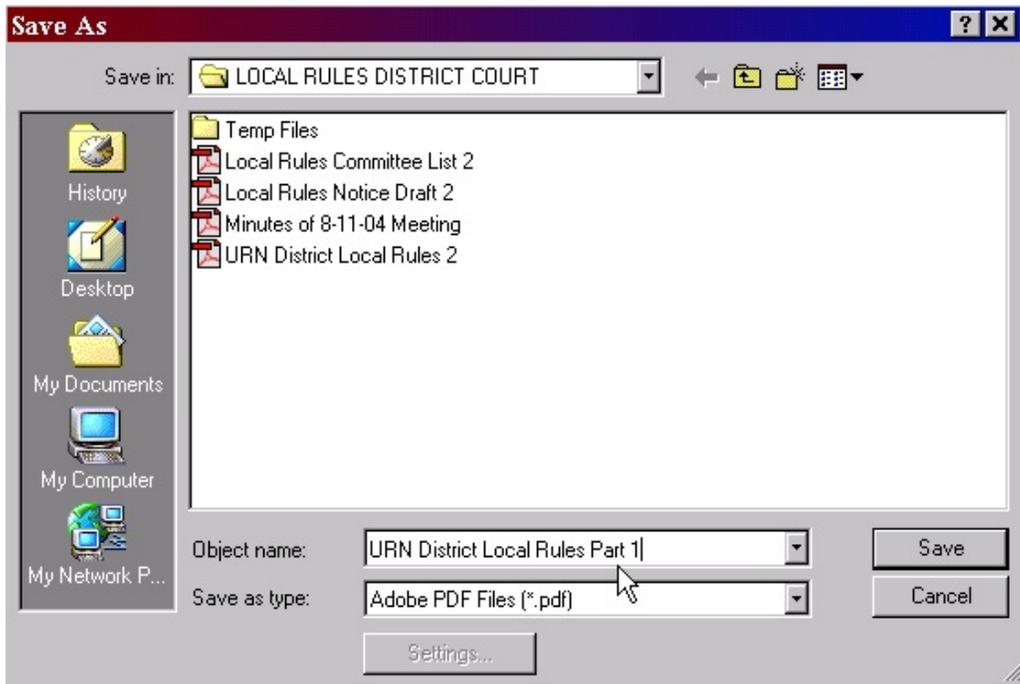
3. Enter the page range for the 1st document.



4. A new PDF document has been created and opened that contains the pages that have been extracted with a new file name “Pages from (original file name).pdf” (note the new number of pages in this document at the bottom of the screen).

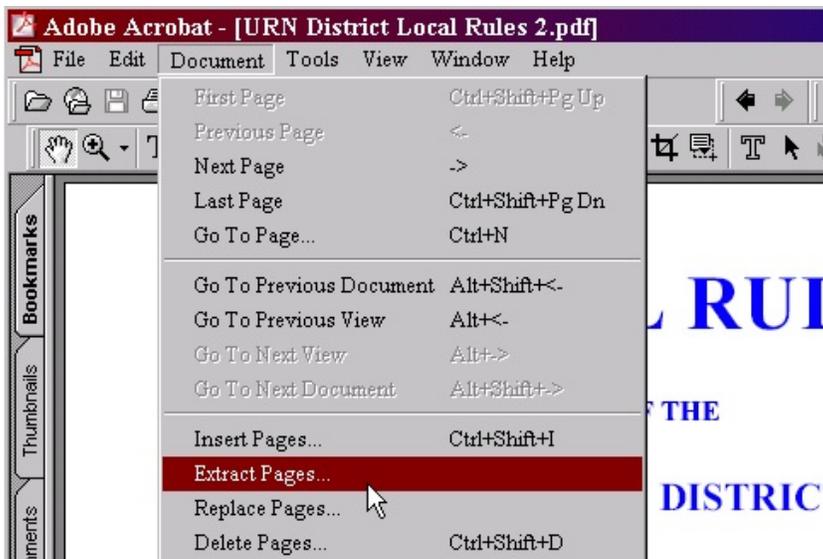


5. Change the file name to describe this part of the split document. Click on **File**, click on **Save As**, type in the new name in the File Name window, then click on **Save**.

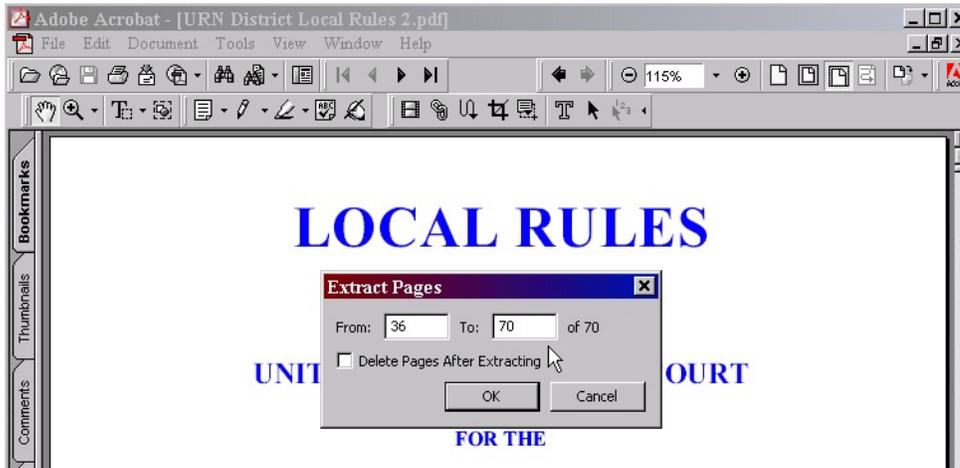


6. Repeat **Steps 2 through 5** to extract and rename each remaining section.

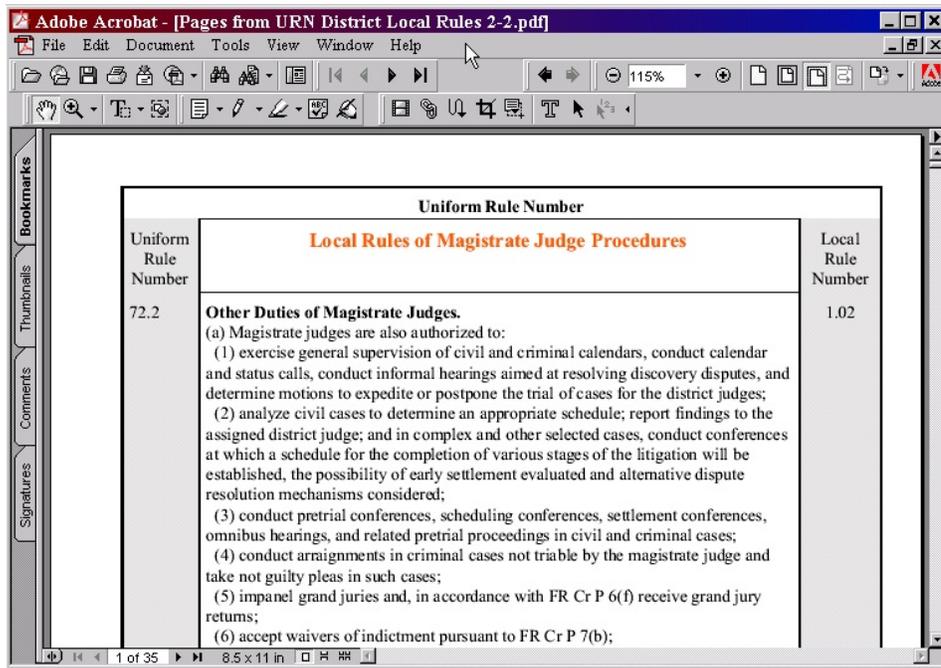
(Step 2)



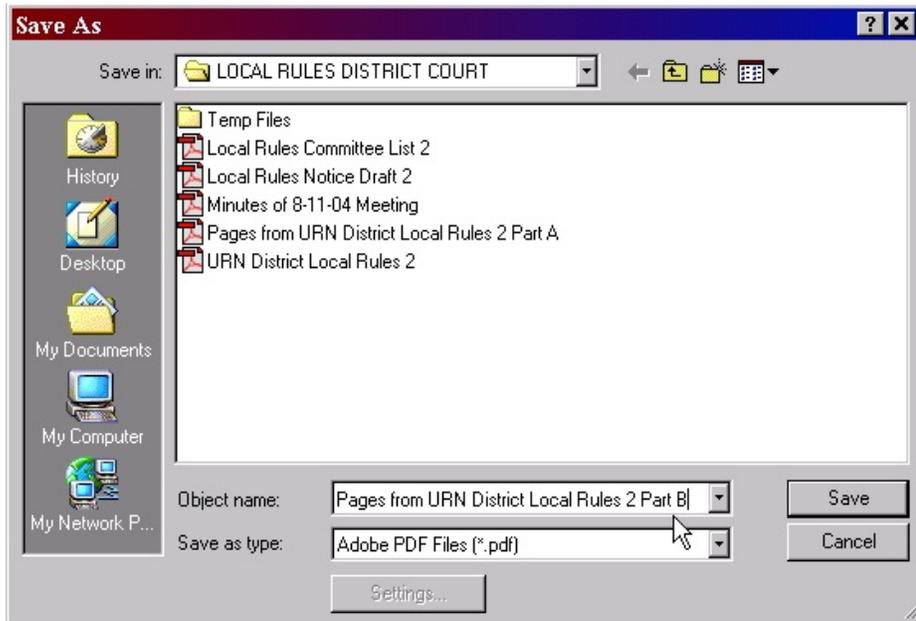
(Step 3 - extracting)



(Step 4 - new PDF document)



(Step 5 - give this section a new name and save)



NOTE - Your original document remains intact as a whole document along with the split documents created for filing.

