

# How to Split PDF files with AutoSplit™

*An introduction to PDF document splitting and page extraction*

## Contents

What software do I need?.....	2
What splitting methods are available?.....	2
What PDF documents can be split? .....	2
Where do I start?.....	3
What splitting method to choose?.....	4
Use Case 1: Automatic Splitting into Multiple Documents .....	5
Use Case 2: Extract pages within specific page ranges or text pattern.....	5
Automatic Splitting into Multiple Documents .....	6
Case 1.1 "Use separator: Page with Matching Text":.....	6
Case 1.2 "Use separator: Page with Matching Text" .....	7
Case 1.3 "Use separator: Page where Pattern Changes": .....	8
Case 1.4 "Use separator: Page Where Text Changes":.....	9
Case 1.5 "Split By Bookmarks":.....	10
Case 1.6 "Split into Equal Size Documents":.....	10
Case 1.7 "Split by Blank Image Page":.....	10
Extract pages that contain specific page ranges or text .....	11
Output Document Naming .....	15
Specifying Output Options.....	17
Securing Output Documents with Password.....	18
Creating Index Files .....	19
Splitting and Reviewing Results .....	19
Saving and Loading Processing Settings .....	22
Introduction to Text Patterns.....	22
Using Batch Processing.....	26
Getting Help.....	26
Legal Notice .....	27

## What software do I need?

The AutoSplit software requires a full version of Adobe Acrobat Standard or Professional for Microsoft Windows. It will not work with free Acrobat Reader software that does not allow document editing and modification. The plug-in supports all versions of Adobe Acrobat starting from version 6. You can download a free 30 day trial version of AutoSplit from <http://www.evermap.com/autosplit.asp>. If you do not currently own a copy of Adobe Acrobat, then you can download a trial version from <http://www.adobe.com/downloads>. The AutoSplit software, once installed, adds several menus to the "Plug-ins" menu in Adobe Acrobat. AutoSplit is available in two versions: *Standard* and *Professional*. It is recommended to download and evaluate the Professional version in order to get a complete overview of the product capabilities.

## What splitting methods are available?

The AutoSplit software supports the following splitting methods:

- Splitting into equal size documents (equal number of pages per output file)
- Splitting by bookmarks
- Extracting pages using manually entered page ranges.
- Extracting pages that contain specific text or pattern.
- Splitting at blank pages (Professional version).
- Splitting at pages with user-specified text or pattern (Professional version).
- Splitting at pages where text or pattern changes (Professional version).
- Splitting at pages where text at specific location changes (Professional version).
- Splitting at pages that contain one of the user-specified keywords (Professional version).
- Splitting at pages when page size changes (Professional version).
- Splitting at pages with PDF "rubber" stamps annotations (Professional version).

## What PDF documents can be split?

The AutoSplit software can split the following common types of PDF documents:

- Documents that contain fixed-length sub-documents such as invoices, letters, pay stubs.
- Documents that contain variable-length invoices, account statements, letters.

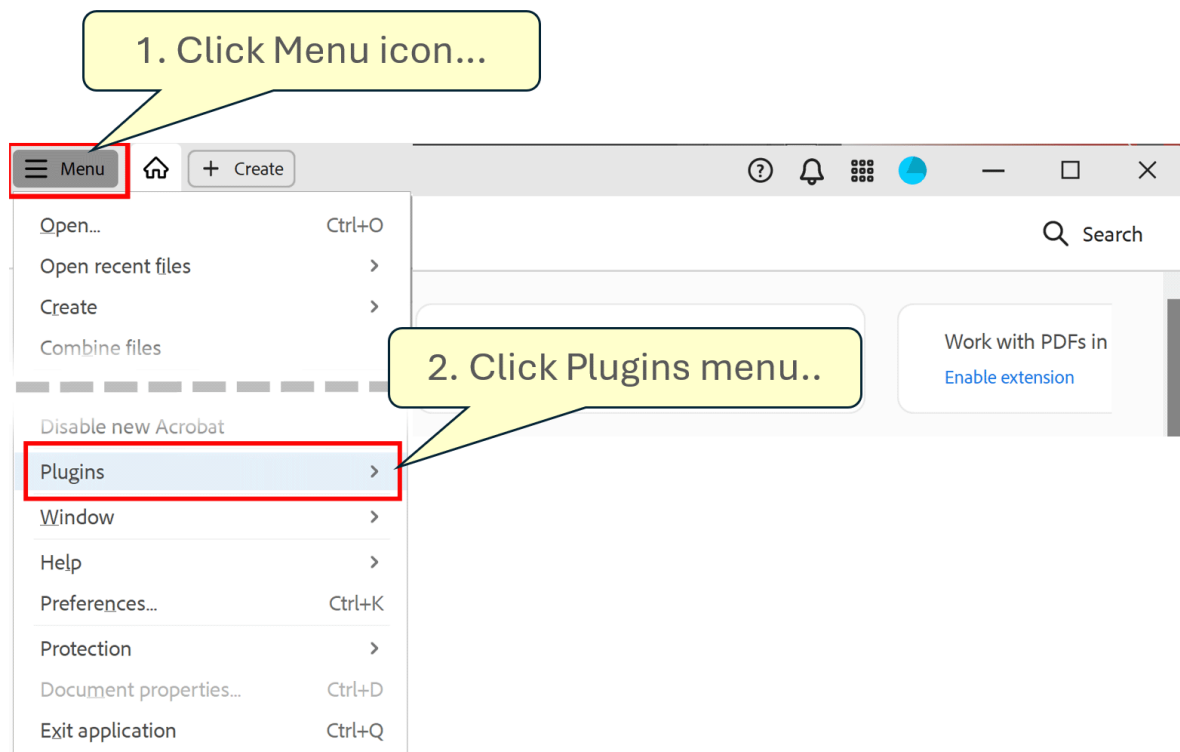
- Documents that contain bookmarked sub-documents (the first page of each sub-document is bookmarked).
- Scanned paper documents where each sub-document is separated by a blank page.
- Documents that contain pages or ranges of pages with a specific text or pattern.

The AutoSplit software can process any kind of PDF document that is at least 2 pages long and does not have any security access restrictions. If you are planning to split a document by text search, then verify that document actually contains searchable text. You can check that by searching for a known word or by selecting a text fragment and using *Copy/Paste* operation to copy it into another text editor. Please see the following online tutorial that explains how to make scanned paper documents searchable: [https://evermap.com/Tutorial\\_ABM\\_OCR.asp](https://evermap.com/Tutorial_ABM_OCR.asp).

## Where do I start?

Start Adobe Acrobat application and open a PDF file using "File > Open..." menu.

Next, select "Plug-ins > Split Documents > Split Document..." from the main Acrobat menu to open "*Split Document Settings*" dialog. If you are using new Acrobat interface (2023+), then see the following screenshot that explains how to locate **Plugins** menu:



You should see the **Split Document Settings** screen below:

The screenshot shows the 'Split Document Settings (AutoSplit PRO) - Ver. 6.6' dialog box. It is divided into several sections:

- Split Method:** Contains four radio button options: 'Equal size documents of 1 pages each' (selected), 'Use bookmark tree from level 1 to 1', 'Use manually defined page ranges', and 'Use separator: Page Where Pattern Changes' with an 'Options...' button.
- Pre-Processing Options:** Contains two checkboxes: 'Apply pre-processing script:' and 'Use document-specific settings:', each with an 'Edit...' button. A link 'Visit online collection of tutorials' is also present.
- Define Output Documents And Page Ranges:** Features a toolbar with icons for deleting, adding, and editing ranges, and a large empty list box. To the right are buttons: 'Add Output Document', 'Add Page Range...', 'Edit Page Range...', 'Pages By Text Search...', 'Range From Bookmark...', 'Pages By Content...', and 'Import From Text File...'.
- Output Naming and Destination:** Includes a checkbox 'Use input folder to store output files'. The 'Output folder:' is set to 'C:\Data\' with a 'Browse...' button. 'Name prefix:' is set to 'Use input filename'. 'Base filename:' is 'Doc'. 'Append to name:' has a text box with up/down arrows and 'Add...', 'Delete', and 'Clear' buttons. On the right are 'Output Options...', 'Secure output documents' (checkbox), 'Security Settings...', and 'Post-Processing...' buttons.

At the bottom are buttons for 'Help...', 'Load Profile...', 'Save Profile...', 'Clear Settings', 'OK', and 'Cancel'.

## What splitting method to choose?

The selection of splitting method depends on the document content and on desired results. This document is going to focus on the most common cases of splitting various business documents.

## Use Case 1: Automatic Splitting into Multiple Documents

The input PDF document contains multiple sub-documents (for example invoices, account statements and etc.). The goal is to split a document into multiple documents that contain each statement/invoice as a separate file and name it using a text from the first page of each document (for example: an account number, a customer ID or person's name).

### HOW TO SELECT A SPLITTING METHOD:

1. [Does a first page of each variable length sub-document contain "Page 1 of X" text?](#)
2. [Does a first page of each variable length sub-document contain a unique "account number" \(or similar identifier or text pattern\)?](#)
3. [Does each page of the document contain an "account number" " \(or similar identifier or text pattern\) that is different for each sub-document?](#)
4. [Does each page of the document contain an "account number" " \(or similar identifier or text pattern\) that is different for each sub-document AND is always located in the approximately the same area of the page?](#)
5. [Does a first page of each variable length sub-document have a bookmark?](#)
6. [The document contains sub-documents that all have a fixed length in pages](#) (for example: the document is a collection of 1-page long pay stubs or letters).
7. [Is there a blank page separator between each sub-document?](#)

IMPORTANT: All "Use Separator" splitting methods require AutoSplit Professional version.

## Use Case 2: Extract pages within specific page ranges or text pattern.

The input PDF document contains pages of *interest* at specific page numbers (or ranges) or pages with a certain text or pattern somewhere on the page. The goal is to find and extract all these pages into one or more documents. The number of output documents is fixed at design time. The user is responsible for specifying the *criteria* for pages that need to be extracted into every document.

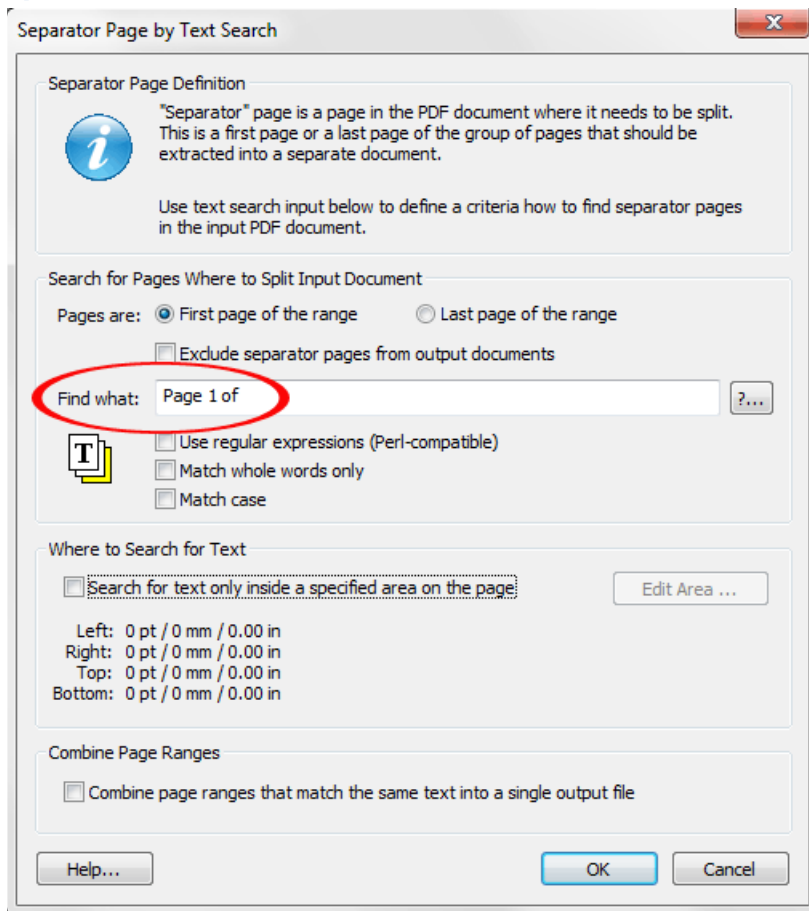
Select "[Use manually defined page ranges](#)" method for all projects that fall under this scenario. This splitting method is available in both AutoSplit Standard and AutoSplit Professional versions of the software.

## Automatic Splitting into Multiple Documents

### Case 1.1 “Use separator: Page with Matching Text”

Does the first page of each sub-document contain **Page 1 of ...** text? Each sub-document may have a different number of pages. If yes, then use “Use separator: Page with Matching Text”

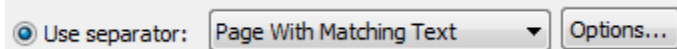
splitting method: ☒ Use separator: Page With Matching Text Options... Press “Options...” button enter **Page 1 of** into “Find what” box. The document will be split at pages that contain **Page 1 of** text:



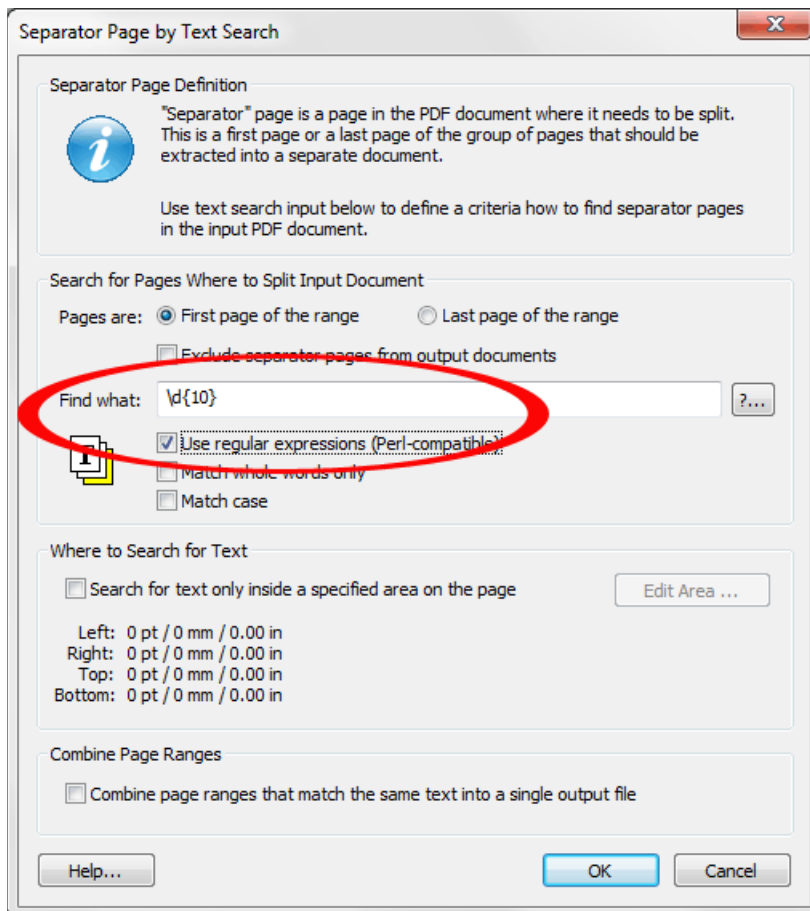
Using “Page 1 of” is the very common method for splitting documents. However, if your document does not have this kind of page label, then look for text that is only present on the first page of each sub-document (**1 of**, **Page 1**, **INVOICE**, **ACCOUNT STATEMENT** and etc.). If there is no such unique text present, then evaluate other more advanced splitting methods listed in this manual.

## Case 1.2 “Use separator: Page with Matching Text”

Does a **first** page of each sub-document contain a unique “account number” (or similar identifier or text pattern)? Each sub-document may have a different number of pages. If yes, then use “Use separator: Page with Matching Text” splitting method:



Press “Options...” button and enter [a text pattern](#) to split document at. Here is an example for a 10-digit account number: `\d{10}`. Make sure to check “Use regular expressions” option:

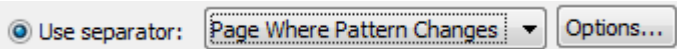


The above [text pattern](#) will find every page that contains a 10-digit number and split documents at those pages. Modify this text pattern to fit your requirements or email technical support for assistance ([tech@evermap.com](mailto:tech@evermap.com)).

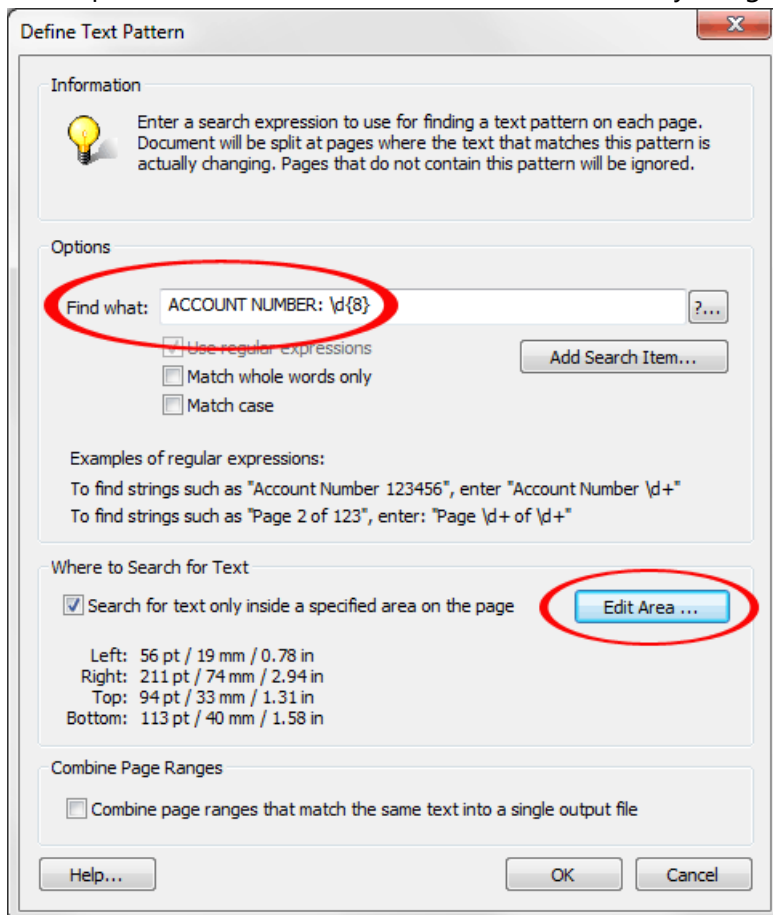
Turn on “Combine page range that match the same text into a single output file” option to combine sub-documents with the same “account number” into a single output file.

### Case 1.3 “Use separator: Page where Pattern Changes”

Does **each** page of the document contain an “account number” (or similar number or text pattern) that is different for each sub-document? If yes, then use “Use separator: Page where Pattern Changes” splitting method:



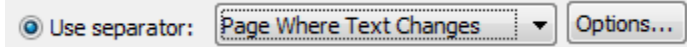
Press “Options...” button and enter [a text pattern](#). The example below searches for **ACCOUNT NUMBER: XXXXXXXX** text pattern (for example: ACCOUNT NUMBER: 92310023). The **\d{8}** part of the pattern indicates that it should contain exactly 8 digits.



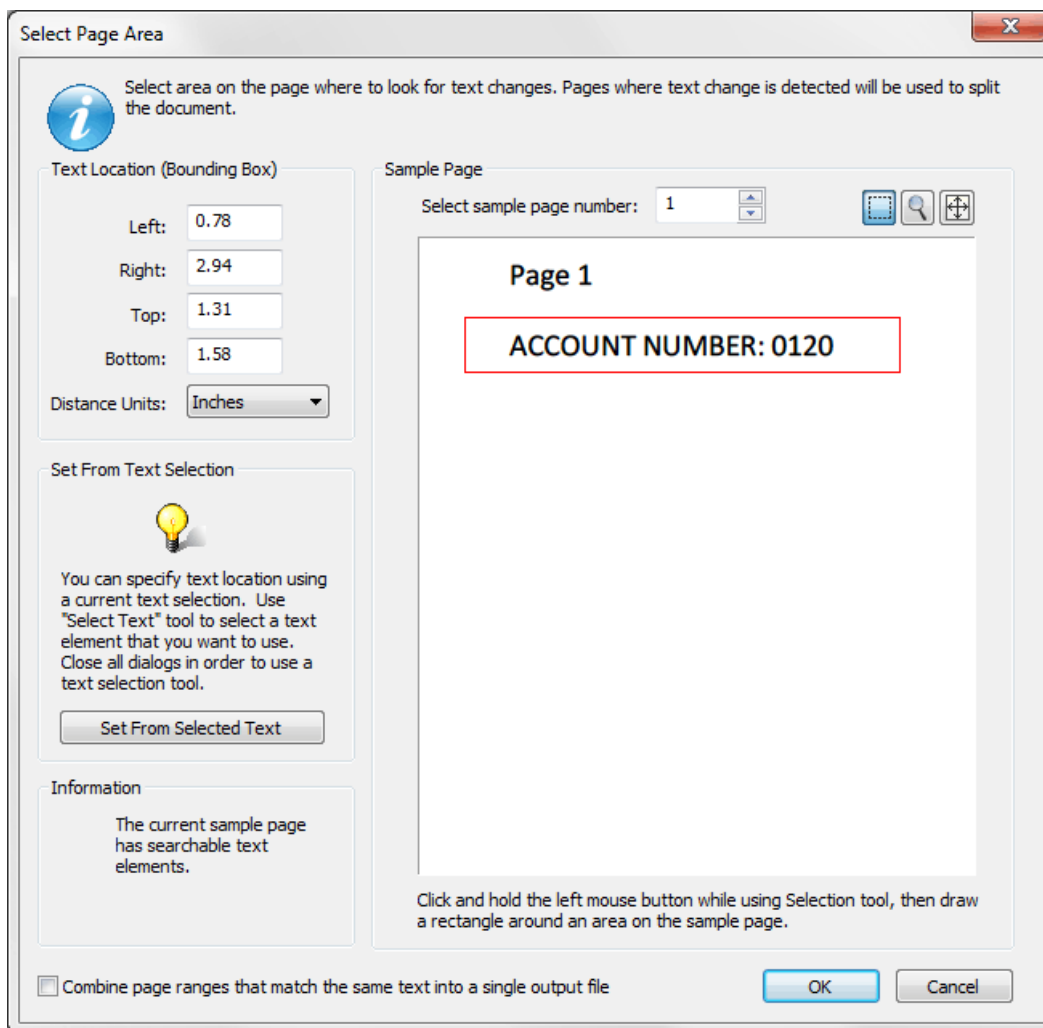
Some financial documents may contain multiple similar [text patterns](#) such as account numbers, customer IDs, invoice numbers and etc. Turn on “Search for text only inside a specified area on the page” to limit text search to a specific area. Press “Edit Area...” button to define a working area. Turn on “Combine page range that match the same text into a single output file” option if it is necessary to combine sub-documents with the same “account number” into a single output file.

## Case 1.4 “Use separator: Page Where Text Changes”

Does **each** page of the document contain an “account number” (or similar identifier or text pattern) that is different for each sub-document AND is always located in the approximately the same area of the page? If yes, then use “Use separator: Page Where Text Changes” method.



“Press “Options...” button and draw a box around the “signature” text. The document will be split at pages where text in this page location is changed. Use “Zoom” tool in the “Select Page Area” dialog to zoom in on the text you want to watch for a change and draw a box around it with “Select Area” tool. Try to select an area that does not include any other text. If you find that this text pattern is not always occurring within the same area, then use Case 1.3 method described above.

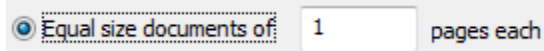


**Case 1.5 "Split By Bookmarks":** Does the first page of each variable length sub-document have a bookmark? Use "View > Navigational Panels > Bookmarks" menu to open "Bookmarks" panel if it is not visible. If yes, then use "Split by Bookmarks" method:

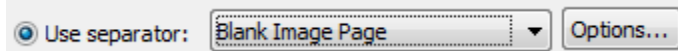


If you only want to split a document at top level bookmarks, then enter "1" to "1" level. If you want to split a document at every bookmark level, then enter "1" to "N" level (where N is a maximum bookmark level in the document).

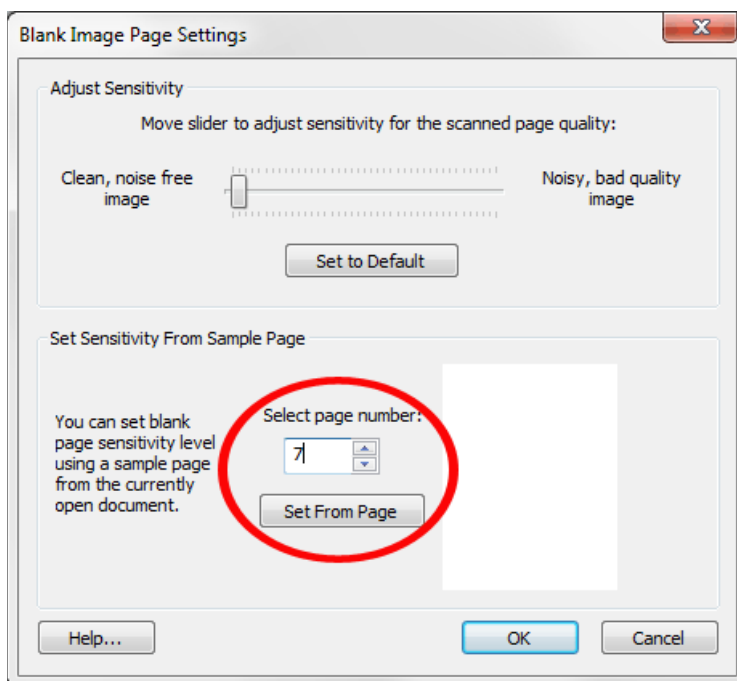
**Case 1.6 "Split into Equal Size Documents":** The document contains sub-documents that all have a fixed length in pages (for example: the document is a collection of 1-page long pay stubs or letters). Use "Equal size documents" splitting method:



**Case 1.7 "Split by Blank Image Page":** Is there a blank page separator between each sub-document? If yes, the use "Use separator: Blank Image Page".

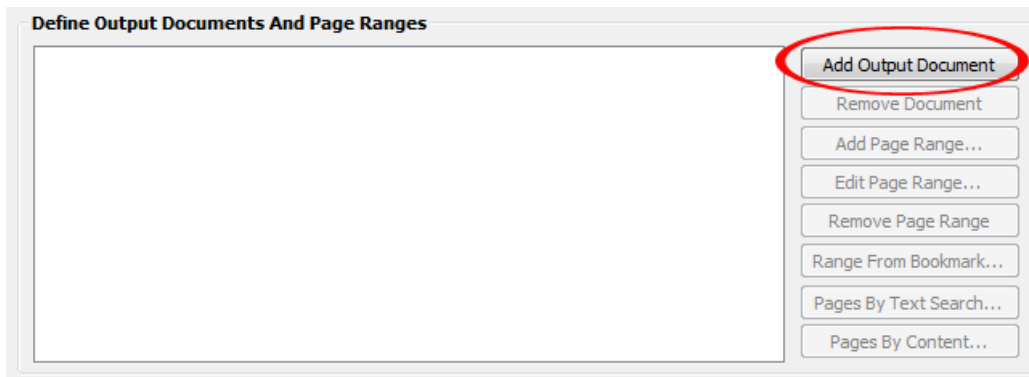


This method is designed for separating PDF files created by scanning paper documents. Press "Options..." button to specify a sample blank page for fine tuning. Select a sample blank page in the document use "Select page number" entry and press "Set From Page" button. This function will set a blank image threshold based on the level of noise contained in the selected page.

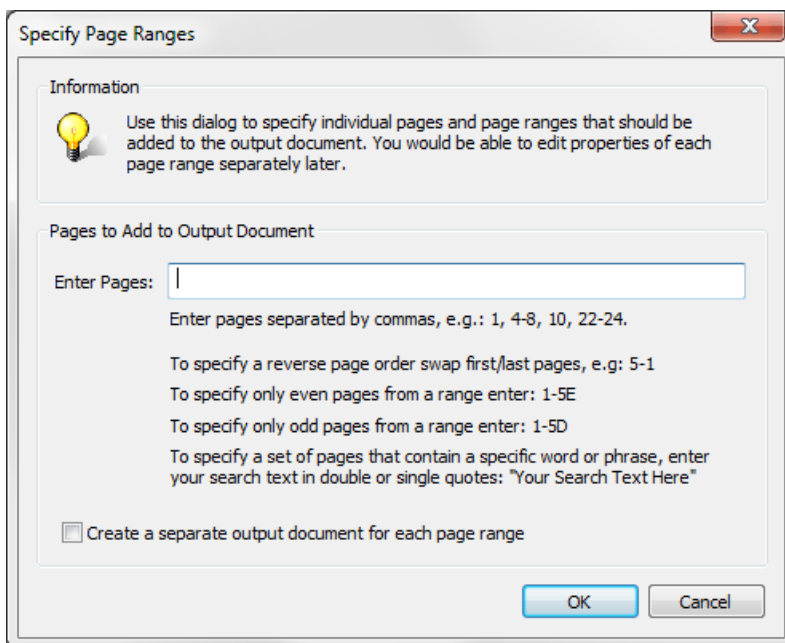


## Extract pages that contain specific page ranges or text

The input PDF document contains pages of *interest* at specific page numbers or pages with a certain text or pattern somewhere on the page. The goal is to find and extract all these pages into one or more documents. The number of output documents is fixed at design time. The user is responsible for specifying the criteria for pages that need to be extracted into every document. Select "*Use manually defined page ranges*" method for all projects in this use case scenario.



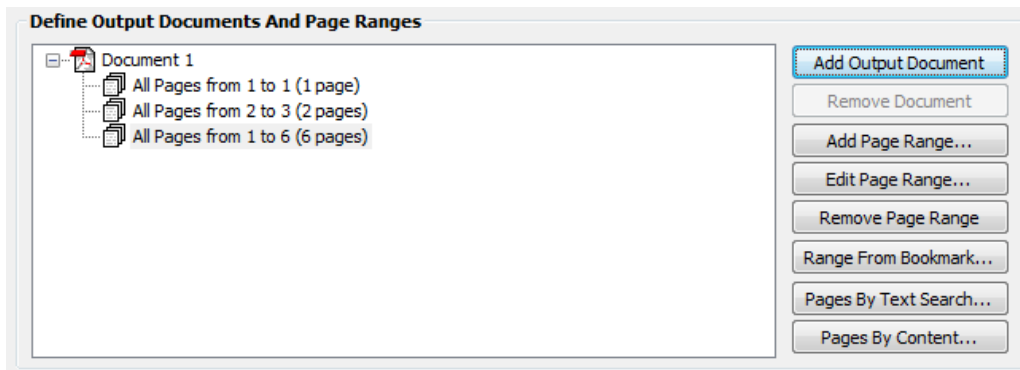
Press "*Add Document...*" button to create an output document definition. The "*Specify Page Ranges*" dialog will appear on screen to allow initial selection of pages that need to be extracted into this output document. You can add more page ranges to the same document or to a new document later.



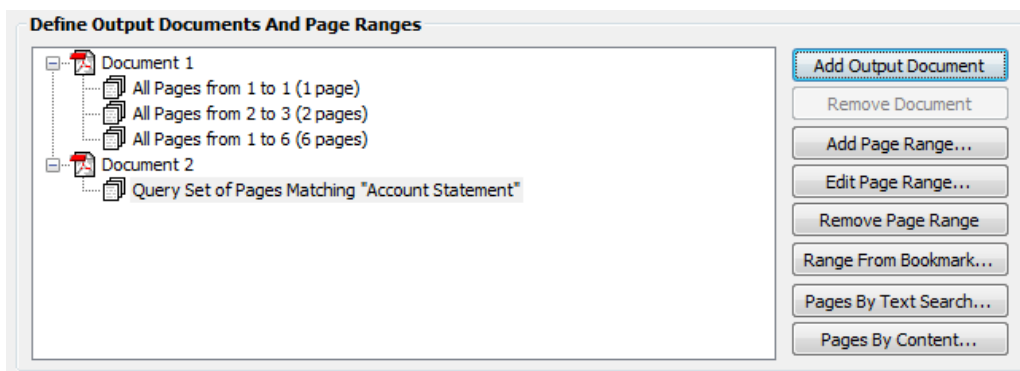
Use "Specify Page Ranges" dialog to edit (or delete) each page range definition and fine tune additional parameters. This dialog provides a shortcut for most common cases.

- To specify a page or a page range, enter page numbers separated by commas: **1, 4-8, 22-24**.
- To specify a reversed page order swap first/last pages: **5-1, 100-1**.
- To specify even or odd pages from a page range add E or D at the end: **1-5E, 1-5D**
- To specify a set of pages that contain a specific word or phrase, enter a search text in quotes, e.g.: **"Account Statement"**.
- You can specify the same pages multiple times and in any order to create a desired output.

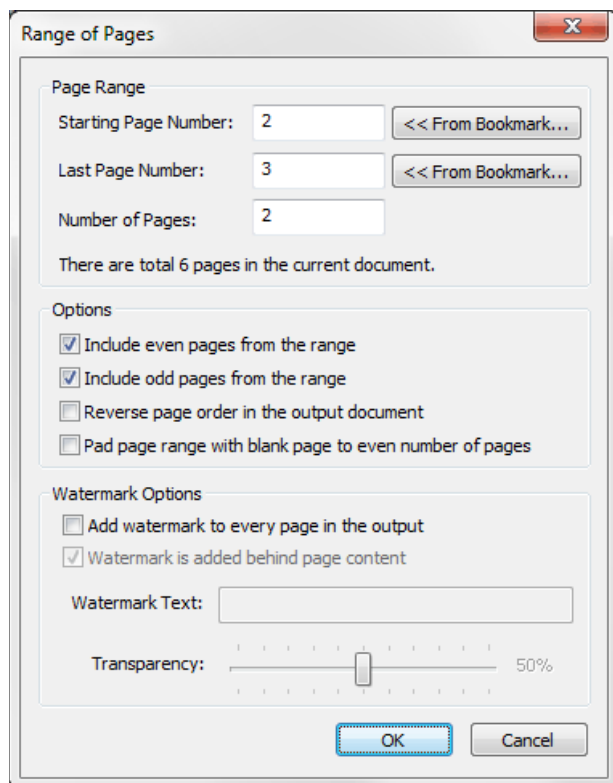
Press "OK" button to close this dialog. You should see a new document added to the output list. Here is an example of the output document description for **1,2-3,1-6** entry:



Press "Add Output Documents" button again to add another document or press "Add Page Range" or "Pages By Text Search" buttons to add additional pages to the same document. Here is an example of the output view after adding **"Account Statement"** text via "Specify Pages" dialog as a new document:



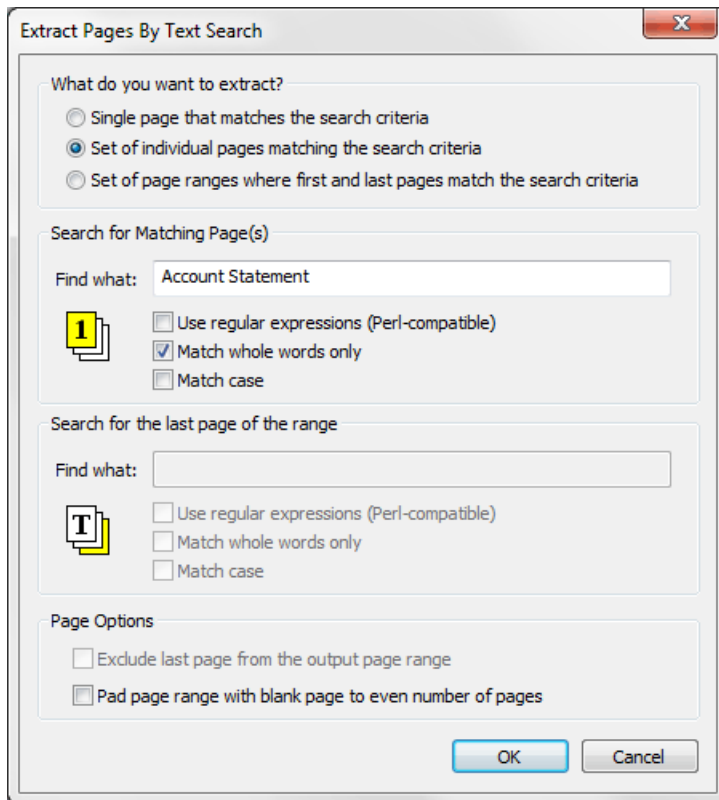
Double-click on any entry in the list to edit its parameters or select entry and press "Edit Page Range..." button. For example, double-click on **All pages 2 to 3 (2 Pages)** entry. The "Edit Page Range" dialog will appear on screen:



Use this dialog to edit starting and ending page numbers, select even/odd pages, reverse page order and pad this range with a blank page. A custom watermark can be added to every page of this particular page range. Press "From Bookmark" buttons to get a page number from an existing bookmark.

Double-click on **Document 1** entry to edit output document properties. You can either enter a fixed, custom document name or let the plug-in [to assign a document name automatically](#) (based on output document settings covered later in this manual). You can also specify document properties such as "Title", "Author", "Subject" and "Keywords".

Double-clicking on *Query Set of Pages Matching "Account Statement"* entry will bring up "Extract Pages by Text Search" dialog where you can edit its parameters:



This dialog allows configuring 3 different page extraction modes:

- Extract a single page that matches the search criteria (the first found page is used)
- Extract set of individual pages matching the search criteria (all found pages are used)
- Extract all page ranges where first and last pages match the search criteria

You can either enter text to search for (for example, **Account Statement**) or use powerful [regular expression syntax](#) to match a text pattern (for example, a 10-digit account number). A regular expression, often called a *pattern*, is an expression that specifies a set of strings and is widely used in text processing. Refer to AutoSplit manual or to any widely available online resource for syntax details. Here we are going to provide a short list of commonly used [regular expressions](#) as an example:

**\d{10}** – match a sequence of 10 digits.

**\w{5}** – match a sequence of 5 digits, letters or underscore.

**\d{3}-\d{2}-\d{4}** – match a Social Security Number (3 digits, dash, 2 digits, dash, 4 digits).

## Output Document Naming

The AutoSplit plug-in allows naming output files using any combination of the different name parts including extracting text from each output document and using it as a part of the filename.

The 'Output Naming and Destination' dialog box contains the following elements:

- ☐ Use input folder to store output files
- Output folder: C:\Data2\Dest\ [Browse...]
- Name prefix: Use input filename (dropdown)
- Base filename: {space}
- Append to name: Add text by search (text area with up/down arrows)
- [Add...] button (circled in red)
- [Delete] button
- [Clear] button
- [Output Options...] button
- ☐ Secure output documents
- [Security Settings...] button
- [Post-Processing...] button

Press "Add..." to start defining an output naming scheme and select one of the following options:

The 'Select What To Add To Output Filename' dialog box lists the following options:

- ☒ **Auto-Incrementing Number**  
For example: File1.pdf, File2.pdf, File3.pdf and so on.
- ☐ **Page Range**  
For example: From\_1\_To\_13.pdf, From\_14\_To\_25.pdf, From\_26\_To\_27.pdf and so on.
- ☐ **Text From Location**  
Use this option to add text that is always located in the same place on the first page of each output file.
- ☐ **Text By Search**  
Use this option to extract a specific text pattern from a first page of each output file.
- ☐ **Auto-Incrementing Letter**  
For example: FileA.pdf, FileB.pdf, FileC.pdf and so on.
- ☐ **Page Label**  
For example: File I.pdf, File II.pdf, File iix.pdf. The actual page label from a first page of output file is used.
- ☐ **Replace Text Using Lookup Table**  
Search filename for a specific text or pattern and replace it using a lookup table.
- ☐ **Custom Text**  
Insert any custom text string or a property like "Title" or "Author". Many variables are available such as current date or number of pages.
- ☐ **Add Original Filename**  
Use this option to insert an original filename (without extension) into the new filename.

[Next >>] [Cancel]

Use "Add..." button repeatedly to add multiple components to the file name. One of the most common methods is to use **Text From Location** option. Use to extract text from a specific page location:

Extract Text From Page

This dialog provides a way to define location of the text that will be used as part of the output file name. AutoSplit automatically extracts text located in the specified area and appends it to the output file name.

Text Location (Bounding Box)

Left: 2.39

Right: 6.31

Top: 1.61

Bottom: 2.08

Distance Units: Inches

Set From Text Selection

You can specify text location using a current text selection. Use "Select Text" tool to select a text element that you want to use. Close all dialogs in order to use a text selection tool.

Set From Selected Text

Information

The current sample page has searchable text elements.

Sample Page

Select page number: 1

ACCOUNT NUMBER 10230492199

Click and hold the left mouse button while using Selection tool, then draw a rectangle around an area on the sample page.

☐ Combine page ranges that match the same text into a single output file

OK

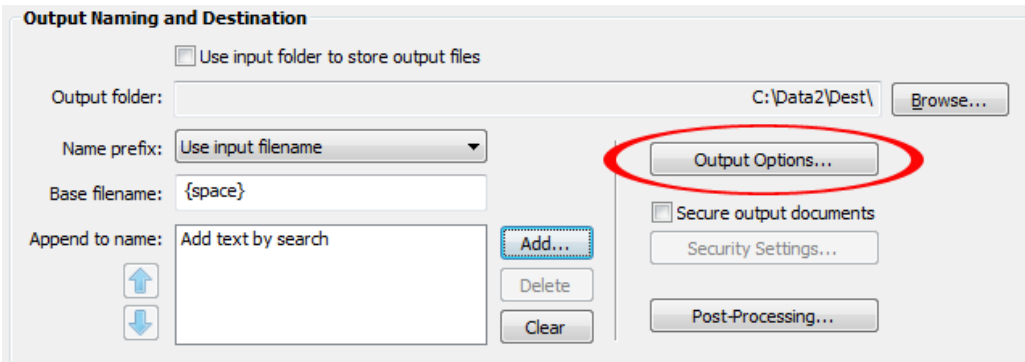
Cancel

16

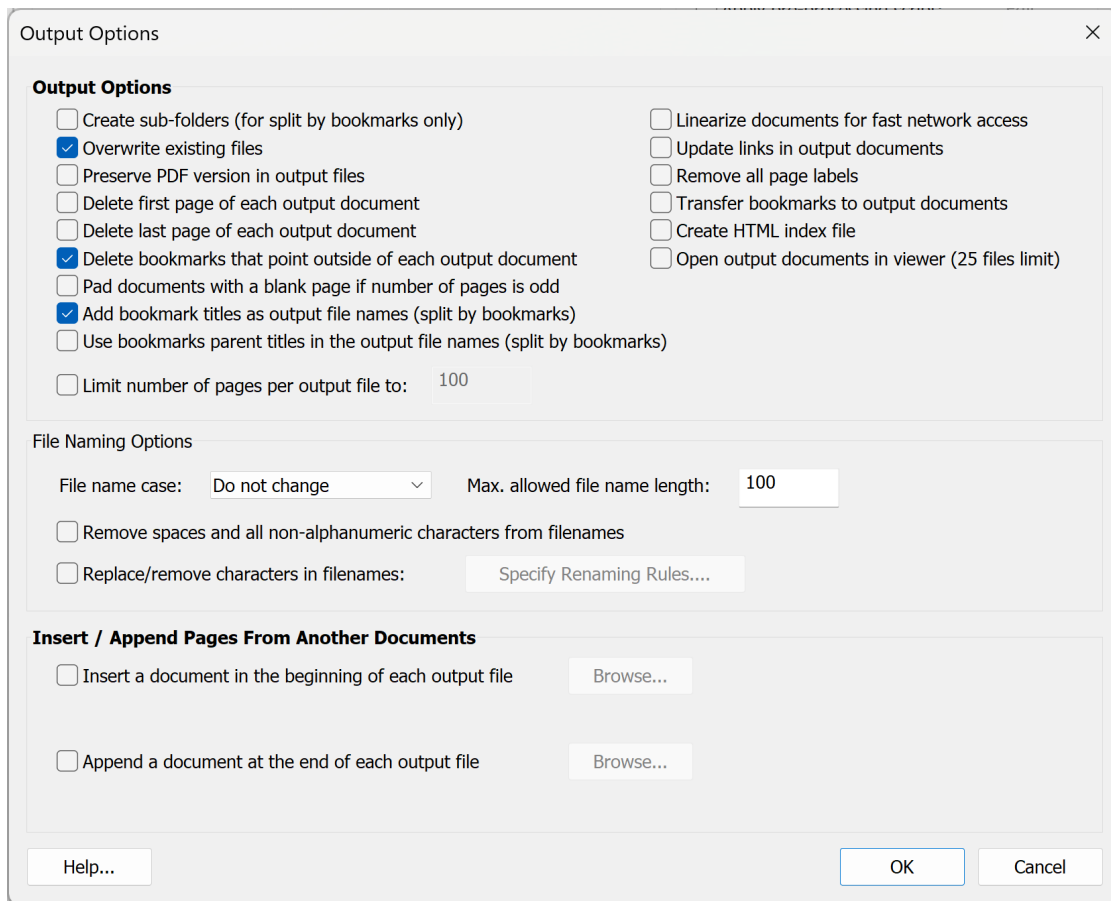
www.evermap.com

## Specifying Output Options

Press “*Output Options...*” button to specify additional processing options that come handy in many applications:

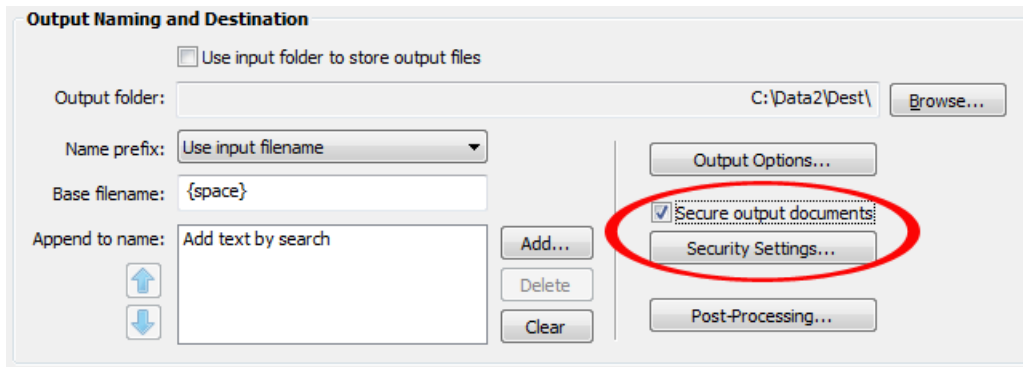


The “*Output Options*” dialog will appear on the screen offering many processing options such as inserting cover pages, modifying output filenames or overwriting existing files.

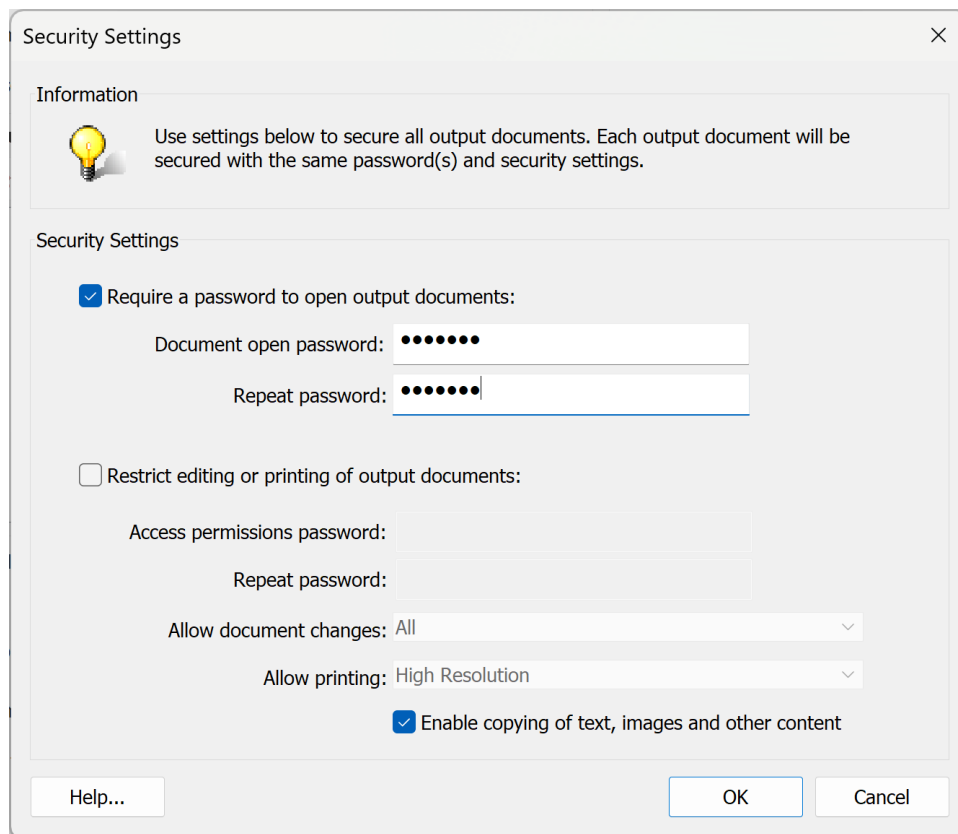


## Securing Output Documents with Password

Check "Secure output documents" option and press "Security Settings" if you want to secure output documents with a password or restrict document editing.

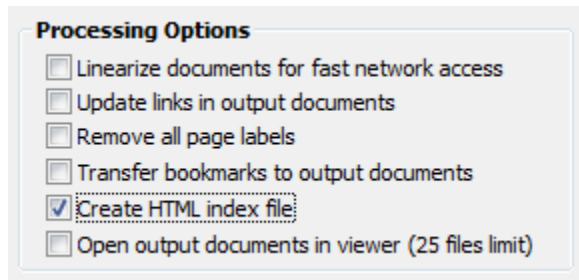


Select desired security options and enter passwords. All output document will be secured according to the specified settings.



## Creating Index Files

It is often desired to automatically generate a separate text or HTML file that lists every output document. This can serve as a processing log or as a handy navigation document to quickly open any output file. Check "Create HTML index file" option to create several supplemental index files:

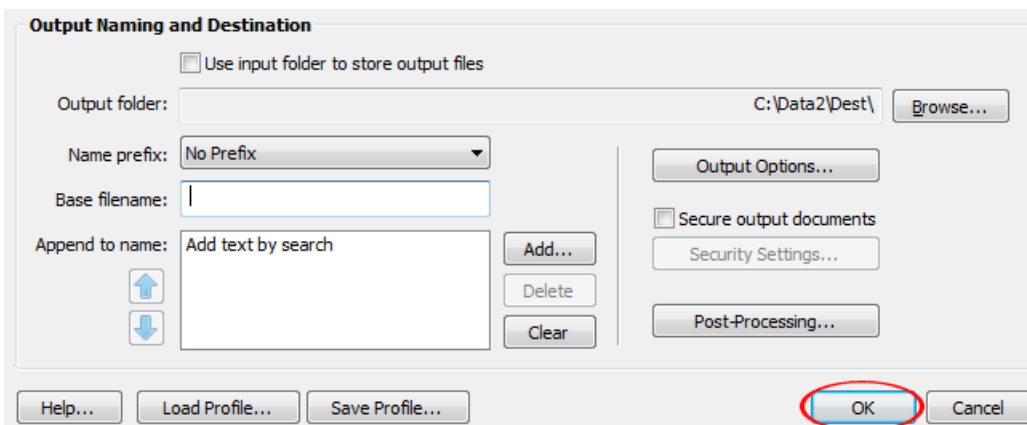


The software will generate the following index files (*InputFilename* stands for a name of the current input PDF file):

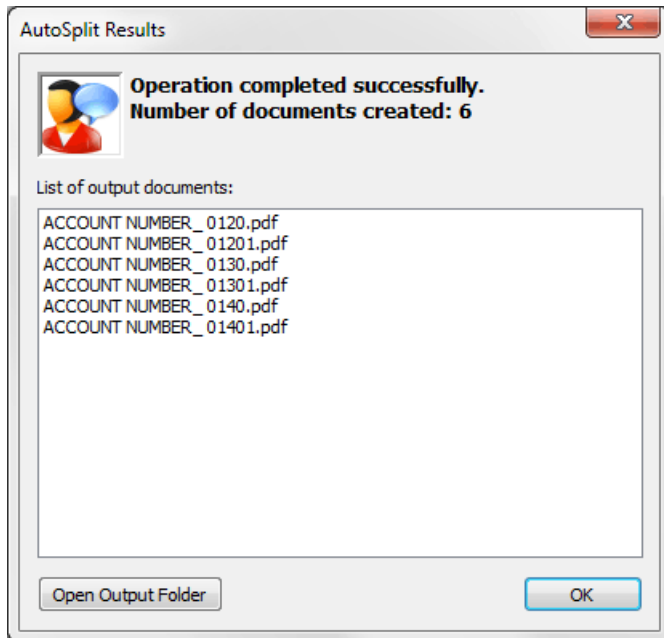
- InputFilename\_filelist.txt – listing all output document names (without a full path)
- InputFilename\_fileindex.htm – a hyperlinked HTML document with links to all output files.

## Splitting and Reviewing Results

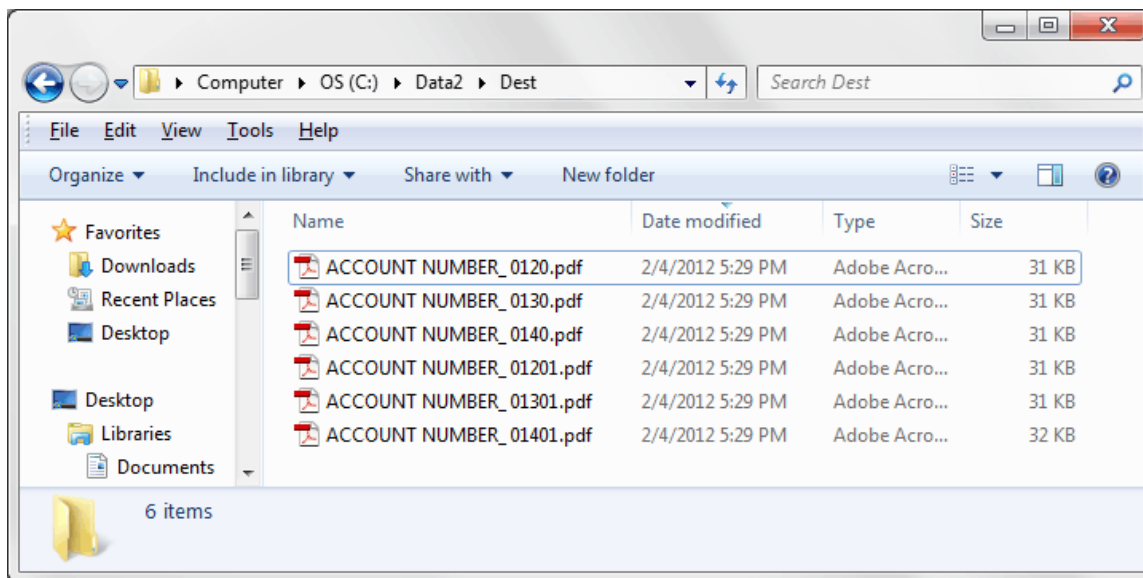
Once you have specified a desired splitting method and selected output folder and document naming convention, you are ready to actually run a splitting process. Press "OK" button in the "Split Document Settings" dialog to start processing:



The actual processing time may vary greatly depending on the size and complexity of the input document. You should see a progress status in the lower right corner of the current document. The "AutoSplit Results" dialog appears on screen once a processing is completed:

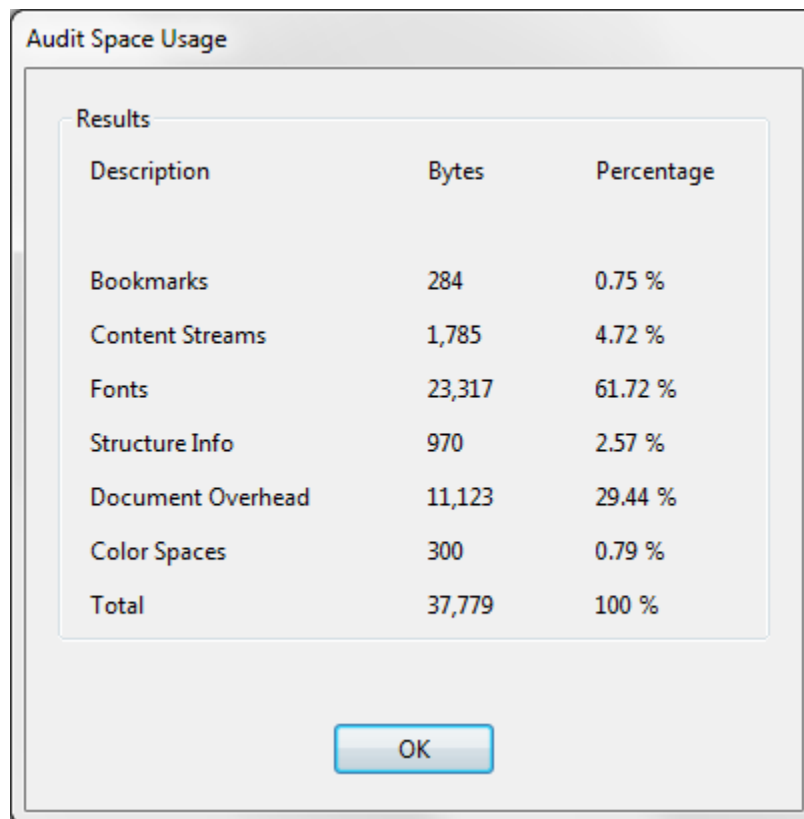


The "Results" dialog will list all output file names that were created during the processing. If errors were encountered, then this dialog shows a "View Errors..." button for displaying a list of problems. If processing was successful, then press "Open Output Folder" button to close this dialog and open an output folder in Windows Explorer:



The size of each output document is not directly proportional to the size of the input file divided by the number of pages it actually contains. Most PDF files contain a lot of “shared” resources such as embedded fonts, background images, navigational elements such as links and bookmarks. This additional content sometimes may contribute up to 95% of the document size. For example, an input document has 10 pages with a modest amount of text on each page that uses several embedded fonts and is about 1Mbyte in size. The fonts in this file may contribute up to 900KB of the file size. If this document is split into 10 separate files, then the size of each output file is going to be roughly the same as the size of the input document. This is because embedded fonts need to be copied into every output file and therefore greatly contribute to the output file size. Since each PDF file is unique, the actual results will vary accordingly.

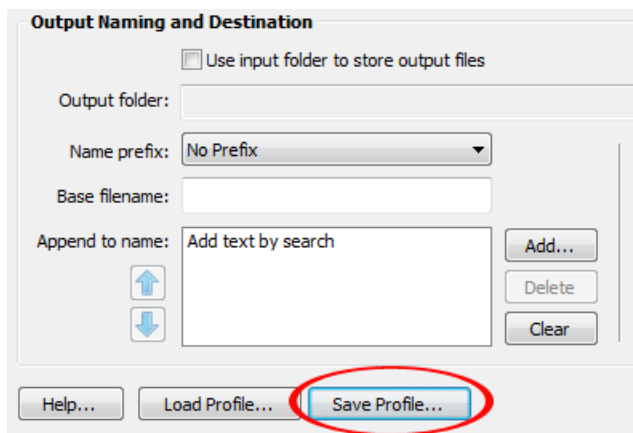
It is recommended to use “File > Save As...” menu to save a copy of the input document before splitting to purge all accumulate changes. Adobe Acrobat always appends modifications to the end of the file (if “File > Save” menu is used to save changes) causing the file to grow over time. Sometimes, this accumulated change may unnecessarily increase the sizes of output files. If you are puzzled why output files are so large, then use “Audit Space Usage” function. Open a “PDF Optimizer” dialog in Adobe Acrobat Professional and press “Audit Space Usage” button:



The “*Audit Space Usage*” dialog shows how the file size is distributed among various PDF components. In this particular example, only 4.72% of the file size is actually occupied by visible document content (text). The biggest contributors are fonts and document overhead.

## Saving and Loading Processing Settings

Press “*Save Profile...*” button to save a current document splitting parameters into a settings file (with APR file extension). You can later restore this exact splitting configuration by using “*Load Profile...*” button and selecting a previous saved file. It is possible to transfer settings from one computer to another using APR files to share a particular processing setup between co-workers.



## Introduction to Text Patterns

The most powerful functionality of AutoSplit comes from the ability to utilize *regular expressions* to define text patterns. A *regular expression* is a special text string for describing a search pattern. You can think of regular expressions as wildcards on steroids. Regular expressions are also described in many online resources, some of which have copious examples. There are many web sites that serve as online repository of useful regular expressions. The description here is intended as introductory documentation only. Please consult the software help manual for details.

Most characters stand for themselves in a pattern and match the corresponding characters in the subject. There are 11 characters that have a special meaning (^ \$ . \* + ? = | \ / ( ) [ ] { } ). As a rule, if you want to include any of these punctuation characters literally in a regular expression,

you must precede them with a \. The most common mistake is using a period without a backslash to literally match a period character.

### Character types

The regular expression syntax provides a special way to define a character that belongs to a "class" of characters and use it in the pattern description. Backslash can be used to specify generic character types:

Character Class	Meaning	Examples
<code>\d</code>	Matches any decimal digit: 0-9	<code>\d</code> – matches 1 digit <code>\d{8}</code> – matches exactly 8 digits <code>\d{2,4}</code> – matches from 2 to 4 digits
<code>\D</code>	Matches any character that is not a decimal digit	<code>\D</code> – matches any letter or space
<code>\s</code>	Matches any whitespace character (space, tab, newline)	<code>\s+</code> – matches one or more whitespace characters
<code>\w</code>	Matches any "word" character (A "word" character is any letter or digit or the underscore character)	<code>\w+</code> – matches one or more word characters. For example: <i>PO23476</i> or <i>INVOICE</i> .
<code>\W</code>	Matches any "non-word" character	
<code>[...]</code>	Matches any one character between the brackets	<code>[abc]</code> matches one occurrence of a, b or c characters
<code>[^...]</code>	Matches any one character not between the brackets	<code>[^XYZ]</code> – matches any character that is not X, Y or Z. <code>[^\n]</code> – matches any character except a newline
<code>\n</code>	A new line character	
<code>^</code>	Matches the start of the text line	<code>^INVOICE</code> – matches word INVOICE if it appears at the start of the text line.
<code>\$</code>	Matches the end of the text line	<code>^INVOICE \d{8}\$</code> – matches the word INVOICE followed by a number only if it occupies a whole text line.
<code>\b</code>	Matches the word "boundary". Word boundary is not a character, but rather a position in the string. It can be beginning or ending of the text line, or a space that is	<code>\bINVOICE\b</code> – matches word INVOICE only if it appears as a separate word (not inside any other text string).

adjustment to a "word" character.

### Defining Repetitions

Expression	Meaning	Examples
{n,m}	Matches the previous item at least n times, but no more than m times.	<b>\d{2,4}</b> – matches from 2 to 4 digits
{n,}	Matches the previous item n or more times.	<b>\d{3,}</b> – matches 3 or more digits
{n}	Matches exactly n occurrences of the previous item.	<b>\d{5}</b> – matches exactly 5 digits
?	Matches zero or one occurrences of the previous item. That is, the previous item is optional.	<b>X?</b> – indicates an optional letter X.
+	Matches one or more occurrences of the previous item.	<b>\d+</b> – matches one or more digits
*	Matches zero or more occurrences of the previous item.	<b>\d*</b> – matches zero or more digits

### Matching Alternatives

Vertical bar characters are used to separate alternative patterns. For example, the pattern **Invoice|Claim** matches either "Invoice" or "Claim". Any number of alternatives may appear, and an empty alternative is permitted (matching the empty string).

Examples:

**(541|503)-\d{3}-\d{4}** matches phone numbers that start with either 541 or 503 area codes.

**(USA|Canada|EU)** matches either US or Canada or EU.

### Examples of Regular Expressions

Here is a list of common regular expressions that can be used as a starting point for designing your own that matches your document or project requirements.

Expression	Meaning
<b>\d{10}</b>	Matches exactly 10 consecutive digits. For example: 9737739890
<b>ACCOUNT NUMBER: \d+</b>	Matches <i>ACCOUNT NUMBER</i> text that is followed by one or more digits
<b>\d{3}-\d{3}-\d{4}</b>	Matches US-style phone number. For example: (541)-760-9260.
<b>\d{3}-\d{2}-\d{4}</b>	Matches US Social Security Number. For example: 507-44-1111
<b>\d{4} \d{4} \d{4} \d{4}</b>	Matches a 16 digit account number (4 groups of 4 digits separated with spaces). For example: 1431 8872 0012 4219
<b>INVOICE \w{5,8}</b>	Matches word INVOICE followed by any combination of letters or

	digits between 5 and 8 characters long. For example: <i>INVOICE XY87221</i>
<b>CUSTOMER ID:</b> [\w\-\]{8,}	Matches <i>CUSTOMER ID</i> : followed by any combination of letters, digits or a dash symbol that is at least 8 character long.
<b>(OR WA CA)</b>	Matches either <i>OR</i> , <i>WA</i> or <i>CA</i> text strings.
<b>[A-Z0-9._%+-]+@[A-Z0-9.-]+\.[A-Z]{2,4}</b>	Matches an email address. For example: <i>John.Doe@mycompany.com</i>

## Using Batch Processing

The Adobe Acrobat Professional comes with batch processing functionality (called Action Wizard in Acrobat X and above) that provides a way to combine various document processing steps into multi-step workflows or "actions". Batch processing is useful when it is necessary to apply the same processing to multiple files without manual intervention.

You can find visual step-by-step instructions on how to create batch sequences ("actions") online at:

For Acrobat Pro DC: <http://www.evermap.com/ActionWizardDC.asp>

For Acrobat Pro X: <http://evermap.com/ActionWizardX.asp>

For Acrobat Pro XI: <http://evermap.com/ActionWizardXI.asp>

How to split files using Action Wizard: [http://evermap.com/Tutorial\\_ASP\\_ActionWizardDC.asp](http://evermap.com/Tutorial_ASP_ActionWizardDC.asp)

It is possible to run AutoSplit from a command-line BAT file or from another application. Please see the following online tutorial for details: [https://evermap.com/Tutorial\\_ASP\\_RunFromBAT.asp](https://evermap.com/Tutorial_ASP_RunFromBAT.asp).

## Getting Help

Contact technical support ([mailto:tech@evermap.com?subject=Technical Support Request](mailto:tech@evermap.com?subject=Technical%20Support%20Request)) for help with configuring AutoSplit for your particular document or project. It is always helpful to include a sample PDF document.

Check AutoSplit product page for more step-by-step tutorials:

<http://evermap.com/AutoSplit.asp#tutorials>

## Legal Notice

©2005-2024 EverMap Company LLC. All rights reserved.

### *How to Split PDF files with AutoSplit™*

If this guide is distributed with software that includes an end-user agreement, this guide, as well as the software described in it, is furnished under license and may be used or copied only in accordance with the terms of such license. Except as permitted by any such license, no part of this guide may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, recording, or otherwise, without the prior written permission of EverMap Company LLC. Please note that the content in this guide is protected under copyright law even if it is not distributed with software that includes an end-user license agreement. The content of this guide is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by EverMap Company LLC. EverMap Company LLC assumes no responsibility or liability for any errors or inaccuracies that may appear in the informational content contained in this guide.

Please remember that existing artwork or images that you may want to include in your project may be protected under copyright law. The unauthorized incorporation of such material into your new work could be a violation of the rights of the copyright owner. Please be sure to obtain any permission required from the copyright owner.

Notice to U.S. Government End Users. The Software and Documentation are "Commercial Items," as that term is defined at 48 C.F.R. §2.101, consisting of "Commercial Computer Software" and "Commercial Computer Software Documentation," as such terms are used in 48 C.F.R. §12.212 or 48 C.F.R. §227.7202, as applicable. Consistent with 48 C.F.R. §12.212 or 48 C.F.R. §§227.7202-1 through 227.7202-4, as applicable, the Commercial Computer Software and Commercial Computer Software Documentation are being licensed to U.S. Government end users (a) only as Commercial Items and (b) with only those rights as are granted to all other end users pursuant to the terms and conditions herein. Unpublished-rights reserved under the copyright laws of the United States.

EverMap Company LLC. , 2397 NW Kings Blvd, #159, Corvallis, OR, 97330, USA.