

How to Merge PDF files with AutoSplit™

An introduction to combining PDF and Microsoft Office documents

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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 a 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 days 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. The AutoSplit is available in two versions: *Standard* and *Professional*. It is recommended to download and evaluate a Professional version in order to get a complete overview of the product capabilities.

What Is Document Merging?

Document merging is an operation that combines several documents into one or more composite PDF document(s).

What Merging Methods Are Available?

The AutoSplit software supports the following document merging methods:

- Merging documents from one or more folders into a single PDF file
- Merging documents from multiple folders into multiple PDF files
- Merging documents based on filename similarity
- Document merging by using a custom control file
- Updating multiple documents by inserting and/or replacing pages

What Documents Can Be Merged?

The AutoSplit software can merge the following common types of documents:

- PDF documents
- Microsoft Office documents such as Word, Excel and PowerPoint
- All image files supported by Adobe Acrobat such as TIFF, JPG, BMP and etc.
- HTML files
- Text files (*.txt)
- AutoCAD drawing files (if Adobe Acrobat has appropriate file format convertor installed)
- Postscript files (*.ps, *.prn, *.eps)

- Microsoft XML Paper Specification files (*.xps)
- Other file formats supported by a specific version of Adobe Acrobat such as multimedia and 3D formats.

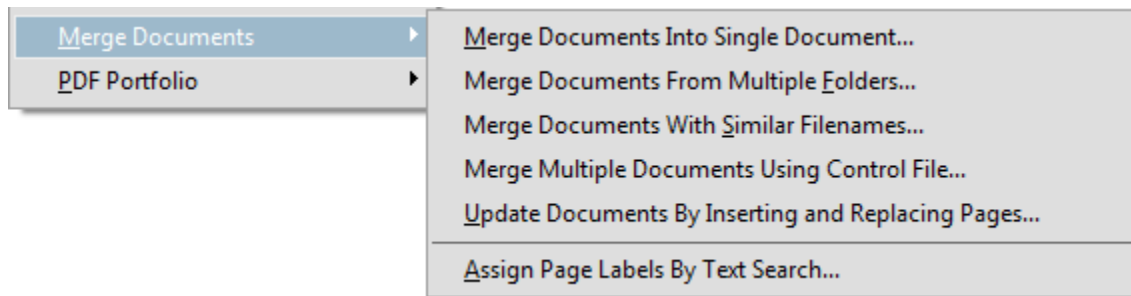
The software accepts all document types supported by Adobe Acrobat. Please consult documentation for your version of Adobe Acrobat for a complete list of supported file formats.

There are certain kinds of PDF documents that *cannot* be merged by Adobe Acrobat:

- Password-protected PDF documents (you need to remove passwords before merging)
- Password-protected or encrypted MS Office files
- PDF documents with security restrictions that prevent document merging
- MS Office files with access/editing restrictions
- Certain PDF forms created by Adobe LiveCycle Designer form editor

Where Do I Start?

Organize documents you want to merge in one or more folders on your computer according to the specific merging operation you want to perform. Start Adobe Acrobat application and select one of the document merging operations available from “*Plug-ins > Merge Documents*” menu:



What Merging Method to Choose?

① If you have multiple PDF, image or MS Office documents that need to be combined into a **single output PDF document**, then select “*Plug-ins > Merge Documents > Merge Documents into Single Document*” menu. This operation will combine all selected input documents from one or more folders into a single PDF file.

② If you have documents from **two or more folders** that need to be combined into a **multiple output PDF documents**, then select “*Plug-ins > Merge Documents > Merge Documents from Multiple Folders*” menu. This operation produces multiple output PDF files by taking one file from each folder and merging

them together. Files are merged based on user-defined filename similarity. Use this method if you need to combine files that have the same or very similar filenames from multiple folders and use only one file from each input folder in each output PDF file.

③ If you have multiple documents that need to be combined based on filename similarity into a **multiple output PDF documents**, then select “*Plug-ins > Merge Documents > Merge Documents with Similar Filenames*” menu. This operation will combine all selected input documents from one or more folders into multiples files based on user-defined filename similarity. Filename similarity is defined as a minimal required number of common characters in filenames.

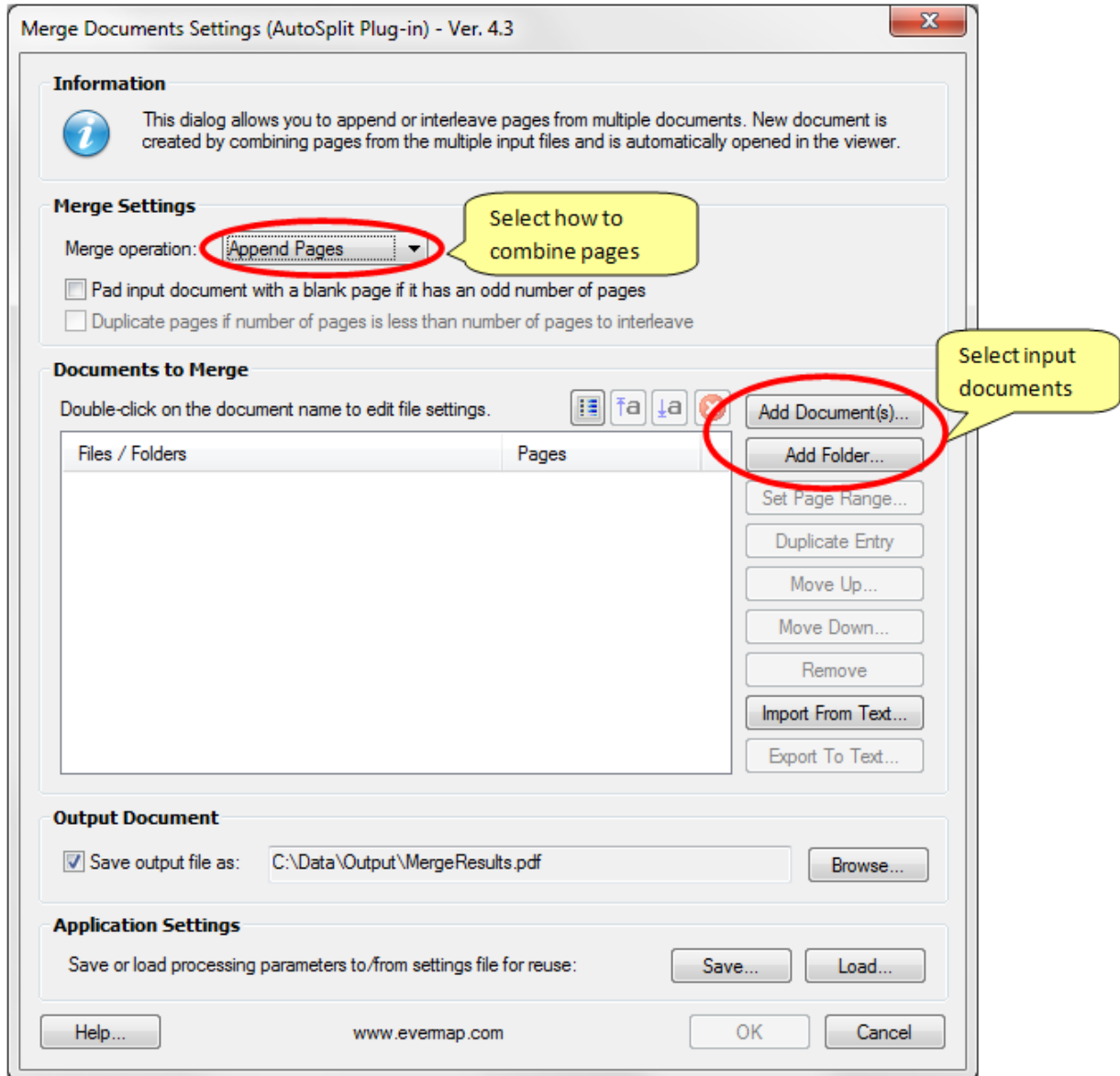
④ Sometimes, it is necessary to perform custom document merging operation(s) when files needs to be combined according to specific requirements. Use “*Plug-ins > Merge Documents > Merge Multiple documents Using Control File...*” menu to perform document merging by using instructions from a plain-text file. This is an advanced method that requires a basic level of technical experience. The control file can produce one or more output PDF files by listing document merging instructions. The control file format is easy to learn and use. Control files can be created by using any plain text editors (such as Notepad) or generated by third-party custom applications. Use this method when it is necessary to integrate document splitting into other applications or document processing workflows.

⑤ If you have multiple PDF documents that need to be updated by replacing or inserting pages from other PDF documents, then select “*Plug-ins > Merge Documents > Update Documents By Inserting and Replacing Pages*” menu.

Merging Documents into Single PDF document

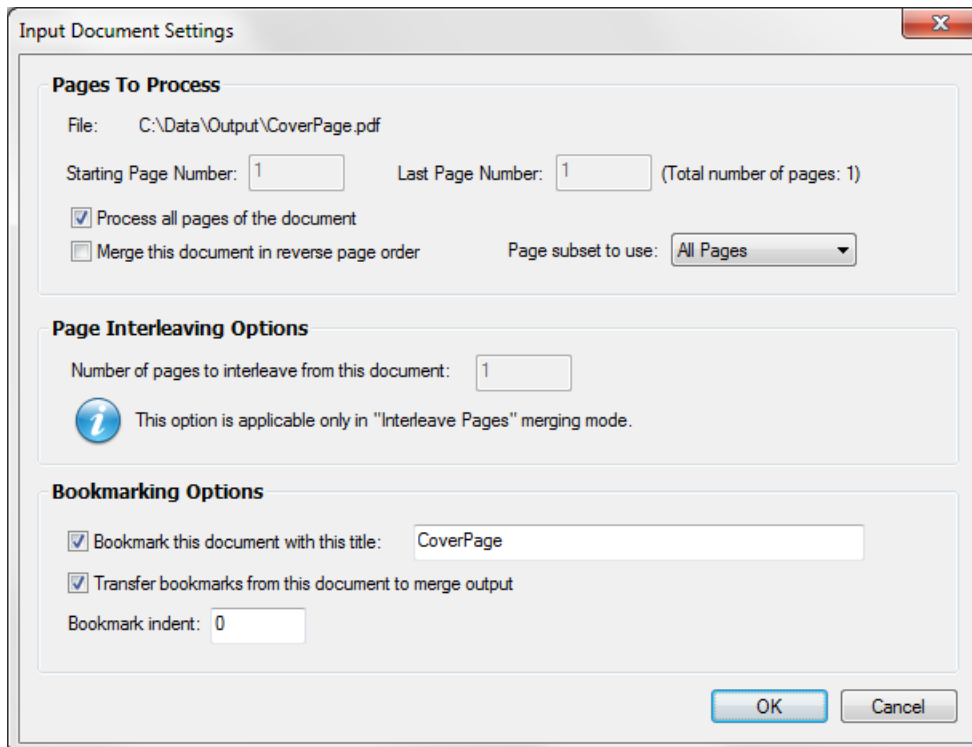
Use “Plug-ins > Merge Documents > Merge Documents into Single Document” menu to combine multiple documents from one or more folders into a **single** output PDF document.

1. Use “Merge operation” menu to select how to combine pages. There are two choices available: “Append Pages” and “Interleave Pages”.
2. Press “Add Document(s)...” if you want to add one or more input documents.

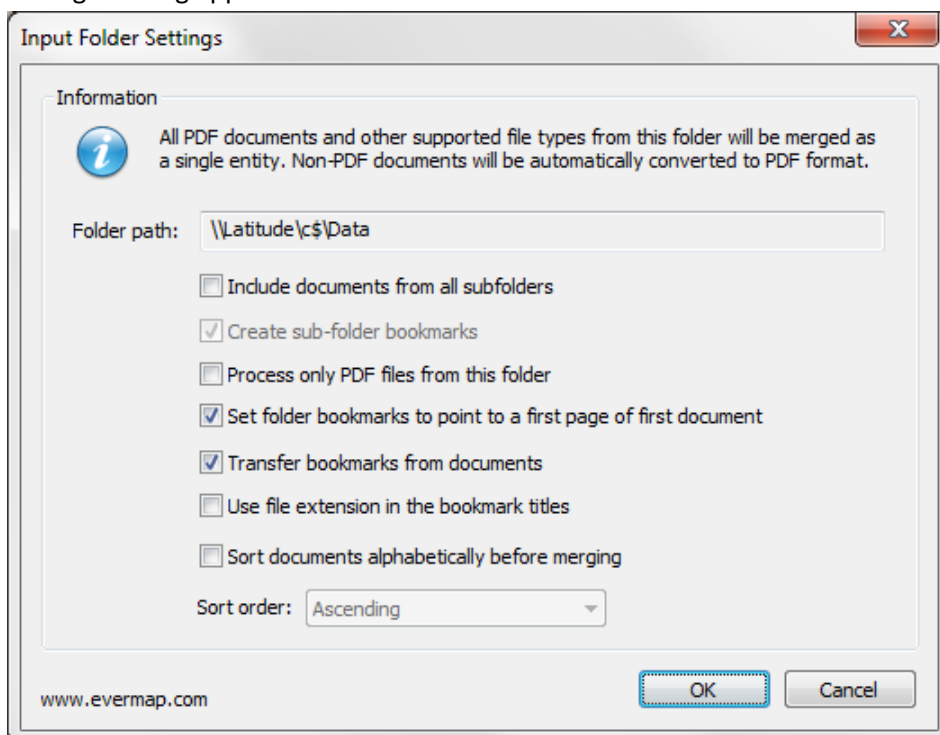


3. Once you have selected a single input document, the “Input Document Settings” dialog will appear on the screen. You can specify a page subset and bookmarking options. If you have

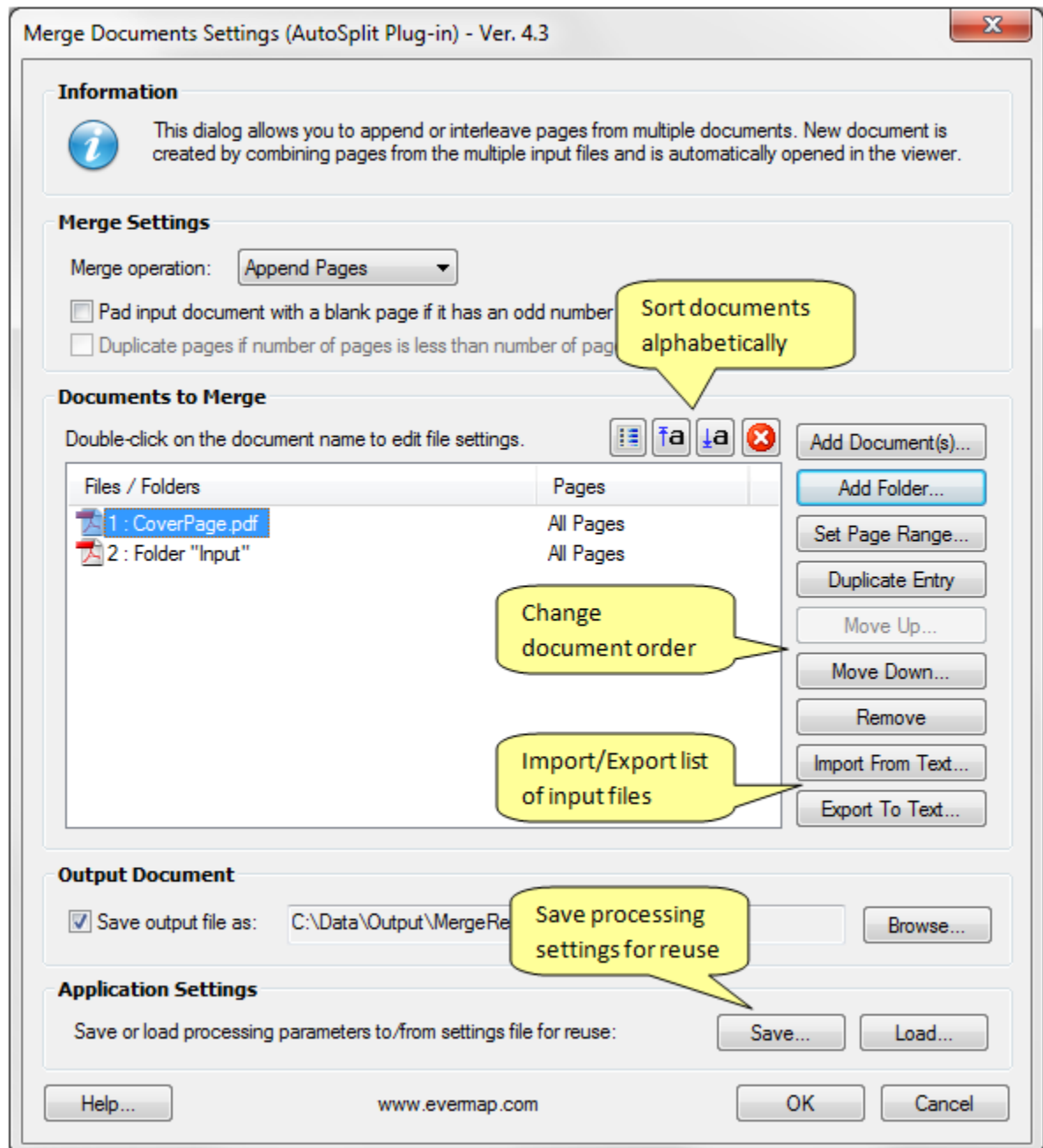
selected more than one document as input, then this dialog will be skipped. Specify document processing settings by double-clicking on corresponding document entry in the input file list.



4. Press "Add Folder..." if you want to add all files from a specific folder. The "Input Folder Settings" dialog appears on the screen once a folder is selected:



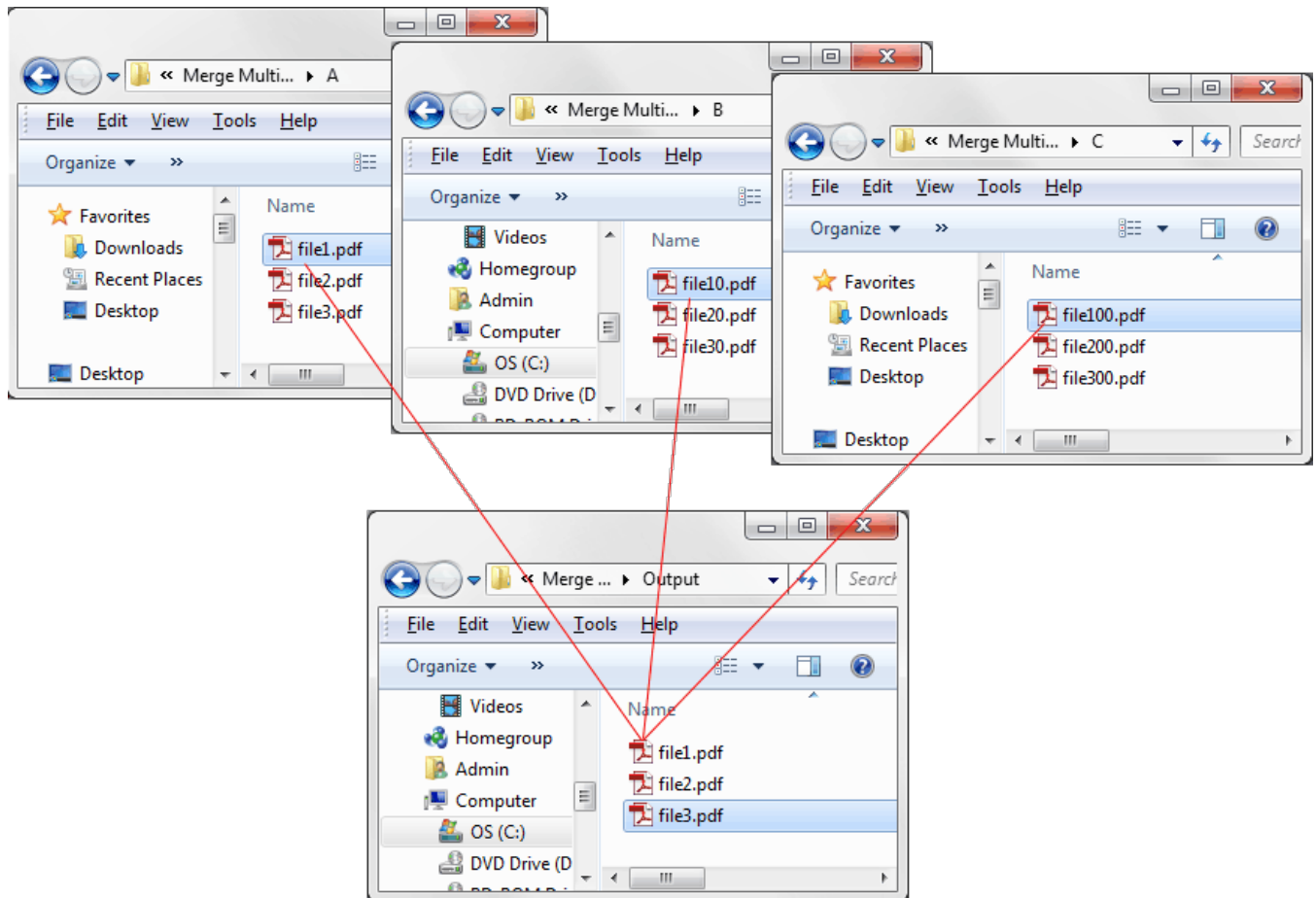
Select processing options and press OK button. The list of files will be read at the time the merge operation is going to be executed, not at the time you are selecting the folder. This is useful when the same merge operation needs to be applied frequently to different files that change from time to time. The software will automatically retrieve a list of files from a specified folder at the time of the execution and perform the merge. There is no need to know the names of the files to be merged.



5. Press OK button to start merging documents. The resulting document is automatically open in Adobe Acrobat at the end of the processing.

Merging Documents from Multiple Folders into Multiple PDF Files

Use "Plug-ins > Merge Documents > Merge Documents from Multiple Folders" menu to combine multiple documents from two or more folders into a multiple output PDF document. Unlike regular document merging, there are multiple output files from this operation. Each output file is created by taking one file from each input folder and merging them together. Files are merged based on filename similarity. For each file in the first input folder, there is one output file (with the same name) created in the output folder. Documents are combined by searching for the most similar file names in each input folder and appending them to the output file. Each file name is compared to the name of the current output file and the filename with the minimal difference is used.



For example, if the input consists of 3 folders "A", "B" and "C":

Folder "A" contains file1.pdf, file2.pdf and file3.pdf.

Folder "B" contains file10.pdf, file20.pdf and file30.pdf.

Folder "C" contains file100.pdf, file200.pdf and file300.pdf.

Three output files will be created in the output folder:

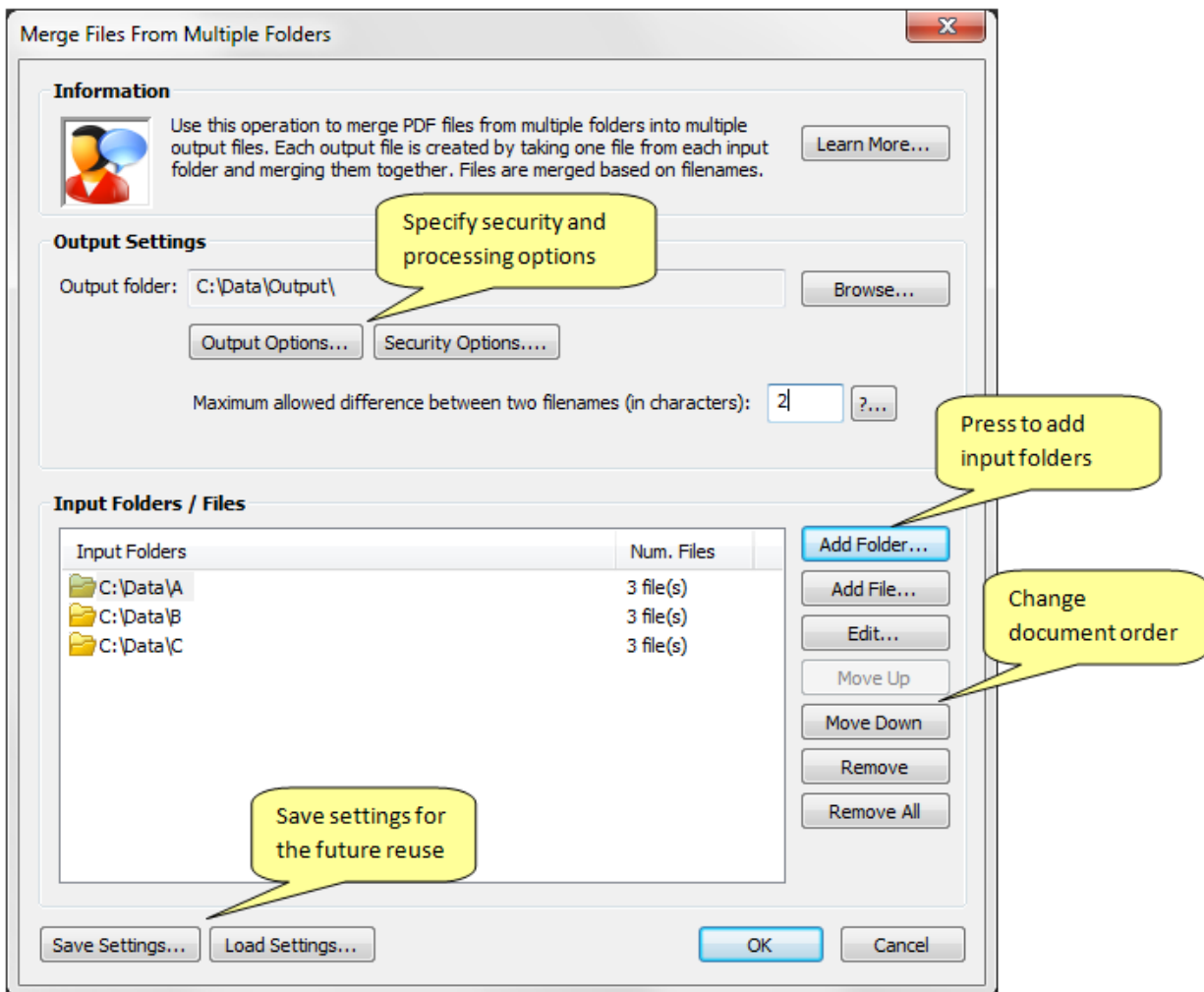
File1.pdf by merging file1.pdf, file10.pdf, file100.pdf.

File2.pdf by merging file2.pdf, file20.pdf, file200.pdf.

File3.pdf by merging file3.pdf, file30.pdf, file300.pdf.

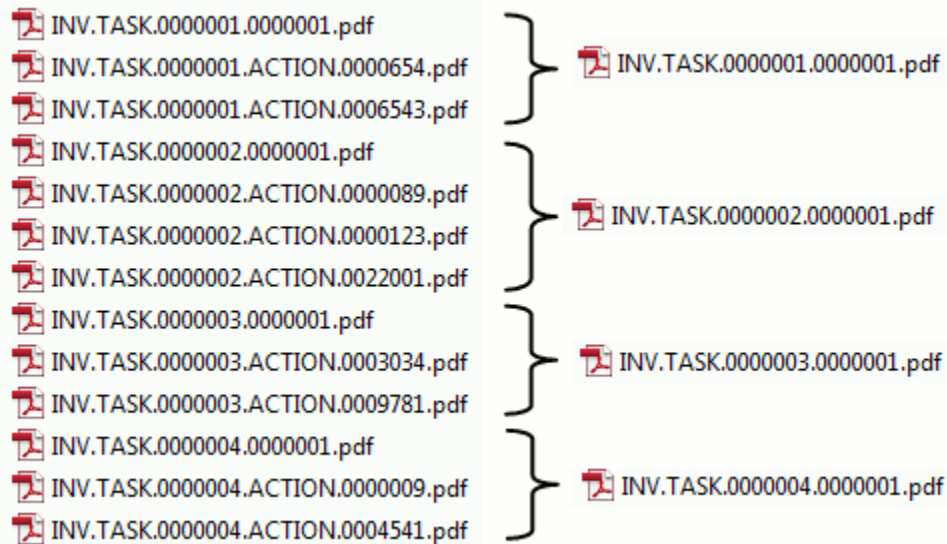
The accuracy of the filename matching is controlled by a “maximum allowed difference between two filenames” parameter (measured in characters). For example, the difference between **file1**.pdf and **file10**.pdf is one character, the difference between **file1**.pdf and **file100**.pdf is two characters, the difference between **file1**.pdf and **file20**.pdf is two characters and etc. If this parameter is set to 2, then the closest match for the file1.pdf from folder “B” is file10.pdf, and from folder “C” file100.pdf. It is also possible to insert the same file in each output document without performing a name match. Simply add a file to the list of input files/folders and it will be automatically inserted into every output document.

Select “Plug-ins > Merge Documents > Merge Documents from Multiple Folders” from the menu to open application dialog. Press “Add Folder...” button multiple times to add folders that contain files that need to be merged. Specify processing options and press OK button to start merging.

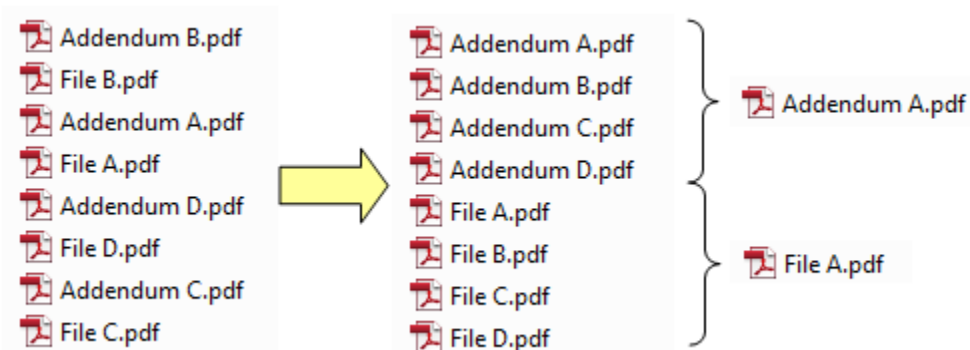


Merging Documents with Similar Filenames

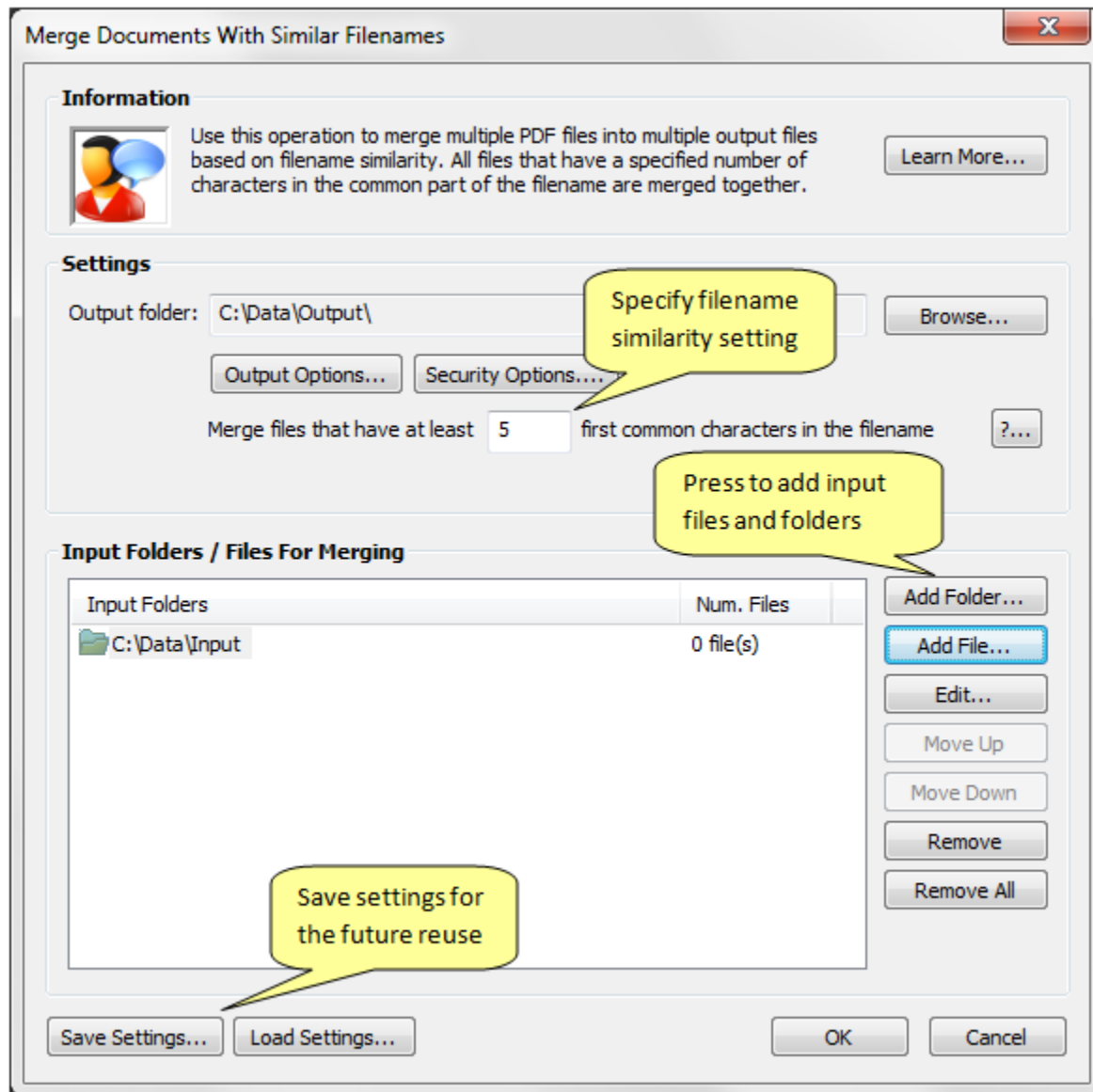
Use “*Plug-ins > Merge Documents > Merge Documents with Similar Filenames*” menu to combine documents based on filename similarity. Each output file is created by taking one input document and finding all other documents that have at least X common first characters in the filename. The similarity between two filenames is controlled by a user-specified number of common characters between two filenames. For example, use this merging method to combine documents based on first 16 characters of the filename:



Files are sorted alphabetically prior to merging. The order of the files in the merged document(s) depends on the document names. The names of the output documents depend on what filename appears first in the sorted list of input files. Here is an example of merging 8 files into 2 output PDF documents:



Select “*Plug-ins > Merge Documents > Merge Documents with Similar Filenames*” from the menu to open application dialog. Press “Add Folder...” and/or “Add File...” button multiple times to add folders /files that contain files that need to be merged. Specify processing options and press OK button to start merging. The order of the files/folders is not important since files are sorted based on filenames prior to merging.



Use “Save Settings...” button to save current input document list and processing settings for the future reuse. Use “Load Settings...” button to load previously saved settings back.

Merging Documents Using Control File

Use “*Plug-ins > Merge Documents > Merge Multiple Documents Using Control File...*” menu to merge one or more files into one or more PDF documents using a special control file. The merge control file is a plain text document that contains instructions on what document to merge and what options to use. Use any plain text editor (such as Notepad) to create this file. The minimal control file should contain instructions for the input folder(s), output folder and define a list of document to merge at least one output PDF file. There is no limit for number of output files that can be merged using this method. The control file is a collection of keywords (used to define processing options) and file names. For example, the following control file produces 3 output documents (First.pdf, Second.pdf, Third.pdf) by merging 9 different files from c:\data\input folder:

```
inputfolder=c:\data2\input
outputfolder=c:\data2\output
File1.pdf,File2.pdf, File3.pdf,>First.pdf
File4.pdf,File5.pdf,File6.pdf,>Second.pdf
File7.pdf,File8.pdf,File9.pdf,>Third.pdf
```

Each control file should contain at least one **inputfolder=** and one **outputfolder=** instruction at the beginning of the file. You can use more than one *inputfolder/outputfolder* keyword in the control file to set a required input/output folders for different parts of the job. For example, you can put a separate **inputfolder=** keyword before each merging line to designate a different input/output folder(s).

```
inputfolder=c:\data2\input
outputfolder=c:\data2\output
File1.pdf,File2.pdf, File3.pdf,>First.pdf
inputfolder=c:\data2\input2
File4.pdf,File5.pdf,File6.pdf,>Second.pdf
```

Each output file that needs to be merged is defined on a single text line and consists of comma-separated list of filenames. The following example defines an output file Output.pdf that should be created by merging 3 input file: File1.pdf, File2.pdf, File3.pdf files. If file extension is omitted, the .pdf file extension is assumed and automatically added.

```
File1.pdf,File2.pdf,File3.pdf>Output.pdf
```

The output file name is designated by > symbol that should occur in front of the file name. If an output file name definition is omitted, then output file is created by using a name of the first file in the input file list. The following instructions will produce File1.pdf in the output folder by merging File1.pdf, File2.pdf, File3.pdf from input folder:

```
File1.pdf,File2.pdf,File3.pdf
```

List of supported keywords:

Keyword	Definition	Examples
pagerange	Defines a page range to use from the next input pdf document. Format: <i>pagerange=StartingPageNumber-EndingPageNumber</i> . Page numbering starts from 1. Specify 0 to indicate the last page of the document. This instruction should appear before an input document entry and affects only the next input file.	<p>pagerange=1-2,File1.pdf</p> <p>pagerange=10-0,File1.pdf</p>
extractnth	Specifies that only Nth pages from the next input document need to be extracted. For example, setting this value to 2 will extract pages 1, 3, 5, 7, 9 and so on. Setting this value to 3 will extract pages 1, 4, 7, 10 and so on. This value cannot be less than 1. This instruction should appear before an input document entry and affects only the next input file.	<p>extractnth=2,File1.pdf</p>
padtoeven	Turns On automatic padding of each input file with a blank page if a number of pages in the document is odd. Use <i>padtoeven=yes</i> to turn ON padding, <i>padtoeven=no</i> to turn it OFF. This instruction can be used anywhere in the control file. Please note that there is no space neither before or after = symbol.	<p>padtoeven=yes</p> <p>padtoeven=no</p>
inputfolder	Defines an input folder where input files are located. This keyword is required. There should be at least one keyword in the beginning of the control file. This instruction can be used multiple times anywhere in the file.	<p>inputfolder=C:\Data\Input</p>

Keyword	Definition	Examples
outputfolder	Defines an output folder where to place merged documents. There should be at least one keyword in the beginning of the control file. This instruction can be used multiple times anywhere in the control file.	outputfolder=C:\Data\Output
subfolder	Use this keyword to include files from subfolders, when using file name templates such as *.pdf.	subfolder=yes subfolder=no
filter	Defines a file name filter. Use wildcards and ? symbol to specify multiple files that match a specific file naming pattern. Can be used to search for a file inside subfolders (if subfolder=yes keyword is set).	filter=Invoices*.pdf filter=*.pdf filter=CoverPage1.pdf (<i>search in subfolders</i>)
password	Password protects output file. This instruction should occur on the same line with the list of the input files and defines a password to use to secure output document.	File1.pdf,File2.pdf,password=3kf8f81\$!
bookmark	Defines a bookmark to use for bookmarking of a specific input file in the output document. This instruction needs to be specified before the name of the input file. By default, all sub-documents are bookmarked using input file name.	Bookmark=First Document,File1.pdf,Bookmark=Second Document,File2.pdf
overwrite	This keyword is used to define if output files needs to be overwritten if a file with the same name already exists in the output folder. This option is global and should be specified once per file.	overwrite=yes overwrite=no
author	Sets "Author" metadata record for the	author=Acme Consulting Inc.

Keyword	Definition	Examples
	output document. This keyword can be used multiple times. It affects all merged documents that follows the keyword. It needs to be specified on a separate line only. Do not use commas in the text of this field.	
title	Sets "Title" metadata record for the output document. This keyword can be used multiple times. It affects all merged documents that follows the keyword. It needs to be specified on a separate line only. Do not use commas in the text of this field.	title=Account Terms And Conditions
reportfile	Specifies a full path with filename for the report document. Report contains all details about input and output files, as well as any errors encountered during the processing. Report file is produced in HTML format and should have *.htm file extension.	reportfile=C:\Project\Reports\ProcessingLog.htm
subject	Sets "Subject" metadata record for the output document. This keyword can be used multiple times. It affects all merged documents that follows the keyword. It needs to be specified on a separate line only. Do not use commas in the text of this field.	subject=Account Statement
keywords	Sets "Keywords" metadata record for the output document. This keyword can be used multiple times. It affects all merged documents that follows the keyword. It needs to be specified on a separate line only. Do not use commas in the text of this field.	keywords=Keyword1

Here is a control files that uses most keywords:

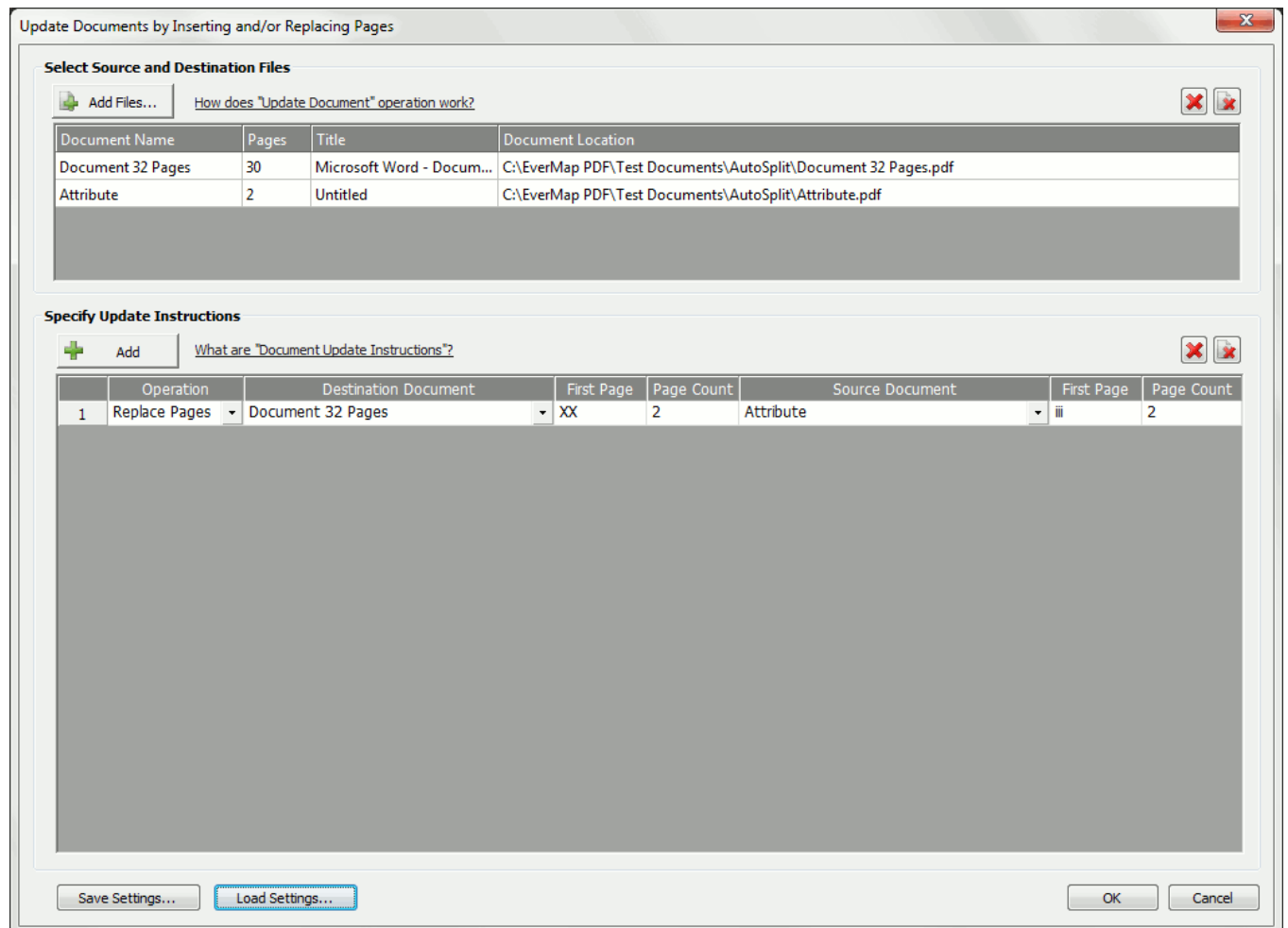
```
inputfolder=c:\data2\input
outputfolder=c:\data2\output
overwrite=no
padtoeven=yes
author=Acme Consulting LLC
title=Customer Account Statement
subject=Second Quarter 2013
keywords=Account Second Quarter
pagerange=1-5,File1.pdf,File2.pdf, File3.pdf,>First.pdf
bookmark=First Document,File4.pdf,bookmark=Second
Document,File5.pdf,bookmark=Third Document,File6.pdf,>Second.pdf
pagerange=2-3,File7.pdf,pagerange=1-1,File8.pdf,pagerange=2-
2,File9.pdf,>Third.pdf,password=ab1492t%
```

Here is an example of using wildcards with “filter” keyword. The following control file will merge all files that start with *Invoice* in the file name from a specific folder and all its subfolders into a single file *AllInvoices.pdf*:

```
inputfolder=c:\invoices\input
outputfolder=c:\accounting\output
subfolders=yes
filter=Invoice*.pdf,>AllInvoices.pdf
```


Updating Documents by Inserting and/or Replacing Pages

Use “*Plug-ins > Merge Documents > Update Documents by Inserting and Replacing Pages*” menu to update one or more PDF documents by inserting and/or replacing pages from one or more other PDF documents. This operation uses a set of “instructions” to perform update operations. Each update instruction describes either “Replace Pages” or “Insert Pages” operation to be performed on a PDF document. Each instruction specifies the destination document where to insert/replace pages and a source document where the pages are coming from. The single instruction describes a one-step operation where one or more pages (continuous page range) in a destination document is replaced (or inserted) by one or more pages from a source PDF document. The number of pages in the source and destination documents can be different. For example, it is possible to replace 2 pages starting at page “ii” in document “A” with 3 pages starting from page 75 in document “B”. All updates for the same document are applied simultaneously as a single transaction. This means that the order of the replace operations for the same document does not matter as well as destination page number (label). If updates were applied sequentially, then a first operation may change the page count and causing the second operation to be applied incorrectly.



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".

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

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

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

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

How to merge files using Action Wizard: http://evermap.com/Tutorial_ASP_MergeViaActionWizard.asp

Check product page for more step-by-step tutorials: <http://evermap.com/AutoSplit.asp>

AutoSplit Professional™ plug-in installs a number batch processing commands that can be accessed and executed via "Batch Sequences" dialog (Acrobat 9 and before) and via "Action Wizard" in Acrobat X, XI, Acrobat DC:

- "Split Document"
- "Merge Documents"
- "Merge Files From Folders"
- "Merge Files With Similar Names"
- "Merge With Control File"
- "Extract Embedded Files"

These commands may be used alone or inside another batch sequences allowing you to incorporate a splitting and merging operations into your existing workflow. You need Adobe® Acrobat Professional® (versions 6, 7, 8, 9, X, XI, DC) in order to have a batch processing available on your system.

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.

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How to Merge PDF files with AutoSplit™

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