PDF XChange 4
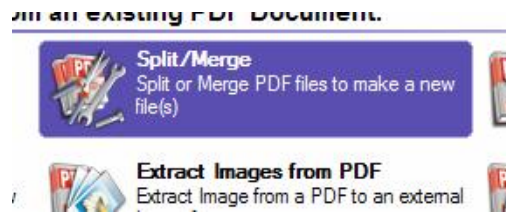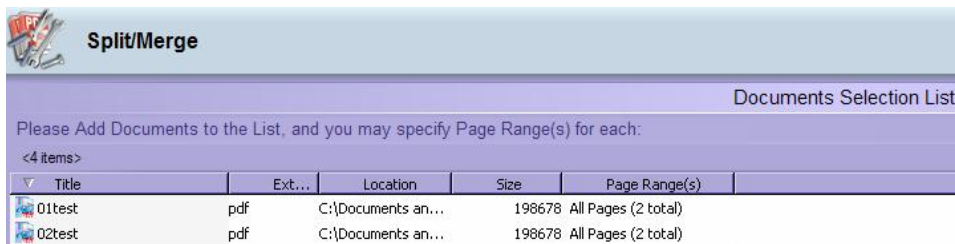
Splitting Files

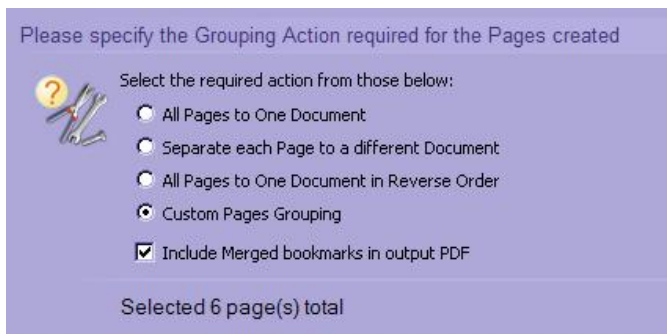►Go to PDF Tools
►Select the Split/Merge option

►Click Start
►Click Add button and locate the required file using the Windows Explorer box that is displayed
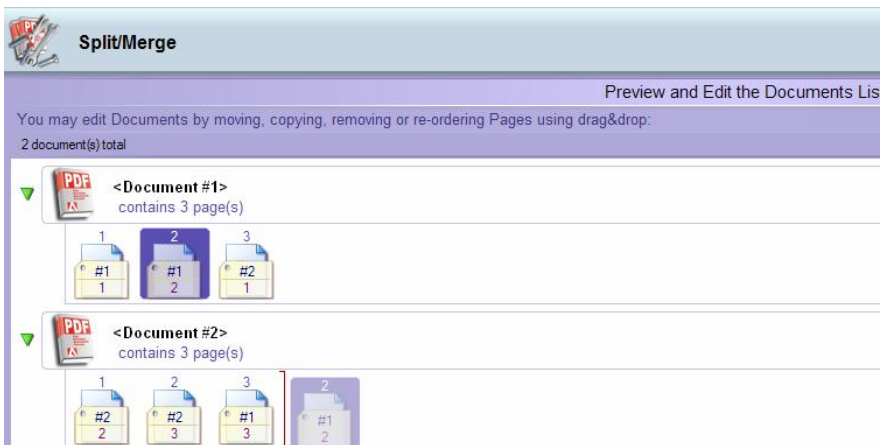►Repeat until all the required files are displayed on the screen

►Click Next

►Select the required Grouping Actions

In this example Custom Pages Grouping has been selected

►Click Next
Your new documents are displayed on the screen
►Double-click on the document icons to display the pages
►Right-click on the document icons to get the Cut, Copy Remove options

►Click and drag the pages from document to document to re-order (the page being dragged will be moved to the location of the red line)

►Click Next for the document setup

►Click Process to complete the task

(See ReNumbering Pages helpsheet – if necessary)