



## How to Split a Merged PDF with Adobe®

The process below outlines how to bookmark and efficiently name and save individual documents from one large pdf file. You will need a Adobe Acrobat Standard DC or Acrobat Pro DC (not reader).

- 1) Open PDF document
- 2) Create bookmarks by right clicking on document
- 3) Choose Add Bookmark
- 4) Use document naming convention (124-987, Book 123, Page 987, etc.) as bookmark names. Make sure to use Vest, Vesting or Vested in title for this bookmark
- 5) Scroll through pages to the first page of the next document
  - i. Repeat Add Bookmark
  - ii. Repeat until the first page of all documents has been bookmarked
- 6) Go to Tools







## 7) Open Organize Pages



## 8) Click on Split

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9) In the Split by drop-down, choose **Top level bookmarks** 







- 10) Go to **Output Options**, click on it (Below: 1)
- 11) Click on the button for Target folder: **A folder on My Computer** (Below: 2)
  - i. Click **Browse**
  - ii. Choose the destination folder for the split documents
  - iii. Click OK
- 12) Under File Labeling/File name, choose the radio button for **Use bookmark names for file names** (Below: 3)
  - i. Click **OK** (Below: 4)
- 13) Click the blue Split button (Below: 5)
- 14) A pop-up will state "The document has been successfully split into X documents"
- 15) Go to destination folder and review split documents
- 16) Proceed to <u>www.titlelook.com</u> to hyperlink the documents with the title commitment

