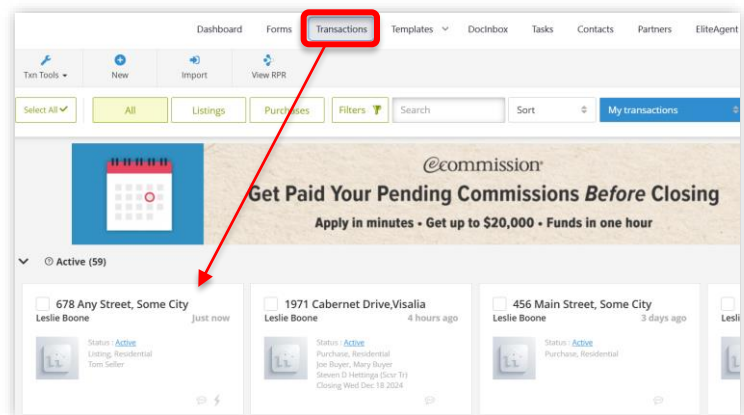


Split and rotate pages of a PDF file inside your zipForm transaction using the Split & Rotate tool. PDF files can be split into multiple-page or one-page files. Follow the steps in this guide to split pages from a PDF file in your zipForm transaction.

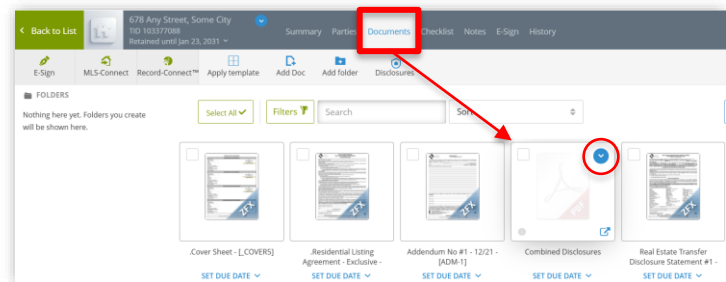
## Split and Rotate pages from a PDF file

1. On the **Transactions** page inside your zipForm account, click to open a transaction.

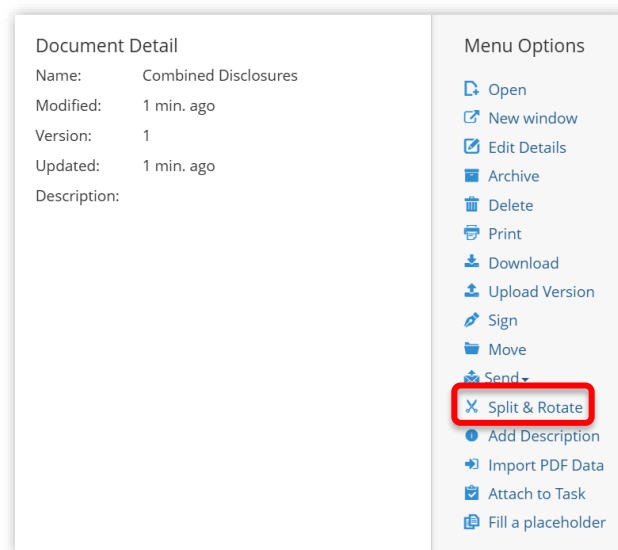


2. Click the **Documents** tab in the gray navigation bar to view the documents in your transaction.

3. Hover your mouse over a PDF file and click the blue dropdown arrow to open the **More Actions** menu.



4. Select **Split & Rotate** from the menu.

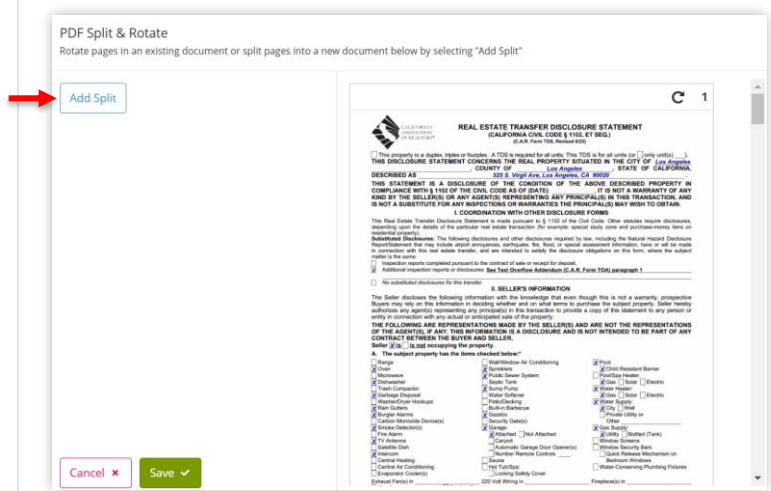


# zipForm® Plus: How to split pages from a PDF file



5. Click **Add Split**.

*NOTE: Split the PDF into as many files as you like. You do not have to account for every page in the original PDF – just take the pages you need.*



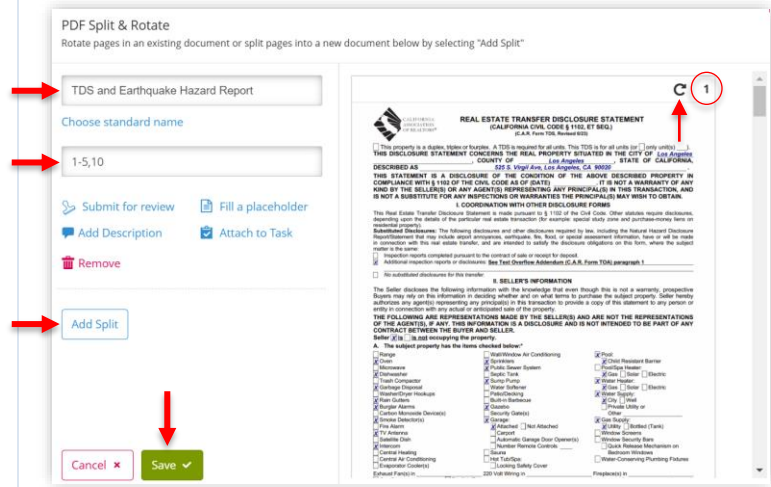
6. Type a **Name** for the new document.

7. Enter the **page numbers** for the pages you'd like to split into a new document. View the page numbers in the top right corner of each page of the PDF.

8. **Rotate** = if a page in the PDF is upside down or sideways, click **C** in the top right corner of the page to rotate it. Be sure to rotate pages *before* you split them into a new document.

9. Click **Add Split** to continue splitting pages in the original PDF.

10. Click **Save** when finished to save your changes and return to the **Documents** tab in your transaction.



The system retains the original PDF file as well as the new documents.

