Quick Reference Guide
Edit Pages: Split Document

Introduction:
If a document is scanned into OnBase incorrectly, you can easily fix it using the “Split Document” feature. In this example, you will learn how to split a document into one or more documents

1. Once you open the document, make sure you are on the “Image” tab.

2. Click “Split Document”,

3. A new window will open called “Document Separation”.

4. Hover your mouse between the two pages and a scissor image will appear. The scissor will indicate where the document will be split.

Notice that once you click the scissors, your document is split into two separate documents. You can repeat this as many times you want to split the document.

If you want to undo the split, simply go to the original document and hover over the last page until a paper clip image displays. Click the paperclip to append the pages back to the original document.
5. If you want to index the newly split document to a new doc type or with different keywords, simply click the key icon. If you choose not to reindex, the keywords from the original document will be retained.

6. You have the option of saving or canceling your work.

7. There are several additional features in the “Document Separation” tab other than splitting documents. You can reorder (drag and drop), delete pages (double click page), copy pages (click “Copy Document”) or rotate. Please contact the Help Desk if you want access to our OnBase Test system so you can experiment with these features.

You have completed the steps for splitting documents into one or more documents