



Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. The registered version does not insert a watermark in your generated PDF documents.

## 1 About Easy PDF Scan and Split

As a business man, you may need to scan a large volume of unrelated pages with ADF (automatical document feeder) to PDF file, and then separate PDF into multiple parts. Commonly this will cost you a lot of time, now Easy Scan and Split provides you best solution to accomplish those task, and you would be impressed with its powerful functions and practical features.

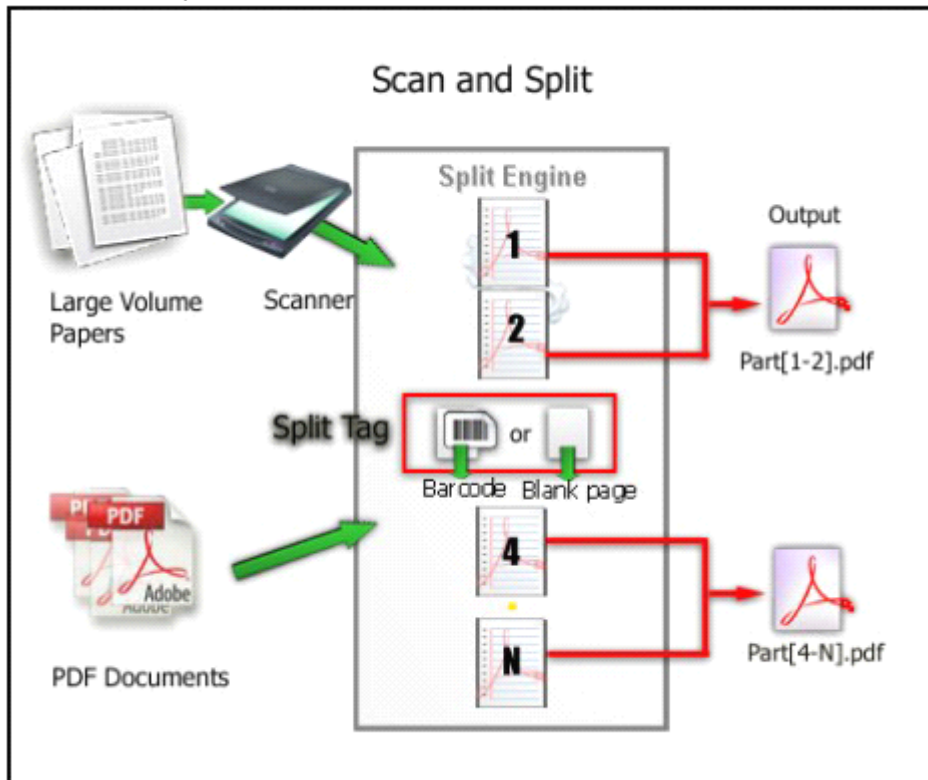
Easy PDF Scan and Split is a very simple, lightning-quick desktop utility program that lets you batch scan large volumes, unrelated documents and then split (break up) the collections into smaller Acrobat PDF files automatically and directly in one step. It provides complete flexibility and user control in terms of how documents are scanned and split and how the split output files are uniquely named.

Easy PDF Scan and Split provides numerous alternatives for how you define your scanned documents been split –not just by blank page, but also by printed barcode page.

Easy PDF Scan and Split also offers split your PDFs pages to different files directly, based on blank page or barcode page within your PDFs.



**Functional diagram:**



## 2 Functions and Features

- **Batch** scan a large volume of papers and turn them into PDF file.
- Three execution modes selectable: split PDF, scan and split, command line.
- Enable to work with **hot directory** to operate automatically.
- Split by **barcode pages**, by **blank pages** or by **every n pages**.
- Customize name pattern for output PDF files with macro parameter.
- Three methods selectable for "scan and split" mode.
- Software compatible with Windows 98/2000/ME/XP/2003/Vista/7.
- Intuitive interface and simple operation.
- Affordable, free trial and upgrade.



Easy PDF Scan and Split does NOT require Adobe Acrobat, and produces documents compatible with Adobe Acrobat Reader Version 5 and above.



### 3 Using Easy PDF Scan and Split

Under Windows Operation System, Easy PDF Scan and Split can be started either via the desktop shortcut, or directly from Windows explorer.

When you start the program, if you haven't registered our product, you will be informed to purchase the full version.

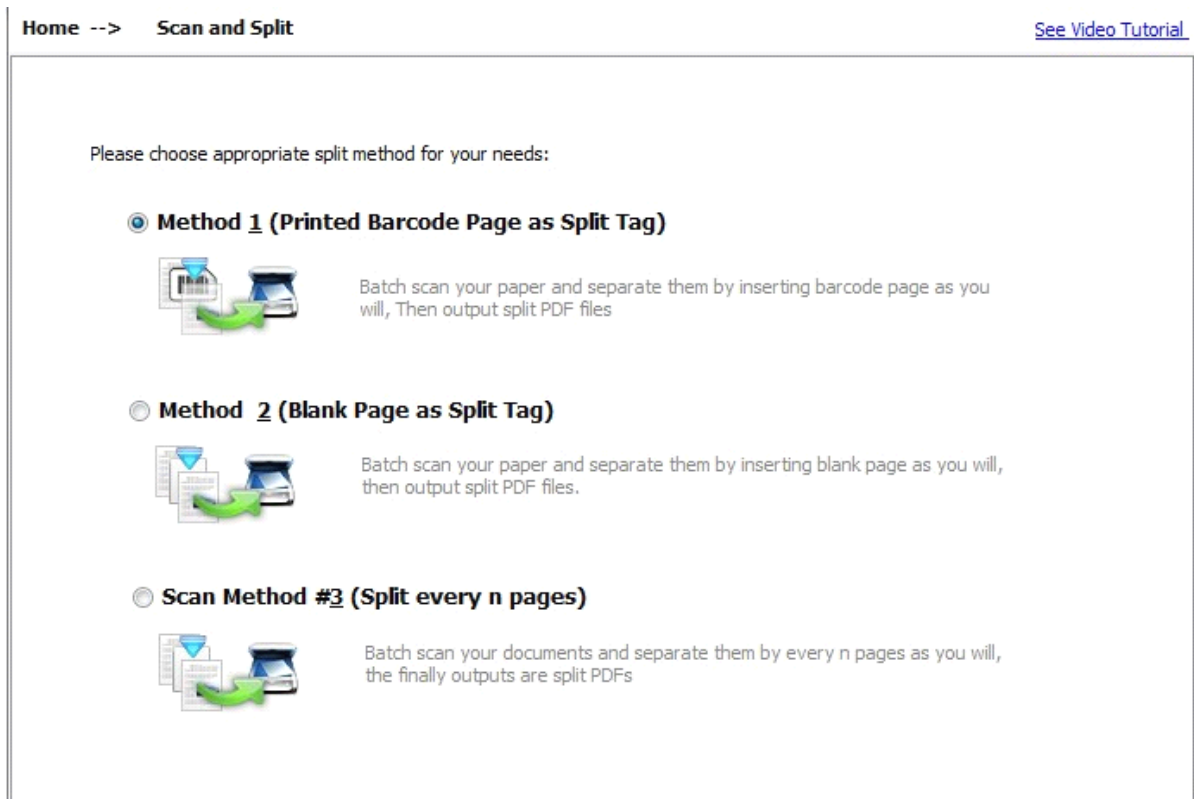
Then you will be presented with the primary screen.





Simple examples of how Easy PDF Scan and Split is used will demonstrate how easy and Convenient this utility is for scanning and splitting PDF files into parts automatically and directly.

In main wizard window, if you need to scan many documents and split them to smaller PDF parts directly, you can select “**Scan and Split**” mode



There are three types of methods selectable in "**Scan and Split**" mode. Including:

**Method 1(barcode page as split tag):** Batch scan documents and separate them by inserting barcode pages as per need. Then output split files.

**Method 2(blank page as split tag):** Batch scan documents and separate them by inserting blank pages as per need. Then output split files.

**Method 3(barcode page as split tag):** Batch scan documents and separate them by every n pages.

You can select according to your need, once you choose one of these three methods, the corresponding settings window will be opened, and you can define how to scan and split.

For example, choose the **Method 1(barcode page as split tag)**, then the settings window will pop up.



Home --> Scan and Split --> Scan and Split Settings [See Video Tutorial](#)

**1** Prepare for Printing Barcode Pages

Before scanning your documents, please click the 'Create and print Barcode' button to create and print barcode pages as split tag

Create and Print Barcode

To make sure your barcode page can be recognized, please click the 'Make Sure Your Barcode Can be Recognized' button to tune setting.

Make Sure Your Barcode Can be Recognized

**2** Source Selecting

Please Select Scanner:  Output Quality

**3** Output Settings

Output PDF Folder:  Browse Open

Name for Split PDF:

**!** The names will not be unique. To avoid it, you must use the one of macros: {part}, {pagebegi

Option for separator page:  Add separator page to previous split part  Add separator page to next split part

None(Discard separator page)

Example: .pdf Click "Start" button to scan and split

About Help Hot Directory < Previous Start

### Step 1:

**Creating and Printing Barcode:** Before scanning your documents, please click the 'Creating and printing Barcode' button to create and print barcode pages as splitted tag.

To make sure your barcode page can be recognized, please click the '**Make Sure Your Barcode Can be Recognized**' button to test.

**1. Select Source**

Microtek ScanWizard 5 Scan Paper

Preview

**2. Adjust the testing parameters**

Confidence Threshold (0.1~1) 0.75

Note: the more less the more forgiving

Barcode search Granularity (1~99) 20

Note: the more less the high Recognition rate the low speed

Default

**!** Selecting only those you wish might both speed up the decoding process and minimize false positive rates

**3. Test results for recognizing**

Barcode: 21021251

Save Cancel



To make your Barcode can be recognized, please follow the instructions below:

- 1: Scan a test document which include Barcode (we recommend all scanned images be at least 100 DPI Color 16 bit / Gray scale 8 bit).
- 2: Adjust the parameters for confidence and granularity until find the barcode.
- 3: Click Save button to save the settings.

### Step 2:

**Select a scanner:** select an available scanner to scan your documents

**Note:** Before you scan your documents, you need to insert the Barcode page in some place where need to be marked as separated tag

### Step 3:

Output settings:

**Name for split PDFs:** select output name patterns for split files will be named, more detail please refer to Output Name patterns.

**Spitted PDF Folder:** You can browse a destination folder to save output, after finished, click “**Start**” button to Scan and split base on barcode page.

Home --> Scan and Split --> Scan and Split Settings --> Scan and Split in Process...





Easy PDF Scan and Split will display the progress of scanning and splitting process on real-time, after you finished scan a batch of documents, you can by clicking the "**Scan Next**" button to continue scan the next batch of documents until all of the documents scanning is finished, at last you can click on "**Scan Finish**" to finish the all documents scanning, Easy PDF Scan and Split will automatically split them according to your requirements to and preserve the output to specified folder.

## Select Split PDF Mode

If you need split exists PDF (exists blank or barcode (as split tag) within pdf pages), you can select "**Split PDF**" mode.

A screenshot of the 'Split PDF' wizard window. The window has a title bar with 'Home --&gt; Split PDF' and a 'See Video Tutorial' link. The main content area is titled 'Please Select:' and contains three radio button options, each with an icon and a description: 1. 'Split by Barcode Page.' (selected): 'Batch split your PDF documents into small parts. The barcode page within the PDF will be used as split tag.' 2. 'Split by Blank Page.': 'Batch split your PDF documents into small parts. The blank page within PDF will be used as split tag.' 3. 'Split Base on Pages': 'Batch split your PDF document into small parts; split every n pages.' The bottom of the window features a navigation bar with 'About', 'Help', and 'Hot Directory' links, and '&lt; Previous' and 'Next &gt;' buttons.

In Split PDF wizard window, you can select from 3 split methods for splitting. You can choose according to your need, once you select and click "**Next**" button to continue, the **settings** window will be opened.



Home --> Split PDF --> Split PDF Settings

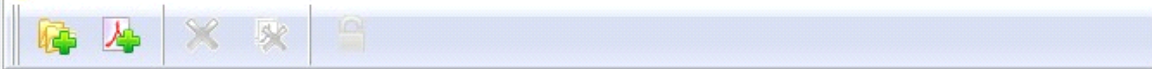
[See Video Tutorial](#)



To make sure the barcode page within your PDF documents can be recognized, we recommend you to set the purpose parameter, to do this, please click the setting button

Setting

1 Add PDF Documents



Name	Path	Password	Pages
------	------	----------	-------

2 Output Settings

Split PDF Folder:     Create directory for each PDF

Name for Split PDF:

Option for separator page:  Add separator page to previous split part  Add separator page to next split part  
 None(Discard separator page)

**Example:** samplePDF00001.pdf

Click "Start" button to split

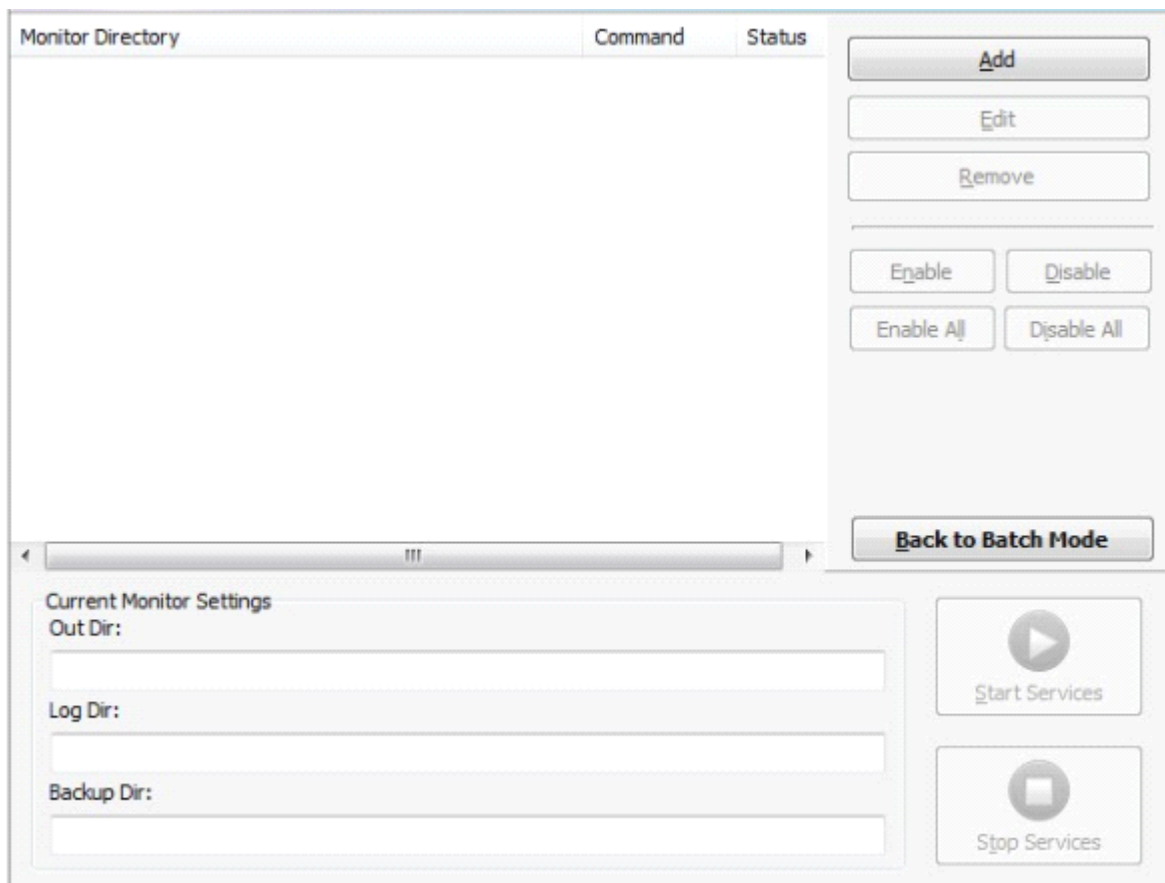




## Hot directory mode

You may want to monitor a directory in a server, when some one copying the PDF files in, the file will be split and sent to an output directory automatically. In Easy PDF Scan and Split main window, click the

**Hot Directories** button  , a Hot Directories Service window will be opened.





## Command line

Easy PDF Scan and Split can be used in command line also.

### Usage:

```
PSASCMD <Split Method> <Input File> [options]
```

Parameters:

<Split Method> : it can only be either BLANK or BARCODE.

<Input File> : The PDF file to be split.

Options:

-P<Name Pattern>: The output name pattern, such as "{basename}\_{part}".

-O<Output Path> : The output directory. Default is same as the input file.

-B<Method> : How to process separator page. The method can be 1,2,3.

1 : Discard the separator page. It is the default.

2 : Add the separator page to previous split part.

3 : Add the separator page to next split part.

-S<Password> : If the source file need password to open, use this option to pass the password.

Examples:

```
PSASCMD BLANK "C:\pdfs\source.pdf"
```

```
PSASCMD BARCODE "C:\pdfs\invoices.pdf" -B2 -O"C:\output" -P"{barcode}"
```

Return code:

0: Success

1: Help shown

2: Parameters error

3: Input PDF file can not be found

4: Load input file failed

5: Split method error

6: Split failed

7: Output directory can not be found

8: Separator page method error

9: Install incorrectly. Please try to reinstall.

99: Unexpected error

## 4 Ending Your Session

When you have completed your work , then choose the "**Exit**" option to exit program.

For more information: [www.easy-pdf-tools.com](http://www.easy-pdf-tools.com)