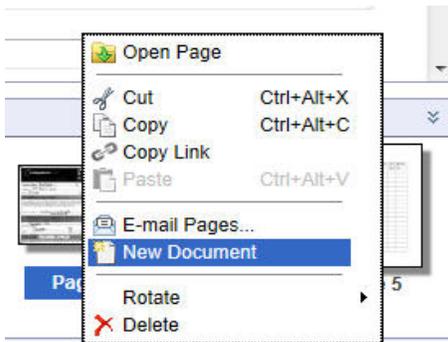


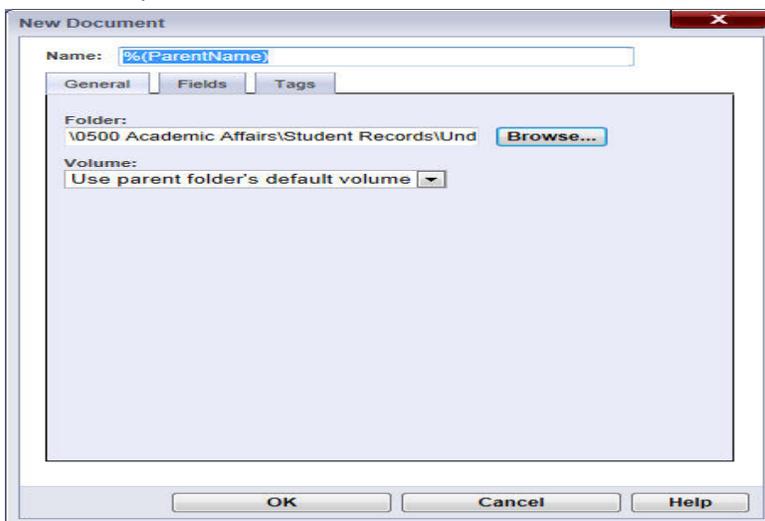
Laserfiche – Splitting a Document into Multiple Documents

When you have a document opened in the viewing pane, you can use the thumbnails to help you split a document into multiple different documents. Splitting the document will remove the selected pages and create a new document containing those pages you selected.

1. With the Thumbnail pane open, select the pages that you want to use to create a new document. If it's a group of pages that are beside each other, you can click on the first thumbnail and then press and hold the **"Shift"** key on the keyboard and move the cursor to the last page and it will select all of the pages. If its different pages located all throughout the document, you can press and hold the **"Ctrl"** key on the keyboard and select all the pages that you want.
2. Right-click on the pages and a menu window will open up. Select **"New Document"**.



3. In the **"New Document"** dialog box, you can now type the name of the new document and select the folder that you want it created in



4. Click **"Ok"** and the new document will be created.