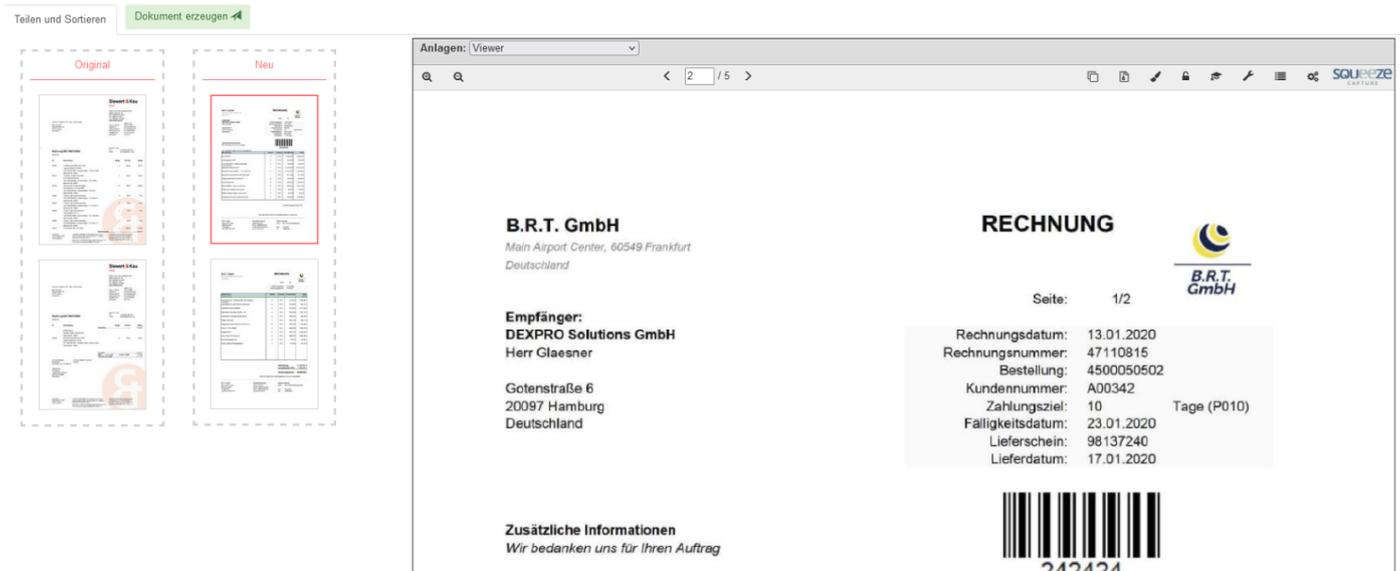


# Document Split

The separator function is mainly intended for email invoices. When suppliers do not adhere to the email invoice delivery default (one invoice per PDF file).

In the new window, a dialog is started to separate the documents from each other and thus turn one document into several.



On the left side all pages of the original PDF are listed. In the middle is the area for rebuilding and on the right you can see the currently selected page.

To split a document, the pages belonging to an invoice are transferred individually to the center area either by dragging and dropping them with the mouse or by pressing the arrow key on the keyboard.

There you can also correct the order of the pages.

If the invoice document is correctly separated, the creation of a new single document can be started with "Create document". The new document is read out directly by SQUEEZE, processed and, as soon as it is ready, also made available in the overview list. This process is repeated until the original document has been completely separated.

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