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1 PDF Splitter

1.1 Overview

1.1.1 Introduction to PDF File Splitter

The PDF Splitter is a PC based application designed to split PDF files and distribute to local or network directories for distribution or archival.

Utilizing the PDF Splitter, an entire PDF file or selected portions of a PDF file may be distributed to another directory.

The PDF Splitter allows a user to:

- Copy an entire PDF file.
- Split a selected page range.
- Scan a PDF file for selected distribution criteria and extract matching pages.
- Split a PDF file and create a new PDF file each time the selected criteria changes. This is known as decollating a PDF file.
- Scan the header of a report for a selected string value and deliver the entire report if the string is found.
- Re-sort pages during reprinting.
- Select all pages except the last page.
- Select all pages except the last xxx number of pages.
- Select only the last page.
- Select only the last xxx number of pages.

For a more complete electronic file delivery system, the PDF Splitter can be integrated with any of the RJS electronic PC file distribution products. When integrated with the other RJS file distribution products, PDF files can be automatically delivered.

Deliver Reports Using RJS Product(s)

Email - Email File Server

Internet/Intranet - Image Server/400 or Web Docs document management systems

Lotus Notes/Domino - Lotus Notes File Server

PDF Splitter Features

When using the PDF Splitter to burst PDF's, a PDF file is now treated just like a query database. You define the locations on each page that get scanned and the PDF splitter searches, selects and sorts the resulting pages into sections based on your selection criteria.

Up to 10 different locations on each page can now be scanned when splitting a PDF.

Boolean selection criteria can now be used to select pages from a report. This is similar to using a tool such as Query/400 or SQL/400 to select records from an AS/400 report.

Pages can be re-sorted during processing.
1.1.2 About RJS Software Systems Inc.

RJS Software is a privately-held software and hardware company dedicated to providing high-quality AS/400 - iSeries, Client/Server and web-based products and customer services. Customer Service is central to the company's objective. Read more about us on our web site.

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Trademarks
AS/400 Report Splitter™ is a trademark of RJS Software Systems. Brand names and product names are trademarks or registered trademarks of their respective companies.

1.1.3 Licensing Information

PDF Splitter is licensed on a per site basis.

The license allows PDF files to be processed on one licensed site.

1.1.4 Contacting RJS Software Systems, Inc.

For PDF Splitter technical support, please review the following information before contacting RJS Software Systems.

For Technical Support with PDF Splitter.
Because of the complexity of dealing with the various PC/Server configurations, please gather and organize as much information as possible on the problem prior to contacting RJS Software Systems for support.

If you have a question about a PDF Splitter operation, first browse through the Online Help to try to find your answer prior to calling RJS Software Systems.

Contact Information
Telephone support is available on normal business days from 9:00 am to 5:00 pm central time.
(952) 898-3038 Voice
(952) 898-3038 Fax

Support is available via Email at support@rjssoftware.com.

You may also find the answer to your question on our web site: www.rjssoftware.com.

1.2 Installation

1.2.1 Introduction to Installation

This section covers the installation of the PDF Splitter on the PC/Server that will be running the software.
1.2.2 PC/Server Prerequisites for the PDF Splitter

Before installing the PDF Splitter software, the following PC/Server requirements have to be met.

PC/Server Requirements

- Minimum PC/Server should be a Pentium 100 with 32 megabytes of memory and 1 GB hard disk.
- PC/Server must be running the Windows 95/98/NT/2000/XP operating system, however Windows 2000 is preferred.
- **Important:** Visual Basic 5.0 Runtime Files must be loaded on the PC before installing the PDF Splitter software.
- Adobe Acrobat Printer Driver must be loaded on the PC/Server.

If you have questions on any of the hardware/software requirements, please contact RJS Software Systems for assistance.

1.2.3 PC/Server Installation

The following steps should be used to install the PDF Splitter on a PC/Server.

1. Start your PC/Server and make sure Windows is running.

2. Insert the installation CD-ROM into drive **D:** (CD-Drive).

3. Click the Windows **Start** button and select the **Run** menu. When the **Run** dialog is shown, type **D:\PDFSplit\Setup.exe** and click the **OK** button to start the installation process. When the installation program has started, follow the on screen instructions to complete the PC/Server Installation. Most of the time you should be able to simply use the defaults settings.

4. After copying files, the Setup program will build a **PDF Splitter** program group and notify you when it's done.

1.2.4 Deinstallation of PDF Splitter

The following sections describe how to remove the PDF Splitter software from an individual PC/Server.

**Removing PDF Splitter from a PC/Server**

To remove the PDF Splitter from a PC/Server, perform the following individual steps.

1. Go to Start/Programs/PDF Splitter and click on Uninstall PDF Splitter.

1.3 Getting Started

1.3.1 Introduction to Getting Started

The purpose of this section is to describe how to quickly get started using the PDF Splitter software to automatically split PDF files.

1.3.2 Installing the PDF Splitter Software

If you haven’t installed the software yet, go back to **PC/Server Installation** and install the software before continuing.
If you're just reading ahead to find out what to do, then please continue.

1.3.3 Overview of PDF Splitting Process

The PDF Splitter is a Windows based application designed to split PDF files to local or network directories.

Utilizing the PDF Splitter, an entire report or selected portions of a report may be distributed to another user.

The AS/400 Report Splitter allows a user to:

- Copy an entire PDF file.
- Split a selected page range.
- Scan a PDF file for selected distribution criteria and extract matching pages.
- Split a PDF file and create a new PDF file each time the selected criteria changes. This is known as decollating a PDF file.
- Scan the header of a report for a selected string value and deliver the entire report if the string is found.
- Re-sort pages during reprinting.
- Select all pages except the last page.
- Select all pages except the last xxx number of pages.
- Select only the last page.
- Select only the last xxx number of pages.

To facilitate the splitting of selected portions of a PDF file, a page break or comparison data range must be coded in the report. This string can be up to 30 characters in length and up to 10 comparison data criteria can be entered for each PDF page. The PDF Splitter will scan the PDF files for the selected comparison data when the report is processed and turn the comparison data on each page is extracted into data fields that can be searched using boolean criteria just like an SQL or Query/400 query would use.

Note: When scanning for selected distribution criteria, the criteria must be found on each page that will be split within a report or the Fill option must be used in the file page definition to tell the splitter to automatically use the previously selected criteria if the criteria for the current page is blank.

Example: If you want to select all pages from a report where the sales rep = 100, each page for sales rep 100 must contain the sales rep number 100. Alternatively if rep 100 is only printed on the first page for the sales rep 100 section and the Fill option was enabled in the report page definition, the splitter will automatically fill in rep 100 on each subsequent page until the next rep number is found.

The PDF Splitter is a directory monitor that can monitor an local or network directory and automatically intercept and distribute selected PDF Files. The directory monitor program is the best way to automate the entire PDF file distribution process with the PDF splitter.

For a more complete electronic file delivery system, the PDF Splitter can be integrated with any of the RJS electronic PC file distribution products. When integrated with the other RJS file distribution products, PDF files can be automatically delivered.

Deliver Reports Using RJS Product(s)

- **Email** - Email File Server
- **Internet/Intranet** - Image Server/400 or Web Docs document management systems
- **Lotus Notes/Domino** - Lotus Notes File Server
1.3.4 How to Run the PDF Splitter Process

Automatically via the Directory Monitor
The directory monitor can be run to automatically process all PDF files from a selected local or network directory. The directory monitor can also run all day long to process and split PDF files as they are generated.

1.3.5 Available PDF Splitting Methods

PDF files can be split using one of the following methods:
- Distribute a Copy of the Entire PDF File
- Decollate a Single PDF into Multiple PDF Files
- Extract Selected Pages Based on Boolean Search Criteria within a PDF File

Distribute a Copy of the Entire PDF File
An entire PDF file can be copied and distributed to local or network directories using the *NOSPLIT option. This is a great way to automatically distribute multiple copies of a single PDF file to multiple destinations.

Decollate a Single PDF File into Multiple PDF Files
A single PDF file can be automatically decollated into multiple PDF files by using the *DECOLLATE option. This is a great way to break a PDF into sections every time a selected value within a PDF changes. Many companies create sales reports, commission reports, etc. that are created as a single PDF, but they want to break up the file into sections each time the sales rep, sales manager, customer etc. changes. The *DECOLLATE option works well in these scenarios.

Note: When scanning for selected criteria, the criteria must be found on each page that will be split within a PDF.

Extract Selected Pages Based on Boolean Search Criteria within a PDF File
The *SELECT option can be used to scan a PDF file for up to 10 criteria values. A boolean selection criteria can be used to select pages from the PDF.

Example: (@SALESREP >= 100 and @SALESREP <= 999)
All pages that match the boolean selection criteria will be included when the file is split. This is a great way to extract a selected portion of a PDF and distribute the new PDF automatically to another directory, for further distribution via email etc.

Pages can also be re-sorted in ascending or descending order during splitter processing:

Sort Ascending Example: (@SALESREP >= 100 and @SALESREP <= 999 ORDER BY @SALESREP)

Sort Descending Example: (@SALESREP >= 100 and @SALESREP <= 999 ORDER BY @SALESREP DESC)

Note: When scanning for selected criteria, the criteria must be found on each page that will be split within a PDF file.

1.3.6 Flow for Automatic PDF Processing

PDF files are generated on an PC/Server and placed into selected local or network directory so the PDF File Splitter process can retrieve and split the PDF files.

The PDF Splitter is designed to automatically monitor for new reports on a timed interval from selected
local or network directories. The PDF Splitter will monitor the specified directory or directories and when files are ready to be captured and distributed from the selected output queue it will process them accordingly.

When an directory gets processed, the Output File Directory List is checked for the correct splitting criteria. If criteria are found for a selected file, it is processed and split using the criteria.

After each PDF file is processed it can be automatically marked as read only, deleted, or moved to another directory.

### 1.3.7 Identifying Splitting Criteria within a PDF File

Before splitting a PDF that contains selected criteria, you need a quick lesson on how to identify the correct PDF data location. Find a PDF you want to split and open it in Adobe Acrobat (not the reader).

![Sample PDF File](image)

Select the **Square Tool** and draw a box around your split criteria.
(Sample PDF File)

With the PDF file open in Acrobat open the PDF Coordinate Locator (Start/Programs/PDF Splitter/PDF Coordinate Locator).

Now you can navigate to the PDF file you are going to split and press the Get button. This will locate the coordinates of the rectangle you drew previously.
Once you have the coordinates you can open the PDF Splitter (Start/Programs/PDF Splitter/PDF Splitter) and click on Table Entry/Edit Page Definitions and enter the location of your first criteria.

Continue this until you have defines all of your split criteria.

After determining the coordinates to scan, you are ready to split a PDF file using selected criteria.

**Note:** If you don’t correctly determine the actual PDF coordinates to scan within a file, your splitting results may not come out as expected. Always make sure to identify the correct coordinates before attempting to split a PDF.
1.3.8 Sample PDF File

In this section we will describe the sample PDF included when the PDF Splitter software is shipped.

Sample Report Characteristics

The PDF file is a sample "Outstanding Invoices" file that is broken up by Sales Rep. The file data is fictional. This file is to be used for learning purposes only.

(Sample PDF File)

The file is broken down as follows:
(All locations are approximate. The locations are dependent on where you draw you rectangle)

Sales Manager Data Coordinate Location
Left: 62, Top: 786, Right: 86, Bottom: 772
and is located on each page.

Sales Rep Data Coordinate Location
Left: 102, Top: 770, Right: 126, Bottom: 756
and is located on each page.

Here is the sample PDF page sort breakdown by Sales Rep:
Page 1-2, Sales Rep: 100, Manager 001
Page 3, Sales Rep: 200, Manager 002
Page 4-6, Sales Rep: 300, Manager 003
Page 7, Sales Rep: 400, Manager 004
Page 8-9, Sales Rep: 100, Manager 005
Page 10, Sales Rep: 200, Manager 006
Page 11-13, Sales Rep: 300, Manager 007
1.3.9 Setting Up Page Definition Entries

The PDF page definition is used every time the selected file is split to determine where criteria fields are located within each file page.

Before a PDF file can be split for distribution, a page definition must be created for the file. A page definition tells the PDF Splitter where each of the 10 criteria fields are located on each file page. A page definition has nothing to do with file distribution selection criteria and how a report is split. The page definition simply tells the splitter how to read each file page and where the selected criteria is located on each page.

Most PDF files will have only one page definition. This means that there is typically a 1:1 correlation between the PDF file and a page definition. 99.9% of the time each PDF file will only have a single report page definition.

**Note:** The "RJS Test Definition" page definition already exists and will be used for the upcoming samples you will be running. Simply review the page definition to understand how it works.

Displaying the Page Definitions for the RJS Sample Report

Open the PDF Splitter and select Table Entry/Edit Page Definitions.

The Edit Report Definitions screen will be displayed.

In our example above, there are three fields defined for the selected report:
@MGR - This field grabs the sales manager from each page at Left: 62, Top: 786, Right: 86, Bottom: 772 and is located on each page. The @MGR field can be used on the Edit Output File Directory List screen to create a output directory entry.

@REP - This field grabs the sales manager from each page at Left: 102, Top: 770, Right: 126, Bottom: 756 and is located on each page. The @REP field can be used on the Edit Output File Directory List screen to create a output directory entry.

@PAGENUM - This field grabs the page number from each page at Left: 490, Top: 772, Right: 514, Bottom: 758 and is located on each page. The @PAGENUM field can be used on the Edit Output File Directory List screen to create a output directory entry.

Note: Every PDF file must have at least one Page Definition created before it can be split. If you are simply duplicating a PDF file with the *NOSPLIT option, you do not have to define any criteria fields, but the report page definition must still be created.

1.3.10 Setting Up Input File Directory Entries
See the chapter on Entering Input File Directory Entries. There is a default entry already created for the PDFTEST.PDF file.

Introduction to Entering Input File Directory Entries

1.3.11 Setting up Output File Directory Entries
See the chapter on Entering Output File Directory Entries. There is a default entry already created for the PDFTEST.PDF file.

Introduction to Entering Output File Directory Entries

1.3.12 Using the PDF Splitter
This section describes how to start the PDF Splitter process.
PDF Splitter Main Screen

Starting the PDF Splitter
To start the PDF Splitter, click the **Start PDF Splitter** button from the main dialog screen. The Start button will only work if the server is not already running.

Pausing the PDF Splitter
To temporarily Pause the PDF Splitter, click the **Pause Report Server** button from the main dialog screen. The PDF Splitter will pause until the Resume option is chosen.

Resuming the PDF Splitter
To Resume the Paused PDF Splitter, click the **Resume PDF Splitter** button from the main dialog screen. The PDF Splitter will resume processing.

Stopping the PDF Splitter
To stop the PDF Splitter, click the **Stop PDF Splitter** button from the main dialog screen. The PDF Splitter will stop processing. The Stop button will only work if the splitter is already running.

1.3.13 What's Next After Getting Started?

You should now have the basics down for automatically splitting PDF files and staging them to be emailed or archived via other RJS report distribution products. The next few sections are a reference for the PDF Splitter menu options and available parameters.

Your input is also appreciated to help us keep improving our documentation.

If there's something you would like to see in future versions of the Online Help, send your comments to: support@rjssoftware.com or give us a call.

1.4 Available Menus

1.4.1 Introduction to Available Menus

This section gives an overview of the PDF Splitter available menus.
PDF Splitter Settings Menu

PDF Splitter Page Definitions Menu
PDF Splitter Input Directory List Menu
1.4.2 Getting to the Main Menu

The PDF Splitter program can be started from the PDF Splitter program group. The program group can be accessed by clicking on the Start button, selecting Programs/PDF Splitter and then clicking the PDF Splitter icon.
1.4.3 Available Options

File Menu

The File menu contains options for accessing the PDF Splitter setting screen or exiting the program.

Table Entry Menu

The Table Entry menu contains options for the various table entry screens.

Log Menu

The Log menu contains options for viewing the clearing the PDF Splitter log information as well as the splitting log. The PDF Splitter must be stopped before the log file can be viewed.

Note: Logging should NEVER be turned off on the Settings Screen. If the logging is turned off, there is no visibility to the PDF Splitter messages and errors. The Log enables users to verify that the splitting process completed normally and all reports were split as expected.

1.5 Settings Menu

1.5.1 Introduction to Settings Menu

This chapter gives an overview of the PDF Splitter Settings Screen and how it's used.

1.5.2 Getting to the Settings Menu

From the PDF Splitter main screen click on File/Settings.
This will show the **Settings** screen.

**1.5.3 Settings Options**

**Settings Database:**
This field is used to hold the name of the MS Access Database which is used with the PDF Splitter program. The Access database holds all the pertinent PDF entries such as Page Definition List, Input Directory List and Output Directory List.
Log File Name:
The Log File Name field is used to hold the name of a PC work file which is used as temporary storage for the PDF Splitter log. The log file will contain an audit trail of the input directory monitor process.

By default, the Log File will be cleared if it reaches a size of 100 megabytes. This can be changed by altering the Maximum Log File Size field.

Normally this setting does not need to be changed.

Splitting Log File Name:
The Splitting Log File Name field is used to hold the name of a PC work file which is used as temporary storage for the PDF Splitter log. The log file will contain an audit trail of the successful and unsuccessful splitting of PDF files.

Polling Interval (In Minutes):
Polling the input directory can be done as often as necessary, however we recommend using a delay value between 5 and 60 minutes. Polling the input directory is only done when the PDF Splitter is started.

Display Error Messages:
When enabled, this setting is used to display dialog boxes when errors occur. This option should only be enabled during testing. After testing is complete, the Log File should be used to track all errors or software problems.

Rename Duplicate Files:
When enabled, this setting is used to rename a file that has a duplicate name. If a split PDF file name already exists in the destination directory, then the software will rename the split PDF file by adding a date and time stamp to the end of the file name. When this option is not enabled, it will overwrite the previous split file.

Log Messages to Log File:
When enabled, this setting is used to log all processing messages to a Log File. The Log File is an audit trail of file splits as well as errors which occur during processing.

Note: Logging should NEVER be turned off on the Settings screen. If the logging is turned off, there is no visibility to PDF Splitter messages and errors. The Log enables users to verify that splits completed normally and all files were processed as expected.

By default, the Log File will be cleared if it reaches a size of 100 megabytes. This can be changed by altering the Maximum Log File Size field.

This entry is enabled by default.

1.6 Entering Report Page Definitions

1.6.1 Introduction to Entering Report Page Definitions

The report page definition is used every time the selected report is split to determine where criteria fields are located within each report page.

Before a report can be split for distribution, a report page definition must be created for the report based on its spool file name. A report page definition tells the report splitter where each of the 10 criteria fields are located on each report page. A report page definition has nothing to do with report distribution selection criteria and how a report is split. The report page definition simply tells the splitter how to read each report page and where the selected criteria is located on each page.
Most reports will have only one report page definition based on the spool file name and "DEFAULT" for the type. This means that there is typically a 1:1 correlation between the AS/400 report and a report page definition. 99.9% of the time each report will only have a single report page definition.

In some situations where files have a generic file name, it may be necessary to specify the type field based on the program name that created the report or based on a user data, form type or job name value.

**Note:** Try to avoid creating multiple page definitions for a single report because it can become confusing very quickly.

### Edit Report Page Definition Main List Screen

![Edit Report Page Definition Main List Screen](image)

#### 1.6.2 Getting to the Report Page Definition Screen

From the PDF Splitter main screen click on **File/Settings**.
This will show the **Page Definitions** screen.

**Edit Page Definitions** screen
1.6.3 Entry Fields

Edit Report Page Definition Detail Entry Screen

**Page Definition Name**

This field holds the name of the page definition entry.

**Description**

This field allows you to enter a description for the directory entry. This field does not need to be filled in. It is for your own use.

**Entry Activation**

This setting is used to determine whether the selected Page Definition can be used for splitting.

**Left 1 - 10**

These fields hold the left coordinates for the split criteria. There is one of these for each criteria.

**Top 1 - 10**
These fields hold the top coordinates for the split criteria. There is one of these for each criteria.

**Right 1 - 10**

These fields hold the right coordinates for the split criteria. There is one of these for each criteria.

**Bottom 1 - 10**

These fields hold the bottom coordinates for the split criteria. There is one of these for each criteria.

**Symbolic Field 1 - 10**

This setting determines the field name that will be assigned to the selected criteria at the specified Left, Top, Right, Bottom coordinates. The symbolic field names must be used when entering report selection criteria in the **Edit Output File Directory List** screen. When assigning symbolic field names, use meaningful names such as @SALESREP, @STORENUMBER, @DEPT, etc.

**Activate 1 - 10**

This setting is used to determine whether the associated Symbolic Field can be used for splitting.

**Fill 1 - 10**

*This setting is not used currently by the PDF Splitter.* This will be added as a future enhancement. When this option become available this setting determines whether a criteria value will be automatically filled in with the previous page criteria values when the value is blank during processing.

**Example with Fill Enabled:**
If the fill setting is enabled and you have a report where the first page contains rep 100, the second and third pages contain blanks for the rep and the fourth page contains rep 200, the rep will automatically be set to rep 100 for pages two and three.

If the selection criteria happens to be for rep 100, pages 1-3 will be selected for splitter processing.

**Example with Fill Disabled:**
If the fill setting is not enabled and you have a report where the first page contains rep 100, the second and third pages contain blanks for the rep and the fourth page contains rep 200, the rep will not be automatically set for pages two and three.

If the selection criteria happens to be for rep 100, page one will be selected for splitter processing. Pages two and three will be omitted because the rep field is blank. Only page one will be selected during the splitter processing.
1.7 Entering Input File Directory Entries

1.7.1 Introduction to Entering Output File Directory Entries

This section gives an overview of entering Input File Directory Entries for selected PDF files. The Input File Directory entries are used to automate report distribution processing.

Edit Input File Directory List Screen

1.7.2 Getting to the Edit Output File Directory List

From the PDF Splitter main screen click on Table Entry/Edit Input File Directory List.
This will show the **Edit Input File Directory List**.

<table>
<thead>
<tr>
<th>File Directory</th>
<th>Description</th>
<th>Activate</th>
<th>Delete After Splitting</th>
<th>Set Fixed Only</th>
<th>Zipped File</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is the input test directory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Input Directory List screen**
1.7.3 Entry Fields

Input Directory List Screen

**File Directory**
This field should contain the path to the Input File Directory which will be monitored.

**Description**
This field allows you to enter a description for the directory entry. This field does not need to be filled in. It is for your own use.

**Activate**
This setting is used to determine whether the selected Input PC directory will be processed.

**Delete After Splitting**
If enabled, the processed PDF files will be deleted after they have been successfully split from the selected directory.
Set Read Only

If enabled, the properties of the processed PDF files will be set files to read-only after they have been successfully split from the selected directory.

The read-only setting is nice to use if you want to retain files which have been split for audit purposes. Eventually the read-only files should be deleted from the selected directory.

Note: Files should either be deleted or set to read-only after processing. If neither option is enabled, files will be continuously resplit from the selected directory.

Zip File

If enabled, the split PDF files will be compressed to a ZIP file before they're sent to the destination directory.

Password

Enter a password in this field if the ZIP file should be password protected.

Move After Splitting

If enabled, the processed PDF files will be moved to a new directory after they have been successfully split from the selected directory.

Move To Directory

Enter the path of a directory where the processed PDF files should be moved to after they are successfully processed.

1.8 Entering Output File Directory Entries

1.8.1 Introduction to Entering Output File Directory Entries

This section gives an overview of entering Output File Directory Entries for selected PDF files. The Output File Directory entries are used to automate report distribution processing.
1.8.2 Getting to the Edit Output File Directory List

From the PDF Splitter main screen click on Table Entry/Edit Output File Directory List.

This will show the Edit Output File Directory List.
Output Directory List Screen
1.8.3 Entry Fields

Output Directory List Screen

Input File Directory

This field should contain the path to the Input File Directory. This field has a drop down arrow which will show you the entries you have entered in the Input File Directory List Screen. [Introduction to Entering Input File Directory Entries]

Description

This field allows you to enter a description for the directory entry. This field does not need to be filled in. It is for your own use.

File Selection Filter

Enter a valid file name mask that will be used to determine which files get split to the specified destination directory.

Examples:
1.) RPT* - Include all files that start with RPT.
2.) *.TXT - Include all files that end with .TXT
3.) RPT*.TXT - Include all files that start with RPT and end with .TXT
4.) *.* - Include all files.
5.) RPT*,*.TXT - Include all file names that start with RPT and end with *.TXT

**Split Options**

This setting determines how a PDF file is split

**NOSPLIT**
Reprints the entire PDF file. This is a great way to duplicate an entire PDF to multiple directories.

**DECOLLATE**
Decollates the entire PDF file to a single directory and splits the file into multiple PDF sections. A new section is created each time the selected criteria field changes. The criteria value is placed in the output file name between the Output File Prefix and Output File Suffix, so the split files can be uniquely identified. This is a good way to break up a sales PDF file or any other PDF file into multiple sections every time the selected criteria changes.

**SELECT**
PDF file pages are selected for reprinting based on the boolean selection criteria entered. The PDF Splitter queries the selected fields based on the Symbolic Field names set in the Page Definition table. All selected pages are assembled and placed into a single new PDF file. Pages can also be re-sorted during splitter processing.

**Page Definition Name**

This field allows the user to select from a drop down box, the name of the Page Definition they would like to use for splitting the PDF file.

**Decollate By Filed**

This field allows the user to select which Symbolic Field they would like to decollate the PDF file by. The available Symbolic Field names are dependant on which Page Definition Name is selected in the previous field. This field will only be used if the Split Options field is "DECOLLATE.

**SQL Split Criteria**

This field is used to enter boolean search criteria to determine which pages will be included during the report splitting process. The report page definition should be checked to determine which symbolic field names can be used on this screen.

**Note:** Always use single-quotes to delimit the criteria values.

Example for selecting a single manager number:

@MGR = '003'

Example for selecting a list of multiple managers:

@MGR = '003' OR @MGR = '001' OR @MGR = '004'

Example for selecting a range of managers:

@MGR >= '001' AND @MGR <= '003'
Example for selecting a single sales rep for sales manager 001: 
@REP = '100' and @MGR = '001'

**Output File Directory**

Enter the output PC or LAN directory name.  
*Note:* The user must manually create the directory before reports can be written to it.

**Output File Prefix**

The Output File Prefix field is used to hold the prefix for the output PC file name. This prefix will become the first part of the output PC file name. The PDF Splitter software uses long file names.

**Output File Suffix**

The Output File Suffix field is used to hold the suffix for the output PC file name. This suffix will become the last part of the output PC file name. The PDF Splitter software uses long file names.

**Activate**

This setting is used to determine whether the selected output PC directory will be processed.

### 1.9 Problem Handling

#### 1.9.1 Common Errors

There are currently no common errors.

#### 1.9.2 Other Errors

If you cannot resolve the problem you're experiencing by using the previous troubleshooting methods, you should contact [RJS Software Systems](#) for advice.