





# Welcome to Simpo PDF Merge & Split

Simpo PDF Merge & Split is an application which supports you to combine and split your PDF document on Microsoft windows operating system. Once you installed, you can start to combine and split your PDF documents.

This documentation is designed to help get started using Simpo PDF Merge & Split, it contains the following sections:

1. Getting started: Provides introductory information about Simpo PDF Merge & Split. This section contains step-by-step user guide, system requirement, installation & uninstallation and registration.
2. FAQs: Provides frequently asked questions, regarding to general questions, technical questions and etc.
3. User Support: Provides information to access our support.

## Getting started

This section provides introductory information about Simpo PDF Merge & Split. It contains the following parts:

1. User Guide.
2. System Requirement.
3. Installation & Uninstallation.
4. Registration.

## User Guide

This section provides precise introductory information about Simpo PDF Merge & Split, it contains two sections:

1. Merge PDF documents
2. Split PDF document
3. Property description



### Merge PDF document


Simpo PDF Merge & Split provides two choices for you to merge your files. Each selected file can be merged as a whole part or some parts of it.

1. Simpo PDF Merge & Split provides you an easy-to-use interface to merge your files. Double click the icon to launch the program, and click to go to merge interface.

2. Click button to add the file which you want to combine. Each added file is displayed in the document list window.
3. If you want to remove, select the file, click button. Click all your added files will be moved away.
4. Click , your file will move forward one line. Meanwhile, click the file will move down one line.
5. If your PDF has password, you should select the file, click to type the





password.

6. Select each file, click  to decide whether it should be merged as whole part or just specific part of it only. The default choice is **Whole** .

If you want to merge the whole parts of files, you should select **Whole** . To merge some specific parts of files together, you need to select **Part** and type the part range. (Note: In this example, the combination will start from the 4<sup>th</sup> page and stop at the 5<sup>th</sup> page).

7. If you want to give a name to your new file, you can type it in the **output name** .

8. Click  or  to change the directory of your output file.


9. Click  button, your files start merging.


You can either select **Open Folder** to see converted files immediately, or you can just "Close" it.



### Split PDF document

Simpof PDF Merge & Split supports you to split, extract the proper part and remove the specific part from PDF document.

1. Double click the Simpo PDF Merge & Split icon to launch the program. Click  to go to the split interface.

2. Click  to upload the file which you need to split.
3. Make sure the range of file which should be split. It can be Whole , or you can specify from which page to which page. It depends on your choice.
4. Select split method.
  - a. Simpo PDF Merge & Split supports you to split your PDF document into separate parts by page number.



If you specify 3 pages, which means each 3 pages of your PDF will be an independent PDF document.

- b. By using Simpo PDF Merge & Split, you can extract any part from your PDF document. It can be a single page or a specific part

You can specify numerous parts; each one should be separated by comma. (Note: in this example, we specify as 2-3 pages, so the extract part will include the 2<sup>nd</sup> and 3<sup>rd</sup> page.)

- c. Simpo PDF Merge & Split also allows you to remove some specific parts from the PDF document.

You need specify the page or the part which need to be removed, (Note: in this sample, the removing page will include 5<sup>th</sup> and 6<sup>th</sup>.)

- 5. You can also specify the name of your output files in the `Output name`.

- 6. Click `...` or `...` to change the directory of your output file.

- 7. Click `Split` to start to split PDF document.

You can either select `Open Folder` to see converted files immediately, or you can just "Close" it.



### Property description

You can set the properties of document by clicking .

┆ Meta data:

Here, you can describe the Title, Author, Subject and Keywords of your PDF document.

┆ Security:

Simpo PDF Merge & Split supports you to secure your PDF document. You can set your own password by typing Owner Password and User Password. Additionally, you can completely control your PDF document by setting if allow printing, allow changing and allow copy or extraction.





## System Requirement

This section provides required hardware and software to install the Simpo PDF Merge & Split, it contains the following parts:

- Operating System: Windows 7, Vista, XP. Support 32Bit and 64Bit.

## Installation & Uninstallation

Installation:


1. Download the Simpo PDF Merge & Split setup file.
2. Double click the setup file to start the installation.
3. Follow the instruction to install the program.

Uninstallation:

1. Click Windows Start menu.
2. Go through All Programs -> Simpo PDF Merge & Split -> Uninstall Simpo PDF Merge & Split.

## Registration

This section provides how to register your Simpo PDF Merge & Split.

1. Click  to launch the register window.
2. Type the Registered Email and Registered Code in the registered window



3. Press "Register" button to register the program.

## Frequently Asked Question

This section provides frequently asked questions, regarding to general questions, technical questions and etc.

### I General FAQs

Q1: How to remove the watermark?

A: That's because you are using a trial version, or an unregistered version. Please purchase from <http://www.simpopdf.com/buynow.html> and enter the registered Email and registered code.

Q2: How to merge the specific parts of PDFs

A: You can go to "Merge Method", then choose "Part" option and type the range which you need to merge.

Q3: What's your license policy?

A1: Single-User License - Installation of the program purchased under a Single-User License is restricted to one single personal computer owned by or under control of the licensee plus



one additional computer also owned by the licensee.

A2:Site License - Installation of the program purchased under a Site License is permitted on a certain number of computers within the grounds of an organization or institute (normally a school, college or a company) and offers Work at Home Rights at the same time.

## User Support

If you have any questions and problems with Simpo PDF Merge & Split, please don't be hesitating to contact us via [support@simpotech.com](mailto:support@simpotech.com).

