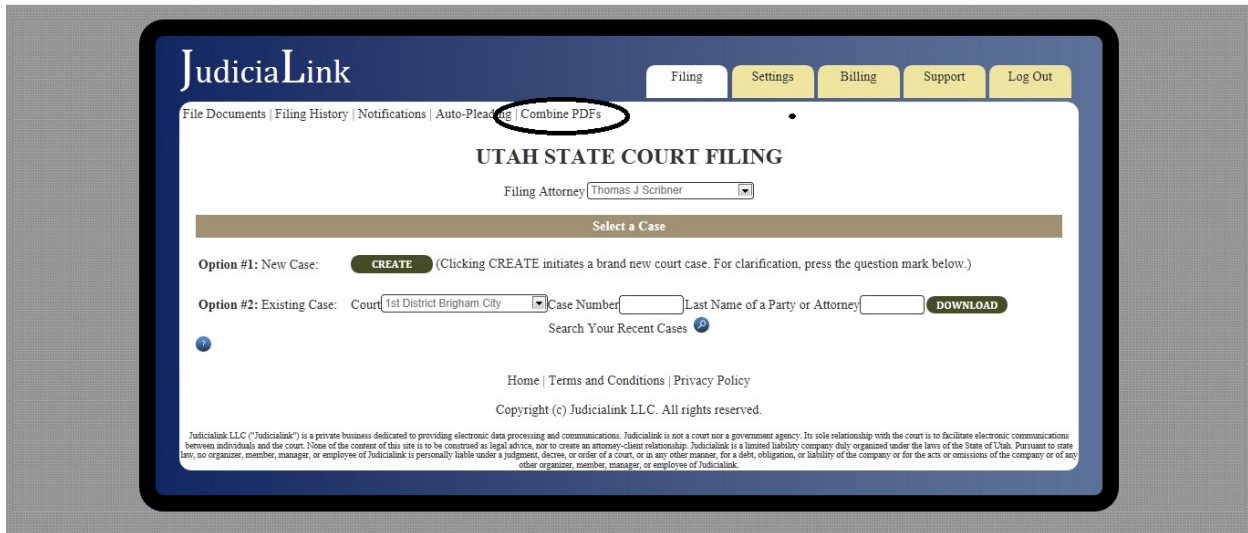


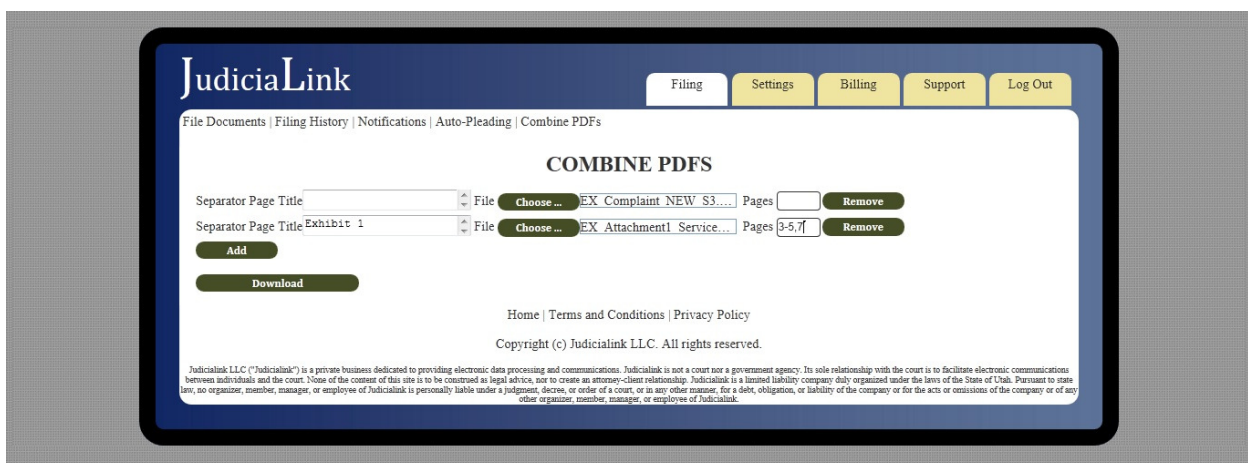
# Using the Combine/Split PDF Tool

The Combine/Split PDFs tool is a very simple but very powerful tool. Its purpose is to allow you to string together exhibits and split documents. It can be accessed by pressing the "Combine PDFs" menu under the "Filing" tab.



The Combine/Split PDFs tool allows you to use "Add" and "Remove" buttons to put together as many documents as you wish, and has the following three pieces of data for you to enter for every document:

- Separator Page (this will create a PDF separator page with the desired text)
- Upload Document (this uploads the document)
- Pages (this allows you to choose which pages of the PDF to include, delimited by commas or hyphens; doing this allows you to split PDFs).



When you are done, hit the "Download" button and voila! You have a combined PDF.