



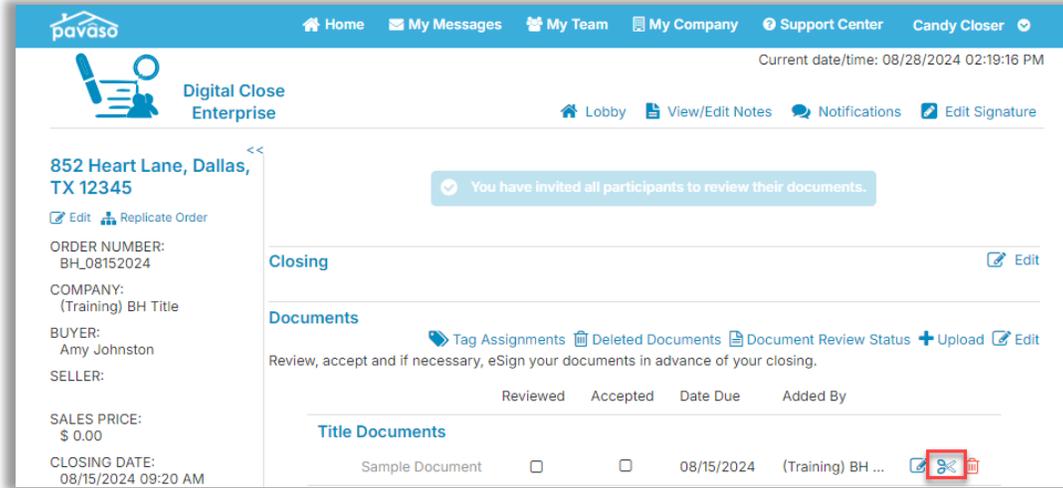
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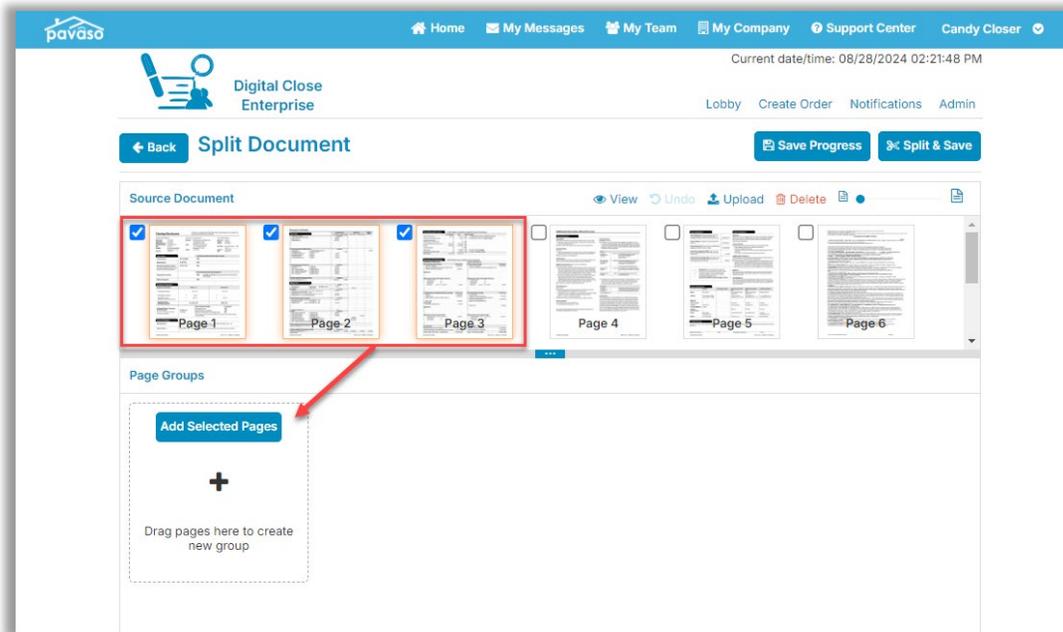


Splitting and Rearranging an Existing Document

From within an order, select the scissor icon next to the document you would like to split/rearrange.



All pages included in the document will appear here in the **Source Document** section. Select all pages within the document. **Any documents not selected and grouped will be discarded.** Select **Add Selected Pages** or drag and drop the selected pages to the plus sign.

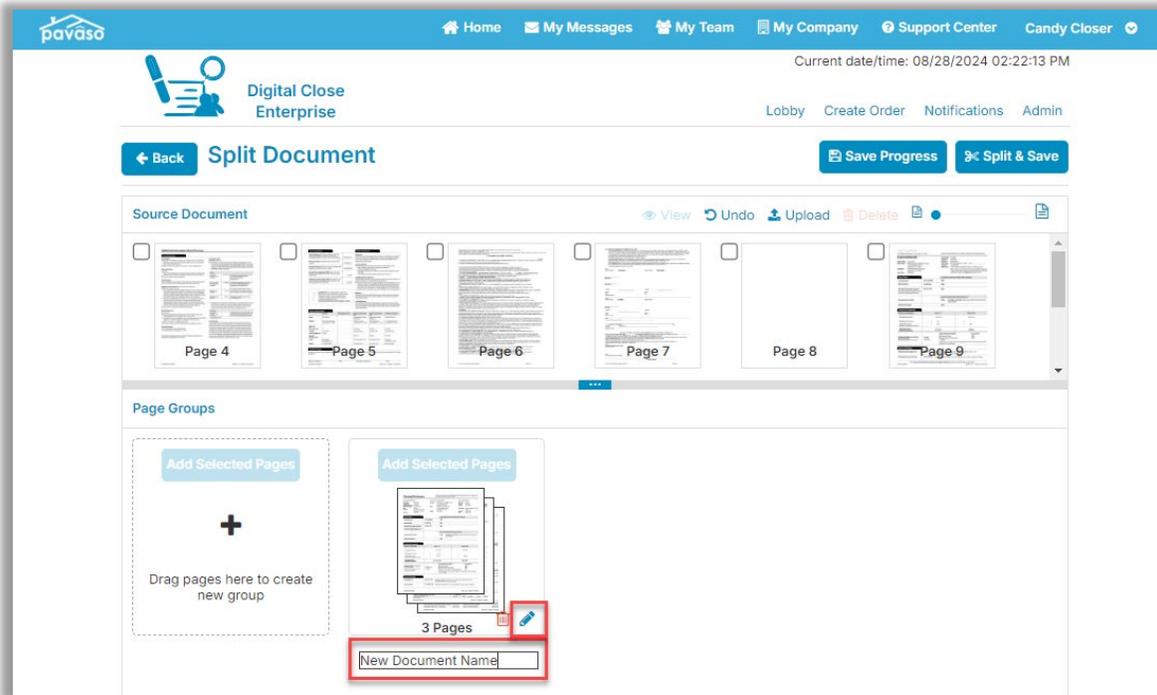




Split and Rearrange Document Pages

This creates a new group. Enter a name for the group. The name entered will be the name of the document in the document list.

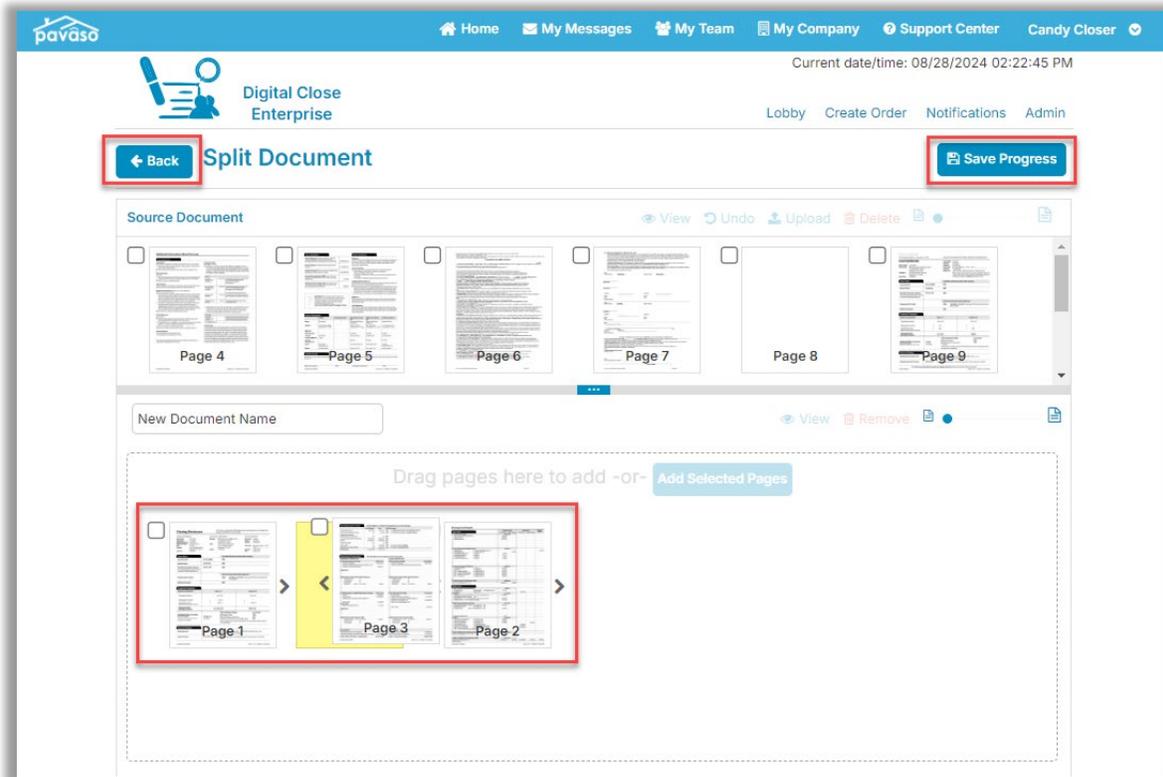
After entering the name, select the pencil icon to edit the new group.





Split and Rearrange Document Pages

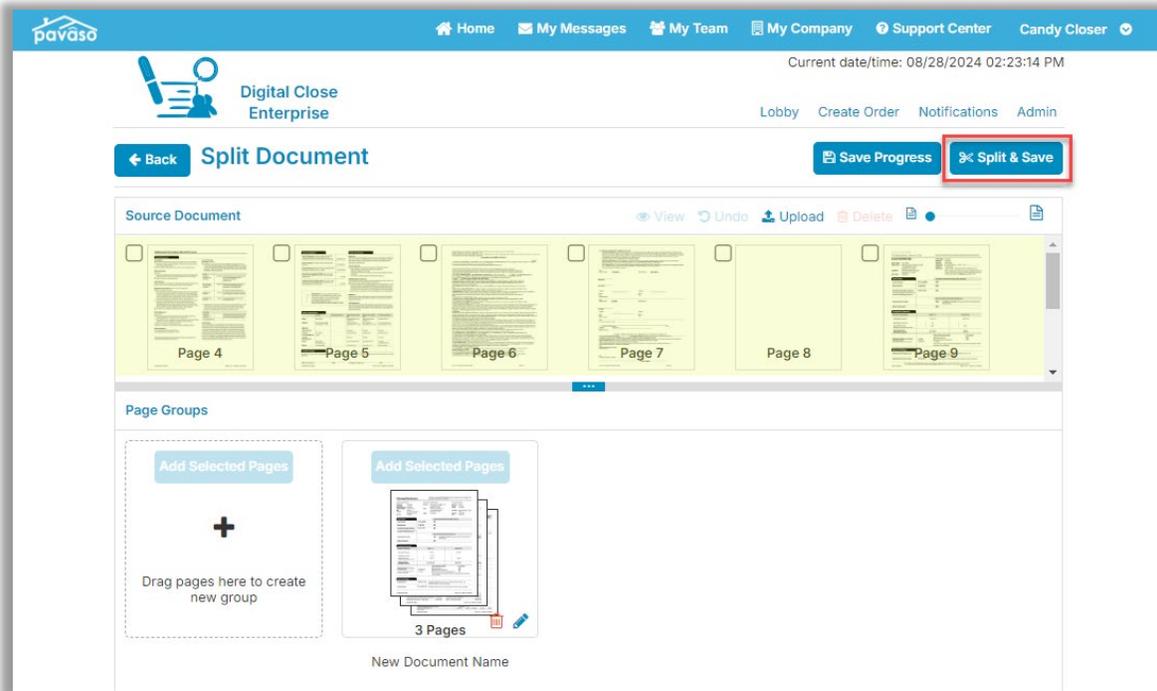
This opens the pages of the new document. Drag to and drop to rearrange the pages as needed. Select **Save Progress** and **Back**.



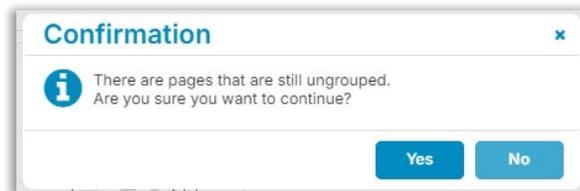


Split and Rearrange Document Pages

To save the new document and page order, select **Split & Save**. Note that any documents left in the **Source Document** section (highlighted in yellow) will be discarded. To retain these pages, select the desired pages and create a new group.



If pages are left ungrouped, you'll see the below pop-up. Select **Yes** to continue.





Split and Rearrange Document Pages

The new document appears in the document list.

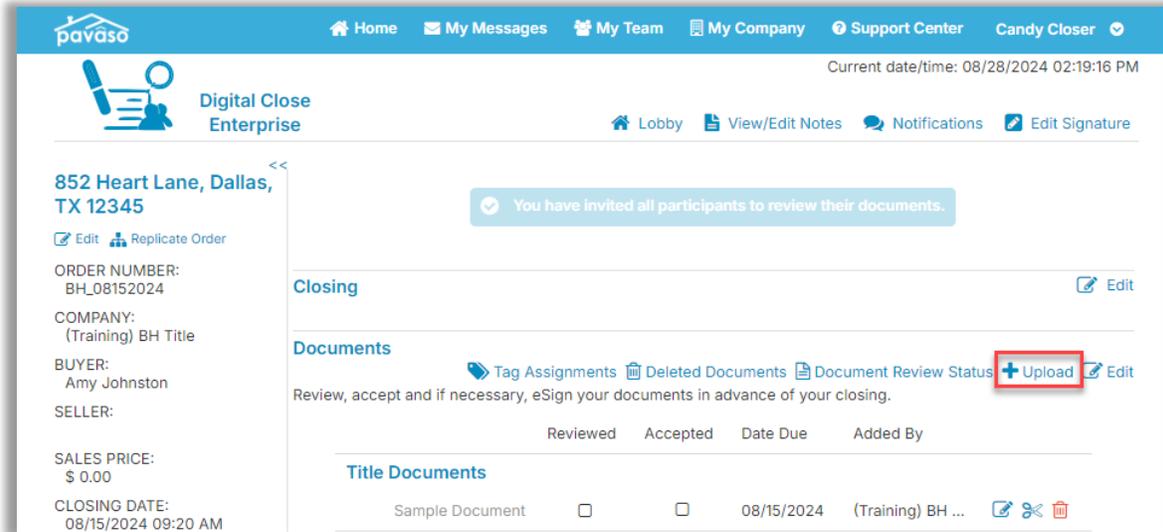
The screenshot shows the Pavaso Digital Close Enterprise interface. The top navigation bar includes Home, My Messages, My Team, My Company, Support Center, and Candy Closer. The current date/time is 08/30/2024 02:12:22 PM. The main header displays the address 852 Heart Lane, Dallas, TX 12345 and a notification: "You have invited all participants to review their documents." The interface is divided into sections for Closing and Documents. The Documents section includes a table of Title Documents.

	Reviewed	Accepted	Date Due	Added By	
Title Documents					
Sample Document	<input type="checkbox"/>	<input type="checkbox"/>	08/15/2024	(Training) BH ...	
New Document Name	<input type="checkbox"/>	<input type="checkbox"/>	08/15/2024	(Training) BH ...	

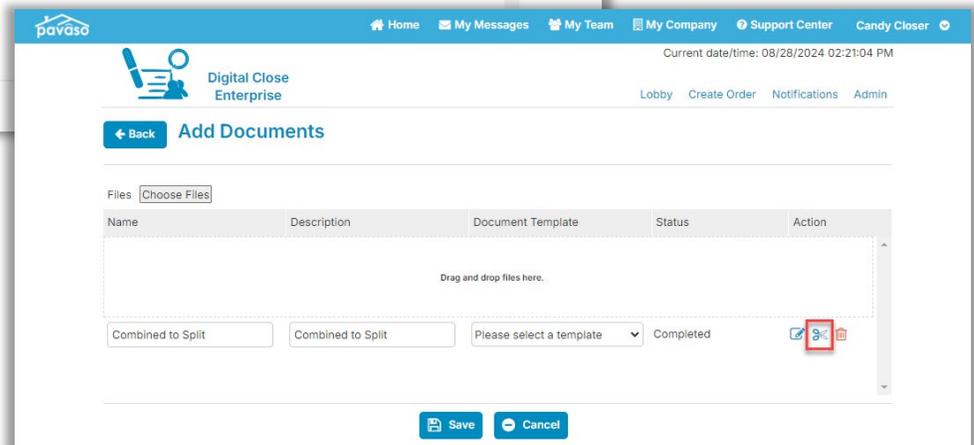
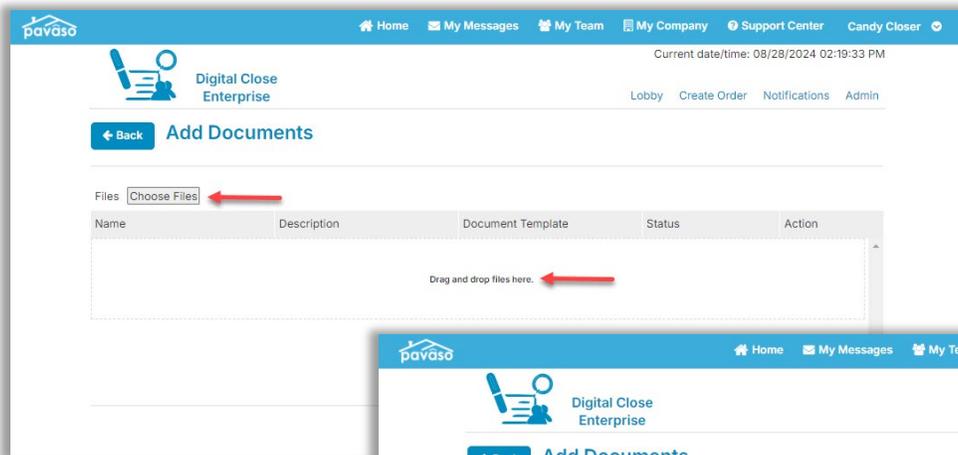


Splitting and Rearranging a Newly Uploaded Document

From within the order, select **Upload**.



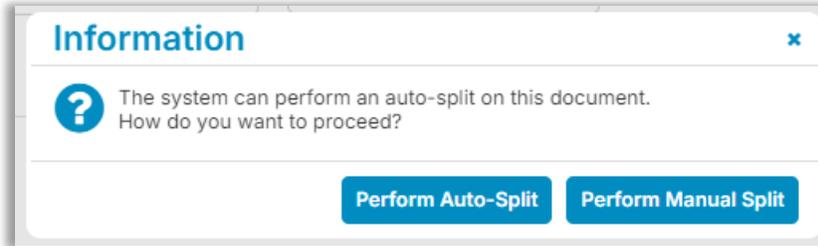
Upload a new document by selecting **Upload** or dragging and dropping document(s) to the middle of the screen. Once uploaded, select the scissor icon.



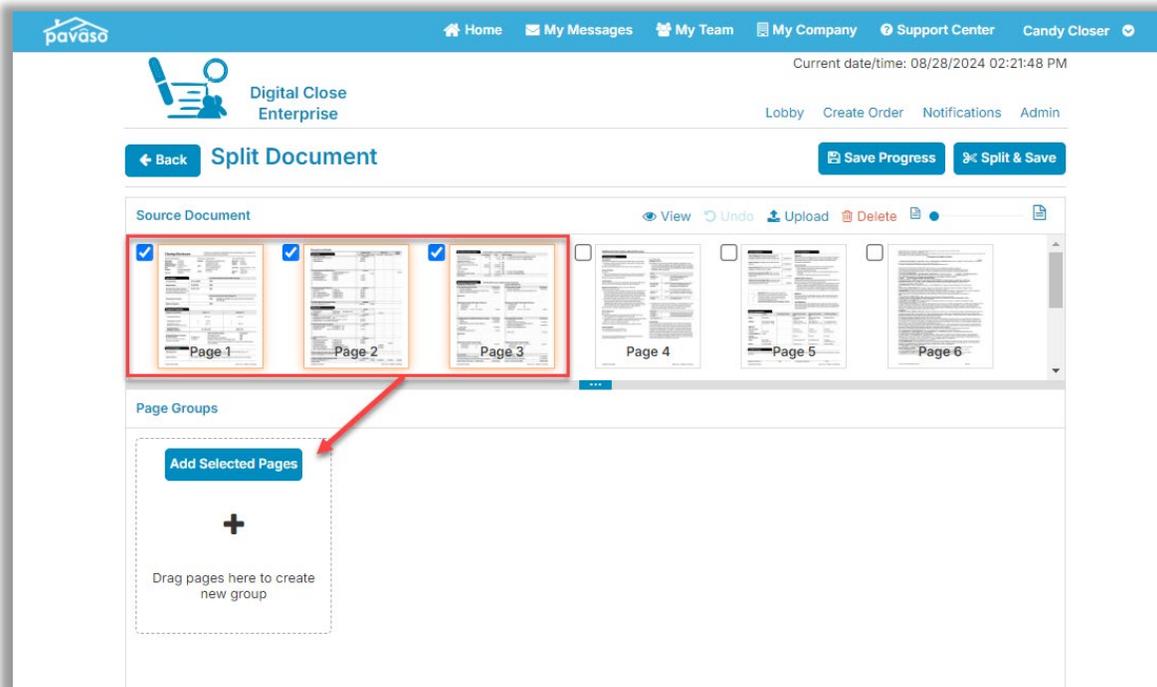


Split and Rearrange Document Pages

Select either **Perform Auto-Split** or **Perform Manual Split**. Auto-split is recommended only if you have previously bookmarked your PDF. If you do not have bookmarks within your PDF, manual split is recommended.



All pages included in the document will appear here in the **Source Document** section. Select all pages within the document. **Any documents not selected and grouped will be discarded.** Select **Add Selected Pages** or drag and drop the selected pages to the plus sign.

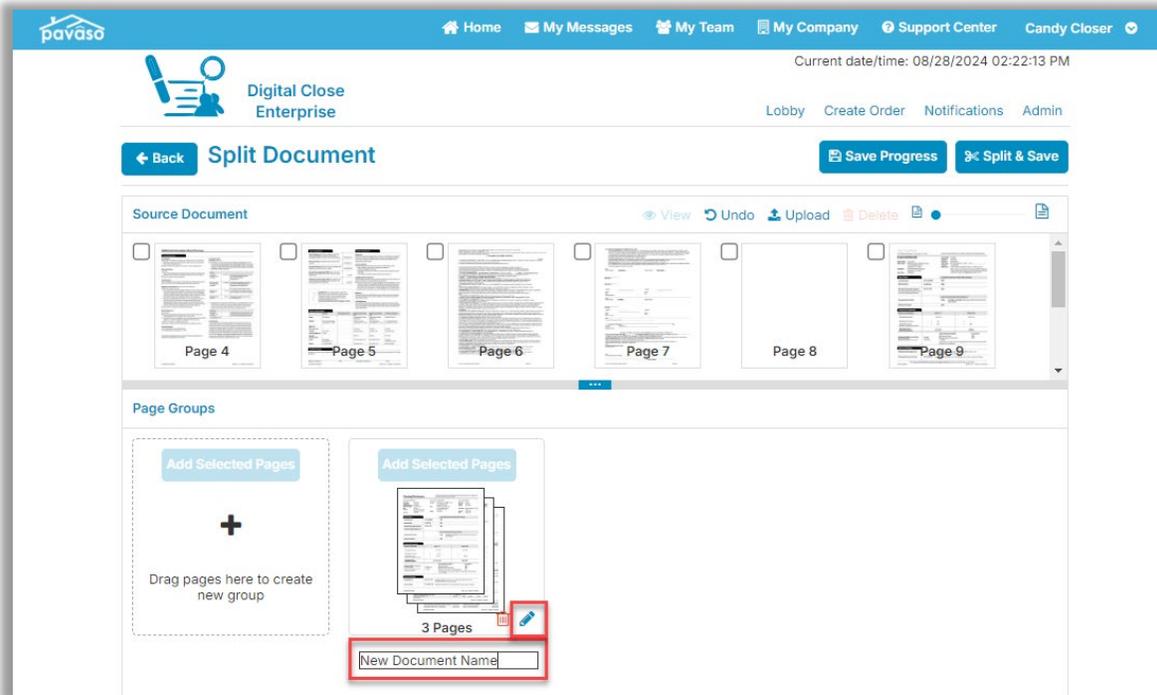




Split and Rearrange Document Pages

This creates a new group. Enter a name for the group. The name entered will be the name of the document in the document list.

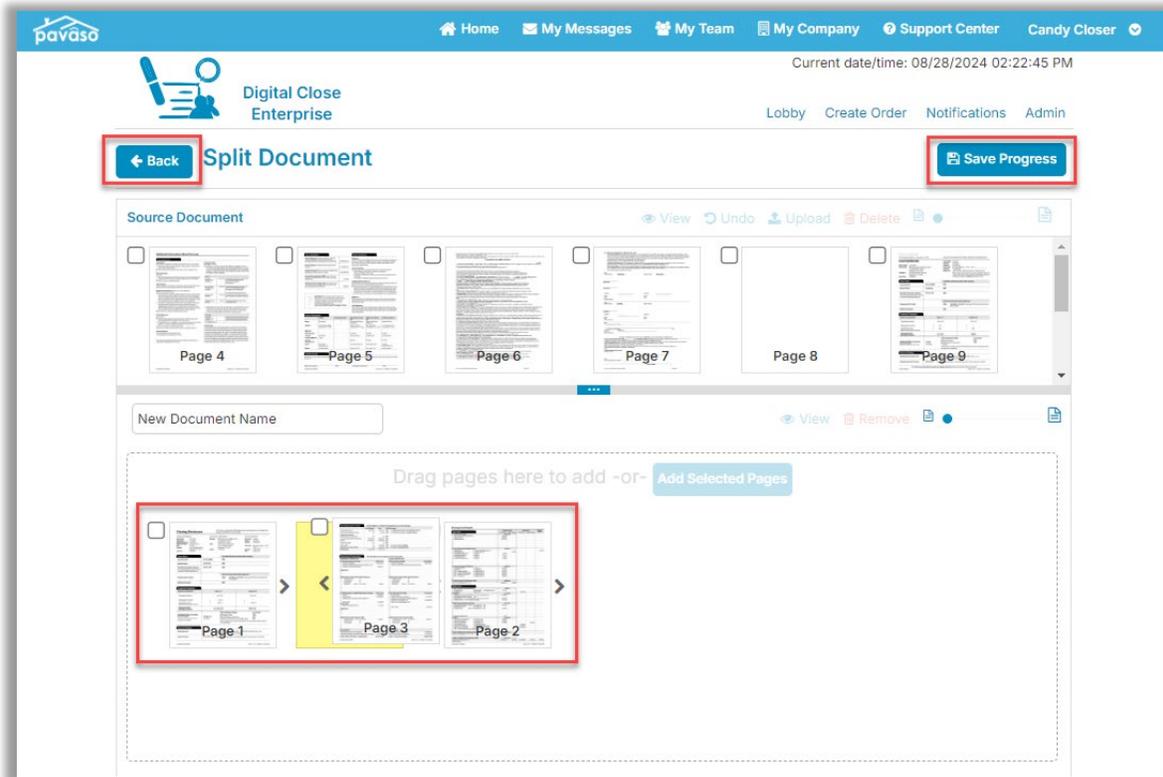
After entering the name, select the pencil icon to edit the new group.





Split and Rearrange Document Pages

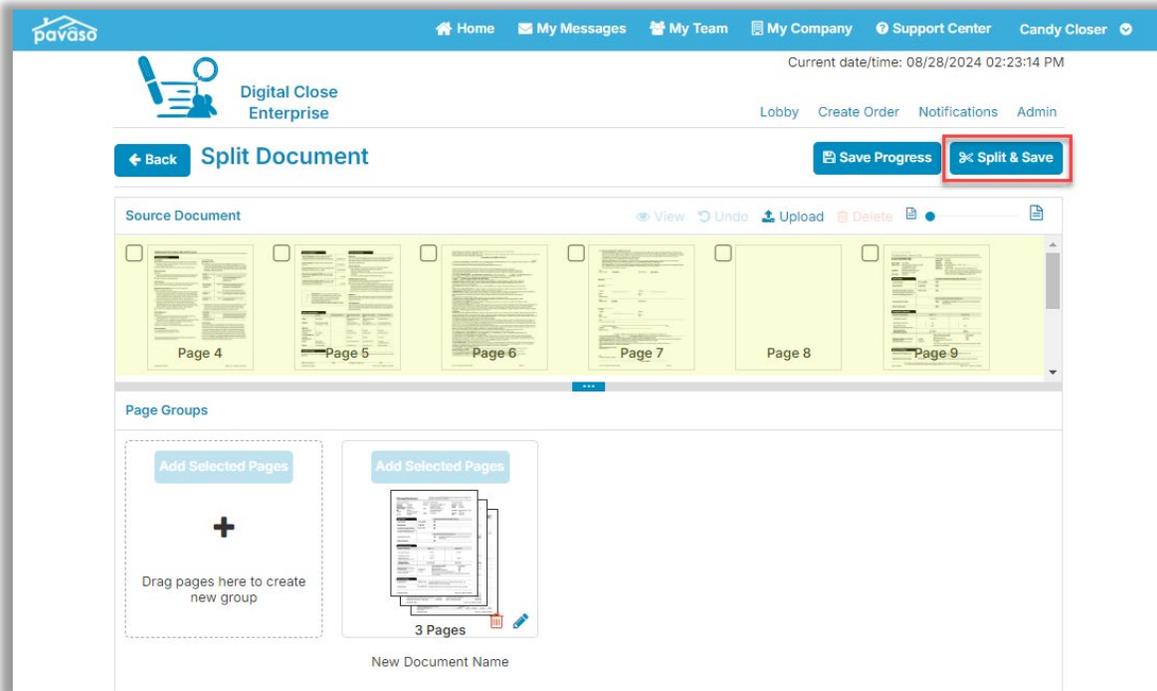
This opens the pages of the new document. Drag to and drop to rearrange the pages as needed. Select **Save Progress** and **Back**.



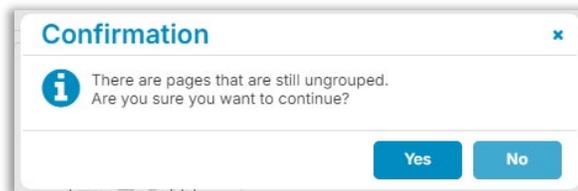


Split and Rearrange Document Pages

To save the new document and page order, select **Split & Save**. Note that any documents left in the **Source Document** section (highlighted in yellow) will be discarded. To retain these pages, select the desired pages and create a new group.



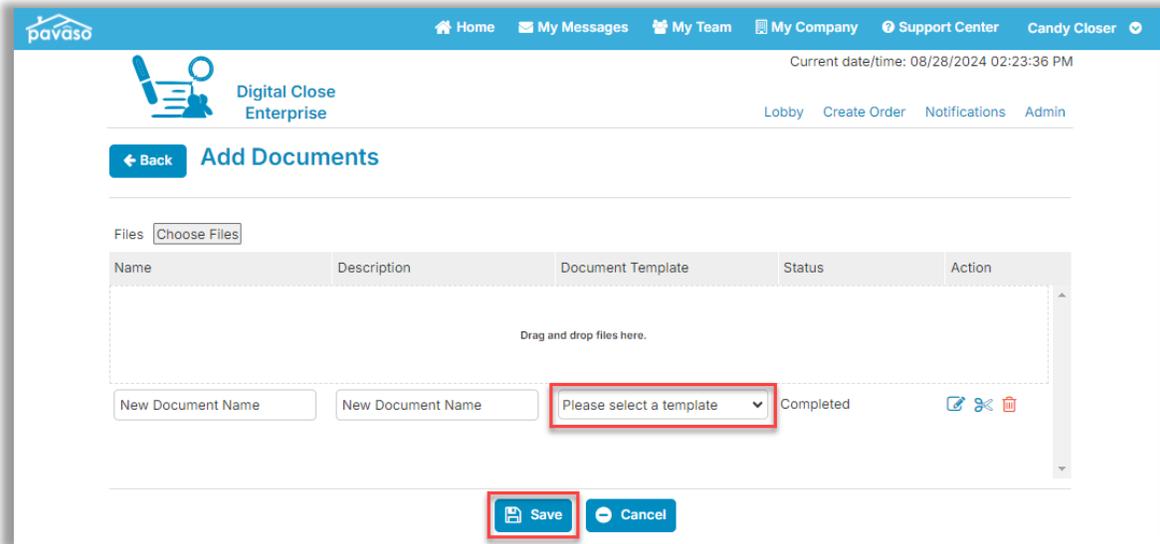
If pages are left ungrouped, you'll see the below pop-up. Select **Yes** to continue.



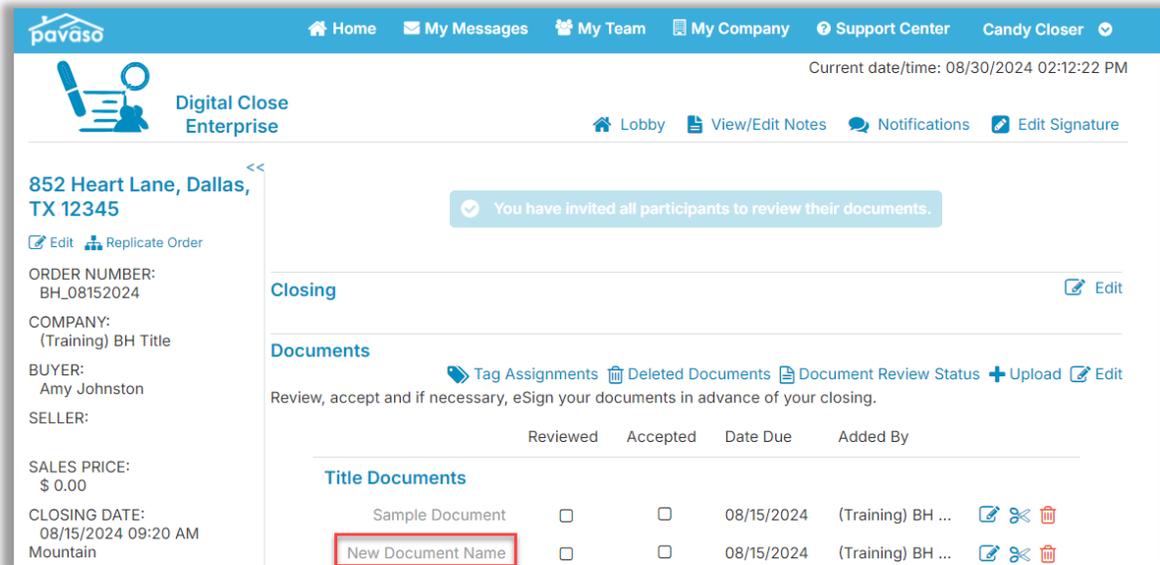


Split and Rearrange Document Pages

You'll be directed to the upload screen. If needed, select a company template to apply tags. Select **Save**.



The new document appears in the document list.



Pavaso Support

Support Hours: <https://pavaso.com/contact/>

Phone/ Closing Hotline: (866) 288-7051

Email: support@pavaso.com

[View Our 24/7 Online Help Library](#)