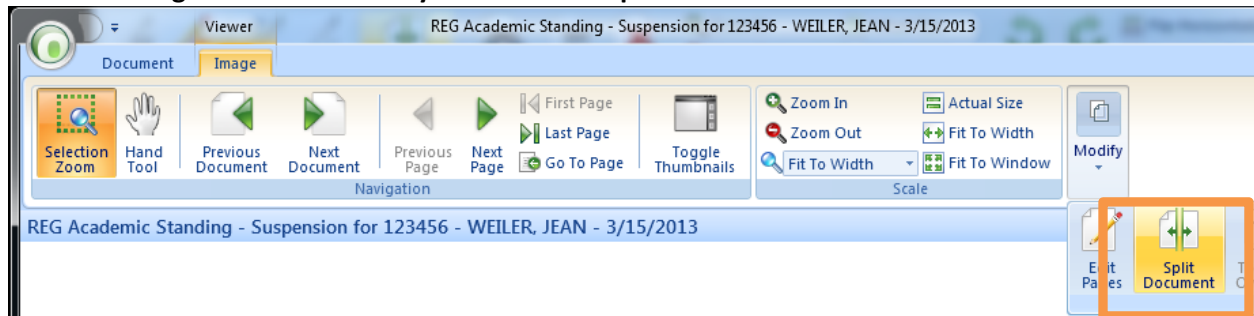


Split an Image Document in Unity 12

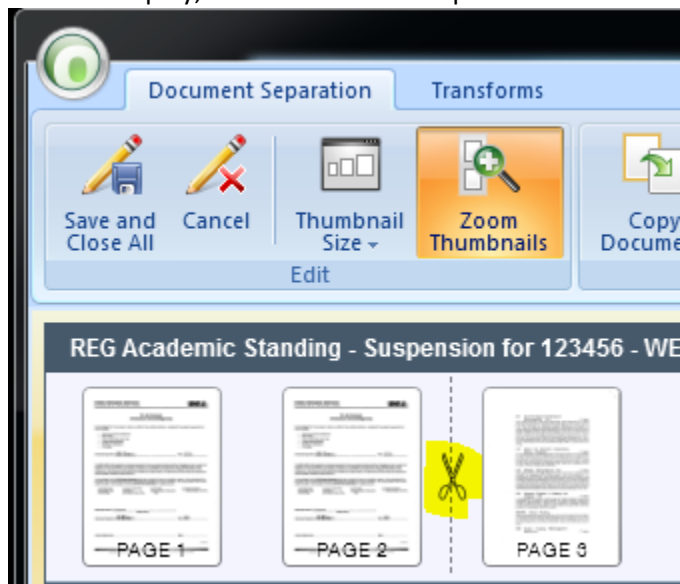
Through the Unity 12 **Page Editor** users with appropriate permissions can split an exiting document into a new document.

Launching the Page Editor

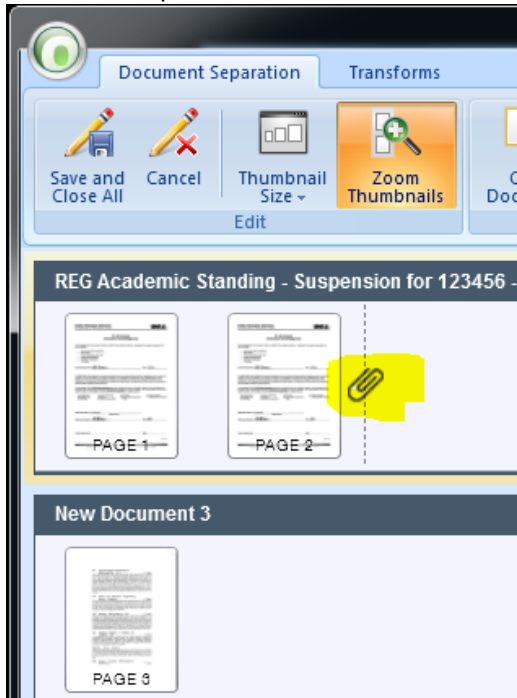
- Log into the OnBase Unity client.
- Open two multiple page Image documents.
- Select the **Image** tab. In the **Modify** section select **Split Document**.



- The **Document Separation** window will open. Hover your mouse between 2 pages of the document. A **Scissors** icon will display, when clicked it will split into a new document.

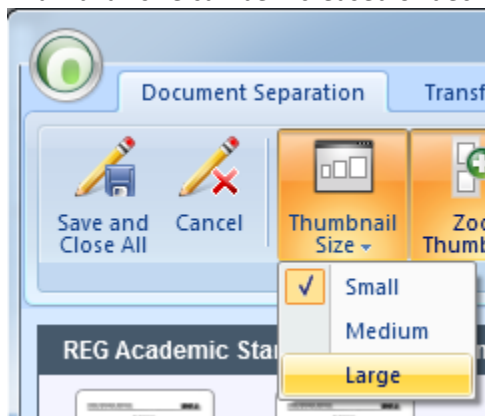


- The original document will now have a **Paper Clip** icon where the split occurred. Clicking on the paper clip will reverse the split.

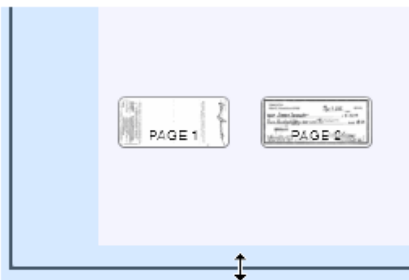


Note: When creating a new document, notes are not copied from the original document to the new document.

- Thumbnail size can be increased or decreased by selected the **Thumbnail Size** button



- Edit keywords and documents as necessary.
- To expand page thumbnails area, place your cursor over the row's bottom border, and click and drag



- Once all editing has been done be sure to elect **Save!**