Document Separation
## (OnBase Unity Client)

Document Separation can be used in the OnBase Unity Client to split, join, append, delete, copy, flip or rotate pages on <u>image</u> documents. PDF documents can't be split. If Document Separation is grayed out and not available, please contact your OnBase team at 620-341-5684.

There are two ways to get to Document Separation after you have a document selected:
- On the Document tab, select Send To, then select Document Separation
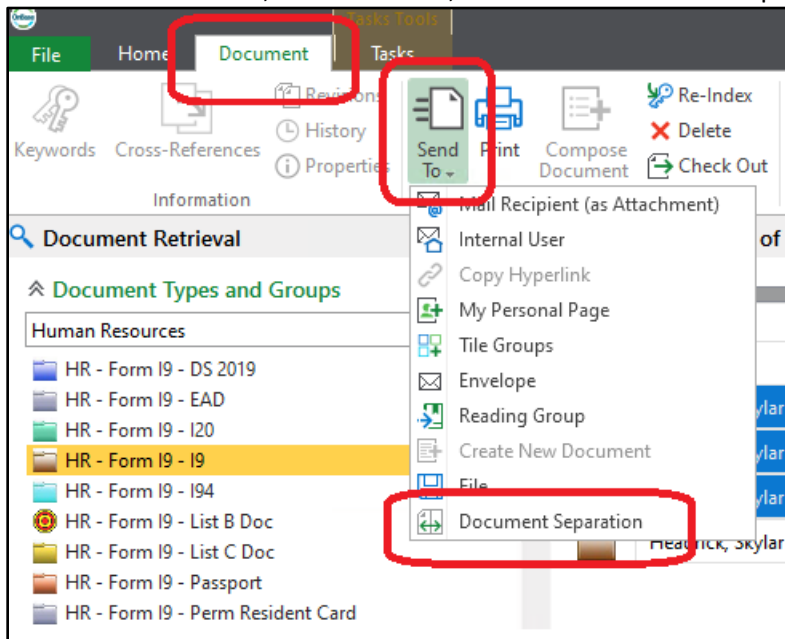
- Right click on the document, Send To, Document Separation. Use this method if you want to highlight several documents at one time, and they will all appear in the Document Separation window.
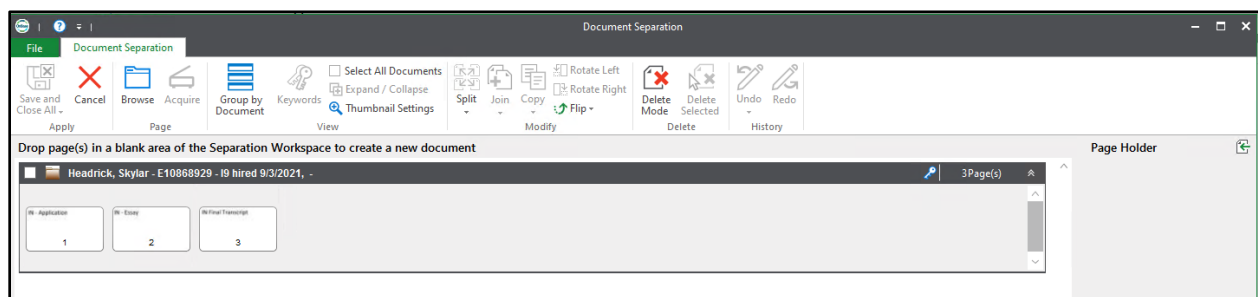
Example of a 3 page document

Move a Page to a New Document

If you left click and drag PAGE 2 into the empty area of the Separation Workspace it will be placed into a new document and removed from the original document.
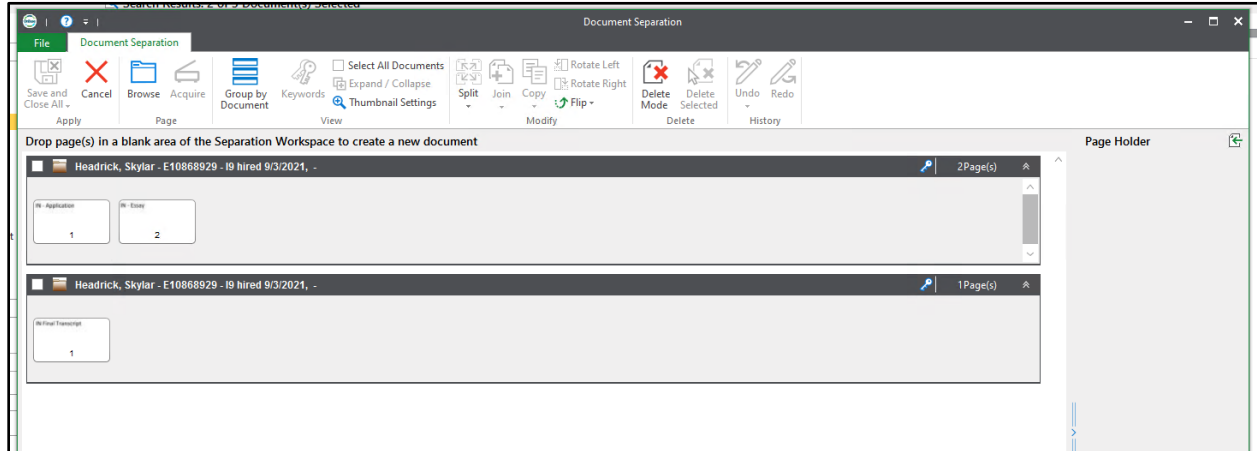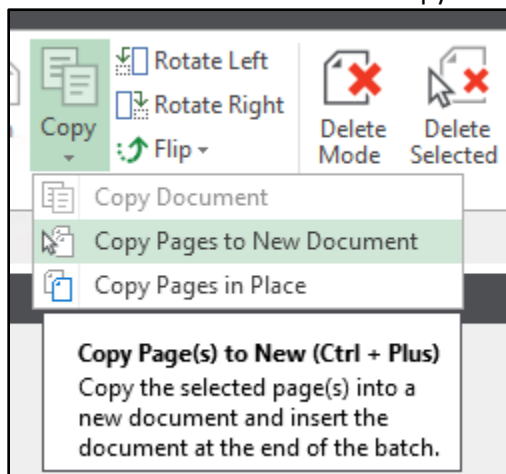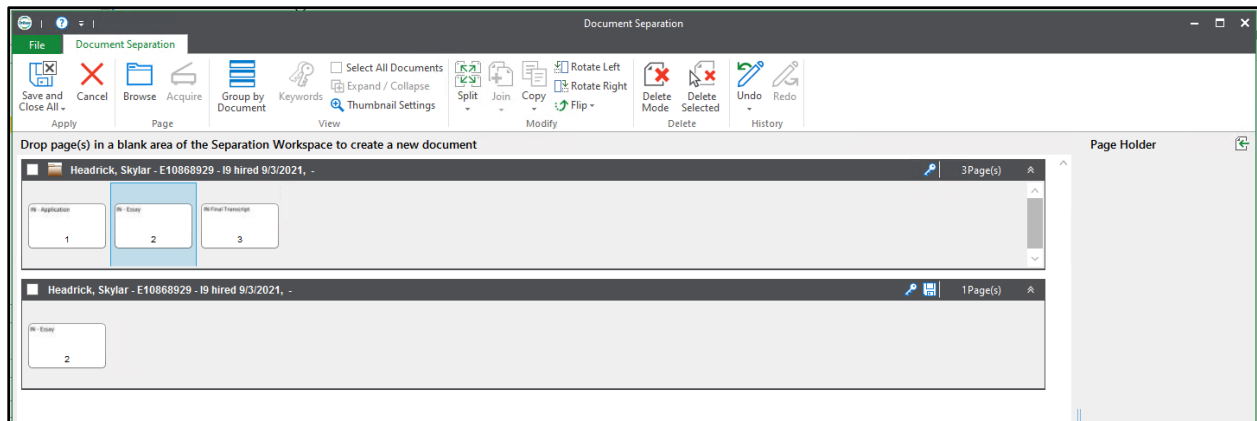

Copy a Page to a New Document

If you wish to keep the page in the original document as well as move it to a separate document you can use the Copy button.

Left click on the page that you want to copy to another document so that it is highlighted (page 2):
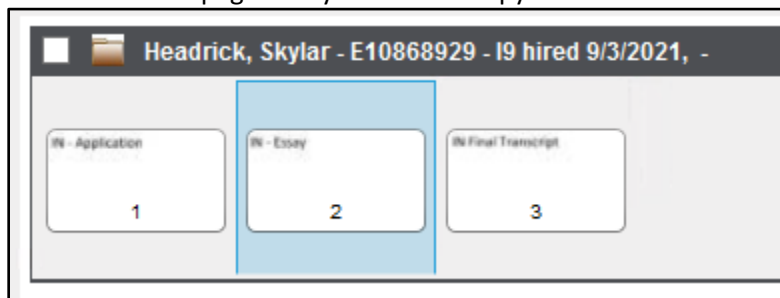
Click the down arrow below the copy menu item and click "Copy Pages to New Document"
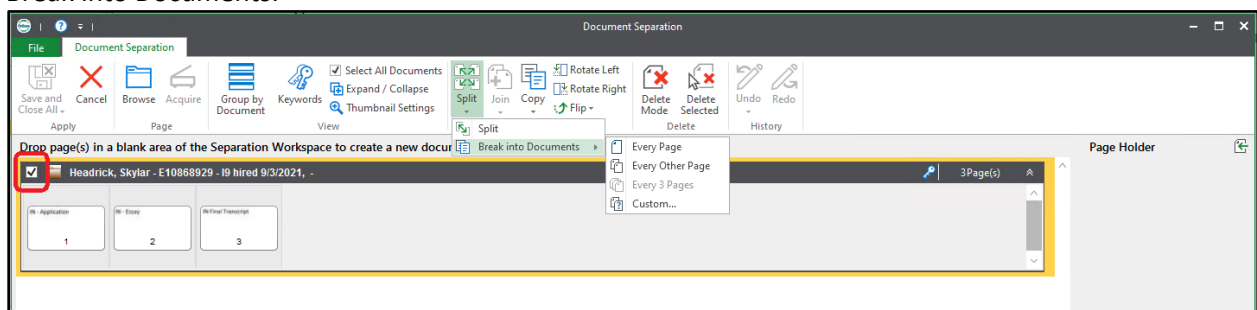
Split a Document

The Document Separation screen also has a splitting tool with several options that may be helpful if you have a large document that has a repeating number of pages that need to be split out to new documents.

Click the check box in the header of the document you have open, then click the Split menu button, Break into Documents:



The options will split the document out as follows:

- Split - Any document in the original document will become its own document.
- Every Page – Any document in the original document will become its own document.
- Every Other Page – Two pages at a time will become a new document.
- Every 3 Pages – Three pages at a time will become a new document.
- Custom… - This allows for a custom set of pages to become a new document.

Join a Document

In the Document retrieval search results you can select multiple documents that you want to combine.
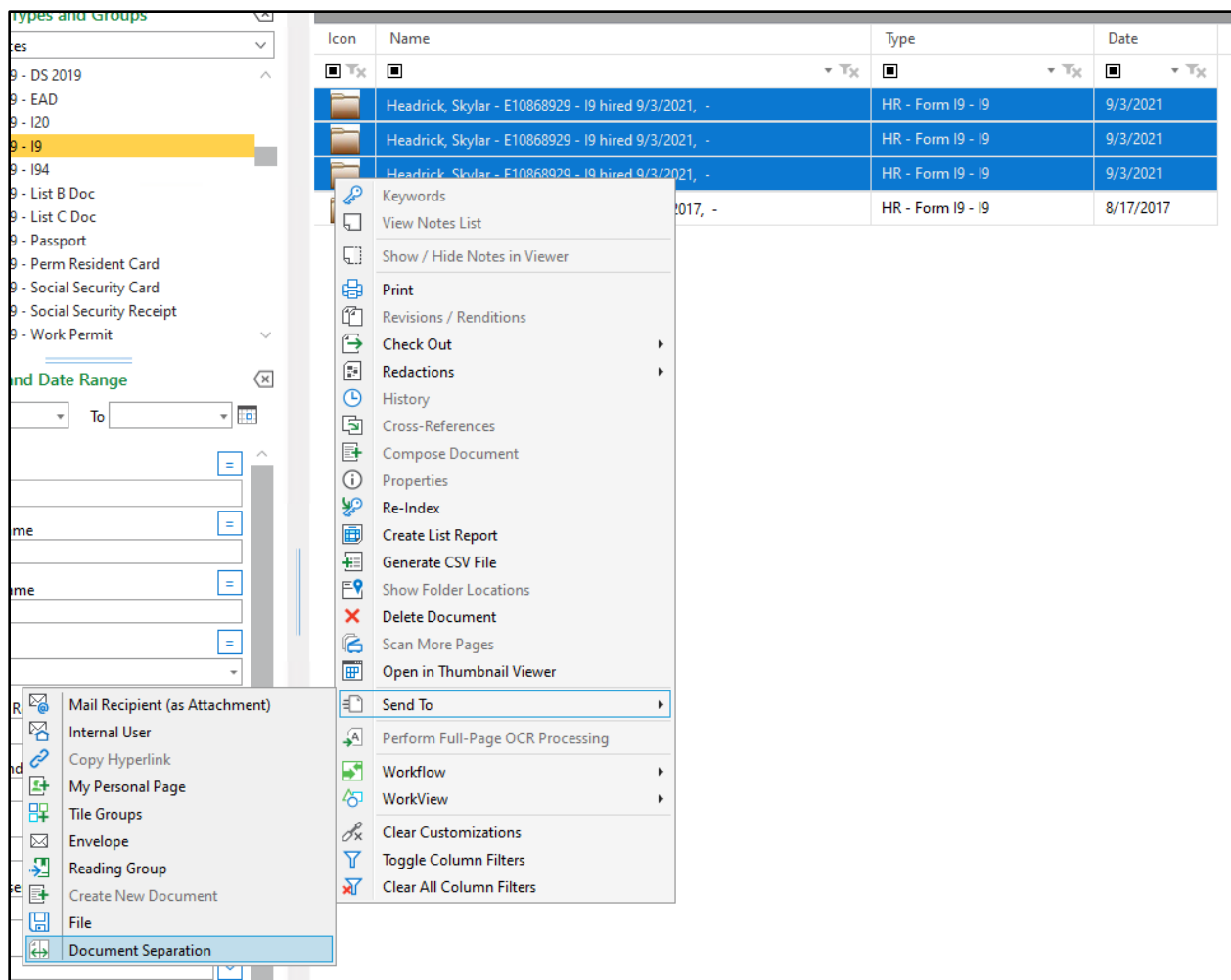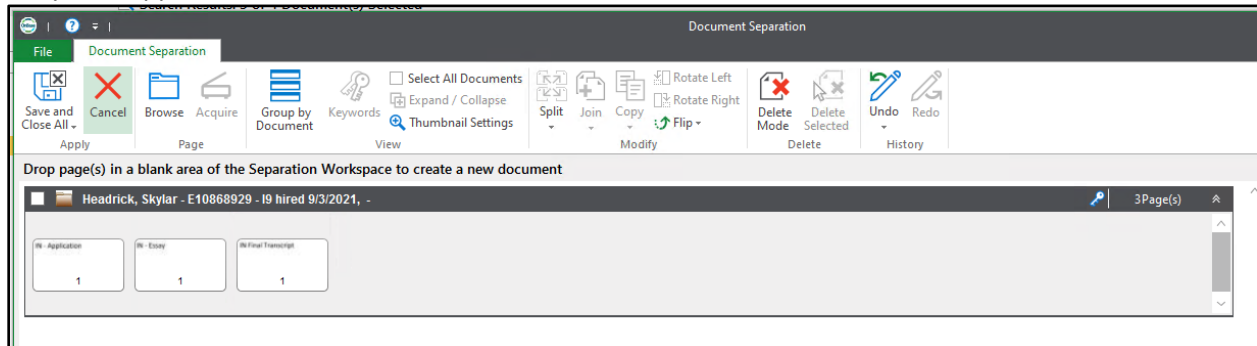
The documents will open up in the document separation window
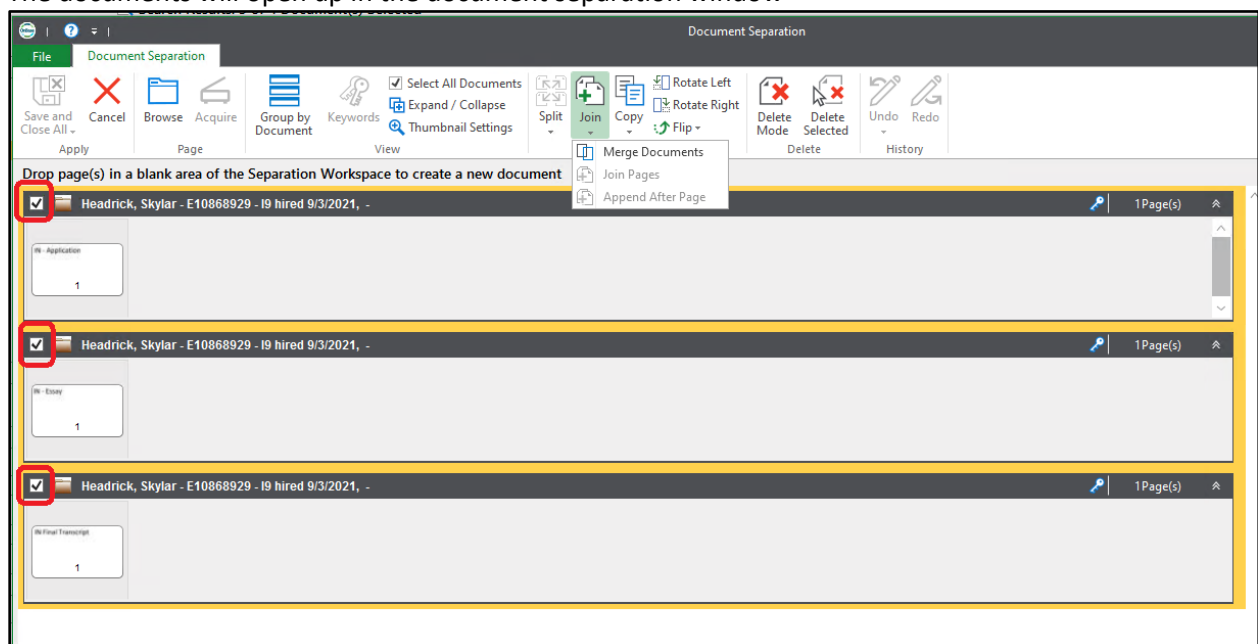
Click the check box in the upper left corner of each document you wish to join into one document.

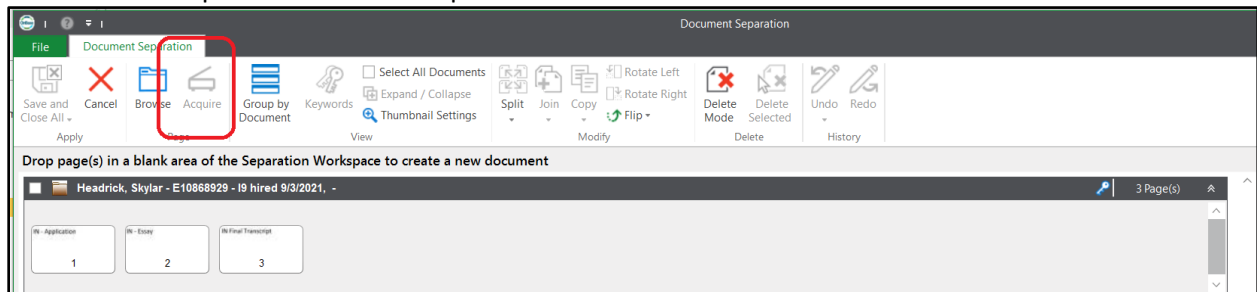Click the arrow below the Join menu button.
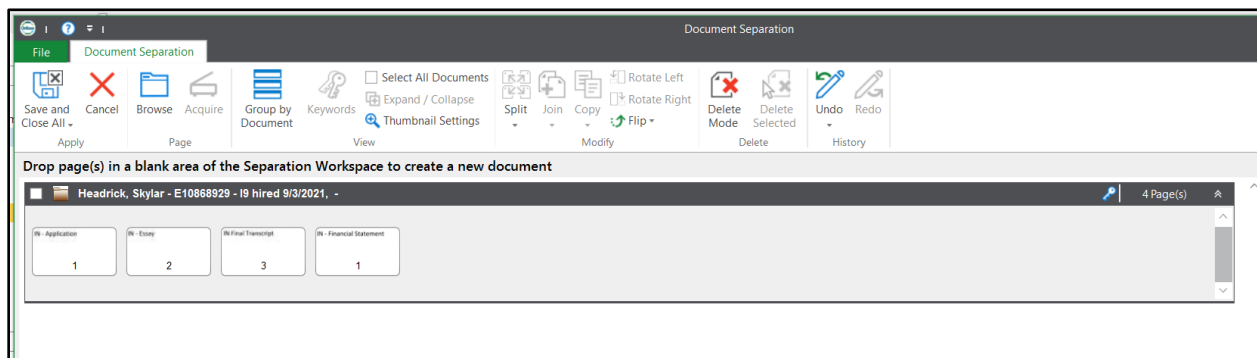Select Merge Documents.

They now appear in one document

Click Save and Close.

Append a new page with Acquire

- Highlight the last page of the original document.
- Load the page you want to add into your scanner.
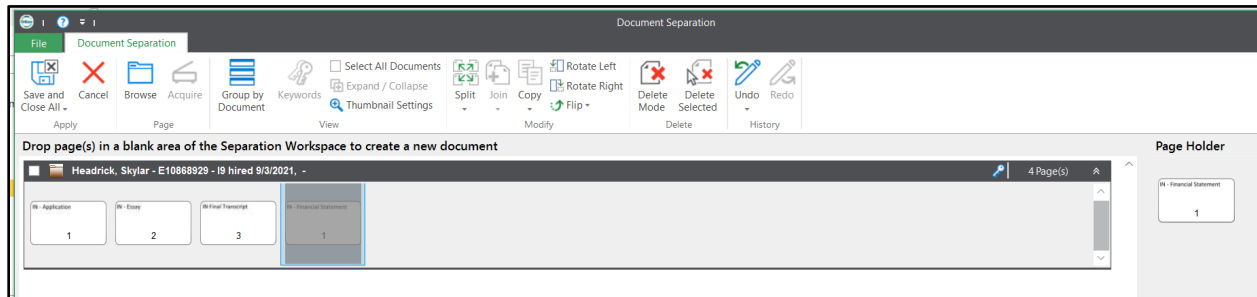- Click Acquire in Document Separation.

If your new page(s) did not append to the existing document, drag and drop them where you want them, then Save and Close All.
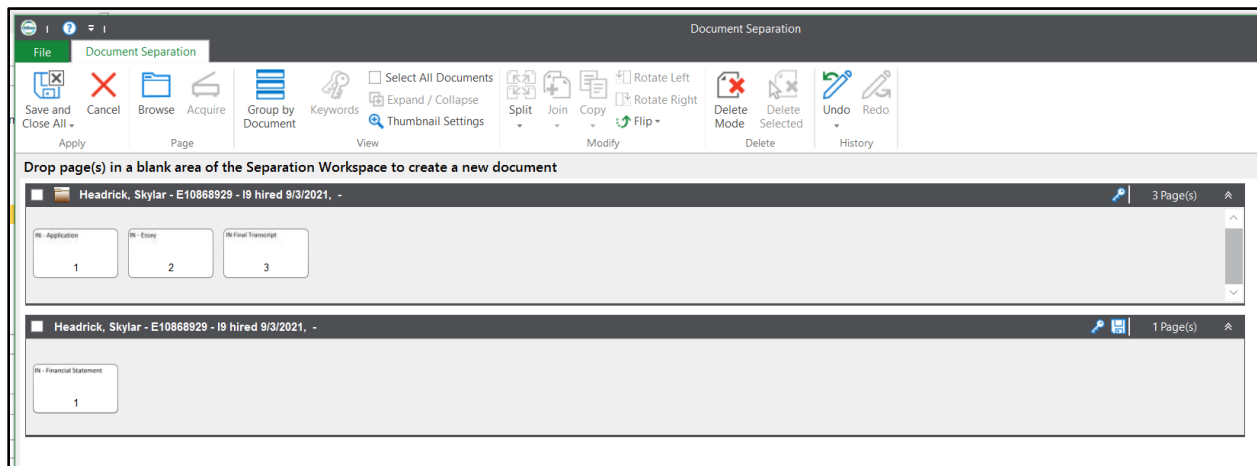
Page Holder

If you don't know how you want your pages organized between your documents, drag and drop pages in the Page Holder.
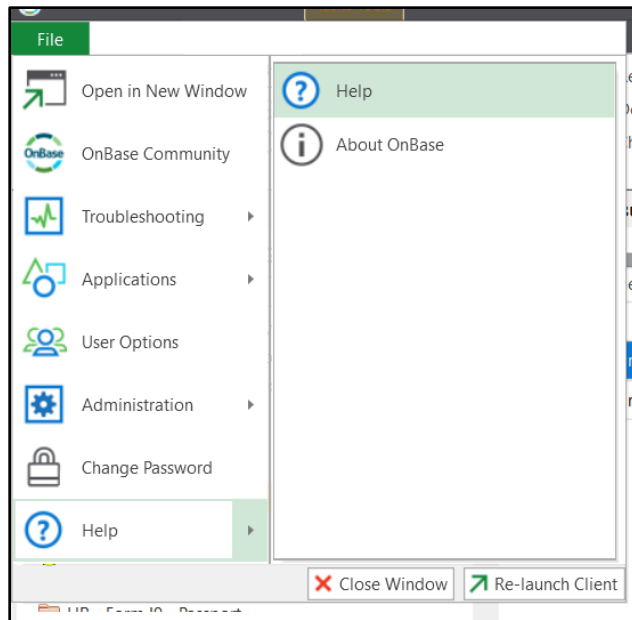

From there you could drop it in empty space to create a new document:

Or arrange any way you want.

The Best Documentation Ever!

For the best documentation on any question you have in OnBase, click the Circle in the upper left corner of the Unity Client, click Help

Then use the Search tab to find the help you need.