



YellowFolder

The Education Documentation Experts

Welcome to Splitting Documents Training

PNE Name, Paperless Nation Engineer

***Please ensure you have used the phone dial in method for audio for this training.
If you have signed in via your computer audio, please switch to your phone audio.***

Splitting Documents



YellowFolder DMS x

Secure | https://dms.yellowfolder.com/Dashboard

YellowFolder The Education Documentation Experts

File Uploads Tools Logout ?

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Tessa Tyler (ttyler.dms@yellowfolder.com)

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Search Advanced Search

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Split Document

Share Document

View Document

Download Document

Edit Document Metadata

Document Metadata

First Name: Betty

Middle Name: Adrienne

Chat with us

Document ID	Assessment Title	Subject	Student Name	MOSIS ID	Campus	District	Test Period	No. Possible	No. Correct	Scale Score	Achievement Level
01243	Missouri End-of-Course Assessment	Algebra I	Armstrong, Leslie	222001243	Anytown High	Anytown ISD	Spring 2011	39	22	200	Proficient
1001243	Missouri End-of-Course Assessment	Government	Armstrong, Leslie	222001243	Anytown High	Anytown ISD	Spring 2011	35	26	211	Proficient
1001243	Missouri End-of-Course Assessment	English I	Armstrong, Leslie	222001243	Anytown High	Anytown ISD	Spring 2011	35	26	211	Proficient

Upon the document you wish to split opening, click "Split Document" button.

Splitting Documents, cont.



This pop-up will appear for you to select the pages to be split from the original document.

Click on the pages of this document you wish to split and a red box will appear around each page selected indicating those to be split from the original.

Split Document

Standardized Testing - Anderson, Betty - 222001240.pdf

Document Type: Standardized Testing

Anderson, Betty - 222001240 ×

Split Document Name: Standardized Testing - Anderson, Betty-222001240

Pages Selected: 1

Split Close

Order By: Campus Name

Active

- Anytown Elementary School
- Anytown High School
- A
 - Anderson, Betty - 222...
 - Attendance
 - Grades And Testing
 - Report Cards
 - Standardized Te...

Document Metadata

First Name: Betty

Middle: Adrienne

Name:

2:43 PM 6/7/2017

Splitting Documents, cont.



To change the location of the selected pages, click the “Document Type” drop down and select the correct folder. Click “Split”.

Standardized Testing - Anderson, Betty - 222001240.pdf

Document Type

Standardized Testing

ac

FN: Allyson	DOB: 2/2/2010
LN: Acosta	GD:
ID: 222001235	WD:
Status: Active	
FN: Zachariah	DOB: 2/17/2010
LN: Calderon	GD:
ID: 222001280	WD:
Status: Active	
FN: Ethan	DOB: 6/18/2006

Split Close

To change the person in which the selected pages need to be filed in, click “X” next to the name. Begin typing the last name of the person and the system will search for the name. Once name appears in list, click the name and it will appear in field. Click “Split”.

Splitting Documents, cont.



Demo of splitting documents:

<https://www.dropbox.com/s/lobu6ijoucjnze5/Bright%20Splitting.mp4?dl=0>

Watch my live demo of splitting documents.

Your turn to try splitting documents. If you do not have a document to split, then just view the steps of how it is done on your own computer.

Any Questions or Needed Additional Support/Training

- Online support can be found at support@yellowfolder.com or recordrequest@yellowfolder.com
- The support helpline number is 214-431-3600 or 844-YELLOW-9 (press 2 to speak with a representative)
- Your YellowFolder Paperless Nation Engineer is **PNE Name** (pne@yellowfolder.com)