



Icecream PDF Split & Merge

User Manual

1. Overview

System requirements

OS

IceCream Media Converter is compatible with the following versions of Windows: Windows XP, Windows Vista, Windows 7, Windows 8 and Windows 10. Double check all the necessary patches and service packs are preinstalled on your computer.

CPU

Intel, AMD or any other compatible processor with at least 1 GHz CPU speed will help you successfully work with IceCream PDF Split&Merge.

RAM

For successful work we recommend to have at least 1GB RAM for Windows 7 и Windows 8. 512 MB will be enough for Windows XP and Vista.

Free disk space

Make sure you have at least 250MB of free disk space to install IceCream PDF Split&Merge and extra 50MB for successful work with PDF files.

Program's features

Splitting into files of 1 page

IceCream PDF Split&Merge allows you to split any PDF document into single pages, each of which will be saved as an isolated file.

Splitting by groups of pages

The program offers a special option that helps you split a document into several groups of pages starting from a specified page. You are supposed to enter the number of page that you want to set as a starting point for splitting and also specify a desired number of pages in each group. For example, if you want to split a document by groups of 3 pages starting from page 4, your output files would come as follows: 1st file that contains pages 4, 5 and 6, 2nd file that contains pages 7, 8, and 9, etc.

Getting rid of certain pages

IceCream PDF Split&Merge supports the option of getting rid of certain pages according to their numbers. You can delete several pages regardless of their position in the original document.

Splitting by page ranges

Unlike the splitting by groups of pages option, this way of splitting PDF documents doesn't have any splitting range limitations. Choosing this option, you can set any desired ranges regardless of the number of pages in the range and whether or not they are overlapping one another. All you need to do is specify the first and the last pages of a desired range.

PDF merge

The program allows you to merge several documents into a single one. There are no limitations and you can merge as many documents as you want.

Drag&Drop support

You can use drag&drop to make the process of splitting and merging easier and quicker. Doing so, you can avoid time consuming file search via Windows explorer – just drag and drop the desired files directly into the working area of the program and start modifying them.

Working with password protected files

IceCream PDF Split&Merge allows users to work with password protected documents. You can split such documents or add them to a merge queue without any limitations. For successful work with this type of documents, enter a valid password after importing them to the program. If you don't know the password or entered an invalid one, you wouldn't be able to modify these documents.

File preview

You can open each file you add for splitting or merging in a separate preview window. The only exception is encrypted files for which a password hasn't been entered yet.

Convenient file naming

The program offers 4 types of splitting operations, and each one has its own type of file naming. If you choose the "Splitting files of 1 page" option, the program would name the new files according to their page numbers: filename_pN, where N stands for the number of page in the original document. In case you are splitting a document by groups of pages, the output file would be named as "filename_pN-M, where N and M stand for the first and the last pages of the range. If you want to get rid of certain pages, the program would create an output file with the same name_edited_year_month_day_h_m_s. Thus, you can easily find the output files created by IceCream PDF Split&Merge.

Choosing output location

The program offers 3 output location options:

Sub folder. The program will create a sub folder in a folder that contains the original document and use this subfolder to save the output files in it.

Original folder. All new files will be saved in a folder that contains the original document.

Select folder. Choosing this option, you can either save an output document into an existing folder on your computer or create a sub folder.

You can learn more about a sub folder choice option in the "Save to" paragraph of the "Program settings" section.

Managing the queue while merging files

When you choose the "Merge" option, all the files that you add for a merge make up a correctable queue. For example, you can delete certain files from the queue and move them up or down to change their positions in the queue.

Quick merge of freshly split files

On the completion of a PDF splitting task, you will see a report window with 3 buttons including one that offers you to "merge results". By pressing this button, you automatically add all the previously split files to a new merge queue.

2. Interface

Main window

After launching the program, you will see a loading window followed by the main window of the program. Since the application offers two ways of working with PDF documents, a user is supposed to choose between the “Split” or “Merge” options prior to importing files. The program has a number of main controls available for both “Split” and “Merge” panels regardless of the chosen option.

Controls

“Split” button - opens the “Split” panel where a user can add a file for a posterior splitting.

“Merge” button - brings you to the “Merge” panel where you can add files for a subsequent merging them into a single PDF document.

“Icecream.me” button - opens IceCreamApps.com website in a default browser.

“Last split/Open folder” button opens the folder that contains the last split documents.

“Last merge/Open folder” button - opens a folder with the last successfully merged files highlighted.

“Help” button opens the latest version of IceCream PDF Split&Merge manual on IceCreamApps.com website in your default browser.

“Settings” button opens the “Settings” panel.

Split panel

You can split your PDF documents in the “Split” panel. For successful splitting, add a new file into the preview area and choose one 4 suggested types of splitting.

File preview area

In this part of the panel a user can see the basic information about the added file (file name, path and the number of pages) and also an “Enter password” option that allows opening the windows for entering passwords for password protected files. In here, you can also preview the documents or delete them from the panel. Learn more about it in the “Add file” section of the manual.

Split type area

IceCream PDF Split&Merge offers 4 different types of splitting, such as splitting into files of 1 page, splitting by groups of pages, getting rid of certain pages, and splitting by page ranges. You can read more about the types of splitting in the “Choose split type” section of this manual.

Merge panel

In this panel, you can merge several PDF files into one. This panel is split in two: the upper one is a queue of files that are supposed to be merged, and the bottom one is the “File settings” panel.

File queue

In the upper part of the Merge panel you can find the ‘Add file’ section where you can add the desired files for subsequent merging. You can also correct the positions of added files and delete them from the queue. You can learn more about it in the “File queue” section of the manual.

Merge settings

In this section of the window you can specify a desired output location and output file name. You can read more about these two parameters in the “Output file settings” section of this manual.

Settings panel

User can access this panel by clicking the “Settings” button in the bottom right corner of the main window. In here, you can specify the default output location for your files and select the language of program’s interface. You can read more details about it in “Program settings”.

3. PDF split

After choosing this section of the program, all the related functionality will become available for the posterior splitting.

Choosing file

Add file

There are two ways of adding a file to program's preview area: via Windows explorer and by drag&drop. To open the explorer, just click on the "Add file" button in the middle of the preview zone. For your convenience, the explorer only displays PDF files. Once the desired file is found and chosen, simply click the "Open" button and your file will be displayed in the preview area.

Alternatively, you can just drag and drop the needed file into the program's window and it will be immediately displayed in the preview area.

Preview

When the file is added in the preview area, you will see some related information, such as file name, path, total number of pages, and a thumbnail of the first page of the document.

File preview

There is a "Preview" button in the bottom right corner of the preview area. Click on it to open a preview window for an added document. Use a scrollbar to view all the pages in the document.

Working with password protected files

IceCream PDF Split&Merge allows you to work with password protected files. It's possible to not only split such files but also to add them to a merge queue. You can read more about it in the "Password" paragraph of the "File queue" section. When you add a password protected file, you can only see its name and path while the rest of the information is unavailable. Click on "Enter password" to open a dialog window for entering a password. Make sure that the necessary keyboard layout registry is activated and Caps Lock is off prior to entering a password. If you specified a wrong password, the program would show you a corresponding message and bring you back to the initial preview area. If the entered password is valid, you will see full file data described in the "Preview" section of Choosing file part of this manual.

Canceling file choice

The "Delete" button is located to the right of the "Preview" button. Click on it to delete the added file from the preview zone.

Choosing split type

IceCream PDF Split&Merge offers 4 types of splitting. You can apply only one type at a time.

Splitting into files of 1 page

This type of splitting allows you to save each page of the original document as a separate file. As a result, you will get a certain number of new documents equal to the number of pages in the input file.

Splitting into groups of N pages

This type of splitting allows you to split a document into several groups of an equal number of pages. To configure this option, you are supposed to enter two values: the first one is a desired number of pages in each file, and the second one is a sequence number of page you want to start splitting from. You should specify these two values in the suggested fields to start splitting.

Getting rid of certain pages

This type of splitting allows you to delete some pages from the original document. To delete the unnecessary pages, each one should be added to the deletion list. To do that, enter the number of a page in the suggested box and press the “Add page” button. The added pages will appear down below as red labels with the numbers of pages on them. If you want to delete a certain page from the list, click on the “Delete” button on a corresponding label. To delete all the added pages, press the “Clear all” button to the right of the split type area.

Splitting by page ranges

This option allows a user to set custom interval values and save them as isolated files. You should set the desired intervals by specifying the numbers of its first and the last pages and press the “Add range” button. You can set several ranges even if they are overlapping one another. Each interval would be displayed as a red label with a corresponding range mark. If you want to delete a certain interval, click on the “Delete” button on a corresponding label. To delete all the added ranges, press the “Clear all” button to the right of the split type area.

Choosing the output location

This setting’s default value is similar to one set in the “Program settings” panel. However, you can change this value for a current operation before splitting the file. Users are allowed to choose from 3 output saving variation options (more on them in the “Program settings” section)

Start splitting

To start splitting your PDF document according to the preset parameters, you should press the “Split” button at the bottom right. On the completion, the program will show a new window with a message about a successful completion of the task. The window has 3 buttons:

“OK” button – closes the message and go back to the “Split” panel.

“Open” button – opens a folder that contains the output files.

“Merge results” – adds all the output files in a merge queue section of the “Merge” panel.

4. PDF merge

Add file

To add a file to a merge queue using a Windows explorer, click on the ‘Add file’ button in the middle of a queue area. Once the first file is added, the queue will transform into a table. You can add more files with Windows explorer by clicking on the “Add file” button that looks like a “+” icon in the upper right part of the queue area. To make the process easier and quicker, explorer only displays PDF files. All you need to do is select the desired file and press the “Open” button. After that, the file will be added to the end of the queue.

You can also add files by dragging and dropping them into the working area of the program.

File queue

Once the first file is added for subsequent merging, you will see the “Queue” section that looks like a table in the upper part of the “Merge” window. Note that the queue can be formed with a single document, but in this case no merging can be possibly performed. For successful merging, you need to add at least 2 PDF files to this queue.

You can see the following data in the queue table: sequence number of a file in the queue, file name, number of pages, password information, “Preview” button and “Remove from queue” button.

File position in the queue

You can see a sequence number of each item in the leftmost column of the table. All the added files will be queued one after another. You can move them to change their position in the queue – to do that, highlight the file that you want to move and use the “up” and “down” buttons located to the right of the queue table. You can also drag and drop the file to a desired place in the queue. Note that the sequence of the rest of files in the queue remains unchanged as you are moving a certain file.

Number of pages

You can see the number of pages for each document in the queue in a corresponding column of the queue table. The only exceptions are password protected files – you will be able to see their number of pages only after entering a valid password to each one of them. Until then, you would see a question mark in the “Pages” column of the chart.

Password

The “Password” column for working with encrypted files is located to the right of the “Pages” column in the queue chart. If an added document isn’t password protected, this column would have an “OK” value. In case you added a password protected PDF document, you would see a clickable “Enter password” message in the “Password” column. Click on it and you’ll see a window with password box where you can enter password for selected file. You can also enter a password after starting the merging process, but in this case the total number of pages would be calculated inaccurately: particularly, the program would calculate a total number of pages excluding those of password protected files. If you choose to insert password while merging, you will be asked to insert it after you press “Merge” button. If you don’t enter a password, the program would ignore this document while merging

Preview

When all the files are added and passwords specified (if necessary), you can preview the document by clicking on the “Preview” button that looks like a magnifier glass icon. Use a scrollbar to scroll down and view the entire document.

Delete files from the queue

To delete a certain file from the queue, press a trash bin icon in front of a chosen file. After that, the sequence of the rest of queued files will remain unchanged.

Output file settings

Once the queue is formed and corrected, you can skip to such output file settings as its name and location.

Output folder

Right under the queue area you can find a field for choosing a location for a merged file. It is saved to your desktop by default, but you can change this location in two ways:

1. Press the folder icon to open Windows explorer and use it to find a desired output folder on your computer. After that, click on it and press “Open”.
2. Type in the path of a desired folder manually.

File name

The program’s default name for each merged file will look as the following: merged_year_moth_day_h_m_s. However, you can change the name by typing it in the “Filename” box.

N.B: .pdf extension will remain unchanged after renaming a file.

Start PDF merging

Once the queue is all set up, you can initiate the merging process.

You can see a total number of pages indicator to the right of the output file settings. In order to calculate them right, make sure you entered valid passwords for all password protected files in the queue.

To start merging, press the “Merge” button. If you didn’t enter passwords for password protected files, you can do it now – you’ll be suggested to enter them into corresponding boxes, skip this step for a certain protected document, or skip all the encrypted files in the queue.

5. Program settings

By pressing the “Settings” button in the bottom right corner of the program, you will be able to access the “Settings” panel and set the default configurations.

Save to

There are 3 available output location options that will be applicable to all new files created via the “Split” panel. If you create a file via the “Merge” panel, you are supposed to select the output folder manually.

Subfolder

After choosing this option, the program will automatically create a new subfolder named as “split_filename” in a folder that contains the original file. All the output split files will be saved in this subfolder.

Original folder

All new files will be saved in the original folder that contains the document that you are splitting.

Select folder

This option allows you to save output documents in any desired folder on your computer.

N.B: you can read more about file names in the “Choosing output location” section of the manual.

Language

The interface of IceCream Split&Merge is available in the following languages: English, Russian, German, French, Spanish, Italian, Portuguese, and others. Click on a desired language and it will be applied to the interface of the program after clicking on the “Save settings” button.

Thank you for choosing Icecream Apps!

If you have any questions left please contact our support team at
support@icecreamapps.com