

# Split dialog box

Use this dialog box to split or divide up a document so that you can print it in multiple steps or on multiple presses.

The Split dialog box can only be used to split documents that have a status of "ready to print" or "planned".

For example, if you need to print a document that has 250 pages, you may want to split the document into two parts so that 125 copies print on one press and the other 125 copies print on another press. Another example may be that you want to print 125 copies now using one type of press and print the remaining 125 copies later on another press.

Field /Option	Description
Split Document into Parts	Type or use the up/down arrows to split the document into two parts (minimum) or up to six parts (maximum).
Copies	Type or use the up/down arrows to select the number of copies of the document that you want to print.
Name	Indicates the names of the document. Since you are splitting the document, type a new name for the document. You can change the name if you want. If you do, the name of the document is changed and it is updated in other software applications such as Workshop and Dashboard.
Target Press	Use the up/down arrows to select the press that you want to print the document.