

Doc Break Apart FAQ

Last Modified on 09/04/2026 11:09 am EDT

Break Apart splits one doc into several, drops the pages you don't want, and names each new doc as you go. Answers to the common questions about splitting docs, deleting pages, and who's allowed to do it.

How do I delete a page from a document?

Break the doc apart and leave that page out. Split the doc into ranges, click [X] beside the range holding the unwanted page, and save. If you want a single file again afterward, merge the pieces back together.

Where is the break apart option?

On the doc's own gear menu. Click the doc's [Gear], then [Break Apart] — the same way from a transaction and from the Unassigned page.

Can agents break apart docs, or is it admin-only?

Agents can, within limits. An agent with the upload docs permission can break apart their own unassigned docs, and one with the assign docs permission can break apart their own unreviewed docs on a transaction. Once an admin assigns or reviews a doc, breaking it apart becomes an admin action — and an agent can email an admin from the transaction to ask.

Can I use the same page in two different docs?

Yes — that's what [Manual Mode] is for. Split the doc as far as the scissors allow, switch to Manual Mode, and set overlapping first and last pages by hand.

Does breaking apart delete the original doc?

Only if you check [Delete original doc]. Leave it unchecked and the source file stays on the transaction while you confirm the new docs came out right.

Can I break apart an unassigned doc, before it's on a transaction?

Yes. The tool works the same way from the Unassigned page, which is often the tidiest place to sort a scanned stack before any of it is assigned.

Can I save a break-apart layout and reuse it?

Yes — as a break apart template. If your office scans the same set of docs in the same order each time, that configuration can be saved while you break a doc apart, then reapplied later.

Can I reorder the pages inside a doc without splitting it?

Not on its own today. Pages are rearranged inside the break-apart view by dragging them, so reordering happens as part of that flow. Several offices have asked for standalone page reordering, and the request is with our development team.

Why does the split line drop below the page?

Your browser is zoomed past 100%. Press `Ctrl+0` on Windows or `Cmd+0` on a Mac to reset the zoom, and the layout falls back into place.

Learn More

One scanned stack, many documents. Break a doc apart to split it into separate docs, pull out the pages you need, and name each one as you go.

See [Doc Break Apart](#)

Still Have Questions?

Didn't find your answer above? Email us at help@paperlesspipeline.com and we'll help.
