Fix a Single Page in a Document Already in Pipeline

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Page four came through unsigned and the other nineteen are fine. Break the document apart around the bad page, then merge it back together — no rescanning the whole packet.

Introduction

There's no page editor in Pipeline and no replace-page action, which sounds like it settles the question. It doesn't, because the two tools you already have combine into exactly that: Break Apart cuts a document wherever you say, and Merge Docs puts pieces back together in whatever order you drag them into.

So the round trip is always the same shape: cut the original on both sides of the page you're dealing with, drop or replace that piece, then merge what's left back into one clean file. It works for a missing signature, a page that scanned upside down, a page in the wrong place, or a page that shouldn't be there at all.

It's a few more clicks than a replace button would be. It's a great deal fewer than reprinting, re-signing and rescanning twenty pages.

When to Use This

- One page of a multi-page document is missing a signature or an initial.
- You need to delete a single page out of a document without losing the rest.
- A page is in the wrong position and you want to move it.
- A merged packet came out with a page duplicated in it.
- One page in a document is sideways and the rest are fine.

1. Upload the Corrected Page as Its Own Document

If you're substituting a page rather than just removing one, get the replacement into Pipeline first, on the same transaction, as its own single-page document. Having it already there is what makes the merge in step 3 a single pass.

Drag a stack of PDFs in or pick them from your computer — docs go straight onto a transaction, or into Unassigned to file later.

See Uploading Docs

2. Cut the Original Around the Bad Page

Break the document apart at the boundaries of the page you're dealing with: a cut before it and a cut after it, leaving three pieces — everything before, the page itself, everything after. Drop the middle piece if you're removing or replacing it.

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

> Cutting with the same start and end page pulls out one page on its own, which is also the fastest way to send a single page off for a signature without touching the rest of the document.

3. Put the Pieces Back Together in Order

Merge the pieces — the front section, the corrected page, the back section — dragging them into the order you want before you save. Tick the option to delete the originals so you're left with one clean document instead of a transaction full of fragments.

Combine several PDFs into one clean document, named the way your office names things, whether they're already on a transaction or still waiting in *Unassigned*.

See Doc Merge

> Password-protected PDFs and PDFs saved in an old format will throw a server error rather than merging. If a document refuses, open it and print it to a new PDF, then upload that copy and try again — reformatting fixes almost every one of these.

4. Rotate Instead, When That's All That's Wrong

Turning a page the right way up is its own action and doesn't need any of the above — the rotation saves permanently and everyone sees it that way from then on.

Uploaded sideways or upside down? Two clicks turn a doc the right way up, and it stays that way for everyone.

See Doc Rotation

> There's no batch rotate. When a whole stack came in sideways, merge them into one document, rotate it once, and break it back apart — the same cut-and-rejoin trick, used the other way round.