

PDFExplode User Guide



This tutorial covers the following topics

- Can PDFExplode work with any PDF?
- How to extract a single chapter from a PDF
- How to rename and extract all chapters as separate PDFs
- How to work efficiently using keyboard shortcuts

Exploding the Scrivener 3 User Manual

In this tutorial, we will explode a 880-page PDF document into several PDFs, one for each of the 26 chapters in the original PDF. The PDF selected for this exercise is the Scrivener 3 User Manual, which is available for download from the [Scrivener support page](#). Scrivener is an excellent app for writers, and is available on the Mac App Store.

Figure 1. Properties of Scrivener 3 User Manual PDF

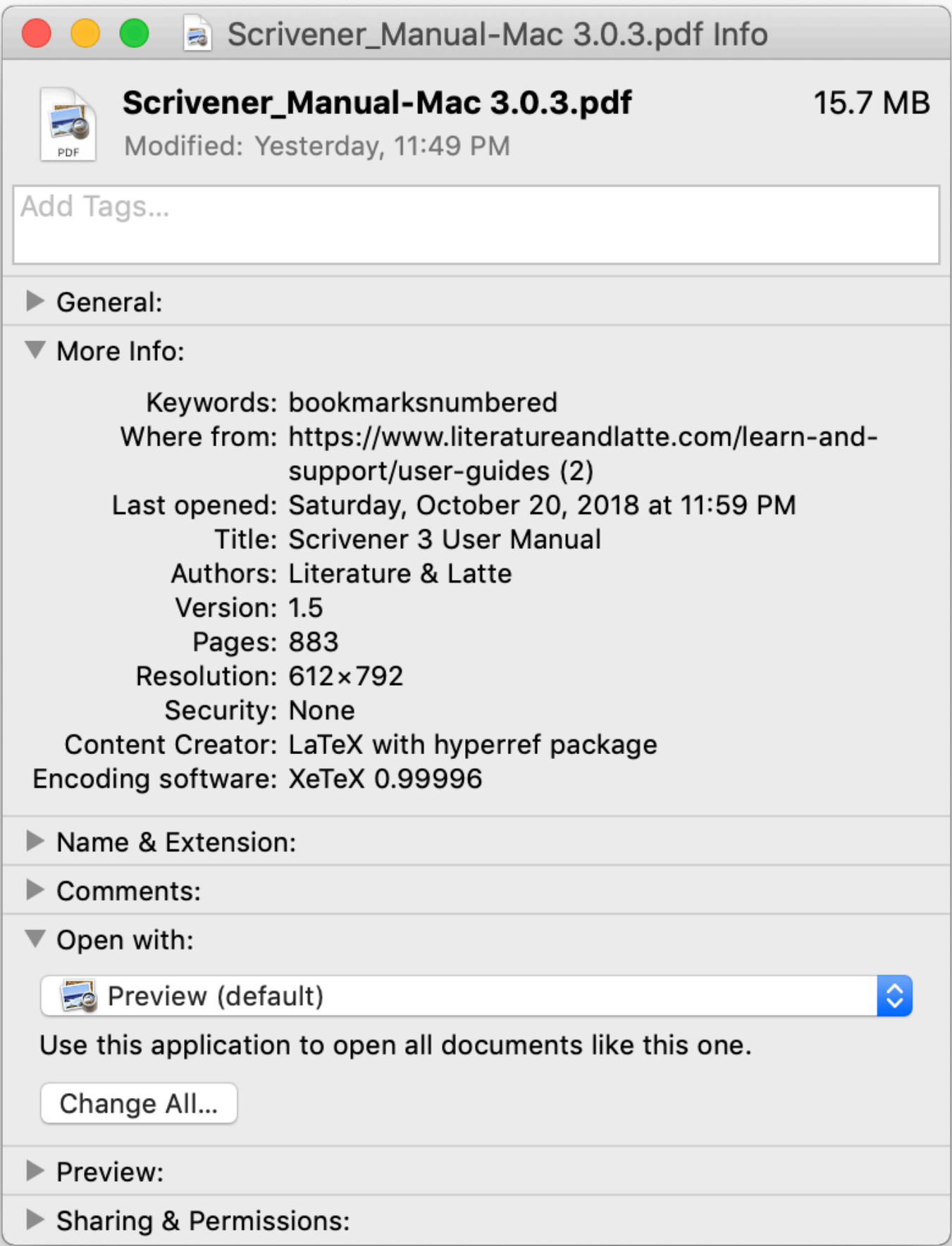
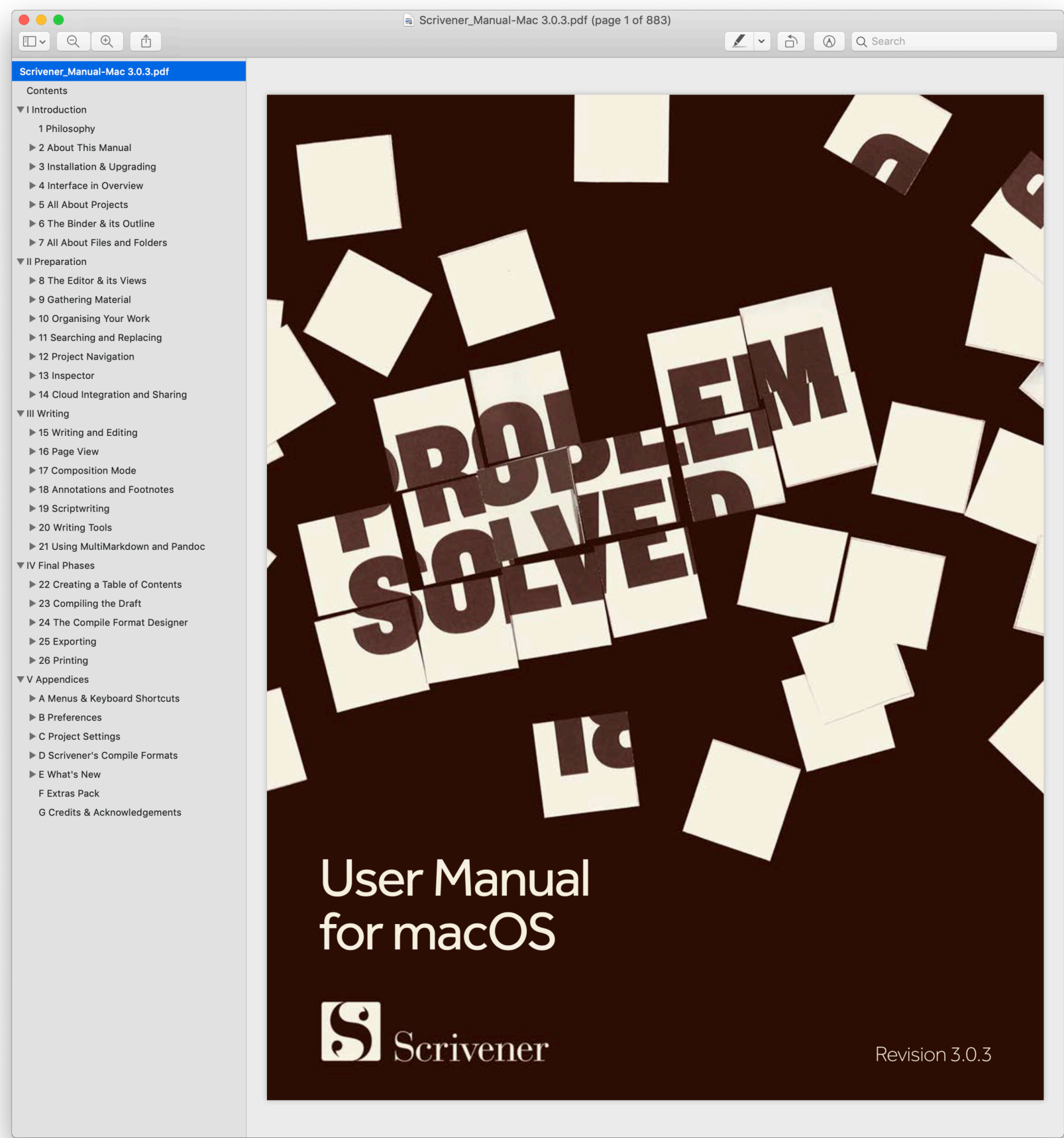


Figure 1 shows that the Scrivener Manual PDF does not have security settings applied to it. This is important because **PDFExplode is unable to process locked or encrypted PDFs**. In Figure 2, we've opened the Scrivener Manual in Preview.app and enabled the Table of Contents sidebar (via the View menu). The Scrivener Manual has a detailed Table of Contents (TOC), which defines chapters and sections within the document.

PDFExplode can create PDFs out of any TOC entry.

When PDFExplode attempts to open a PDF that does not have an embedded TOC, you will be shown an alert. The alert will provide a link to PDFOutliner, a cost-effective utility for macOS that can automatically construct a TOC for your PDF by detecting the flow of font changes in the PDF. PDFOutliner is sold separately on the Mac App Store.

Figure 2. Scrivener Manual opened in Preview.app on macOS 10.14. Professionally-produced PDFs usually contain a table of contents, seen here in the left sidebar.



When you launch PDFExplode, you will see the screen in Figure 3. Simply drag a PDF into the main view, or use the File → Open... command, or use the Open button on the toolbar, to have PDFExplode open the Scrivener User Manual.

PDFExplode reads and displays the TOC embedded in the PDF (Figure 5). Note that the grey triangles to the left of certain TOC entries in the first column enable you to expand the listing and dig into deeper “levels” of the TOC.

In PDFExplode, any TOC entry can be marked for export as a separate PDF to a folder using the second column titled “Mark”. The filename of the exported PDF corresponds to the text shown in the first column, which is editable. The last two columns show the range of pages exported corresponding to each TOC entry. For example, if any high-level TOC entry is exported, the page range corresponds to the range of all its child TOC entries.

***PDFExplode** preserves any nested TOC entries and PDF annotations from the original PDF in the exported PDFs.*

Figure 3. PDFExplode window when launched

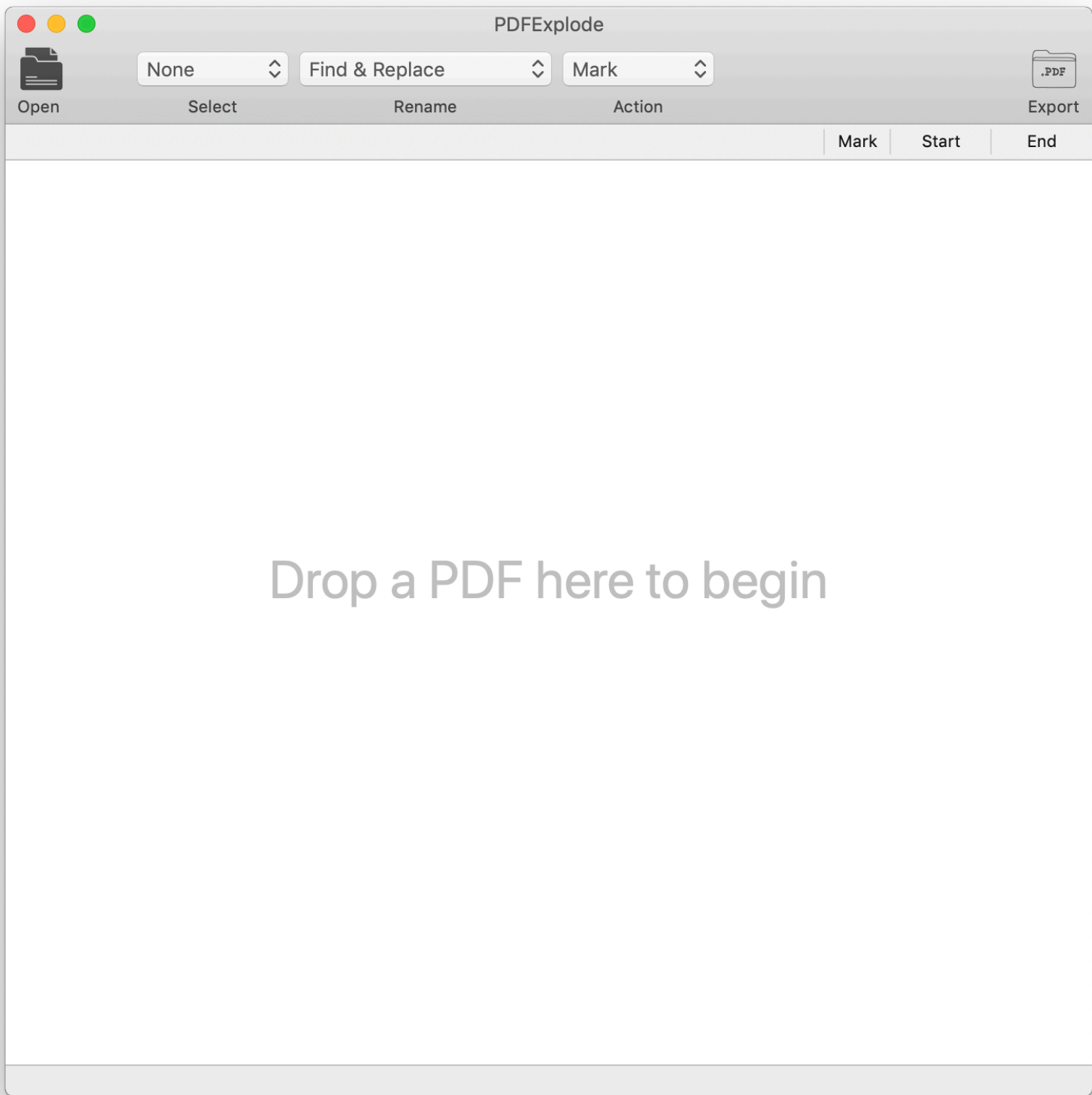
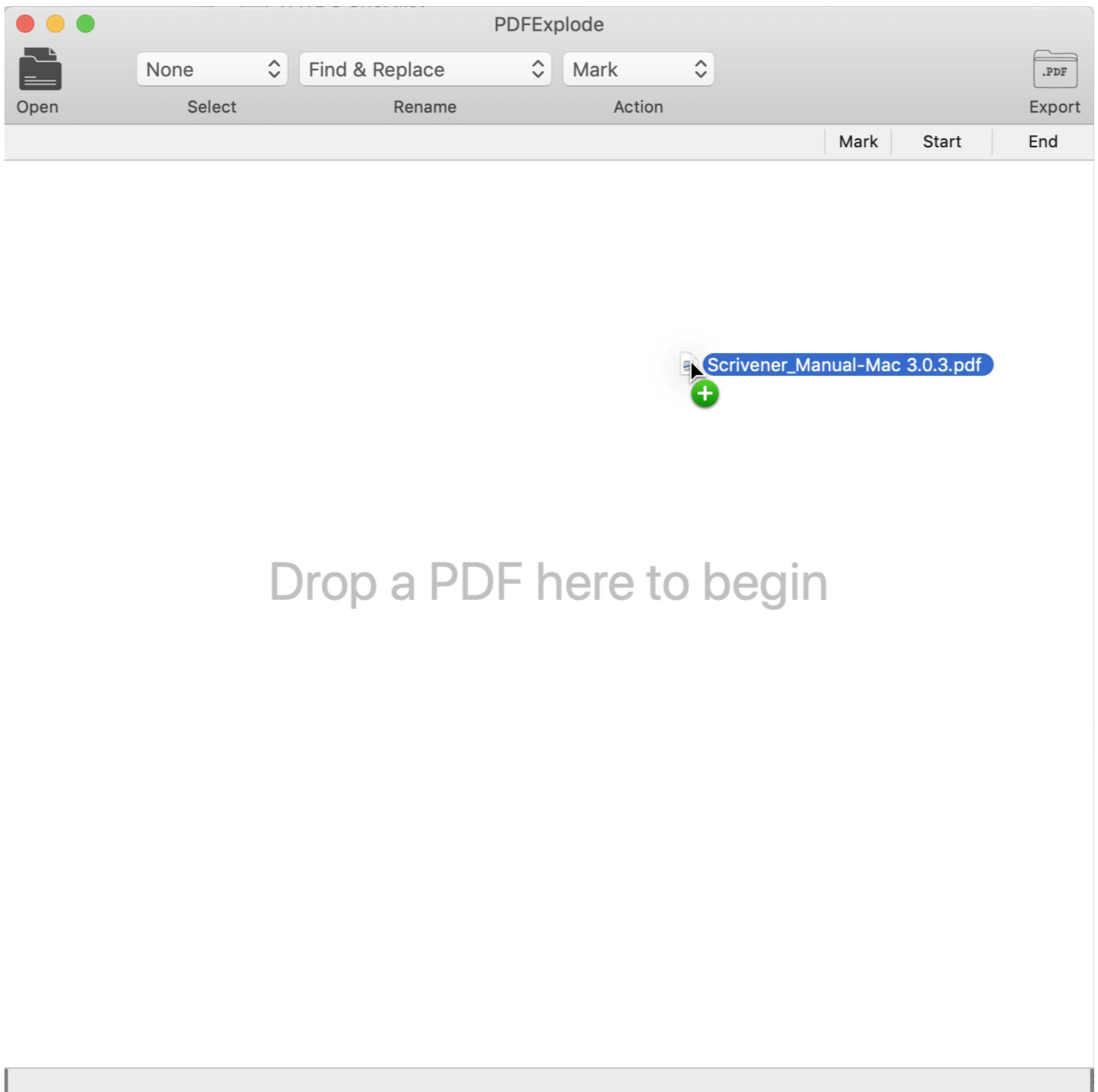




Figure 4. Drag Scrivener Manual into PDFExplode to Open



In PDFExplode, you can **double-click** on any TOC entry to create a new PDF in a temporary directory. The new PDF automatically opens in the default PDF viewer (Preview.app in Figure 6). In this case, we double-clicked on the "Preparation" TOC entry from the Scrivener Manual which contains several child TOC entries, all of which are faithfully recreated in the newly generated PDF (to see the TOC, ensure that View → Table of Contents is enabled in Preview.app)

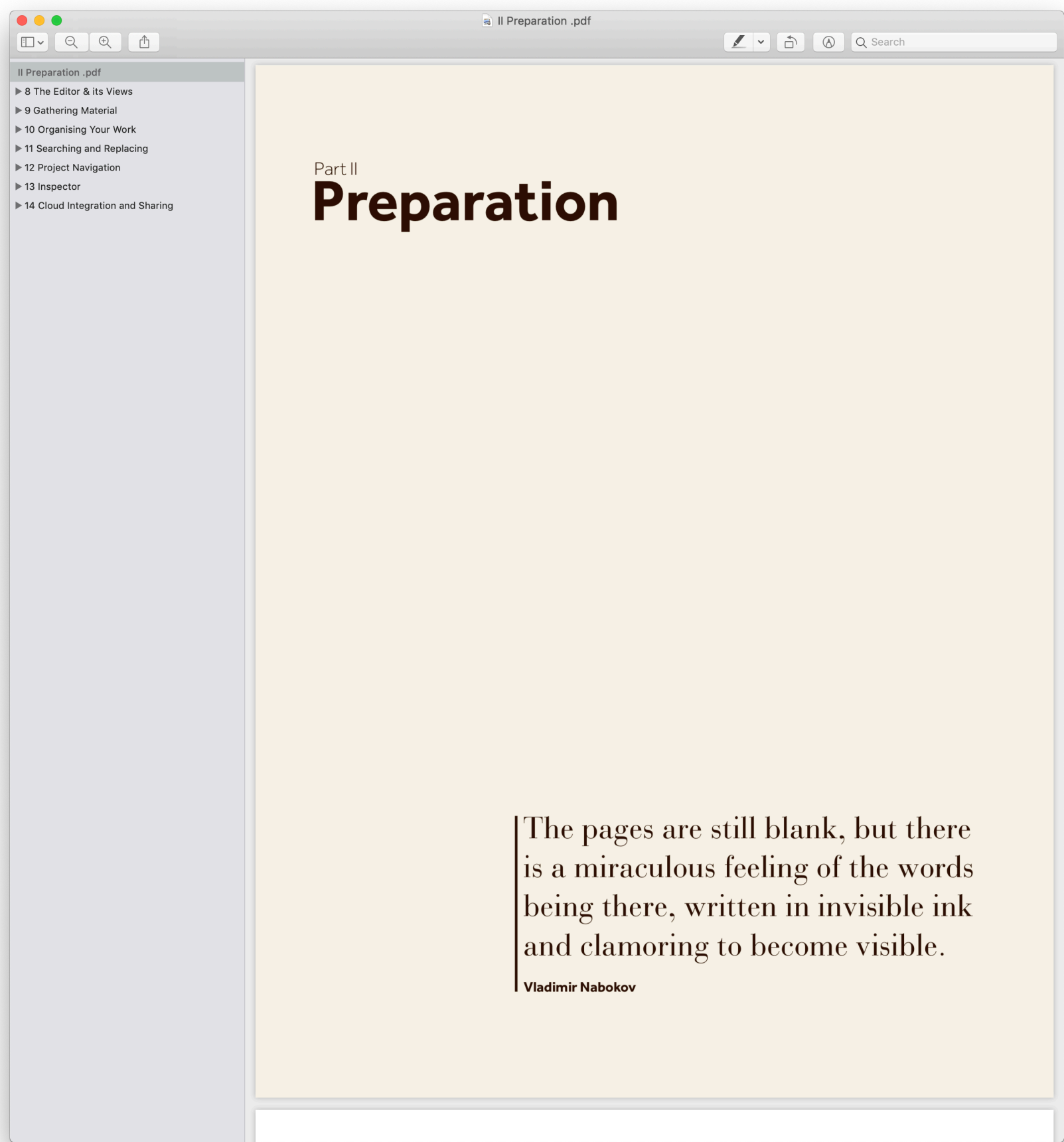
Troubleshooting Tip: For TOC entries where the content does not end at the bottom of a page, potentially for level 3 or level 4 TOC entries, the PDF generated by the double click may exclude the last page of the section. If so, hold down the Command ⌘ key while double-clicking to include the last page of the section correctly.

Figure 5. PDFExplode reads & displays the TOC embedded in the PDF

Scrivener_Manual-Mac 3.0.3.pdf			
	None	Find & Replace	Mark
Open	Select	Rename	Action
			
			Export
	Mark	Start	End
Contents	<input type="checkbox"/>	iv	1
▼ I Introduction	<input type="checkbox"/>	1	138
1 Philosophy	<input type="checkbox"/>	2	5
▶ 2 About This Manual	<input type="checkbox"/>	5	11
▶ 3 Installation & Upgrading	<input type="checkbox"/>	11	22
▶ 4 Interface in Overview	<input type="checkbox"/>	22	56
▶ 5 All About Projects	<input type="checkbox"/>	56	88
▶ 6 The Binder & its Outline	<input type="checkbox"/>	88	112
▶ 7 All About Files and Folders	<input type="checkbox"/>	112	138
▼ II Preparation	<input type="checkbox"/>	138	369
▶ 8 The Editor & its Views	<input type="checkbox"/>	140	187
▶ 9 Gathering Material	<input type="checkbox"/>	187	203
▶ 10 Organising Your Work	<input type="checkbox"/>	203	251
▶ 11 Searching and Replacing	<input type="checkbox"/>	251	281
▶ 12 Project Navigation	<input type="checkbox"/>	281	312
▶ 13 Inspector	<input type="checkbox"/>	312	344
▶ 14 Cloud Integration and Sharing	<input type="checkbox"/>	344	369
▼ III Writing	<input type="checkbox"/>	369	543
▶ 15 Writing and Editing	<input type="checkbox"/>	371	439
▶ 16 Page View	<input type="checkbox"/>	439	442
▶ 17 Composition Mode	<input type="checkbox"/>	442	449
▶ 18 Annotations and Footnotes	<input type="checkbox"/>	449	476
▶ 19 Scriptwriting	<input type="checkbox"/>	476	497
▶ 20 Writing Tools	<input type="checkbox"/>	497	519
▶ 21 Using MultiMarkdown and Pandoc	<input type="checkbox"/>	519	543
▼ IV Final Phases	<input type="checkbox"/>	543	687
▶ 22 Creating a Table of Contents	<input type="checkbox"/>	545	549
▶ 23 Compiling the Draft	<input type="checkbox"/>	549	596
▶ 24 The Compile Format Designer	<input type="checkbox"/>	596	673
▶ 25 Exporting	<input type="checkbox"/>	673	679
▶ 26 Printing	<input type="checkbox"/>	679	687
▶ V Appendices	<input type="checkbox"/>	687	Last

Loaded Table of Contents from PDF.

Figure 6. Double-click on any TOC entry to immediately extract that TOC item as a new PDF (saved in a temporary directory)



Now, let's look at the three drop-down controls on the toolbar in PDFExplode. These three controls are labeled "Select", "Rename" and "Action".

- The **Select** control allows you to easily select all TOC entries that match specific criterion such as "Select all Level 2 entries." For example, this allows you to easily select the rows corresponding to the 26 chapters in the Scrivener Manual. Use Select All or Select Invert to modify which TOC entries are selected.
- The **Rename** control allows you to edit the filenames of the generated PDFs easily. The Rename control only works on the Selected rows. It is possible to

find & replace text, sequentially number the selected TOC items, or add a Prefix such as "Chapter".

- The **Action** control allows you to mark or unmark TOC items to be exported. Or you can expand or collapse TOC entries, or delete the selected TOC entries. The Action control only works on the Selected rows. Note that only the marked TOC entries will be exported to separate PDFs using the red "Export" button on the far right of the toolbar.

Modifying or deleting the TOC rows in PDFExplode does NOT change the original PDF.

Rename PDFs before Export

In Figure 7, we've selected the main topics (highlighted in blue) and we'll use the Rename control to sequentially number these as "Part 1" to "Part 4", using the settings shown in Figure 8. Then, use the "Mark" option in the Action control to mark these TOC entries for export. Then click the Export button on the toolbar. When exported to a folder, the PDFs corresponding to these TOC entries will be in the correct alphabetical order (Figure 9).

Figure 7. Rename Selected TOC Entries

Scrivener_Manual-Mac 3.0.3.pdf

Open

Select

Find & Replace

Number Sequentially

Add Prefix

Mark

Action

Export

	Mark	Start	End
Contents	<input type="checkbox"/>	iv	1
▼ I Introduction	<input type="checkbox"/>	1	138
1 Philosophy	<input type="checkbox"/>	2	5
▶ 2 About This Manual	<input type="checkbox"/>	5	11
▶ 3 Installation & Upgrading	<input type="checkbox"/>	11	22
▶ 4 Interface in Overview	<input type="checkbox"/>	22	56
▶ 5 All About Projects	<input type="checkbox"/>	56	88
▶ 6 The Binder & its Outline	<input type="checkbox"/>	88	112
▶ 7 All About Files and Folders	<input type="checkbox"/>	112	138
▼ II Preparation	<input type="checkbox"/>	138	369
▶ 8 The Editor & its Views	<input type="checkbox"/>	140	187
▶ 9 Gathering Material	<input type="checkbox"/>	187	203
▶ 10 Organising Your Work	<input type="checkbox"/>	203	251
▶ 11 Searching and Replacing	<input type="checkbox"/>	251	281
▶ 12 Project Navigation	<input type="checkbox"/>	281	312
▶ 13 Inspector	<input type="checkbox"/>	312	344
▶ 14 Cloud Integration and Sharing	<input type="checkbox"/>	344	369
▼ III Writing	<input type="checkbox"/>	369	543
▶ 15 Writing and Editing	<input type="checkbox"/>	371	439
▶ 16 Page View	<input type="checkbox"/>	439	442
▶ 17 Composition Mode	<input type="checkbox"/>	442	449
▶ 18 Annotations and Footnotes	<input type="checkbox"/>	449	476
▶ 19 Scriptwriting	<input type="checkbox"/>	476	497
▶ 20 Writing Tools	<input type="checkbox"/>	497	519
▶ 21 Using MultiMarkdown and Pandoc	<input type="checkbox"/>	519	543
▼ IV Final Phases	<input type="checkbox"/>	543	687
▶ 22 Creating a Table of Contents	<input type="checkbox"/>	545	549
▶ 23 Compiling the Draft	<input type="checkbox"/>	549	596
▶ 24 The Compile Format Designer	<input type="checkbox"/>	596	673
▶ 25 Exporting	<input type="checkbox"/>	673	679
▶ 26 Printing	<input type="checkbox"/>	679	687
▶ V Appendices	<input type="checkbox"/>	687	Last

0 total item(s) marked for export.

Figure 8. Sequentially Number the Selected TOC items and add a Prefix

Scrivener_Manual-Mac 3.0.3.pdf

None

Number Sequentially

Mark

Open

Select

Rename

Action

Export

Contents

I Introduction

1 Philosophy

2 About This Manual

3 Installation & Upgrading

4 Interface in Overview

5 All About Projects

6 The Binder & its Outline

7 All About Files and Folders

II Preparation

8 The Editor & its Views

9 Gathering Material

10 Organising Your Work

11 Searching and Replacing

12 Project Navigation

13 Inspector

14 Cloud Integration and Sharing

III Writing

15 Writing and Editing

16 Page View

17 Composition Mode

18 Annotations and Footnotes

19 Scriptwriting

20 Writing Tools

21 Using MultiMarkdown and Pandoc

IV Final Phases

22 Creating a Table of Contents

23 Compiling the Draft

24 The Compile Format Designer

25 Exporting

26 Printing

V Appendices

Sequentially Number Selected Items

Prefix: Part

First Number: 1

Step Value: 1

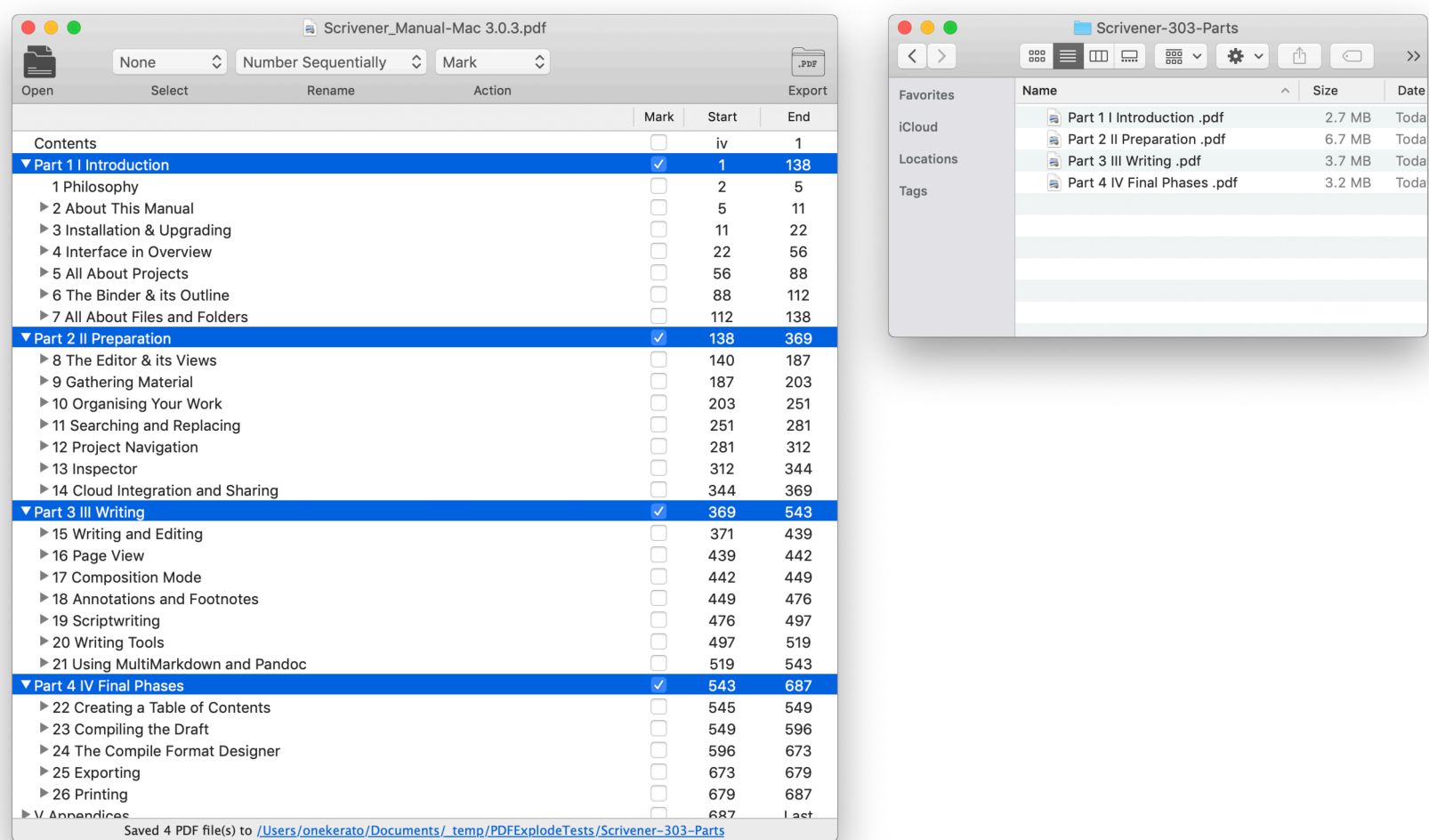
Cancel

OK

Mark	Start	End
<input type="checkbox"/>	iv	1
<input type="checkbox"/>	1	138
<input type="checkbox"/>	2	5
<input type="checkbox"/>	5	11
<input type="checkbox"/>	11	22
<input type="checkbox"/>	22	56
<input type="checkbox"/>	56	88
<input type="checkbox"/>	88	112
<input type="checkbox"/>	112	138
<input type="checkbox"/>	138	369
<input type="checkbox"/>	140	187
<input type="checkbox"/>	187	203
<input type="checkbox"/>	203	251
<input type="checkbox"/>	251	281
<input type="checkbox"/>	281	312
<input type="checkbox"/>	312	344
<input type="checkbox"/>	344	369
<input type="checkbox"/>	369	543
<input type="checkbox"/>	371	439
<input type="checkbox"/>	439	442
<input type="checkbox"/>	442	449
<input type="checkbox"/>	449	476
<input type="checkbox"/>	476	497
<input type="checkbox"/>	497	519
<input type="checkbox"/>	519	543
<input type="checkbox"/>	543	687
<input type="checkbox"/>	545	549
<input type="checkbox"/>	549	596
<input type="checkbox"/>	596	673
<input type="checkbox"/>	673	679
<input type="checkbox"/>	679	687
<input type="checkbox"/>	687	Last

0 total item(s) marked for export.

Figure 9. Status Bar in PDFExplode provides a link to the Output Folder



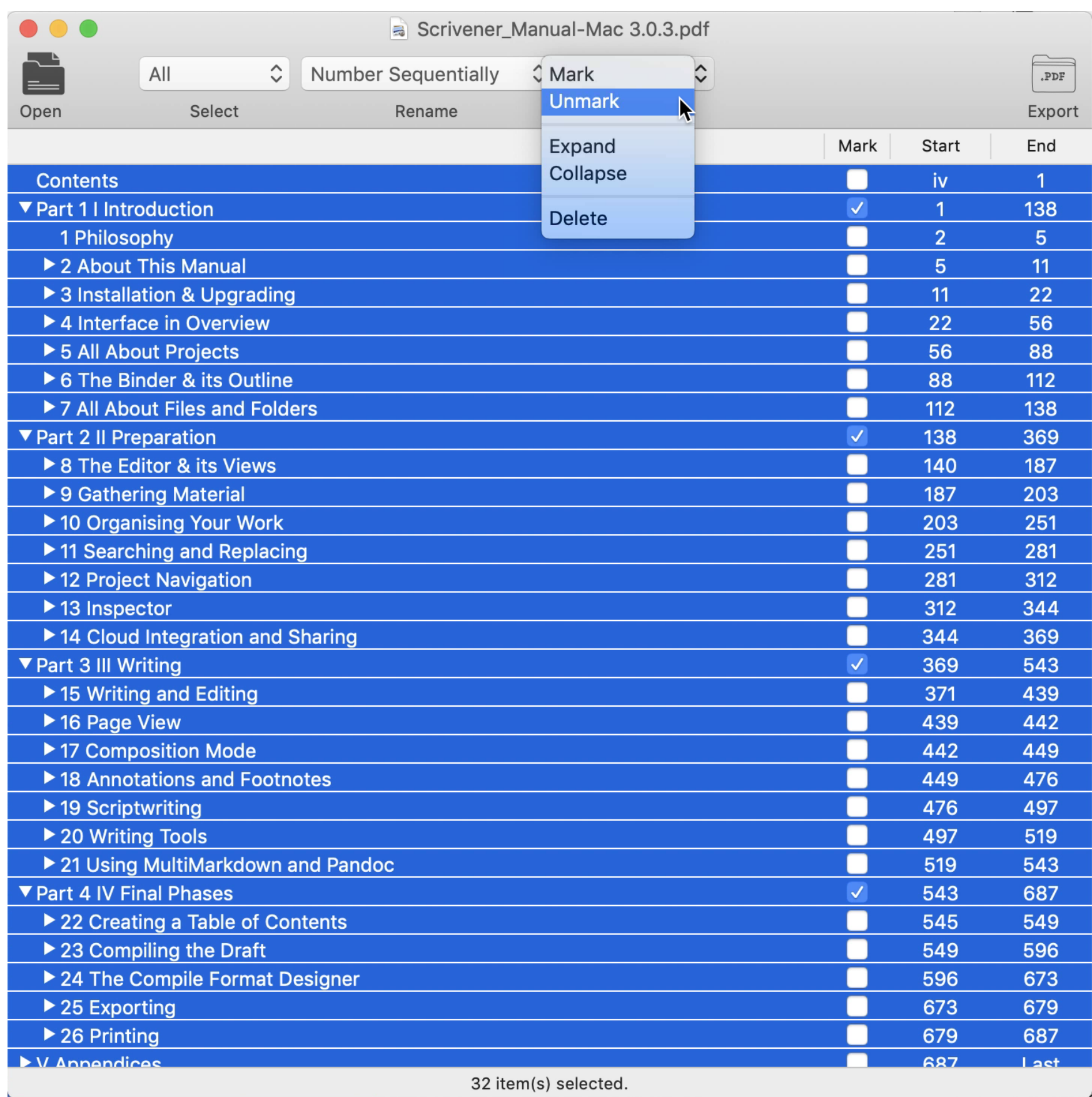
Exploding Chapters

To conclude this tutorial, below are the steps to explode each chapter of this 26-chapter Scrivener Manual into separate PDFs.

1. Select All TOC entries via the Select control on the toolbar, or from the Edit → Select menu or using the keyboard shortcut **⌘ A**. All rows are now highlighted in blue.
2. Unmark all Selected TOC entries for export using the Action control on the toolbar, or from the Edit → Action menu, or using the keyboard shortcut **SHIFT ⌘ M** (Figure 10.)
3. Select all Level 2 TOC entries via the Select control and choosing “Only Level 2”, or use Edit > Select menu, or use the keyboard shortcut **⌘ 2**. All rows corresponding to chapters are now selected & highlighted in blue.
4. Use the Rename control (Figure 11) to sequentially number the selected chapters with the “Ch” prefix. The keyboard shortcut is **SHIFT ⌘ N**.

- 5. Keeping the chapter TOCs selected, use the Action menu to mark all chapters for export (Figure 12). The status bar at bottom of PDFExplode window confirms "31 item(s) marked for export."
- 6. Click the "Export" button on the toolbar to select a Folder to export. The status bar at bottom of the PDFExplode window shows progress, and when all PDFs have been written, provides a clickable hyperlink to the output Folder (Figure 13).

Figure 10. Select All and Unmark for a Fresh Start



Cleaning up the TOC

If you follow these instructions exactly, you will have more than 26 chapters because each of the Appendices will also be exported as chapters. To exclude the Appendices, select the top-level Appendices TOC entry and delete it using the delete key on the keyboard or via the Action control → Delete option on the toolbar. Note that edits to the TOC rows in PDFExplode do NOT change the TOC in the original PDF.

Figure 11. Select "Only Level 2" for the chapters and Rename with Add Prefix ("Ch")

Server Manual-Mac 3.0.3.pdf

Find & Replace

Number Sequentially

Add Prefix

Only Level 2

Unmark

Action

Export

	Mark	Start	End
Contents	<input type="checkbox"/>	iv	1
▼ Part 1 I Introduction	<input type="checkbox"/>	1	138
1 Philosophy	<input type="checkbox"/>	2	5
▶ 2 About This Manual	<input type="checkbox"/>	5	11
▶ 3 Installation & Upgrading	<input type="checkbox"/>	11	22
▶ 4 Interface in Overview	<input type="checkbox"/>	22	56
▶ 5 All About Projects	<input type="checkbox"/>	56	88
▶ 6 The Binder & its Outline	<input type="checkbox"/>	88	112
▶ 7 All About Files and Folders	<input type="checkbox"/>	112	138
▼ Part 2 II Preparation	<input type="checkbox"/>	138	369
▶ 8 The Editor & its Views	<input type="checkbox"/>	140	187
▶ 9 Gathering Material	<input type="checkbox"/>	187	203
▶ 10 Organising Your Work	<input type="checkbox"/>	203	251
▶ 11 Searching and Replacing	<input type="checkbox"/>	251	281
▶ 12 Project Navigation	<input type="checkbox"/>	281	312
▶ 13 Inspector	<input type="checkbox"/>	312	344
▶ 14 Cloud Integration and Sharing	<input type="checkbox"/>	344	369
▼ Part 3 III Writing	<input type="checkbox"/>	369	543
▶ 15 Writing and Editing	<input type="checkbox"/>	371	439
▶ 16 Page View	<input type="checkbox"/>	439	442
▶ 17 Composition Mode	<input type="checkbox"/>	442	449
▶ 18 Annotations and Footnotes	<input type="checkbox"/>	449	476
▶ 19 Scriptwriting	<input type="checkbox"/>	476	497
▶ 20 Writing Tools	<input type="checkbox"/>	497	519
▶ 21 Using MultiMarkdown and Pandoc	<input type="checkbox"/>	519	543
▼ Part 4 IV Final Phases	<input type="checkbox"/>	543	687
▶ 22 Creating a Table of Contents	<input type="checkbox"/>	545	549
▶ 23 Compiling the Draft	<input type="checkbox"/>	549	596
▶ 24 The Compile Format Designer	<input type="checkbox"/>	596	673
▶ 25 Exporting	<input type="checkbox"/>	673	679
▶ 26 Printing	<input type="checkbox"/>	679	687
▼ V Appendices	<input type="checkbox"/>	687	Last

33 item(s) selected.

Figure 12. After adding the "Ch" prefix, mark the chapters for export

Scrivener_Manual_Mac_2.0.2.pdf

Open

Select

Rename

Export

Only Level 2

Add Prefix

↕

Mark

Unmark

Expand

Collapse

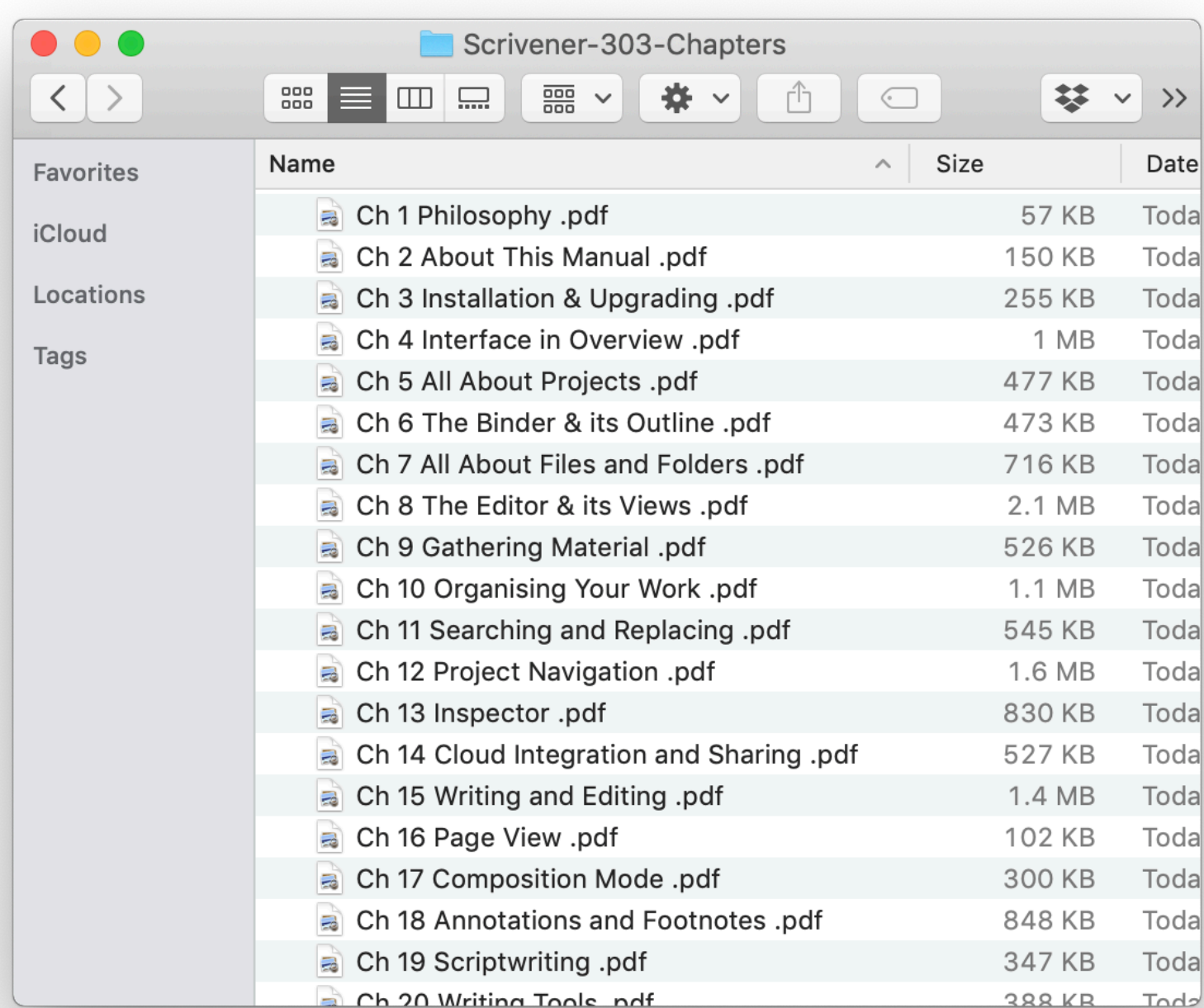
Delete

.PDF

	Mark	Start	End
Contents	<input type="checkbox"/>	iv	1
▼ Part 1 I Introduction	<input type="checkbox"/>	1	138
Ch 1 Philosophy	<input type="checkbox"/>	2	5
▶ Ch 2 About This Manual	<input type="checkbox"/>	5	11
▶ Ch 3 Installation & Upgrading	<input type="checkbox"/>	11	22
▶ Ch 4 Interface in Overview	<input type="checkbox"/>	22	56
▶ Ch 5 All About Projects	<input type="checkbox"/>	56	88
▶ Ch 6 The Binder & its Outline	<input type="checkbox"/>	88	112
▶ Ch 7 All About Files and Folders	<input type="checkbox"/>	112	138
▼ Part 2 II Preparation	<input type="checkbox"/>	138	369
▶ Ch 8 The Editor & its Views	<input type="checkbox"/>	140	187
▶ Ch 9 Gathering Material	<input type="checkbox"/>	187	203
▶ Ch 10 Organising Your Work	<input type="checkbox"/>	203	251
▶ Ch 11 Searching and Replacing	<input type="checkbox"/>	251	281
▶ Ch 12 Project Navigation	<input type="checkbox"/>	281	312
▶ Ch 13 Inspector	<input type="checkbox"/>	312	344
▶ Ch 14 Cloud Integration and Sharing	<input type="checkbox"/>	344	369
▼ Part 3 III Writing	<input type="checkbox"/>	369	543
▶ Ch 15 Writing and Editing	<input type="checkbox"/>	371	439
▶ Ch 16 Page View	<input type="checkbox"/>	439	442
▶ Ch 17 Composition Mode	<input type="checkbox"/>	442	449
▶ Ch 18 Annotations and Footnotes	<input type="checkbox"/>	449	476
▶ Ch 19 Scriptwriting	<input type="checkbox"/>	476	497
▶ Ch 20 Writing Tools	<input type="checkbox"/>	497	519
▶ Ch 21 Using MultiMarkdown and Pandoc	<input type="checkbox"/>	519	543
▼ Part 4 IV Final Phases	<input type="checkbox"/>	543	687
▶ Ch 22 Creating a Table of Contents	<input type="checkbox"/>	545	549
▶ Ch 23 Compiling the Draft	<input type="checkbox"/>	549	596
▶ Ch 24 The Compile Format Designer	<input type="checkbox"/>	596	673
▶ Ch 25 Exporting	<input type="checkbox"/>	673	679
▶ Ch 26 Printing	<input type="checkbox"/>	679	687
▼ V Appendices	<input type="checkbox"/>	687	Last

33 selected item(s) were renamed.

Figure 13. Exported Chapters of the Scrivener 3 Manual



	Name	Size	Date
	Ch 1 Philosophy .pdf	57 KB	Toda
	Ch 2 About This Manual .pdf	150 KB	Toda
	Ch 3 Installation & Upgrading .pdf	255 KB	Toda
	Ch 4 Interface in Overview .pdf	1 MB	Toda
	Ch 5 All About Projects .pdf	477 KB	Toda
	Ch 6 The Binder & its Outline .pdf	473 KB	Toda
	Ch 7 All About Files and Folders .pdf	716 KB	Toda
	Ch 8 The Editor & its Views .pdf	2.1 MB	Toda
	Ch 9 Gathering Material .pdf	526 KB	Toda
	Ch 10 Organising Your Work .pdf	1.1 MB	Toda
	Ch 11 Searching and Replacing .pdf	545 KB	Toda
	Ch 12 Project Navigation .pdf	1.6 MB	Toda
	Ch 13 Inspector .pdf	830 KB	Toda
	Ch 14 Cloud Integration and Sharing .pdf	527 KB	Toda
	Ch 15 Writing and Editing .pdf	1.4 MB	Toda
	Ch 16 Page View .pdf	102 KB	Toda
	Ch 17 Composition Mode .pdf	300 KB	Toda
	Ch 18 Annotations and Footnotes .pdf	848 KB	Toda
	Ch 19 Scriptwriting .pdf	347 KB	Toda
	Ch 20 Writing Tools .pdf	388 KB	Toda

Additional Support for PDFExplode

- **Email:** For support queries, bug reports and feedback, please email onekerato@me.com including, where possible, the original PDF to help us replicate a bug. Kindly do not send the PDF as an email attachment – instead please provide a URL to the PDF using a web service such as dropbox.com. Many thanks!
- For feature requests, kindly send an email to onekerato@me.com
- **Website:** Visit onekerato Software on the web at onekerato.com for a listing of scenarios where these PDF apps are useful, for information on PDFOutliner, and for direct links to the Mac App Store.
- **YouTube:** Visit the [onekerato YouTube channel](#) for video tutorials.