

Split & Folio Plug-in

21.0

User Guide



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Split & Folio Plug-in 21.0 User Guide

Overview

The Split & Folio Plug-in is used to divide an Adobe® InDesign® CC 2026 document into single- or multi-page documents for distribution to multiple users for layout, pagination and output.

The resulting document files retain the properties of the source document, such as section and numbering, as well as character and paragraph styles.

You can use Split & Folio with any InDesign document. If the document has been imported from AdforceX, ALS, ALS for Magazines or AdForce using Ad Import, ad information, graphic frames and links are also retained, as are folios.

Installation

Mac Installation:

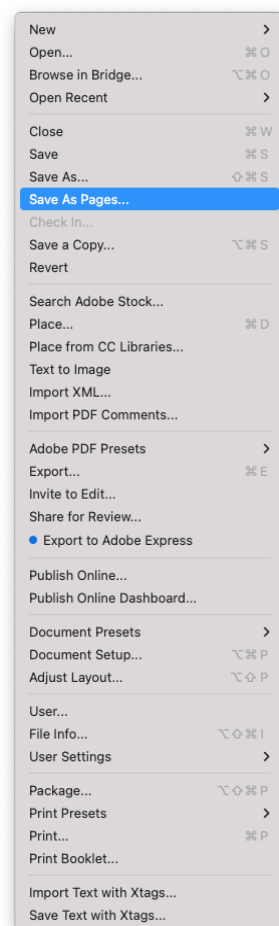
1. Two Split & Folio installer URLs are supplied with your license key. Choose the Silicon version download if you are running an M1 Mac; otherwise choose the non-Silicon version. If you are running Big Sur on an Intel Mac, you must run your InDesign application in Rosetta mode (Get Info on InDesign 2026 and check Open in Rosetta).
2. Double-click on the installer and follow the installation prompts. The Split & Folio plug-in folder is installed in the Plug-ins folder inside the InDesign application folder.

Windows installation:

1. Download the Split & Folio zip file from the URL that was supplied with your license key. Extract the zipped Split & Folio file. This folder contains two folders: 32_Bit and 64_Bit.
2. Open the appropriate folder that meets the criteria for the System Type of your Operating System.
3. Drag-and-drop the Split & Folio folder to the Plug-Ins folder inside the InDesign Application folder.

When you launch InDesign for the first time after installing Split & Folio, a dialog will open with the Cognitive End-User License Agreement and registration dialog. Fill in the serial number you received with your Split & Folio package. If you did not receive a serial number, contact Cognitive.

When the Split & Folio plug-in is installed, it will be one of the choices in the InDesign Preferences submenu and in About Plug-ins, located under InDesign in the Mac application menu and under Help in the Windows application menu.



Using Ad Import to Place Folios

When properly configured, Ad Import will automatically create new InDesign files, insert new pages or overlay existing ones with ad placements and links from AdforceX, ALS, ALS for Magazines or AdForce layout files. You can then use Split & Folio with these InDesign documents.



For more information about Ad Import, see the Ad Import User Guide.

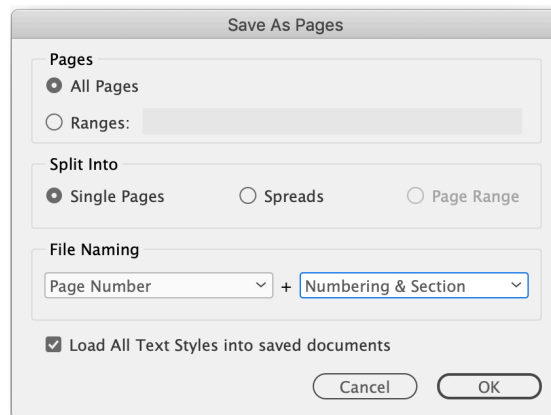
However, to get folio information from your ad layout file to place automatically in folio objects in your InDesign file, you must do some setup in InDesign before importing.

1. Create an InDesign template or new document. Make sure it has the same page dimensions and column model as the ad layout file.
2. Open the InDesign **Layers** palette and create a layer named “Folio” (case-sensitive).
3. On a master page and on the **Folio** layer, add a text frame with the tag <FOLIO> (case-sensitive). Apply the desired typographical formatting to the text and position it where you want it on the page.
4. Apply the master page to all pages where you want the folio to appear. (Or apply the formatted text frame to individual pages.)
5. Select **Open** from the InDesign **File** menu and choose the AdforceX, ALS, ALS for Magazines or AdForce issue to import to your InDesign document.

After the import is complete, you should see the <FOLIO> tag converted to the folio information from the ad layout file.

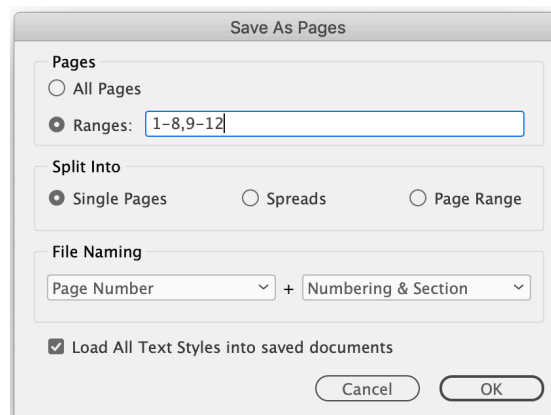
Using Split & Folio

1. With an InDesign document open, select **Save As Pages** from the **File** menu. The **Save As Pages** dialog opens.



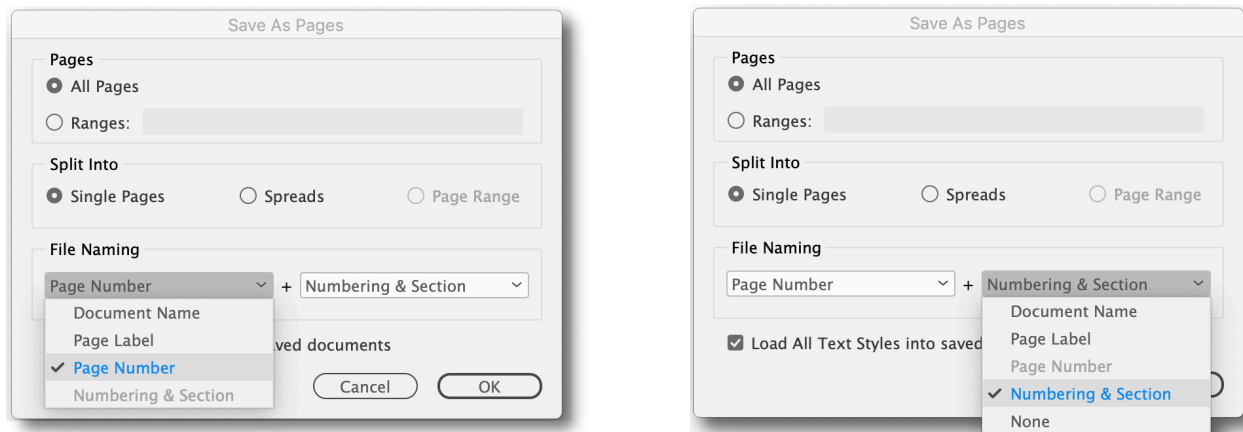
2. Under **Pages**, choose a radio button to split **All Pages** in the document or a range of pages. If you select **Ranges**, enter the beginning and ending page numbers in the Ranges field, separated by a hyphen. You may specify multiple ranges, separating them with a comma.

- ❑ *When you want to enter a non-contiguous page range, you must select the **Ranges** radio button and enter the non-contiguous page range in the **Pages** section of the **Save As Pages** dialog, and also select the **Page Range** radio button in the **Split Into** section. Non-contiguous page ranges may be specified by using the “+” token. For example: 1+5-6, or 1+5-6+10.*
- ❑ *When entering non-contiguous values, page numbers must be entered in numerical order in the document. For example, “3+6-8+10” will work, “10+6-8+3” will produce unexpected results.*



- ❑ *Multiple ranges must all be entered in the Ranges field in the same page number format. For example, either “KA101-KA108,KA901-KA912” or “1-8,9-12” will work, but not “1-8,KA901-KA912”.*

3. Under **Split Into**, choose a radio button to divide your document into **Single Pages**, two-page **Spreads** or a file or files containing a **Page Range**.
 - ❑ *Split & Folio honors the source document's page-handedness when splitting spreads or ranges. When you choose spreads, Split & Folio will add a page at the beginning or end to preserve handedness. Note: Page 1 of your source document will never be saved as a spread.*
4. Select up to two options from the **File Naming** dropdown menus to determine how the resulting file(s) will be named. Split & Folio prevents you from entering invalid combinations by graying out options in one dropdown based on what is selected in the other. This ensures that your new files all have unique names.



- **Document Name** is the filename of the InDesign source document.
 - **Page Label** is the folio information imported from the ad layout document. If your InDesign source document was not imported from an ad layout document, Page Label will be grayed out.
 - **Page Number** is the InDesign page number of the source document.
 - **Numbering & Section** refers to the InDesign numbering and section scheme of the source document.
 - **None**, which only appears in the right-hand dropdown, allows you to use just Page Label, Page Number or Numbering & Section for the new document filename(s).
5. To keep the InDesign paragraph and character styles of the source document, select **Load All Text Styles**. (This is checked by default.)
 6. Click **OK**.
 7. A navigation window opens for you to browse to a location to save the files. Select a location and click **Choose** (Macintosh) or **Select** (Windows). Split & Folio will save the pages, spreads or ranges using your options. The source document will be unchanged.