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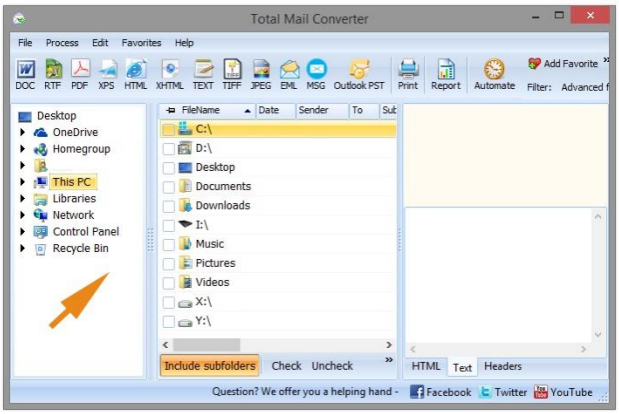
How to Start/Select Files

Total Mail Converter

Before you can begin using the Total Mail Converter, you'll need to indicate which email files you're interested in working with. Our Mail Converter is designed to give you complete control of your emails and their attachments. Organize, archive, modify and manage your emails outside of your actual email client. This short guide will demonstrate how to get started.

1. Begin by launching the Mail Converter.

2. With the app open, you can browse your computer's navigation structure using the list in the left sidebar. Selecting an item from this list will open an expanded list view.



3. Several features have been added to help you build and refine your selection. Toggling the Include subfolders button will reveal the entire architecture of your drive(s). The Check/Uncheck and Check All / Uncheck All functions let you target an entire list worth of files and folders in a single click.

Tip: accidentally click on the wrong file? Need to back track? The Restore last selection button lets you quickly and easily revert to your previous file selection.

4. Now that you've selected which files to work with, you'll need to choose a format. Click on the icon in the icon toolbar that matches your format of choice. You can also select formats from the Process dropdown menu.

5. Clicking on a file format will open its options window. From here you can customize your target documents by applying a variety of options designed to let you determine the appearance and behavior of your converted files

How to Export Selected Fields

Total Mail Converter

One of the main benefits of the Total Mail Converter is that it lets you export selected fields to target documents. In fact, this powerful functionality is applicable across all supported formats; whether you're creating a PDF or a JPEG, you can selectively pick and choose which fields to include.

1. After selecting your email files, tell the Mail Converter which format to save them in. Click the toolbar format icon that matches your preference, or click the **Process** tab above it.

2. Next, in the Mail Converter options view, click on the **Fields** tab in the left sidebar. This will open the **Select fields you want to export** view.

3. At this point you can choose which email fields to include by checking the box next to each of them.

Tip: when you export selected fields with the Total Mail Converter, you are able to export just 1 or all the fields at a time.

How to Process Attachments

Total Mail Converter

When it comes to emails, the message body is often only half of what's being shared. Oftentimes, emails include attachments as well. Part of what sets the Total Mail Converter apart from other converters is its ability to work with email attachments. To that end we've included a variety of features that let you choose how to handle email attachments at the time of conversion.

1. Once you've decided which email message to work with, you can tell the Mail Converter how to handle any associated attachments. With the Mail Converter **Options** window open, click **Attachments** in the left sidebar.

2. Here you'll see a list of different attachment-based options. Clicking different boxes in combination determines how your attachment will behave after your file is saved.

3. Click the boxes next to the different features in order to create the target outcome that best suits your project needs. Refer to the *Attachments Feature Guide* below to see how each feature works.

4. Once your satisfied that everything is just right – click the **Start** button to begin conversion.

Attachments Feature Guide

This guide will give you a better idea of what all the various Attachments options do. Although each feature serves its own purpose, you'll discover that having multiple features checked at the same time can generate some very useful functionality.

Attachment info indicates that you want to include a reference to the attachment in the email summary that appears in the header.

Tip: when **Attachment info** is the only box checked your target document will have a reference to an attachment existing as part of the original email, but those attachments will not be saved.

Save attachments lets Mail Converter know that you are interested in saving the email attachments that are associated with the main email body.

Tip: the Mail Converter is able to work with all types of attachment (file format)!

About Saving Attachments

Notice the difference in the header attachment fields? When the attachment filename appears in blue underlined text, this means that you have opted to include the attachment as part of your document. The attachment can be viewed by scrolling down below the main email message.

Attachments in a new folder lets you save attachments to an entirely new folder. This can be very helpful when you need to keep things organized!

Tip: the **Attachment file name template** that appears at the bottom of the options window lets you rename your attachments and specify which folder to save them in.

About the File name Template
For more information on how to structure your file names, click the **(?)** right of the file name template field. Here you can access a helpful overview on how to set up your files prior to conversion.

Unpack zipped attachments instructs Mail Converter to take any compressed files that have been attached to your email and unpack them during the conversion process.

Include attached images into document tells Mail Converter to embed image attachments directly into the target document. All popular image file types are supported (JPEG, TIFF, BMP, PNG, ICO, GIF and more).

Sample settings
Using the following configuration allows you to embed image attachments into your document. Images will appear below the message body. If images are used in the signature in the body of the email, they will be incorporated into PDF in the same position.

Fit large images to page allows you to take image attachments that would normally be too big to fit inside your target document, and shrinks them down to a more manageable size that will fit your page.

Note: Mail Converter accomplishes the fit to page by aligning your image to the top left corner and left side margin. From here it recalculates image dimensions to ensure a proper fit!

Convert attached documents instructs the Mail Converter to convert any attached documents along with the main email. Checking the box next to **Save in a new file** lets the converter know to save any attached documents to a new file**. Insert before email** lets you structure your target document so that any attachments appear before the email (instead of after, which is the default behavior).

Tip: this feature is only available by upgrading to the Total Mail Converter Pro.

About the Setup Feature

Clicking the **Setup…** link will open the Convert attached documents format selection view. Here you can specify which formats you want the Mail Converter to handle automatically when they are encountered as attached documents.

Convert attached messages lets Mail Converter know that you're interested in converting your email-based attachments. For example, if you receive an email that has another email attached to it, this option indicates that you want to convert the attached message as well as the message body.

Tip: click Save in a new file to indicate that you want to save them to a separate (new) file.

Save in a new file is closely associated with the Convert attached messages function. This feature lets you choose between saving your email message and attachment together, or to save the attachment in a separate file.

How to Add a Page Counter

Total Mail Converter

Adding a page counter to your target file is a great way to keep track of documents that require numbering. Whether stamping bates numbers atop legal documents, or adding a running count to business invoices, Mail Converter's **page count** feature helps you organize and track your documents.

1. Begin by launching the Total Mail Converter.

2. Locate the email file you want to work with and place a check in the box next to it.

3. Select a target format for conversion. Many popular formats are supported (**DOC**, **PDF**, **XPS**, **HTML**, **JPEG** and more)!

4. Once you've chosen the target format, the Mail Converter **options** window will open. Click on **Header** in the left sidebar.

5. At the top of the **Tune the page header** interface, you'll see a box labeled **Header** – check the box to continue.

6. Next, click the yellow arrow to the right of the Header field to reveal the menu. Here you can choose between **[Page Counter]** and **[Page Counter] of [Total Pages]**. Both options will add a page counter to your document. The difference between the two styles is in how the counter will display. For example: **1**, **2**, **3** … or **1** of **10**, **2** of **10** and so on.

7. Several other options are available to help you customize the look and feel of your page counter. See below for descriptions.

Tip: page counters can be placed in the document **Header** and **Footer**. The choice is yours!

Header Options

Position lets you control where your page counter will appear in the header. You can choose to align the counter to the Left, Center or Right of the header.

Margins (inch) lets you to adjust the padding that exists between the top border of the header and page counter. By default, the up/down arrows let you adjust in increments of 1/10th of an inch.
Tip: by highlighting the margin number, you can replace it with other values.

Font lets you use any font face stored on your hard drive. Clicking the Font button will open the Font interface and give you direct access to a list of your system fonts. You can adjust font style, size, add effects and change font color.
Tip: there's even an option to change font script from Western characters to other alphabets!

Embed font into PDF lets you make it so that the fonts in your target document will appear exactly the same as they do in the original; no matter what program you use to view it, or which fonts are available on the users' system.

Numeration lets you choose what number to have the page counter **Start from**. An incredibly helpful feature when you want to begin from a number other than one.

Sequential numbering helps you keep track of where you left off. Use this feature when you need to start document counts from a number other than one.

Digits lets you decide how many placeholders the counter should include; for example if set to (3) and starting from (1) your first page in the sequence will be numbered “001” and the next will be “002”.

Footer Options

The options available for adding a page counter to the document footer are the same as those listed for header with *one exception*. When you modify the **Margins** of a page counter in the footer, you will be adjusting the padding between the bottom border of the footer and your page counter (instead of the other way around).

How to Create a PDF/A

Total Mail Converter

If you've ever wanted to share a digital document, but weren't sure if the data would arrive 100% intact, then sending a PDF/A is the answer! Not only does the Mail Converter let you convert your email files into the popular PDF format, but you'll be able to save them as PDF/A too! The perfect option for when you need to ensure accuracy and longevity, the PDF/A standard imposes certain restrictions on your document. For example audio/video, JavaScript and executable links are not allowed; all fonts must be embedded and so forth. The PDF/A standard eliminates most, If not all the factors that have been proven to erode your document quality over time leaving you 100% confident that your target documents will withstand the test of time.

1. Start with opening the Total Mail Converter.

2. Next, decide which file(s) you want to convert and check the box(s) beside them.

3. Click on the PDF icon in the toolbar, this will open the Mail Converter options window.

4. From here, select **Document** in the left sidebar. Afterward, click **Properties** to open the **Document information** options interface.

5. At the bottom of the Properties options, you'll see **PDF/A**. Simply tick the box next to PDF/A to let the Mail Converter know that you want your target PDF to be saved as a PDF/A.

Tip: checking the box next to **Non-searchable document** lets you create a file that not only adheres to PDF/A standards; it will be saved as an unsearchable image.

How to Encrypt PDF Files

Total Mail Converter

Occasionally, it becomes necessary to save your document in an encrypted state. The Mail Converter includes a variety of different features designed to give you total control over who can view your PDFs, and ultimately how recipients are allowed to use them. Following the quick step-by-step guide below will give you a better idea of what these options are.

1. With the Total Mail Converter open, indicate which file you want to encrypt by placing a check in the box next to the file name.

2. Next, choose PDF from the list of supported formats (you can select PDF from the **Process** menu or click on the PDF toolbar icon).

3. This will open the Mail Converter options view. Click the **Document** tab in the left sidebar; then click on **Encryption**.

4. Looking at the protections interface – notice that all of the options are gray? That's because you need to tell Mail Converter to use encryption. By default the program produces PDF files that are not encrypted. Click the box next to **Encrypt document** to begin defining your security options.

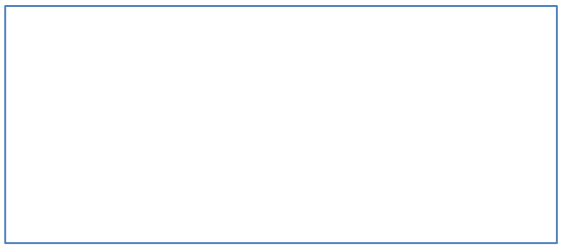
5. First you will need to decide whether or not a password will be required to access the document. It's possible to set an **Owner password** and a **User password**. The **Confirm** field verifies that the password has been typed correctly.

Note that **User Password** is required to open and view the document. This password encrypts the document so that the contents are only viewable by those with the password.

Owner Password is required to edit the content, but not to view the document. Anyone with an owner password gets all user permissions and can view, copy, modify, annotate print, etc. the PDF file.

You can set any or both passwords.

6. Next, set the **User permissions**. Tick the box next to each of the permissions you'd like to include. Use User Permissions to allow users (those without the owner password) some editing options. For example, you may allow users to fill forms and annotate the PDF file, but they won't be able to modify the document or print it. Refer to the User Permissions Glossary (below) for a brief description of each permission.



User Permissions Glossary

User permissions determine what others are allowed to do with your shared PDFs, and how those documents will function out there in the cloud. Total Mail Converter includes several options that let you tweak permissions beyond adding a password. Remember that those with Owner Password are granted all user permissions automatically. For more details refer to http://www.adobe.com.

Copy lets users make their own copy of the document. Leaving the Copy box unchecked means that other users will not be able to save a copy of the file.

Annotation gives users the ability to add their own notations and comments to your shared PDF.

Modify determines whether or not another user has permission to change (or make modifications to) your shared PDF file.

Accessibility allows accessibility utilities, such as VoiceOver, to have access to the text of the document. If unchecked some visually impaired readers may have difficulties reading your PDF.

Print makes your shared documents printable. If the Print box is left unchecked, users of your document will not be allowed to print their own copy.

Document Assembly involves whether or not users are allowed to assemble the document (insert, rotate, or delete pages and create bookmarks or thumbnail images).

Form Fill lets users fill in the forms in your PDF.

High Resolution Print lets users receive and work with a high resolution print quality PDF. When this is left unchecked, the PDF will only be reproducible at a lower quality resolution.

How to Convert Emails via Command Line

Total Mail Converter

True to our design philosophy, Total Mail Converter provides users with a variety of ways to process emails. As part of that we've built-in special functionality that lets you combine email files via the command line. Once you've added all your options settings, our user-friendly GUI can help you create a .bat file. Simply click the **Create command (bat) file with current settings** (located under the **Start conversion** tab). Save the .bat and then double-click it to run.

Watch this video for more info.

TIP: If you know there will be multiple instances in which you will need to use the same settings, creating a .bat file for reuse purposes is a great way to save time!

List of Available Commands

Usage: MailConverter.exe <source> <destination> <options>
If you have a path with spaces use quotation marks.

Options:

- **-log** - Don`t show errors. Write them to the log file
- **-verbosity** - Log file verbosity
  - **error** - Write to log file only errors (default)
  - **detail** - Write detailed log file
- **-logmode** - Log file mode
  - **overwrite** - Overwrite (default)
  - **append** - Append
- **-list** - File with files mask to convert. Simple text file, each file on new line
- **-Recurse:off** - Include subfolders

- **-do** - Delete originals
- **-kfs** - Keep folder structure
- **-fo** - Force overwrite existed files
- **-combine**:off - Combine all files into one document (pdf, tiff)
- **-sort** - Sort source file list
    - **unsorted** - Unsorted, natural order (default)
    - **name** - Sort by file name
    - **date** - Sort by file modification date
    - **numbers** - Sort by numbers in file name
- **-ext** - Use custom extension for output files
- **-c** - Convert to
    - **DOC** - convert to DOC
    - **PDF** - convert to PDF
    - **HTML** - convert to HTML
    - **XHTML** - convert to XHTML
    - **TXT** - convert to TEXT
    - **TIFF** - convert to TIFF
    - **JPEG** - convert to JPEG
    - **EML** - convert to EML
- **-pst** - Outlook data file to convert
- **-sub**:off - Convert messages in subfolders
- **-template** - Destination file name template
    - [name] - source file name
    - [subject] - mail subject
    - [sender] - mail sender
    - [recipient] - first of mail recipients
    - [date:format] - mail date
- **-atemplate** - Attach file name template
    - [mail] - email file name
    - [mail_index] - email number
    - [attach] - attach original file name
    - [attach_index] - attach index
- **-sender**:off - Export "sender" field
- **-rcpt**:off - Export "recipient" field
- **-cc**:off - Export "cc" field
- **-bcc**:off - Export "bcc" field
- **-date**:off - Export "date" field
- **-subject**:off - Export "subject" field
- **-attach**:off - Save attachments
- **-iattach**:off - Export attachment information
- **-uattach**:off - Unpack zipped attachments
- **-images**:off - Include attached images into document
- **-msg**:off - Convert attached email messages
- **-smsg**:off - Put attached e-mail messages into separate document
- **-docs**:off - Convert attached documents (only PRO version)

By default, Total Mail Converter exports all fields, saves attachments in the document folder and converts attached emails. You may change the default behavior, just use the new keys.

- **-sdocs**:off - Put converted documents into separate files (only PRO version)
- **-rfcheaders**:off - Export RFC-822 (transport) headers
- **-css** - External CSS file
- **-dinet**:off - Disable access to Internet (do not load images from Internet)
- **-dpi** - DPI specifies the resolution (dots per inch) of the acquired image
- **-pc** - PDF file compression
    - **Fastest** - Fastest compression
    - **Normal** - Normal compression
    - **Maximum** - Maximum compression
- **-mp** - PDF master (owner) password
- **-up** - PDF user password
- **-perm** - PDF user permissions
    - **Copy** - Copy
    - **Modify** - Modify
    - **Annotation** - Annotation
    - **FormFill** - FormFill
    - **Accessibility** - Accessibility
    - **DocAssembly** - DocAssembly
    - **HighResPrint** - HighResPrint
- **-PFXFile** - PFX File for sign document
- **-PFXPass** - The password to open the PFX file
- **-SignLoc** - The location where the signing was done
- **-SignCon** - The contact information of the signer
- **-SignRes** - The reason for signing document
- **-PDFAuthor** - PDF document author

-PDFSubject - PDF document subject
- **-PDFTitle** - PDF document title
- **-pdfa**:off - PDF/A compatibility mode
- **-TM** - Top Margin (inches)
- **-LM** - Left Margin (inches)
- **-BM** - Bottom Margin (inches)
- **-RM** - Right Margin (inches)
- **-po** - Paper Orientation
    - **Portrait** - Portrait
    - **Landscape** - Landscape
- **-ps** - Paper size
    - **Letter** - Letter
    - **LetterSmall** - LetterSmall
    - **Tabloid** - Tabloid
    - **Ledger** - Ledger
    - **Legal** - Legal

- **Statement** - Statement
- **Executive** - Executive
- **Folio** - Folio
- **A0** - A0
- **A1** - A1
- **A2** - A2
- **A3** - A3
- **A4** - A4
- **A4Small** - A4Small
- **A5** - A5
- **B4** - B4
- **B5** - B5
- **Quarto** - Quarto
- **EnvC5** - Envelope C5
- **EnvC3** - Envelope C3
- **EnvC4** - Envelope C4
- **EnvC6** - Envelope C6
- **EnvB4** - Envelope B4
- **EnvB5** - Envelope B5
- **EnvB6** - Envelope B6
- **EnvMonarch** - Envelope Monarch
- **Custom** - Custom, you need to set paper dimensions

- **-pd** - Custom paper size dimensions in mm <width>x<height>
- **-fit**:off - Fit content to page
- **-tc** - TIFF Image Compression
  - **Uncompressed** - uncompressed TIFF
  - **LZW** - LZW compression
  - **RLE** - RLE compression (packbits)
  - **JPEG** - JPEG compression
  - **CCITT1D** - Bilevel Huffman compression (CCITT1D)
  - **G3FAX1D** - Bilevel Group 3 CCITT compression, monodimensional (G3FAX1D)
  - **G3FAX2D** - Bilevel Group 3 CCITT compression, bidimensional (G3FAX2D)
  - **G4FAX** - Bilevel Group 4 CCITT compression, bidimensional (G4FAX)
  - **-tiffpi** - TIFF Photometric interpretation
  - **wz** - White is zero
  - **bz** - Black is zero
  - **rgb** - RGB
  - **pal** - RGB Palette
  - **mask** - Transparent mask
  - **cmyk** - CMYK
  - **ycbcr** - YCBCR
  - **cielab** - CIELAB
- **-Head:off** - Turn off header text

-HeadText - Header text. Where [page] - Page Number and [date] - current date

- **-HeadAlign** - Header align
    - **left** - align left
    - **right** - align right
    - **center** - align center
- **-HeadFont** - Header font name
- **-HeadSize** - Header font size
- **-Foot:off** - Turn off footer text
- **-FootText** - Footer text. Where [page] - Page Number and [date] - current date
- **-FootAlign** - Footer align
    - **left** - align left
    - **right** - align right
    - **center** - align center
- **-FootFont** - Footer font name
- **-FootSize** - Footer font size

Example

MailConverter.exe C:\Mail*.eml C:\Dest\-c html -sender -subject –attach

Convert all EML files from C:\Mail to html format, include sender and subject and extract all attachments

How to Generate a Report

Total Mail Converter

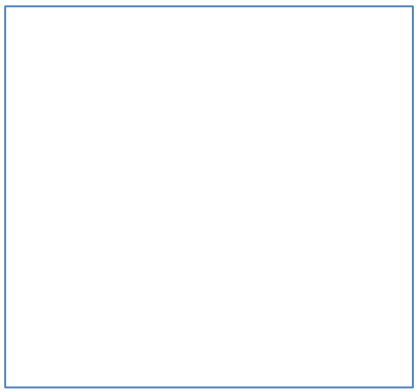
Total Mail Converter lets you generate table-based reports using data gathered from your Mail email client. Convert entire email archives into reports that let you share customized data in table format. Pick and choose which fields to include; add columns to your report based on a variety of different criteria; sender, subject, recipient, date and many more.

1. With the Mail Converter open and your files selected, click the **Report** icon located in the top toolbar. This will open the Report interface.

2. By default, the Report interface will start with **Report Type**. Here you can **Select report file format**. Supported formats include TEXT, Excel, CSV, PDF and HTML.

3. Next, click the Report columns tab in the left sidebar to open the view that lets you set columns to print. Each category that you click on will appear as another column in your report.

4. In order to generate a report that includes all of your emails, you'll need to check the box next to each of the corresponding folders/files that you want included.



Tip: using the **Check** / **Uncheck** and the **Check all** / **Uncheck all** buttons at the bottom of the main Mail Converter window, you can easily work with entire ranges of emails in a few quick clicks.

Example:
The following provides a sample configuration and how the resulting report would appear. For this example, let's set the **Report format** to **Excel**, and tell the Mail Converter to include **Subject**, **To**, **Creation** and **Attaches** as our column categories.