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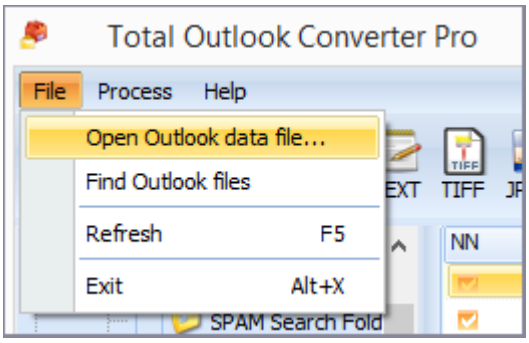
How to Start/Select a PST File

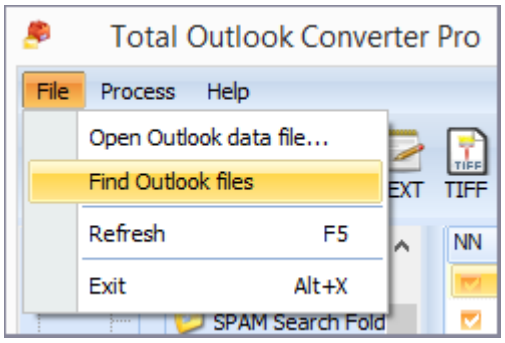
Total Outlook Converter Pro

When you first launch the Total Outlook Converter Pro it will attempt to locate PST files on your hard drive. If you have Outlook installed on your computer, this process occurs automatically. There are other scenarios that require locating PST files though, and this functionality can be accessed at anytime. To learn more about how to find your PST files, read on.

1. Begin by launching the Total Outlook Converter Pro (if you have an Outlook client installed chances are, the TOC will automatically find them for you). * For all other scenarios, continue reading.

2. With the Outlook Converter Pro open, click File in the top-left of the main converter window. This will open a menu where you can choose to either Open Outlook Ř l· ű l· or Find Outlook files.





3. Selecting Open Outlook data files will open a windowed view of your hard drive where you can view installed folders and files, and manually for the location of your PST files.

4. Choosing Find Outlook files will open the Search Outlook data files interface. Here you can specify which drives to search by placing a check in the box next to each drive name.

5. Click the Start search button to begin scanning your drive(s) for PST files and their locations.

6. Your results will appear in the Found Outlook data files window. Take advantage of the check/ uncheck function to quickly and easily filter results.

7. After your PST files have been located, they can be safely imported into the Outlook Converter.

8. Check the emails or whole boxes and select the target format.

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Tip! Watch the 5-minute video walkthrough to get an idea of how Total Outlook Converter Pro works at https://www.youtube.com/watch?v=m1FWz15ZQ0

How to Add a Page Counter

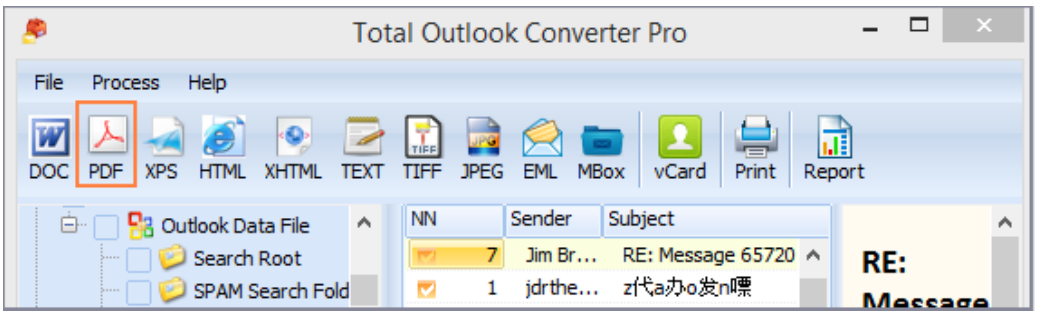
Total Outlook Converter Pro

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, Outlook Converter Pro's **page count** feature helps you organize and track your documents.

1. Begin by launching the Total Outlook Converter Pro.

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 Outlook Converter Pro **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.

*Note: 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

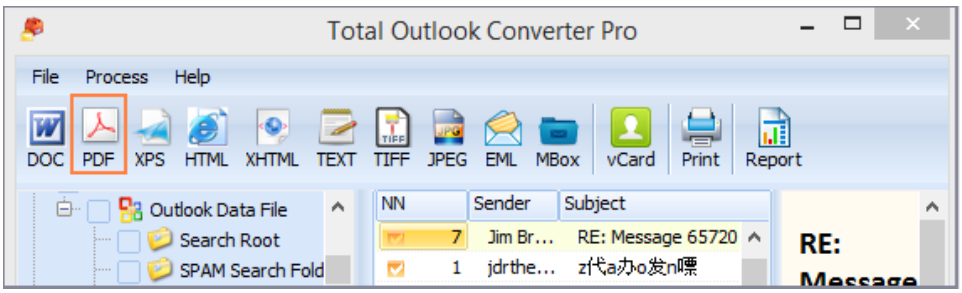
Total Outlook Converter Pro

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 Outlook Converter Pro let you convert your Outlook PST files with attachments 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 Outlook Converter Pro.

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 Outlook Converter options window.



4. Select **Document** in the left sidebar and 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 Outlook Converter Pro 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.

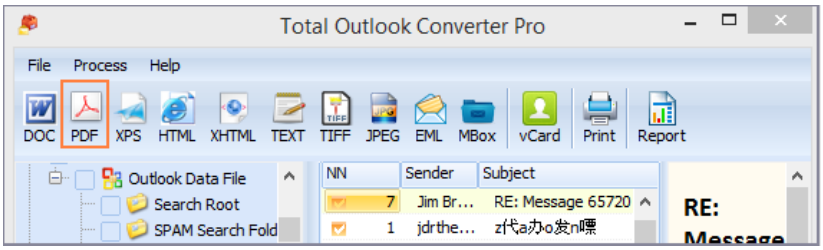
How to Encrypt PDF Files

Total Outlook Converter Pro

Occasionally, it becomes necessary to save your document in an encrypted state. The Outlook Converter Pro 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 Outlook Converter Pro 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 Outlook Converter Pro 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 Total Outlook Converter Pro 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 Outlook Converter Pro 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.

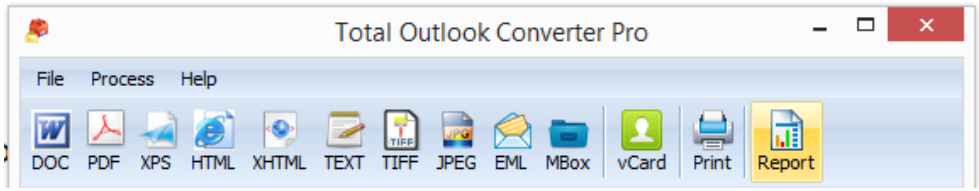
High Resolution Print lets users receive and work with a high resolution print quality PDF. When this is left unchecked, the PDF will only be reproducible at a lower quality resolution.

How to Generate a Report

Total Outlook Converter Pro

Total Outlook Converter Pro lets you generate table-based reports using data gathered from your Outlook 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 Outlook Converter Pro 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.

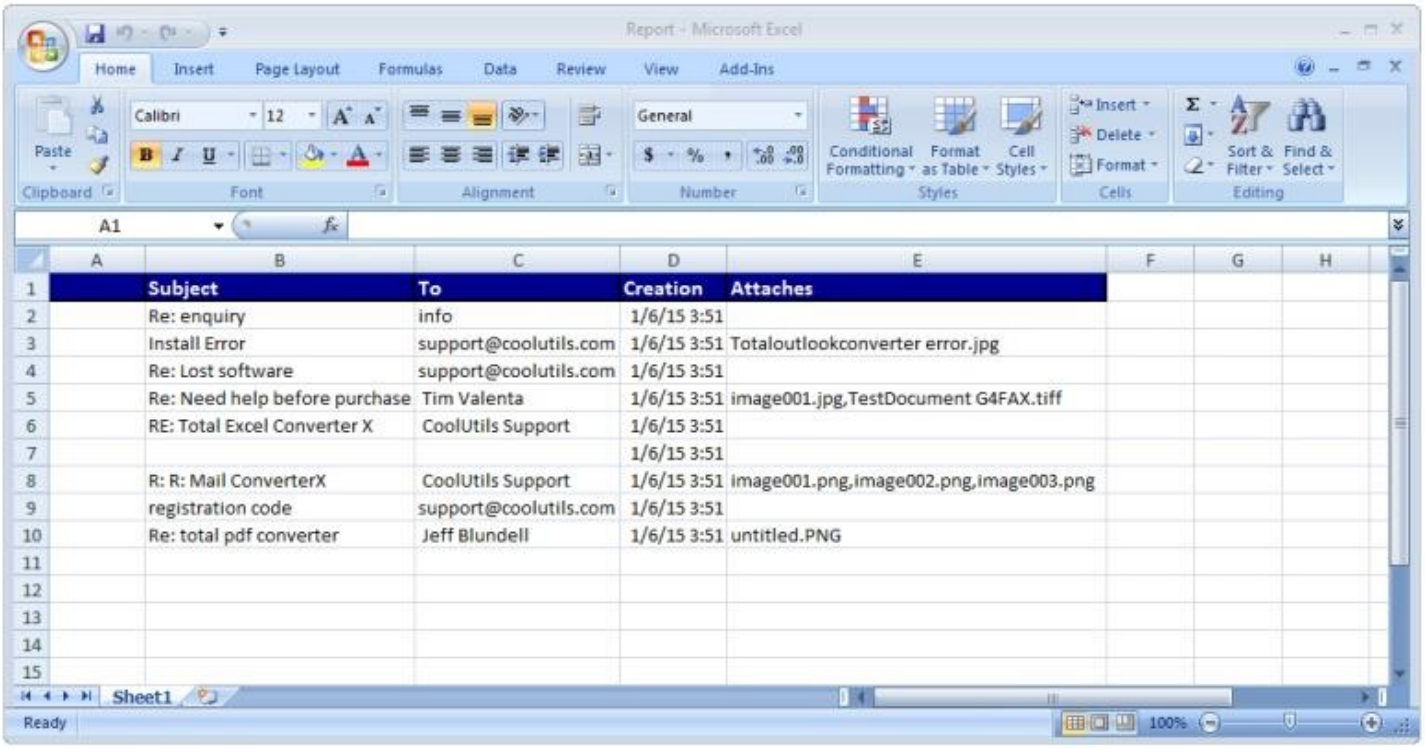
3. Next, click the Report columns tab in the left sidebar to open the view that lets you set columns to print. Each category that you click on will appear as another column in your report.

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 Outlook Converter Pro 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 Total Outlook Converter Pro to include **Subject**, **To**, **Creation** and **Attaches** as our column categories.

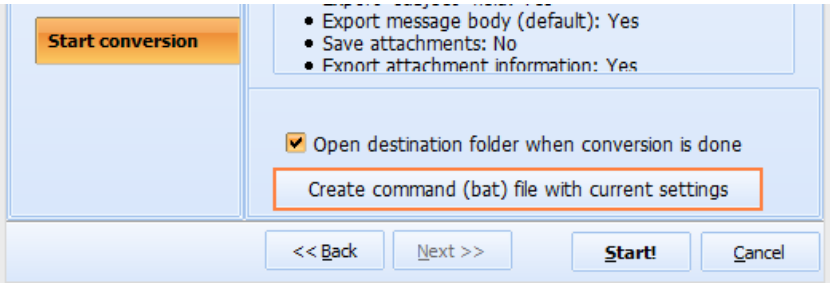


	Subject	To	Creation	Attaches
2	Re: enquiry	info	1/6/15 3:51	
3	Install Error	support@coolutils.com	1/6/15 3:51	Totaloutlookconverter error.jpg
4	Re: Lost software	support@coolutils.com	1/6/15 3:51	
5	Re: Need help before purchase	Tim Valenta	1/6/15 3:51	image001.jpg,TestDocument G4FAX.tiff
6	RE: Total Excel Converter X	CoolUtils Support	1/6/15 3:51	
7			1/6/15 3:51	
8	R: R: Mail ConverterX	CoolUtils Support	1/6/15 3:51	image001.png,image002.png,image003.png
9	registration code	support@coolutils.com	1/6/15 3:51	
10	Re: total pdf converter	Jeff Blundell	1/6/15 3:51	untitled.PNG

How To Convert PST Files Via Command Line

Total Outlook Converter Pro

For new users we have introduced a new option of auto creating BAT file using graphic user interface. Just launch the GUI version of Total Outlook Converter Pro, make all the settings and press Create command (bat) file with current settings. Save the bat file and then double-click on it to run the Total Outlook Converter Pro cmd. Watch the video here.



Usage: OutlookConverterPro.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 a 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, Outlook Converter Pro exports all fields, save attachments in the document folder and converts attached emails. If you want to change default behaviour, you should set all needed 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 that 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

Examples:

OutlookConverterPro.exe C:\Mail*.pst C:\Dest\-c html -sender -subject -attach
Convert all PST files from C:\Mail to html format, include sender and subject and extract all attachments

OutlookConverterPro.exe "Inbox" C:\Dest\ -pst C:\Source\Archive.pst -c pdf
Convert folder Inbox from pst file Archive.pst to folder C:\Dest in the PDF format

OutlookConverterPro.exe -pst C:\Source\Archive.pst
Open file Archive.pst