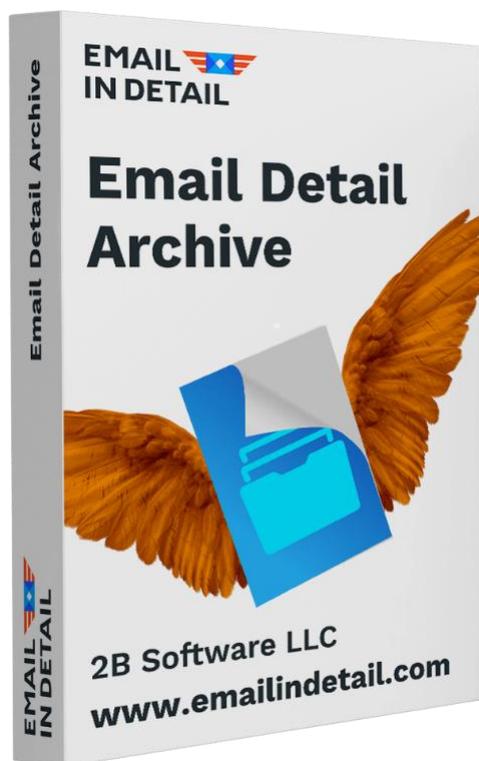


Email Detail Archive Help

Learn how to archive emails as PDF

Download: <https://emailindetail.com/downloads/EDArchive.exe>



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How To Start Email Detail Archive



Dear user!

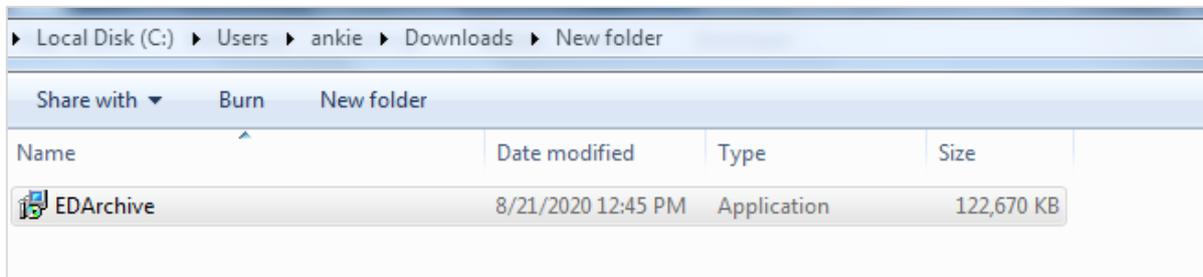
This document is developed to guide you how to use Email Detail Archive. Should you have any questions, [contact us](#). We will be glad to help you!

First, download a copy of Email Detail Archive on your computer following these steps:

1. Visit the [Product page](#), scroll down the page and click on [Download](#) button to download the software. We offer 2 versions: free and business. If you have to process just a few emails, select Email Detail Archive Free. If you back up thousands of emails, get Email Detail Archive Business version. To access the full unlimited ED Archive Business, kindly buy the license which has been explained in other document name: "How to buy the license for the software and register the product".

	 Email Detail Archive Free <small>Free version (no card required)</small>	 Email Detail Archive Business <small>Business version</small>
Price	\$0	\$159
Batch Processing	Up to 50 emails	No limits
Input formats	Eml, msg, pst, Outlook, Gmail, mbox.	Eml, msg, pst, Outlook, Gmail, mbox.
Output formats	PDF	PDF, PDF/A
Attachment processing	Save attachments in original file types	Embed into PDF, ZIP, save, etc.
Page counters	no	yes
Cover page	no	yes
Text/image watermarks	no	yes
	Download ↓	Buy now 🛒

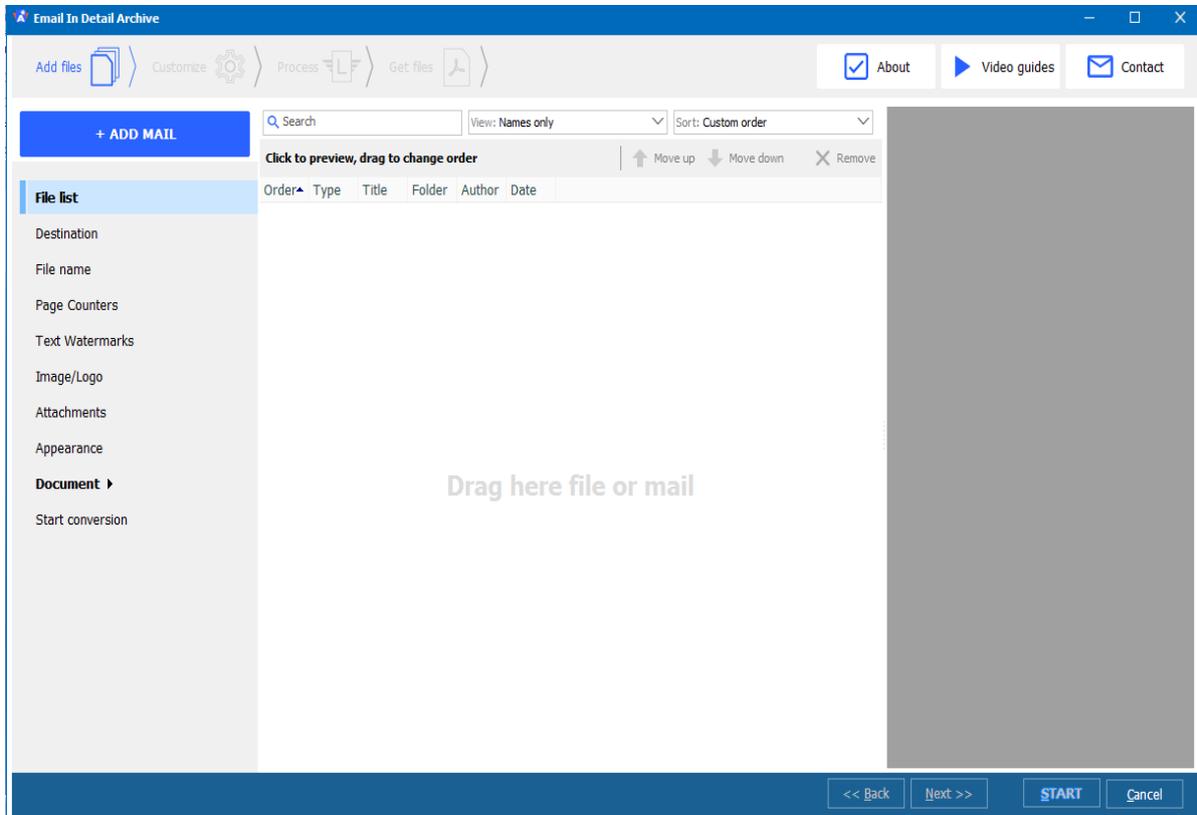
2. Once you have completed the download process, you can find the download file in prescribed download path in your system. Simply double click on the file to install it on your system.



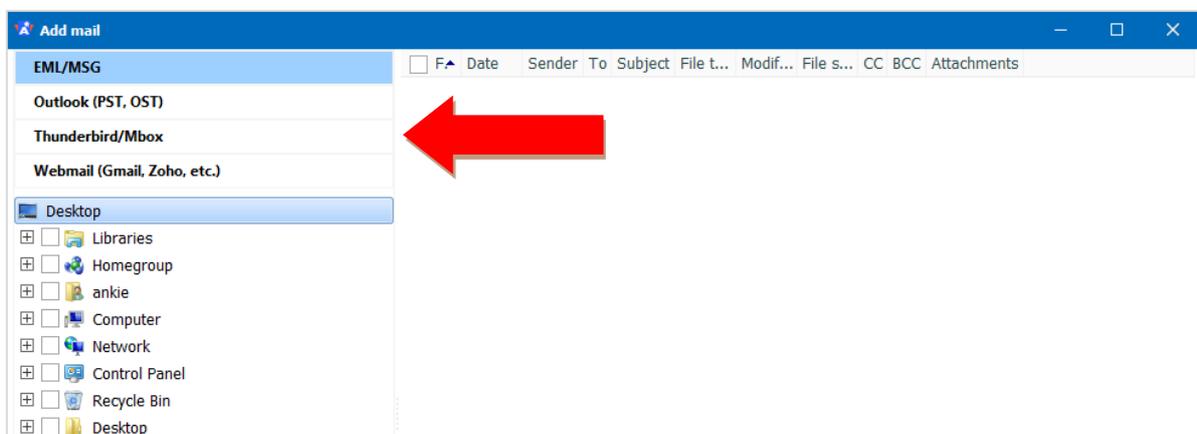
3. Search for the software by using keyword **EDArchive** in start button of your system.



- Click the software icon. You will find the below user interface of the software home page as shown below in the snapshot.



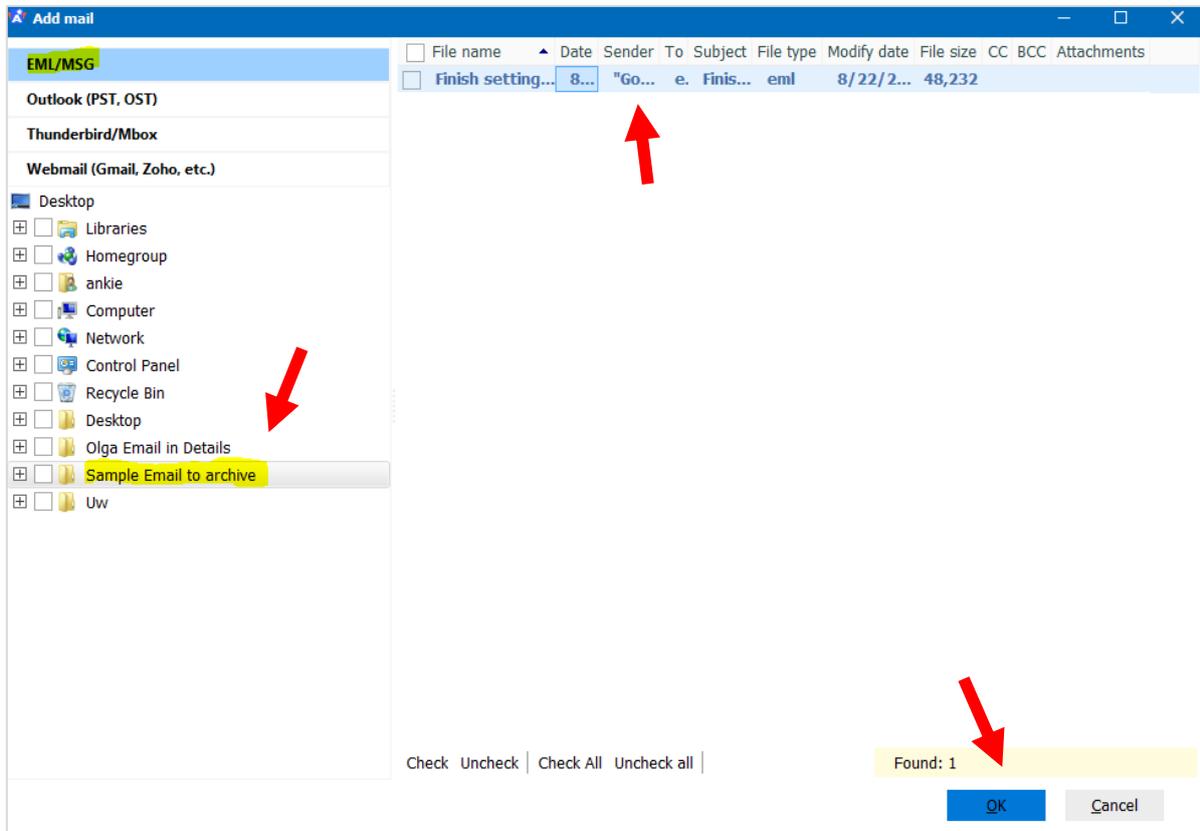
- Now once the software is open, you are ready to convert your emails to pdf to use it later on, whenever required. Click on the **Add Mail** blue button to explore various ways to add emails you want to process. You can add: eml and msg files, Outlook account, PST, OST file, emails from your Gmail or Zoho.



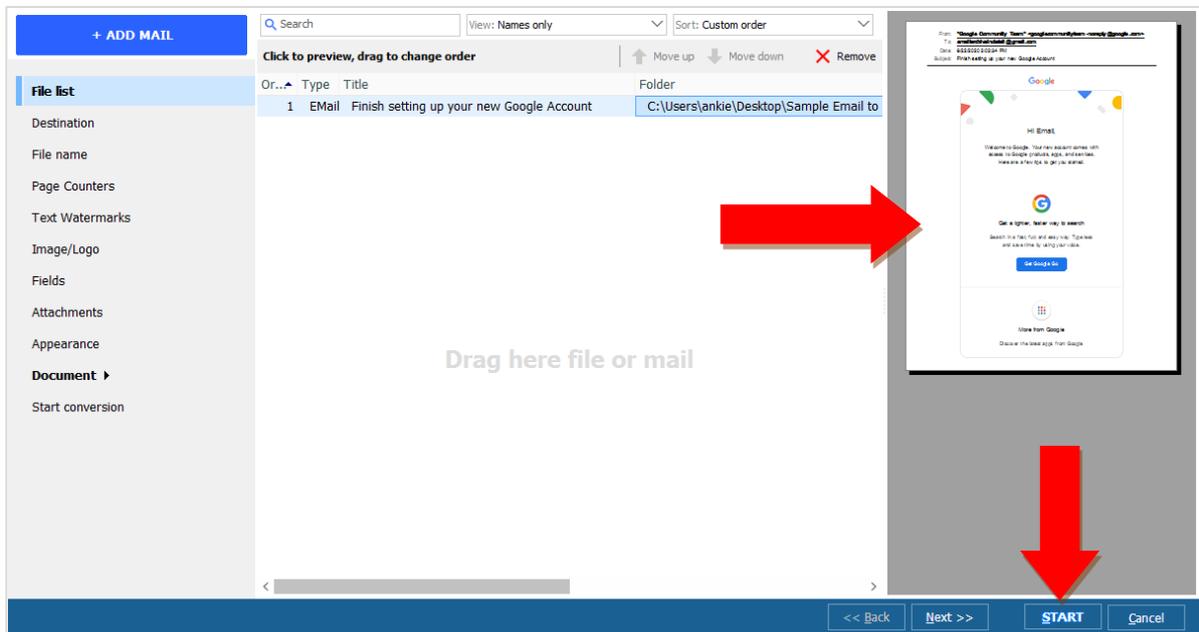
Archiving .eml and convert it into pdf.

Now let's archive one sample .eml and convert it into pdf format to save on your personal system by following below steps.

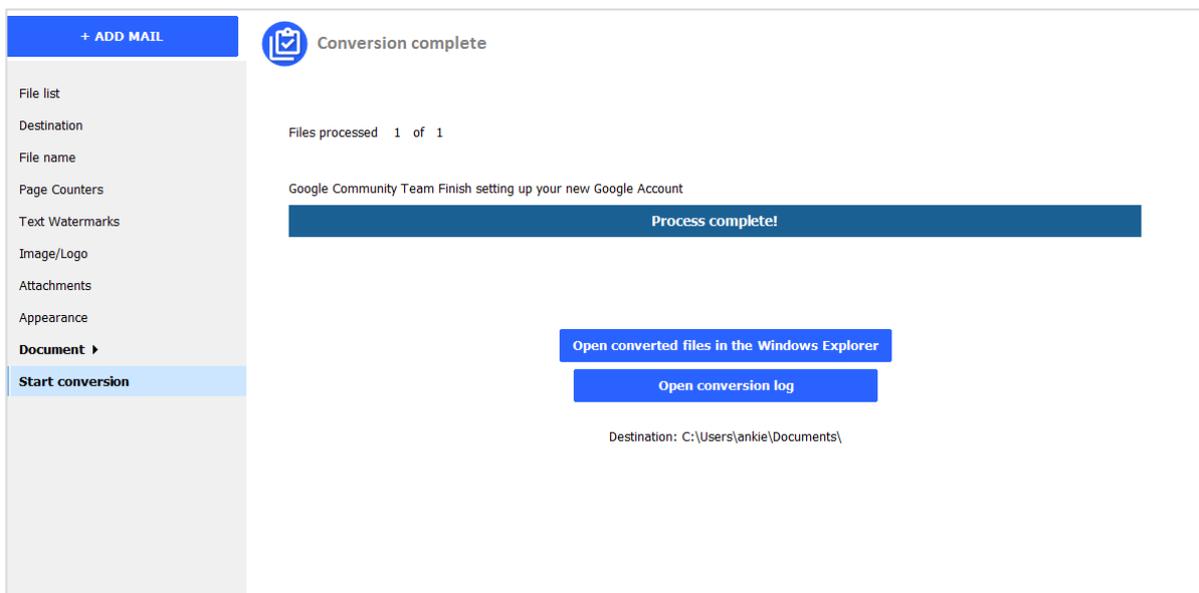
1. Click on EML/MSG button on the left panel and then select the folder in your machine where the eml/msg file is stored. You click on a folder and the right panel shows if there any .eml or .msg files. Select one email or all of them. Selected emails will be processed. Press 'OK' button.



- Upon pressing 'OK', you will be taken to the main screen. You can review the file content before converting into pdf format on the right panel. Now, Press 'START' button.



- Once it is done, it will show the process is completed and will share the process status along with the final converted document path in your machine as shown in the snapshot below.



- Note that email will be converted with **default settings**: attachments will be embedded into PDF, the file will have no page counters or text watermarks. You may use the settings to customize the output to your needs browsing left-hand list of inlays. We will describe most of them in other chapters.

5. You may open the converted file directly by clicking “Open converted files in the Windows Explorer” button and it will take you directly to your converted file location.

How to buy the license for the software and register the product?



Hello Customers!

Since the free version has limited functionality and can process only 50 emails at a time, some users need more power. Below we describe how to buy the license key for the complete Business version.

1. First of all, you need to visit the [Product page](#), scroll down the page and click on Buy now button over down there.

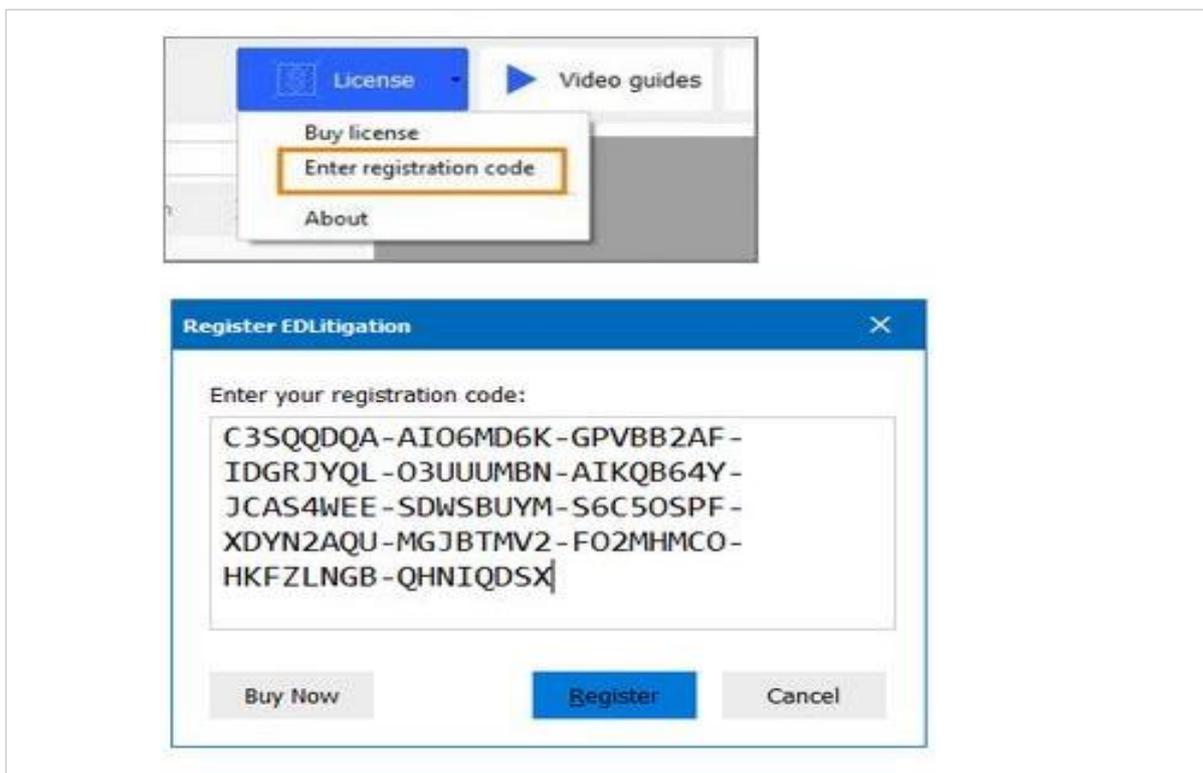
The screenshot shows a web browser window displaying the product page for Email Detail Archive. The page compares two versions: 'Email Detail Archive Free' and 'Email Detail Archive Business'. The Free version is priced at \$0 and has a limit of 50 emails for batch processing. The Business version is priced at \$159 and has no limits. The Business version also includes features like PDF/A output, attachment embedding, page counters, cover pages, and text/image watermarks, which are not available in the Free version.

	Email Detail Archive Free	Email Detail Archive Business
	Free version (no card required)	Business version
Price	\$0	\$159
Batch Processing	Up to 50 emails	No limits
Input formats	Eml, msg, pst, Outlook, Gmail, mbox.	Eml, msg, pst, Outlook, Gmail, mbox.
Output formats	PDF	PDF, PDF/A
Attachment processing	Save attachments in original file types	Embed into PDF, ZIP, save, etc.
Page counters	no	yes
Cover page	no	yes
Text/image watermarks	no	yes
	Download ↓	Buy now 🛒

2. Once you have completed the payment process. The license key of the product will be delivered your electronically on your email address, which you provided for registration.

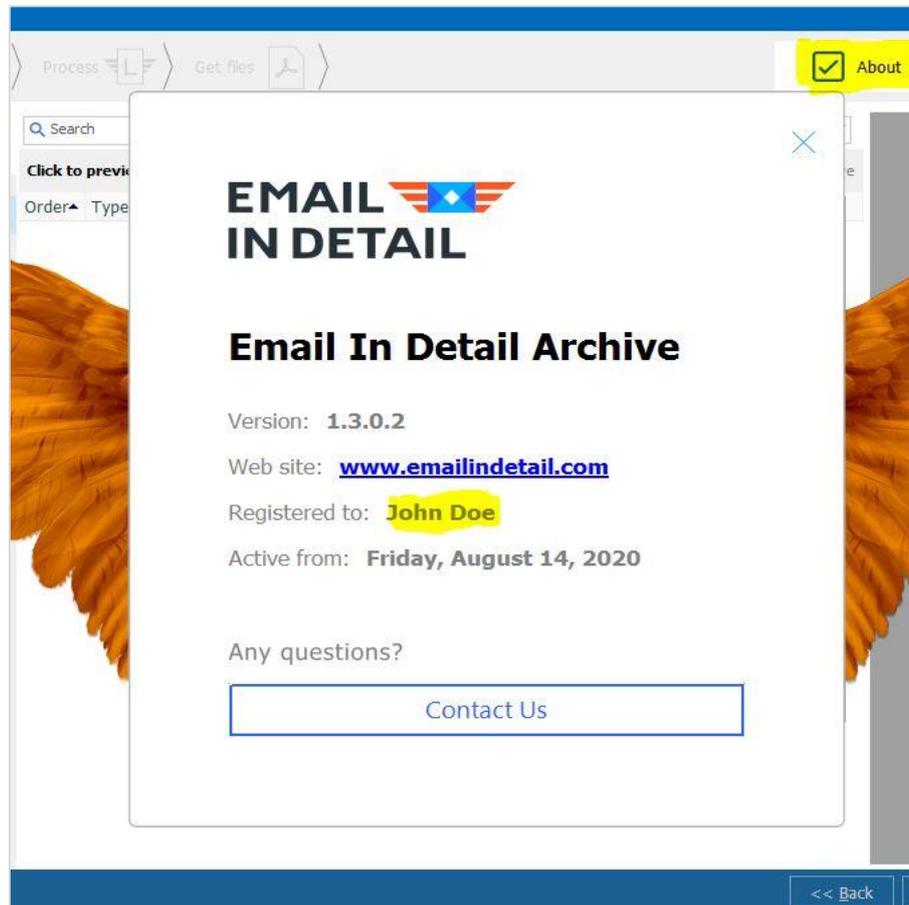
Note: *The license key is an alphanumeric code mix of alphabets and numeric digits.*

3. The key will turn the trial version into the registered one.
 - 1) [Download the trial version](#). Open it.
 - 2) Click **License button and select – Enter registration code**.



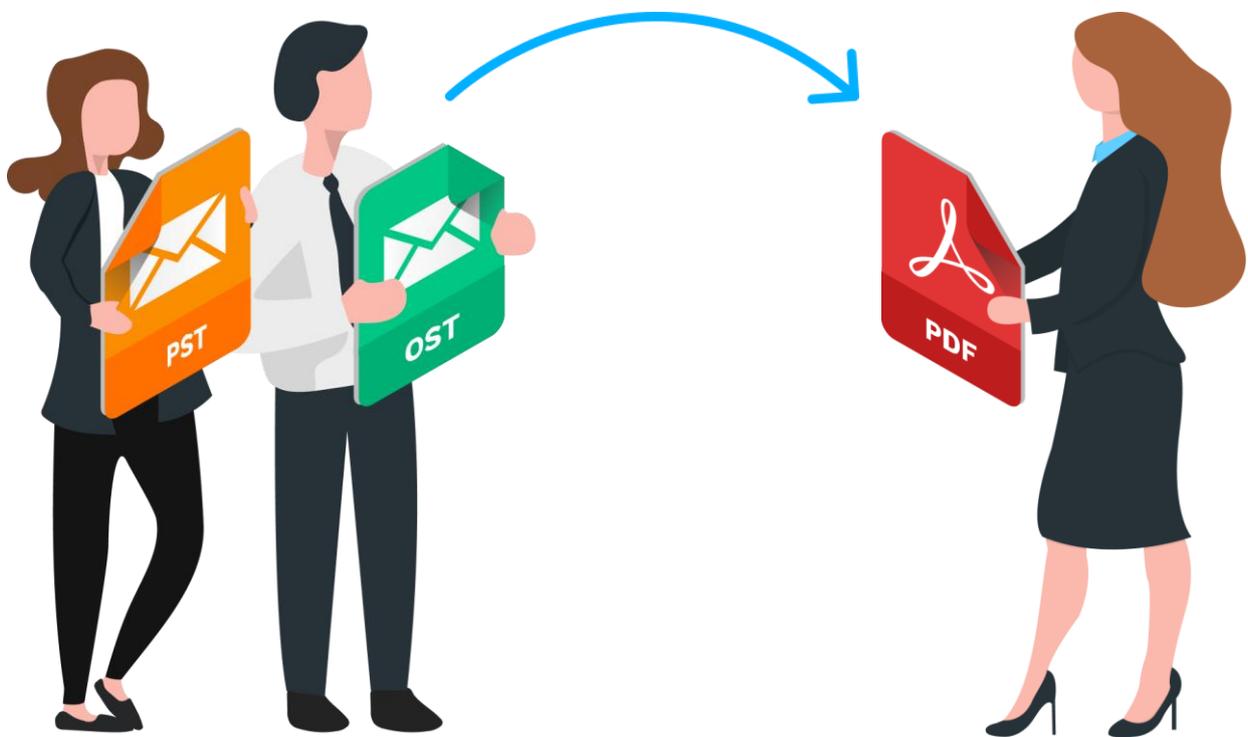
- 3) Copy the alphanumeric license key received in the email and paste in it.
- 4) Click Register button.
- 5) Now just restart your application to start using it with complete features.

- 6) To double check, if you are registered successfully and check your details, you can click on **About** button. You will see a window with your name and details as shown in below snapshot.



Once you have completed all the steps and registered the product successfully, you will be able to access the complete features of the [Email In Details Archive](http://www.emailindetail.com) software i.e. unlimited files for batch processing, page counters, cover pages and text/ image watermarks and many other features as described on the [Product page](#).

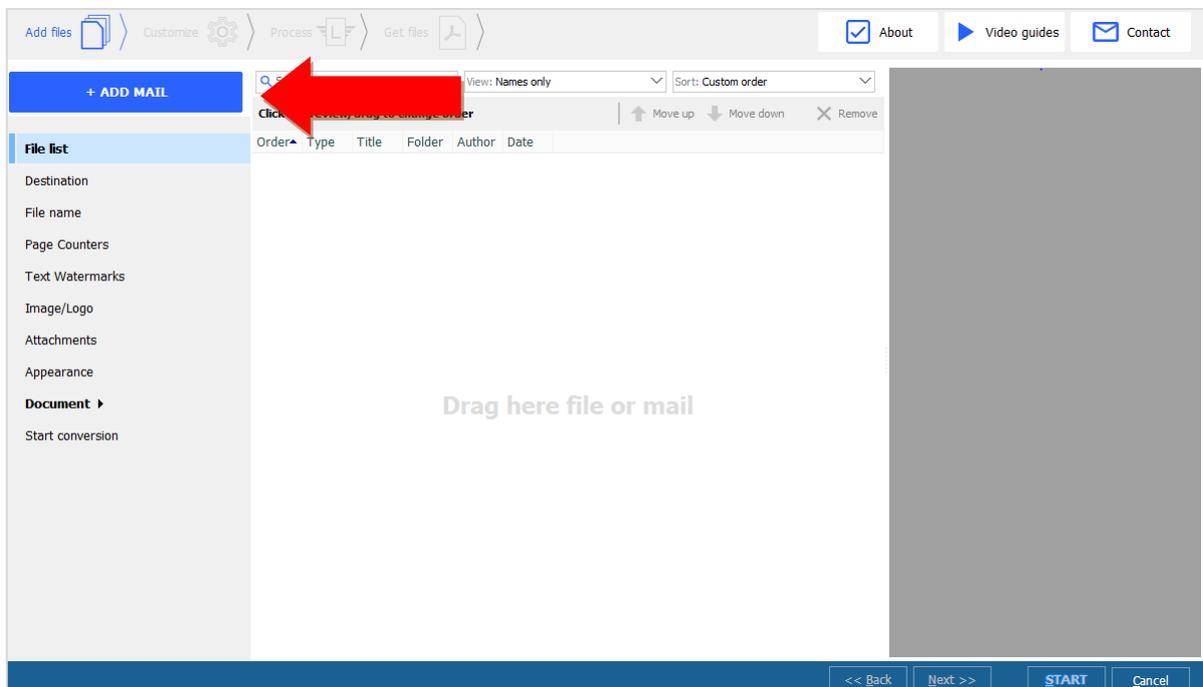
How to archive outlook PST or OST files to PDF format?



This document is developed to help you archive outlook PST or OST files to PDF format.

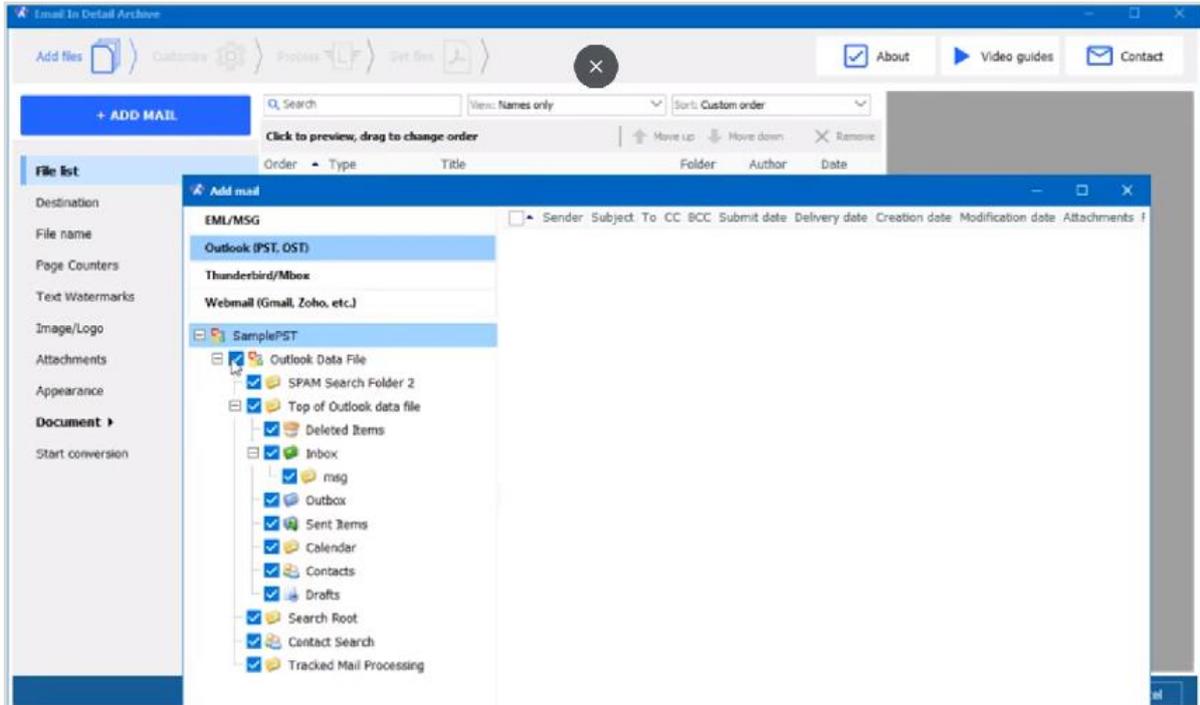
Please follow below steps to in case you have any concern or doubts regarding the same.

1. Open ED Archive software by searching in the start button menu.
2. Click on **Add Mail** Button present on top of the left panel as shown in the snapshot.

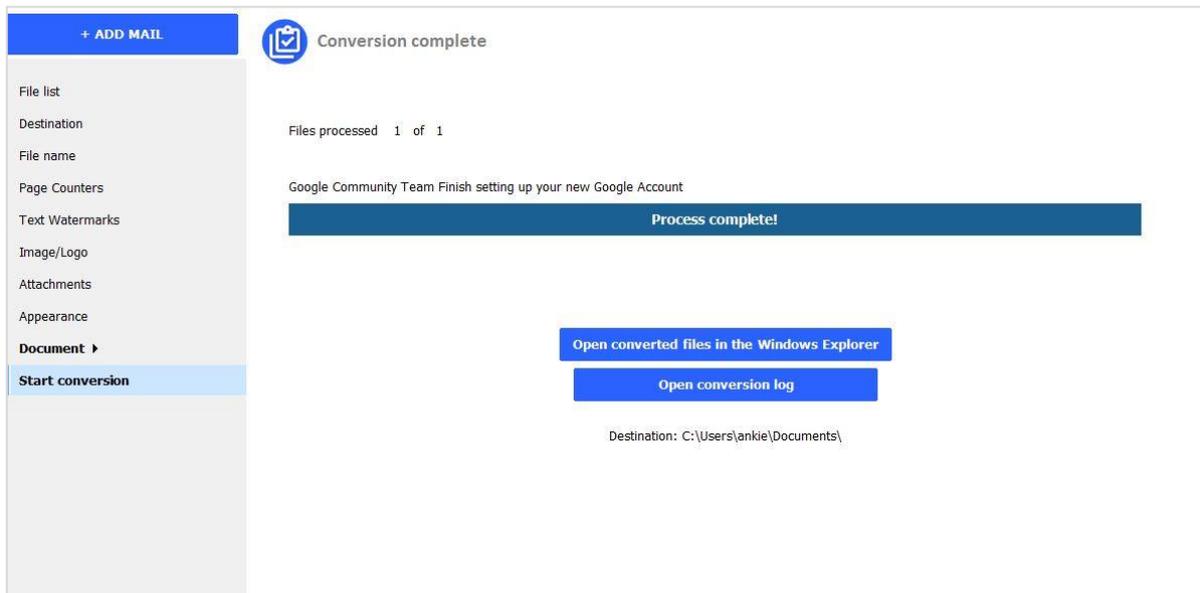


3. Now Click on Outlook PST/OST option in middle of the left panel and browse select the PST/OST file from your system. If you have an Outlook account, the app will detect it automatically.
Note: You must have the PST/OST archived file on your machine. Or a valid Outlook account.
4. After Browsing the PST file in the Outlook mail added option, you will get to see the below screen as shown in the below snapshot.

- After Selecting the desired batch of files to be archived by selecting the file folder, Press **'Start'** button on the right bottom of the screen and you are good to go.



- You may check the converted archived file by clicking the blue button “open converted files in the Window Explorer”.



What are the different ways to process attachments in ED?



Find the different ways to process attachments in Email Detail Archive while converting emails to PDF.

By default, you are on files list, where you can see all the imported files. Now, click **Attachments inlay** in the left panel and you will see three options for processing the attached files: Convert, Save, Ignore.



You can choose one of the three options for processing attachments

-  Convert attachments to PDF
-  Save attachments in original form
-  Ignore attachments process emails only

I. **Convert Attachments to PDF.** In this method, we have 3 further different options:

-  Convert attachments to PDF
-  Save attachments in original form
-  Ignore attachments process emails only

- 1** Save as a separate file
Attachment file name template:
- 2** Insert into final document
 - Insert before mail
 - Add mail body to each attachment
- 3** Attach to final PDF

Email Detail Archive is very flexible. You can use different combinations of settings to get perfect results. By default, all attachments are converted to PDF and inserted into the final PDF. However, there are other settings.

- 1) **Save as a separate file:** you may save the attachment as a separate PDF file with a customized name. Converting 1 email with a Word file attached to it, you will **get 2 PDF files**.



- 2) **Insert into final document:** or you can also insert the attachment into the final output document. Converting 1 email with a Word file attached to it, you will **get one multi-page PDF** file with all the data.



- 3) **Attach to final PDF:** this option will convert the attachments to PDF and attach to the PDF with the email body. Converting 1 email with a Word file attached to it, you will get **one PDF** with the email and a PDF file (former Word file) attached to that PDF.



II. **Save Attachments in original form.** You can save the attached files in their original form. If you have a Word file attached, it will still be the Word file after the conversion. You can save these attachments in a new folder with new names or attach them to the final PDFs.



III. **Ignore attachments process emails only.** This is the simplest option, you may choose, in case you don't need the attachments in the output PDF archives.

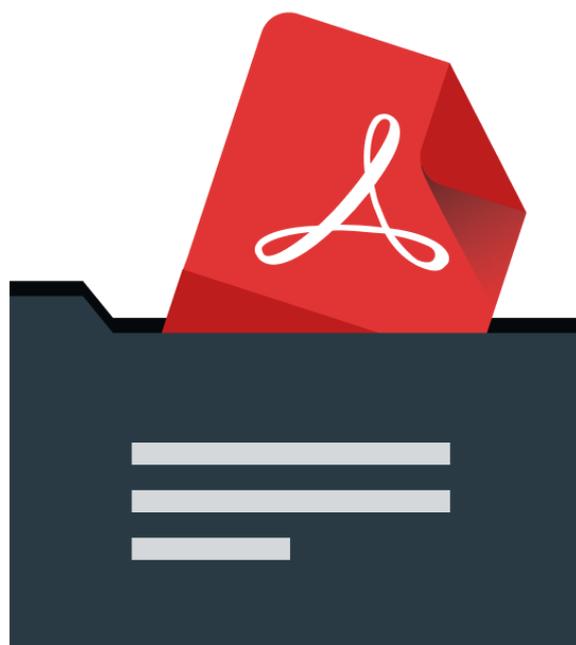


Note that you can select the zip option if you want to zip your original emails with your PDF output files. This way you have both the originals and the PDF copies in one place.

Click **START** button to proceed.

Once the process is successfully completed click **Open converted files in the Windows Explorer button** to open the target folder.

How to give output PDF descriptive names and destination folder?

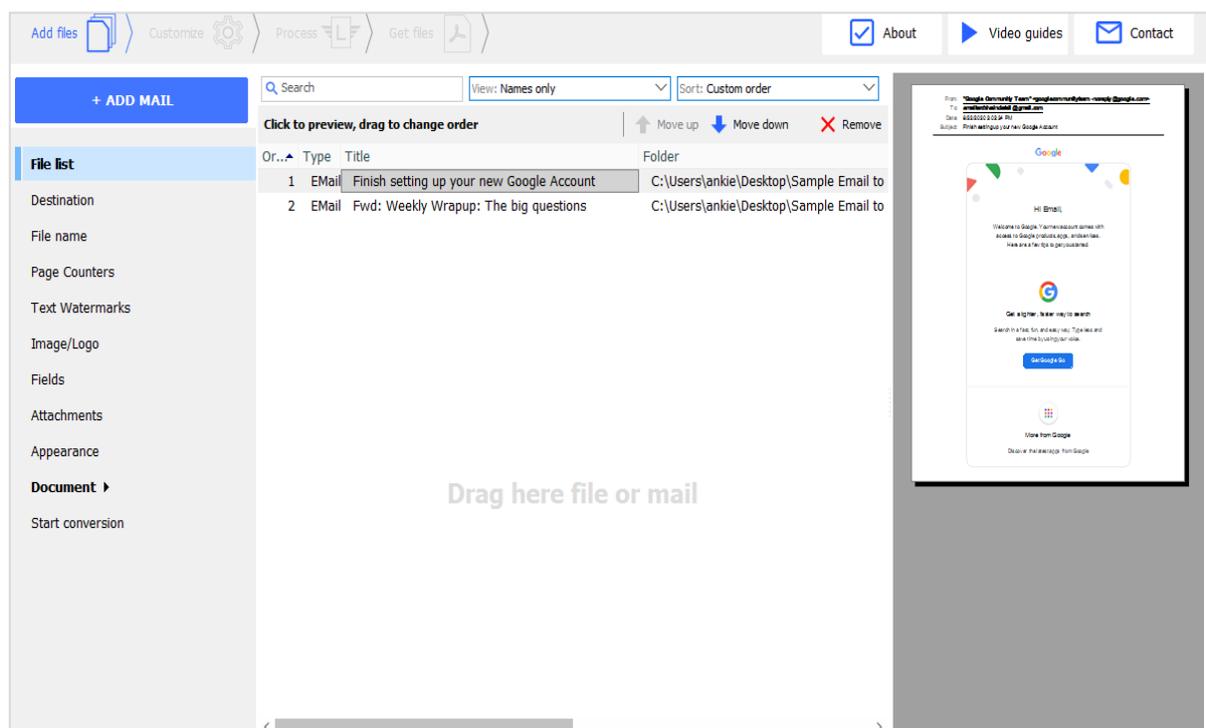


This document is developed to guide you how to customize the name of final output PDF document and set its destination folder.

I hope you have downloaded the software and know how to use it. If you still confused, please read the above chapters.

Now let's proceed with steps about the name and destination of final output pdf document. After importing the files in the software and selecting them in the preview section, follow below steps:

1. By default you are on files list, where you can see your all the imported and selected files for conversion.



2. Now, select **Destination** inlay in the left panel, and you can set the output file destination path in your system. You get a choice here to decide whether you want to save all the files in single PDF or create a new PDF for every input file.

The screenshot displays the 'Destination' configuration panel in the Email Detail Archive software. The interface includes a top navigation bar with 'Add files', 'Customize', 'Process', and 'Get files' options, along with 'About', 'Video guides', and 'Contact' links. A left sidebar contains a menu with 'Destination' selected. The main panel is titled 'Select the destination folder for your output files' and offers two options: 'Each email into a separate file' (selected) and 'Combine all emails into one document'. The 'Each email into a separate file' option has a text field for the destination path (C:\Users\ankie\Documents\), a 'Browse' button, and a 'Use current' button. A checked checkbox labeled 'Keep folder structure' is also present. The 'Combine all emails into one document' option has a 'File name:' field with the path C:\Users\ankie\Documents\Google Community Team Finish setting up your new Google Account.pdf, a 'Browse' button, and a 'Use current' button. Below these options, there is a 'Limit file size to:' field set to '<no limit> kb' and a 'Set this path as default' button. At the bottom of the panel, there are '<< Back', 'Next >>', 'START', and 'Cancel' buttons.

3. Now let's move onto next step of setting the output file name standard.

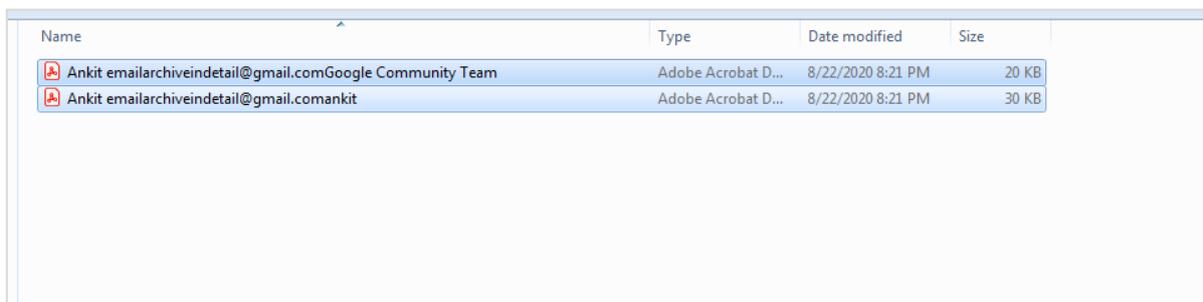
1) Use **Keep original file names** option if you don't want to modify file names. This is the default behaviour of the app.

2) You can change the name adding the macros or your own text. For example, you can add **Sender** to the file name. Or **Date**. Once you click on the macros, it will be added to the file name path. You can preview the file name below.

*Note that you can limit the length of the name by setting **<chars to use>**. For example: [sender:10] will turn email from John Doe Junior into John Doe J. Normally we recommend set 30-40 characters. This helps you avoid extra long names.*

3) Insert starting and ending bates numbers to the file name. This option is great if you prepare emails for litigation.

You can also type any word or phrase that you want to be included into the file name. In the snapshot the output file name has been set with a combination of both customized text and macros, i.e. Ankit+ recipient name + sender name.



The screenshot shows a file explorer window with a table of files. The table has four columns: Name, Type, Date modified, and Size. There are two rows of files, both of which are Adobe Acrobat PDF documents. The first row shows a file named 'Ankit_emailarchiveindetail@gmail.comGoogle Community Team' with a size of 20 KB. The second row shows a file named 'Ankit_emailarchiveindetail@gmail.comankit' with a size of 30 KB. Both files were last modified on 8/22/2020 at 8:21 PM.

Name	Type	Date modified	Size
 Ankit_emailarchiveindetail@gmail.comGoogle Community Team	Adobe Acrobat D...	8/22/2020 8:21 PM	20 KB
 Ankit_emailarchiveindetail@gmail.comankit	Adobe Acrobat D...	8/22/2020 8:21 PM	30 KB

Contact Us

If you still have any doubt or questions, you can reach out to us.

[Contact Us](#) Feel free to contact us if you have pre-sales questions about our email solutions or need technical support for any of our products. We are happy to help.

