

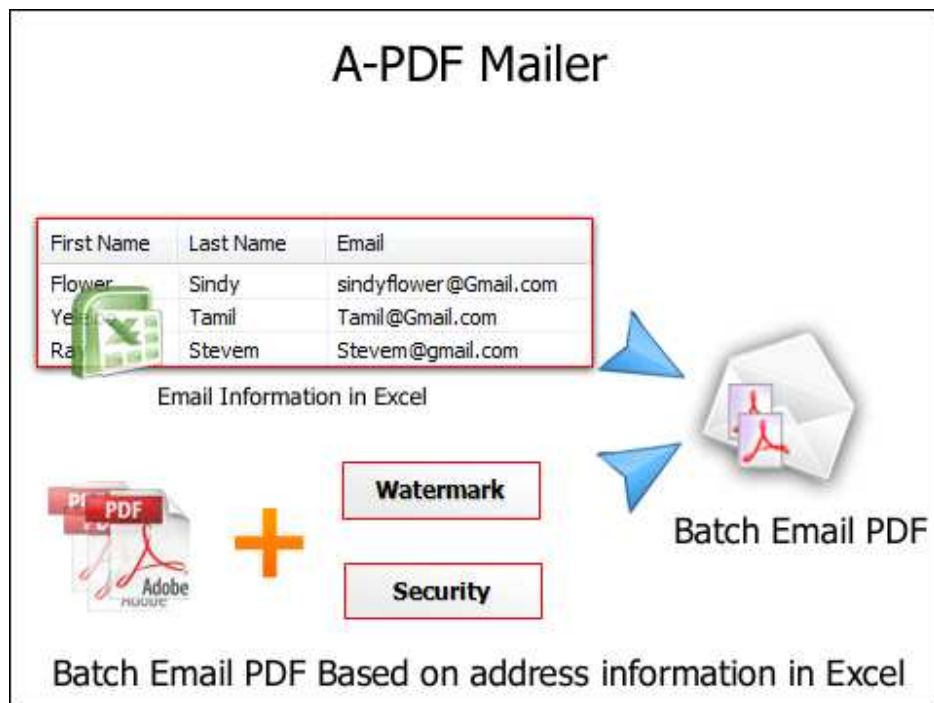


User Documentation

Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. Have time limit in the registered version.

About A-PDF Mailer

A-PDF Mailer is batch email sender software for Windows that allows you to automatically batch send your individual email to multiple addresses based on data in Excel worksheets. A-PDF Mailer add watermark and security to volumes of personalized PDF documents before sending them via Email



This tool works within Excel 97 - 2010 for Windows. It integrates directly with your POP3/SMTP or Exchange email server or directly with Outlook. For example, it will work with Gmail, AOL, SBC, and Yahoo accounts (and many others.)

Typical scenario



User Documentation

I wish to send an email to a list of members present in an excel file. I have an Excel database with email address in one column, then first names in the next, last name in the third column. I can use A-PDF Mailer to automatically send a Microsoft Outlook email to these named people based on the Excel database.

A	B	C	D	E
<u>First Name</u>	<u>Last Name</u>	<u>Email</u>	<u>CC</u>	<u>BCC</u>
Flower	Sindy	sindyflower@Gmail.com	jack@Gmail.com	linda@Gmail.com
Yeleloo	Tamil	Tamil@Gmail.com	Tom@Gmail.com	Jassica@Gmail.com
Ray	Stevem	Stevem@gmail.com	Frank@Gmail.com	rock@Gmail.com

Key Feature

- Send email in text formats from a worksheet
- Create an individual email for each email address on your worksheet
- Use SQL to filter Email address from Excel
- Save multiple email templates for later use.
- Include PDF or other attachments with your email messages.
- **Distribute\email Multiple PDF Files to multiple e-mail Recipients At Once**

A-PDF Mailer takes multiple PDF files as input and routes them to the correct recipients saving your valuable time and increasing your productivity. Distribute hundreds or thousands of PDF documents with simplicity of sending multi-e-mail. Just select input files and the software will do the rest.

- **Use Excel field data as Marco to Designate E-mail Recipients, subject and body**

Use Excel field data as Marco to add e-mail recipients and message subjects and body. Marco can be as Recipients, BCC, Subject, Email Body, CC etc...

- **E-mail Support**

A-PDF Mailer uses either your current e-mail client such as Microsoft Outlook, Outlook Express, SMTP (Simple Mail Transfer Protocol) Internet E-mail server. SMTP is the de facto standard for email transmissions across the Internet and provides functionality for sending volumes of e-mail messages without user interaction.

- **Secure Outgoing Documents**

Optionally secure outgoing PDF documents with a "document open" and "user permission" passwords. Restrict editing, printing and content extraction. Recipients will be required to enter a "document open" password in order to view its content.

- **Watermark Outgoing Documents**



User Documentation

Optionally Watermark outgoing PDF documents with text and image, you also can use excel field data as macro to define text watermark.

● Message Log

A-PDF Mailer records date, time, file name, and all recipients for each outgoing e-mail.

Using A-PDF Mailer

When you start the program, you will be presented with the primary screen from which all actions are taken.



The screenshot displays the A-PDF Mailer application window. The main interface is divided into three primary sections:

- Select Input Microsoft Excel File (.xls):** This section contains a table with recipient information. A callout points to the 'Email' column, stating "Email List include address".
- Select Attachments:** This section shows a list of files to be attached to the email. A callout points to the 'demo.pdf' entry, stating "PDF attachment to be emailed".
- Email Settings:** This section allows for defining the email's subject and body. A callout points to the subject and body fields, stating "Email caption and body define".

The Excel table data is as follows:

First Name	Last Name	Email	CC	BCC
Flower	Sindy	sindyflower@G...	jack@Gmail.co...	linda@
Yeleloo	Tamil	Tamil@Gmail.com	Tom@Gmail.com	Jassica
Ray	Stevem	Stevem@gmail...	Frank@Gmail.com	rock@

The 'Email Settings' section shows the following configuration:

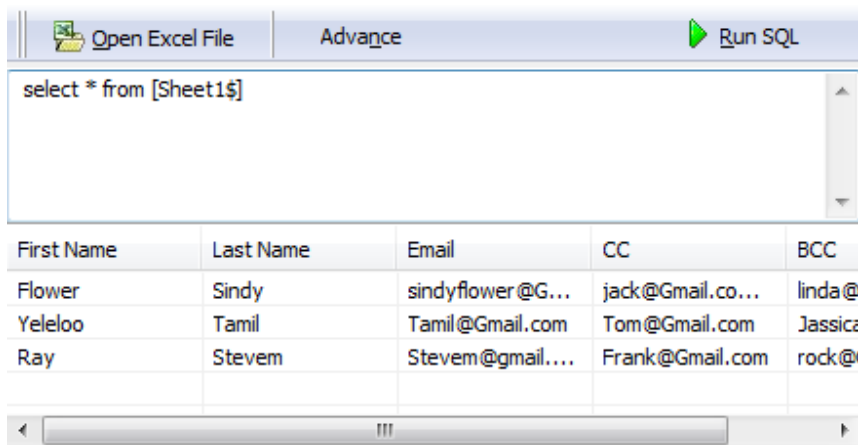
- Subject:** Demo:Reports from {First Name}
- Email Body:** Dear {First Name},
Attached is the reports from A-PDF Company and please feel free to hv a look
Best,
Support Team

At the bottom of the window, there are buttons for "Batch Send Mail", "Stop", "Setting", and "Help".




Open Data Source for Emailing

In the A-PDF Mailer Top-left window, navigate to the folder and find the Excel (Data Source for Emailing), you can click "Run SQL" icon to Run SQL query in Worksheet, The Query Results are displayed in the A-PDF Emailer Top-left window: as seen in the Example below.



Selecting Attachment to Email

Clicking the **Add PDF Document** icon , or selecting **File** then choosing **Add PDF Document** will open the standard file browse and select window. From that window you can navigate to the folder and find the files you want to add to the list of files to be emailed from.

You also can add other format email attachment to mail, click  icon to add file.

Alternatively, if you are using Windows Explorer to locate files, you have the convenience of being able to 'drag and drop' files into the document window. A-PDF Mailer even allows you to select all files in a particular directory/folder by using

the **Add a Directory**  option from the **File** menu! Add a directory also supports sub-folders.





User Documentation

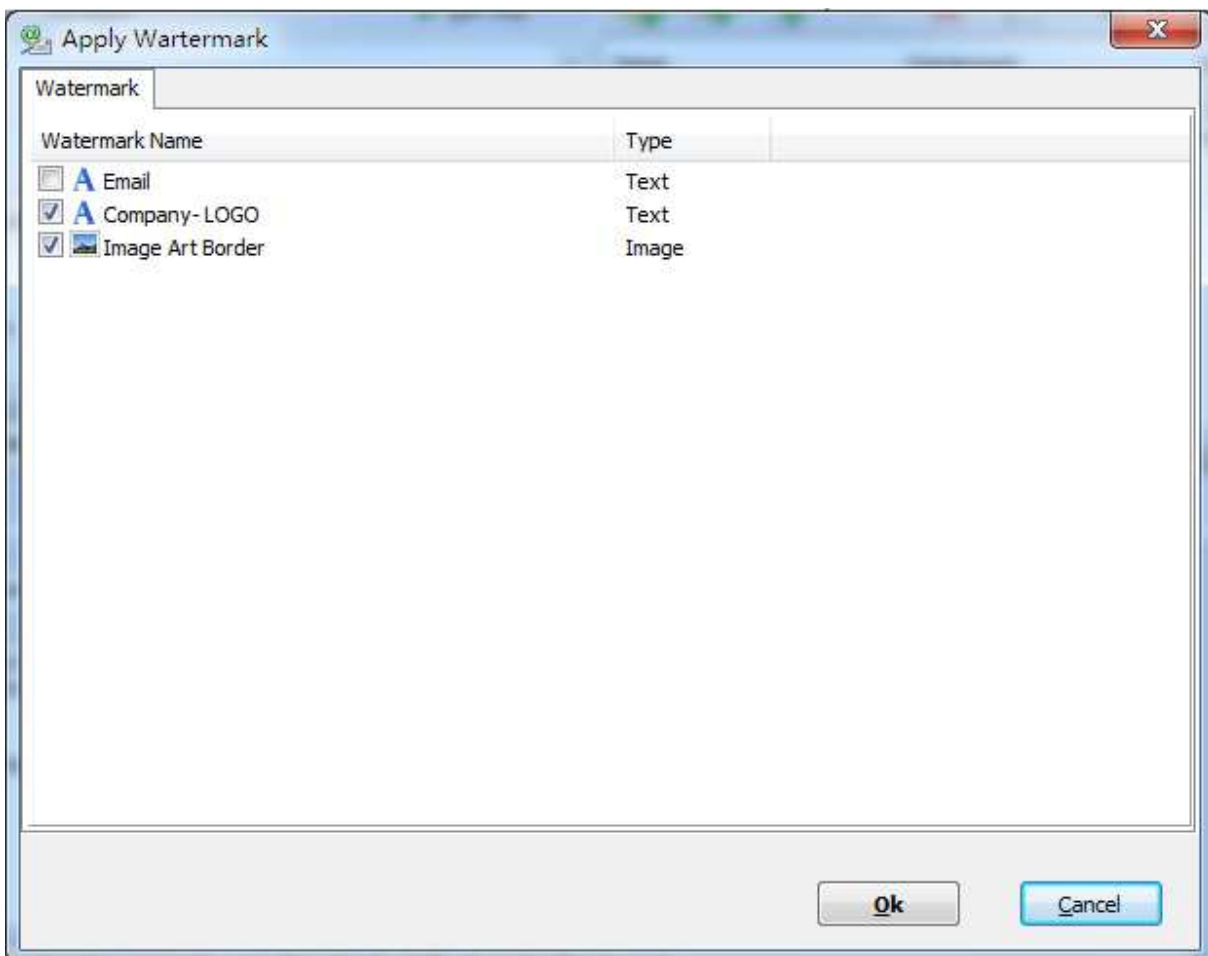
Each added file is displayed in the A-PDF Mail Right-Top window, as seen in the example below. You can view any of the files in the window by 'double-clicking' them. That will open PDF files in your default PDF reader program (usually Adobe Reader).

Add Watermark to PDF Email Attachment

A-PDF Mail allows you to add custom text or image watermark to PDF attachment before you email them.

Name	Watermark	Edit	Path
demo.pdf	Email_Demo	(highlighted with a red box)	C:\Program Files\
demo_ppt.ppt		N/A	C:\Program Files\

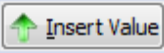
Click icon to open watermark list window, check the watermark which you want to add.

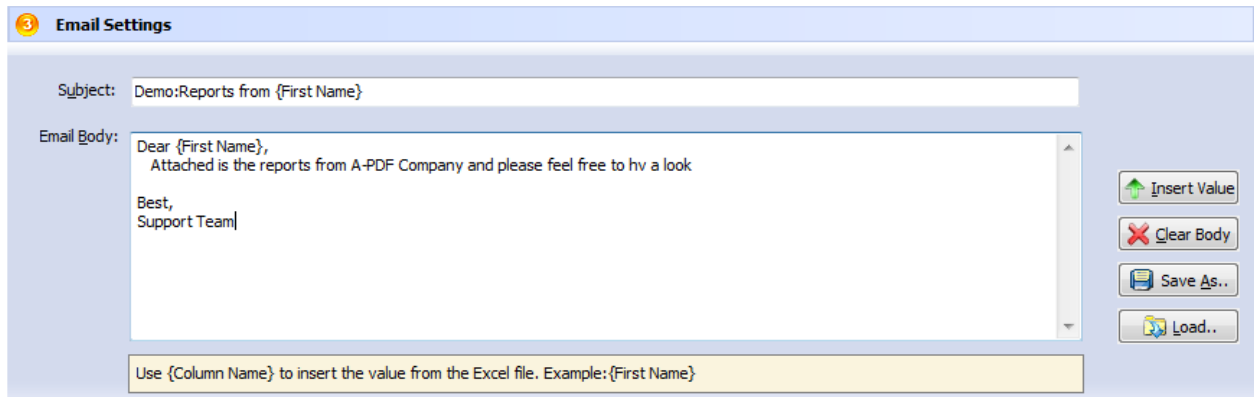




User Documentation

Setting Email Subject and Body

Predefine the **subject** and the **body**. You can use excel field data Macro as a part of email subject and body. To apply Macro, click  icon.



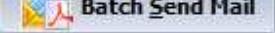
Email Settings

Subject: Demo:Reports from {First Name}

Email Body: Dear {First Name},
Attached is the reports from A-PDF Company and please feel free to hv a look
Best,
Support Team|

Use {Column Name} to insert the value from the Excel file. Example: {First Name}

Batch Mail PDF

Click the **Batch Send Email** button  to Auto email all of PDF files in the PDFs document windows. A-PDF Mailer will to email PDF files base on the Excel data field

Filename	Size	Send to	C	Subject	SendResult
✓ card_Alfonso Britt	35 KB	alfonso@gmail.com		Customer Ne...	Mail Success
✓ card_Gary Richard	35 KB	richard@gmail.com		Customer Ne...	Mail Success

The log splitting will be shown in log list.



Options-Email Settings

The screenshot shows the 'Options' dialog box with the 'Security' tab selected. The 'Email Settings' section is active, and the 'Use Internet E-mail Server(SMTP)' option is selected. A warning icon and text indicate that due to Windows security limitations, users may be prompted to confirm outgoing emails. The 'Internet E-mail Server(SMTP) account settings' section contains four sub-sections: 'Server information' (Outgoing SMTP mail server: smtp.163.com, Server port number: 25), 'Server information' (User name: apdftest, Password: *****), 'User information' (Your name: apdftest@163.com, Email Address: apdftest@163.com), and 'Send a test mail' (Test button). The 'OK' and 'Cancel' buttons are at the bottom right.

E-mail Support

The software uses either your current e-mail client such as Microsoft Outlook, Outlook Express, Mozilla Thunderbird or SMTP (Simple Mail Transfer Protocol) Internet E-mail server. SMTP is the de facto standard for email transmissions across the Internet and provides functionality for sending volumes of e-mail messages without user interaction.



Options-Security

Options

Email Settings **Security**

Add security to your Adobe PDF files when you first email them

Security Method:

Security Level: high(128-bit; Acrobat 5.0 and above)

Require a password to open the document

Document Open Password: 123

Permissions:

Use a password to restrict permissions

Permissions Password:

Print Allowed: None

Changes Allowed: None

Enable copying of content

Enable text access for screen reader devices for the visually impaired

Options:

- Printing (High Resolution)
- Document Assembly
- Allow Form Field Fill-in or Signing
- Authoring Comments and Form Fields
- Changing the Document
- Allow Content Copying or Extraction
- Content Accessibility Enabled

OK Cancel

Secure Outgoing Documents

Optionally secure outgoing PDF documents with a "document open" and "user permission" passwords. Restrict editing, printing and content extraction. Recipients will be required to enter a "document open" password in order to view its content. The plug-in provides three different ways of password protection: a "global" password that is the same for all outgoing documents, or a document-specific password that is extracted from document's text (and text annotations) using a "password" keyword (For example: password: 123), or is read from document's properties (custom "Password" property is used to specify a password).

For more information: <http://www.a-pdf.com>