



Keaten House, Ltd.

# Email Archiver Manual



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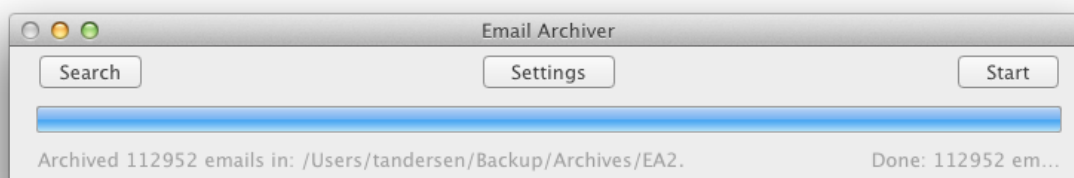
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## Email Archiver Quick Start

**Run the application and press the 'Start' button.** Email Archiver will create an archive of all your email in the location you choose.

You can also (starting with version 2.5) **drag single emails from Mail.app into Email Archiver.** It will create a single PDF, plus if there any attachments, a folder containing them.





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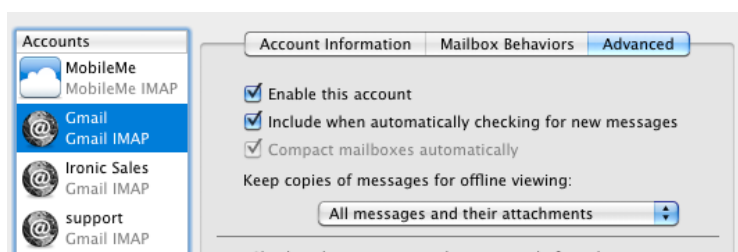
## Email Archiver Version 2: Summary

Email Archiver helps you turn email collected in Mail.app on OS X 10.6 or later into a hierarchy of PDFs and attachment folders on your hard drive. With version 2.0 and later, Email Archiver fully supports OS X 10.7.

It does this without modifying your Mail.app installation in any way, nor does it make any changes to any of the mail files that Mail.app works with on your hard drive (e.g. Files in ~/Library/Mail, which is the default location.).

To run it, simply double click the application. If your email is set up in a default manner, then you can just press the 'Start' button. Normally, though you should click on the preferences button to set up - or confirm the setup of the destination of email.

**Email Archiver only archives email messages that are on your computer.** For IMAP accounts you need to make sure that Mail.app is set up to keep copies for offline set to: "All messages and their attachments".



### How it works

Email Archiver works by going through all your downloaded email. For each email it finds in your Mail.app files, it archives each email by:

- Rendering the email into a PDF, in a very similar way as if you used the print to PDF option in Mail.app.
- It adds in tiny font at the bottom of each email the email header, which is good for searching and archival support.
- It gives each email a filename consisting of the subject line, with the date and time of the email at the start. This date is in 'ISO8601' format - with year-month-day followed by the time in 24 hour mode. For example:



- By having the date and time as the start of each email, emails will naturally sort according to the date of arrival in Finder lists, etc.
- The 'Z' (Zulu time) at the end of the date is appended to remind you that the date and time are given in GMT - the world standard time. Unfortunately there is no way to reliably name a file with a local date and time, as your computer will change time zones at least twice a year, even if its sitting in an office, due to daylight savings.
- Any attachments are duplicated into a folder with the same name as the email.



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- When Email Archiver is run a second time, it runs faster as it only has to archive emails that have not yet been archived.

### **A few things that Email Archiver does and does not do:**

Email archiver does not archive emails in your 'Trash' or 'Deleted' folders.

If you run Email Archiver, and it creates an email PDF, then running it again will never erase that email PDF, even if you delete an email from Mail.app. Put another way: **Email Archiver only creates files - it never erases them.**

A consequence of this is that if you have an email in say your 'Inbox' then you run Email Archiver, it will archive the email. If you later move this email in Mail.app to a folder such as 'Projects/Johnson', then the next time you run Email Archiver it will simply create an email PDF in the /Projects/Johnson folder in your archives, and there will be two copies of that email in your archives. This is a feature of Email Archiver - it is an archive tool and NOT an up to date exact mirror of your email folder. This helps cover you from accidental deletions, etc, as an archive tool should.

As a consequence you may wish to do these actions:

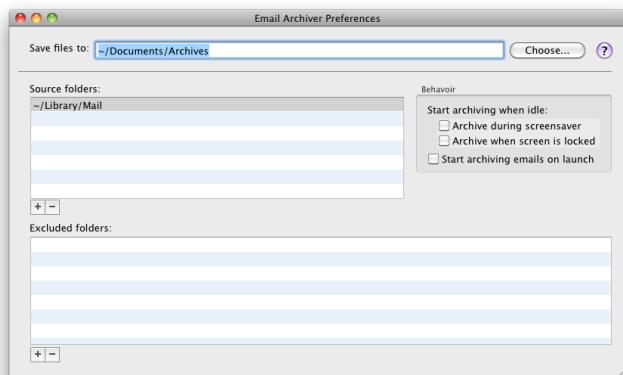
- 1) Make sure all email is 'filed away' in Mail.app before you run Email Archiver.
- 2) Use the Finder to throw out or move, your email PDFs and let Email Archiver build them from scratch.

Email Archiver has no database of all archived emails. So if you remove an email from an existing archive, it will replace it the next time it is run.

## **Preferences**

The preferences tell Email Archiver what folders to archive email from, and also what folder to create the PDFs in.

The default is to archive all email in ~/Library/Mail - which is the default place where Mail.app stores all your downloaded mail, and to make the archives in ~/Documents/Archives, which is in the Documents folder in your home account.

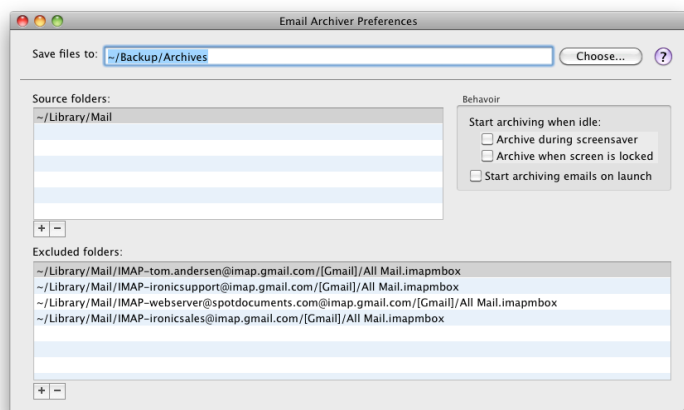




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You may want to move the location at which Email Archiver generates emails, as I do, to another folder.

Also in my preferences I have some folders marked as skipped - Gmail accounts end up putting about 2 copies of each mail on your computer - one in the place its filed, for instance the 'Inbox', 'Sent', etc. The other is in the 'All Mail' folder. For my purposes, I did not want to have two PDFs made for each email, so I simply excluded these 'All Mail' folders.



**Source Folders:** You can also pick just one sub-folder or a group of them to archive.

**Behavior:** You can set Email Archiver to archive on launch and and a few other options.



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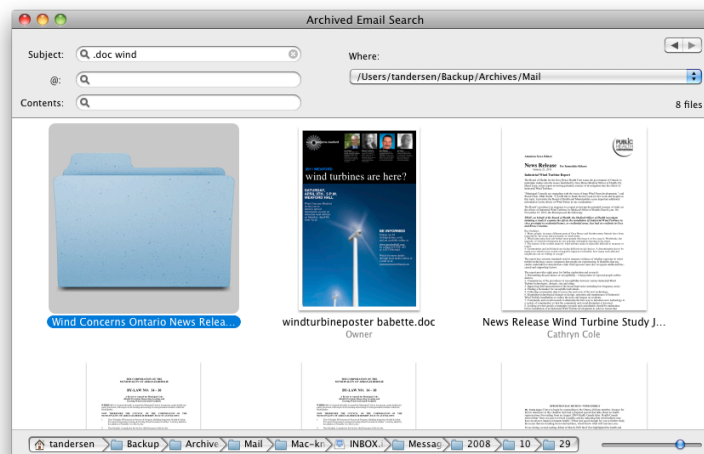
## Searching

You can search your email archive using Spotlight or the Finder or any other means that you would normally use to search files on your computer.

Email Archiver also includes a handy search window that allows you to find emails using the most common search options for email, along with large visual icons for all found items.

More recent emails are at the top of the list.

You can search by just double clicking on folders, or more usually, by typing into the subject field to location emails by subject.



There is a back button in the search area, top right, that takes you back to your previous search.

### Subject Field:

Enter words that are in the subject of the emails you are looking for. **Also finds attachments by file name.**

**Tip:** to find all the .doc 'Word' attachments, type '.doc' into the subject search field. To find all word documents on the 'Johnson' project, you might type '.doc' into the Subject field and 'Johnson' into the contents field.

**Tip:** Narrow down your search by adding words to the Subject field, order does not matter.

**Tip:** If you find a folder using a name search, its likely an attachment folder. To see all the attachments for that email, double click on the folder.

**Tip:** A single letter means that the subject must start with that letter.

### @ Field:

This will look for people associated with the email or attachments. You can often search for the person's name, and not just email addresses in here. Since this search looks for authors, it will also find attachments authored by the person you are searching for.

### Contents Field:

Searches much like a regular Spotlight search, locating all items that might be related to your search term.



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## Usage Scenarios

Here are some tips and tricks that may come in handy:

- You can run it on a very specific folder (a project folder) to create a complete archivable record of all the email for a certain project to be included in deliverables for a project to a client, or a discovery for a legal case, etc.
- You can run it every day after organizing your email, and before you are done for the day.
- For a workgroup all working together, you can, as a system administrator, set up Mail.app for several email accounts, then have Email Archiver create one place on the company server where anyone with permission can look at all emails for the entire group.
- You can publish the completed email archive to a corporate web server for instant searchable access to all archived emails.
- You can use Spot Documents - our cloud storage system - to upload all the archived emails so that all attachments and emails can easily be found and viewed from anywhere, with content searching, etc. We have found that the email search feature on the iPhone/iPad is not very useful, while an Email Archiver/Spot Documents solution gives your email a lasting highly redundant secure storage and discovery platform.

## Technical support

Available at [contact@spotdocuments.com](mailto:contact@spotdocuments.com)

Please include as much detail as possible, including screen shots, the fact that this is an issue with Email Archiver, etc.