



PDF-eXPLODE v3

2013

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Welcome to PDF-eXPLODE

Version 3.3.13.99 (SP 3 / Revision 13) June 2013

PDF-eXPLODE automates the document delivery process for businesses. It turns paper and electronic documents into secure e-mails that can be batch-sent to business clients, customers, patients, employees, vendors, investors and others saving time and money. PDF-eXPLODE is perfect for sending invoices, statements, form letters and other reports and correspondence.

System Requirements

- Operating System: Microsoft® Windows® XP, Windows 2000, Windows Server® 2003, Windows Server® 2008, Windows Vista® or Windows 7
- Hard Drive: Minimum 52.5MB of free disk space, plus additional space for PDF files created
- RAM: At least 64MB of available memory, more during PDF creation. The size of the PDF that can be created is limited by the amount of available memory.

Before Getting Started

Please note the following configuration items before getting started:

- **If you are NOT using Letter size paper:** The default paper size supported by PDF-eXPLODE is Letter. If your paper size is different, for example A4, you must edit the [PDF File Creation Properties](#) and set the appropriate **Paper Size** before proceeding.
- **If you are using PDF-eXPLODE on a network shared computer:** There are special considerations and configuration settings when using PDF-eXPLODE in a shared environment such as Terminal Services, Citrix, BusinessObjects, Crystal Reports Server, SQL Server Reporting Services or as a network shared printer. These are discussed in the topic on [Multi-user Administration](#).
- **If you want to purchase a license online:** [Purchase this software online](#).
- **If you already purchased a license and want to activate it online:** [Activate online License ID](#).

Getting Started

If you are eager to send your first PDF-eXPLODE e-mail within the next few minutes, follow the Fast Start Guide and then come back to the tutorials below to learn more when time permits. If you prefer to read a technical overview of PDF-eXPLODE before getting started, see the section below.

- [Fast Start Guide](#)

If you are new to PDF-eXPLODE, please follow the Getting Started Tutorials to quickly learn how to use PDF-eXPLODE and achieve the results you desire. Each tutorial will take approximately 10 minutes.

Tutorials

- [Create a PDF File](#)
- [Explode a PDF File](#)
- [E-mail a PDF File](#)
- [Automate the Process](#)

If you are currently using PDF-eXPLODE Version 1 or Version 2 and are upgrading to Version 3, the following topics describe the new features.

- [What's New in Version 2](#)
- [What's New in Version 3](#)
- What's new in this v3.3.13.99

Technical Overview

PDF-eXPLODE software comprises two programs, a Setup Program and a Windows Printer.

▶ [PDF-eXPLODE Setup Program](#)

The PDF-eXPLODE Setup Program is used to configure PDF-eXPLODE settings including General settings for the program's operation, Mail settings for creating and sending e-mails, Security settings for applying passwords to PDF files, and Message and Client settings for customizing e-mails for specific types of documents or specific recipients.

Some settings are required while others are optional. All settings are stored in an 'INI' file, the location of which is described on the help topic [What's Installed Where](#). If you are going to be using PDF-eXPLODE on a network shared computer, please review [Multi-user Administration](#) for important information.

The PDF-eXPLODE Setup Program may be accessed from the **PDF-eXPLODE** folder available under **Programs** on the Windows **Start** menu, or by clicking the shortcut optionally installed on your Windows desktop.

▶ [PDF-eXPLODE Windows Printer](#)

The PDF-eXPLODE **Windows Printer** program emulates a physical printer and receives printer output from your application when you select **Print** from the **File** menu within your application. Printer output is converted into a PDF file, which in turn may be exploded into separate PDF files based on specially formatted tags located within the document.

PDF files are saved in a specified folder with the name specified by the tag, and are then optionally e-mailed as a file attachment with a specified e-mail subject and message. E-mail settings come from a configuration file created and maintained by the Setup Program described above.

The PDF-eXPLODE Windows Printer may be accessed from the **Printers and Faxes** folder available under **Settings** on the Windows **Start** menu. To confirm the PDF-eXPLODE printer is working properly, right-click **PDFeXPLODE**, select **Properties** and click **Print Test Page**. A PDF file containing the Windows printer test page will be created in the [Default Document Path](#).

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PDF-eXPLODE License

The **PDF-eXPLODE Single-user license** is defined in the [End-User License Agreement](#) and usage over a network is clarified in [Network Licensing](#). The intention is for each license to allow for use in either of the following two environments:

- on a standalone PC or network workstation by any number of end-users using the computer locally
- or -
- on a network server or network shared computer by a single end-user or terminal.

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How Licensing Works

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Network Licensing

The following statement clarifies the [End-User License Agreement](#) provision in paragraph 2.1 for product usage in any of the following network environments:

- Application Server Network (e.g. Microsoft Terminal Services or Citrix XenServer™)
- Client-Server Network (e.g. Microsoft Windows Network)
- Peer-to-Peer Network (e.g. Windows shared printer)

The Software Product must not be used in any network unless multiple Licenses are purchased reflecting the actual number of separate end users or terminals (whichever is the larger) accessing the Software Product on the network.

About PDF-eXplode

General Overview

PDF-eXPLODE makes it faster, easier and less expensive to distribute business documents to your business clients. You can send invoices, statements and other reports and correspondence. It is designed to get the right information to the right people at the right time, improving customer service, accelerating cash flow and reducing costs.

Instead of manually printing, collating, stamping and distributing stacks of mail, printing to PDF-eXPLODE can automatically e-mail batches of individualized documents with a single mouse click.

Clicking the printer button in a report writer, word processor or a mail-merge application activates PDF-eXPLODE. PDF-eXPLODE explodes, or splits, a document into individualized PDFs, which it then e-mails securely and reliably to your business clients.

PDF-eXPLODE is easy to set up and use because it works with the programs you already know, like Crystal Reports, Microsoft Access and Microsoft Word, as well as with most packaged software applications designed for managing your business.

How PDF-eXPLODE Works

PDF-eXPLODE functions as a Windows printer, so the document delivery process starts with the click of a printer button.



PDF-eXPLODE then runs through a series of three steps to create and distribute targeted emails. It:

1. Takes a report or a word or mail merge document and, instead of printing it, converts it to a master PDF document;
2. "Explodes," or splits, the master PDF into individual PDF attachments based on e-mail tags in the original document; and
3. Distributes each individual PDF either via e-mail, your local area network or [FTP](#) (available soon) to the designated recipients or locations.

Benefits of PDF

PDF-eXPLODE generates Adobe PDF (Portable Document Format) files from virtually any Windows application capable of printing. Adobe PDF is readable across all major computing platforms, making your documents accessible to anyone using free Adobe Reader[®] software. There are many benefits to using the PDF format to distribute your documents:

- Preserve the appearance of your documents so that the electronic and paper versions look identical.
- Protect the integrity of your documents by making them non-editable.
- Make it easy to copy and paste information from your documents into other office productivity applications.
- Add security to restrict access and prevent copying and pasting information from your documents.
- Compress your documents for more efficient delivery and storage.
- Take advantage of industry-wide support for Adobe PDF.

Example Applications

Invoices

PDF-eXPLODE is used by a manufacturing company who prides itself on providing exceptional customer service. Part of the company strategy is to offer customers the option to receive automated e-mails containing order acknowledgements, shipping memos and invoices. These reports are sent daily. This function used to be performed manually. A staff member would print all the order acknowledgements, shipping memos and invoices each day and mail or fax each one to each customer. It was an expensive and labor-intensive process, and was subject to error, staff availability and time constraints.

PDF-eXPLODE is now used in combination with R&R Report Writer and Windows Scheduled Tasks to automatically send the requested reports each night, ensuring that customers receive timely and accurate information about their orders.

To distribute the invoices, the database field containing the recipient's e-mail address was inserted into the page header – in white so it's invisible on the final communication. The report was set to print to the printer named "PDF-eXPLODE." From there, the process is automated. When the report is printed, PDF-eXPLODE stores the output (all invoices) in a PDF file and then sends each invoice to the correct customer.

Statements

PDF-eXPLODE is used by a laser toner cartridge recycling company who is driving up profitability by speeding up cash flow and freeing up staff to work on revenue generation activities.

Producing and delivering monthly statements used to be performed manually by a staff member who would print more than one thousand monthly statements and a cover letter, spending hours collating the documents and stuffing envelopes, applying labels and finally mailing them, sometimes as long as six weeks following the end of the month.

PDF-eXPLODE is now used in combination with Crystal Reports to automatically send the monthly statements on the first day of each month for the prior month, ensuring that customers receive timely and accurate information about their accounts.

To distribute the statements, a form letter was written in Crystal Reports, and the statement was inserted as a subreport. The database field containing the customer's e-mail address was inserted in the page header with the color set to white to hide it on the finished document. By printing to the printer named "PDF-eXPLODE", thousands of statements are sent out automatically, helping this company work more efficiently. In fact, the CFO has calculated that the company will save \$700 each time the statements are sent by PDF-eXPLODE.

Frequently Asked Questions

What It Does

▶ [What is PDF-eXPLODE?](#)

PDF-eXPLODE is a one-click batch e-mail delivery tool that makes it easy and cost-effective for small businesses to get their customers the information they expect on time. Through a click of the printer button, PDF-eXPLODE converts a report or a Word document into batches of individual PDF attachments and securely and reliably e-mails them to the designated recipients. In addition, users can pre-schedule routine mailings for hands-free delivery.

▶ [What Are the Key Benefits of PDF-eXPLODE?](#)

PDF-eXPLODE is designed to strengthen your business relationships by getting the information people need into their hands when they expect it. Whether sending daily confirmations, monthly statements, or other critical reports or correspondence, PDF-eXPLODE reduces costs and saves time by eliminating the labor-intensive process of hand-mailing or e-mailing each document separately. PDF-eXPLODE helps reduce costs, save time, increase cash flow and enhance customer service.

▶ [How Does It Save Time and Decrease Costs?](#)

PDF-eXPLODE software improves productivity and costs by eliminating the need to send documents one-by-one, whether through the mail or by e-mail. It:

- Eliminates costly and inefficient paper-based workflows.
- Offers customers, partners and employees immediate access to the information they need.
- Pre-schedules routine and tedious mailings, freeing up staff to focus on revenue-generating activities.

It also adds value to your existing business systems. Most organizations already have made costly investments in software and equipment and can't afford new technologies that disrupt their current workflows. Thanks to its standards-based interface, PDF-eXPLODE software can work with any existing business application.

- As a printer driver, it easily installs onto existing Windows computers via the Printer Control Panel.
- It supports e-mail delivery of documents using SMTP (Simple Mail Transport Protocol) standards.
- It works with your existing business applications, including Crystal Reports, R&R Report Writer, Microsoft Word (and Mail Merge Wizard), Microsoft Visual FoxPro, plus accounting and other software packages.

▶ [How Does It Increase Customer Satisfaction and Retention?](#)

PDF-eXPLODE enables you to create focused, targeted documents, so you can treat your customers and partners as individuals, leaving them both satisfied and loyal. It:

- Customizes documents, such as financial statements and marketing brochures, for specific individuals or even departments and workgroups – sending them only the information they want and need.
- Allows you to send communications whenever you want for no additional cost so you can be responsive to your customers' needs.
- Combines multiple documents to the same recipient in a single PDF.
- Ensures that dynamically generated documents, including business reports and sales letters, are highly legible and consistently branded.
- Includes visually rich charts and graphs tailored to specific documents.
- Enhances your document delivery with targeted e-mail messages.

▶ [Who Benefits from PDF-eXPLODE?](#)

Everyone you do business with will benefit from PDF-eXPLODE. Communication is central to the success of a business, and customers expect – and demand – regular, consistent communication. PDF-eXPLODE makes it easy and affordable to get the right information into the right hands at the right time. That means customers – as well as business partners and your employees – will remain well informed and, subsequently, confident about and satisfied with how you do business.

PDF-eXPLODE helps companies communicate reliably, efficiently and regularly not only with their customers and outside vendors but also with and among departments. PDF-eXPLODE allows departments as well as workgroups – purchasing, operations and accounting, for example – to simultaneously receive business-critical reports, so they can continue to coordinate to keep the business running smoothly and efficiently.

▶ [What Are Its Business Applications?](#)

PDF-eXPLODE can be used in virtually any business and by any department that sends bulk individualized communications – whether to customers, employees, vendors or prospects.

Below is a sampling of the most popular uses for PDF-eXPLODE.

Manufacturing/Shipping and Fulfillment

- Order confirmations
- Shipping memos

Accounting and Finance

- Invoices
- Account statements
- Contracts
- Purchasing orders
- Dunning letters
- Internal budget status reports

Human Resources Departments

- Benefits statements
- Open enrollment forms

Sales and Marketing

- Targeted sales letters
- Promotional mailings
- Thank you notes
- Re-order solicitations
- Internal lead status reports
- Regional sales reports

Professional Services

- Billing statements
- Appointment confirmations
- Reminders to schedule appointment

Financial Service Providers

- Monthly, quarterly, year-end statements
- Trade confirmations
- Portfolio management and reviews

▶ [How Is PDF-eXPLODE Different from Other Document Distribution Tools?](#)

PDF-eXPLODE is an all-in-one document delivery tool that allows you to both create individual PDFs and e-mail them in batches with a click of your printer button.

▶ [What Are the Key Features of PDF-eXPLODE?](#)

Easy Use and Set-up – PDF-eXPLODE can be used with both text documents and data-driven reports, seamlessly fitting into business workflows. PDF-eXPLODE works with most business applications, including Crystal Reports, R&R Report Writer, Microsoft Access and Microsoft Word (Mail Merge Wizard), Microsoft Visual FoxPro, and accounting and other software packages. As a printer driver, it installs onto any Windows computer via the Printer Control Panel.

Automatic and Manual Process Settings – PDF-eXPLODE can be set in silent mode to run without intervention when a document is printed, whether from within an application by clicking the printer button or from a task scheduler for true hands-free processing. Or it can be set to run manually for full control to set options at any time, displaying interactive pop-up instructions that users respond to every step of the way.

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Bonus PDF Creation – While the main purpose of PDF-eXPLODE is to create and distribute batches of PDF documents, it can turn any individual document, such as an Excel spreadsheet, into a PDF without sending.

How It Works

▶ [How Does PDF-eXPLODE Work?](#)

PDF-eXPLODE functions as a Windows printer, so the document delivery process starts with the click of a printer button.



PDF-eXPLODE then runs through a series of three steps to create and distribute targeted e-mails. It:

1. Takes a report or a word or mail merge document and, instead of printing it, converts it to a master PDF document;
2. "Explodes," or splits, the master PDF into individual PDF attachments based on hidden e-mail tags in the original document; and
3. Distributes each individual PDF either via e-mail, your local area network or FTP (available soon) to the designated recipients.

▶ [What Are the System Requirements for PDF-eXPLODE?](#)

PDF-eXPLODE is ideally suited to work with any application that merges data from a database with a template, including Crystal Reports, R&R Report Writer, Microsoft Access, Microsoft Word (Mail Merge Wizard), Microsoft Visual FoxPro and other "report writer" software, either built-in to your business applications or used as a separate add-on to your business databases. You also may use PDF-eXPLODE with any Windows application that is capable of printing if you wish to e-mail all or portions of the document or if you simply want to convert a document to PDF format.

System Requirements

- Operating System: Microsoft® Windows® XP, Windows 2000
- Hard Drive: Minimum 34MB of hard disk space
- RAM: At least 16MB of free RAM

▶ [Will PDF-eXPLODE Combine Documents Going to the Same Recipient?](#)

Yes. PDF-eXPLODE merges all the documents "tagged," or addressed, to the same recipient into one PDF attachment, which it then e-mails.

Can I Send a Document to More than One Recipient?

Yes. PDF-eXPLODE lets you send a single document to as many recipients as you like. This feature is helpful to keep everyone in the loop.

▶ [Can I Customize the e-mail Messages for Each PDF Attachment?](#)

Yes. You can create and send a specific e-mail message with a specific PDF attachment. This is done by creating and saving a subject/message in a client folder and then "tagging" the original document with specific file name of the subject/message. You may also create a mail merge using [variables](#) in the e-mail subject and message.

▶ [Can I Manually Go Through the Delivery Process Step-by-Step?](#)

Yes. PDF-eXPLODE can run manually so that you have full control to set options for a mailing at any time. Instead of running automatically in "Silent Mode," PDF-eXPLODE will display interactive pop-up instructions that you respond to every step of the way. Using Silent Mode is a great way to automate the process to run in the background while you work on other tasks or to run according to a schedule.

▶ [How Does PDF-eXPLODE Know Where to Send a Document and What Message Should be Sent?](#)

PDF-eXPLODE reads hidden "tags" in the original document to know where to send the attachment and what message to include in the e-mail. These tags include a recipient identifier – which is usually an e-mail address – and a message identifier. If a message identifier is not included, the e-mail attachment is automatically sent with the default message you indicated when you initially set up PDF-eXPLODE.

▶ [How Do I "Tag" a Document?](#)

You insert a "tag" on each page of the document that you want to be processed by PDF-eXPLODE. Typically, the tag is placed on the first line in the page header. For a complete description and examples of PDF-eXPLODE tags refer to the help topic [PDF-eXPLODE Tag](#). Below is a summary of rules concerning tags:

- A tag must adhere to the following general format: <pdfexplode>variables%messageIdentifier#clientIdentifier</pdfexplode>
- All tags must start ("open") with <pdfexplode> and end ("close") with </pdfexplode>.
- Open and close tags must match one another in case (i.e. uppercase, lowercase or mixed case).
- All tags must always include a client identifier, which may be an e-mail address or a filename.
- You may optionally specify multiple e-mail addresses separated with a comma (,) or semicolon (;).
- An optional message identifier, if used, must precede the client identifier and be followed by a pound sign (#).
- You may optionally precede the message identifier, if used, or client identifier with up to five variables followed by a percent sign (%). Variables must be separated with a comma (,).
- Tags must be formatted with the Arial font, and the color may be set to White to hide the tag.
- All tags must fit entirely on one line. Reduce the font size if necessary to fit on one line.
- You may include multiple tags per page.

▶ [Does "Tagging" a Document Differ Depending on the Business Application?](#)

Yes - the steps you follow to insert a PDF-eXPLODE tag depends on the application in which you are working.

- [Tagging a Microsoft Access Document](#)
- [Tagging a Microsoft Word Document](#)
- [Tagging a Microsoft Word Mail Merge Document](#)
- [Tagging a Crystal Report](#)
- [Tagging an R&R Report](#)

▶ [How Do I Know If a Document Has Been Sent?](#)

You can check on whether a document has been sent one of two ways.

1. You can view the "Log File," which records and displays each action, so you can see if all documents were sent – and which ones, if any, had sending errors.
2. You also can look in the e-mail inbox for your e-mail return address (i.e., Sender Name) account for delivery errors returned by the intended recipient's e-mail server.

▶ [How Do I Specify the Location Where PDF Archive Files are Saved?](#)

- The default file name is the client identifier in the <pdfexplode> tag and the default folder is specified in General Settings.
- The default file name and folder may be overridden for a specific document type, using the Exploded File Name option on a [Default Message ID Tag](#) screen, for a specific recipient on a [Client Details](#) screen or for a client-specific document on a [Client-specific Message ID Tag](#) screen.
- The file name and folder may be further customized from within the application printing to PDF-eXPLODE using [variables](#). This feature allows report writers to conditionally specify the file and folder names.

▶ [Can I print a PDF from the command line?](#)

- Yes - use the **Program Processing** option on the [Completed Processing Notification](#) screen to call Foxit Reader from the Program folder and print a PDF. Foxit Reader is a PDF viewer supplied with PDF-eXPLODE. Foxit Reader supports the following print options:

/p <PDF Print specified document with the default printer

FileName>

/t <PDF Print specified with the designated printer

FileName>

<Printer>

For example, you may need to either print or e-mail Invoices. You could create two PDF-eXPLODE [Default Message IDs](#), **PrintMe** and **EmailMe**. In Crystal Reports (or another report writer) you could create a formula to compute the <pdfexplode> tag. The formula would be something like:
If Trim({DB_Email_Addr}) = "" Then "<pdfexplode>PrintMe#</pdfexplode>" Else "<pdfexplode>EmailMe#" + {DB_Email_Addr} + "</pdfexplode>"
The EmailMe message ID could specify the e-mail subject and message and the folder where the exploded PDF exploded files are saved. The PrintMe message ID could specify the printer on which to print the selected invoices.

▶ [Can I perform a file clean-up operation after PDF-eXPLODE processing?](#)

Yes 3000AD SYSTEMS can provide a Cleanup.exe program on e-mail request (mail@3000ad.com.au with the Subject: "Can I please get a copy of Cleanup.exe") which does a number of maintenance functions like copying, moving and deleting files and folders . This program can be configured to run once PDF-eXPLODE has completed its processing from the **Program Processing** option on the [Completed Processing Notification](#) screen.

Trial and Purchase

▶ [How Is PDF-eXPLODE Licensed?](#)

See [How Licensing Works](#).

▶ [Can I Get a Trial Copy of PDF-eXPLODE?](#)

Yes. You can download a 45-day free trial version.

▶ [How Can I Buy PDF-eXPLODE?](#)

After downloading and installing the 45-day trial version of PDF-eXPLODE, you can purchase a license by running the program and selecting **Purchase this software online** and clicking **Continue** to order through our secure website.

What's New in Version 2

This topic presents the new features of PDF-eXPLODE Version 2 to users already familiar with the features in Version 1. Below is a summary of the new features with links to the help topics that describe each feature in more depth.

▶ [Windows Vista and Terminal Server](#)

- PDF-eXPLODE Version 2 is designed to work with Windows Vista, in addition to continuing support for Windows XP, Windows 2000 and Windows 2003.
- PDF-eXPLODE Version 2 is designed to work with Windows Terminal Server and Citrix Server. You will need a PDF-eXPLODE Version 2 License for each PDF-eXPLODE user (refer to [Network Licensing](#)). You no longer need to leave the server logged in on the Administrator account.

▶ [Variables](#)

[Variables](#) can be included in <pdfexplode> tags to:

- pass mail-merge fields into e-mail subjects and messages, for example to personalize a message with the recipient's name.
- name the exploded PDF files, for example embed an invoice number into a PDF file name for easier identification.
- name the folders in which PDF files are saved, for example use customer names to name the folders in which their PDF documents are archived.
- supply a user-specific password to secure each PDF file.
- provide the sender's e-mail address.

▶ [Quick Mail](#)

[Quick Mail](#) enables you to create a PDF file and send it as an e-mail attachment *without* placing a PDF-eXPLODE tag in the document. This is handy for ad-hoc and one-off documents.

▶ [E-mail Options](#)

- You may use e-mail servers that require an encrypted connection using [SSL or TSL encryption](#), such as Gmail.
- You may optionally format e-mail addresses to be sent through a fax server or to display the recipient's full name by selecting a default format in [General Settings](#).

New e-mail options may be specified and applied selectively to e-mails

- **Read Notification** is defined in [General Settings](#) and applied to a specific [Default Message ID Tag](#), [Client Details](#) or a [Client-specific Message ID Tag](#).
- **Importance** and **Sensitivity** flags are defined in [General Settings](#) and applied to a specific [Default Message ID Tag](#), [Client Details](#) or a [Client-specific Message ID Tag](#).
- **Sender E-mail** as defined in Mail Settings can be overridden on a specific [Default Message ID Tag](#), [Client Details](#) or a [Client-specific Message ID Tag](#).
- **BCC** e-mail addresses may now be defined for a [Default Message ID Tag](#), [Client Details](#) or a [Client-specific Message ID Tag](#).
- **Delay each E-mail** by a specified number of seconds to avoid errors that may occur on some e-mail (SMTP) servers.

▶ [Print](#)

You can now designate whether to print a PDF on each [Default Message ID Tag](#), [Client Details](#) or a [Client-specific Message ID Tag](#).

- **Print Only** might be used to print PDF files for only those clients that do not have an e-mail address.
- **Print Also** might be used to keep a hard copy of each PDF that is e-mailed.

▶ [Distribution Lists](#)

You can now send an e-mail to multiple recipients using a single <pdfexplode> tag in one of two ways:

- [PDF-eXPLODE Tags](#) may now include multiple e-mail addresses separated by comma (,).
- [Client Details](#) may now be named with *either* an e-mail address or any other desired identifier, for example the term "Managers" could be used and then the e-mail addresses of several managers could be entered into the CC field to ensure all managers receive the same PDF document.

▶ [Other Conveniences](#)

- [Global PDF Password](#): You may now secure all documents using the same password.
- [Optional Timestamp](#): You may now include or exclude a timestamp on exploded and/or e-mail attachment PDF filenames. A timestamp may be useful when storing multiple versions of a document or it may be undesirable when sending an e-mail attachment.

- [PDF File Backup and Viewing](#): You may now choose whether to keep backup copies of PDF files when newer versions are created. You may not want to keep backup files if you need to preserve disk space or want to prevent clutter. You can also view and print a PDF from within PDF-eXPLODE.
- [Very Silent Mode](#): A new option allows you to suppress the dialogs displayed when using PDF-eXPLODE in silent mode. If you are running a large batch this will enable you to continue work in other applications without interference from the popup status dialogs.
- [Job Completed Notification](#): You may request an e-mail alert whenever a job is completed. You may also run a batch process or executable file at the end of processing.
- [Command Line Operation](#): The PDF-eXPLODE print queue window now closes after exploding a PDF when running PDF-eXPLODE from a command line.
- [Cancel Document](#): You may now cancel documents waiting in the PDF-eXPLODE printer queue.

What's New in Version 3

This topic presents the new features of PDF-eXPLODE Version 3 to users already familiar with the features in Versions 1 and 2. Below is a summary of the new features with links to the help topics that describe each feature in more depth.

▶ [Server Editions Now Available](#)

Multiple users may share a single instance of PDF-eXPLODE on a [PDF-eXPLODE server](#). Three different server configurations are supported - a different license is available for each configuration:

- **PDF-eXPLODE Terminal Server:** Licensed per concurrent user, this edition works on a Microsoft Terminal Services or a Citrix Server product.
- **PDF-eXPLODE Printer Server:** Licensed per concurrent user, this edition works on any computer with PDF-eXPLODE configured as a shared printer.
- **PDF-eXPLODE Report Server:** Licensed per server, this edition works on BusinessObjects Enterprise, Crystal Reports Server, SQL Server Reporting Services (SSRS) and other servers that run a report scheduler service.

▶ [HTML Format E-mail Messages](#)

- E-mail messages can be formatted using [HTML](#), providing the ability to use fonts and styles, colors, headings, paragraphs, bulleted and number lists, hyperlinks and images. A built-in [HTML editor](#) is provided or you may use another HTML editor.

▶ [Send E-mail Using Outlook \(MAPI\)](#)

- E-mail may be sent through [Microsoft Outlook](#) (i.e. a MAPI client), rather than sending through an SMTP server.

▶ [PDF-eXPLODE Tag Enhancements](#)

- You can now include CC and BCC e-mail addresses within the [<pdfexplode></pdfexplode>](#) tag.

▶ [Variables Enhancements](#)

- You can now use a [variable](#) to provide the e-mail From address.
- The number of variables supported has been expanded to six to allow for the From address.
- You may now [include commas within variable values](#) such as in company names (e.g. **United Data Strategies, Inc.**) or in numbers (e.g. **\$1,234**).

▶ [Cover Sheet Enhancements](#)

- A cover sheet may now be inserted either at the beginning or the end of the exploded PDF, or as a second attachment to an e-mail.
- A cover sheet may now be specified on a specific [Default Message ID Tag](#), [Client Details](#) or a [Client-specific Message ID Tag](#).
- [Quick Mail](#) now allows you to attach another PDF document, such as a cover sheet.

▶ [Fax Server Support](#)

- A new [E-mail Address Format](#) option allows you to control the format of the e-mail addresses you are sending to, which is useful for sending e-mails to a fax server.

▶ [New Utilities](#)

- A new [Completed Processing Notification](#) option allows you to specify a process to be executed at the end of processing, such as a .BAT or .EXE. You can use this feature to copy, move or delete PDF files and more.
- A new [PDF Combiner](#) utility enables you to combine multiple master PDF files that may then be exploded to send multiple reports to a recipient in a single PDF attachment.
- A new [PDF Viewer](#) utility is included.

▶ [Other Conveniences](#)

- PDF-eXPLODE Options have a new user interface making it easier to navigate.
- A new item on the [Printer Menu](#), **Cancel**, makes it easier to cancel a document that is being processed.
- Changes in the PDF-eXPLODE architecture improve its ability to withstand antivirus software attempts to disable/remove PDF-eXPLODE program components.

- Changes in the PDF-eXPLODE architecture improve support for larger and more complex documents.

Installing

System Requirements

- Operating System: Microsoft® Windows® XP, Windows 2000, Windows Server® 2003, Windows Server® 2008, Windows Vista® or Windows 7
- Hard Drive: Minimum 52.5MB of free disk space, plus additional space for PDF files created
- RAM: At least 64MB of available memory, more during PDF creation. The size of the PDF that can be created is limited by the amount of available memory.

Install PDF-eXPLODE

▶ [Log on to Windows](#)

- If you are installing PDF-eXPLODE on a server you must be logged on at the console as the administrator.

- or -
- If you are installing PDF-eXPLODE on a workstation or stand-alone PC, we recommend that you log on as the administrator however it is not a requirement.

▶ [Download PDF-eXPLODE](#)

- Click the link on the website to download the PDF-eXPLODE setup program, **PDF-eXPLODE Setup.exe**.
- Click **Save** when you are asked "Do you want to run or save this file?"
- Select a folder on your hard drive in which to save the setup file.

▶ [Run the Setup Program](#)

- When the download is complete, click **Run**.
- If you receive a security warning stating that the publisher could not be verified, click **Run**.
- When you see the Setup Wizard Welcome screen, click **Next**.

▶ [License Agreement](#)

- Read the License Agreement, select **I accept the agreement** and click **Next**.

▶ [Select Destination Location](#)

- Select the folder in which you want PDF-eXPLODE program files installed and click **Next**.

▶ [Select Components](#)

- Click **Next** for Full Installation.

▶ [Select Start Menu Folder](#)

You may select where to create the PDF-eXPLODE program shortcuts.

- If you want to create the shortcuts in the Start Menu PDF-eXPLODE folder, click the **Next** button.
- If you want to select a different folder, click the **Browse** button and find the folder you want, or type the full pathname of the folder you want, and then click the **Next** button.

▶ [Select Additional Tasks](#)

- Select **Create a desktop icon** to be able to launch PDF-eXPLODE from your desktop using a Windows shortcut.
- If you select to create a desktop icon, select whether you want the desktop icon **For all users** or **For the current user only**.
 - Select whether to **Create a Quick Launch icon**. Selecting this option adds a shortcut icon for PDF-eXPLODE to the Quick Launch portion of the taskbar located next to the **Start** button. If the Quick Launch bar is not displayed, right-click an empty area on the taskbar, point to **Toolbars**, and then click **Quick Launch**.
 - If you right-click an empty area on the taskbar and do not see the **Toolbars** option, click **Lock the Taskbar** to clear the check mark.
- Select whether to **Create an entry in the Windows Explorer context menu**. Selecting this option enables you to right-click a file, such as a Word document, and create a PDF file using PDF-eXPLODE.

▶ [Ready to Install](#)

- Review your settings.

- Click **Install** to proceed or click **Back** to make any changes.

▶ [Completing the PDF-eXPLODE Setup Wizard](#)

To complete the installation, you may be asked to restart your computer.

- Select **Yes, restart the computer now** or **No, I will restart the computer later** if you are not ready to restart and begin using PDF-eXPLODE.
- Click **Finish**.

▶ [Getting Started](#)

- To begin using PDF-eXPLODE, please review the help topic [Getting Started](#).
- If you installed PDF-eXPLODE on a network shared computer, for example to use with Terminal Services, Citrix, Business Objects Enterprise, Crystal Reports Server, SQL Server Reporting Services or as a network shared printer, there are special considerations and configuration settings discussed in the topic on [Multi-user Administration](#).

Multi-user Administration

PDF-eXPLODE may be installed on a network shared computer that is used as a terminal server, printer server or report server. However, please be aware that a PDF-eXPLODE server license is required. Refer to [How Licensing Works](#) for more information.

- Example terminal servers: Microsoft Terminal Services, a Citrix Server product
- Example printer server: any computer with PDF-eXPLODE configured as a shared printer
- Example report servers: BusinessObjects, Crystal Reports Server, SQL Server Reporting Services (SSRS)

▶ [Installation](#)

- Install PDF-eXPLODE at the computer's physical console — Do not install via a remote session.
- Log on to Windows using the Administrator account — Do not log on using a User account with "administrator privileges".

▶ [Server Configurations](#)

PDF-eXPLODE Terminal Server

You may configure PDF-eXPLODE in one of two ways: Each user can have their own settings (the default) or all users can share the same settings.

- To configure PDF-eXPLODE so that all users share the same settings, navigate to the REG folder under the PDF-eXPLODE program folder (default is C:\Program Files\PDF-eXPLODE) open the file named **TurnAdminIni_ON.reg**. Click **OK** when prompted. This will direct PDF-eXPLODE to use the settings for the Administrator user account.
- To configure PDF-eXPLODE so that each user has their own settings, navigate to the REG folder under the PDF-eXPLODE program folder (default is C:\Program Files\PDF-eXPLODE) open the file named **TurnAdminIni_OFF.reg**. Click **OK** when prompted. This will direct PDF-eXPLODE to use the settings for the logged-in user account. This is the default setting after installation.

PDF-eXPLODE Printer Server

- During installation, PDF-eXPLODE is configured to store settings under the Windows Administrator user account (This is equivalent to manually executing the file **TurnAdminIni_ON.reg** located in the REG folder in the PDF-eXPLODE program folder.)
- During installation, PDF-eXPLODE is configured to select Very Silent mode in [General Settings](#) to prevent dialogs that require user interaction from displaying on the server console.
- In the Windows Printers & Faxes folder, right-click **PDFeXPLODE**, select **Sharing...**, enable **Share this printer**, and enter **Share name: PDFeXPLODE**.
- On each workstation that requires access to PDF-eXPLODE Printer Server, open the Windows Printers & Faxes folder and add the shared PDF-eXPLODE printer.
- To evaluate PDF-eXPLODE Printer Server with a trial license, log on to the server using the Administrator account. After you print from a workstation, the Evaluation dialog will display on the server. Select **Evaluate this software** and click **Continue** to proceed. This step is not required when you have a paid license.

PDF-eXPLODE Report Server

- During installation, PDF-eXPLODE is configured to store settings under the Windows System user account (This is equivalent to manually executing the files **TurnAdminIni_ON.reg** and **TurnSystemIni_ON.reg** located in the REG folder in the PDF-eXPLODE program folder.)
- During installation, PDF-eXPLODE is configured to select Very Silent mode in [General Settings](#) to prevent dialogs that require user interaction from displaying on the server console.
- To evaluate PDF-eXPLODE Printer Server with a trial license, log on to the server using the Administrator account. After a scheduled report is printed, the Evaluation dialog will display on the server. Select **Evaluate this software** and click **Continue** to proceed. This step is not required when you have a paid license.

▶ [Using the Trial License for Evaluation](#)

- If you are using the Trial License, please be sure to close PDF-eXPLODE after changing or viewing settings.
- If you have set Administrator account settings ON, you must be at the server console to respond to the Evaluation dialog that appears each time you print to PDF-eXPLODE.

PDF-eXPLODE Evaluation

Thank you for choosing PDF-eXPLODE, an easy-to-use Printer driver software designed specifically for businesses who need an automated solution to burst ("eXplode") & distribute via email, information in PDF format from any Windows based word processor or report writer document.



PDF-eXPLODE

Please select from the following options :

- Purchase this software online
- Activate online Licence ID
- Evaluate this software
- Unlock Manually (Vendor use only)

Trial days left : 45

Support:

In US - Tel: (978) 579-9526
<http://www.pdf-explode.com>

Exit

Continue

What's Installed Where

When you install PDF-eXPLODE, the following files and folders are created on your system. If you [remove PDF-eXPLODE](#), you may optionally keep your settings (PDFeXPLODE.ini).

Note: You may wish to periodically delete old files in the C:\Program Files\PDF-eXPLODE\LOGS and C:\Program Files\PDF-eXPLODE\PDFs folders to make more disk space available.

Folder	Files installed
C:\Program Files\PDF-eXPLODE ¹	Program, license file, properties and uninstall information (PDF-eXPLODE.exe, PDF-eXPLODE.If, pdfexplode.properties , UninstPDFeXPLODE.exe, unins000.exe and unins000.dat)
C:\WINDOWS\system32	Application Extension and ActiveX control files required by PDF-eXPLODE
C:\Program Files\PDF-eXPLODE\FAILED	Folder will contain PDF files that failed to be sent by e-mail
C:\Program Files\PDF-eXPLODE\Help	Help file (PDF-eXPLODE.chm)
C:\Program Files\PDF-eXPLODE\Icons	Various icons used in the program group
C:\Program Files\PDF-eXPLODE\LOGS	Program log file (PDF-eXPLODE.log). Folder will also contain individual log files for each attempted e-mail.
C:\Program Files\PDF-eXPLODE\PDFs	Folder created to contain PDF files generated by PDF-eXPLODE. (PDF files may also be saved in other folders as specified by the user.)
C:\Documents and Settings\Owner\Application Data\PDFeXPLODE ²	Program configuration file (PDFeXPLODE.ini) used to store user-specified options

¹ This is the default program folder. You may change the default program folder at the time of installation.

² This is the Application Data folder for the current user, which in this example is "Owner". It may be hidden depending on your system settings.

Remove PDF-eXPLODE

You may need to remove PDF-eXPLODE from your computer. Note: If you are running a 30-day trial version and you remove and re-install PDF-eXPLODE, the 30-day trial period will not reset.

▶ [Removing PDF-eXPLODE](#)

From the Start Menu

1. Click **Start**.
2. Point to **Programs**.
3. Point to the **PDF-eXPLODE** program group.
4. Click the **Uninstall PDF-eXPLODE** icon.

From the Control Panel

1. Click **Start**.
2. Point to **Settings**.
3. Point to **Control Panel**.
4. Click the **Add or remove programs**
5. Scroll the list down until the **PDF-eXPLODE** icon is visible.
6. Click the **PDF-eXPLODE** icon.
7. Click **Change/Remove**.
8. Click **Yes** to confirm the program will be removed.
9. Select whether to delete all program settings (i.e. the [PDF-eXPLODE.ini](#) file).

Purchasing & Registering

Trial Version

The PDF-eXPLODE trial version allows you to evaluate the product and all of its capabilities for a period of 45 days from the date on which you install it. The trial version is the same software as the fully-licensed product with the following limitations:

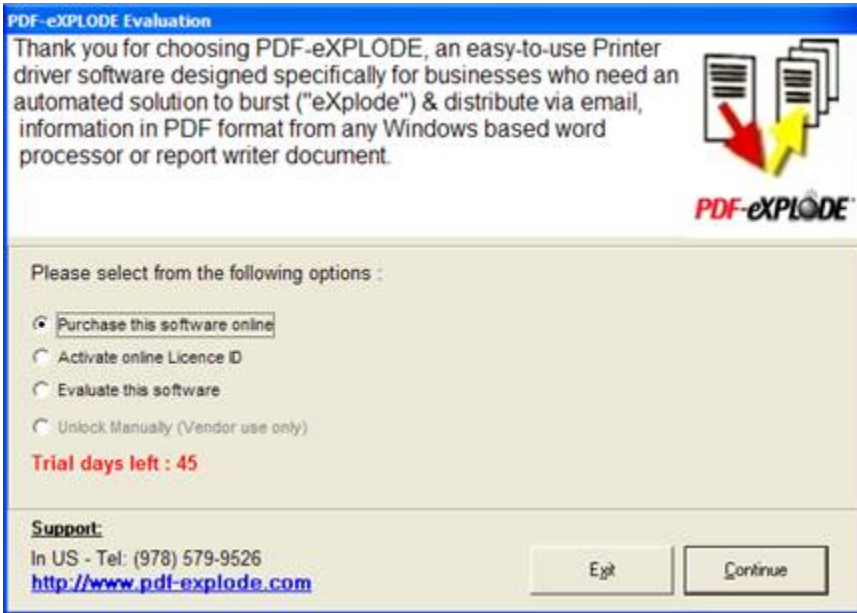
- Only the first 25 PDF files that are exploded will be e-mailed and archived.
- E-mail messages will include promotional copy in the message footer with a link to the PDF-eXPLODE website.
- Archived PDF files will contain a cover page indicating that the file was created with an unlicensed copy of PDF-eXPLODE.
- The trial version cannot be used after 45 days following installation of the software.

To remove the trial version limitations and have a full-licensed, fully-functional product, purchase and register a license at any time during or after the 45-day trial period. You will receive a license id and password that must be [activated over the Internet](#) and will remove the trial version limitations - there is no need to uninstall or re-install the software.

Purchase Online

When you open the Trial Version of PDF-eXPLODE, either during or after the 45-day trial period, you may purchase a full product license to remove the [Trial Version](#) limitations. Licenses are purchased over the internet using a credit card for payment. A license ID and password will be provided immediately after payment is authorized and will be confirmed in an e-mail automatically sent to the e-mail address you provide.

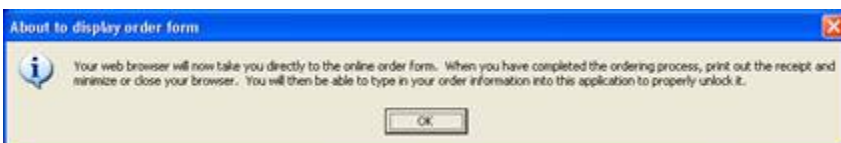
1. To begin, [start PDF-eXPLODE](#).
2. In the **PDF-eXPLODE Evaluation** dialog box, select **Purchase this software online** and then click **Continue**.



3. Click **Yes** when prompted **Display order form?**



4. Click **OK** when prompted **About to display order form**



5. The **Order Process** form will appear in an Internet browser window. Complete the online forms and print the completed order invoice, which contains your License ID and Password.
6. Now select **Activate online License ID** and click **Continue**.
7. The **Unlock via Internet** dialog box will appear in a separate window. At the end of the order process you were supplied with a License ID and Password.



Unlock via Internet

Enter your order information provided on your electronic receipt:

License ID

Password

Proxy

Ok Cancel

The image shows a standard Windows-style dialog box with a blue title bar containing the text "Unlock via Internet" and a close button (X). The main area has a light beige background. At the top, it says "Enter your order information provided on your electronic receipt:". Below this are three input fields: "License ID" (a plain text box), "Password" (a password box with a small eye icon), and "Proxy" (a plain text box). At the bottom, there are three buttons: "Ok", "Cancel", and "Proxy".

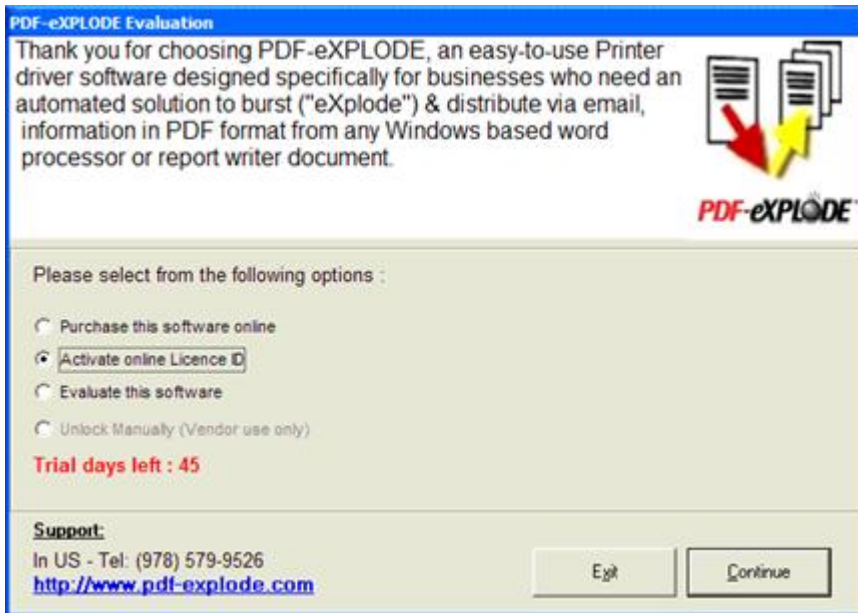
8. Enter your **License ID** and **Password** in the **Unlock via Internet** dialog box and then click **OK**.

Register Online

When you [purchase PDF-eXPLODE online](#), you can activate the license at the same time after completing the order process. However, it is not necessary to register at the time you purchase - you may do so at any time thereafter by following the steps below. Registering your product will remove the [Trial Version](#) limitations.

After purchasing online, a license ID and password were provided in an invoice for you to have printed and were confirmed in an e-mail automatically sent to the e-mail address you provide. You will need these to register.

1. To begin, [start PDF-eXPLODE](#).
2. In the **PDF-eXPLODE Evaluation** dialog box, select **Activate online License ID** and then click **Continue**.



3. Enter your **License ID** and **Password** in the **Unlock via Internet** dialog box and then click **OK**.



Getting Started Tutorials

Create a PDF File

The purpose of this help topic is to show how to create your first PDF file using PDF-eXPLODE. PDF-eXPLODE is a valuable tool for automatically separating a large document into individual sections and sending them as e-mail attachments to different recipients. However, PDF-eXPLODE can also be used simply to save a document in a PDF file as follows.

The following instructions assume you have just installed PDF-eXPLODE and have not yet changed the default configuration settings. Please note the default paper size supported by PDF-eXPLODE is Letter. If your paper size is different, for example A4, you must edit the [PDF File Creation Properties](#) and set the appropriate **Paper Size** before proceeding.

▶ [Create a PDF File](#)

1. Open an existing document in an application such as Microsoft Word.
2. On the **File** menu, click **Print**.
3. In the **Print** dialog box, select the printer named **PDF-eXPLODE** and click **OK**.
4. When PDF-eXPLODE displays the **Print Options** dialog, click **Create PDF**.
5. In the **Save as** dialog box, select a folder, enter a file name and click **Save**.

▶ [View a PDF File](#)

You may view the PDF file you just created if you have a PDF viewer installed such as the free Adobe Reader, available at www.adobe.com. If you do not have a PDF viewer installed, PDF-eXPLODE includes one named Foxit Reader, which can be accessed from the [Logging and Utilities](#) screen.

1. Click **Start**, point to **Programs**, point to **Accessories**, and then click **Windows Explorer**.

-or-

Right-click **Start** and click **Explore**.

2. Select the folder in which you saved your PDF file.
3. Double-click the PDF file you created to open it.
4. Close the PDF when you are done viewing it. (If you leave it open and try to create it again you will get an error because the file is still in use and cannot be overwritten.)

Explode a PDF File

At the heart of PDF-eXPLODE is the ability to explode, or separate, a PDF file into individual PDF files. This enables you, for example, to select and combine different portions of a document into a resulting PDF file, or to e-mail different people different sections of a document.

The following instructions assume you have just installed PDF-eXPLODE and have not yet changed the default configuration settings.

► [Specify the Exploded PDF Filename](#)

1. Open an existing document in an application such as Microsoft Word. Make sure the document contains multiple pages.
2. At the top of page 1, type the following PDF-eXPLODE [Tag](#), where "page1_" is the filename prefix of the PDF file that will contain the contents of page 1.

```
<pdfexplode>page1_</pdfexplode>
```

3. In the page header, type the following PDF-eXPLODE tag, where "mydocument_" is the filename prefix of the PDF file that will contain the contents of page 1.

```
<pdfexplode>mydocument_</pdfexplode>
```

► [Tips](#)

- Only pages that begin with a PDF-eXPLODE tag will be included in the PDF file attached to the e-mail, so the page header is the ideal location to ensure each page is included.
- To type text in the page header of a Microsoft Word document, on the **View** menu click **Header and Footer**. After typing the text, click anywhere outside the header.
- The case of the open `<pdfexplode>` tag and the close `</pdfexplode>` tag must match, so always use lowercase to be safe.
- A tag must fit entirely on a single line. Apply a small font size to minimize the risk of a tag not fitting entirely on a single line.
- The entire tag must have a standard Windows font applied to it, such as **Arial** or **Times New Roman**.
- You may change the color of the tag to white to make it invisible in the resulting document.
- You may include multiple PDF-eXPLODE tags per page if you want to include a page in multiple exploded documents.
- All of the pages associated with the same filename will be combined into a single PDF file.

► [Create and Explode the Document](#)

PDF-eXPLODE can create and explode a PDF. However, if you have an existing PDF created by another process, you can still use PDF-eXPLODE to explode it - refer to the instructions for using PDF-eXPLODE from a [Command Line](#).

1. On the **File** menu, click **Print**.
2. In the **Print** dialog box, select the printer named **PDF-eXPLODE** and click **OK**.
3. When PDF-eXPLODE displays the **Print Options** dialog, click **Explode Now**.
4. In the **Save as** dialog box, select a folder, accept the default filename or enter a different file name and click **Save**. (This is the "Master" PDF file that contains the entire document. Any existing version is overwritten without warning each time you re-create it.)
5. Click **OK** when prompted that PDF-eXPLODE successfully exploded the file.

► [View the Resulting PDF Files](#)

You may view the PDF file you just saved if you have a PDF viewer such as the free Adobe Reader, available at www.adobe.com.

1. Click **Start**, point to **Programs**, point to **Accessories**, and then click **Windows Explorer**.

-or-

Right-click **Start** and click **Explore**.

2. Select the folder in which you saved your PDF file.
3. Double-click the Master PDF file you created to open it. (This is the file created in step 4 above, which defaults to the name **PDFeXPLODE.PDF**.) Close your PDF viewer when done.
4. View your exploded PDF files in the same manner. The file containing all of the pages in the document will be named "**mydocument_*.pdf**" where the "*" is the date and time the file was created. This feature helps in archiving different versions of, say, an account statement that is sent monthly. The other file, containing only the first page of your document will be named "**page1_*.pdf**".

E-mail a PDF File

Although PDF-eXPLODE can explode a document or report into separate PDF files without sending them by e-mail, most users will want to take advantage of the ability to send e-mail attachments.

The following instructions assume you have just installed PDF-eXPLODE and have not yet changed the default configuration settings.

▶ [Configure E-mail Settings](#)

To e-mail a PDF file using PDF-eXPLODE, you first need to configure your e-mail settings. Follow the instructions on the [Mail Settings](#) topic.

▶ [Specify the E-mail Recipient](#)

1. Open an existing document in an application such as Microsoft Word.
2. In the page header, type the following PDF-eXPLODE [Tag](#), replacing "me@somewhere.com " with your actual e-mail address.

```
<pdfexplode>me@somewhere.com</pdfexplode>
```

▶ [Tips](#)

- Only pages that begin with a PDF-eXPLODE tag will be included in the PDF file attached to the e-mail, so the page header is the ideal location to ensure each page is included.
- To type text in the page header of a Microsoft Word document, on the **View** menu click **Header and Footer**. After typing the text, click anywhere outside the header.
- The case of the open `<pdfexplode>` tag and the close `</pdfexplode>` tag must match, so always use lowercase to be safe.
- A tag must fit entirely on a single line. Apply a small font size to minimize the risk of a tag not fitting entirely on a single line.
- The entire tag must have a standard Windows font applied to it, such as **Arial** or **Times New Roman**.
- You may change the color of the tag to white to make it invisible in the resulting document.
- You may include multiple PDF-eXPLODE tags per page if you want to send a page to multiple recipients.
- All of the pages associated with the same e-mail address will be combined into a single PDF file.

▶ [Create, Explode and E-mail the Document](#)

PDF-eXPLODE can create and explode a PDF. However, if you have an existing PDF created by another process, you can still use PDF-eXPLODE to explode and e-mail it - refer to the instructions for using PDF-eXPLODE from a [Command Line](#).

1. On the **File** menu, click **Print**.
2. In the **Print** dialog box, select the printer named **PDF-eXPLODE** and click **OK**.
3. When PDF-eXPLODE displays the **Print Options** dialog, click **Options**.
4. In the **Options** dialog box, under **PDF-eXPLODE Settings**, select **Send by email to all email addresses from the document tags**, and then click **Save**.
5. In the **Print Options** dialog, click **Explode Now**.
6. In the **Save as** dialog box, select a folder, enter a file name and click **Save**.
7. Click **OK** when prompted that PDF-eXPLODE successfully exploded the file.

▶ [View the Resulting E-mail](#)

You may view the PDF file you just e-mailed yourself if you have a PDF viewer such as the free Adobe Reader, available at www.adobe.com.

1. In your e-mail inbox, locate the e-mail you just sent yourself.
2. Open the e-mail and then open the PDF attachment. Close your PDF viewer when done.

▶ [View the Resulting PDF File](#)

You may view the archived copy of the PDF file you just sent if you have a PDF viewer such as the free Adobe Reader, available at www.adobe.com.

1. Click **Start**, point to **Programs**, point to **Accessories**, and then click **Windows Explorer**.

-or-

Right-click **Start** and click **Explore**.

2. Select the folder in which you saved your PDF file.

3. Double-click the PDF file you created to open it. (The filename will be your e-mail address followed by the date and time.) Close your PDF viewer when done.

▶ [View the PDF-eXPLODE Log File](#)

It is a good idea to check the PDF-eXPLODE Log File to be sure no errors occurred sending the e-mails.

1. Click **Start**, point to **Programs**, point to **PDF-eXPLODE**, and then click **PDF-eXPLODE**.
2. On the **Printer** menu, click **PDF-eXPLODE Options...**
3. In the [Options List](#), click **PDF-eXPLODE Settings**.
4. Click **View Transaction Logs** to display individual log files for each e-mail in an Explorer window. The PDF file names have the word "SUCCESS" or "FAILED" appended to provide a compact summary status view.▶ [Tips](#)
 - Open a file if the name ends in "FAILED" to see a descriptive error message.
 - Click **View Detailed Log** to display a detailed log of PDF-eXPLODE operations if you need more information.
 - The detailed log appears in chronological order of when events occur, so the most recent events appear at the bottom.
 - You can see all of the steps taken by PDF-eXPLODE and can note any errors encountered.
 - Be sure also to check the e-mail inbox for the **Sender Name** you specified in PDF-eXPLODE **Connection Settings**. Undeliverable e-mails may return error notification e-mails to this address.
5. On the **Printer** menu, click **Exit** to close PDF-eXPLODE.

Automate the Process

As you begin to use PDF-eXPLODE on a routine basis, you may no longer want to interact with the **Print Options** dialog each time you use PDF-eXPLODE. A feature called **Silent Mode** enables you to automate the complete process of document creation, explosion and e-delivery.

▶ [Selecting Silent Mode](#)

1. Click **Start**, point to **Programs**, point to **PDF-eXPLODE**, and then click **PDF-eXPLODE**.
2. On the **Printer** menu, click **PDF-eXPLODE Options...**
3. In the **Options** dialog box, under **General Settings**, select **Explode/E-mail in Silent Mode**.

Important: If you are using a PDF-eXPLODE Server product (Report Server, Printer Server or Terminal Server) you must also select **Suppress display of any processing dialogs in Silent Mode**.

4. Click **Save**. On the **Printer** menu, click **Exit** to close PDF-EXPLODE.

▶ [Specify the E-mail Recipient](#)

1. Open an existing document in an application such as Microsoft Word.
2. In the page header, type the following PDF-eXPLODE [Tag](#), replacing "me@somewhere.com " with your actual e-mail address.

```
<pdfexplode>me@somewhere.com</pdfexplode>
```

 ▶ [Tips](#)

- Only pages that begin with a PDF-eXPLODE tag will be included in the PDF file attached to the e-mail, so the page header is the ideal location to ensure each page is included.
- To type text in the page header of a Microsoft Word document, on the **View** menu click **Header and Footer**. After typing the text, click anywhere outside the header.
- The case of the open `<pdfexplode>` tag and the close `</pdfexplode>` tag must match, so always use lowercase to be safe.
- A tag must fit entirely on a single line.
- You may include multiple PDF-eXPLODE tags per page if you want to send a page to multiple recipients.
- All of the pages associated with the same e-mail address will be combined into a single PDF file.
- You may change the color of the tag to white to make it invisible in the resulting document.

▶ [Create, Explode and E-mail the Document](#)

1. On the **File** menu, click **Print**. PDF-eXPLODE creates a master PDF, explodes it into a separate PDF for each e-mail recipient and sends each as an e-mail attachment.

▶ [View the Resulting E-mail](#)

You may view the PDF file you just e-mailed yourself if you have a PDF viewer such as the free Adobe Reader, available at www.adobe.com.

1. In your e-mail inbox, locate the e-mail you just sent yourself.
2. Open the e-mail and then open the PDF attachment. Close your PDF viewer when done.

▶ [View the PDF-eXPLODE Log File](#)

It is a good idea to check the PDF-eXPLODE Log File to be sure no errors occurred sending the e-mails.

1. Click **Start**, point to **Programs**, point to **PDF-eXPLODE**, and then click **PDF-eXPLODE**.
2. On the **Printer** menu, click **Show Log File**.
3. View the log and click **Close** when finished. ▶ [Tips](#)
 - The log appears in reverse order of when events occur, so the most recent event is listed first.
 - You can see all of the steps taken by PDF-eXPLODE and can note any errors encountered.
 - Be sure also to check the e-mail inbox for the **Sender Name** you specified in PDF-eXPLODE **Connection Settings**. Undeliverable e-mails may return error notification e-mails to this address.
4. On the **Printer** menu, click **Exit** to close PDF-EXPLODE.

Reference

Start PDF-eXPLODE

You may open PDF-eXPLODE from the Windows Start menu or, optionally, from the desktop icon, if you chose to create one during installation. In addition, you may open PDF-eXPLODE from the Printers and Faxes Window.

▶ [Starting PDF-eXPLODE](#)

From the Start Menu

1. Click **Start**.
2. Point to **Programs**.
3. Point to the **PDF-eXPLODE** program group.
4. Click the **PDF-eXPLODE** icon.

From the Desktop

If you chose to create a Desktop Icon during installation:

1. Double-click the **PDF-eXPLODE** icon.

From the Printers and Faxes Window

1. Click **Start**.
2. Point to **Settings**.
3. Click **Printers**.
4. Right-click the **PDF-eXPLODE** icon.
5. Click **Open**.

Main Menu

The PDF-eXPLODE program window displays the main menu and the print queue. The main menu consists of a menu bar with the following menu items.

▶ [Printer Menu](#)

- Click **Suspend Printer** to hold PDF-eXPLODE jobs in a queue until you are ready to proceed. For example, if you have a report that takes a long time to generate and you do not want to be connected to the Internet during report generation you can stop the printer, generate the report, then connect to the Internet and restart the printer to explode and e-mail the report.

When **Suspend Printer** is selected, a check mark will appear next to the menu item. Documents that you print while Stop Printer is selected are held in the PDF-eXPLODE queue. The queue appears below the main menu and displays information about documents waiting to be exploded and e-mailed.

Click **Suspend Printer** again to restart the printer and remove the check mark. Any print jobs pending in the queue will be processed (exploded and e-mailed). When **Suspend Printer** is de-selected, processing continues. If silent mode is selected on [General Settings](#), the pending documents are exploded and e-mailed immediately. If silent mode is not selected then the **Print Options** dialog is displayed to allow the user to control processing. Click **Set As Default Printer** to specify that PDF-eXPLODE is the default printer used when you click **Print** on the **File** menu of many Windows-based programs. A check mark will appear next to the PDF-eXPLODE printer icon in your PC's **Printers and Faxes** window.

▶ [Tip](#)

- To open Printers and Faxes, click **Start**, click **Control Panel**, click **Printers and Other Hardware**, and then click **Printers and Faxes**.
- Click **Cancel Document** to remove the selected document(s) from the queue.
- Click **PDF-eXPLODE Options...** to display and/or modify options including [General Settings](#), [Security Settings](#) and [Mail Settings](#), as well as [Default Messages](#), [Client Details](#) and [Client-specific Messages](#).
- Click **Exit** to close PDF-eXPLODE. It will still remain active as a printer driver enabling you to create, explode and e-mail PDF files when you click **Print** on the **File** menu of many Windows-based programs.

▶ [View Menu](#)

- Click **Status Bar** to display the status bar at the bottom of the PDF-eXPLODE window. When selected, a check mark will appear next to the menu item. Click **Status Bar** again to hide the status bar and remove the check mark. The status bar displays a count of the number of documents in the PDF-eXPLODE FAILED folder and in the queue.

▶ [Help Menu](#)

- Click **Help Topics** to access PDF-eXPLODE help information.
- Click **About PDF-eXPLODE** to display license and system information.

Below the menu bar is a print queue showing any files that were printed to PDF-eXPLODE and are currently being processed. Refer to **Suspend Printer** on the **Printer Menu** for more details.

The print queue may also be used as a shortcut for printing documents to PDF-eXPLODE. To do so, simply drag-and-drop a file from Windows Explorer onto the PDF-eXPLODE print queue. Note that document types that store a printer name (e.g. Microsoft Word documents) must be saved with PDF-eXPLODE as the named printer.

Specifying Options

General Settings

General Settings let you choose how you want to create and deliver the PDF files created by PDF-eXPLODE, as well as some default document properties.

To begin, [start PDF-eXPLODE](#).

▶ [Open General Settings](#)

1. On the **Printer** menu, click **PDF-eXPLODE Options...**
2. In the [Options List](#), click **General Settings**.

▶ [Mail Options](#)

- Choose **Do Not Send by email to [clients](#) after exploding** to create PDF files but not send them by e-mail. This option might be used to generate exploded PDF documents for archiving or for distribution via local area network.
- Choose **Send by email to all email addresses from the document [tags](#)** to "explode," or split, the document (e.g., a report, a Word document or a mail-merge document) into individual PDF documents and send each individual PDF document to clients for whom a tag appears in the document. This option is selected as the default. Note: Tags that are not valid e-mail addresses will not be sent but the exploded PDF files will be created and saved.
- Choose **Send by email just to selected clients if their email address is in the document [tags](#)** to "explode," or split, the document (e.g., a report, a Word document or a mail-merge document) into individual PDF documents and send only the individual PDF documents tagged with an e-mail address that you have defined in [Client Details](#). This feature allows you to treat selected clients as special cases. Note: Tags that are not valid e-mail addresses will not be sent but the exploded PDF files will be created and saved.
- Select **Send e-mail message as HTML** if you want to send e-mail messages in HTML format. If you do not select this option, e-mail messages will be sent in plain text format. Note that you can override this setting for a specific e-mail message on a [Default Message ID Tags](#) screen, for a specific client on a [Client Details](#) screen or for a client-specific e-mail message on a [Client-specific Message ID Tags](#) screen.

▶ [E-Mail Notification](#)

- Choose **None** if you do not want to be notified by e-mail when a recipient reads an e-mail sent by PDF-eXPLODE.
- Choose **Notify me on Read** to receive an e-mail notification (called a "read receipt") when a recipient reads an e-mail sent by PDF-eXPLODE. Note that not all e-mail servers support this option and also a recipient may optionally deny sending a read notification.

▶ [E-Mail Flags](#)

Select e-mail flags to apply to every e-mail that is sent. You may enable/disable the default e-mail flags for a specific e-mail message on a [Default Message ID Tags](#) screen, for a specific client on a [Client Details](#) screen or for a client-specific e-mail message on a [Client-specific Message ID Tags](#) screen. Note that some e-mail clients, such as Outlook Express, do not display all of the e-mail flags.

- Set **Importance** to **Normal**, **Low** or **High**. Press the Delete key to clear the selection.
- Set **Sensitivity** to **Normal**, **Personal**, **Private** or **Confidential**. Press the Delete key to clear the selection.

▶ [Default PDF Properties](#)

You may specify the following PDF creation options and PDF file properties, which apply to every PDF file created. Property fields including Title, Author and Subject may be displayed when a PDF file is opened in a viewer such as Adobe Reader.

- **Explode/E-mail in Silent Mode:** If you select this checkbox, the program will run in Silent Mode, meaning it will run unattended after you initiate printing a document. This is the default option. If you have an application that can initiate printing from the Windows Scheduler, then this option will enable you to e-mail documents when you are away from the computer. If you prefer to manage the delivery process, uncheck the checkbox and manually set options in the [Print Options](#) dialog after you initiate printing a document. If you print a document containing no PDF-eXPLODE tags, the Print Options dialog will display regardless of the Silent Mode setting (except on PDF-eXPLODE Printer Server and PDF-eXPLODE Report Server, since dialogs cannot be displayed on the workstation.)
- Note: you must select this option (and Very Silent Mode - see below) when operating PDF-eXPLODE on a Printer Server or Report Server that is running under the SYSTEM account since there is no user interface available for the SYSTEM account. Failure to do so will result in the application appearing to be frozen. **Suppress display of any processing dialogs in Silent Mode [Very Silent Mode]:** If you have selected **Explode/E-**

mail in Silent Mode and select this checkbox, then all dialog and message windows will be suppressed. This is helpful if you want to process files with PDF-eXPLODE in the background while you work on other Windows applications.

Note: you must select this option when operating PDF-eXPLODE on a Printer Server or Report Server that is running under the SYSTEM account since there is no user interface available for the SYSTEM account. Failure to do so will result in the application appearing to be frozen.

- **Suppress Quick Mail when the document has no <pdfexplode> Tags:** By default, PDF-eXPLODE will display the [Print Options](#) dialog if you print a document with no <pdfexplode> tags. This allows you to use the [Quick Mail](#) feature. Select this option to suppress the Print Options dialog from displaying when no <pdfexplode> tags are present in the document.

Note: you must select this option when operating PDF-eXPLODE on a Printer Server or Report Server that is running under the SYSTEM account since there is no user interface available for the SYSTEM account.

- **Default Document Title** specifies the filename and title of the master PDF document. ▶ [Tips](#)
- If you want to specify a different master PDF document name for different documents, create a [Default Message ID](#), for example **Invoice**, and use **Exploded File Name** to specify the file name, for example **MasterInvoices**. Then insert a <pdfexplode> tag on every page of your document as follows:

```
<pdfexplode>Invoice#</pdfexplode>
```

- Use the Default Message ID **Exploded File Path** to designate a folder in which to save the file.
- **Default Author** shows the name of the person who created the PDF document.
- **Default Subject** specifies the subject of the PDF document.
- **Default Document Path** selects the folder in which the master PDF document and the exploded PDF documents are saved. Before the individual PDF documents are created, a master PDF document is created, so it can be “exploded,” or split, into individual PDF documents. The recommended setting for this property is **C:\Program Files\PDF-eXPLODE\PDFs**, where C:\Program Files\PDF-eXPLODE is the name of the folder where the program is installed. Click **Browse** to navigate to the desired folder. You may override the location of the exploded PDF documents for a specific e-mail message on a [Default Message ID Tags](#) screen, for a specific client on a [Client Details](#) screen or for a client-specific e-mail message on a [Client-specific Message ID Tags](#) screen.

▶ [Default Cover Sheet](#)

- **Cover Sheet** specifies whether to insert an existing PDF file into each exploded PDF, and specifies the full pathname to the selected PDF. The selected PDF may be any number of pages. Use this feature for such applications as including a generic newsletter or promotion in every PDF file created by PDF-eXPLODE. Select the checkbox to enable insertion of the coversheet, or de-select the checkbox to disable this feature.
- Select whether to position the Cover Sheet PDF in the **Front** or **Back** of the exploded PDF file or as a **Separate** attachment.
- Click **Browse** to navigate to the desired PDF file name.

▶ [Tips](#)

- You may use this feature in combination with the cover sheets defined on a [Default Message ID Tags](#) screen, for a specific client on a [Client Details](#) screen or for a client-specific e-mail message on a [Client-specific Message ID Tags](#) screen for cover sheets inserted in the **Front** or **Back** of the exploded PDF files. Both cover sheets will be included.
- If you select to include *both* the Default Cover Sheet PDF as a **Separate** PDF attachment and also specify a Cover Sheet PDF as a **Separate** attachment on a Default Message ID Tags screen, Client Details screen or a Client-specific Message ID Tags screen, the default cover sheet attachment will not be included.

Note: If you select to include the Default Cover Sheet PDF as a **Separate** attachment [PDF Security Settings](#) will be ignored, i.e. the behavior will be the same as when Security Mode is set to **Do Not Secure any PDF document after exploding**.

▶ [Default File/Email Options](#)

- **Date-Time Stamp** options specify whether to append the date and time to PDF file names. Appending the date and time may be helpful in organizing multiple versions of the same file. **Suppress DATE_TIME on exploded filename:** If you select this checkbox, the date and time will not be appended to the names of the *exploded* PDF files (i.e. the archived versions). Note that this option does not affect the *attachment* PDF files (i.e. the e-mailed versions).
- **Suppress DATE_TIME on e-mail attachment file:** If you select this checkbox, the date and time will not be appended to the names of the *attachment* PDF files (i.e. the files attached to e-mails). Note that this option does not affect the *exploded* PDF files (i.e. the archived versions).

- **Add leading '_' character to DATE_TIME in File names:** This option is only available if you select one of the above DATE_TIME options. If you select this checkbox, the DATE_TIME appended to exploded file names and attachment file names will be preceded by an underscore (_) character.
- E-mail Address Format options allow you to control the format of the e-mail addresses you are sending to, which is useful for sending e-mails to a fax server. **Standard Format:** This is the default selection and is the best choice for most users. It assumes the e-mail addresses in your <pdfexplode> document tags are in the standard e-mail format such as <pdfexplode>nancy@pdf-explode.com</pdfexplode>.
- **Fax Sending 1:** This format can be used with fax servers that expect the e-mail address to be in a format like: **9780001234<pdf-explode@myfaxserver.net>**. The e-mail address in the <pdfexplode> tag should be formatted slightly differently as: <pdfexplode>9780001234!pdf-explode@myfaxserver.net</pdfexplode>, where the fax number is followed by an exclamation point (!) and the angle brackets are omitted in the tag.
- **Fax Sending 2:** This format can be used with fax servers that expect the e-mail address to be in a format like: **Fax=9780001234@myfaxserver.net**. The e-mail address in the <pdfexplode> tag should be formatted slightly differently as: <pdfexplode>Fax9780001234@myfaxserver.net</pdfexplode>, where the equal sign (=) is omitted; it will be inserted by PDF-eXplode before sending.
- **Full Name Format:** This format can be used when you want the recipient's full name to appear in the TO address instead of their e-mail address. For example, if you are sending an e-mail to Mary Doe in Accounts Payable at pdf-explode.net, you may want the TO address to appear as **Mary Doe(Accounts Payable)** instead of **accounts@pdf-explode.net**. The e-mail address in the <pdfexplode> tag should be formatted as <pdfexplode>Mary Doe(Accounts Payable)!accounts@pdf-explode.net</pdfexplode>, where the TO name is followed by an exclamation point (!) and the angle brackets are omitted in the tag. The e-mail will be sent to **Mary Doe(Accounts Payable) <accounts@pdf-explode.net>**.

Completed Processing Notification

You may configure PDF-eXPLODE to take certain actions upon completion of a print job. You may choose to send an e-mail alert and/or run an external process at the end of processing.

To begin, [start PDF-eXPLODE](#).

▶ [Open Completed Processing Notification](#)

1. On the **Printer** menu, click **PDF-eXPLODE Options...**
2. In the [Options List](#), click **Completed Processing Notification**.

▶ [E-mail Notification](#)

You may specify the recipient's e-mail address, the e-mail subject and e-mail message.

- **Send a message at the end of a print run processing:** Select this checkbox to enable e-mail alerts.
- **To** - allows you to enter one or more e-mail addresses separated by commas (,).
- **Subject** - contains the e-mail subject. You may insert variables within the subject to create a mail merge if you have selected **Use variables in e-mail** on the [Variable Settings](#) screen.
- **Message** - contains the e-mail message. You may insert variables within the subject to create a mail merge if you have selected **Use variables in e-mail** on the [Variable Settings](#) screen. You may also insert <<**Date**>> and <<**Time**>> where you want PDF-eXPLODE to fill-in the current system date and/or time at the moment the e-mail is sent.

▶ [Tips for Using a Variable](#)

- When using a variable in the Subject or Message, the value should be a constant, i.e. the variable should contain the same value for all tags in the document since only the last instance is used. This capability is useful for inserting the name of the report, for example.

▶ [Program Processing](#)

You may specify a process to be executed at the end of processing. You might use this feature to copy, move or delete PDF files. For more information on obtaining a program to copy, move and delete files send an e-mail request to mail@3000ad.com.au.

- **Execute a Batch file or Program at the end of the processing run:** Select this checkbox to enable program processing.
- Select whether to execute the Batch file (.BAT) or Program (.EXE) **Before** or **After** the E-mail Notification.
- Enter the full pathname of the **Program to Run** or click **Browse** to select it.
- Enter any necessary **Program Parameter**, or if the parameter is a filename click **Browse** to select it.
- Click **Test Program** to ensure it works as desired.

Logging and Utilities

Logging enables you to audit program operations, identify failed e-mails and diagnose unusual issues. Utilities provide capabilities to backup, view and combine PDF files.

To begin, [start PDF-eXPLODE](#).

▶ [Open Logging and Utilities](#)

1. On the **Printer** menu, click **PDF-eXPLODE Options...**
2. In the [Options List](#), click **Logging and Utilities**.

▶ [Log Maintenance](#)

Log Program Operations: Select this checkbox to save a detailed log of the steps taken by PDF-eXPLODE including any error messages, a summary transaction log noting the success or failure of each e-mail and any PDFs that failed to be sent.

- Click **View Detailed Log** to display a detailed log of PDF-eXPLODE operations in a Notepad window. The detailed log contains documents each step taken in exploding and e-mailing a PDF so there will be many lines of information per e-mail. Close the Notepad window when you have finished viewing or editing the log file. If you continue using PDF-eXPLODE with a log file window opened, changes will not be reflected - you will need to click **View Detailed Log** again to see any subsequent changes.

Note: On multi-user systems, for example a Printer Server, you may see multiple user accounts listed. Select the desired user account name and then click **View Detailed Log** to view the log for a particular user.▶ [Tips](#)

- The window may be sized and scrolled to facilitate viewing.
- The log is displayed in chronological order with the most recent operations appearing at the bottom.
- You may edit the log file as desired, for example, you may wish to delete older portions no longer needed or save an archive version and clear it entirely.
- To copy text so you can paste it into another application, select the text, right-click the mouse and click **Copy**.
- For the locations of the PDFeXPLODE.log and PDFeXPLODE.ini files, refer to [What's Installed Where](#).
- Click **View Transaction Logs** to display individual log files for each e-mail in an Explorer window. The PDF file names have the word "SUCCESS" or "FAILED" appended to provide a compact summary status view.▶ [Tips](#)
- Open a file if the name ends in "FAILED" to see a descriptive error message.
- Click **View Failed Mail PDFs** to access PDFs that were not sent in an Explorer window. This feature will facilitate manually resending PDF files that failed to send.▶ [Tips](#)
- You can manually resend a PDF using an e-mail client program such as Microsoft Outlook.
- Click **Delete Log Entries** to reduce the size of the detailed log file by deleting entries dated ON or BEFORE a selected date. You will be prompted to enter the desired date, where the accepted date format will be displayed (it varies depending on your Windows Regional Options.)▶ [Tips](#)
- The detailed log file can grow quite large over time. Deleting older entries periodically can improve performance when viewing the log file and save disk space.
- You may wish to archive a copy of the detailed log file before deleting entries. You can copy the log file the same way you would copy any file using Windows Explorer.
- For the name and location of the log file refer to [What's Installed Where](#) for details.

▶ [PDF File Backups](#)

- **Don't Create BKP (Master) and BAK (Exploded) Back-up Archive files:** If you select this checkbox, backup copies of the master PDF and exploded PDF files will not be created.
- Click **Delete Backup Files** to remove backup copies of PDF files dated ON or BEFORE a selected date. You will be prompted to enter the desired date, where the accepted date format will be displayed (it varies depending on your Windows Regional Options.) You may enter the desired file path where the files to be deleted are located, or click **Browse** to navigate to the desired file path. You may also select whether to delete `_bak` or `_bkp` files. Files named `*_bkp.pdf` are backup copies of the master PDF and files named `*_bak.pdf` are copies of exploded PDF files. After making your selections, click **Process** to delete the files and then click **Close** when done.▶ [Tips](#)

- Deleting older files periodically will save disk space.
- For the default location of PDF files refer to [What's Installed Where](#) for details.
- **Auto Backup of Option File to:** If you select this checkbox, the file containing program options will be copied to the specified location each time changes are saved. The default backup location if none is specified is the same directory in which the program options file resides. For the name and location of the program options file refer to [What's Installed Where](#) for details. You may enter the desired file path where you would like the backup copy to be saved, or click **Browse** to navigate to the desired file path.▶ [Tips](#)
- If you need to maintain the same settings in two different user accounts (e.g. Administrator and SYSTEM), use this feature to propagate the changes to the other user account.

▶ [PDF Viewer](#)

- Click **Browse** to select a PDF file to view.
- Click **Open PDF** to view the selected PDF.

▶ [PDF Combiner](#)

Use this function to combine multiple unsecured PDF files into a single PDF, which can then be exploded by running PDF-eXPLODE from a [Command Line](#), or by printing to PDF-eXPLODE from the PDF Viewer. Using PDF-eXPLODE in this manner will enable you to combine multiple PDF reports and documents into a single e-mail attachment. If you want to create several master PDF files without exploding them so that you can combine them and then explode the combined PDF, disable [Silent Mode](#) and then print to PDF-eXPLODE and select [Create PDF](#).

- Click **Combine PDFs** to select up to five unsecured PDF files to combine. Note: the PDF files cannot have security applied, i.e. you cannot have an Owner or User password applied.
- Click the **Browse** buttons to select the full pathname to the PDF you want to create (the *output* file) and up to five PDF files you want to combine (the *input* files).
- Click **Combine PDFs** to perform the operation.
- Click **Close** when you are finished.

Variable Settings

Variables let you customize e-mail subjects and messages and allow you to generate PDF file names and path names at runtime. Variables give you more control over the content of e-mail messages and help you better organize your PDF documents. If you are printing from a program that provides the ability to perform calculations (such as Crystal Reports, SQL Server Reporting Services, R&R Report Writer, Microsoft Access and Microsoft Excel) you can use formulas to compute the values of the variables.

For example, you might save a person's first name into a variable and begin an e-mail message "Dear <Var1>:" where "<Var1>" would be replaced with a person's first name to produce "Dear John:". You can also use variables in file and folder names, where you might want to save invoices in folders identified by a customer's name, and have the file name be the invoice number, for example, "C:\Invoices\CompanyA\Invoice_12345.pdf".

PDF-eXPLODE allows for up to six variables. Variables are passed to PDF-eXPLODE by placing them into the PDF-eXPLODE tag inserted into your document. The format for including variables in the <pdfexplode> tag is as follows :

```
<pdfexplode>Var1,Var2,Var3,Var4,Var5,Var6%MessageID#ClientID</pdfexplode>
```

Variables may be omitted, for example, if you only want to pass variable 2 and variable 4, your tag would be in this format:

```
<pdfexplode>,Var2,,Var4%MessageID#ClientID</pdfexplode>
```

NOTE: Be careful that your variable values do not inadvertently contain commas because the comma is used to separate variables. For example, you might include a customer name as **Smith, John**, which would be interpreted by PDF-eXPLODE as two variables; the first variable's value is **Smith** and the second variable's value is **John**. A similar problem can occur with numbers when a comma is used as a thousands separator. For example, a customer account number **1234** may be inadvertently formatted as **1,234**, which would be interpreted by PDF-eXPLODE as two variables; the first variable's value is **1** and the second variable's value is **234**.

If you must include a comma within a variable value, you may enclose the value within accent grave characters, i.e. the backwards single quote character (`) or ASCII character 96, which is usually located on the same key as the tilde (~) to the left of the numeral one (1) key on the keyboard. For example, **`Smith, John`** or **`1,234`** are permissible values that will preserve the embedded commas.

To begin, [start PDF-eXPLODE](#).

▶ [Open Variable Settings](#)

1. On the **Printer** menu, click **PDF-eXPLODE Options....**
2. In the [Options List](#), click **Variable Settings**.

▶ [File Names](#)

To use a variable to specify the name of the exploded PDF file, make the following selections.

- Select **Use variable for exploded file name** to enable this feature.
- Choose where you want the variable to appear in the file name. Choose **Leading** to use the variable as a prefix to the default file name. For example, if the exploded file name is "_Invoice" and the variable value is "9995" then the resulting file name will be "9995_Invoice.pdf".
- Choose **Trailing** to use the variable as a suffix to the default file name. For example, if the exploded file name is "Invoice_" and the variable value is "9995" then the resulting file name will be "Invoice_9995.pdf".
- Choose **Full name** to use the variable as the complete file name. For example, if the exploded file name is "Invoice" and the variable value is "9995" then the resulting file name will be "9995.pdf".

▶ [Tips](#)

- Note that the default file name is the client id in the <pdfexplode> tag, but may be overridden using the Exploded File Name option on a [Default Message ID Tag](#) screen, [Client Details](#) screen or a [Client-specific Message ID Tag](#) screen.
- Windows does not permit the following characters to be used in file names: < > : " / \ | ? *
- Period (.) may not be used as the first character in a file name.
- PDF-eXPLODE does not permit the following characters to be used in file names: # % @ ~
- Apply a small font to a <pdfexplode> tag that includes variables because the tag can grow very wide and it must fit on a single line. We recommend using **Times New Roman** font in **6 point** font size.
- **Select the variable to use for the file name:** allows you to choose the variable whose value will be used in the file name. Select **Var1, Var2, Var3, Var4, Var5** or **Var6**.

▶ [Sub-Folder Names](#)

A variable may be used to name the folder in which a PDF file is saved. The designated folder is a sub-folder to the Default Document Path specified on the [General Settings](#) screen, or the file path override specified on a [Default Message ID Tag](#) screen, for a specific client on a [Client Details](#) screen or for a client-specific e-mail message on a [Client-specific Message ID Tag](#) screen.

To use a variable to create a sub-folder in which to save the exploded PDF files:

- Select **Use variable to create a sub-folder** to enable this feature.
- **Select the variable for sub-folder name:** allows you to choose the variable whose value will be used as the complete sub-folder name. Select **Var1, Var2, Var3, Var4, Var5** or **Var6**. If you specify a relative pathname, the parent folder must exist at runtime - PDF-eXPLODE will not create it.

▶ [File Password](#)

A variable may be used to supply a user password to secure a PDF. If used, a password variable will override any other password settings specified on [Default Message ID Tag](#), [Client Details](#), [Client-specific Message ID Tag](#) or [PDF Security Settings](#). Use **PDF Security Settings** to select desired permissions (for example, Allow Printing). If **Security Mode** is set to **Do not secure any PDF document after exploding** then all permissions will be disallowed.

- Select **Use variable as a PDF password** to enable this feature.
- **Select the variable to use as Password:** allows you to choose the variable whose value will be used as the password. Select **Var1, Var2, Var3, Var4, Var5** or **Var6**.
- Enter the **Owner Password**. The owner password is required. It must be entered by a person who has opened a PDF and wants to gain access to, and modify, the document security permissions.

▶ [Tips](#)

- Use this feature when the password is stored in a database for securing confidential documents such as Payroll direct deposit advice.
- If you select this feature but do not include a password variable in a document tag, the resulting exploded PDF file will not have security applied (even if you set [Security Mode](#) to **Secure all PDF documents after exploding**).

▶ [From Address](#)

A variable may be used as the e-mail from (i.e. return) address. The designated e-mail address is an override to the default **Sender Name** specified on [Mail Settings](#) or the **Sender E-mail** override specified on a [Default Message ID Tag](#) screen, for a specific client on a [Client Details](#) screen or for a client-specific e-mail message on a [Client-specific Message ID Tag](#) screen.

- Select **Use variable as the E-mail FROM/Return Address** to enable this feature.
- **Select the variable for FROM address:** allows you to choose the variable whose value will be used as the complete e-mail FROM address. Select **Var1, Var2, Var3, Var4, Var5** or **Var6**.
- Note: The FROM address value passed in the variable must be in one of the following formats: An e-mail address, for example, **jsmith@smithcompany.com**
- A sender name followed by exclamation point (!) followed by an e-mail address, for example, **John Smith!jsmith@smithcompany.com**

▶ [Select Variable Usage in E-mail Merge](#)

You may opt to have PDF-eXPLODE perform a mail merge in the e-mail from address, subject and message using the variables from the PDF-eXPLODE tags in the document being printed.

- Select **Use variables in e-mail** to enable this feature. Place variable names within angle brackets in your e-mail subject or message where you want their values to appear. For example, if variable 1 contains an invoice number, type "Invoice #<Var1>" to produce something like "Invoice #12345". An example is given on the program screen.

PDF Security Settings

PDF Security Settings let you protect the PDF files you create with PDF-eXPLODE. PDF-eXPLODE can protect your PDF documents from unauthorized viewing, copying, sharing, modifying or printing.

By default, all PDF documents created with PDF-eXPLODE do not have security enabled. Security may be applied:

- globally to all exploded PDF files by assigning the same password to every PDF file (see [Specify Passwords](#) below),
- globally to all exploded PDF files by assigning an individual password to each PDF using [Variables](#) in the PDFeXPLODE tag, which override the settings on this screen,
- on an exception basis to exploded PDF files for specific recipients for whom you create a [Client Details](#) screen and select the option labeled **Protect Resulting PDF document**.

PDF-eXPLODE lets you choose security settings for each security-enabled PDF document you create. While it is not necessary to secure your PDF documents, you should consider the purpose for which a document will be used, the sensitivity of the contents and who will be receiving it.

Note: Security is not applied to [Cover Sheets](#) that are sent as a separate PDF attachment or to [Quick Mail](#) PDF files.

To control access to your PDF files, you enable **encryption**, select the **permissions** you wish to grant and apply **passwords**.

To begin, [start PDF-eXPLODE](#).

▶ [Open PDF Security Settings](#)

1. On the **Printer** menu, click **PDF-eXPLODE Options...**
2. In the [Options List](#), click **PDF Security Settings**.

▶ [Set Security Mode](#)

Set a security mode to specify whether and how to apply security to the PDF files created. If you opt to secure PDF files, then you must enter an Owner Password (see below). Note that security applied using [variables](#) will override the settings on this screen.

- **Do not secure any PDF document after exploding** offers no security but should be compatible with all PDF viewing programs.
- **Secure all PDF documents after exploding** allows you to secure all documents using the same password, i.e. a global password. This option provides convenience while sacrificing security, since all PDF files will have the same password as entered below. You may override the default passwords specified below for specific documents and clients on a [Client Details](#) screen or a [Client-specific Message ID Tags](#) screen. Note: The use of [password variables](#) in the <pdfexplode> tag takes precedence over these settings.
- **Secure just the PDF documents for the selected clients after exploding** allows for greater security by providing for different passwords to be assigned to different PDF files. You may override the default passwords specified below for specific documents and clients on a [Client Details](#) screen or a [Client-specific Message ID Tags](#) screen.

▶ [Set Encryption Level](#)

Encryption allows you to control access to the PDF files generated by PDF-eXPLODE. If you select to secure PDF files using **Security Mode**, specify whether to use 40 bit or 128 bit encryption.

- 40 bit encryption provides some security but is compatible only with Adobe Acrobat or Reader v4 or below. We recommend not using this setting unless you know you must. Selecting this option will allow you to specify some permissions.
- 128 bit encryption offers the greatest degree of security but is compatible only with Adobe Acrobat or Reader v5.0 or higher. Most users should have v5.0 or higher, so this is the recommended setting for users wanting encryption security. Selecting this option will allow you to specify all available permissions.

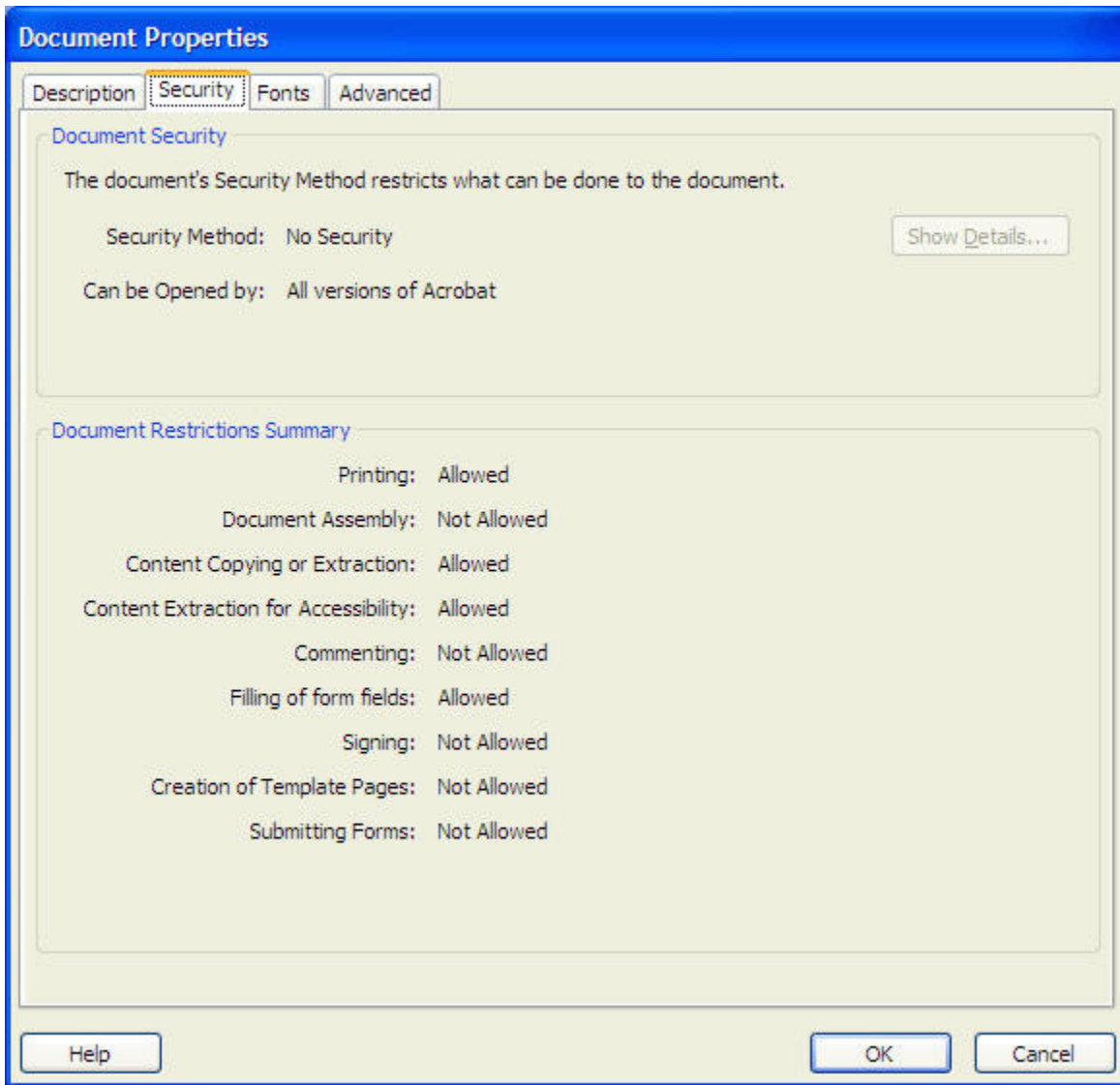
▶ [Set Permissions](#)

Select the permissions you wish to apply to your PDF documents. Permissions for the document can be set separately from access to the document. For instance, with Password Security, it's possible to require different passwords to open (a User Password) and manipulate (an Owner Password) the document, meaning that you can allow one set of users to view the document, and another, smaller set to copy or print the document.

- **Allow Printing** - print the document (possibly not at the highest quality level, depending on whether allow-degraded-printing is also set). To disallow printing, de-select this permission *and also* the permission labeled **Allow Degraded Printing**.
- **Allow Modify Contents** - modify the contents of the document by operations other than those controlled by Allow Modify Annotations, allow Fill In and Allow Assembly
- **Allow Copy** - copy or otherwise extract text and graphics from the document by operations other than that controlled by Allow Screen Readers

- **Allow Modify Annotations** - add or modify text annotations, fill in interactive form fields and, if Allow Modify Contents is also set, create or modify interactive form fields (including signature fields)
- **Allow Fill In** - fill in existing interactive form fields (including signature fields), even if Allow Modify Annotations is not set
- **Allow Screen Readers** - extract text and graphics (in support of accessibility to disabled users or for other purposes)
- **Allow Assembly** - assemble the document (insert, rotate or delete pages and create bookmarks or thumbnail images), even if Allow Modify Contents is not set
- **Allow Degraded Printing** - when this is set (and allow-printing also is set), printing is limited to a low level representation of the appearance, possibly of degraded quality. To disallow printing, de-select this permission *and also* the permission labeled **Allow Printing**.

To view permission settings in resulting PDF documents, open a PDF generated by PDF-eXPLODE using Adobe Acrobat or Adobe Reader and select Document Properties from the File menu. Permission settings appear on the Security dialog window.



► [Specify Passwords](#)

You can specify two passwords for PDF documents created by PDF-eXPLODE: a **User Password** and an **Owner Password**. The "user" is the person to whom you are sending a PDF and the "owner" is you. You should specify different passwords for the User and Owner or else a user will have access to change permissions. You may override these general passwords with passwords specific to an e-mail message defined on a [Default Message ID Tag](#) screen, which may be overridden by passwords specific to an e-mail recipient defined on a [Client Details](#) screen, which may be overridden by passwords for a client-specific message on a [Client-specific Message ID Tags](#) screen.

- **User Password** if specified, must be entered by a user to open and view a PDF document generated with this password. User Password must be different than Owner Password to protect the document against users changing the document's permissions.
- **Owner Password** is required if Encryption Level is set to either 40 bit or 128 bit. If specified, the owner password must be entered by a person who has opened a PDF and wants to gain access to, and modify, the document security permissions.

Mail Settings

Mail Settings let you configure PDF-eXPLODE to communicate with your e-mail server and construct the default e-mail message.

To begin, [start PDF-eXPLODE](#).

▶ [Open Mail Settings](#)

1. On the **Printer** menu, click **PDF-eXPLODE Options...**
2. In the [Options List](#), click **Mail**.

▶ [Default E-Mail Settings](#)

The default e-mail **Subject** and **Message** appear when your e-mails are viewed by recipients. You can change them each time you send e-mail using PDF-eXPLODE, or you may override the default message for a specific e-mail message on a [Default Message ID Tags](#) screen, for a specific client on a [Client Details](#) screen or for a client-specific e-mail message on a [Client-specific Message ID Tags](#) screen.

- Select **Send e-mails as HTML** to format e-mail messages using HTML. Using HTML enables you to format e-mail messages using fonts and images, etc. If you do not select this option, e-mails will be sent as text (i.e. without formatting such as fonts, etc.) An HTML editor is provided with PDF-eXPLODE, or you may use another editor and specify the file to be used.
- **Subject:** Enter an e-mail Subject. You may insert variables within the subject to create a mail merge if you have selected **Use variables in e-mail** on the [Variable Settings](#) screen.
- **Message File:** If you selected **Send e-mails as HTML**, enter a full pathname to the file containing the HTML message. To browse to the file that you want to select or create, clear the contents of **Message File** and click **Edit HTML File** (see below).
- **Message Text:** If you selected the Send e-mails as HTML option, the HTML file contents are displayed. If you did not select the Send e-mails as HTML option, you may edit the message text here. You may insert variables within the message to create a mail merge if you have selected **Use variables in e-mail** on the [Variable Settings](#) screen.
- If you are sending e-mails in HTML format, click **Edit HTML File** to use the PDF-eXPLODE [HTML Editor](#) to edit the HTML file specified in Message File, or to create a new HTML file if the Message File option is blank. You may optionally use another HTML editor and specify the **Message File** above.

▶ [E-Mail Connection Settings](#)

You can send e-mail using either PDF-eXPLODE (an [SMTP](#) client) or through Microsoft Outlook (a [MAPI](#) client).

▶ [Use PDF-eXPLODE \(SMTP\)](#)

To send e-mail using PDF-eXPLODE's SMTP client, you need to tell PDF-eXPLODE your Connection Settings as follows. After supplying the necessary information, click the **Test Connection** button to send a test e-mail to the **Sender Name** e-mail address and confirm the settings are correct and working.

- Select **Use PDF-eXPLODE (SMTP)**.
- The **Sender Name** can be whatever name you wish to appear in the **From** field as viewed by recipients of your e-mail. Undeliverable e-mails may return error notification e-mails to this address, which can be used to help clean your e-mail list and re-send important documents. Enter a name followed by an e-mail address within angle brackets, for example:

John Smith <jsmith@smithcompany.com>

The following information usually supplied to you by your organization's e-mail administrator or your Internet Service Provider (ISP):

1. Name of your **Outgoing Mail SMTP Server**. This may be entered in one of three formats: DNS Name, for example: *smtp.mycompany.com*
 2. IP Address, for example: *192.168.10.25*
 3. Server Name: for example: *smtp_srvr1*
- Your **Sign-on Username**, if you use a web hosting service this will often be your e-mail address (for example: *myname@mycompany.com*), whereas if your company has its own e-mail server you may only need to enter your login name (for example, *myname*).
 - Your **Sign-on Password**. (The password is not displayed and is encrypted before being saved by PDF-eXPLODE to protect your privacy.)
 - The **Authentication Type** required by your e-mail server. Select; **None**, **POP**, **Login** or **Plain**.
 - The **Port** number used by your e-mail server (usually 25)

- Name of your **Incoming Mail (POP3) Server** (for example *pop.mycompany.com*). This is only required when you have set **Authentication Type** to **POP3**.
- Select **Delay each E-Mail** to set the time delay between sending each e-mail (after the first one is sent) to between 1 and 60 seconds. This can help prevent errors such as 'Too Many Connections' from occurring when the SMTP (e-mail) server limits the number of e-mail that can be sent simultaneously.
- Select **SSL/TLS** if your e-mail server requires an encrypted (i.e. a secure) connection, e.g. Gmail.
- Click **Test Connection** to test the e-mail settings and send a test e-mail to the Sender Name.

▶ [Use Microsoft Outlook \(MAPI\)](#)

To send e-mail using Microsoft Outlook (a MAPI client) client, you only need to ensure Outlook is installed and configured properly. The following options are available.

- Select **Use Microsoft Outlook (MAPI)**.
- Select **Send as a DRAFT** to place the e-mail into the Outlook *Drafts* folder. A benefit of doing so is that the Outlook security will not ask for manual confirmation. If you do not select this option, the e-mail will be placed into the *Outbox* folder, which requires clicking **Yes** in response to an Outlook security warning dialog that asks you to confirm mail sending from third party applications.

Note: This means that PDF-eXPLODE Silent and Very Silent modes will stop processing until receiving a manual response. To maintain continuity of the PDF-eXPLODE processing in silent (unattended) mode, it will be necessary to install a software utility like ClickYES, which will automatically 'click' the Yes button and continue processing in your absence. There are free programs available on the Internet that will automatically click **Yes** in response to the Outlook security warning dialog. Search for "click yes", or you may download ClickYES from <http://www.3000ad.com.au/ClickYesSetup.exe>.

- Select **Send FROM address as 'on behalf of'** to specify the FROM e-mail address if you have permission to send messages on behalf of another person. Enter the desired e-mail address in **Sender Name <Sender E-mail Addr>** (see below), or you may override the From address for a specific e-mail message on a [Default Message ID Tags](#) screen, for a specific client on a [Client Details](#) screen or for a client-specific e-mail message on a [Client-specific Message ID Tags](#) screen.
- The **Sender Name <Sender E-mail Addr>** is used in conjunction with **Send FROM address as 'on behalf of'** to specify the FROM e-mail address if you have permission to send messages on behalf of another person. It can be whatever name and e-mail address you wish to appear in the **From** field as viewed by recipients of your e-mail, provided you are permitted to send messages on behalf of that e-mail address. Enter a name followed by an e-mail address within angle brackets, for example:

John Smith <jsmith@smithcompany.com>

▶ [Tips](#)

- This is the **From** e-mail address not to be confused with the **Reply-To** e-mail address, which will be the default e-mail address specified in your MAPI client (e.g. Microsoft Outlook) and is also the e-mail address to which undeliverable e-mails may return error notification e-mails.
- If you do not set Microsoft Outlook to **Send immediately when connected**, the e-mail(s) will not be sent and will remain in the **Outbox** folder. You will need to move the e-mails to the **Drafts** folder and open and re-send them and then click **Send/Receive**.

▶ [Exploded File Details](#)

Set the default name and folder for exploded PDF files. You may override these default settings for a specific e-mail message on a [Default Message ID Tags](#) screen, for a specific client on a [Client Details](#) screen or for a client-specific e-mail message on a [Client-specific Message ID Tags](#) screen.

- **Exploded File Name** will replace the e-mail address in each exploded PDF file name with text of your choice.

Example: The exploded PDF files created by PDF-eXPLODE are named according to the e-mail recipient and, optionally, the date and time of creation. For example, an e-mail sent to nancy@pdf-explode.com on May 28, 2007 at 1:23 PM will have an attachment PDF file named:

nancy@pdf-explode.com070528_132300.pdf

If you enter **Invoice** in this field then the resulting attachment PDF filename will be:

Invoice070528_132300.pdf

To remove the date and time from PDF filenames, use the options **Don't add DATE_TIME to exploded filename** and **Don't add DATE_TIME to e-mail attachment file**, which are located on the [General Settings](#) screen. Following the example above, these options enable you to set the e-mailed and archived filenames to:

Invoice.pdf

- **Exploded File Path** allows you to select a folder where exploded PDF files will be saved (i.e. archived). Type the desired pathname (e.g. C:\Documents and Settings\Nancy\My Documents\Archived PDF-eXPLODE Files) or click **Browse** to locate and select the desired path without typing it.

Click **Save** to save your settings.

On the **Printer** menu, click **Exit** to close PDF-eXPLODE.

Default Message ID Tags

Default Message ID Tags allow you to specify whether a particular type of document should be printed, e-mailed or both. If e-mail is selected, you may also define the subject and message. For example, you could define a Default Message ID Tag "Invoice" to have a default e-mail subject and message applied to all of the invoices you e-mail. In addition, you can specify the PDF file name, path name and security passwords.

You may override the default message settings by creating a [Client-specific Message ID Tag](#) with the same name.

To begin, [start PDF-eXPLODE](#).

▶ [Open Default Message ID Tags](#)

1. On the **Printer** menu, click **PDF-eXPLODE Options...**
2. In the [Options List](#), click the plus sign (+) to the left of **Mail Settings**.
3. Click the plus sign (+) to the left of **Default Message ID Tags**.

▶ [Create a Default Message ID Tag](#)

1. If there are no existing message ID tags, click **New Message ID**.

-or-

If there are existing message ID tags, click any existing message ID tag.

2. Click the button labeled **New**.
3. Complete the following fields:▶ [Message Details](#)
 - **Message ID** is the tag or name you use to identify this set of options in the [PDF-eXPLODE tag](#) inserted into your report or document. The Message ID may not include any spaces.
 - Select **Apply E-Mail Notification** to receive an e-mail notification (called a "read receipt") when a recipient reads an e-mail sent by PDF-eXPLODE. You must also choose **Notify me on Read** on the [General Settings](#) screen for this option to take effect. Note that not all e-mail servers support this option and also a recipient may optionally deny sending a read notification.
 - Select **Apply E-Mail Flags** to set the Importance and Sensitivity flags specified on the [General Settings](#) screen. Note that some e-mail clients, such as Outlook Express, do not display all of the e-mail flags.
 - Select **Send e-mails as HTML** to format e-mail messages using HTML. Using HTML enables you to format e-mail messages using fonts and images, etc. If you do not select this option, e-mails will be sent as text (i.e. without formatting such as fonts, etc.) An HTML editor is provided with PDF-eXPLODE, or you may use another editor and specify the file to be used. The Message ID may not include any spaces.
 - Choose **Print** if you want to print documents. Note: If security is applied to a PDF then printing will not occur. Only one copy may be printed. Choose **ONLY (don't E-Mail)** to print documents with this message ID but not e-mail them.

-or-

Choose **ALSO (print and E-Mail)** to print in addition to e-mailing the documents.

- Select a printer from the dropdown list of available printers.

▶ [Tips](#)

- Use Print Only in combination with [Variables](#) when you need to e-mail some documents and print others, based on whether you have the recipient's e-mail address in your database. For example, you may be e-mailing invoices but need to print and mail hard-copy invoices to customers who do not have an e-mail address. You could use a formula in your report to conditionally insert into the <pdfexplode> tag a Message ID whose purpose is to Print Only for those customers without an e-mail address. Customers with e-mail addresses would have a different Message ID inserted into their <pdfexplode> tag whose purpose is to specify the e-mail subject and message.
- Use Print Also when you want to send documents by e-mail but also need to keep a hard-copy for your physical files.
- Do not use a message id like PRN, which results in PDF-eXPLODE trying to create a file with an invalid filename. The following device names are reserved by Windows and cannot be used as a filename: CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, and LPT9.

▶ [Specific E-mail Settings](#)

- **Sender E-mail** can be filled in if you want to override the default sender e-mail address specified on the [Mail Settings](#) screen. The **Sender Name** can be whatever name you wish to appear in the **From** field as viewed by recipients of your e-mail. Undeliverable e-mails may return error notification e-mails to this address, which can be used to help clean your e-mail list and re-send important documents. Enter a name followed by an e-mail address within angle brackets, for example: John Smith <jsmith@smithcompany.com>

As an alternative to entering sender e-mail address here, a [variable](#) may be used to provide the sender e-mail address. For example, if the e-mail address is contained in variable 3, enter **<var3>**.

- **CC** can be checked to send a copy of each e-mail to one or more e-mail recipients. Multiple CC e-mail addresses must be separated with a comma (,) or semicolon (;). Unlike BCC, recipients will see each other's e-mail addresses.
- **BCC** can be checked to send a blind copy of each e-mail to one or more e-mail recipients. Multiple BCC e-mail addresses must be separated with a comma (,) or semicolon (;). Unlike CC, BCC recipients will not see each other's e-mail address.
- **Subject** is the subject that appears on the e-mail when received by your clients. You may insert variables within the subject to create a mail merge if you have selected **Use variables in e-mail** on the [Variable Settings](#) screen.
- **Message File** should contain a full pathname to the file containing the HTML message if you selected the Send e-mails as HTML option. If you are sending e-mails in text format, leave this field blank. To browse to the file that you want to select, clear the contents of **Message File** and click **Edit HTML File** (see below).
- **Message** is the message that will appear in the body of the e-mail received by your clients. You may insert variables within the message to create a mail merge if you have selected **Use variables in e-mail** on the [Variable Settings](#) screen.
- If you are sending e-mails in text format, click **Edit Text** to enlarge the area for editing the message, and then click **Update** to save the changes or **Cancel** to discard any changes.
- If you are sending e-mails in HTML format, click **Edit HTML File** to use the PDF-eXPLODE [HTML Editor](#) to edit the HTML file specified in Message File, or to create a new HTML file if the Message File option is blank. You may optionally use another HTML editor and specify the **Message File** above.

▶ [Exploded File Details](#)

Set the default name and folder for exploded PDF files, and options for inserting a cover page. These settings override those specified on the [Mail Settings](#) screen.

- **Exploded File Name** will replace the e-mail address in each exploded PDF file name with text of your choice.

Example: The exploded PDF files created by PDF-eXPLODE are named according to the e-mail recipient and, optionally, the date and time of creation. For example, an e-mail sent to nancy@pdf-explode.com on January 28, 2009 at 1:23 PM will have an attachment PDF file named:

nancy@pdf-explode.com090128_132300.pdf

If you enter **Invoice** in this field then the resulting attachment PDF filename will be:

Invoice090128_132300.pdf

After being e-mailed, the exploded PDF filename will be the same unless you select [Suppress DATE_TIME on exploded filename](#), in which case the filename will be:

Invoice.pdf

- **Exploded File Path** allows you to select a folder where exploded PDF files will be saved (i.e. archived). Type the desired pathname (e.g. C:\Documents and Settings\Nancy\My Documents\Archived PDF-eXPLODE Files) or click **Browse** to locate and select the desired path without typing it.
- **Cover Sheet** specifies whether to insert an existing PDF file into each exploded PDF, and specifies the full pathname to the selected PDF. The selected PDF may be any number of pages. Use this feature for such applications as including a generic newsletter or promotion in every PDF file created by PDF-eXPLODE. Note: This cover sheet is *in addition to* any cover sheet defined in [General Settings](#). Select the checkbox to enable insertion of the coversheet, or de-select the checkbox to disable this feature.
- Select whether to position the Cover Sheet PDF in the **Front** or **Back** of the exploded PDF file or to include it in an e-mail as a **Separate** attachment.

- Click **Browse** to navigate to the desired PDF file.

▶ [Tips](#)

- You may use this feature in combination with the the Default Cover Sheet PDF defined in [General Settings](#) for cover sheets inserted in the **Front** or **Back** of the exploded PDF files. Both cover sheets will be included.
- If you select to include *both* the Default Cover Sheet PDF as a **Separate** attachment and also specify a Cover Sheet PDF as a **Separate** attachment on a Default Message ID Tags screen, Client Details screen or a Client-specific Message ID Tags screen, the default cover sheet attachment will not be included.

▶ [Exploded PDF Security](#)

- **User Password** is a general password for viewing documents sent with this message that is applied to all clients you have specified to receive protected PDF files. You may override this password for a specific client on a [Client Details](#) screen or on a [Client-specific Message ID Tags](#) screen. User Password must be different than Owner Password to protect the document against users changing the document's permissions.
- **Owner Password** is a general password for manipulating permissions in documents sent with this message that is applied to all clients you have specified to receive protected PDF files. You may override this password for a specific client on a Client Details screen or on a Client-specific Message ID Tags screen.

1. Click **Apply** to save your changes and remain in PDF-eXPLODE Options.

-or-

Click **Save** to save your changes and exit PDF-eXPLODE Options.

-or-

Click a different option in the Options List on the left to discard changes and remain in PDF-eXPLODE Options.

-or-

Click **Cancel** to discard unsaved changes and exit PDF-eXPLODE Options.

▶ [Edit a Default Message ID Tag](#)

- Click an existing message ID. Click **Edit**.
- Make your desired changes.
- Click **Apply** to save your changes and remain in PDF-eXPLODE Options.

-or-

Click **Save** to save your changes and exit PDF-eXPLODE Options.

-or-

Click **Cancel** to discard unsaved changes and exit PDF-eXPLODE Options.

▶ [Delete a Default Message ID Tag](#)

- Click an existing message ID. Click **Remove**.
- Click **Yes** to confirm the deletion or **No** to cancel.

▶ [Rename a Default Message ID Tag](#)

1. To rename a message ID you must delete it and re-create it.

Client Details

Client Details allow you to specify file, print, security and e-mail settings for an individual [Client](#) or clients on an exception basis. Clients for whom you do not specify client details will default to the [General Settings](#), or the [Default Message ID Tag](#) settings if you have defined them. Also, clients for whom you do not specify client details will *not* receive security-enabled (encrypted or password-protected) PDF files unless you select **Secure all PDF documents after exploding** on the General Settings screen. There are many possible uses for defining Client Details including:

- Use Client Details to send e-mails only to those clients for whom you have defined client details, if you select **Send by email just to selected clients if their email address is in the document tags** on the **General Settings** and you select **Send mail to this client if his email address exists in the document tags** in the client details. This feature may be useful if you needed to produce a one-time e-mailing only to selected clients.
- Use Client Details to specify file name and security settings to apply to archive files that are not to be e-mailed.
- Use Client Details to create an e-mail distribution list to send a document to a named group of people. For example, you can associate the name "Managers" with the e-mail addresses for a group of managers.
- Use Client Details to associate a client name with an e-mail address when the source application does not contain e-mail addresses, such as legacy systems.

To begin, [start PDF-eXPLODE](#).

▶ [Open Client Details](#)

1. On the **Printer** menu, click **PDF-eXPLODE Options...**
2. In the [Options List](#), click the plus sign (+) to the left of **Mail Settings**.
3. Click the plus sign (+) to the left of **Clients**.

▶ [Create a New Client](#)

1. If there are no existing client details, click **New Client**.

-or-

If there are existing client details, click any existing client.

2. Click the button labeled **New Client**.
3. Complete the following fields:▶ [Client Details](#)
 - **Client ID or E-mail Address** is the e-mail address of the client, or a unique identifier such as the name of a distribution list or an archive file name. The Client ID may not include any spaces.
 - Select **Apply E-Mail Notification** to receive an e-mail notification (called a "read receipt") when a recipient reads an e-mail sent by PDF-eXPLODE. You must also choose **Notify me on Read** on the [General Settings](#) screen for this option to take effect. Note that not all e-mail servers support this option and also a recipient may optionally deny sending a read notification.
 - Select **Apply E-Mail Flags** to set the Importance and Sensitivity flags specified on the [General Settings](#) screen. Note that some e-mail clients, such as Outlook Express, do not display all of the e-mail flags.
 - Select **Send e-mails as HTML** to format e-mail messages using HTML. Using HTML enables you to format e-mail messages using fonts and images, etc. If you do not select this option, e-mails will be sent as text (i.e. without formatting such as fonts, etc.) An HTML editor is provided with PDF-eXPLODE, or you may use another editor and specify the file to be used.
 - Choose **Print** if you want to print documents. Note: If security is applied to a PDF then printing will not occur. Only one copy may be printed. Choose **ONLY (don't E-Mail)** to print documents with this message ID but not e-mail them

-or-

Choose **ALSO (print and E-Mail)** to print in addition to e-mailing the documents.

- Select a printer from the dropdown list of available printers.

- Do not use a client id like PRN, which results in PDF-eXPLODE trying to create a file with an invalid filename. The following device names are reserved by Windows and cannot be used as a filename: CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, and LPT9.

▶ [Specific E-mail Settings](#)

- **Sender E-mail** can be filled in if you want to override the default sender e-mail address specified on the [Mail Settings](#) screen. The **Sender Name** can be whatever name you wish to appear in the **From** field as viewed by recipients of your e-mail. Undeliverable e-mails may return error notification e-mails to this address, which can be used to help clean your e-mail list and re-send important documents. Enter a name followed by an e-mail address within angle brackets, for example: John Smith <jsmith@smithcompany.com>

As an alternative to entering sender e-mail address here, a [variable](#) may be used to provide the sender e-mail address. For example, if the e-mail address is contained in variable 3, enter <var3>.

- **CC** can be checked to send a copy of each e-mail to one or more e-mail recipients. Multiple CC e-mail addresses must be separated with a comma (,) or semicolon (;). Unlike BCC, recipients will see each other's e-mail addresses.
- **BCC** can be checked to send a blind copy of each e-mail to one or more e-mail recipients. Multiple BCC e-mail addresses must be separated with a comma (,) or semicolon (;). Unlike CC, BCC recipients will not see each other's e-mail address.
- **Subject** is the subject that appears on the e-mail when received by this client on general mailings that do not include a message ID tag. You may insert variables within the subject to create a mail merge if you have selected **Use variables in e-mail** on the [Variable Settings](#) screen.
- **Message File** should contain a full pathname to the file containing the HTML message if you selected the Send e-mails as HTML option. If you are sending e-mails in text format, leave this field blank. To browse to the file that you want to select, clear the contents of **Message File** and click **Edit HTML File** (see below).
- **Message** is the message that will appear in the body of the e-mail received by this client on general mailings that do not include a message ID tag. Click **Edit Text** to enlarge the area for editing the message, and then click **Update** to save the changes or **Cancel** to discard any changes. You may insert variables within the message to create a mail merge if you have selected **Use variables in e-mail** on the [Variable Settings](#) screen.
- If you are sending e-mails in text format, click **Edit Text** to enlarge the area for editing the message, and then click **Update** to save the changes or **Cancel** to discard any changes.
- If you are sending e-mails in HTML format, click **Edit HTML File** to use the PDF-eXPLODE [HTML Editor](#) to edit the HTML file specified in Message File, or to create a new HTML file if the Message File option is blank. You may optionally use another HTML editor and specify the **Message File** above.

▶ [Exploded File Details](#)

Set the default name and folder for exploded PDF files, and options for inserting a cover page. These settings override those specified on the [Mail Settings](#) screen and any [Default Message ID Tag](#) screens.

- **Exploded File Name** will replace the e-mail address in each exploded PDF file name with text of your choice.

Example: The exploded PDF files created by PDF-eXPLODE are named according to the e-mail recipient and, optionally, the date and time of creation. For example, an e-mail sent to nancy@pdf-explode.com on January 28, 2009 at 1:23 PM will have an attachment PDF file named:

nancy@pdf-explode.com090128_132300.pdf

If you enter **Invoice** in this field then the resulting attachment PDF filename will be:

Invoice090128_132300.pdf

After being e-mailed, the exploded PDF filename will be the same unless you select [Suppress DATE_TIME on exploded filename](#), in which case the filename will be:

Invoice.pdf

- **Exploded File Path** allows you to select a folder where exploded PDF files will be saved (i.e. archived). Type the desired pathname (e.g. C:\Documents and Settings\Nancy\My Documents\Archived PDF-eXPLODE Files) or click **Browse** to locate and select the desired path without typing it.

- **Cover Sheet** specifies whether to insert an existing PDF file into each exploded PDF, and specifies the full pathname to the selected PDF. The selected PDF may be any number of pages. Use this feature for such applications as including a generic newsletter or promotion in every PDF file created by PDF-eXPLODE. Note: This cover sheet is *in addition to* any cover sheet defined in [General Settings](#), unless you also have a cover sheet defined for the Default Message ID, which takes precedence. Select the checkbox to enable insertion of the coversheet, or de-select the checkbox to disable this feature.
- Select whether to position the Cover Sheet PDF in the **Front** or **Back** of the exploded PDF file or to include it in an e-mail as a **Separate** attachment.
- Click **Browse** to navigate to the desired PDF file.

▶ [Tips](#)

- You may use this feature in combination with the the Default Cover Sheet PDF defined in [General Settings](#) for cover sheets inserted in the **Front** or **Back** of the exploded PDF files. Both cover sheets will be included.
- If you select to include *both* the Default Cover Sheet PDF as a **Separate** attachment and also specify a Cover Sheet PDF as a **Separate** attachment on a Default Message ID Tags screen, Client Details screen or a Client-specific Message ID Tags screen, the default cover sheet attachment will not be included.

▶ [Exploded PDF Security](#)

- Select **Protect Resulting PDF document** to apply security settings as defined on the [Security Settings](#) options. This field, and the following password fields, will be disabled if **No Encryption** is specified in security settings. If a general password is specified on the Security Settings screen or on a [Default Message ID Tag](#) screen and this option is not selected, the specified client will receive an unprotected PDF.
 - **User Password** is a client-specific password for viewing a protected PDF file that is an override to the password specified on the Security Settings screen or on a Default Message ID Tag screen. You may override this password for a client-specific message on a [Client-specific Message ID Tags](#) screen. User Password must be different than Owner Password to protect the document against users changing the document's permissions.
 - **Owner Password** is a client-specific password for manipulating permissions in a protected PDF file that is an override to the password specified on the Security Settings screen or on a Default Message ID Tag screen. You may override this password for a client-specific message on a Client-specific Message ID Tags screen.
1. Click **Apply Client** to save your changes and remain in PDF-eXPLODE Options.

-or-

Click **Save** to save your changes and exit PDF-eXPLODE Options.

-or-

Click a different option in the Options List on the left to discard changes and remain in PDF-eXPLODE Options.

-or-

Click **Cancel** to discard unsaved changes and exit PDF-eXPLODE Options.

▶ [Edit Client Details](#)

1. Click an existing client.
2. Click **Edit Client**.
3. Make your desired changes.

Note: To edit the To E-Mail Address, you must delete and re-create the client details.

4. Click **Apply Client** to save your changes and remain in PDF-eXPLODE Options.

-or-

Click **Save** to save your changes and exit PDF-eXPLODE Options.

-or-

Click **Cancel** to discard unsaved changes and exit PDF-eXPLODE Options.

▶ [Delete Client Details](#)

1. Click an existing client.
2. Click **Remove Client**.
3. Click **Yes** to confirm the deletion or **No** to cancel.

Client-specific Message ID Tags

Client-specific Message ID Tags allow you to define the subject and message specific to both a particular type of document *and* a specific client. For example, you could define a Default Message ID Tag named "Invoice" and, in addition, define a Client-specific Message ID Tags named "Special Invoice" to send to clients requiring special attention. The Client-specific Message ID Tags override the [Default Message ID Tag](#) screen and the [Client Details](#) screen.

To begin, [start PDF-eXPLODE](#).

▶ [Open Client-specific Message ID Tags](#)

1. On the **Printer** menu, click **PDF-eXPLODE Options...**
2. In the [Options List](#), click the plus sign (+) to the left of **Mail Settings**.
3. Click the plus sign (+) to the left of **Clients**.
4. Click the plus sign (+) to the left of the specific client for whom you want to add a client-specific e-mail message.

▶ [Create a Client-specific Message ID Tag](#)

1. If there are no existing message ID tags, click **New Message ID**.

-or-

If there are existing message ID tags, click any existing message ID tag.

2. Click the button labeled **New**.
3. Complete the following fields:▶ [Client Details](#)
 - **Client ID or E-mail Address** is displayed for reference only.
 - **Message ID** is the client-specific Message ID tag used to identify this set of options in the [PDF-eXPLODE tag](#) inserted into your report or document. The Message ID may not include any spaces.
 - Select **Apply E-Mail Notification** to receive an e-mail notification (called a "read receipt") when a recipient reads an e-mail sent by PDF-eXPLODE. You must also choose **Notify me on Read** on the [General Settings](#) screen for this option to take effect. Note that not all e-mail servers support this option and also a recipient may optionally deny sending a read notification.
 - Select **Apply E-Mail Flags** to set the Importance and Sensitivity flags specified on the [General Settings](#) screen. Note that some e-mail clients, such as Outlook Express, do not display all of the e-mail flags.
 - Select **Send e-mails as HTML** to format e-mail messages using HTML. Using HTML enables you to format e-mail messages using fonts and images, etc. If you do not select this option, e-mails will be sent as text (i.e. without formatting such as fonts, etc.) An HTML editor is provided with PDF-eXPLODE, or you may use another editor and specify the file to be used.
 - Choose **Print** if you want to print documents. Note: If security is applied to a PDF then printing will not occur. Only one copy may be printed. Choose **ONLY (don't E-Mail)** to print documents with this message ID but not e-mail them

-or-

Choose **ALSO (print and E-Mail)** to print in addition to e-mailing the documents.

- Select a printer from the dropdown list of available printers.
- Do not use a message id like PRN, which results in PDF-eXPLODE trying to create a file with an invalid filename. The following device names are reserved by Windows and cannot be used as a filename: CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, and LPT9.

▶ [Specific E-mail Settings](#)

- **Sender E-mail** can be filled in if you want to override the default sender e-mail address specified on the [Mail Settings](#) screen. The **Sender Name** can be whatever name you wish to appear in the **From** field as viewed by recipients of your e-mail. Undeliverable e-mails may return error notification e-mails to this address, which can be used to help clean your e-mail list and re-send important documents. Enter a name followed by an e-mail address within angle brackets, for example: John Smith <jsmith@smithcompany.com>

As an alternative to entering sender e-mail address here, a [variable](#) may be used to provide the sender e-mail address. For example, if the e-mail address is contained in variable 3, enter **<var3>**.

- **CC** can be checked to send a copy of each e-mail to one or more e-mail recipients. Multiple CC e-mail addresses must be separated with a comma (,) or semicolon (;). Unlike BCC, recipients will see each other's e-mail addresses.
- **BCC** can be checked to send a blind copy of each e-mail to one or more e-mail recipients. Multiple BCC e-mail addresses must be separated with a comma (,) or semicolon (;). Unlike CC, BCC recipients will not see each other's e-mail address.
- **Subject** is the subject that appears on the e-mail when received by your clients. You may insert variables within the subject to create a mail merge if you have selected **Use variables in e-mail** on the [Variable Settings](#) screen.
- **Message File** should contain a full pathname to the file containing the HTML message if you selected the Send e-mails as HTML option. If you are sending e-mails in text format, leave this field blank. To browse to the file that you want to select, clear the contents of **Message File** and click **Edit HTML File** (see below).
- **Message** is the message that will appear in the body of the e-mail received by your clients. Click **Edit Text** to enlarge the area for editing the message, and then click **Update** to save the changes or **Cancel** to discard any changes. You may insert variables within the message to create a mail merge if you have selected **Use variables in e-mail** on the [Variable Settings](#) screen.
- If you are sending e-mails in text format, click **Edit Text** to enlarge the area for editing the message, and then click **Update** to save the changes or **Cancel** to discard any changes.
- If you are sending e-mails in HTML format, click **Edit HTML File** to use the PDF-eXPLODE [HTML Editor](#) to edit the HTML file specified in Message File, or to create a new HTML file if the Message File option is blank. You may optionally use another HTML editor and specify the **Message File** above.

▶ [Exploded File Details](#)

Set the default name and folder for exploded PDF files, and options for inserting a cover page. These settings override those specified on the [Mail Settings](#) screen, any [Default Message ID Tag](#) screens and the [Client Details](#) screen.

- **Exploded File Name** will replace the e-mail address in each exploded PDF file name with text of your choice.

Example: The exploded PDF files created by PDF-eXPLODE are named according to the e-mail recipient and, optionally, the date and time of creation. For example, an e-mail sent to nancy@pdf-explode.com on January 28, 2009 at 1:23 PM will have an attachment PDF file named:

nancy@pdf-explode.com090128_132300.pdf

If you enter **Invoice** in this field then the resulting attachment PDF filename will be:

Invoice090128_132300.pdf

After being e-mailed, the exploded PDF filename will be the same unless you select [Suppress DATE_TIME on exploded filename](#), in which case the filename will be:

Invoice.pdf

- **Exploded File Path** allows you to select a folder where exploded PDF files will be saved (i.e. archived). Type the desired pathname (e.g. C:\Documents and Settings\Nancy\My Documents\Archived PDF-eXPLODE Files) or click **Browse** to locate and select the desired path without typing it.
- **Cover Sheet** specifies whether to insert an existing PDF file into each exploded PDF, and specifies the full pathname to the selected PDF. The selected PDF may be any number of pages. Use this feature for such applications as including a generic newsletter or promotion in every PDF file created by PDF-eXPLODE. Note: This cover sheet is *in addition to* any cover sheet defined in [General Settings](#). Select the checkbox to enable insertion of the coversheet, or de-select the checkbox to disable this feature.
- Select whether to position the Cover Sheet PDF in the **Front** or **Back** of the exploded PDF file or to include it in an e-mail as a **Separate** attachment.
- Click **Browse** to navigate to the desired PDF file.
- ▶ [Tips](#)
- You may use this feature in combination with the the Default Cover Sheet PDF defined in [General Settings](#) for cover sheets inserted in the **Front** or **Back** of the exploded PDF files. Both cover sheets will be included.

- If you select to include *both* the Default Cover Sheet PDF as a **Separate** attachment and also specify a Cover Sheet PDF as a **Separate** attachment on a Default Message ID Tags screen, Client Details screen or a Client-specific Message ID Tags screen, the default cover sheet attachment will not be included.

▶ [Exploded PDF Security](#)

- Select **Protect Resulting PDF document** to apply security settings as defined on the [Security Settings](#) options. This field, and the following password fields, will be disabled if **No Encryption** is specified in security settings. If a general password is specified on the Security Settings screen or on a [Default Message ID Tag](#) screen or on a [Client Details](#) screen and this option is not selected, the specified client will receive an unprotected PDF.
 - **User Password** is a client-specific password for viewing a protected PDF file that is an override to the password specified in Security Settings or on a Default Message ID Tag screen or on a Client Details screen. User Password must be different than Owner Password to protect the document against users changing the document's permissions.
 - **Owner Password** is a client-specific password for manipulating permissions in a protected PDF file that is an override to the password specified on the Security Settings screen or on a Default Message ID Tag screen.
1. Click **Apply** to save your changes and remain in PDF-eXPLODE Options.

-or-

Click **Save** to save your changes and exit PDF-eXPLODE Options.

-or-

Click a different option in the Options List on the left to discard changes and remain in PDF-eXPLODE Options.

-or-

Click **Cancel** to discard unsaved changes and exit PDF-eXPLODE Options.

▶ [Edit a Client-specific Message ID Tag](#)

1. Click an existing message ID.
2. Click **Edit**.
3. Make your desired changes.
4. Click **Apply** to save your changes and remain in PDF-eXPLODE Options.

-or-

Click **Save** to save your changes and exit PDF-eXPLODE Options.

-or-

Click **Cancel** to discard unsaved changes and exit PDF-eXPLODE Options.

▶ [Delete a Client-specific Message ID Tag](#)

1. Click an existing message ID.
2. Click **Remove**.
3. Click **Yes** to confirm the deletion or **No** to cancel.

▶ [Rename a Client-specific Message ID Tag](#)

- To rename a message ID you must delete it and re-create it.

HTML Editor

HTML Editor enables you to create e-mail messages formatted in HTML, allowing you to use fonts, colors, images, etc. You may optionally use another HTML editor and specify the HTML file name in [Default E-Mail Settings](#), for a specific type of mailing on a [Default Message ID Tags](#) screen, for a specific client on a [Client Details](#) screen or for a client-specific e-mail message on a [Client-specific Message ID Tags](#) screen.

▶ [Basic Editing Steps](#)

1. To begin, click **Edit HTML File**.
2. If you have not yet specified a **Message File**, the Open dialog is displayed. Navigate to the desired folder and enter the name of the file you would like to create and click **Open**. If you omit a file name extension, it will default to **.html**.
3. Edit and format the message using the toolbar buttons (explained below) to enter HTML commands.
4. When you are finished editing, click the **Save** button or select **Save** from the **File** menu to save your changes.
5. Select **Close** from the **File** menu to return to PDF-eXPLODE.

▶ [Toolbar Buttons](#)

The toolbar buttons display a tooltip when you hover the mouse over the button. Following is a description of each button in the order they appear, with subheads to reflect the button groupings. You may insert variables within the message to create a mail merge if you have selected **Use variables in e-mail** on the [Variable Settings](#) screen. For example, if you want to personalize a message with the recipient's first name, which is in variable 4, you could enter **Dear <var4>:**.

File

- **Save:** To save the HTML you are editing, click **Save** or press **CTRL+S**.
- **Preview:** To preview the HTML message as it will appear in the e-mail message, click **Preview**. Click **Preview** again to continue editing.

Edit

- **Cut:** To remove text and save it to the Windows Clipboard, highlight the text and click **Cut** or press **CTRL+X**.
- **Copy:** To copy text to the Windows Clipboard, highlight the text and click **Copy** or press **CTRL+C**.
- **Paste:** To paste the contents of the Windows Clipboard at the cursor location, click **Paste** or press **CTRL+V**.
- **Delete:** To delete a portion of text, highlight the text and click **Delete** or press **CTRL+X**.
- **Undo:** To undo the last change, click **Undo** or press **CTRL+Z**.
- **Redo:** To redo the last undone change click **Redo** or press **CTRL+Y**.
- **Find:** To find text, click **Find** or press **CTRL+F** and enter the text to search for. To find the next instance, press **F3**.

Emphasis

- **Bold:** To add bold emphasis to a portion of text, highlight the text and click **Bold** or press **CTRL+B**.
- **Italic:** To italicize a portion of text, highlight the text and click **Italic** or press **CTRL+I**.
- **Underline:** To underline a portion of text, highlight the text and click **Underline** or press **CTRL+U**.
- **Strikethrough:** To strike out a portion of text, highlight the text and click **Strikethrough**.

Insert

- **Insert Paragraph:** To insert a paragraph at the cursor location, click **Insert Paragraph** or press **CTRL+P** and begin typing.
- **Insert link to Web image:** To insert an image at the cursor location, such as a logo or photo, click **Insert link to Web image** and enter a URL for the desired image. The image cannot be on your local computer - it must be at a URL location accessible from the recipient's e-mail, such as a file on your website.
- **Insert Web address link:** To insert a link to a web address at the cursor location, click **Insert Web address link** and enter the URL.
- **Insert E-mail address link:** To insert a mail-to link at the cursor location, click **Insert E-mail address link** and enter an e-mail address.
 - **Insert Quick Text:** You can create and insert named blocks of text using the Quick Text feature. To create, edit or delete a Quick Text, click **Insert Quick Text** to open the Quick Text dialog. To create a Quick Text, enter a **Name** and **Text** and then click **Add**.
 - To edit a Quick Text, select a Quick Text in the list, edit **Text** and click **OK**.
 - To delete a Quick Text, select a Quick Text in the list and click **Delete**.

- To add a Quick Text to the **Insert Quick Text** dropdown list, select a Quick Text in the list and click **Favorite**.
- To insert a Quick Text at the cursor location, click **Insert Quick Text**, select the desired name and click **Insert**.
- To insert a Favorite Quick Text at the cursor location, click the dropdown arrow next to **Insert Quick Text** and select the desired name.
- **Insert Heading:** You can create headings up to six levels deep. To insert a heading at the cursor location, click the dropdown arrow next to **Insert Heading** and select a heading level. Then type the heading.
- To insert another heading at the same level you can just click **Insert Heading** (not the dropdown arrow) as a shortcut.
- To format existing text as a heading, highlight the text and click the dropdown arrow next to **Insert Heading** to select a heading level, or click **Insert Heading** to select the current heading level.

Font

- **Select Font:** To apply a font to a portion of text, highlight the text and select a font name from the dropdown list.
- **Select Font Size:** To apply a font size to a portion of text, highlight the text and select a size name from the dropdown list. You can select a relative size by selecting a number preceded by a minus (-) or plus (+) sign, or an absolute point size by selecting a number without a leading sign. A relative size will make it the specified number of point sizes smaller (-) or larger (+) than the size of the preceding text.
- **Select Font Color:** To apply a color to a portion of text, highlight the text and select a color or define a custom color.

Alignment

- **Align Left:** To left-align a paragraph, highlight the paragraph (beginning with <p> and ending with </p>) and click **Align Left**.
- **Align Center:** To center a paragraph, highlight the paragraph (beginning with <p> and ending with </p>) and click **Align Center**.
- **Align Right:** To right-align a paragraph, highlight the paragraph (beginning with <p> and ending with </p>) and click **Align Right**.
- **Justify:** To justify a paragraph, highlight the paragraph (beginning with <p> and ending with </p>) and click **Justify**.
- **Indent Text:** To indent a block of text, highlight the text and click **Text Indent**.

Organization

- **Unordered List:** To insert a bulleted list at the cursor location, click **Unordered List**.
- **Ordered List:** To insert a numbered list at the cursor location, click **Ordered List**.
- **Insert New List Item:** To insert a new item into an unordered or ordered list, click **Insert New List Item**.
- **Horizontal Line:** To insert a horizontal rule at the cursor location, click **Horizontal Line**.

Other

- **New Line:** To enter a carriage return and begin a new line, press **SHIFT+Enter**.
- **Select All:** To select all text, press **CTRL+A**.

▶ [Keyboard Shortcuts](#)

Key	Function
CTRL+A	Select all text
CTRL+B	Apply bold to selected text
CTRL+C	Copy to clipboard
CTRL+F	Find
CTRL+I	Apply italics to selected text
CTRL+P	Insert paragraph
CTRL+S	Save HTML file
CTRL+X	Cut selected text
CTRL+V	Paste from clipboard
CTRL+Y	Redo last undone change
CTRL+Z	Undo last change
F1	Display help

F3 Find next instance

SHIFT+Enter Insert carriage return

Preparing a Document

PDF-eXPLODE Tag

PDF-eXPLODE Tag

You insert PDF-eXPLODE tags in your documents to indicate which settings to use when exploding and e-mailing documents.

Tag Format Rules

A PDF-eXPLODE tag must be formatted according to specific rules.

A PDF-eXPLODE tag must begin with a <pdfexplode> open tag and end with a </pdfexplode> close tag.

Within the open <pdfexplode> tag and the close </pdfexplode> tag you must specify a valid filename or a valid e-mail address.

You may optionally specify multiple e-mail addresses separated with a comma (,) or semicolon (;). Only the first Client ID e-mail address will be used to search for a Client Details screen or on a Client-specific Message ID Tags screen. Also, only the first Client ID e-mail address will be used in naming the attachment PDF file.

You may optionally precede the first Client ID or e-mail address with a Message ID tag followed by a pound sign (#).

You may optionally precede the first Client ID or e-mail address, or an optional Message ID, with up to five variables followed by a percent sign (%). Variables must be separated with a comma (,).

You may not include spaces within a PDF-eXPLODE tag (exceptions: when using Variables, a value may contain spaces; when using you have selected Full Format as the Default E-mail Address Format).

The case of the open <pdfexplode> tag and the close </pdfexplode> tag must match.

The case of the text between the open <pdfexplode> tag and the close </pdfexplode> tag can be upper or lower.

The entire tag must have a standard Windows font applied to it, such as Times New Roman or Arial .

A tag must fit entirely on a single line. Apply a small font size to minimize the risk of a tag not fitting entirely on a single line.

Document Tagging Rules

A PDF-eXPLODE tag must be inserted within a document according to specific rules.

Only pages that begin with a PDF-eXPLODE tag will be included in exploded PDF files, so the page header is the ideal location to ensure each page is included.

You may include multiple PDF-eXPLODE tags per page if you want to send a page to multiple recipients.

All of the pages associated with the same e-mail address will be combined into a single PDF file.

You may change the color of the tag to white to make it invisible in the resulting document.

Note: An empty tag, for example <pdfexplode></pdfexplode>, will create an exploded PDF file with a name determined as follows:

If Suppress DATE_TIME on exploded filename is not selected in General Settings and Exploded File Name is blank in Mail Settings, then the file name will be yyyyymmdd_hhmmss.pdf, where the name represents the system date and time when the file was created.

If Suppress DATE_TIME on exploded filename is selected in General Settings and Exploded File Name is blank in Mail Settings, then the file name will be .pdf.

If Suppress DATE_TIME on exploded filename is selected in General Settings and Exploded File Name is not blank in Mail Settings, then the file name will be the name specified in Mail Settings followed by .pdf.

If Suppress DATE_TIME on exploded filename is not selected in General Settings and Exploded File Name is not blank in Mail Settings, then the file name will be the name specified in Mail Settings with yyyyymmdd_hhmmss.pdf appended.

The location of the exploded PDF file will be the path specified in Mail Settings, or if blank then the Default Document Path specified in General Settings.

PDF File Name Rules

Windows does not permit the following characters to be used in file names: <> : " / \ | ? *

Period (.) may not be used as the first character in a file name.

PDF-eXPLODE does not permit the following characters to be used in file names: # % ~

Example Tag to Specify a PDF File Name

<pdfexplode>MyDocument</pdfexplode>

Example Tag to Specify an E-mail Address

<pdfexplode>JohnSmith@SmithCompany.com</pdfexplode>

In addition to the Standard e-mail format shown above, you may optionally specify in General Settings that e-mail addresses in tags are in Full Name format.

Example Tag to Specify an E-mail Address in Full Name Format, will be sent to JohnSmith<Sales@SmithCompany.com>:

<pdfexplode>John Smith!Sales@SmithCompany.com</pdfexplode>

Example Tag to Specify an E-mailable Fax Number

Many fax servers allow you to send a PDF e-mail attachment by forming an e-mail address with the fax number followed by the fax server domain name, for example:

<pdfexplode>9780001234@MyFaxServer.net</pdfexplode>

In addition to the Standard e-mail format shown above, you may optionally specify in General Settings that e-mail addresses in tags are in Fax Sending format.

Example Tag to Specify an E-mail Address in Fax Sending Format, will be sent to 9780001234<JohnSmith@MyFaxServer.net>:

<pdfexplode>9780001234!JohnSmith@MyFaxServer.net</pdfexplode>

Example Tag to Specify an E-mail Message

<pdfexplode>Invoice#JohnSmith@SmithCompany.com</pdfexplode>

The above example assumes you have created a Default Message ID Tag named Invoice. In addition to defining a default e-mail message for invoices, you may also have created a Client-specific Message for invoices under the Client Details for JohnSmith@SmithCompany.com.

Example Tag to Specify Multiple E-mail Addresses

```
<pdfexplode>JohnSmith@SmithCompany.com,AccountsReivable@SmithCompany.com</pdfexplode>
```

Remember that the tag must fit entirely on a single line in the document. You may reduce the font size to fit, if necessary.

Separate e-mail addresses with a comma (,) or semicolon (;).

Files are named based on the first tag unless you specify a variable as the filename (see example below). Therefore, do not use multiple different tags that begin with the same e-mail address or else PDF-eXPLODE may mix up the documents. For example, if you have the following tags:

```
<pdfexplode>John@SmithCompany.com,Mary@SmithCompany.com,Susan@SmithCompany.com</pdfexplode>
```

```
<pdfexplode>John@SmithCompany.com,David@SmithCompany.com,Andrew@SmithCompany.com</pdfexplode>
```

change the order of one of the tags so that John is not first in both tags, for example:

```
<pdfexplode>John@SmithCompany.com,Mary@SmithCompany.com,Susan@SmithCompany.com</pdfexplode>
```

```
<pdfexplode>David@SmithCompany.com,John@SmithCompany.com,Andrew@SmithCompany.com</pdfexplode>
```

Example Tag to Specify a CC or a BCC e-mail address

You can include CC and BCC e-mail addresses in a tag in addition to the TO address(es).

To include one or more CC e-mail addresses, precede the CC addresses with a tilde (~), for example:

```
<pdfexplode>JohnSmith@SmithCompany.com,~BobJones@SmithCompany.com,MaryBrown@SmithCompany.com</pdfexplode>
```

To include one or more BCC e-mail addresses, precede the BCC addresses with BC-, for example:

```
<pdfexplode>JohnSmith@SmithCompany.com,BC-BobJones@SmithCompany.com,MaryBrown@SmithCompany.com</pdfexplode>
```

If you use both CC and BCC, the CC addresses must come before the BCC addresses:

```
<pdfexplode>JohnSmith@SmithCompany.com,~BobJones@SmithCompany.com,BC-MaryBrown@SmithCompany.com</pdfexplode>
```

You cannot include CC or BCC address without a TO address.

Example of Multiple Tags per Page

```
<pdfexplode>President@SmithCompany.com</pdfexplode>
```

```
<pdfexplode>Vice-President@SmithCompany.com</pdfexplode>
```

```
<pdfexplode>Director@SmithCompany.com</pdfexplode>
```

This is an alternative if a tag with multiple e-mail addresses does not fit on a single line.

Example Tag to Specify a Folder and File Name Using Variables

```
<pdfexplode>November,Invoice_12345%JohnSmith@SmithCompany.com</pdfexplode>
```

In the above example, an invoice will be e-mailed to John Smith and the PDF will be archived in \November\Invoice_12345.pdf, where the PDF file folder name is in variable 1 and the PDF file name in variable 2.

You can specify the pathname to \November\Invoice_12345.pdf, for example, G:\Invoices, using the File Path on a Default Message ID Tag, Client Details or a Client-specific Message ID Tag screen. If you are not using either Message IDs or Client IDs or these have been left blank, you will need to specify an exploded file path under Mail Settings for use. If those File Path settings are blank, the most recently used folder will be used, which may or may not be the Default Document Path on the General Settings screen.

Remember that the tag must fit entirely on a single line in the document. You may reduce the font size to fit, if necessary.

Tagging a Microsoft Word Document

Microsoft Word® documents are text-based documents. A text-based document is a document in which you type literal tags to indicate which pages go in which PDF files. For example, you might send different sections of a document to different people. All of the pages associated with the same e-mail address will be combined into a single PDF file. The best way to insert a [PDF-eXPLODE tag](#) into a Word document is to type it directly into the page header. Only pages that begin with a PDF-eXPLODE tag will be included in a PDF file.

▶ [Insert a PDF-eXPLODE Tag](#)

- To type text in the page header of a Microsoft Word document, on the **View** menu click **Header and Footer**. After typing the text, click anywhere outside the header.
- Type a PDF-eXPLODE tag with the name of the desired PDF file, which may be an e-mail address if you want PDF-eXPLODE to send the PDF file as an e-mail attachment. The following example PDF-eXPLODE tag will not be sent by e-mail:

```
<pdfexplode>mydocument_</pdfexplode>The following example PDF-eXPLODE tag contains an e-mail address:
```

```
<pdfexplode>JohnSmith@SmithCompany.com</pdfexplode>
```

- The case of the open `<pdfexplode>` tag and the close `</pdfexplode>` tag must match, so always use lowercase to be safe.
- A tag must fit entirely on a single line. Apply a small font size to minimize the risk of a tag not fitting entirely on a single line.
- The entire tag must have a standard Windows font applied to it, such as **Arial** or **Times New Roman**.
- You may change the color of the tag to white to make it invisible in the resulting document.
- You may include multiple PDF-eXPLODE tags per page if you want to include a page in multiple exploded documents.
- All of the pages associated with the same filename will be combined into a single PDF file.

Tagging a Crystal Report

Crystal Reports® stores documents in .rpt files, which are data-driven documents. A data-driven document is one in which you insert placeholders where you want information from the fields in your database to appear within the report. If your database has a field containing e-mail addresses, you can send different sections of a report to selected e-mail addresses. For example, if you are sending invoices, you might insert the e-mail address of your clients' account payable contact into the invoice page header so that each invoice is sent to the correct client contact person. All of the pages associated with the same e-mail address will be combined into a single PDF file.

Instead of using a database field to supply the e-mail address, you may optionally use a text object for the e-mail address if you always send a report to the same e-mail address, for example you may have a report you always send to `JohnSmith@SmithCompany.com`. Another alternative is to use a formula field to supply the e-mail address if you have special requirements for computing an e-mail address, for example if-then logic to select from among several e-mail addresses for each client. In any case, you insert a [PDF-eXPLODE tag](#) into a Crystal report using a text object.

▶ [Insert a PDF-eXPLODE Tag](#)

- On the **Insert** menu Click **Text Object**.
- Place the text object in a **Page Header** section beginning at the left margin. Make sure the selected section is not suppressed.
- Within the text object, type the following:

```
<pdfexplode></pdfexplode>
```

If you are using a [Message ID Tag](#), for example **invoice**, then your tag would look as follows:


```
<pdfexplode>invoice#</pdfexplode>
```

- In the **Field Explorer**, click on the desired e-mail field. You may use a database field, formula field or even a running total field.
- Drag the selected field and drop it immediately before the close `</pdfexplode>` tag.
- Make the text object as wide as necessary for the entire PDF-eXPLODE tag to appear in its entirety for the longest e-mail address. Click and drag the right handle of the text object all the way to the right margin.
- A tag must fit entirely on a single line. Apply a small font size to minimize the risk of a tag not fitting entirely on a single line. Select the text object and click **Format Text** on the **Format** menu. Click the **Font** tab, enter **6** for the **Size** and click **OK**.
- The entire tag must have a standard Windows font applied to it, such as **Arial** or **Times New Roman**. Select the text object and click **Format Text** on the **Format** menu. Click the **Font** tab, set **Font** to **Arial** and click **OK**.
- You may change the color of the tag to white to make it invisible in the resulting document. Select the text object and click **Format Text** on the **Format** menu. Click the **Font** tab, set **Color** to **White** and click **OK**.

Tagging a Microsoft Access Report

Microsoft Access® reports are data-driven documents. A data-driven document is one in which you insert placeholders where you want information from the fields in your database to appear within the report. If your database has a field containing e-mail addresses, you can send different sections of a report to selected e-mail addresses. For example, if you are sending invoices, you might insert the e-mail address of your clients' account payable contact into the invoice page header so that each invoice is sent to the correct client contact person. All of the pages associated with the same e-mail address will be combined into a single PDF file. The easiest way to insert a [PDF-eXPLODE tag](#) into an Access report is using a text box.

▶ [Insert a PDF-eXPLODE Tag](#)

- Click the **Text Box** tool  in the toolbox.
- Click the upper left corner of the page header section to indicate where you want to place the text box.
- Place the insertion point in the text box and type an expression that includes the e-mail address or the name of the field containing the e-mail address, and an optional Message ID Tag. For example, if your database has a field named **Email**, you would enter the following expression

```
= "<pdfexplode>" + [Email] + "</pdfexplode>"
```

If you are using a [Message ID Tag](#), for example **invoice**, then your tag would look as follows:

```
= "<pdfexplode>invoice#" + [Email] + "</pdfexplode>"
```

- Make the text field as wide as necessary for the entire PDF-eXPLODE tag to appear in its entirety for the longest e-mail address. Click and drag the right handle of the text field all the way to the right margin.
- A tag must fit entirely on a single line. Apply a small font size to minimize the risk of a tag not fitting entirely on a single line. Right-click the text box, click **Properties** and click the **Format** tab. Enter **6** for the **Font Size**.
- The entire tag must have a standard Windows font applied to it, such as **Arial** or **Times New Roman**. Right-click the text box, click **Properties** and click the **Format** tab. Set **Font Name** to **Arial**.
- You may change the color of the tag to white to make it invisible in the resulting document. Right-click the text box, click **Properties** and click the **Format** tab. Set **Fore Color** to **White**.

Tagging a Microsoft Word Mail Merge Document

Microsoft Word® provides a Mail merge Wizard that enables the creation of data-driven documents. A data-driven document is one in which you insert placeholders where you want information from the fields in your database to appear within the report. If your database has a field containing e-mail addresses, you can send different sections of a report to selected e-mail addresses. For example, if you are sending invoices, you might insert the e-mail address of your clients' account payable contact into the invoice page header so that each invoice is sent to the correct client contact person. All of the pages associated with the same e-mail address will be combined into a single PDF file.

The best way to insert a [PDF-eXPLODE tag](#) into a Word document is to type it directly into the page header. Only pages that begin with a PDF-eXPLODE tag will be included in a PDF file.

▶ [Insert a PDF-eXPLODE Tag](#)

- On the **Tools** menu, point to **Letters and Mailings** and click **Mail Merge Wizard**.
- Follow Steps 1-3 of the wizard.
- When you reach **Step 4** of the wizard, click **Header and Footer** on the **View** menu.
- Type the PDF-eXPLODE open tag as follows:

```
<pdfexplode>
```

- In the wizard window, click **More items...** to display the **Insert Merge Field** dialog.
- Click the e-mail address field and then click **Insert** and **Close**.
- Type the PDF-eXPLODE close tag so that the completed tag looks as follows, where **Email_Address** would be the actual field name in your database:

```
<pdfexplode>«Email_Address»</pdfexplode>
```

- Within the text object, type the following:

```
<pdfexplode></pdfexplode>
```

If you are using a [Message ID Tag](#), for example **invoice**, then your tag would look as follows:

```
<pdfexplode>invoice#</pdfexplode>
```

- A tag must fit entirely on a single line. Apply a small font size to minimize the risk of a tag not fitting entirely on a single line. Select the tag and click **Font** on the **Format** menu. Click the **Font** tab, enter **6** for the **Size** and click **OK**.
- The entire tag must have a standard Windows font applied to it, such as **Arial** or **Times New Roman**. Select the tag and click **Font** on the **Format** menu. Click the **Font** tab, set **Font** to **Arial** and click **OK**.
- You may change the color of the tag to white to make it invisible in the resulting document. Select the tag and click **Font** on the **Format** menu. Click the **Font** tab, set **Font color** to **White** and click **OK**.

Tagging an R&R Report

R&R Report Writer® stores documents in .rrw or .rsw files, which are data-driven documents. A data-driven document is one in which you insert placeholders where you want information from the fields in your database to appear within the report. If your database has a field containing e-mail addresses, you can send different sections of a report to selected e-mail addresses. For example, if you are sending invoices, you might insert the e-mail address of your clients' account payable contact into the invoice page header so that each invoice is sent to the correct client contact person. All of the pages associated with the same e-mail address will be combined into a single PDF file.

Instead of using a database field to supply the e-mail address, you may optionally use a text field for the e-mail address if you always send a report to the same e-mail address, for example you may have a report you always send to `JohnSmith@SmithCompany.com`. Another alternative is to use a calculated field to supply the e-mail address if you have special requirements for computing an e-mail address, for example if-then logic to select from among several e-mail addresses for each client. In any case, the easiest way to insert a [PDF-eXPLODE tag](#) into an R&R report is using a calculated field.

▶ [Insert a PDF-eXPLODE Tag](#)

- If your report does not already have a Page Header band, insert one. On the **Insert** menu Click **Create Band Line**. Click **Select Band**, leave the default band as **Page Header** and click **OK**.
- Create a calculated field that includes the field with the e-mail address. On the **Calculations** menu click **Calculated Fields** and then click **New**. Enter a field name such as **PDFeXPLODE** and then enter an expression such as the following example, where you will replace **e_mailAddr** with the actual name of the field in your report that contains the e-mail address. When you are finished, click **OK** and **Close**.

```
"<pdfexplode>" + e_mailAddr + "</pdfexplode>"
```

If you are using a [Message ID Tag](#), for example **invoice**, then your tag would look as follows:

```
"<pdfexplode>invoice#" + e_mailAddr + "</pdfexplode>"
```

- Place the cursor in the upper left corner of the report at the beginning of the first Page Header line and insert the field you just created. On the **Insert** menu click **Field**. In the **Insert Field** dialog box, click **Insert** and **Close**.
- Make the text field as wide as necessary for the entire PDF-eXPLODE tag to appear in its entirety for the longest e-mail address. Click and drag the right handle of the text field all the way to the right margin.
- A tag must fit entirely on a single line. Apply a small font size to minimize the risk of a tag not fitting entirely on a single line. Select the text field and click **Font** on the **Format** menu. Enter **6** for the **Size** and click **OK**.
- The entire tag must have a standard Windows font applied to it, such as **Arial** or **Times New Roman**. Select the text field and click **Font** on the **Format** menu. Set **Font** to **Arial** and click **OK**.
- You may change the color of the tag to white to make it invisible in the resulting document. Select the text field and click **Font** on the **Format** menu. Set **Color** to **White** and click **OK**.

Printing to PDF-eXPLODE

Print Options

When you click **Print** on the **File** menu in most Windows Applications, you may select PDF-eXPLODE as your "printer." Doing so instructs PDF-eXPLODE to intercept the output rather than sending it to a printer. After capturing your printer output, PDF-eXPLODE displays the **Print Options** dialog. Using the print Options dialog, you can save the document to a "master" PDF file instead of printing it. In addition to creating the master PDF file, you can explode the master PDF file into separate "exploded" PDF files each of which may contain all or just selected pages from the master PDF file according to the [PDF-eXPLODE Tags](#) you inserted. Finally, you may optionally e-mail the exploded PDF files.

All of the steps in the process described above (create, explode, e-mail) can be initiated by the user manually or can be set to run unattended in an automated fashion, called "Silent Mode". You select whether PDF-eXPLODE operates in silent mode on the [General Settings](#) screen.

In silent mode, the Print Options dialog is not displayed. If you print a document containing no PDF-eXPLODE tags, the Print Options dialog will display regardless of the Silent Mode setting (except on PDF-eXPLODE Printer Server and PDF-eXPLODE Report Server, since dialogs cannot be displayed on the workstation.) When silent mode is not selected, you may interact with the Print Options dialog to control the process of document creation, exploding and e-mailing. The remainder of this help topic describes the options on the Print Options dialog when silent mode is not selected and you are operating PDF-eXPLODE manually.

▶ [Summary](#)

You may optionally specify the following PDF document properties.

- **File Name** is both the Windows filename and the PDF file title given to the master PDF file.
- **Author** might be useful for identifying your name or your company's name.
- **Subject** might be useful for identifying the type of document, such as "Invoice" or "Monthly Statement".
- **Keywords** might be useful for searching documents.

Not to be confused with Windows file properties, PDF file properties may be viewed using either of the following methods:

- Click **Start**, point to **Programs**, point to **Accessories**, and then click **Windows Explorer**.
- Select the folder in which you saved your PDF file.
- Double-click the PDF file you created to open it in your PDF viewer
- Click **Document Properties** on the **File** menu.
- When you are finished viewing the properties, click **OK** and then click **Exit** on the **File** menu.

-or-

- Right-click **Start** and click **Explore**.
- Select the folder in which you saved your PDF file.
- Right-click the PDF file you created and click **Properties**.
- Click the **PDF** tab.
- When you are finished viewing the properties, click **OK**.

▶ [Quick Mail](#)

Quick Mail enables you to convert a document into a PDF file and send it as an e-mail attachment *without* placing a PDF-eXPLODE tag in the document. This is handy for ad-hoc and one-off documents. Any [PDF-eXPLODE tags](#) embedded in the document will be ignored and [PDF Security Settings](#) will be ignored, i.e. the behavior will be the same as when Security Mode is set to **Do Not Secure any PDF document after exploding**.

The Print Options dialog will display if you print a document that contains no <pdfexplode> tags. To disable this feature, select **Suppress Quick Mail when the document has no <pdfexplode> Tags** in [General Settings](#).

- Select **Send PDF created as attachment to Quick Mail** to enable Quick Mail options.
- **To:** is the e-mail address to which the e-mail will be sent. Multiple e-mail addresses must be separated with a comma (,) or semicolon (;). Click **To:** to display a list of e-mail addresses from your Microsoft Outlook address book. Select one or more addresses and click **Continue** to enter the addresses or click **Close** to cancel.
- **Cc:** works like **To:**, enabling you to send a copy of the e-mail to one or more e-mail recipients. Multiple CC e-mail addresses must be separated with a comma (,) or semicolon (;). Unlike BCC, recipients will see each other's e-mail addresses.
- **Bcc:** works like **To:**, enabling you to send a blind copy of the e-mail to one or more e-mail recipients. Multiple BCC e-mail addresses must be separated with a comma (,) or semicolon (;). Unlike CC, BCC recipients will not see each other's e-mail address.

- Select **Send e-mails as HTML** to format e-mail messages using HTML. Using HTML enables you to format e-mail messages using fonts and images, etc. If you do not select this option, e-mails will be sent as text (i.e. without formatting such as fonts, etc.)
- **Subject** is the subject that appears on the e-mail when received by your clients.
- **Attachment** is the pathname of an optional PDF file to attach (in addition to the PDF file created by PDF-eXPLODE). You may enter the pathname or click **Browse** to select a file.
- **Message** is the message that will appear in the body of the e-mail received by your clients. If you selected **Send e-mails as HTML**, click **Create HTML Message** to write a message using the [HTML Editor](#), and when you are finished save your changes and close the HTML Editor to return to this dialog. If you did not select **Send e-mails as HTML**, type your message in the area provided.
- Select e-mail flags for Importance and Sensitivity, if desired. Note that some e-mail clients, such as Outlook Express, do not display all of the e-mail flags.
 - Set **Importance** to **Normal**, **Low** or **High**. Press the Delete key to clear the selection.
 - Set **Sensitivity** to **Normal**, **Personal**, **Private** or **Confidential**. Press the Delete key to clear the selection.
- Select **Read Receipt** to receive an e-mail notification when a recipient reads the e-mail sent by PDF-eXPLODE. Note that not all e-mail servers support this option and also a recipient may optionally deny sending a read receipt.

▶ [Options Button](#)

Click **Options** to to display and/or modify options including [General Settings](#), [Security Settings](#) and [Mail Settings](#), as well as [Default Messages](#), [Client Details](#) and [Client-specific Messages](#).

▶ [Explode Later Button](#)

Click **Explode Later** to save the master PDF file in the PDF-eXPLODE queue if you want to explode and e-mail it later. PDF-eXPLODE will automatically select **Suspend Printer** on the [Main Menu](#), placing a check mark next to the menu item. When you de-select **Suspend Printer**, processing continues. If silent mode is selected on [General Settings](#), the pending documents are exploded and e-mailed immediately. If silent mode is not selected then the **Print Options** dialog is displayed to allow the user to control processing.

▶ [Explode Now Button](#)

Click **Explode Now** to explode the master PDF file into separate PDF files according to the embedded PDF-eXPLODE tags. If the Quick Mail options are specified, the exploded PDF files will be e-mailed. If Quick mail is not selected, the exploded PDF files will be e-mailed according to the Mail option on [General Settings](#). The the current mail option is displayed for easy reference and may be changed by clicking the Options button.

▶ [Create PDF Button](#)

Click **Create PDF** to save the master PDF file without exploding it or e-mailing the exploded PDF files. This button does not appear when you have selected **Send PDF created as attachment to Quick Mail**.

▶ [Create & E-Mail PDF Button](#)

Click **Create & E-Mail PDF** to save the master PDF file and explode and e-mail the exploded PDF files. This button only appears when you have selected **Send PDF created as attachment to Quick Mail**.

▶ [Cancel Button](#)

Click **Cancel** to remove the document from the PDF-eXPLODE queue without saving, exploding or e-mailing.

Logging Operations

When you use PDF-eXPLODE to send PDF attachments by e-mail, you may want to check the status of the e-mails you sent. Below are some suggested ways to monitor the status.

▶ [View the Exploded PDF Files](#)

You may view the PDF file you just created if you have a PDF viewer installed such as the free Adobe Reader, available at www.adobe.com. If you do not have a PDF viewer installed, PDF-eXPLODE includes one named Foxit Reader, which can be accessed from the [Logging and Utilities](#) screen.

1. Click **Start**, point to **Programs**, point to **Accessories**, and then click **Windows Explorer**.

-or-

Right-click **Start** and click **Explore**.

2. Select the folder in which you save your exploded PDF files.▶ [Tips](#)
 - The **Default Document Path** is displayed on the [General Settings](#) screen.
 - If the Default Document path is blank, the location will be in the folder named **PDFs** located in the directory where the PDF-eXPLODE program is installed, which is typically **C:\Program Files\PDF-eXPLODE\PDFs**.
3. Double-click the PDF file you want to view to open it. (The filenames will be your clients' e-mail address followed by the date and time.) Close your PDF viewer when done.

▶ [View the PDF-eXPLODE Log Files](#)

It is a good idea to check the PDF-eXPLODE Log Files to be sure no errors occurred sending the e-mails. Log files are accessible from the [Logging and Utilities](#) screen.

▶ [View the Return Address Inbox](#)

It is a good idea to specify an e-mail account in the **Sender Name** field of [Mail Settings](#) where you can easily check for return e-mails when delivery problems occur. Delivery errors may result if someone typed an e-mail address incorrectly, or an employee is no longer be with a company. Undeliverable e-mails may also return error notification e-mails to this address.

For example, you might create an e-mail account named "CustomerService@YourCompany.com". Then, in the Sender Name field you would enter the following (be sure to leave a space before the left angle bracket (<)):

Customer Service <CustomerService@yourcompany.com>

For e-mails that are delivered successfully, the recipient will see the sender name in their "From" field. However, if the receiving e-mail server encounters an error, it may send a reply e-mail back to this e-mail account to help you resolve the error. You may need to work with your intended recipient to resolve the error if their e-mail server has blocked your e-mail for some reason.

Command Line Usage

Run PDF-eXPLODE from a Command Line

If you need to explode and e-mail an existing PDF file, the proper way to do so is with a command line - do not print an existing PDF file from a PDF viewer to the PDF-eXPLODE printer. Running PDF-eXPLODE from a command line can be used to accomplish such applications as:

- Using Window Task Scheduler to automate the execution of PDF-eXPLODE
- Exploding an existing PDF created by another application. For example: Some applications (e.g. SQL Server™ Reporting Services) print an image rather than text which makes the PDF-eXPLODE tags unreadable. So, instead of printing to PDF-eXPLODE you need to export to PDF and then explode the PDF.
- Some applications produce smaller PDF files so it may be advantageous to create the PDF using software other than PDF-explode.

▶ [Command Line Format](#)

```
"Program Path" -PRINTFILE"master PDF path"
```

For example:

```
"C:\Program Files\PDF-eXPLODE\PDF-eXPLODE.exe" #PRINTFILE"C:\Program Files\PDF-eXPLODE\PDFS\PDF-eXPLODE.pdf"
```

Note that there is no space between -PRINTFILE and the name of the PDF.

▶ [Detailed Instructions](#)

- First, you must verify the location of the PDF-eXPLODE.exe file on your computer. If you accepted the default folder location when you installed PDF-eXPLODE, the PDF-eXPLODE.exe file is probably located at: C:\Program Files\PDF-eXPLODE\PDF-eXPLODE.exe
- If you do not find the PDF-eXPLODE.exe file at that location, search for the file and make a note of the full path.

•

Do one of the following **Windows Vista:** Click the **Start** button  , point to **All Programs**, click **Accessories**, and then click **Run**.

- **Windows XP, 2000, 2003:** Click the **Start** button, and then click **Run**.

1. In the **Run** dialog box, type a double quote (") followed by the full pathname for the PDF-eXPLODE.exe file (including the file name) and another double quote, or click **Browse** to locate it.
2. At the end of the path, type a space, and then type the switch #PRINTFILE, a double quote, the full path of the master PDF file to be exploded and another double quote. Note that there is no space between #PRINTFILE and the name of the PDF. For example, you can type (or copy, paste and edit the following example):

```
"C:\Program Files\PDF-eXPLODE\PDF-eXPLODE.exe" -PRINTFILE"C:\Program Files\PDF-eXPLODE\PDFS\PDF-eXPLODE.pdf" ▶ Tips
```

- Switches and parameters are not case-sensitive. For example, -PRINTFILE is the same as -printfile.
 - Remember to include one blank space before the -PRINTFILE switch and NO SPACE after it.
 - If the PDF pathname has spaces in it, enclose the complete name in quotation marks — for example, "C:\Program Files\PDF-eXPLODE\PDFS \PDF-eXPLODE.pdf".
1. Click **OK**.
 2. The exploded files are created in the same folder as the master PDF, unless there is an **Exploded File Path** specified in [Mail Settings](#).

Technical Support

System Requirements

- Operating System: Microsoft® Windows® XP, Windows 2000, Windows Server® 2003, Windows Server® 2008, Windows Vista® or Windows 7
- Hard Drive: Minimum 52.5MB of free disk space, plus additional space for PDF files created
- RAM: At least 64MB of available memory, more during PDF creation. The size of the PDF that can be created is limited by the amount of available memory.

PDF File Creation Properties

PDF-eXPLODE includes a process that creates PDF files. While every effort has been made to optimize the resulting PDF files for the widest audience, there may be times where you need to customize the default properties as noted below.

Properties that affect the creation of PDF files are stored in the file named **pdfexplode.properties** located in the PDF-eXPLODE program folder (see [What's Installed Where](#) for the specific location). The properties file may be edited using the Windows Notepad text editor. It is highly recommended that a backup copy of the original pdfexplode.properties file be saved before changes are made.

Note: Properties are case-sensitive. You must enter them in the case indicated.

To begin, close PDF-eXPLODE if it is currently open. Navigate to the PDF-eXPLODE program folder and make a copy of the file named pdfexplode.properties to save as a backup. Open pdfexplode.properties in Notepad and make changes as necessary and then save the file.

▶ [JPEG Compression](#)

To further compress any gray or color raster images using the JPEG method use the **-J <quality>** property where <quality> may be a value between 0 and 100 (best). Note that this option has no effect on text, vector images or black & white images, only gray-scale and color raster images are affected. If using a BMP (for example, a signature), a high value for compression may distort rather than improve quality.

- To reduce the PDF file size and still maintain good quality, set this property as follows:

-J 60

- To increase quality while increasing file size, set this property as follows:

-J 70

- To set very high quality while further increasing file size, set this property as follows:

-J 90

▶ [Paper Size](#)

To specify a default paper size format use the **-F <format>** property where <format> may be a2, a3, a4, a5, letter or legal.

- To set the default paper size format to letter, set this property as follows:

-F letter

- To set the default paper size format to A4, set this property as follows:

-F a4

▶ [Rotate Page](#)

The page may be rotated for proper onscreen viewing of landscape pages using the **-R <degrees>** property, where <degrees> may be 0, 90, 180 or 270.

- To prevent pages from being rotated, allowing landscape pages to be viewed normally, set this property as follows:

-R 0

▶ [Text Print Quality](#)

The dots-per-inch resolution may be varied to affect the quality, size and speed using the **-d <dpi>/<dpi>/<dpi>** property, where <dpi> may be a number between 72 and 600. The first <dpi> number is text resolution, the second <dpi> number is color graphics and the third <dpi> number is monochrome graphics. In general, a higher value for <dpi> will produce higher quality output but will cause PDF-eXPLODE to use more memory and take longer to create a PDF file and the resulting file will be larger.

- For draft quality office work at a resolution of 150 dpi, set this property as follows:

-d 150/150/150

- For higher quality output, for example if your PDF result shows slightly misplaced characters in text (usually horizontally by a tiny amount), set this property to 300 dpi as follows:

-d 300/150/200

- For the highest quality output, for example if your PDF contains high-resolution graphics, set this property to 600 dpi as follows. Setting text resolution greater than 300 is not recommended:

-d 300/600/600

PDF-eXPLODE Developer's Website

Please [click here](#) to visit this site

PDF-eXPLODE has been in the market for close to seven years. During that time the product has evolved such that it is now one of the best feature rich product in the market.

Document BURSTING  HOME FEATURES PRICING TESTIMONIALS DEMO SUPPORT CONTACT  CONTACT US



PDF-eXPLODE™

Document e-delivery has never been so easy!

The best tool around for bulk Invoice emailing or any report bursting, guaranteed.

You will save money, but don't just take our word

FREE 45-DAY TRIAL

LEARN MORE BUY NOW

JUST SOME OF OUR 1000+ USERS



We offer a NO-RISK 100% FREE trial of PDF-eXPLODE for 45 days along with full 6 days a week support and experience genuine COST SAVINGS. **We dare you to take the test!**

Don't be left behind in the electronic age. Let PDF-eXPLODE fast track your document delivery and archiving into the electronic world. Using PDF-eXPLODE for document bursting will definitely

What is Report or Document Bursting?

Report (aka Document) Bursting is a feature that runs a report only once yet delivers only selected output to each nominated User of the report based on pre-configured rules, thus

Mail Settings

Fast Start Guide

The purpose of this help topic is to assist users who want to use PDF-eXPLODE to send an e-mail as soon as possible after installing the product before reviewing all the options and capabilities of PDF-eXPLODE.

Please note the default paper size supported by PDF-eXPLODE is Letter. If your paper size is different, for example A4, you must edit the [PDF File Creation Properties](#) and set the appropriate **Paper Size** before proceeding.

Mail Settings

To send e-mails using PDF-eXPLODE, you must set up an e-mail account much like you would in an e-mail client program such as Microsoft Outlook. The steps below are designed to get Microsoft Outlook users going quickly. Refer to the [Mail Settings](#) help topic for general documentation.

To begin, [start PDF-eXPLODE](#).

▶ [Open Mail Settings](#)

1. On the **Printer** menu, click **PDF-eXPLODE Options...**
2. In the [Options List](#), click **Mail Settings**. You will see the two tabbed forms displayed in the right-hand pane of the PDF-eXPLODE window: **Default E-mail Setting** and **E-mail Connection Setting**.

▶ [Default E-Mail Setting](#)

Enter the default e-mail **Subject** and **Message Text** you want to appear when your e-mail is viewed by recipients. You can change them each time you send e-mail using PDF-eXPLODE, or you can create Subject/Message definitions that are associated with specific types of mailings such as monthly statements or invoices (called [Default Message ID Tags](#)) or with specific recipients (called [Client-specific Message ID Tags](#)).

▶ [E-Mail Connection Settings](#)

Click the tab labeled **E-mail Connection Setting**. To prepare Microsoft Outlook to lookup the proper settings, perform the following steps. Leave the Outlook screen open to refer to as you fill in the PDF-eXPLODE Mail Settings.

1. Open Microsoft Outlook.
2. Click **E-mail Accounts** on the **Tools** menu.
3. Select **View or change existing e-mail accounts** and click **Next**.
4. Select the e-mail account you wish to use and click **Change**.
5. You will see a dialog box like the one below.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

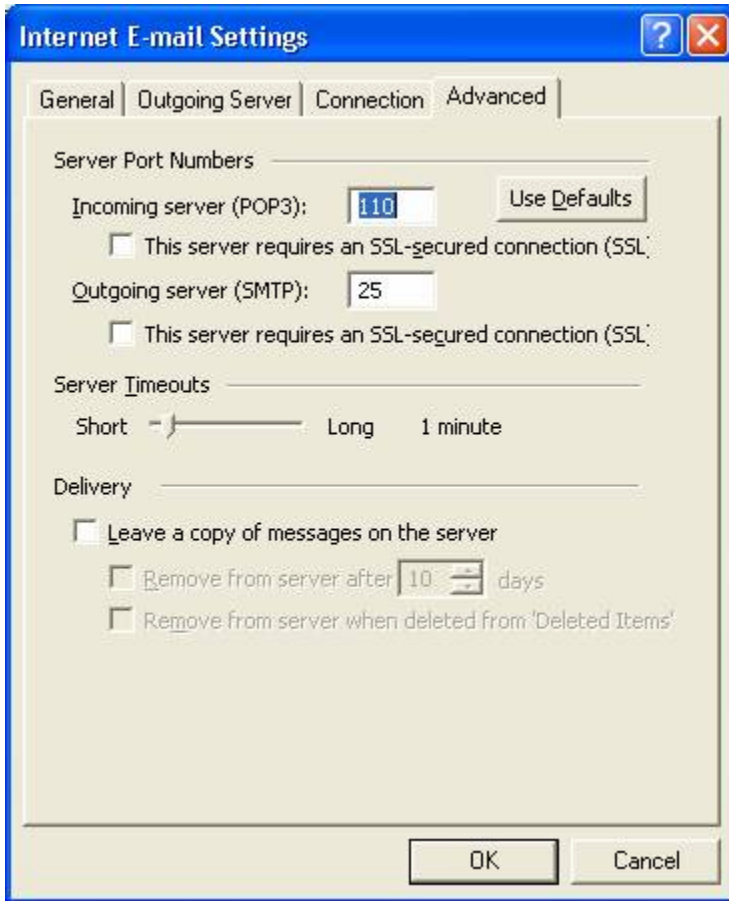
Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Fill in the following fields in PDF-eXPLODE as described:

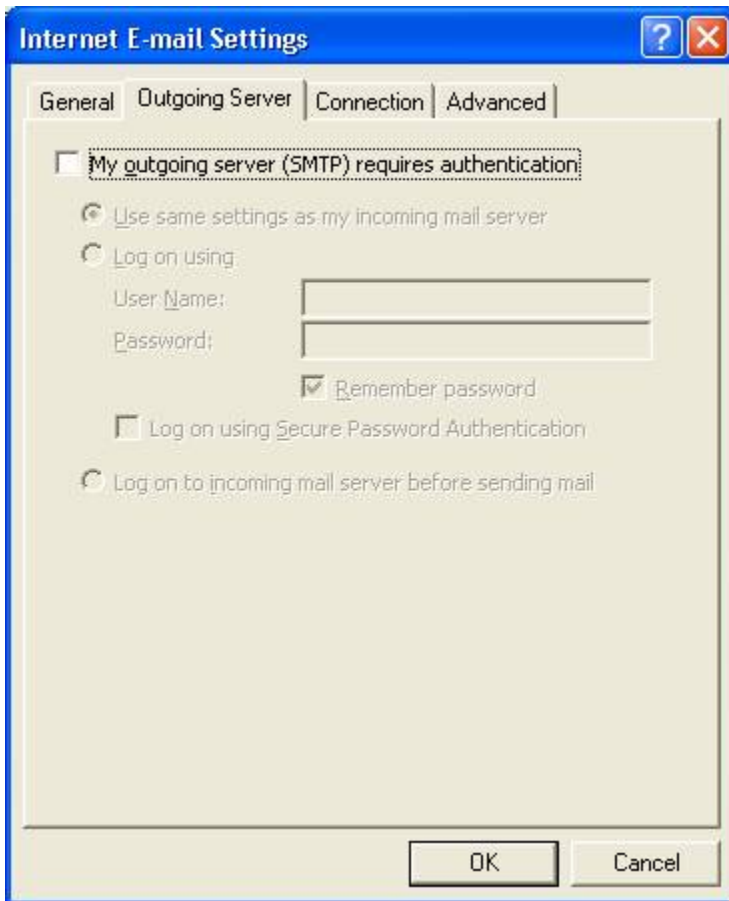
- **Sender Name:** Refer to the Microsoft Outlook screen and enter the value from **Your Name** (e.g. John Smith) followed by a space, followed by the value from **E-mail Address** within angle brackets (e.g. John Smith <jsmith@pdfexplode.com>).
- **Outgoing Mail SMTP Server:** Refer to the Microsoft Outlook screen and enter the value from **Outgoing mail server (SMTP)**.
- **Sign-on Username:** Refer to the Microsoft Outlook screen and enter the value from **User Name**.
- **Password:** Refer to the Microsoft Outlook screen and enter the same **Password**. Note that passwords are displayed as asterisks and stored encrypted for security.

For the next field on the PDF-eXPLODE screen, click the **More Settings...** button in Microsoft Outlook to bring up the following dialog window, and click on the tab labeled **Advanced**.



- **Port:** Refer to the Microsoft Outlook screen and enter the value from **Outgoing server (SMTP)**.

For the next fields on the PDF-eXPLODE screen, in Microsoft Outlook click on the tab labeled **Outgoing Server** to display the following dialog.



- **Authentication Type:** Refer to the Microsoft Outlook screen and:
 - If the box labeled **My outgoing server (SMTP) requires authentication** is not checked, select **None**, otherwise if it is checked:
 - If the Option labeled **Use same settings as my incoming mail server** is selected, select **Login**.
 - If, when you try sending an e-mail using the **Login** setting, the e-mail does not get sent, select **Plain** instead of **Login**.
 - If the option labeled **Log on to incoming mail server before sending mail** is selected, select **POP**.
- **Incoming Mail (POP3) Server:** Refer to the Microsoft Outlook screen and if the box labeled **My outgoing server (SMTP) requires authentication** is checked and the option labeled **Log on to incoming mail server before sending mail** is selected, click **Cancel** in Microsoft Outlook return to the previous screen and enter the value from **Incoming mail server (POP3)**. Otherwise, leave this field blank.
- Your e-mail connection settings should now look like this:

Sender Name <Sender E-mail Addr>	John Smith <jsmith@pdfexplode.com>	
Outgoing Mail SMTP Server	mail.pdfexplode.com	
Sign-on Username	jsmith@pdfexplode.com	
Sign-on Password	*****	
Authentication Type	Login	Port 25
Incoming Mail (POP3) Server	pop.pdfexplode.com	
<input type="checkbox"/> Delay each E-Mail By	1	Seconds
<input type="checkbox"/> SSL / TLS		
Test Connection		

- Click **Test Connection** and check the sender name e-mail account (jsmith@pdfexplode.com in this example) to ensure the test e-mail was delivered and received. If you do not receive the test e-mail, chances are the settings are incorrect. You may need assistance from your e-mail administrator to ensure the settings are correct.
- Click **Save** to save your settings.
- On the **Printer** menu, click **Exit** to close PDF-eXPLODE.

E-mailing a Document

At the heart of PDF-eXPLODE is the ability to explode, or separate, a PDF file into individual PDF files to e-mail different people different sections of a document.

To get your documents where they need to go, you need to inset PDF-eXPLODE tags in the documents to indicate which settings to use when exploding and e-mailing documents.

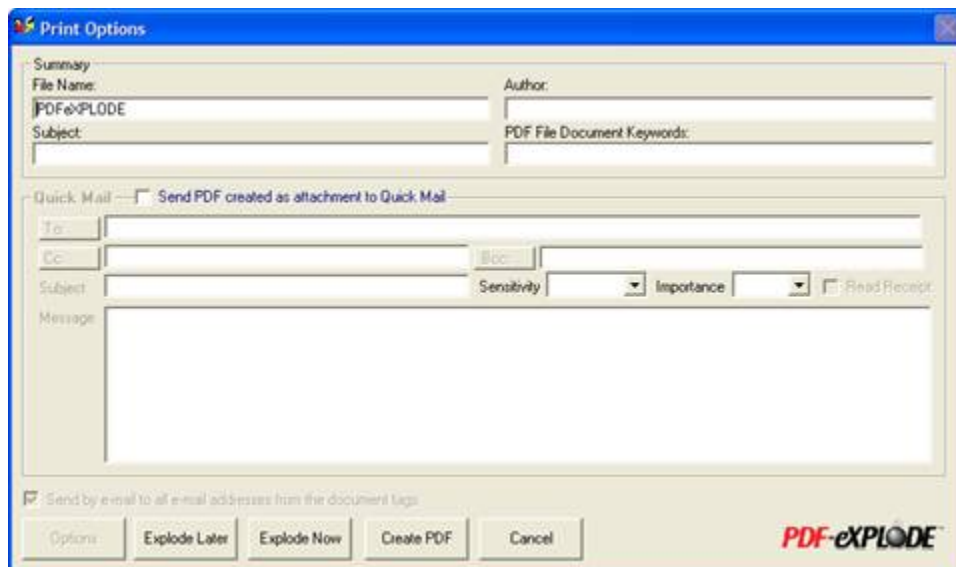
▶ [Tagging a Document](#)

- Open a short test document in a program such as Microsoft Word or Crystal Reports.
 - In the page header, or at the top of the page, type a PDF-eXPLODE e-mail tag in the following format, replacing the example e-mail address with your own e-mail address. <pdfexplode>jsmith@pdfexplode.com</pdfexplode>
- If you are using Crystal Reports, make sure the entire the tag is visible. (Hint: Click and drag the right handle of the text object all the way to the right margin.)
- A tag must fit entirely on a single line. Position the tag starting at the left margin. Apply a smaller font size if necessary.
- Apply the Times New Roman font to the entire tag.
- You may change the color of the tag to white to make it invisible in the resulting document. However, we recommend leaving the color black so the tag is visible until you have fully tested the document.
- The case of the open <pdfexplode> tag and the close </pdfexplode> tag must match, so always use lowercase to be safe.
- Do not include spaces within a PDF-eXPLODE tag.
- Only pages that begin with a PDF-eXPLODE tag will be included in the PDF file attached to the e-mail.
- All the pages associated with the same e-mail address will be combined into a single PDF file.

▶ [Printing to PDF-eXPLODE](#)

PDF-eXPLODE will create, explode and e-mail PDF files. The following instructions assume you will create the master PDF with PDF-eXPLODE. However, if you have an existing PDF created by another process, you can still use PDF-eXPLODE to explode and e-mail it - refer to the instructions for using PDF-eXPLODE from a [Command Line](#).

- Set the document to print to the PDF-eXPLODE printer.
- Print the document. For testing purposes, we recommend that you select just a few pages.
- If you have not configured PDF-eXPLODE to e-mail in "Silent Mode" in [General Settings](#) and the following dialog appears, select **Explode Now** and then click **Save**.



▶ [View the Resulting E-mail](#)

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