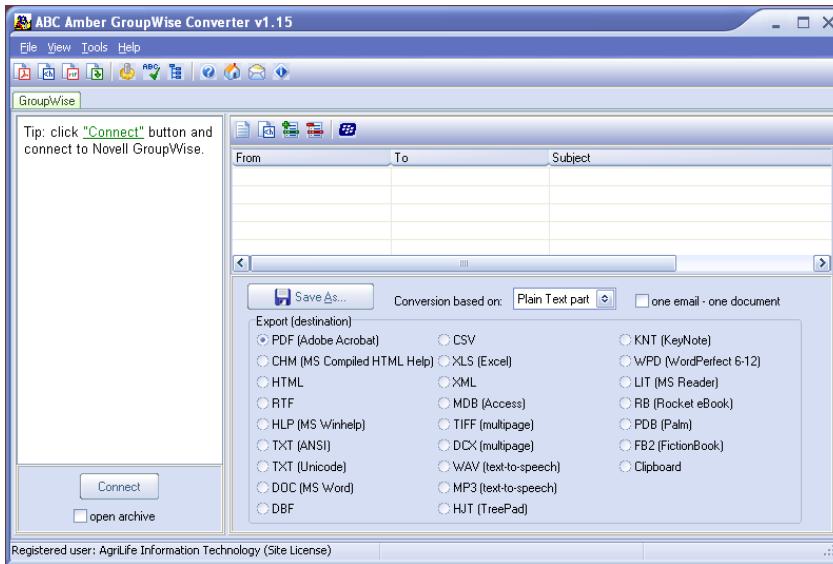


Step 1



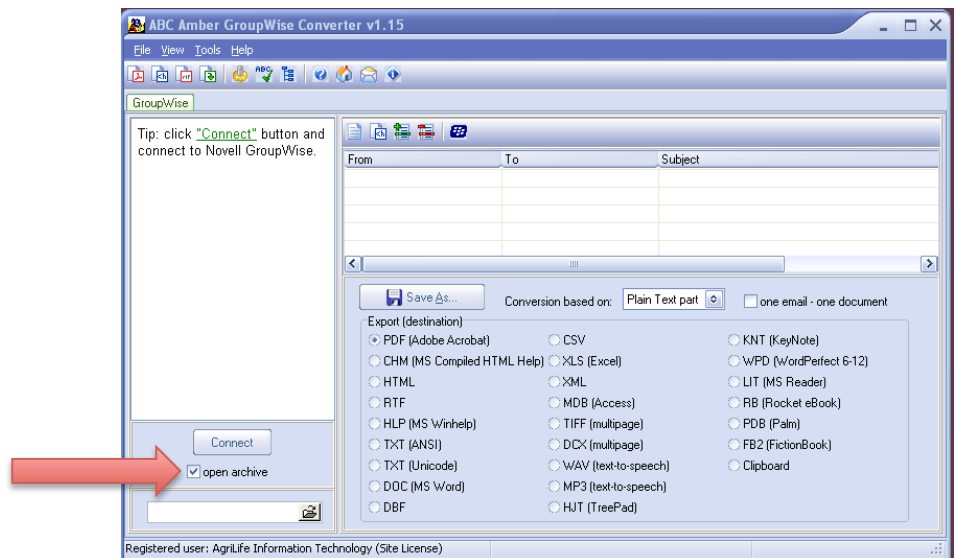
If converting Online/Caching Mail:

1. Click **Connect**
2. Enter GroupWise password
3. Go to **Step 2**



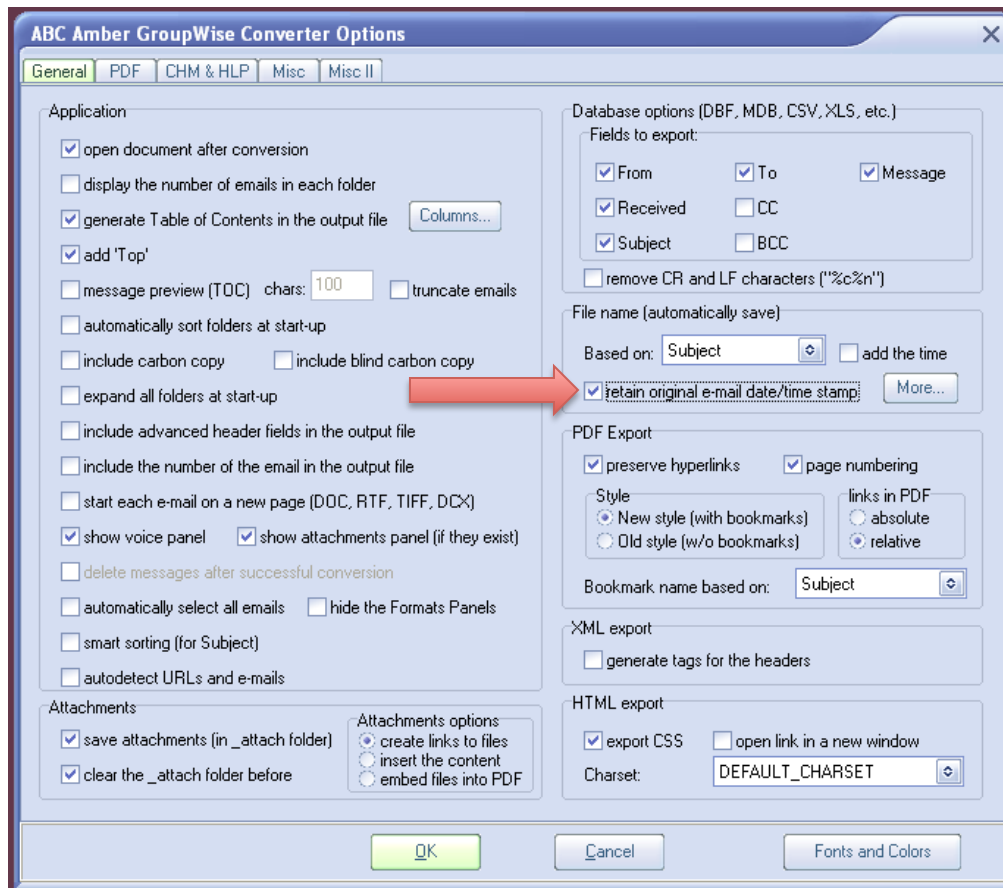
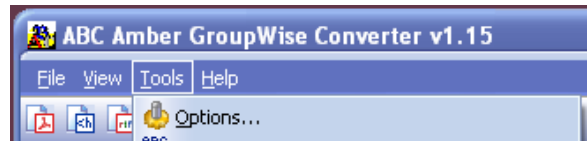
If converting Archive:

1. Check **Open Archive**
2. Click **Connect**
3. Enter GroupWise password
4. Go to **Step 2**



Step 2

1. Click Tools->Options from menu bar
2. Check box for **Retain Original E-mail Date/Time Stamp**
3. Click **OK**
4. Go to **Step 3**



Step 3

Click Here

Advanced PDF Creator for GroupWise

User's request:

I have a very large folder tree in GroupWise with a substantial number of email messages. I would like to be able to select a folder and all of its subfolders and have the entire message tree exported to PDF format (one large file) with bookmarks. I don't want to have to go into each separate subfolder and "Select All" messages and then create one PDF file for each subfolder.

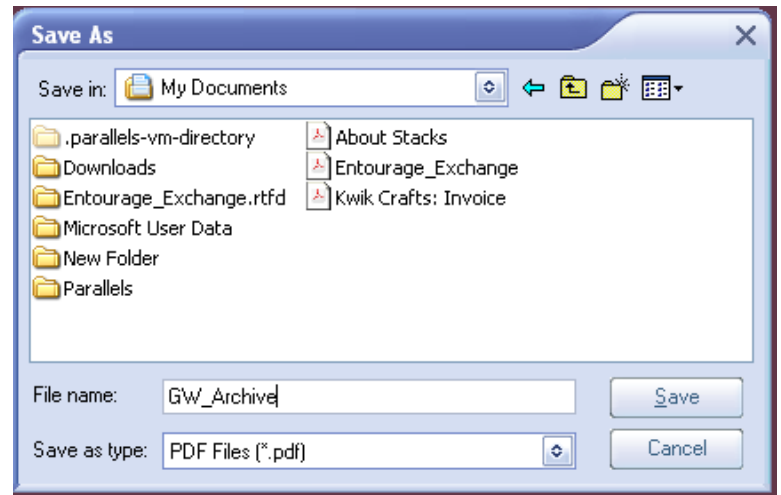
1. Click the **Advanced PDF Creator** icon



2. Select folders
3. If saving Caching or Online Mail:
 - Don't select Trash
 - Don't select Address Books
4. Click **Save As PDF**
5. Go to **Step 4**

Step 4

1. Select **Save In** location
2. Suggested naming convention:
 - GW_Mail or GW_Archive
3. Click **Save**
4. Acrobat PDF will automatically open once conversion is complete



The PDF that is created is searchable and will have the same folder structure as the GroupWise mailbox/archive. Click on the Bookmarks icon on the left of the PDF window to view the structure.

