User Manual

Wise PDF Automail

Wise PDF Automail with a professional interface is an extraordinary and professional application designed to email PDF attachments. It can recognize the email address in the PDF files automatically and batch sending PDF attachments at one time. At the same time, Wise PDF Automail allows you to add watermarks, set security to your PDF files and send a plenty of PDF files, like bills, invoices, reports and so on.

With a professional and distinct operation interface, you needn't to spend a lot time in knowing how to use Wise PDF Automail. So you can get into your job in a short time and even if you are fresh to our software, you can use it easily by yourself in just a few seconds.

Note: This product has a free trial version, all features in this document are useful for you. There is no any watermark in your merging pdf files if you use the registered version.

(1) All features of Wise PDF Automail

- ▲ A professional and distinct operation interface
- ▲ Automatic recognition of email address
- ▲ Batch sending PDF attachments at one time
- ▲ Allow to add watermarks to PDF files
- ▲ Security option to protect your PDF files
- ▲ Restriction option
- ▲ Properties recognition to appoint the Email recipients

(2)Using Wise PDF Automail

You can start Wise PDF Automail by clicking the desktop shortcut on the computer



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desktop.

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Add PDF Docun	nents							
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(3)Add PDF files

There are four kinds of methods for you to add your PDF files.

First, you can click the icon of directly on the operation interface and select any PDF files you want to deal with.

Second, you can click the icon of Add Folder and add your PDF files to Wise PDF Automail.

Third, you can just click "Add files" or "Add folder" to add PDF files.



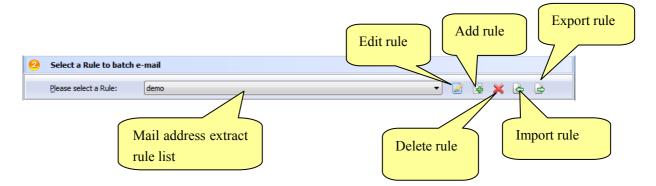
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(4) Select a Rule to Batch E-mail

There are four rules available to you, including demo, magic, new tag, test.



What is AutoMail Rule (Content Tag Marco)?

AutoMail Rule (Content Tag Marco) defines text (usually be mail to address, such as demo@mail.com) position information within the sample PDF. Wise PDF AutoMail



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can search for text, compare text and then extract the text as email address

automatically according to the rule.

(5) Edit rule

💁 Add Content Tag		_			
Sample PDF Documents		🙆 Conte	ent Tag Editor		
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• Rule Name and Description

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<u>D</u> escription	Description for the rule	*
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• Select the information

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Just click the icon of Macro to add the information to CC, BCC, Subject, Message.

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Add Delete Options		Save	6	CreateDate ModifyDate Date Time
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Document properties consist of 4 parts: Tile, Anthor, Subject and Keywords. Wise

PDF Automail allows you to choose the properties as recipient, CC, BCC and Subject.

It is easier for you to select the information you want.



• Add attachments

It can also allow you to add attachments according to your needs.

Attachment:	
Add	
Delete	
Options	<u>Save</u> <u>Cancel</u>

• Match CSV

Wise PDF Automail offers you a way to confirm a recipient for each outgoing file based upon a user-defined CSV filename-to-email matching file. Then Wise PDF Automail will match the data of selected CSV spreadsheet, and send you email automatically.

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Mail settings Ma	atch CSV				
Match user li	ists				
Send email while content matched to data of selected CSV spreadsheet. If you use Excel sheet, save as CSV format at first.					
				Select	Open
Send Mail whe	n column				

(6) Add a rule

Wise PDF Automail also enables you to add a rule to your rule list, so you can define a rule which is suitable to you.

(7) Start Processing

Click the icon of **Email** or **Email Selected** and it will popup the program of email.

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(8) Ending

After processing, just exit from the dropdown list. Everything will go smoothly.