

*SKEDIDITY PRO*

*USER'S GUIDE*



# Overview

Skedidity Pro helps manage your Gmail messages and attachments. Emails are important records in your life. Skedidity saves the content of your email to Google Drive along with the associated attachments. You can also create reports of collections of related email.

Managing your email outside of Gmail is a valuable tool. With Skedidity Pro, you can organize email within Gmail using labels and then copy the content of those emails to Google Drive where they are saved in PDF and HTML files. It's easier than it sounds. Attachments are saved to a Google Drive folder.

When you back up email using Skedidity, an index is created that helps you keep track of what email now resides in your Google Drive. The index also shows the dates, subjects, and other data about those saved messages. Later, if you use Skedidity to trash backup files, another index is created to give you a record of which backup files were trashed and when.

Skedidity Pro has a lot of options so take some time to learn it. And be patient because Skedidity does a lot of processing and file creation. Also important to know is that Google has limits on how much processing you can do. It depend on the type of account that you have, business account or a personal one. So Skedidity runs in 5 minute sessions to make sure it doesn't time out, but it remembers where it left off so it can restart there.

One last note: Skedidity works with email conversations, not individual emails. In this guide, when the term "Email" is used, it is usually referring to an email conversation.

# Getting Started

When you first come into Skedidity Lite, you are asked to agree to the Terms of Use.

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## TERMS OF USE

**IF YOU DO NOT AGREE TO THE TERMS OF USE, DO NOT ACCESS, DOWNLOAD, INSTALL OR OTHERWISE USE THE SOFTWARE."**

[Read Terms of Use](#)

**I ACCEPT the Terms of Use**

**EXIT**

[Skedidity.com](http://Skedidity.com)

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Select "I ACCEPT the Terms of Use" to continue.

The rest of this guide is organized by Skedidity function.

Play with it a bit to learn it.

# Organize

Organize Backup Cleanup Dispose Help

## Organize Email

Target Label

Create New Label   No Sublabels

Sub Label

Select Existing Label

Conversations Per Label

1

Source

Location  Filter by Category

2

Dates

On and After

Before

Select One Day Only

3

Other

Include  Exclude Chats

With Attachments

Contains text link to Google Docs  Is Starred  Marked Important

4

To / From

To   
Search

From   
Search

5

Content

Words required in the Subject Line

Words required Anywhere

These words

**OR...** This exact phrase

Exclude messages with these words

5

Submit

# Using Organize

The Organize function allows a lot of flexibility in how you group emails into Gmail labels. Depending on your need, Organizing emails into labels is a great way to both track email within Gmail, but is also a necessary first step to copy the content of those emails into files saved to your Google Drive. Labels are a natural part of Gmail, you do not need Skedidity to create and use labels, but Skedidity is set up to create labels for using on large numbers of emails at once and to more easily use complex search criteria when selecting those emails to put into a label.

The following are descriptions of each section of the Organize function.

1

**Create New Label** – used to create a new label within your Gmail account.

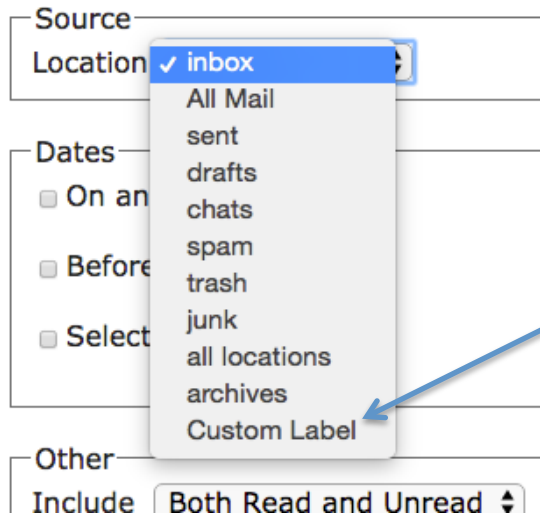
**Sub-Label** – used to give a specific name to the sub labels created within the parent label created. The default is the word “Set”.

**No Sub-Labels** – used to indicate to Skedidity to not create sub-labels, but instead to create all labels during this run of the Organize function in the top level.

# Using Organize - Continued

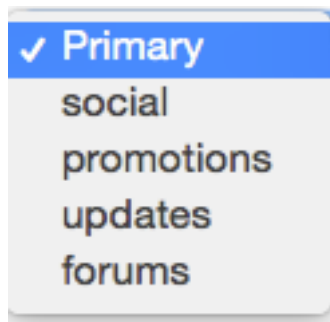
2

**Location** - A dropdown box of all of the Gmail locations you can choose from to find the email that you want to move into a label.



*Tip – if you select “Custom Label” you can then select to use the emails within an existing label as the starting point for the emails you choose from.*

**Filter by Category** – If you use “inbox” as your source of emails to select from, then you can further refine your search by selecting a Gmail Category. The choices are Primary, social, promotions, updates and forums. “Primary” is the default.



## Using Organize - Continued

3

**On and After** – This date represents the date furthest from today and the starting date if a range of dates is selected by also using the “Before” date. When this date is set, emails will be selected that have this date and those that come after this date.

**Before** – This date represents the most recent date in a range of dates. When “Before” is used, emails selected will be those dated with a date before this date, but NOT with this date.

**Select One Day Only** – When using this option, the only emails selected in the search will be those that have this specific date.

4

**Include** – Indicates whether to include emails that are read, unread or both read and unread.

**Exclude Chats** – Check this box if you do NOT want chat messages included in the results. If you want only chats then select “chats” at the source location. See #2

**With Attachments** – Check this box if you want to restrict results to only those that have attachments.

**Contains text link to Google Docs** – This option restricts results to only messages that have text links to Google Docs such as those links you have typed or cut and past from Docs into the email.

# Using Organize - Continued

4

continued

**Is Starred** – Restrict results to only those that have stars.

**Marked Important** – Only include emails that are marked important.

5

**To** – Include emails that are sent to the address(es) listed.

**From** – Include emails that are sent From the address(es) provided.

5

**Words required in the Subject Line** – List here the words that must be in the subject line of the email retrieved.

**Words required Anywhere** – List here words that must be in the email somewhere, but not in any particular location.

**These words OR... This exact phrase** – These two input areas work together to provide a conditional search statement. Unlike the previous two required sets of words, this statement lets you require that one OR the other (or both) must be in the results, but NOT neither of them. Also, the exact phrase should not have quotes when put into this field, quotes are assumed.

**Exclude messages with these words** – Restricts search results to messages that DO NOT have any of these words.



# Backup

Organize

Backup

Cleanup

Dispose

Help

## Backup Email

1

Gmail Label

Report Title

2

Tags

3

Backup File Type

Adobe PDF

4

Google Drive Folder

Automatic Folder Naming Assist:

Folder

Sub Folder

Swap 1 and 2

Sub Sub Folder

Sub Sub Sub Folder

5

Options

Copy Attachments  Create Index  One File Per Conversation

Add Tags To File Names

Exclude IDs From Names  Small Font

Remove Label From Copied Email  Move Emails From Inbox To Archive

Make Files Available To Trash After Specified Time

Submit

[Skedidity.com](http://Skedidity.com)

# Backup - Continued

1

**Gmail Label** – This is the email label that contains the email that will be backed up.

**Report Title** – What you put here will be the title on the report cover of the backup files created.

2

**Tags** – Space exists here for four tags that are included in the header of the backup files, on report cover pages, and optionally in the filenames of the files created. Tags give you more terms that can be searched on when searching through your backup files.

3

**Backup File Type** – Here is where you specify the type(s) of files created to hold your backed up email. Options include Adobe PDF, Browser Viewable (HTML), or both.

4

**Automatic Folder Naming Assist** – This option will fill in the folder location name for where backup files are to be put onto the Google Drive under the folder `!Gmail_Backup!_`. Try it a couple time and it will make sense to you. You can also fill in the folder names yourself.

Google Drive Folder

Automatic Folder Naming Assist:

- Don't Assist
- Use Year & Month
- Use Tags
- Use Top Label
- Use Full Label
- Use Title

Folder

Sub Folder

Sub Sub Folder

Sub Sub Sub Folder

1 and 2

# Backup - Continued

5

Continued

**Copy Attachments** – Select this to copy email attachments to the Google Drive into a folder named “Attachments” within the Folder you chose to put the email backup files. When Attachments is selected, the option to **Add Date To Attachment Names** appears, which will add the current day’s date to the end of the name of each attachment.

**Create Index** – This option tells Skedidity to create a formatted report of the index information collected during the backup process. It contains the key information about each email and attachment, but does not include the body of each message. The PDF index is a great summary and quick reference guide for the collection of emails backed up. The index also contains live links to the attachments backed up.

**One File Per Conversation** – This option is extremely useful, but care needs to be taken to not overwhelm Skedidity. The default in Skedidity is to create a single file for each label backed up. However, with this option, you can create a separate file for each CONVERSATION within the label of emails. This is really useful when you need to separate out each conversation for some purpose. Also worth noting here, is that when using the default of one file for an entire label, I suggest keeping the number of conversations per label to as few as you can live with. I keep mine to 30 conversations or less. Also note, Skedidity will run for a long time when you work with larger amounts of email.

# Getting Started

5

Continued

**Add Tags to File Names** – This option will add to the name of each backup file created the tags listed in the Tags section. This helps when searching for files in the future.

**Exclude IDs From Names** – By default, each backup file name, including attachments names, has include the short-ID for the conversation that it is a part of included , followed by a hyphen “-” and the short-ID for the specific email in which the attachment was included. In this way, by just looking at the name of a saved attachment, and using the provided index, one can easily backtrack to know what email the attachment came from. This is particularly useful when emails are being sent back and forth with a number of different versions of the same document, but which all have the same name. This option, if checked, will not put the IDs into the names of the files created.

**Small Font** – This option forces the font of the backup files to be smaller than average so that more information can fit onto a page.

**Remove Label From Copied Email** – This option will remove the email from a label as it backs it up to the Google Drive. This is particularly useful when you want to reuse the same label over and over, like one named “Back Up”.

# Backup - Continued

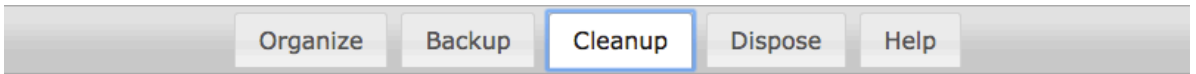
5

Continued

**Move Emails From Inbox to Archive** – This option will move emails being backed up to the Google Archive. Doing this removes the email from the inbox, but leaves it in Gmail. This option is included so that you can later use a function in the “Cleanup” Tab to trash email that are in the Archive when the time comes that you don’t need it in email anymore.

**Make Files Available To Trash After Specified Time** – This option allows one to select a date in the future when the backup files about to be created can be automatically trashed by Skedidity freeing up space on your Google Drive. For example, I like to back up all of my credit card statements each month. When I do this, I use this option and select “3 Years”, because I only think I’ll need them for, at most, three years. Emails from my teachers I schedule to be able to be trashed after “1 Year” because email from this school year will not be needed next year. The actual trashing is done by selecting the option, “**Trash Files Past Their Delete Date**”, in the Dispose and Recover Tab. This option is what I call the Records Management portion of Skedidity.

# Cleanup



## Clean Up Email

1

Label  
Trash Emails in Label

Remove Label From Label List

2

Inbox  
Junk Mail  Reminders  Alerts  Promotions  Chats

3

Archived  
Trash Emails in Gmail Archive older than specified time

Submit

[Skedidity.com](http://Skedidity.com)

# Cleanup - Continued

1

**Trash Emails in Label** – Here is where one selects any label in their Gmail account and trashes the emails within it. By trashing those emails, they are moved to the Trash and are no longer in the inbox or wherever else they may have been. An alternative to trashing emails that you no longer want in your inbox is to move them to the Google Archive in Gmail as they are backed up.

**Remove Label from Label List** – This option works in sync with the **Trash Emails in Label** function and causes the label itself to be removed and no longer available to reference.

2

The Inbox section lists types of email to be trashed.

**Junk Mail** – email in the Gmail Junk label

**Reminders** – Google Meeting Reminder Emails and emails with the terms “Reminder” in the Subject line.

**Alerts** – Emails with the terms “Alert” in the Subject Line or “Alerts” in the sender’s name.

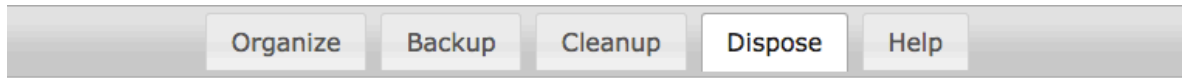
**Promotions** – Emails in the Gmail Promotions category.

**Chats** – All Chats

3

**Trash Emails in Gmail Archive older than specified time** – When selected, this option expands to include a dropdown of durations to select from and an option, “Create Spreadsheet showing archived messages moved to trash”, which, I hope, is self explanatory. The spreadsheet is found in the Google Drive Folder “Archive\_Reports”.

# Dispose and Recover



## Dispose and Recover

1

Trash Old Backup Files

Trash files past their delete date

Remove Empty Folders

2

Untrash Emails

Untrash Emails With Label

Untrash Emails Recently Trashed in the Clean Up Function

Submit

[Skedidity.com](http://Skedidity.com)



# Dispose and Recover – Continued

1

**Trash files past their delete date** – This option moves old backup files to the trash that were marked, when created in the Backup function, available to be trashed after a specified time in the future.

This option, when selected, makes another option available, **“Create a spreadsheet showing backup files moved to trash.”** When this second option is selected, a spreadsheet is created in a folder named, **“Trash\_Reports”**.

**Remove Empty Folders** – This option tells Skedidity to remove any empty folders under the folder **“\_!Gmail\_Backup!\_”**. Skedidity creates folders during every backup session which may, or may not, be used. Also, when files are trashed they may leave a folder empty. This option helps to keep empty folders to a minimum.

2

**Untrash Emails with Label** – This function allows one to select a label, perhaps accidentally deleted in the Cleanup function, to be taken out of the trash and put back where they started.

**Untrash Emails Recently Trashed in the Cleanup Function** – This option is similar to the one above, but untrashes all emails recently trashed by Skedidity regardless of labels.<sup>17</sup>

# SKEDIDITY FOLDERS

Skedidity uses a number of folders and files within Google Drive. The major ones are listed below just for your information. These folders and files should NOT be trashed/deleted because doing so may cause harm to your Skedidity set up.

**\_[!Do Not Remove\\_Skedidity](#)** – This is the main folder for Skedidity. Within it are all of the other folders and files created by and used by Skedidity.

**\_[!Gmail\\_Backup!](#)** - This is the folder that holds all of the backup files created by Skedidity. As you use Skedidity, you'll see that the folder names you give in the Backup function are created within this one.

**[Archive\\_Reports](#)** – Contains spreadsheets optionally created to hold the names and other information of emails trashed by the Cleanup function that were in the Gmail Archive.

**[SPGM\\_Files](#)** – Within this folder are files reused over and over each time Skedidity runs to help with analyzing and processing the emails being backed up and the files being created.

**[Trash\\_Reports](#)** – This folder holds the optionally created spreadsheets created when backup files are trashed by the Dispose and Recover function.