

## Learn Complete Manual Steps to Convert PST files to PDF by CubexSoft PST to PDF Converter

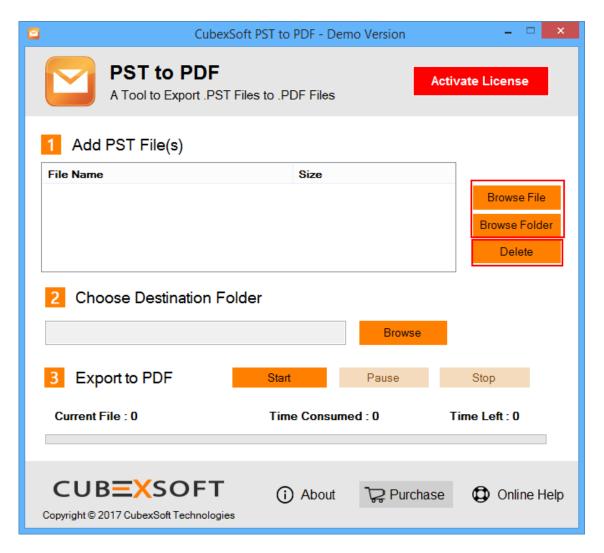
Before exporting PST to PDF files, firstly download the CubexSoft PST to PDF Converter then install and launch properly on your PC screen.

After installation, the screenshot of the software is shown as below:





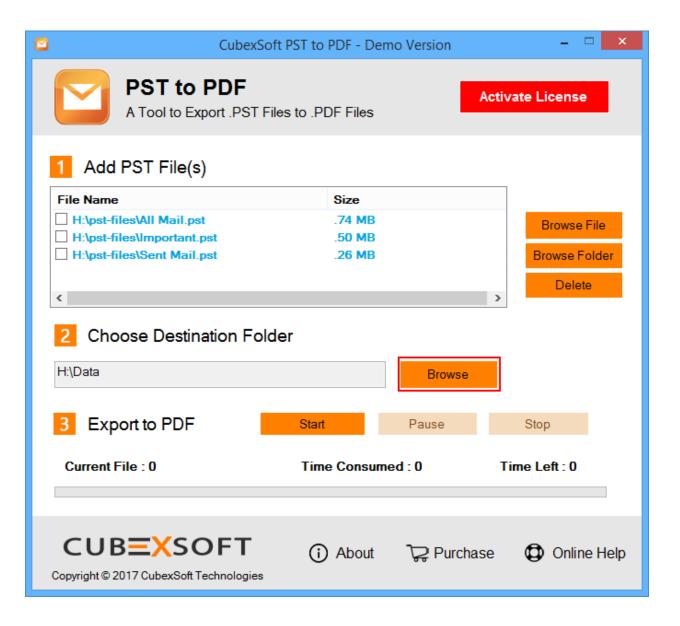
**Step 1 –** Now Select the PST files by "Browse File" and" Browse Folder "Options from the saving location



**Note:** - If you want to delete any selected file then tick on check box of selected file and click on delete button

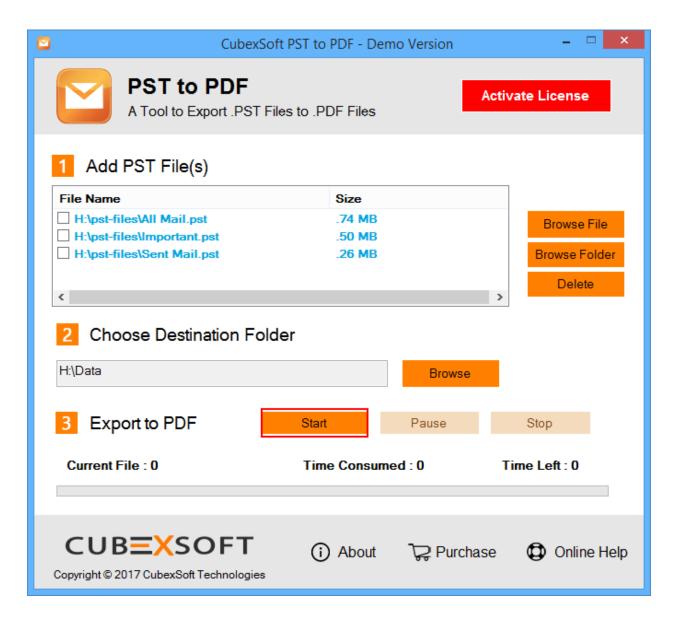


**Step 2** After selecting the PST files, choose any saving location by "Browse" Option to save converted files





## Step 3 For next proceeding, Click on Start Button





**Step 4.** Then a new Window is opened with 3 saving preferences, choose whatever suits you.

- a. **Saving PDF** In this option, you will get two choices to save PDF files, choose any one which suits you,
  - (i) Save Separated PDF for each Emails
  - (ii) Save All Emails in Single PDF
- b. **Attachments** In this option, you will get two choices to save Attachments, choose any one that suits you,
  - (i) Embed Attachments in PDF
  - (ii) Save Attachments in Separated Folder
- c. **Other Preferences** In this Option, you will get three choices to save emails with other preferences,
  - (i) Save all emails (Including deleted items)
  - (ii) Save all emails (excluding deleted items)
  - (iii) Save Deleted emails only

Saving Preferences	
Saving PDF	Attachments
<ul> <li>Save Separated PDF for Each Emails</li> </ul>	Embed Attachments in PDF
O Save All Emails in Single PDF	O Save Attachments in Separated Folder
Other Preference  Save all emails (including deleted items)  Save all emails (excluding deleted items)  Save Deleted emails only	





Now the conversion process will be completed with a confirmation message of successful conversion within few moments.

