



## Folder Month-Year Macro Folder Creation

This is a very powerful feature from which you can create Month and Year folders for your archive PDF data within the configuration screen. You can also create Filename prefixes or suffixes that combine with (filename) Variable in the tag.

The Macro shown with << >> can only be used in the PDF-eXPLODE Options (aka 'Configuration') screen. However you can also insert a **date Macro text in a tag** but it is limited to only the following choices:

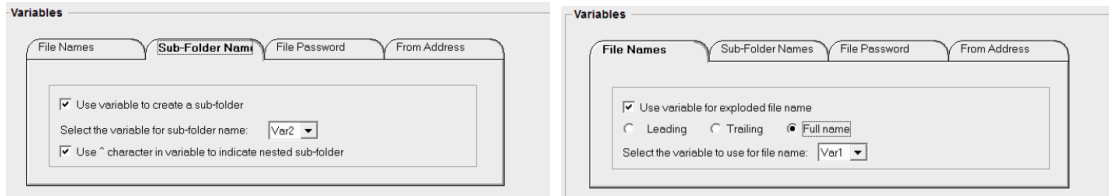
### TAG MACROS:

cMonth, nMonth, pMonth like in this example:

<pdfexplode>12345AB, cMonth^Client 99087%Invoices#mail@3000ad.com.au</pdfexplode> OR

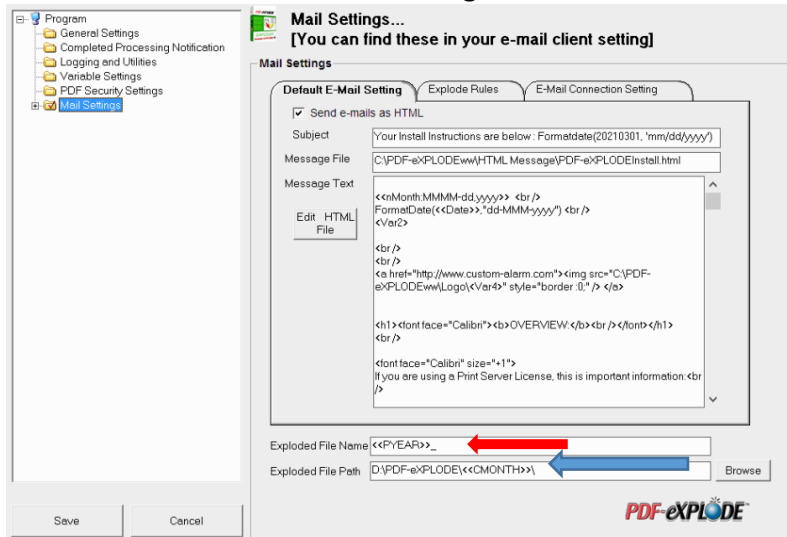
<pdfexplode>12345AB, cMonth%Invoices#mail@3000ad.com.au</pdfexplode>

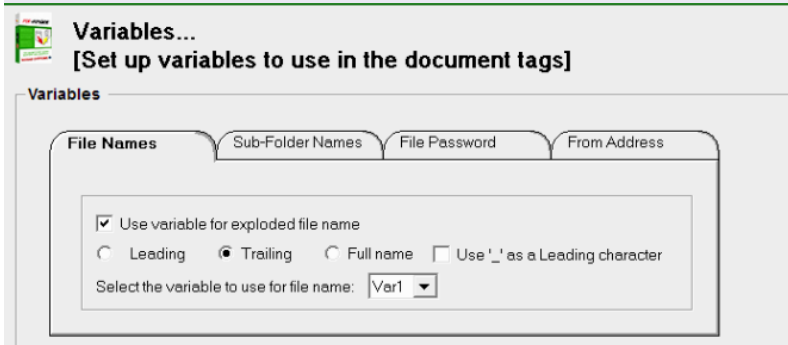
Where:



### OPTIONS MACROS

The following Macros are provided so that a folder can be dynamically created each month or year, without any human intervention. The following Macros may be used **at the END of a Folder path or as a prefix/suffix to a filename + Variable as in this image:**





	<p><b>Archived files</b></p> <p>File1: Year (2020) + '_' + Variable + '_' + YYYYmmdd.pdf</p> <p>File2: Year (2022) + '_' + Variable + '_' + YYYYmmdd.pdf</p>
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**MACROS:** (always enclosed in double angle brackets)

<<NMONTH>> → Next Month    Example: **May 2021**

<<CMONTH>> → Current Month    Example: **April 2021**

<<PMONTH>> → Previous Month    Example: **March 2021**

<<NYEAR>> → Next Year    Example: **2022**

<<CYEAR>> → Current Year    Example: **2021**

<<PYEAR>> → Previous Year    Example: **2020**

You can further enhance the 'Month' macros with 'Formatting' and the 'Year' macro with text appended

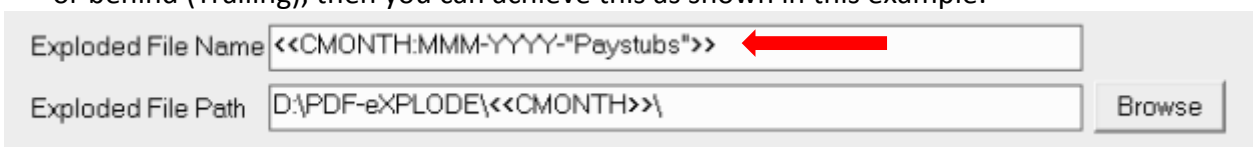
**Month Macro** can be formatted as follows <<nMONTH:MMM YYYY>> (like "Sep 2020" with MMM YYYY or like "September 2020" with MMMM YYYY) . It can also be used as-is without any added format to get the **default** Month format of "MMMM yyyy" - Month name is fully spelt out and Year is current year. Month will differ depending on whether you use 'N', 'P' or 'C'

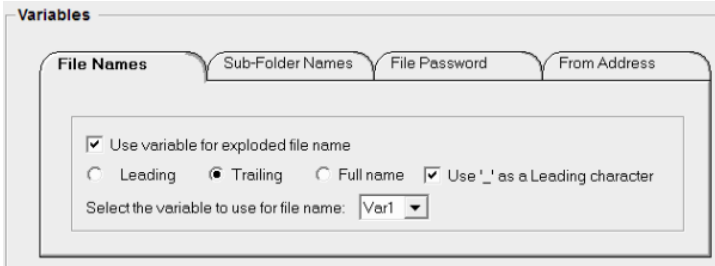
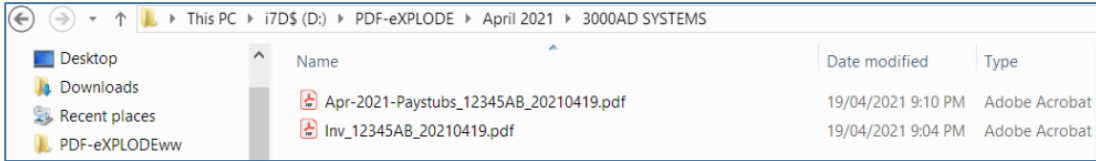
**Year Macro** has limited formatting. It can only be represented as a 4 digit number. For example:

<<NYear>> would convert to '2022'.

**TIP:** 🙌

❖ If you wish to create a folder or **Filename** Prefix with Month/Year and Text in front of (Leading) or behind (Trailing), then you can achieve this as shown in this example:





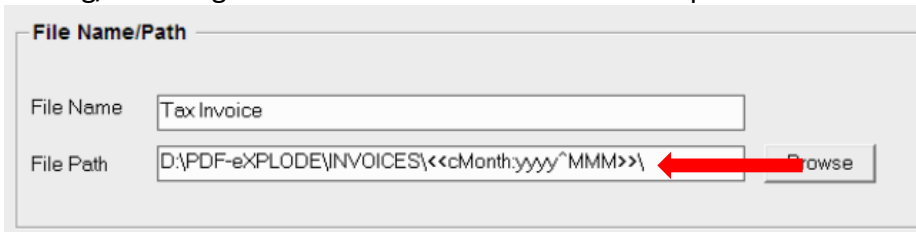
**Variable in the tag** is in position 1  
 (<Var1>): 12345AB

**Prefix in the Exploded File Name**  
 (configuration screen)

<<CMONTH:MMM-YYYY-“Paystubs”>>

Apr-2021-Paystubs (text enclosed within double quotes)

- ❖ If you wish to create a folder with Year and then a sub-folder with Month for more refined sorting/archiving then use this method in the Folder path:



Example: D:\PDF-EXPLODE\INVOICES\<<nMONTH:yyyy^MMMM>>\ = D:\PDF-EXPLODE\INVOICES\2021\November\

With 'MMM' (upper case 3 x 'M') you get an Abbreviated month name (Jan, Feb...Oct, Nov, Dec) and with 'MMMM' (upper case 4 x 'M') you get the month's full name spelt out. With '^' you get a sub-sub-folder

Use the following formats in any Exploded File or Folder Path to create a formatted Date or Month folder like September 2018 or Sep 2018 or 2018\_Sep etc.

**Format:**

<<NMONTH:format>> << + Macro Name (NMONTH, PMONTH, CMONTH) + : (colon) + format + >> (no spaces)

FORMAT	CMONTH	PMONTH	NMONTH
MMM YYYY	Sep 2020	Aug 2020	Oct 2020
MMMM YYYY	September 2020	August 2020	October 2020
YYYY_MMM	2020_Sep	2020_Aug	2020_Oct
YY_MMM	20_Sep	20_Aug	20_Oct
YYYY-MM-DD	2020-09-01	2020-08-01	2020-10-01
MMM-DD	Sep-01	Aug-01	Oct-01
MMMM	September	August	October
yyyy^MMM	2021\Sep	2021\Aug	2021\Oct
yyyy^MMMM	2021\September	2021\August	2021\October

FOLDER & FILENAME CONFIGURATION

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FOLDER CONFIGURATION ONLY

👉 Macros <<NMONTH>>, <<CMONTH>>, <<PMONTH>> are case insensitive.



**TIP:** 🖐️


If you want text with a Year, then you must enter the macro as follows: (If the <Var> is **12345AB** and **Trailing**)

**Don't use double quotes around the Text as it is NOT part of the macro**

<<NYEAR>> Payroll → **2022 Payroll\_12345AB\_210418\_231145.pdf**

<<CYEAR>>-Invoices → **2021-Invoices\_12345AB\_210418\_231145.pdf**

<<CYEAR>>-Paystubs → **2021-Paystubs\_12345AB\_210418\_231145.pdf**

7D\$ (D:) ▶ PDF-eXPLODE ▶ April 2021 ▶ 3000AD SYSTEMS		
Name	Date modified	Type
 2021-PAYSTUBS_12345AB_20210419.pdf	19/04/2021 9:25 PM	Adobe Acrobat

**Note** 🖐️

*Try out different options and see where your imagination takes you. You won't break the software...so give it a try!*