

Mariner Software

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Navigating within the Paperless Library File

Customer Service - 2022-07-01 - in The Paperless Library File

How do I locate resources (like my documents and receipts, or the database file) within my Paperless library file?

The Paperless Library file is actually a **package**, which is essentially a folder (its contents can be browsed in Finder), but which can be handled (dragged, dropped, double-clicked to open the default application) like any other file on your Mac. It is possible to navigate within the package (open the package like any folder and browse its contents) to find things like **files that represent library items** and the **database file** that stores things like library metadata and library configuration information.

To locate specific files in your Paperless library, first **open your Paperless library file**, then **use the appropriate section below** to locate the desired files.

Note: *If you plan on navigating your Paperless library file, it is always a good idea to quit Paperless first and **make a backup copy of your Paperless library file**.*

Opening the Paperless Library File

If you ever need to extract files from your Paperless library, though, it should be possible to do so by navigating within the library file. Follow these steps to

1. In **Finder**, locate your Paperless library file.
2. Hold the **control** key and click on your Paperless library file. A contextual menu should appear.
3. From the contextual menu, choose **Show package contents**. A new window should appear.

If your Paperless library is **not encrypted** (it is not by default), the new window should show a list of folders and a database file.

If your Paperless library file **is encrypted**, the new window should display a disk image file (with a **.sparsebundle** file extension). To view the contents of your library file, you will need to mount (**double-click**) the disk image. When you do, you will be prompted for the password you specified for your library file in Paperless.

For more information on encrypted library files, see [this knowledge base article](#).

Locating Library Item Files

Paperless stores the files that represent library items (for example, .PDF copies of receipts

and documents imported to paperless from a scanner, or .RTF files created when using the New Item button in the toolbar) within a specific folder in the Paperless library file. Within this folder, the files are organized by **year**, then **month**, then **day**.

Locating the Paperless Library Database

In the top level of your Paperless library file (the window that appeared after following the steps under **Opening the Paperless Library File**), you should be able to see a number of folders and one file. If you are using the library with Paperless 2, the name of the library will be **DocumentWallet.documentwalletsqli** (depending on settings specified for your Mac, the document's name might not include either the period or the file extension that follows it). This is the database file your Paperless library uses to keep track of things like library item metadata and library configuration information.