Mariner Software

When I create a library item by importing a file from Finder, what happens to the file I imported?

Customer Service - 2015-03-25 - The Paperless Library File

It is possible to create new library items in Paperless by importing files from Finder. When a new library item is created in this manner, Paperless does the following:

1. Paperless copies the source file into the Paperless library.

2. Depending on the file type of the original file, Paperless may convert the copy of the file to PDF.

3. Paperelss stores the copies (and possibly conveted) file within the library file.

Depending on the type of file that was imported to Paperless (to create a new library item), Papelress may convert the library item to PDF. Otherwise, Paperless will store it in the same format as the file that was originally imported from Finder.

Depending on the type of file that was imported to create a new library item, Paperless will handle a source file as follows:

A library item was created by importing a PDF file
If a library item was created by importing a PDF file, it will be stored within the library as a PDF file.

A library item was created by importing an image file
If a library item was created by importing an image file, the image file will be converted to PDF, and the PDF will be stored within the library file.

An image file is essentially any file type (other than a PDF) that displays an image when opened. Here is a list of common file extensions for image files:

- .PNG

- .JPG/.JPEG

- .GIF

- .TIFF

A library item was created by importing another type of file
If a library item was created by importing any type of file that is not a PDF and is not an image file, Paperless will store the source file in its original format.

Frequently Asked Questions

Does Paperless use a proprietary file format when storing source files?

No. Paperless does not use any sort of proprietary file format to store source files.

How can I display Paperless source files in Finder?

To display library item's source file in Finder, right-click the library item and select `Show in Finder` from the contextual menu that appears.

Where can I get more information on the types of files that can be imported to Paperless?

We provide a full list of files [in this knowledgebase article](#)