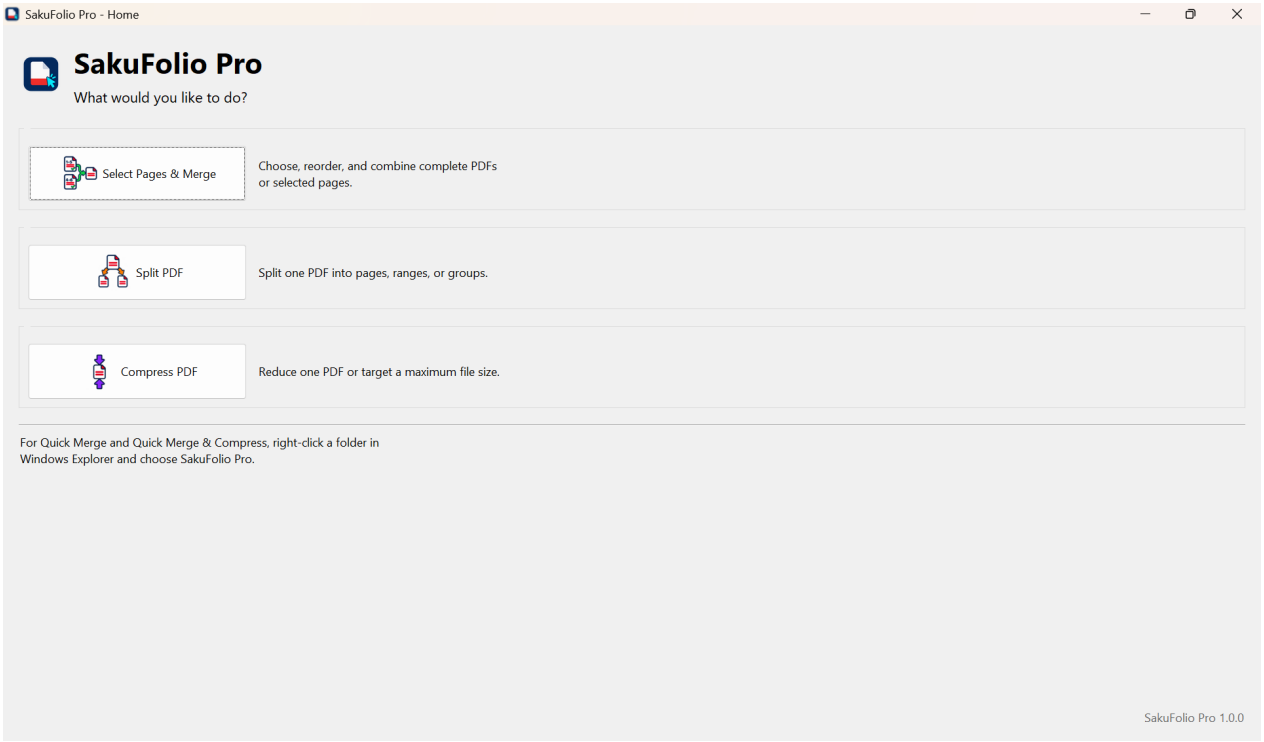
QANIFY PRODUCT DOCUMENTATION

SakuFolio User Guide

Free and Pro editions for Windows



SakuFolio Pro main window

Version 1.0 | September 2026

About this guide

This guide explains how to use every SakuFolio workflow, choose an output location and name, and select the appropriate compression mode. It covers both the Free and Pro editions.

Contents

- Getting started and opening SakuFolio
- Quick Merge
- Quick Merge and Compress
- Select Pages and Merge
- Split PDF
- Compress PDF
- Compression modes and output handling
- Troubleshooting, privacy, and support

Edition summary

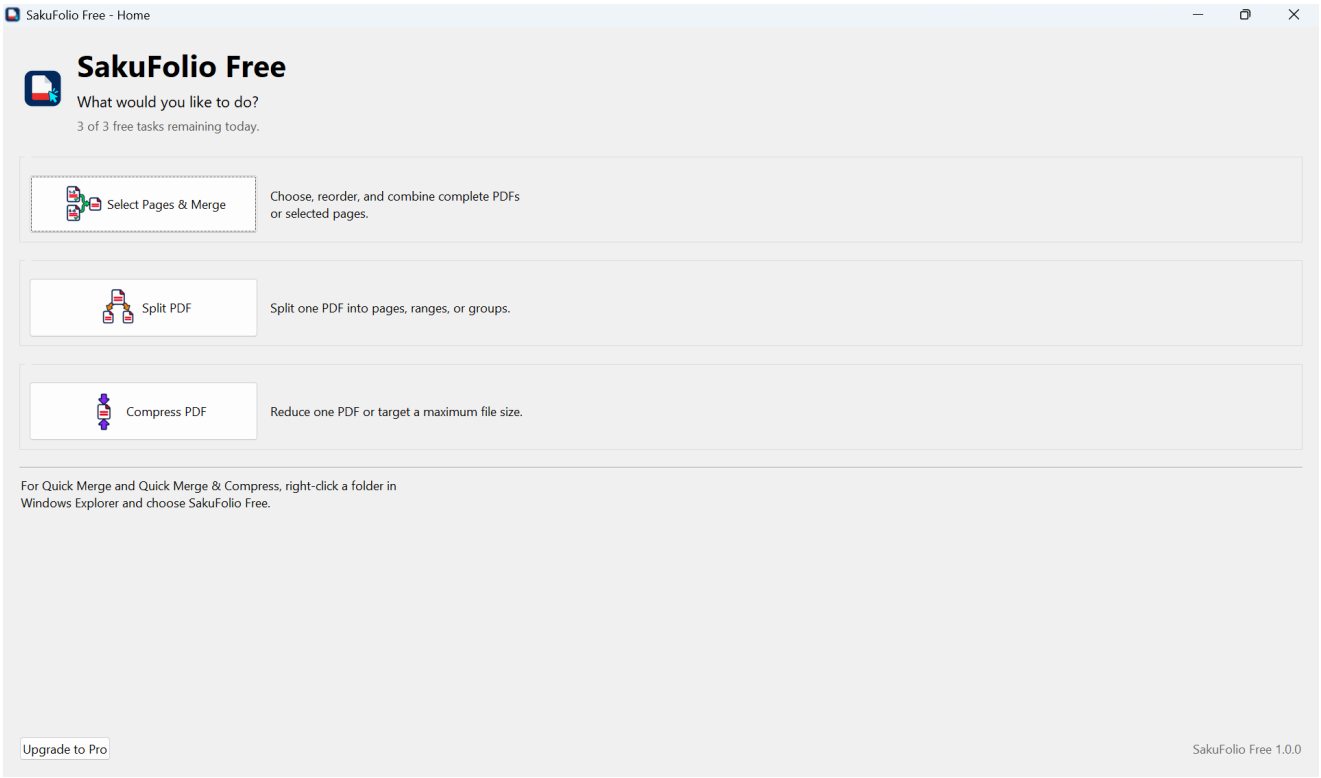
Capability	Free	Pro
Quick Merge	Included	Included
Quick Merge and Compress	Included	Included
Select Pages and Merge	Included	Included
Split PDF	Included	Included
Compress PDF	Included	Included
Completed tasks per day	3	Unlimited
Lossless and Balanced compression	Included	Included
Smaller File and Maximum Size compression	Unavailable	Included
Purchase	Free	USD 9.99 one time

Getting started

Install SakuFolio from the Microsoft Store. No separate Python installation or PDF library installation is required.

Open the main window

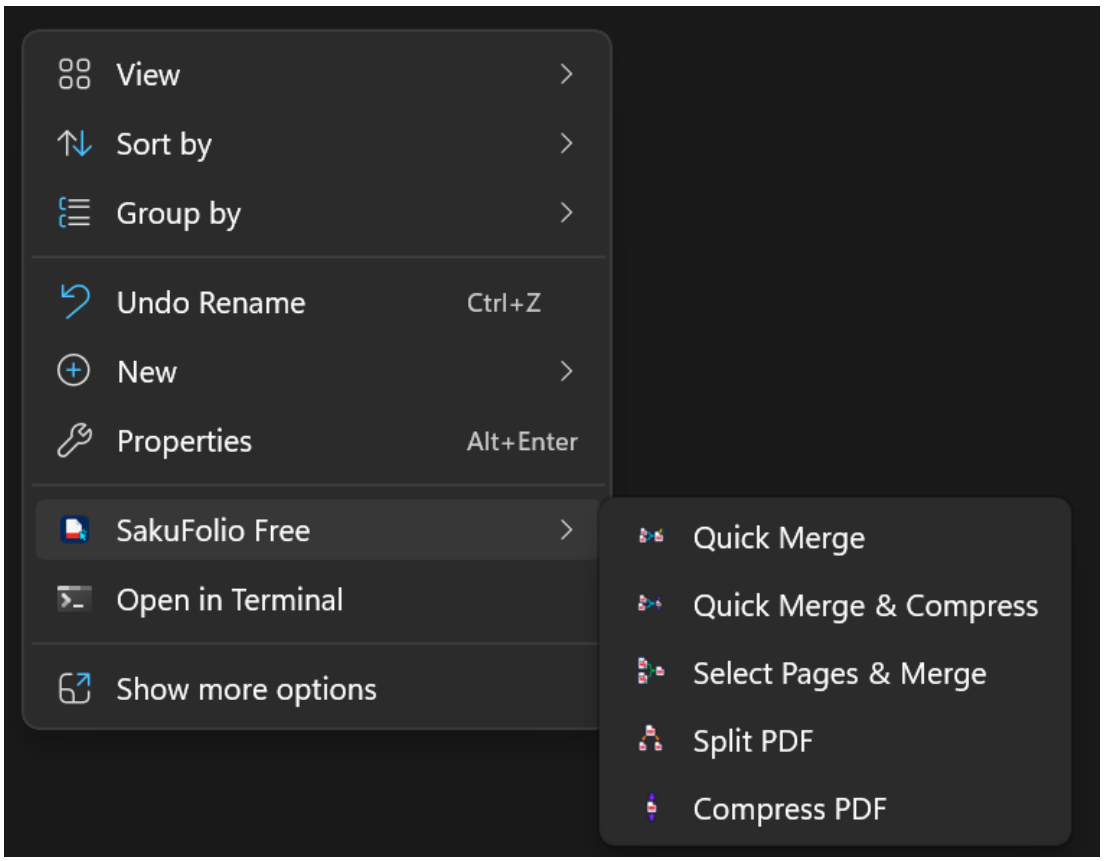
1. Open the Windows Start menu and search for SakuFolio Free or SakuFolio Pro.
2. Choose Select Pages and Merge, Split PDF, or Compress PDF.
3. For Quick Merge and Quick Merge and Compress, use the File Explorer context menu as described on the next page.



Free edition main window and remaining daily tasks

Open commands from File Explorer

1. Open the folder that contains the PDF files.
2. Right-click the folder or the background inside the open folder.
3. Choose SakuFolio Free or SakuFolio Pro, then select the command you need.

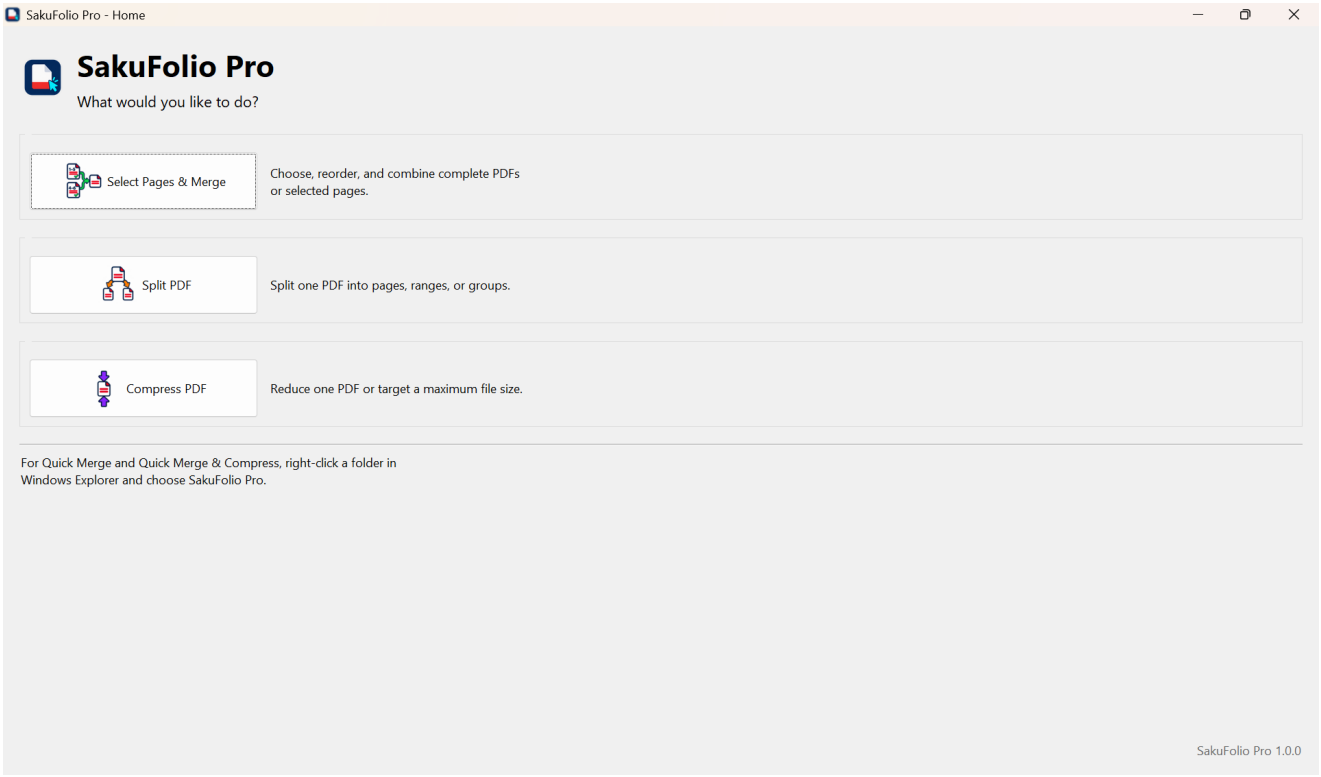


SakuFolio Free commands in the Windows 11 File Explorer context menu

Tip Quick Merge and Quick Merge and Compress use every PDF in the folder in alphabetical filename order. Use Select Pages and Merge when you need to reorder files or choose specific pages.

SakuFolio Pro main window

The Pro main window provides the same three interactive workflows as the Free edition without a daily task counter. Quick Merge and Quick Merge and Compress remain available from File Explorer.



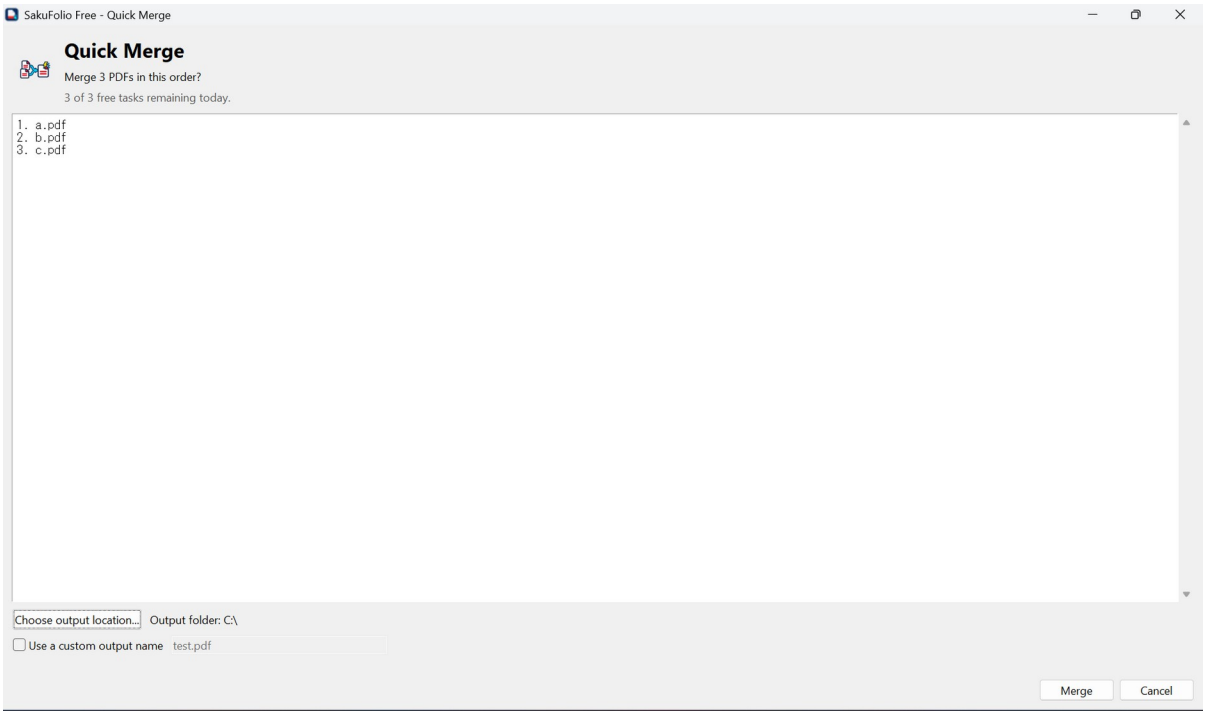
Pro edition main window with no daily task counter

Quick Merge

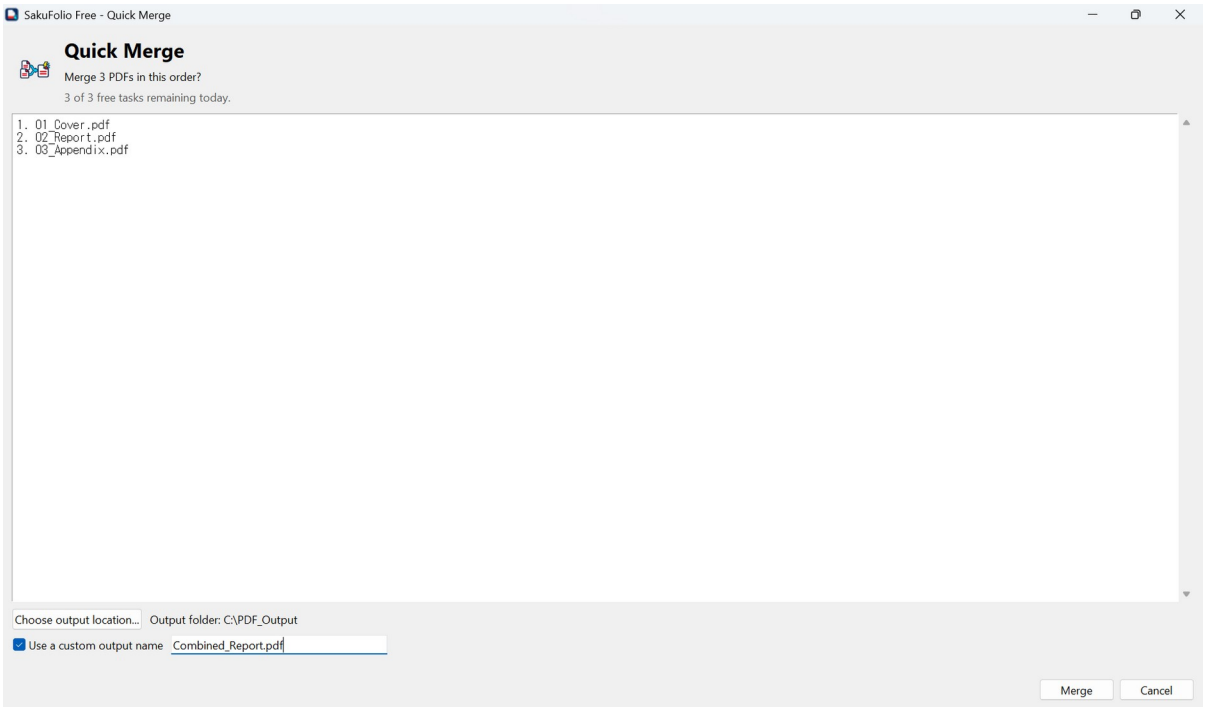
Quick Merge combines every PDF in the selected folder in alphabetical filename order. It does not change the order or page selection.

Free edition

1. Review the displayed PDF order.
2. Choose an output folder if the default location is not suitable.
3. Keep the default output name or select Use a custom output name and enter a new name.
4. Select Merge. The Free edition uses one of the three daily tasks after processing completes.



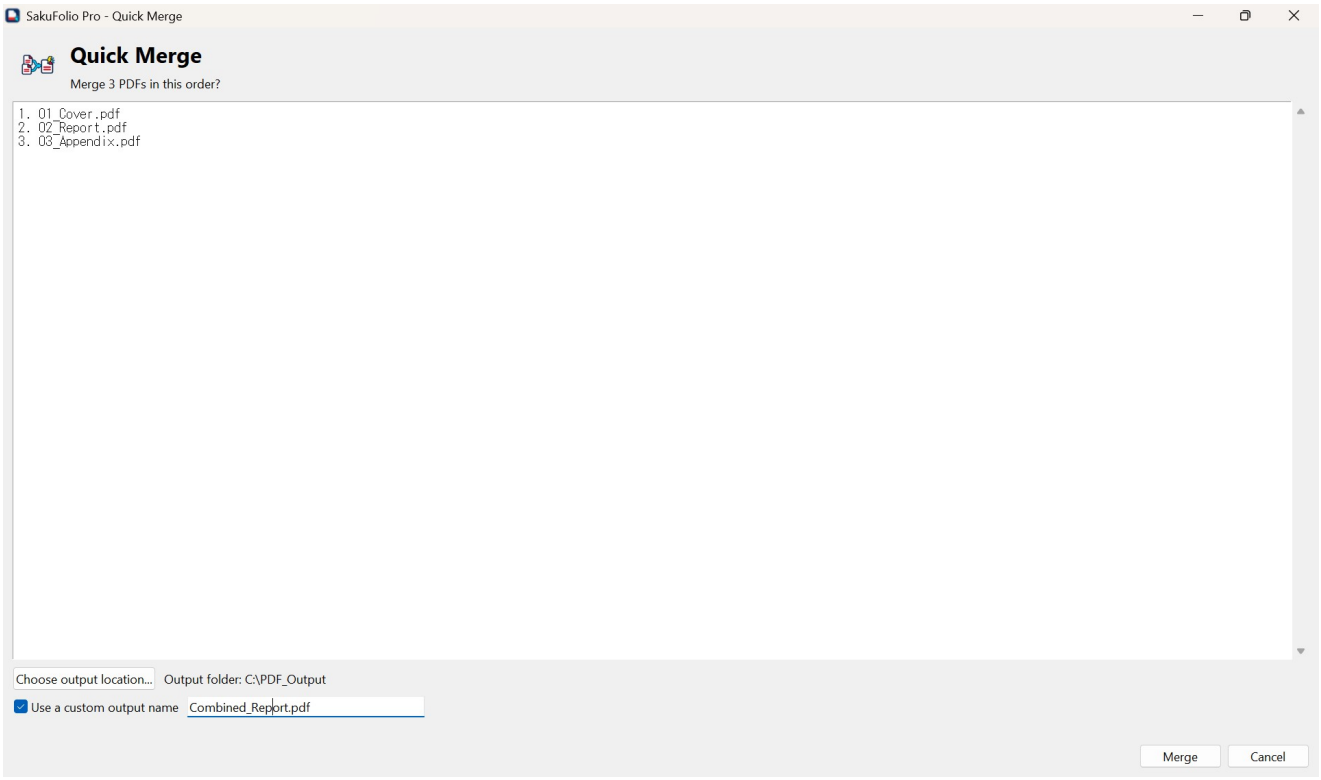
Quick Merge with the default output name



Quick Merge with a custom output name

Quick Merge in Pro

The workflow is the same as in the Free edition, but Pro has no daily task limit.



Quick Merge in SakuFolio Pro

When to use Select Pages and Merge instead

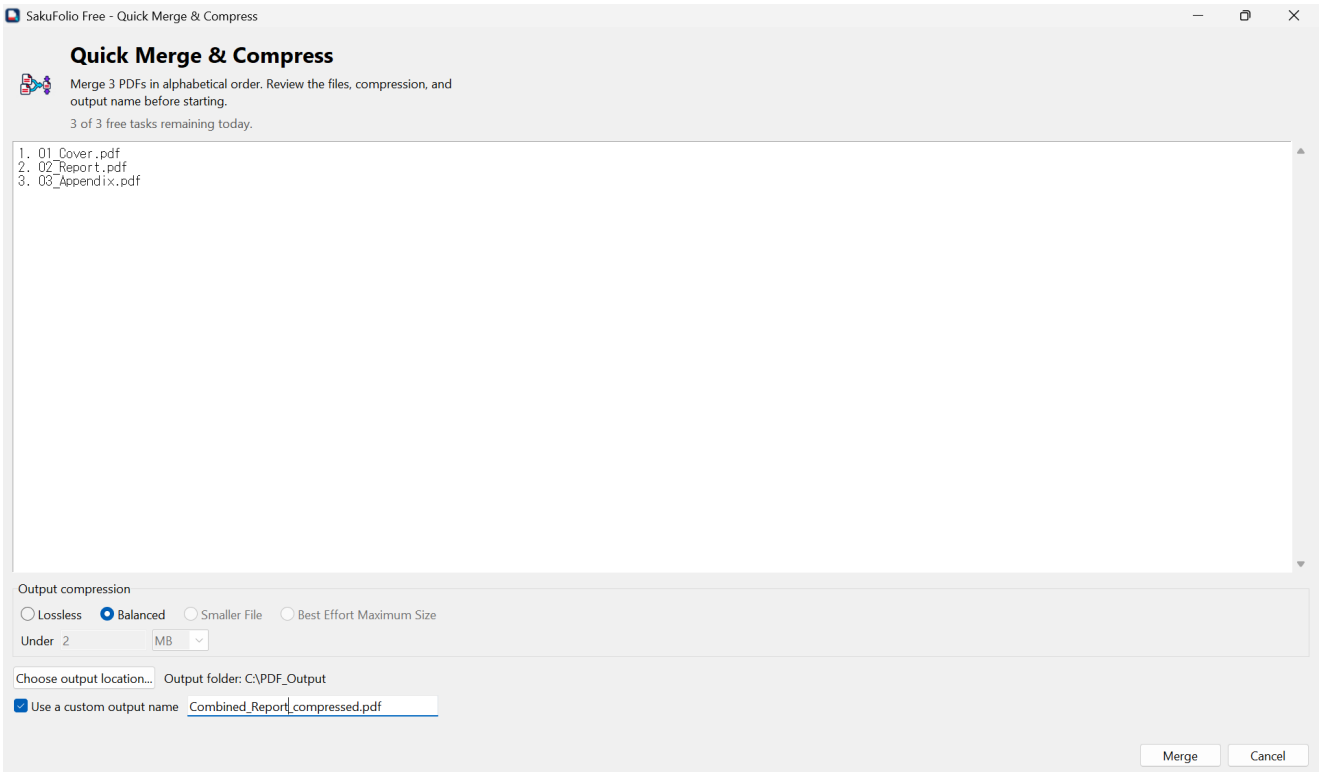
- You want to change the PDF order.
- You want to include only selected pages.
- You want to add a PDF from another folder or remove one from the current list.

Quick Merge and Compress

This command merges every PDF in alphabetical order and applies compression in the same operation.

Free edition

1. Review the PDF order.
2. Choose Lossless or Balanced compression.
3. Choose the output folder and output name.
4. Select Merge.

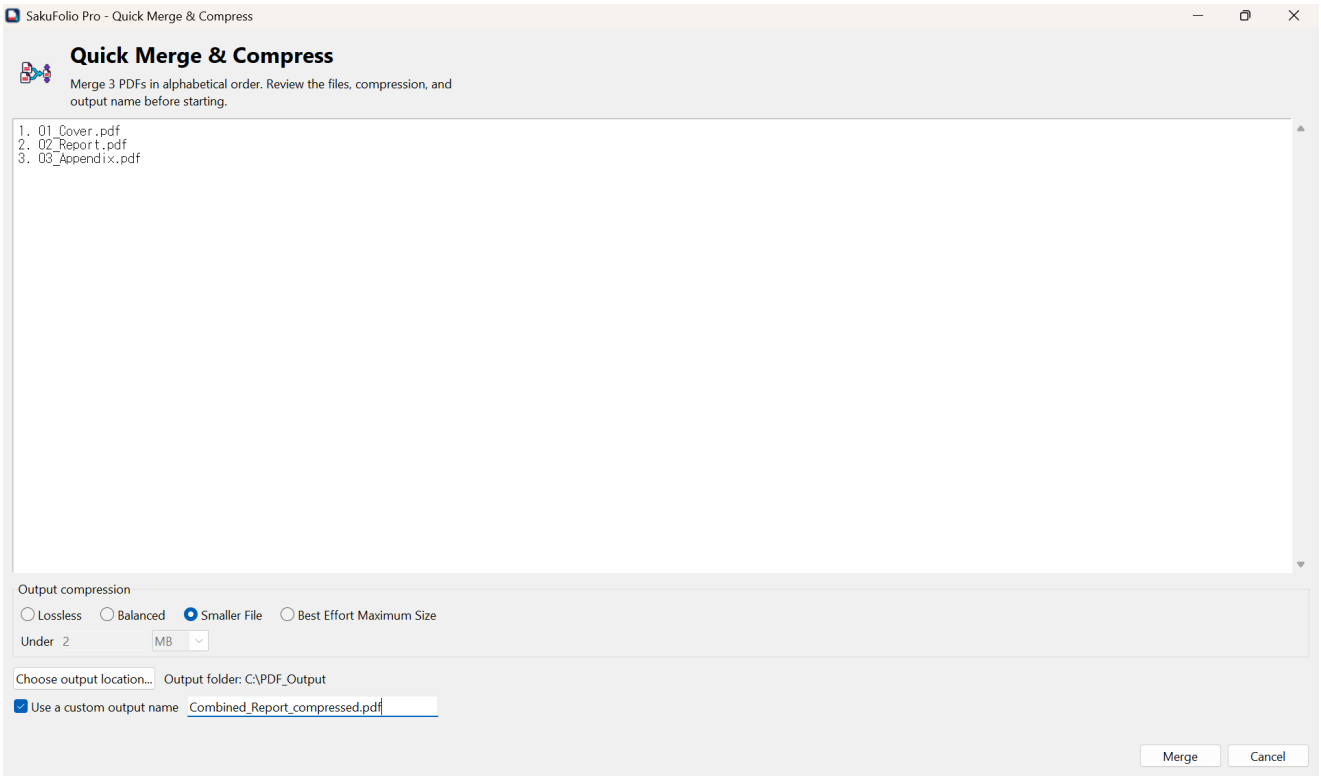


Free edition with Lossless and Balanced compression available

Free edition limit Smaller File and Best Effort Maximum Size remain visible but unavailable. Upgrade to Pro to use them.

Quick Merge and Compress in Pro

- Lossless preserves image quality and resolution while optimizing the PDF structure.
- Balanced reduces file size with moderate image processing.
- Smaller File applies stronger compression.
- Best Effort Maximum Size tries to keep the output below the size entered in megabytes.



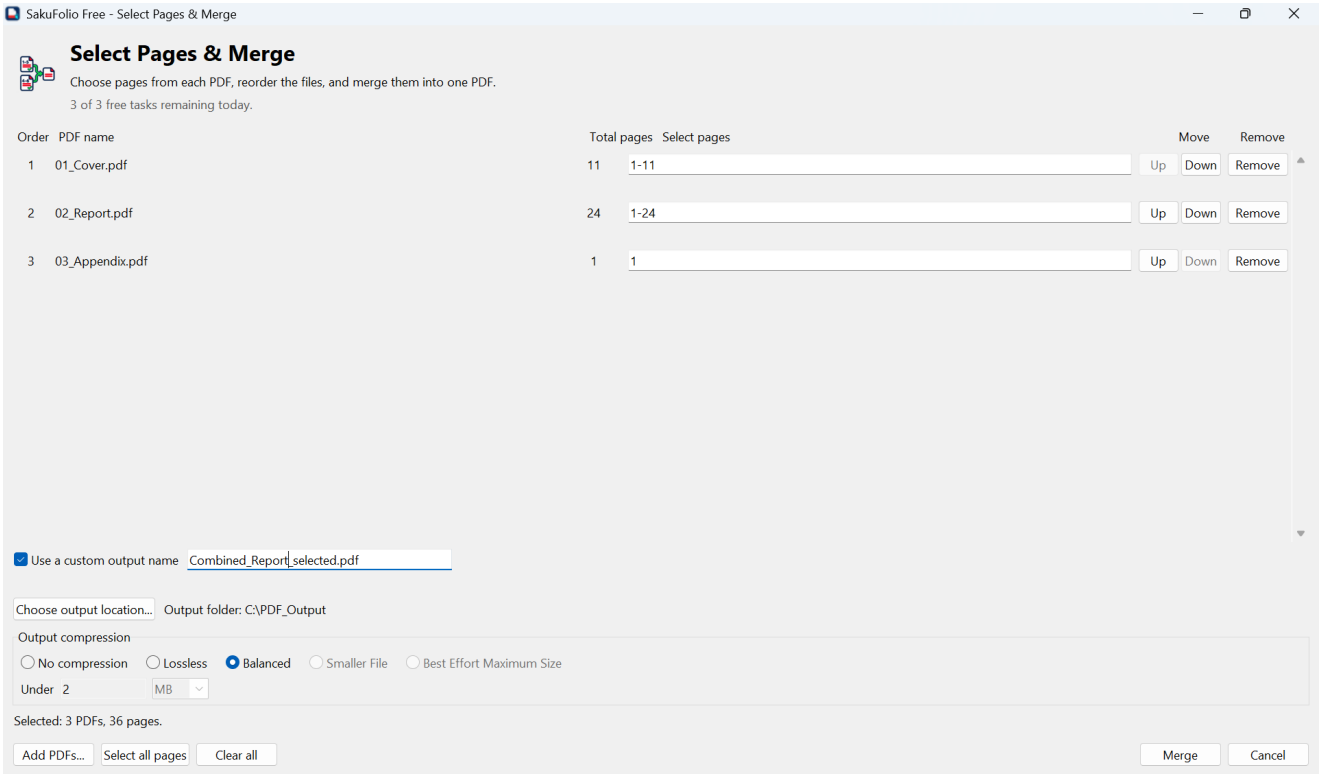
Pro edition with every compression mode available

Select Pages and Merge

Use this workflow when you need control over file order and the pages included from each PDF.

Free edition

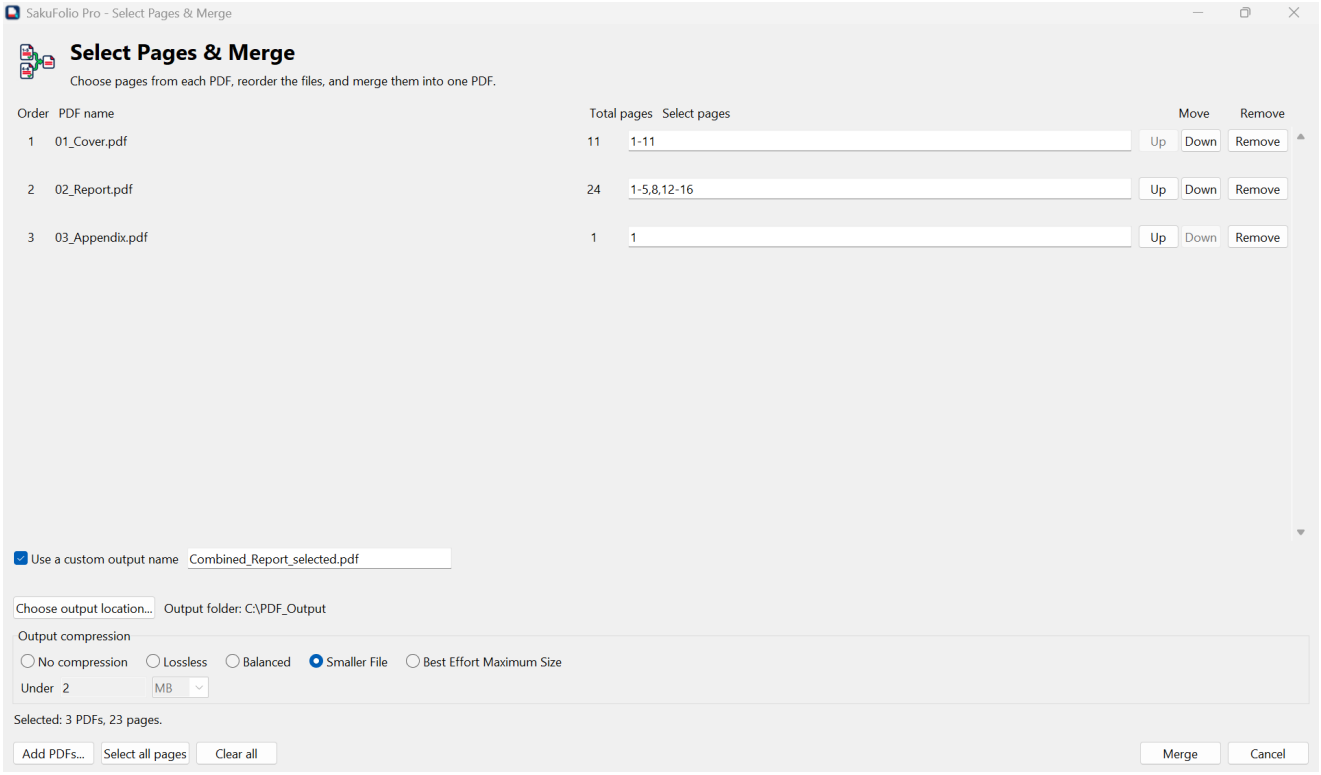
1. Use Up and Down to change the PDF order.
2. Enter the pages to include for every PDF. Use numbers, commas, and ranges such as 1,3,5-8.
3. Use Add PDFs to include files from another location. Use Remove for a PDF you do not want.
4. Choose the output folder, output name, and optional compression.
5. Select Merge. Every listed PDF must contain a valid page selection before Merge becomes available.



Select Pages and Merge in the Free edition

Select Pages and Merge in Pro

Pro removes the daily task limit and enables every compression profile. Page selection and ordering work the same way in both editions.



Select Pages and Merge in the Pro edition

Page selection examples

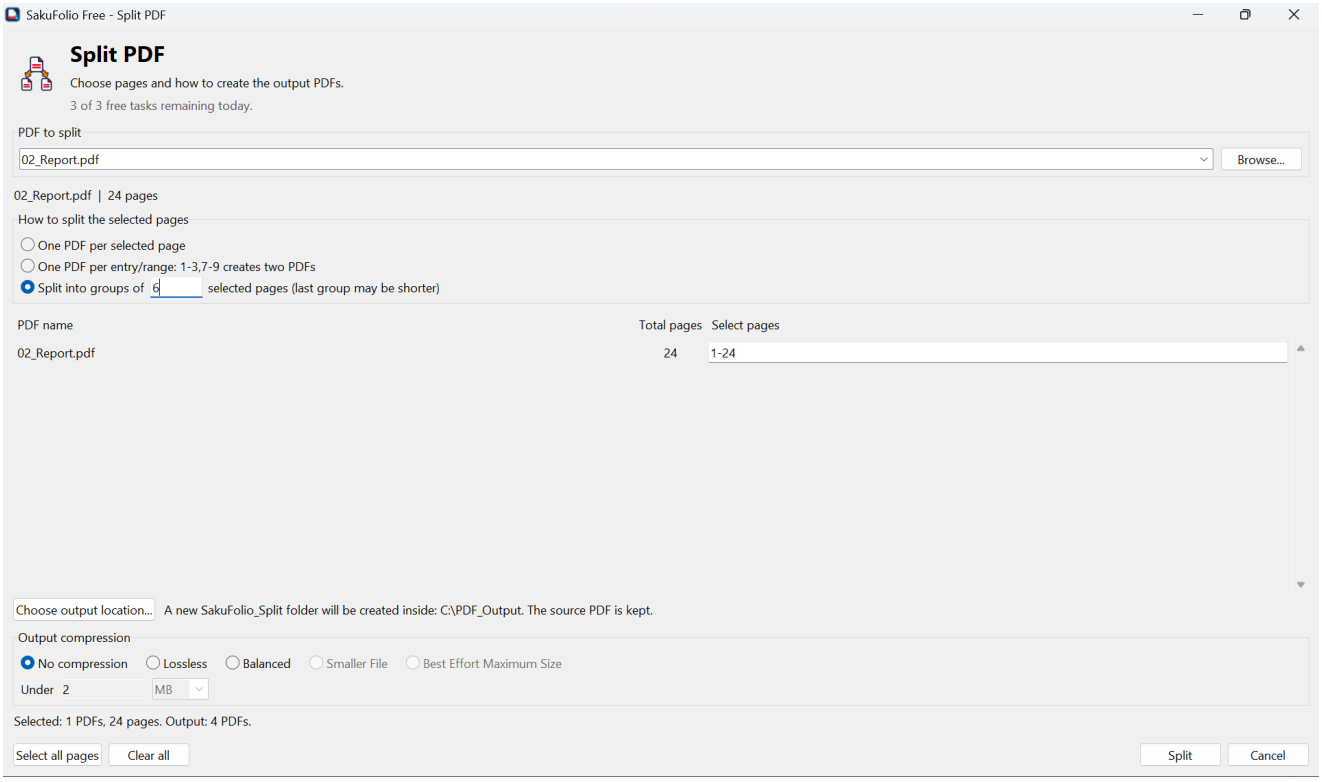
Entry	Meaning
1-10	Pages 1 through 10
1,3,5	Pages 1, 3, and 5
1-3,8,11-14	Pages 1 to 3, page 8, and pages 11 to 14

Split PDF

Split one source PDF into individual pages, entered ranges, or fixed-size groups.

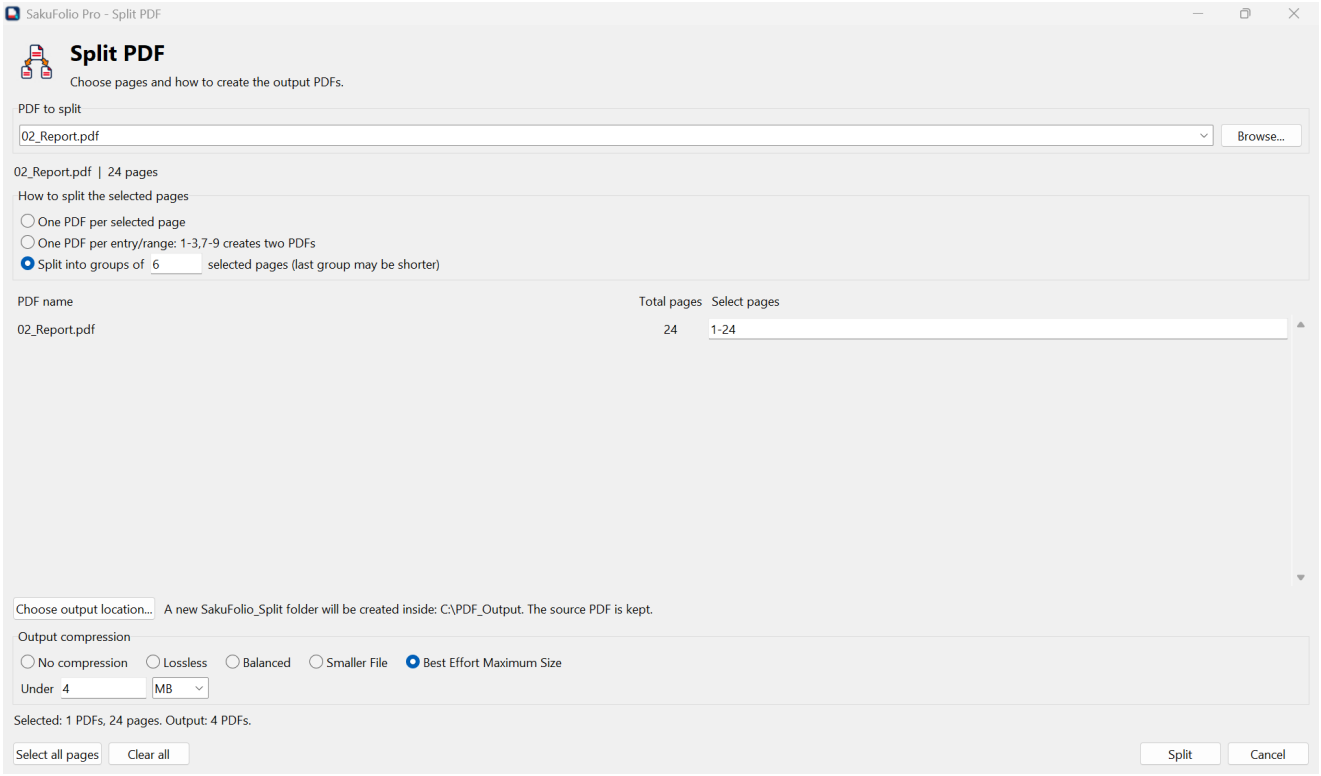
Free edition

1. Choose the split method first.
2. Select a PDF from the list or choose Browse to select another PDF.
3. Enter the pages or ranges required by the selected method.
4. Choose the output folder and optional compression.
5. Select Split. The source PDF is preserved.



Split PDF in the Free edition

Split PDF in Pro



Split PDF in the Pro edition

Split methods

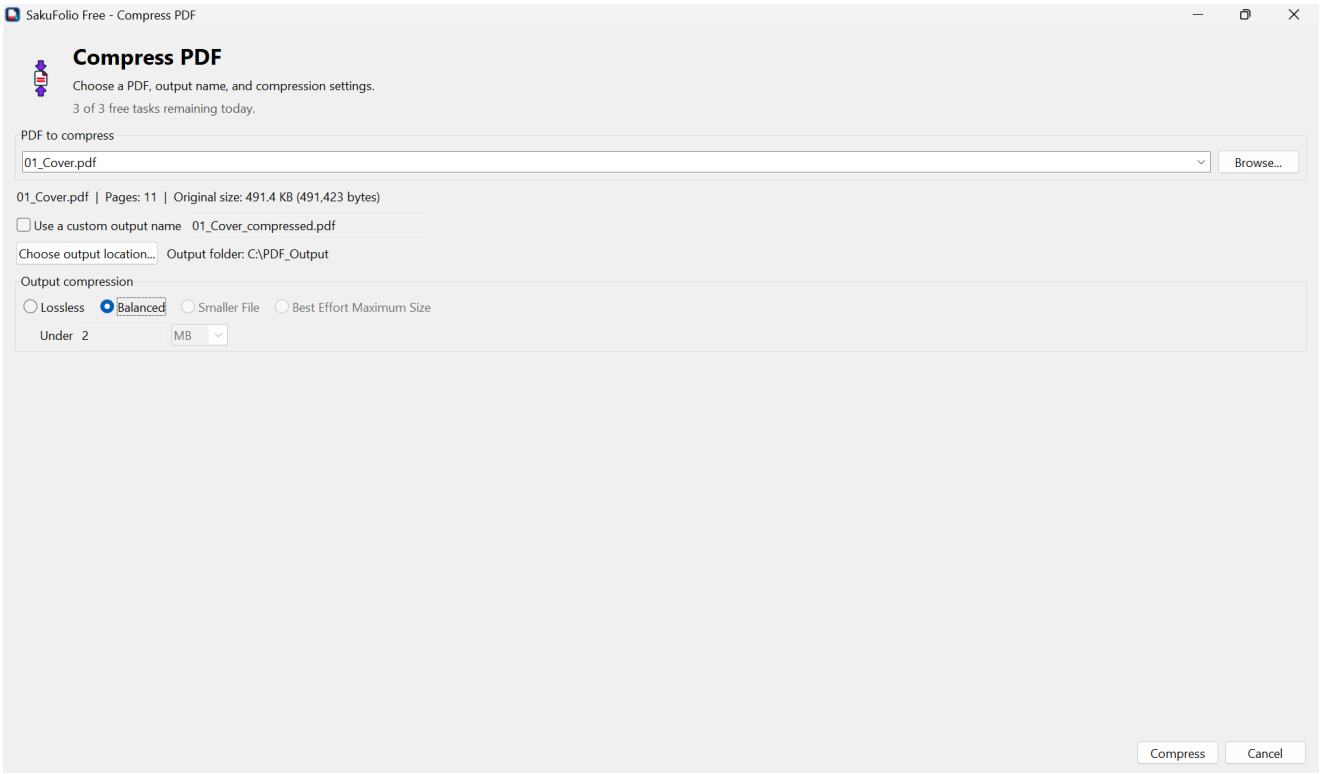
- One PDF per selected page creates a separate PDF for every chosen page.
- One PDF per entered range creates one output PDF for each range you enter.
- Split into groups creates PDFs containing the selected number of pages; the final group may contain fewer pages.

Compress PDF

Use the dedicated compression command when you want to reduce the size of one PDF without merging or splitting it.

Free edition

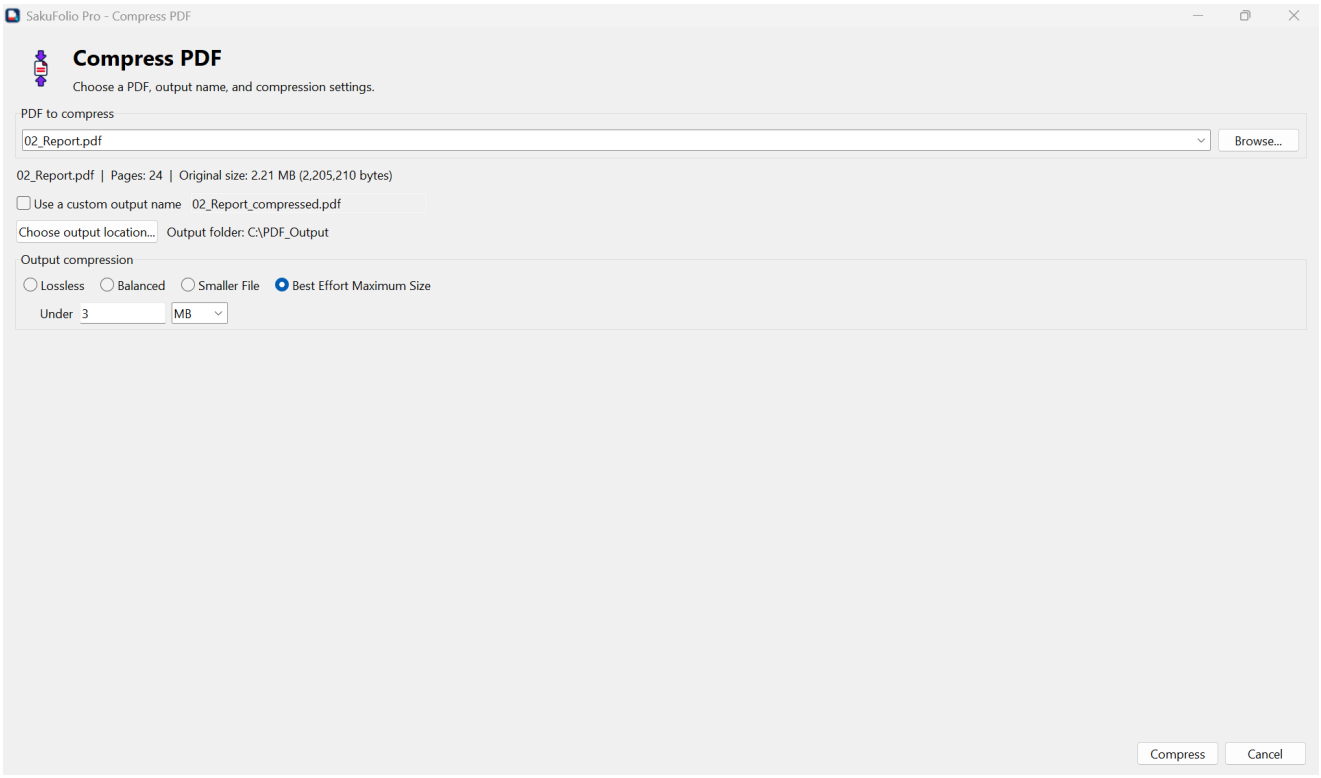
1. Choose the source PDF from the list or select Browse.
2. Choose the output folder.
3. Keep the suggested output name or enter a custom name.
4. Choose Lossless or Balanced, then select Compress.



Compress PDF in the Free edition

Compress PDF in Pro

Pro enables Smaller File and Best Effort Maximum Size in addition to Lossless and Balanced.



Compress PDF in the Pro edition

Choosing a profile

- Start with Lossless when preserving quality is the priority.
- Use Balanced for a practical compromise between size and clarity.
- Use Smaller File when reducing size is more important than preserving full image clarity.
- Use Best Effort Maximum Size when a service or workflow imposes a file-size limit. The requested size is a target, not a guarantee.

Compression modes and output handling

Compression modes

Mode	Purpose	Edition
No compression	Keep the command focused on merging or splitting without an added compression pass	Free and Pro
Lossless	Optimize without deliberately lowering image quality or resolution	Free and Pro
Balanced	Reduce size with moderate image processing	Free and Pro
Smaller File	Apply stronger compression for a smaller output	Pro
Best Effort Maximum Size	Try to keep the output below the specified size in MB	Pro

Output folders and filenames

- Choose output location to place the result in another folder.
- Use a custom output name when the suggested filename is not suitable.
- SakuFolio shows the final location in the completion message after successful processing.
- Avoid overwriting the source PDF unless you have another copy.

Troubleshooting and support

The Merge button is unavailable

In Select Pages and Merge, confirm that every listed PDF has a valid page selection. Remove any PDF that should not be included.

The expected PDF is missing from Quick Merge

Confirm that the file has a .pdf extension and is located in the selected folder. Quick Merge works with the PDFs found in that folder.

Compression does not reach the requested size

Best Effort Maximum Size is a target. Some PDFs cannot be reduced below a requested size without unacceptable quality loss or structural changes.

Privacy

PDF processing takes place locally on your Windows device. SakuFolio does not upload your documents. The Free edition stores only a local date and task counter for its daily allowance. Read the SakuFolio Privacy Policy

Support

For help, include the SakuFolio edition and version, your Windows version, the steps that produced the issue, and any displayed error message. Do not email confidential PDF documents unless Qanify specifically requests them. support@qanify.com | qanify.com/support

Microsoft Store

SakuFolio Free | SakuFolio Pro