



USER GUIDE

L'archiviatore

Bills, policies, warranties and taxes in order, safe on your phone.

English



Welcome

L'archiviatore is a filing cabinet for your paperwork, inside your phone. You take a picture of a bill, an insurance policy or a receipt: the app reads the text, works out what it is, puts it in the right binder and reminds you of the deadlines.

Everything stays on your phone. You don't need to create an account and no server receives your documents. The files are encrypted: locked with a key that only your phone knows.

This guide describes version 1.4 of the app. It explains every screen step by step and, in two chapters of their own, how to protect your documents and how never to lose them, even if one day you lose your phone.

How to read this guide

You don't need to be an expert. Each chapter explains one thing, step by step, with pictures of the screen exactly as you will see it on your phone. Read the guide from start to finish, or jump straight to the chapter you need.

The signs used in these pages

Settings

A word written like this is a button or an item you see on the screen: tap it.



Tip. A trick to do something faster or better.



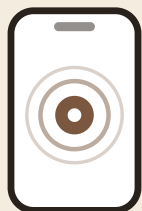
The numbers on the pictures match the explanations next to them.



Please note. Something to know before you go on.

Gestures on the screen

You use the phone with your fingers. These are the gestures this guide talks about.



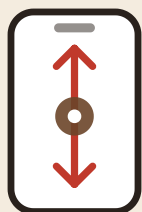
Tap

Touch the screen with one finger and lift it straight away, like a light knock.



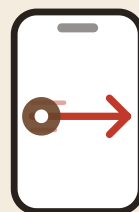
Touch and hold

Put your finger down and keep it still for a second, until something appears.



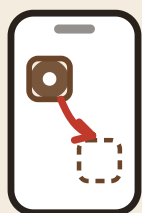
Scroll

Put your finger down and slide it up or down to see the rest of the page.



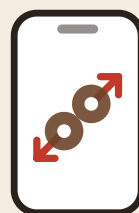
Swipe

A quick flick of the finger to the left, right, up or down, like turning a page.



Drag

Keep your finger on an item and move it where you want, then lift your finger.



Pinch

With two fingers: spread them apart to zoom in, bring them together to zoom out.

The pictures show the app on an iPhone. On an iPad the screen is wider, but the buttons and items are the same.

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Getting started

Download the app, open it for the first time and create your archive

In this chapter you install the app and set up your archive. It takes two minutes: you just answer two questions.

Downloading the app

- 1 Open the **App Store** on your phone (the blue icon with a white A).
- 2 Tap **Search** at the bottom right and type «L'archiviatore».
- 3 Tap **Get** next to the icon with three binders on a shelf, then confirm with Face ID or your Apple Account password. Downloading the app is free.
- 4 When the download is finished, the icon appears on your phone's Home Screen. Tap it to open the app.



GOOD TO KNOW

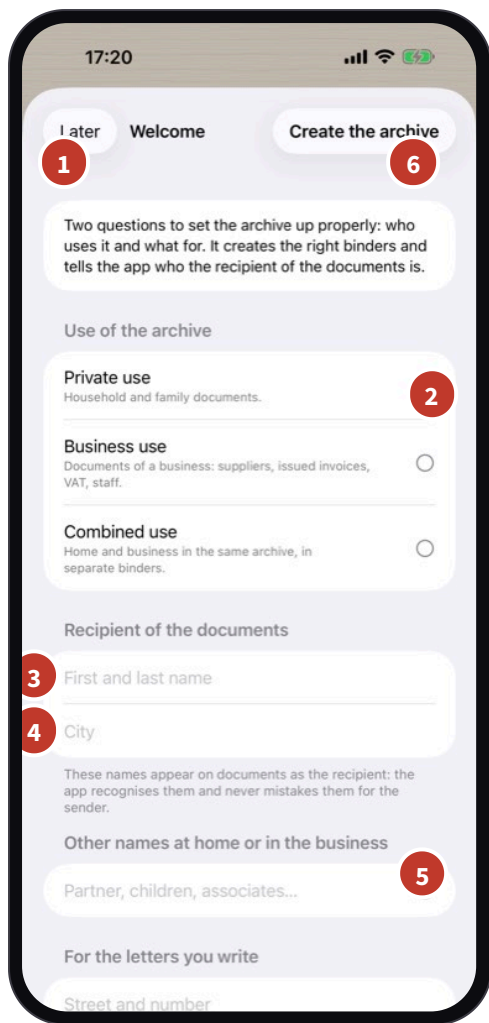
The app works on iPhone and iPad with iOS 18 or later. You don't need to register and you don't need an e-mail address.

The first start

The first time you open it, the phone asks whether the app may use **Face ID** (or Touch ID, on phones with a Home button). Answer **OK**: your face opens the app, and your documents stay locked to anyone else who picks up the phone. The chapter «Security and privacy» explains this in detail.

Right after that the **Welcome** screen appears with two questions: who uses the archive, and what for.

- 1 Tap the use that suits you, for example **Private use**. The tick moves there.
- 2 Tap the **First and last name** field and type your name. Do the same with **City**.
- 3 If you like, scroll down: in the section **For the letters you write** you can add street, postcode, e-mail and phone. They are only used for letters you write from the app (chapter 9).
- 4 Tap **Create the archive** at the top right.



The Welcome screen, the first time you open the app

- 1 **Later** : skip the questions. The archive is still created, for private use.
- 2 Choose the use: **private** (home and family), **business** (a company) or **combined** (both).
- 3 Your first and last name.
- 4 Your town.
- 5 Other names that appear on your letters: partner, children, business partners. Type the name and tap +.
- 6 **Create the archive** : saves and prepares the binders.

Why does the app want your name? On bills your name appears as the **recipient**. Knowing it, the app won't mistake it for the name of whoever sent you the document.

The app creates the **binders**: the folders on the shelf where your documents will go. For private use there are ten: Home, Bank, Insurance, Health, Car, Work, Taxes, Warranties, Receipts and Misc. For business use you get Supplier invoices, Issued invoices, Contracts, Taxes and VAT, Staff, Bank and Authorities instead. Everything you enter here can be changed whenever you like: tap the gear at the top right of the shelf, then **Profile: who uses the archive**.

2

The shelf

The main screen: binders, deadlines, search

The shelf is the screen you see every time you open the app. Just like in a real office, each binder has a spine with its name: the more documents it holds, the taller and thicker it gets.

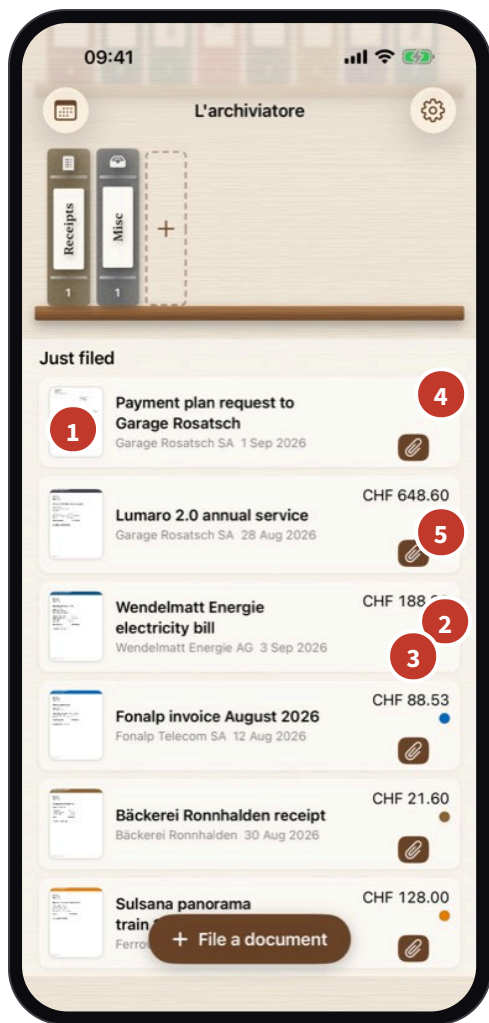


The shelf with a few documents already filed

- 1 The **calendar for the year**: all deadlines, month by month.
- 2 The **gear**: opens the Settings.
- 3 **Search**: tap here to look for a document in plain words.
- 4 The **deadline strip**: a dot under a day means something is due that day. Tap the day to see what.
- 5 A **binder**. Tap it to open it.
- 6 The number on the spine shows how many documents it holds.
- 7 The dashed spine with the + creates a new binder.
- 8 **File a document**: the button for filing a new sheet of paper.

Just filed

If you scroll the shelf up, below the shelves you find the **Just filed** list: the latest documents you filed. Each row is one document.



The list of the latest documents, below the shelves

- 1 The document's thumbnail. Tap the row to open it.
- 2 The amount and the document's **colour dot**: the app notes the main colour of the paper (red, blue...) and you can search for it.
- 3 The **paper clip**: straight away adds a photo or a file to that document.
- 4 This arrow means the document is a **reply** you wrote yourself.
- 5 This little folder means the document has **something linked** to it: a case, replies, several attachments.

Gestures on the binders

- **Tap** a spine: the binder opens with the list of its documents.
- **Touch and hold** a spine: **Edit** appears, to change its name, colour or icon.
- To change the order of the spines on the shelf: gear → **Order on the shelf**, then **drag** the names.



GOOD TO KNOW

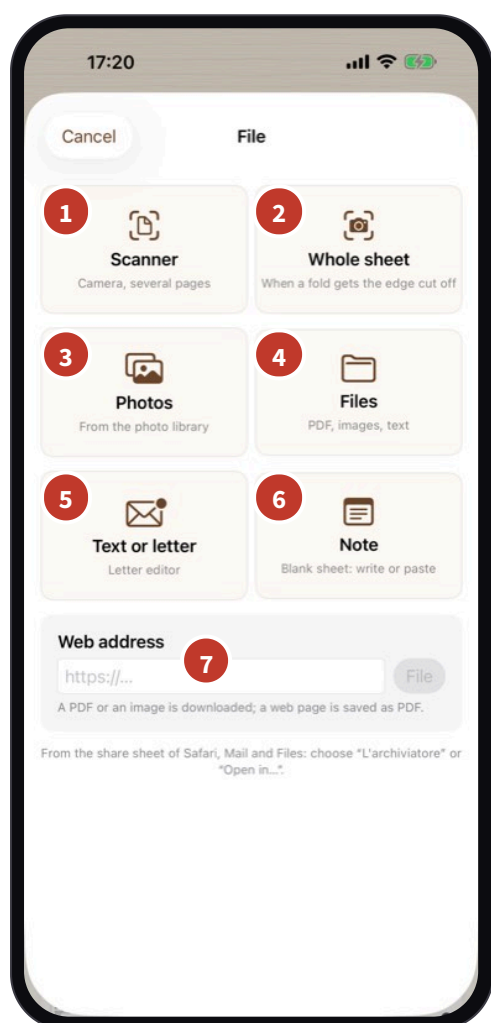
Once a day, when you open the app, if something is due today or overdue and not yet dealt with, the app rings a little bell and shows you the list **Today's deadlines**. Tap **OK** to close it.

Filing a document

Scanner, photos, files, web address: from paper to archive

This is what you will do most often: a bill arrives, you photograph it with the app and throw it away (or put it in a drawer). From then on you can find it in a moment, even ten years later.

At the bottom of the shelf tap **File a document**. The **File** sheet opens with the possible routes.



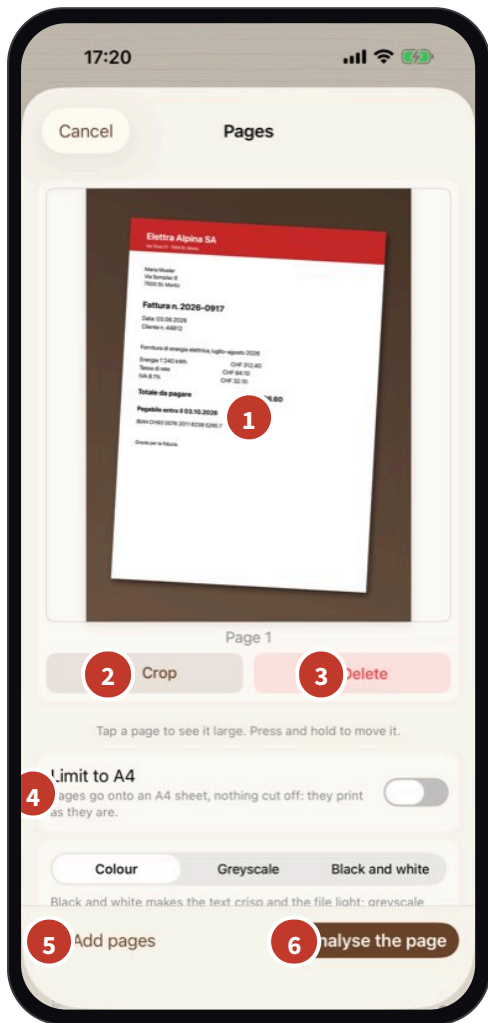
The File sheet: where the document comes from

- 1 **Scanner** : photograph the paper with the camera, several pages in a row if needed.
- 2 **Whole sheet** : take the page as it is, without the scanner cropping it. Handy for folded or stapled sheets.
- 3 **Photos** : pick a photo you already have in your library (up to ten at a time).
- 4 **Files** : a PDF, an image or a text saved in the Files app.
- 5 **Text or letter** : write a new letter (chapter 9).
- 6 **Note** : a blank sheet to type or paste a text.
- 7 **Web address** : paste the link of a PDF or a web page and tap **File**.

With the scanner, step by step

- 1 Lay the paper on a well-lit table, ideally on a dark surface.
- 2 In the File sheet tap **Scanner**. The first time, the phone asks for permission to use the camera: tap **OK**.

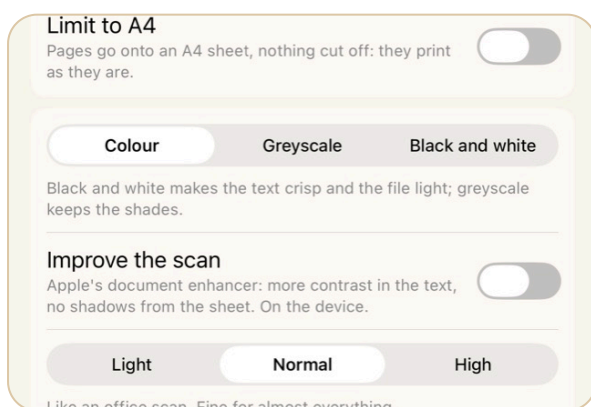
- 3 Frame the page. The iPhone scanner finds the edges by itself and takes the picture when the page is still; you can also press the round shutter button yourself.
- 4 If the document has several pages, turn the page and scan again. When you're done, tap **Save** at the bottom right.
- 5 The **Pages** screen opens, where you check the pictures before they are analysed (see below).



The Pages screen: the picture you have just taken

- 1 The page. Tap it to see it large; touch and hold to move it before or after the others.
- 2 **Crop**: move the four corners onto the edges of the paper and the app straightens it.
- 3 **Delete**: remove a page that didn't come out well.
- 4 **Limit to A4**: puts the page onto an A4 sheet, without cutting anything off.
- 5 **Add pages**: choose **Scanner** or **Whole sheet** for the next pages; you can switch between the two within the same document.
- 6 **Analyse the page**: when everything looks right, start the reading.

Further down on the same screen, choose how the page should come out:



Colour, **Greyscale** or **Black and white**: black and white makes the text sharp and the file small.

Improve the scan: more contrast, and the shadows on the paper disappear.

The quality: **Light** for sending by e-mail,

Normal is right almost always, **High** for reprinting or for photographs.

**TIP**

None of these choices is final: the app keeps the original picture and recalculates everything from it. You can try, go back and try again.

When the scanner cuts off the edge

The iPhone scanner looks for the four edges of the page and straightens what it finds. With a folded sheet, or a staple in one corner, it sometimes takes the fold for the edge and cuts off a strip of text. In those cases use **Whole sheet**.

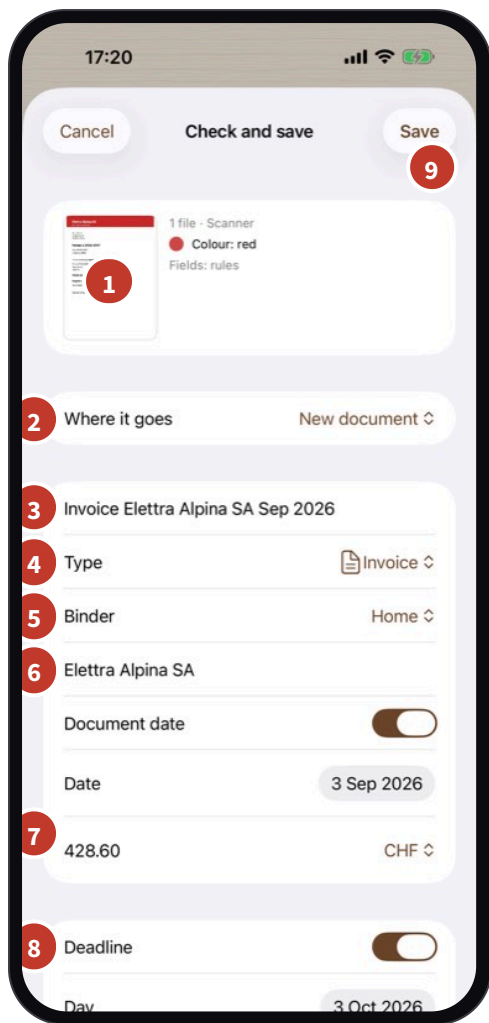
- 1 In the **File** sheet tap **Whole sheet** instead of **Scanner**.
- 2 Frame the whole sheet, press the round shutter button and confirm the photo.
- 3 The page arrives whole in the **Pages** screen. To remove the table around it, tap **Crop**: the corners are already squared to the sheet, move them only if needed.

**TIP**

A mixed bundle, some sheets clean and some folded? In the **Pages** screen tap **Add pages** and choose **Scanner** or **Whole sheet** each time: all the pages end up in the same document.

Check and save

After **Analyse the page** you see a progress bar for a few seconds: the app reads the text, looks at the colour and works out what kind of document it is. **It all happens on your phone**: the page is not sent anywhere. Then the **Check and save** card appears with what the app has understood.



Check and save: the fields filled in by the app

- 1 The first page and the **colour** found.
- 2 **Where it goes**: a new document, the pages added to an existing one, or a folder you choose (see below).
- 3 The suggested **title**. Tap it to change it.
- 4 The **type**: invoice, receipt, policy, warranty...
- 5 The **binder** the document will go into.
- 6 The **sender**: who sent you the document.
- 7 The **amount** and the currency.
- 8 The **deadline**: day and reason (for example «Payment»). The app will remind you.
- 9 **Save**: the document goes into the archive.

- 1 Read the fields from top to bottom. If something is wrong, tap it and correct it.
- 2 If you don't need the deadline (for example an invoice you have already paid), switch off **Deadline**.
- 3 Tap **Save** at the top right. The document appears in its binder and under **Just filed**.
- 4 The first time you save a deadline, the phone asks whether the app may send you notifications: tap **Allow**, otherwise the reminders won't arrive.



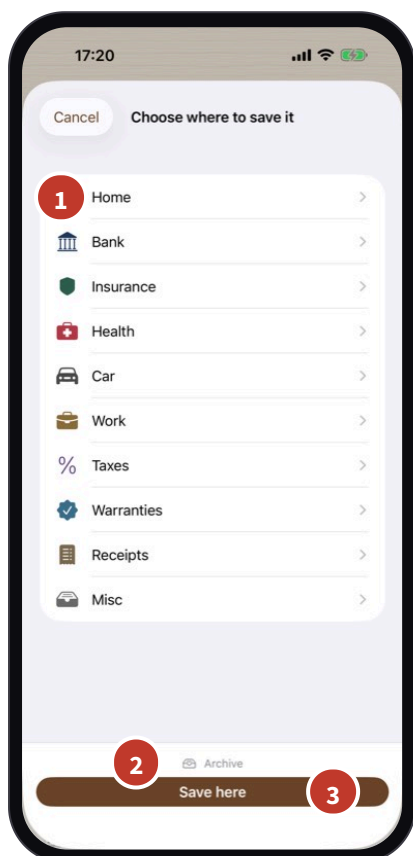
PLEASE NOTE

The app suggests, you decide. The recognition is very accurate on bills and invoices, but always take a look at the amount and the deadline before saving.

Where the document goes

At the top of the card, **Where it goes** decides what happens when you save:

- **New document** : the usual case. The document goes into the binder shown further down.
- **Into an existing one** : the pages are added at the end of a document already in the archive, for example the follow-up to a policy or the reminder for an invoice. Tap **Document** , search for the document by name, pick it and tap **Attach** . Title, date and deadline stay those of the chosen document.
- **Choose the folder** : your binders open. Go into the right one, and into one of its subfolders if needed, then tap **Save here** .



Choose the folder: go where you want and save there

- 1 Tap a binder to go in: inside you'll find its subfolders.
- 2 The path: where the document will end up.
- 3 **Save here** : the document is saved in this folder.

From another app: Mail, Safari, Files, Photos

Did an invoice arrive as a PDF by e-mail? There's no need to download it first.

- 1 In the e-mail, tap the attachment to open it.
- 2 Tap the **Share** button (the square with the arrow pointing up).
- 3 In the row of apps choose **L'archiviatore** (if you don't see it, scroll the row to **More**).
- 4 The app opens and the analysis starts by itself, followed by the **Check and save** card.

**GOOD TO KNOW**

The free version holds 20 documents with all features. When only a few are left, you can read at the top of the File sheet how many remain. See the chapter «Free version and purchase».

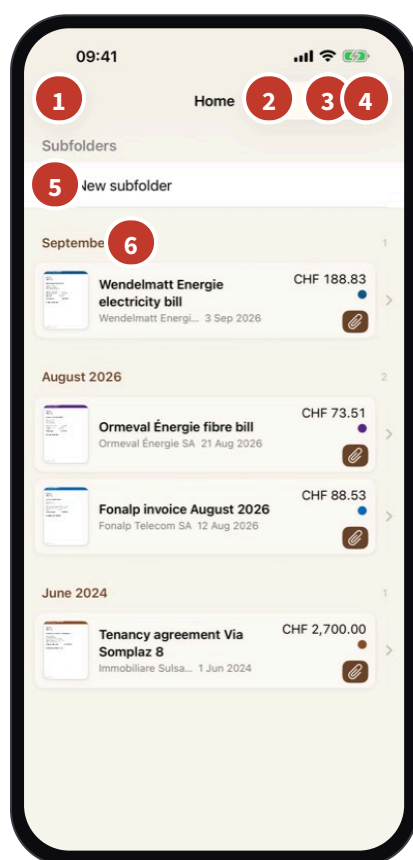
4

Binders and subfolders

Open, create, rename and reorder your binders

Binders are the folders on the shelf. The ones the app prepares are fine to start with, but you can change them however you like: name, colour, icon, order. And inside each binder you can make subfolders, for example «Home → Heating».

Inside a binder



The Home binder, opened

- 1 Go back.
- 2 The **curved arrow**: back to the shelf with one tap. Touch and hold it to choose between **One step back** and **To the shelf**. You'll also find it on document cards and in the map.
- 3 **+**: file a document directly in here.
- 4 The **...** menu: edit the binder, new subfolder, export this binder.
- 5 **New subfolder**.
- 6 Documents are grouped by **month**, newest first.



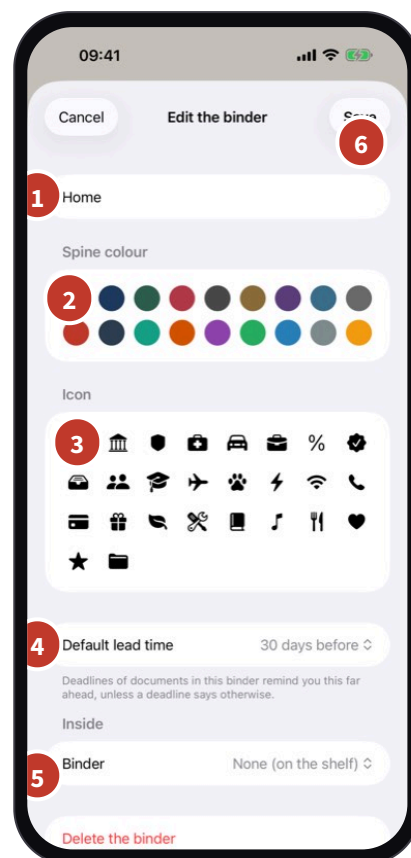
TIP

To move a document to the trash without opening it, **swipe** its row to the left and tap **Trash**.

Changing name, colour and lead time

Edit binder

- 1 The **name** shown on the spine.
- 2 The **spine colour**: tap a circle.
- 3 The **icon** at the top of the spine.
- 4 The **Default lead time**: how many days before a deadline to remind you, for the documents in this binder.
- 5 **Inside**: if you choose another binder, this one becomes its subfolder.
- 6 **Save**.



- 1 On the shelf, **touch and hold** the spine and tap **Edit**. (Or open the binder, tap ... at the top right, then **Edit the binder**.)
- 2 Change whatever you like.
- 3 Tap **Save** at the top right.

A new binder

On the shelf, tap the dashed spine with the +, after the last binder. Type the name, choose colour and icon and tap **Save**: the new spine appears on the shelf.

Subfolders

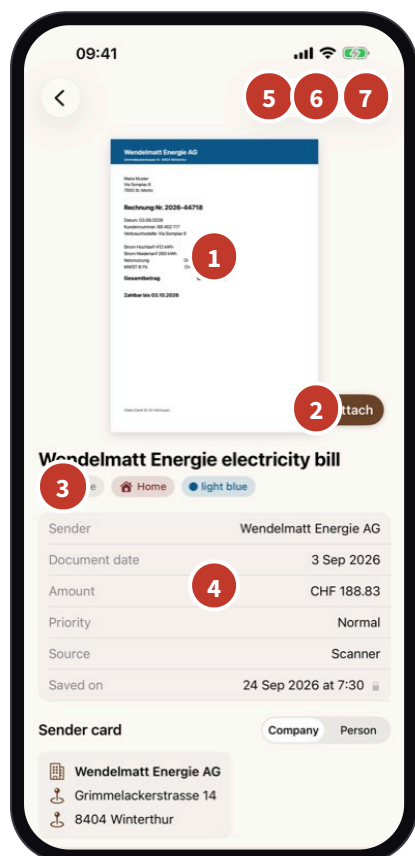
Inside a binder, go to the **Subfolders** section and tap **New subfolder**. Subfolders have only one level: you can't create another subfolder inside a subfolder. A subfolder linked to a document is called a **case** (chapter 6).

If you delete a binder (**Delete the binder**, at the bottom of the edit screen), the documents are **not** deleted: they move to the binder above or stay without a binder.

The document card

View, correct, attach, share, print

Every document has its own card: the image of the paper, the main details, the deadlines, the attachments. From here you send it to your accountant, print it or reply to it.



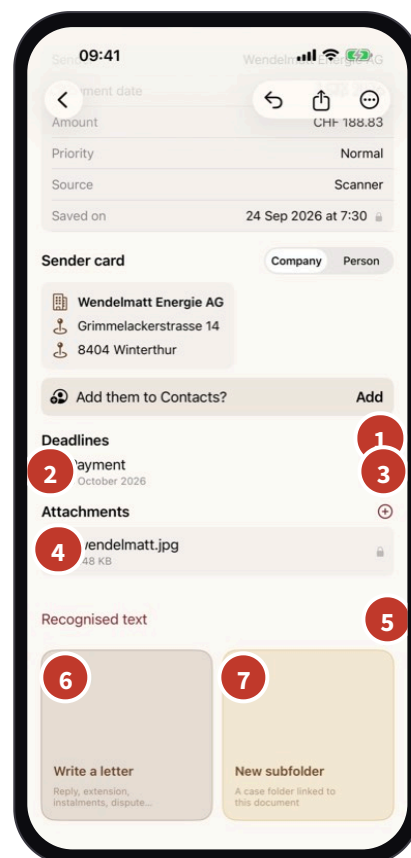
The card of an invoice

- 1 The preview of the paper. **Tap it** to open it full screen; with two fingers you can zoom in.
- 2 **Attach** : add a page, a photo or a file to the same document, even months later.
- 3 Type, binder and colour.
- 4 The details: sender, date, amount, priority, origin. The **Saved on** date has a padlock: it can't be changed.
- 5 Back to the shelf.
- 6 **Share**: send the document by e-mail, message or AirDrop, or save it in Files.
- 7 The ... menu: **Edit** , **Re-analyse the document** , **Translate the text...** , **Print** , **To trash** .

Further down the card

Deadlines, attachments and the two actions at the bottom

- 1 **+** next to **Deadlines**: add another deadline.
- 2 The circle: tap it once you've dealt with it (for example, you've paid). The deadline turns green and no longer reminds you.
- 3 The deadline's **⋮**: edit it, put it in the iOS Calendar, send it to someone.
- 4 An **attachment**. The padlock shows that the file is encrypted. Tap it to open it.
- 5 **Recognised text**: all the text the app has read; you can select and copy it.
- 6 **Write a letter**: reply to the document (chapter 9).
- 7 **New subfolder**: open a case linked to this document (chapter 6).



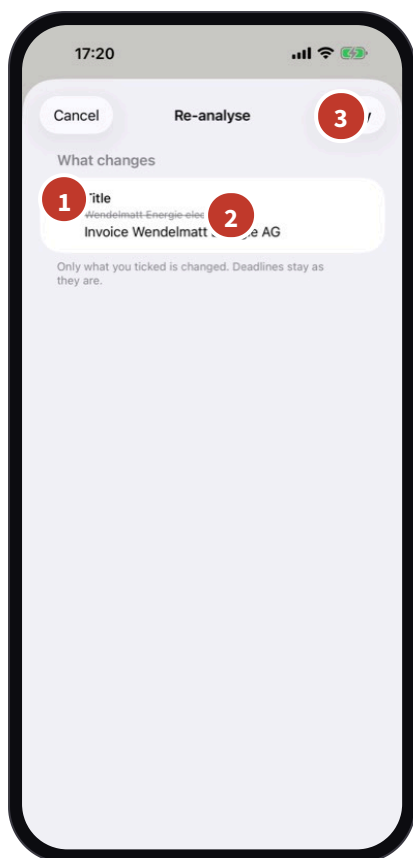
Correcting the details

- 1 On the card tap **⋮** at the top right, then **Edit**.
- 2 Change the title, type, binder, sender, date, amount, priority, colour or notes.
- 3 Tap **Save**.

Re-analysing a document

If the app got something wrong, or if you archived the document with an earlier version, you can have it read again with today's rules.

- 1 On the card tap **⋮** at the top right, then **Re-analyse the document**.
- 2 The app reads the document's text again (if there is none, it reads the pages again) and shows, field by field, the current value crossed out and the new one below.
- 3 Untick whatever you don't want changed and tap **Apply**. With **Cancel** nothing changes.



Re-analyse: before and after, field by field

- 1 The tick: this field will be changed. Tap it to leave the field as it is.
- 2 Crossed out, the current value; below it, the new one.
- 3 **Apply** : changes only the ticked fields.

Sending a document to someone

- 1 On the card tap **Share** at the top (the square with the arrow).
- 2 If the file is large (over 5 MB), the app asks: **Make it lighter** sends a lighter copy that is easy to read; **Send the original** sends the file as it is. The original in your archive never changes.
- 3 Choose Mail, Messages, WhatsApp or another app, or **Save to Files**.



TIP

Many mailboxes reject attachments over 10–20 MB. If the e-mail doesn't go through, choose

Make it lighter.

The sender card and Contacts

Below the details, the **Sender card** shows who sent you the document, with the address, phone and e-mail found on the paper. Tap **Add** next to «Add them to Contacts?» and the company goes into your phone's address book. With **Company** or **Person** you tell the app whether it's a company or a person.

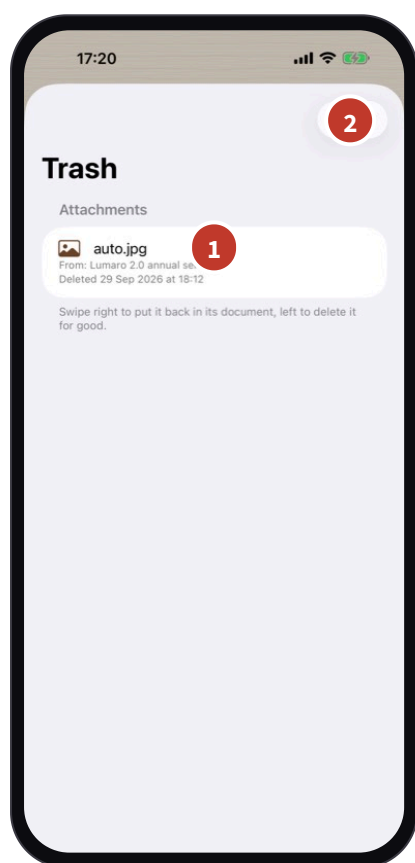
Translating a document

Did you receive a letter in German or French? Tap **⋮** → **Translate the text...** and choose the language. The phone itself does the translation: the first time, iOS may ask you to download the language. You can save the translation in the document's notes, so the search finds it too.

The trash

⋮ → **To trash** takes the document out of the archive, but doesn't delete it straight away. You'll find it in the Settings, section **Data**, item **Trash**: swipe the row to the right to **Restore**, to the left to delete it for good.

A single **attachment** can go to the trash too, without touching the rest of the document: on the card or in the map, **press and hold** the attachment and choose **To trash**.



The trash with an attachment taken out of a document

- 1 The attachment and the document it comes from.
- 2 **Empty**: deletes everything in the trash for good.

- Swipe right, or press and hold and choose **Restore**: the attachment goes back into its document, after the others.
- Swipe left, or press and hold and choose **Delete forever**: the file disappears and cannot be recovered.

6

Cases and the document map

Keep everything about the same matter together

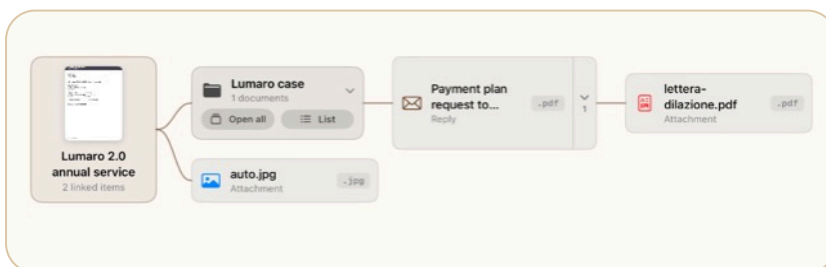
Some matters go on for months: damage to the car, a health insurance refund, a dispute with the landlord. Letters arrive, you reply, you attach photos. The **case** keeps everything together, attached to the document it started from.

Opening a case

- 1 Open the document where the matter starts, for example the garage invoice.
- 2 Scroll to the bottom and tap the square **New subfolder**.
- 3 The name is already the document's title: change it if you like and tap **Save**.
- 4 From now on, letters you write in reply to that document go in there by themselves, and from the document you reach the case with one tap.

The map

When a document has something linked to it (a case, replies or several attachments), tapping it doesn't open the card but the **map**: the document on the left and, on the right, everything linked to it, joined by lines.



On the left, the garage invoice. In the middle, the case with the buttons **Open all** (all the attachments, to leaf through one after another) and **List**. Further right, the reply letter and its PDF. Below, the photo of the invoice.

- **Tap** a document on the map to open its card; **touch and hold** for **Edit** or **Open**.
- **Tap** an attachment to view it. With **two fingers** you zoom into the map when it is large.
- The **small arrow** with the number opens or closes a document's branches.
- **Press and hold** an attachment for **Open** or **To trash**.

7

Finding a document

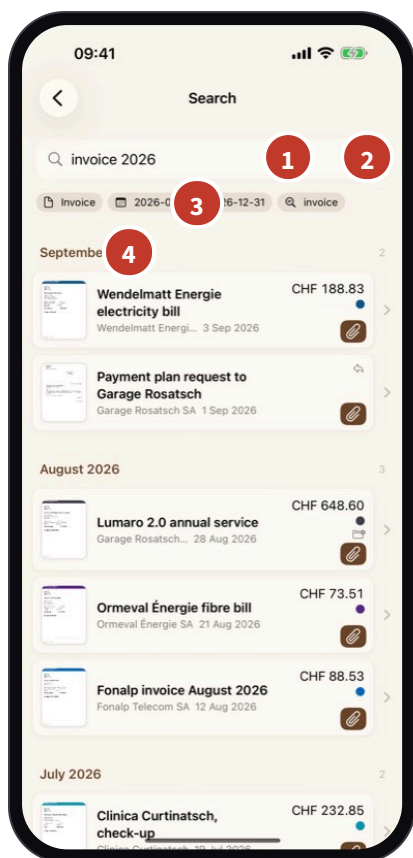
Type or say what you're looking for, in plain words

No more emptying drawers: type what you remember about the document. The app understands the type of document, the colour of the paper, the year, the binder and the sender, and it also searches the full text of the pages. It understands many languages: «invoice» also finds Italian «fatture» and German «Rechnungen».

- 1 On the shelf tap the **Search** bar at the top.
- 2 Type what you're looking for, for example «invoice 2026». The results appear as you type.
- 3 Tap a result to open it.

Examples that work

- «red policy»: insurance documents printed on red paper.
- «Fonalp»: all documents that mention that company.
- «Car 2026»: the documents in the Car binder dated 2026.



Searching for «invoice 2026»

- 1 What you typed. The **x** clears it.
- 2 The **microphone**: tap and speak; tap again to stop.
- 3 The **labels** show what the app has understood: here the type Invoice and the year 2026.
- 4 The results, grouped by month.

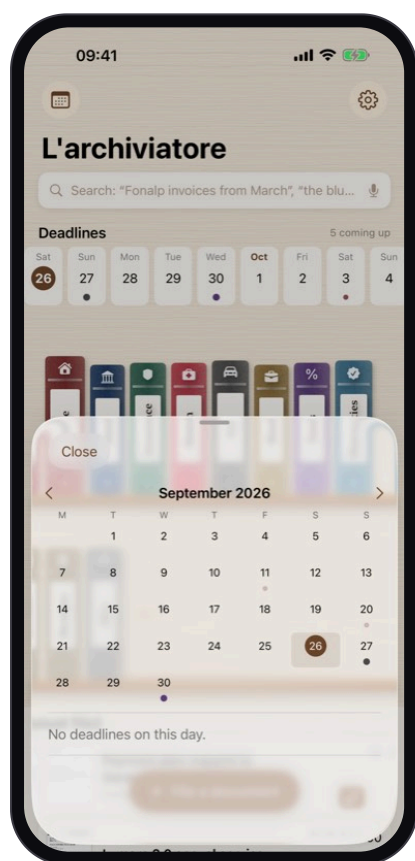
Deadlines, reminders and calendar

Never again forget a payment, a renewal or a warranty

Many documents have a date you mustn't miss: the invoice to pay, the policy to cancel, the tax return to hand in, the warranty that runs out. The app reminds you with a notification, at the right moment.

Where you see the deadlines

- On the shelf, in the **deadline strip**: from a week ago to three months ahead. A dot under a day = a deadline.
- Tapping a day in the strip opens the **month** (below).
- Tapping the **calendar** at the top left of the shelf opens the whole **year**.



The month sheet, opened from the strip

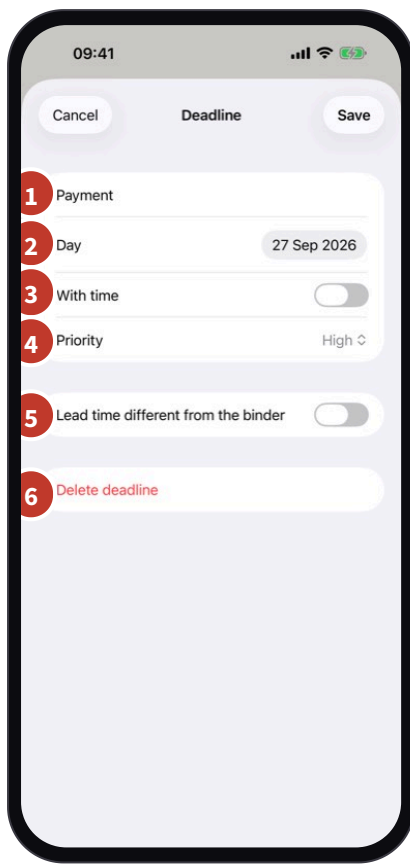
Tap a day to see its deadlines below; tap a deadline to open the document. The arrows next to the month's name go to the previous or next month. To close, tap **Close** or drag the sheet down.

In the **year** (the calendar at the top left of the shelf) the dots are deadlines: tap a month or a day to open it.

Adding or changing a deadline

- 1 Open the document and scroll to **Deadlines**.
- 2 Tap **+** for a new deadline, or tap an existing deadline to change it.

3 Tap **Save**.



A document's deadline

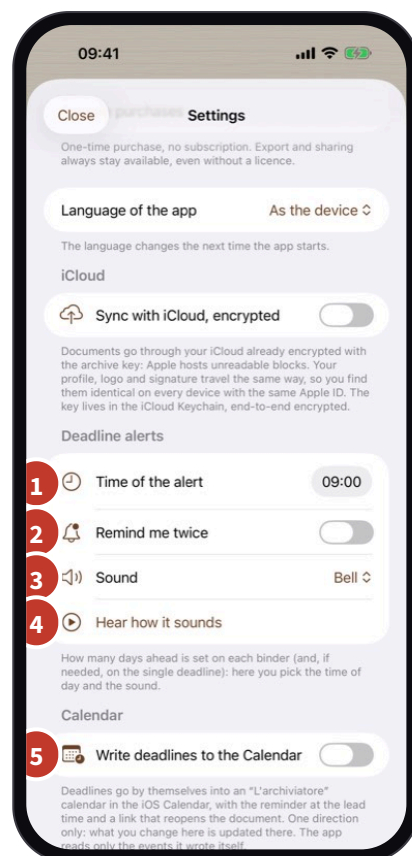
- 1 The **reason**: Payment, Renewal, Cancellation...
- 2 The **day**.
- 3 **With time**: if the time of day matters too.
- 4 The **priority**: low, normal or high.
- 5 A **lead time** different from the binder's.
- 6 **Delete deadline**.

When the reminder arrives

How many days in advance you're reminded is decided by the **binder** (for example 30 days for insurance, 7 for health): you change it in **Edit the binder** → **Default lead time**. The time and the sound are chosen in the Settings, section **Deadline alerts**.

Settings: reminders and calendar

- 1 **Time of the alert** : the time of day it arrives (usually 9 am).
- 2 **Remind me twice** : a second reminder closer to the deadline.
- 3 The **sound**: Bell, Chime, the iOS sound or no sound.
- 4 **Hear how it sounds** .
- 5 **Write deadlines to the Calendar** : copies them into the iOS Calendar.



Deadlines in the iOS Calendar

If you switch on **Write deadlines to the Calendar** , the app creates a calendar called «L'archivatore» in the phone's Calendar and writes all deadlines into it, with a reminder and a link that reopens the document. The phone asks for permission to access the Calendar: tap **Allow**. The app only writes and updates its own events; it doesn't read your other appointments.



PLEASE NOTE

Reminders only arrive if you have allowed notifications. If they don't arrive: open the phone's **Settings** (the grey app with the gear) → **Notifications** → **L'archivatore** → switch on **Allow Notifications**.

Writing a letter

Reply, ask for an extension or a payment plan, dispute

Do you need to ask to pay in instalments, move a deadline, dispute a wrong invoice or send details you were asked for? The app prepares the letter with the right details already in place: you check it, sign it and send it.

Opening the letter editor

- **To reply to a document:** open the document, scroll to the bottom and tap **Write a letter**. Recipient, reference and deadline are taken from the document.
- **For a new letter:** on the shelf tap **File a document** → **Text or letter**.

The screenshot shows the 'Write a letter' screen in an app. At the top, there's a 'Close' button and the title 'Write a letter'. Below is a section 'What to write' with two fields: 'Template' (labeled 1) and 'Letter language' (labeled 2, set to 'Italiano'). A note states: 'The text starts from the template in the language of the received document and can be changed word by word.' Below this is the 'Recipient' section. It has a 'From Contacts' button (labeled 3) and a text field containing 'Garage Rosatsch SA' (labeled 4). Below the name is the address 'Via Grevas 17, 7500 St. Moritz' and an 'E-mail (optional)' field. The 'Reference' field (labeled 5) contains 'Fattura 2026-0455'. The 'Sender' section (labeled 6) shows 'Maria Muster' with address 'Via Somplaz 8, 7500 St. Moritz' and email 'maria.muster@example.com'. At the bottom, there's an 'Add' section with two buttons: 'First and last name' (labeled 7) and 'E-mail'. Below these are 'Phone' and 'Mobile' input fields.

The letter editor, top part

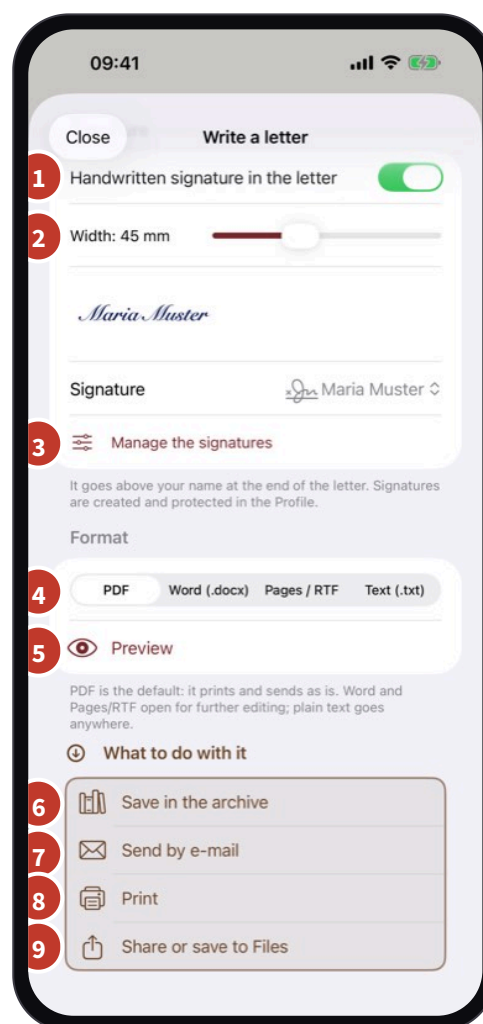
- 1 The **template**: what you want to write (see the table below).
- 2 The **Letter language**: Italian, German, French or English.
- 3 **From Contacts**: take the recipient from your address book.
- 4 The recipient and their address, found on the document.
- 5 The **reference**: the invoice or case number.
- 6 The **sender**: you, from your profile.
- 7 **Add**: switch the sender lines (name, e-mail, phone...) on or off.

Template	Used for...
Reply	replying in general to a letter or an invoice
Request for an extension	asking to move a deadline to a new date
Request for instalments	asking to pay in instalments: choose how many and from when
Dispute	saying that an amount or a charge is not right
Sending the requested information	sending the details you were asked for, one per line
Acknowledgement of receipt	confirming that you received a document
Free letter	writing whatever you like, with letterhead and signature ready

Further down you'll find the **text** of the letter, already written by the template: tap it and change as many words as you like. Then the layout: the style, the position of the address for a **window envelope**, and the logo if you have a business.

The letter editor, bottom part

- 1 **Handwritten signature in the letter** : your signature above your name.
- 2 The width of the signature.
- 3 **Manage the signatures** (chapter 10).
- 4 The **format**: PDF, Word, Pages or plain text.
- 5 **Preview** : see the letter as it will be printed.
- 6 **Save in the archive** : the letter becomes a document, linked to the one you're replying to.
- 7 **Send by e-mail** .
- 8 **Print** .
- 9 **Share or save to Files** .



- 1 Choose the template and check recipient and reference.
- 2 Read the text and correct it if needed.
- 3 Tap **Preview** to see the page.
- 4 Tap **Save in the archive**, so there's a record of what you sent.
- 5 Send it with **Send by e-mail**, or **Print** it and post it.



TIP

PDF is the safest choice: it prints and sends exactly as it is. Word and Pages are useful if you want to keep writing on a computer.



GOOD TO KNOW

The letter templates exist in four languages (Italian, German, French and English), the languages of Swiss documents. The app picks the language of the document you're replying to by itself; you can change it with **Letter language**.

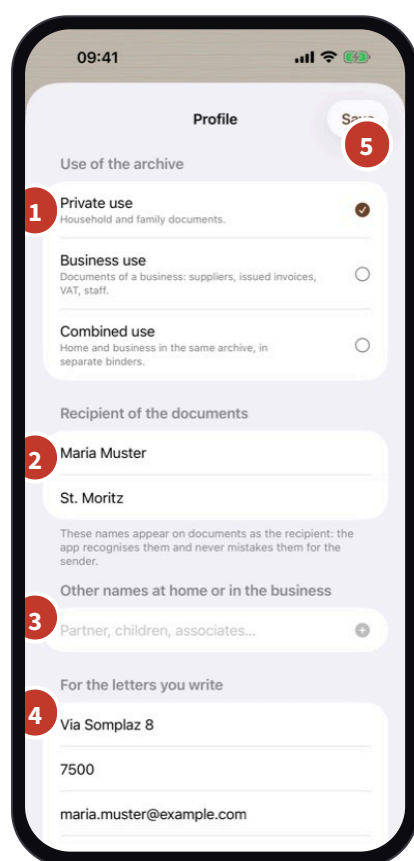
Profile and signatures

Your details for letters, and your handwritten signature

The profile tells the app who you are: it is used to recognise you as the recipient on documents and to write the sender on letters. Signatures go at the bottom of letters, as if you had signed with a pen.

The profile

On the shelf tap the **gear** at the top right, then **Profile: who uses the archive**, the first item.



The profile

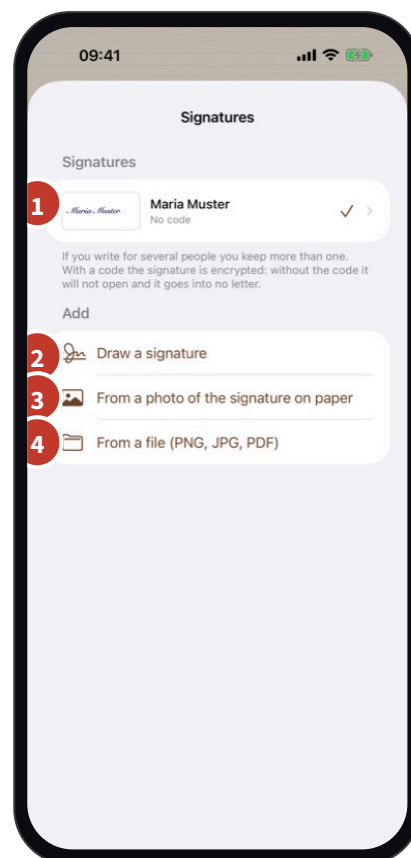
- 1 How the archive is used.
- 2 Name and town: as they appear on the documents you receive.
- 3 Other names in the household or the business.
- 4 Address, e-mail and phone for letters.
- 5 **Save**.

Further down in the profile you'll find the **Usual currency** and, for business or combined use, the company name, the VAT number and the **logo** for the top of your letters.

Signatures

Saved signatures

- 1 A saved signature. Tap it to rename or protect it.
- 2 **Draw a signature** with your finger or with Apple Pencil.
- 3 **From a photo of the signature on paper**: the app removes the paper and keeps the stroke.
- 4 **From a file (PNG, JPG, PDF)**.



- 1 In the profile tap **Signatures**, or in the letter editor tap **Manage the signatures**.
- 2 Tap **Draw a signature** and sign with your finger. If you turn the phone sideways you have more room.
- 3 Give the signature a name (your own, for example) and tap **Save**.
- 4 If you like, switch on **Protect with a code**: without the code the signature won't go into any letter.



PLEASE NOTE

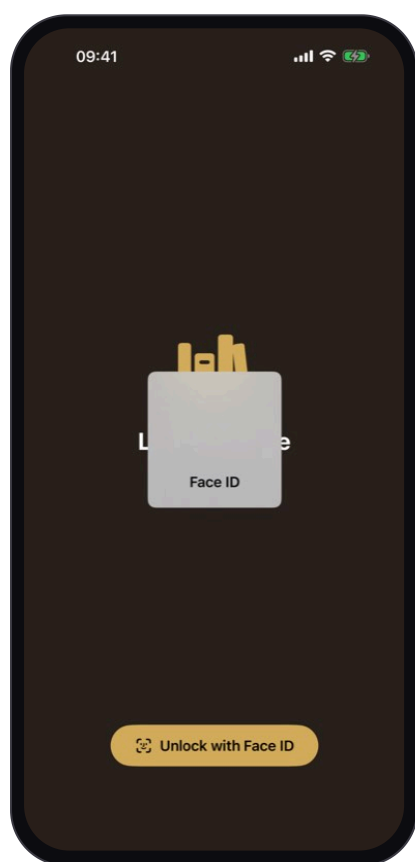
The code of a protected signature cannot be recovered: if you forget it, you have to make the signature again. Without a licence you can keep two signatures.

Security and privacy

Face ID, encryption and what happens to your data

Your archive holds the most personal things: salary, health, taxes, bank account. That's why L'archiviatore is built to keep them locked, even from someone who picks up your phone while it's unlocked.

The Face ID lock



When it opens, the app asks for your face

When you open the app, and when you come back to it after a minute, this screen appears and the phone looks at you: your face opens the archive. If Face ID doesn't recognise you, tap

Unlock with Face ID to try again, or use the phone's passcode.

In the Settings, section **Protection**:

- **Lock with Face ID** switches the lock on or off. We recommend leaving it on.
- **Require after** : how long you can be out of the app before it asks for your face again (immediately, 30 seconds, 1 minute, 5 or 15 minutes, 1 hour).
- When you switch between apps, L'archiviatore only shows its symbol in the list of open apps: no-body catches a glimpse of your documents.

Encryption in plain words

Every photo and every PDF you put in the archive is **encrypted**: turned into an unreadable block of data that only opens with a key. The key is kept in your phone's Keychain, protected by Face ID. Anyone who copied the files without your unlocked phone would only see meaningless characters.

This has an important consequence: **there is no password to recover**. Nobody, not even we, can re-open your documents for you. That's why the next chapter, on backups, is the most important one in this guide.

Privacy

- **No account and no server.** The app has no website where your data goes.
- **All the work happens on the phone:** reading the text, recognising the document, search, dictation, translation.
- **No advertising and no tracking.**
- Documents only leave the phone when you decide: when you share them, export them, make a backup or switch on iCloud (and even to iCloud they travel already encrypted).
- The app asks for permission to use the camera, photos, Contacts, Calendar and notifications only when you use that feature. You can say no: everything else still works.



GOOD TO KNOW

The full privacy text is in the app: Settings → [About, privacy and terms](#).

12

Never lose your documents

Backup, iCloud, and what to do if you lose your phone

A phone can get lost, broken or stolen. If your archive only exists on it, it goes with it. Two minutes are enough to prevent that: read this chapter calmly.

The two protections

	Full backup	iCloud sync
What it is	A single file with the whole archive, locked with a password of your own	A copy in your iCloud that updates itself
When it's made	When you decide (the app reminds you)	Always, by itself, after every change
Where it is	Wherever you put it: iCloud Drive, a computer, a USB stick	In your iCloud, already encrypted
Needs the licence	No, it's free	Yes
Also useful for	Keeping a copy outside Apple	Using the same archive on iPhone and iPad



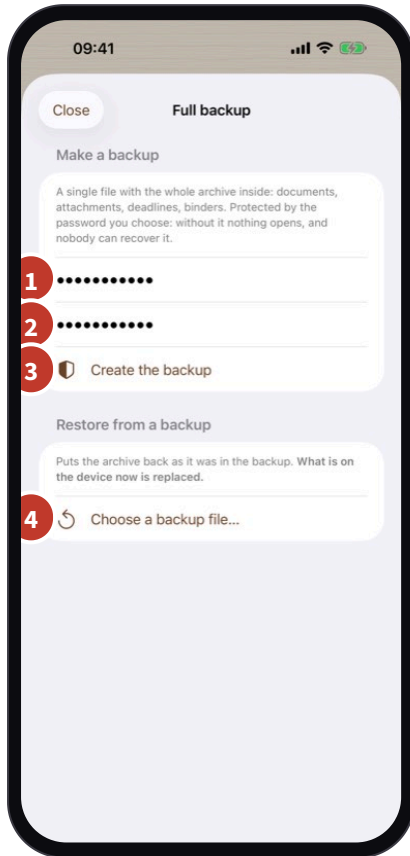
THE IPHONE BACKUP IS NOT ENOUGH

The phone's automatic backup to iCloud or to a computer is not enough on its own: the key that opens your documents stays tied to the phone and doesn't move to a new one. Use the **app's backup** or the **app's iCloud sync**, ideally both.

Making a full backup

- 1 On the shelf tap the **gear**, scroll down to **Data** and tap **Full backup and restore**.
- 2 Make up a password and type it twice. Choose one you'll remember and write it down somewhere safe, away from the phone.
- 3 Tap **Create the backup** and wait until the bar is finished.

- 4 Tap **Save or share the file** and choose **Save to Files** → **iCloud Drive**, or send it to your computer.
- 5 Done. Under the backup item in the Settings you can read the date of the **last backup**.



Full backup and restore

- 1 The backup password (at least 6 characters).
- 2 The same password again.
- 3 **Create the backup**.
- 4 **Choose a backup file...** : for restoring.



PLEASE NOTE

Without the password the backup won't open, and nobody can recover it. And a backup that stays only on the phone is no use at all: it has to be somewhere else.



TIP

When you have at least 20 documents and have never made a backup, or if the last one is more than three months old, the app reminds you with the message «Make a backup of your archive». Tap **Do it now**.

Restoring the archive from a backup

- 1 Install L'archiviatore on the new phone and open it.
- 2 Gear → **Full backup and restore** → **Choose a backup file...**.

- 3 Choose the backup file (for example in iCloud Drive). The app shows when it was created and how many documents it contains.
- 4 Type the backup password and tap **Replace the archive with this backup**, then confirm with **Replace**.
- 5 Everything is back as it was: documents, attachments, deadlines, binders.



PLEASE NOTE

Restoring **replaces** whatever is on the phone at that moment. If the phone holds documents newer than the backup, make a new backup first.

iCloud sync

With the licence, in the Settings, section **iCloud**, switch on **Sync with iCloud, encrypted**. The app sends your documents to your iCloud **already encrypted**: Apple stores blocks it cannot read. Your profile, logo and signatures travel too. The key goes into iCloud Keychain, which Apple protects end to end.

On an iPad or a new iPhone with the **same Apple Account**, install the app, switch on the same item and the archive arrives by itself. **Sync now** starts a round straight away; **Delete data from iCloud** removes from iCloud everything the app has put there (the documents on the phone stay).

I've lost my phone: what do I do?

- **You had iCloud on:** on the new phone sign in with the same Apple Account, install the app, get your purchase back with **Restore purchases** (you don't pay again) and switch on iCloud sync. Your documents come back.
- **You had a backup:** install the app and follow «Restoring the archive from a backup». You get everything back up to the day of the backup.
- **You had neither:** unfortunately the documents cannot be recovered. That's why it's worth making a backup today.
- In any case, whoever finds the phone can't read the archive without your face or your passcode.

Exporting and sharing

Your data is yours: exporting is always free

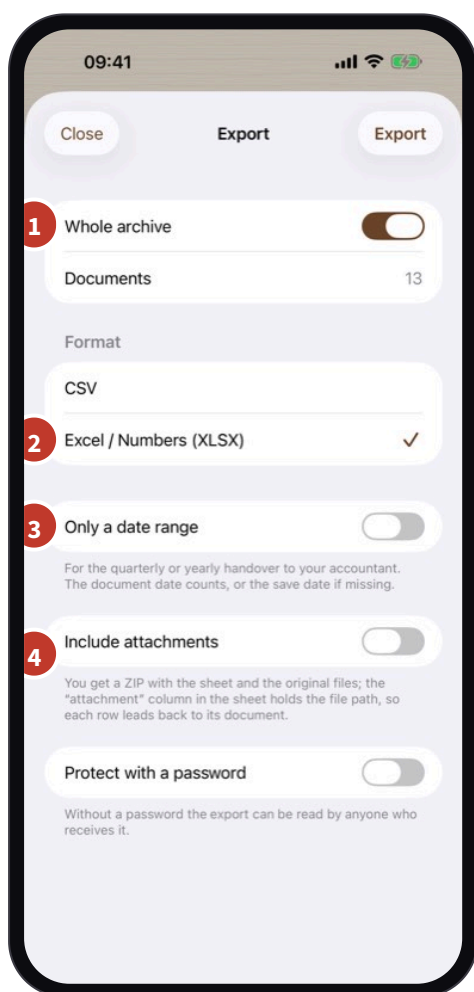
Your accountant wants the invoices at the end of the year? The health insurer asks for the receipts? Exporting prepares an Excel sheet with the list of documents in a moment and, if you like, all the original files in a single package.



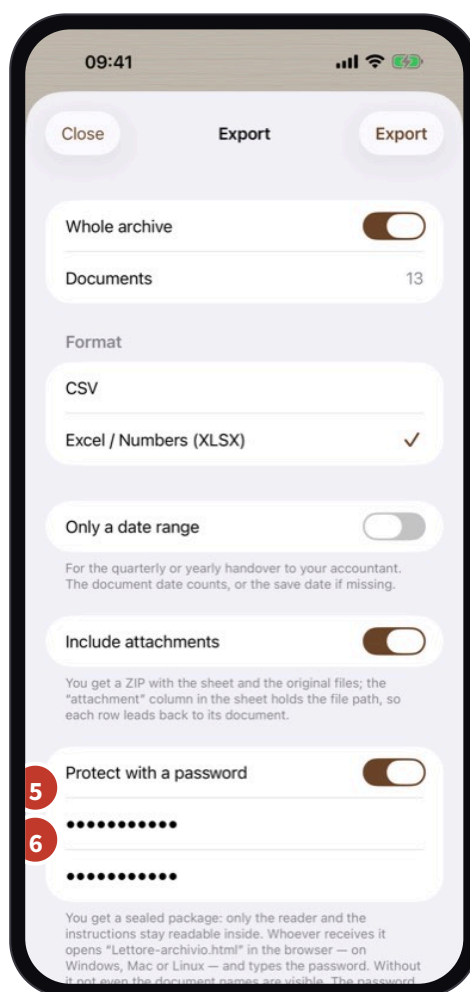
ALWAYS FREE

Exporting and sharing always work, even without a licence and even beyond the 20 free documents. Your data never stays locked inside the app.

On the shelf tap the **gear** → **Export the archive (CSV / Excel)** . For a single binder: open it, tap **...** → **Export this binder** .



Export: what, in which format, which dates



With attachments and a password

- 1 **Whole archive** switched on exports everything; switch it off to choose only some binders.
- 2 The format: **Excel / Numbers (XLSX)** opens with Excel, Numbers or LibreOffice; **CSV** is plain text for other programs.
- 3 **Only a date range** : for example **Last year** or **Last quarter** , for your accountant.
- 4 **Include attachments** : you get a ZIP file with the sheet and all the original documents, sorted by binder.
- 5 **Protect with a password** : the package only opens with the password (at least 8 characters).
- 6 Type the password twice, then tap **Export** at the top right and choose where to send the file.

Whoever receives the package, even on Windows

Whoever receives the export doesn't need the app. Inside the ZIP there is an **indice.html** page to open with a double click: it shows the list of documents, it can be searched and each row opens its file.

There is also the **archive reader**, «Lettore-archivio.html»: it opens in any browser (Edge, Chrome, Safari, Firefox), on Windows, Mac or Linux, and also reads password-protected packages. The same reader is on the website, at **lb26.ch/archiviatore-lettore**: you open the package file in the page and type the password. The file stays on the computer; it isn't uploaded anywhere.



PLEASE NOTE

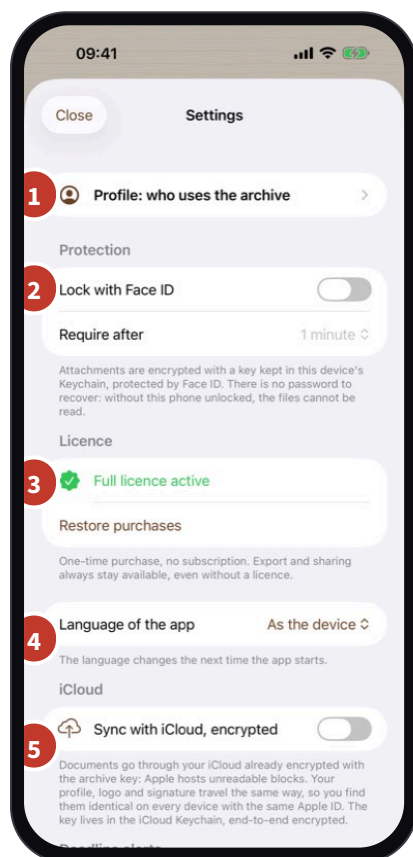
Don't send the password in the same e-mail as the package: tell it in person or send it in a separate message. Without the password not even the names of the documents can be seen, and the password cannot be recovered.

14

Settings and personalisation

Setting, language, order, space used

In the Settings (the **gear** at the top right of the shelf) you'll find all the app's choices, from top to bottom. Below are the ones we haven't seen yet. At the bottom, **Space used** shows how much space the archive takes up on the phone and how much is still free; **About, privacy and terms** contains the app version, support contacts, privacy and terms of use.



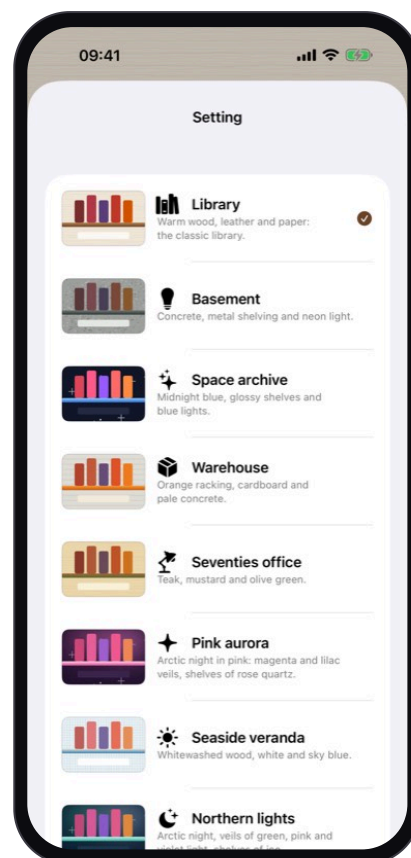
The top of the Settings

- 1 The **profile** (chapter 10).
- 2 The **Face ID lock** (chapter 11).
- 3 The **licence** (chapter 15).
- 4 **Language of the app**: 15 languages. The language changes the next time you open the app.
- 5 **iCloud** (chapter 12).

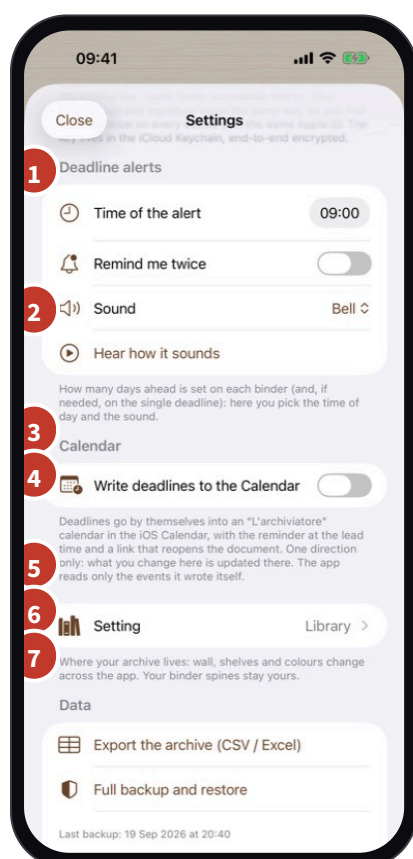
The setting

The eight settings

Gear → **Setting** : choose where your archive lives. **Library** (wood and leather), Basement, Space archive, Warehouse, Seventies office, Pink aurora, Seaside veranda, Northern lights. The wall, the shelves and the colours of the whole app change; your binders stay the same.



Data and space used



The Calendar, Setting and Data sections

- 1 Deadlines in the iOS Calendar.
- 2 The setting.
- 3 Exporting (chapter 13).
- 4 Backup and restore (chapter 12).
- 5 **Order on the shelf** : drag the names to reorder the spines.
- 6 **Merge duplicate binders** : if after syncing you see two «Home» binders, it merges them.
- 7 The **Trash** .

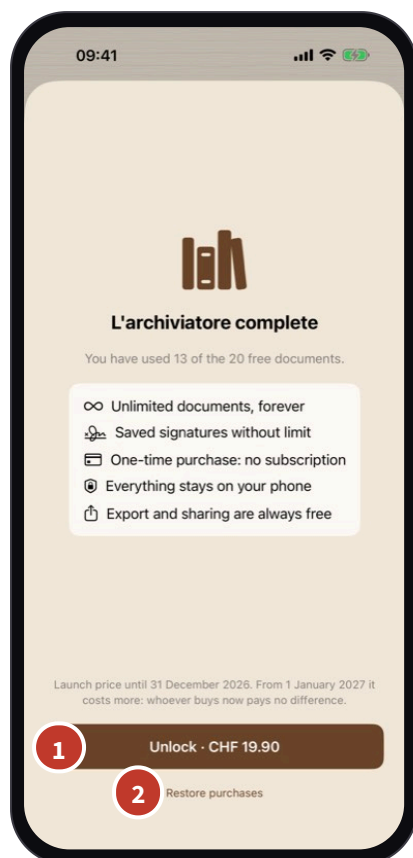
Free version and purchase

What's free, what the purchase unlocks, how much it costs

L'archiviatore is free to download and you can really try it: all features are open from day one. When your archive grows, you unlock it with a single purchase, for good.

	Free	With the purchase
Documents in the archive	20	Unlimited
Saved signatures	2	Unlimited
Scanner, search, deadlines, letters, Face ID	Yes	Yes
Full backup	Yes	Yes
Exporting and sharing	Always	Always
iCloud sync	No	Yes

Buying the licence



L'archiviatore complete: the purchase

This screen opens from the Settings, or by itself when the archive is full. At the top of the **File** sheet you can always see how many free documents you have left.

- 1 The purchase button, with the price.
- 2 **Restore purchases**: if you've already bought it on another device.

- 1 On the shelf tap the **gear**. In the **Licence** section you see how many documents you've used (for example «13 of 20 free»).
- 2 Tap **Unlock without limits - CHF 19.90**. (It also opens by itself when you tap **File a document** with 20 documents already in the archive.)
- 3 On the **L'archiviatore complete** screen tap the brown button **Unlock - CHF 19.90**.
- 4 Confirm with Face ID or your Apple Account password. The Licence section now shows **Full licence active**.



THE PRICE

It's a **one-off purchase**, no subscription. In Switzerland it costs **CHF 19.90** until 31 December 2026 (launch price) and **CHF 29.90** from 1 January 2027; if you buy earlier you don't pay the difference. In other countries the App Store shows the price in your currency.

The purchase is tied to your Apple Account, not to the phone: on a new phone or iPad with the same Apple Account tap **Restore purchases** in the Settings and you won't pay a second time.

16

If something doesn't work

The most common problems and how to solve them

The solution is almost always simple. Here are the most frequent cases.

? The app shows «The archive won't open».

This happens if the phone was locked while the app was starting: the archive files stay closed while the phone is locked. Unlock the phone and tap **Try again**.

? Face ID doesn't recognise me.

Tap **Unlock with Face ID** to try again. If that doesn't work, the phone asks for its passcode: type it and the archive opens.

? The document ended up in the wrong binder.

Open the document, tap ⋮ → **Edit**, change **Binder** and tap **Save**. Next time, check that field on the **Check and save** card before saving.

? Amount or date read wrongly.

This happens with crumpled paper, pages in shadow or photos taken at an angle. Correct the field before saving, or afterwards with **Edit**. For next time: good light, flat paper, and try **Improve the scan**.

? Deadline reminders don't arrive.

Check in the phone's Settings → Notifications → L'archiviatore that notifications are allowed. Also check that the deadline isn't already marked as done (green circle).

? The e-mail with the document won't send.

The file is probably too large. Share it again and choose **Make it lighter**.

? The app language doesn't change.

After choosing the language in Settings → **Language of the app**, close the app completely (swipe up from the bottom and push the app away upwards) and open it again.

? The scanner cuts off the edge of a folded sheet.

Use **Whole sheet** instead of **Scanner**: the page comes in whole, uncropped. See “When the scanner cuts off the edge” in the chapter “Filing a document”.

? The sender or the binder is wrong.

Open the document and tap ⋮ → **Re-analyse the document** to have it read again with today's rules, or **Edit** to correct it by hand.



FREQUENTLY ASKED QUESTIONS

Frequently asked questions

Short answers to the questions everyone asks

? Do I need the internet to use the app?

No. The scanner, text reading, search and deadlines also work without a connection. The internet is only needed for iCloud, for sending e-mails and for filing from a web address.

? Who can see my documents?

Only you, on your unlocked phone. We have no servers and the files are encrypted. If you switch on iCloud, they arrive there already encrypted too.

? If I lose my phone, do I lose everything?

No, if you've made a backup or switched on iCloud. Without either, yes: read chapter 12 and make a backup today.

? Does the iPhone backup also save the archive?

It's not enough: the key that opens the documents doesn't move to another phone. Use the app's backup or the app's iCloud sync.

? I've forgotten the backup password.

Unfortunately it can't be recovered: that's exactly what makes the backup safe. Make a new backup straight away with a new password, and write it down somewhere safe.

? My accountant uses Windows. How do I send him the documents?

Export to Excel with the attachments (chapter 13). He opens the sheet with Excel, or opens «indice.html» or the reader in the browser: he doesn't need the app.

? What happens when I reach 20 documents without a licence?

Everything you have stays there: you can view it, search it, export it and share it. To file more documents you need the purchase.

? Can I file the whole family's documents?

Yes. Add your family members' names to the profile, under **Other names at home or in the business**: the app recognises them as recipients.

? Can I add pages to a document I already have?

Yes, in two ways: on the document's card tap **Attach** ; or scan the new pages and, in **Check and save**, choose **Where it goes** → **Into an existing one** .

? I removed an attachment by mistake.

It's in the trash: Settings → **Trash** . Swipe the row to the right to **Restore** .

Need help?

If something is unclear or doesn't work as described, write to us: a real person answers, in your language.



WRITE TO US

support@banfis.ch

APP WEBSITE

lb26.ch/archiviatore-support

Point your phone's camera at the code to open the app's page.



L'archiviatore

User guide · September 2026 edition