

Generate and Send Certificates as pdf attachments using Mail Merge in Libreoffice

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Evaluation

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What is Mail Merge?



- Mail merge lets you create a bunch of documents that are personalized for each recipient.
- For example, we can create selection orders, certificates, letters etc in bulk using Mail Merge.
- We can take the prints of the merged documents.
- We can also send those documents by mail as a text, HTML or a pdf attachment
- To perform Mail Merge, we need a data-source like spreadsheet(excel) and a template (for example certificate or a letter)
- Mail Merge option is available in MS Office Word as well as Libreoffice writer
- But in MS word, PDF maker add-on need to be used(paid) to send document as pdf attachment
- Where as in Libreoffice, this feature is freely available.



- LibreOffice is a powerful and free office suite, a successor to OpenOffice(.org), used by millions of people around the world.
- It has Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases), and Math (formula editing).
- LibreOffice is compatible with MS Word, Excel, PowerPoint, etc.
- In built pdf export option retaining same quality of the document.
- Libreoffice is available for Windows, Linux and Mac OS.
- Download Libreoffice from the official website
: <https://www.libreoffice.org/download/download/>

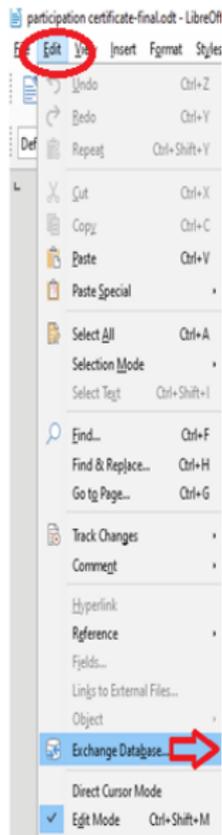
How to apply Mail merge



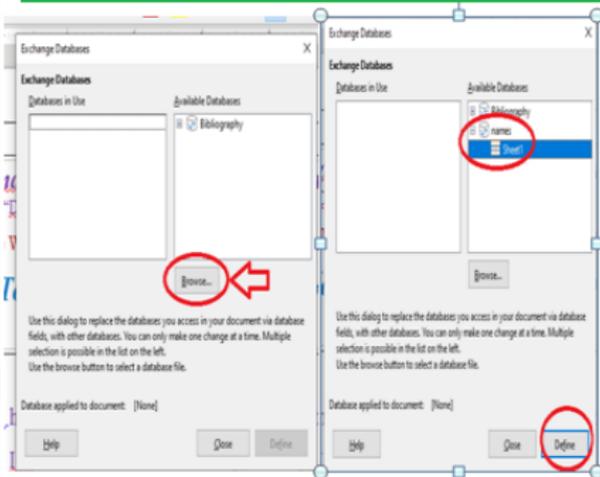
The screenshot shows the LibreOffice Writer interface with a mail merge template. The template is a certificate for the "One Week National Online Faculty Development Program" on "ICT Tools for Effective Teaching Learning" from 27th April to 2nd May 2020, organized by the School of Mathematical Sciences at Swami Ramanand Teerth Marathwada University, Nanded. The certificate is enclosed in a decorative border with two circular logos. The text is formatted with various colors and styles, including underlines and italics. The word "E-Certificate" is underlined in green. Below the certificate, there is a paragraph of text that reads: "This is to certify that _____ has successfully completed One Week National Online Faculty Development Program on ICT Tools for Effective Teaching Learning, from 27th April to 2nd May 2020, organized by School of Mathematical Sciences, Swami Ramanand Teerth Marathwada University, Nanded."

- Open the template in which we have to apply mail merge
- In this example, we have chosen customized certificate

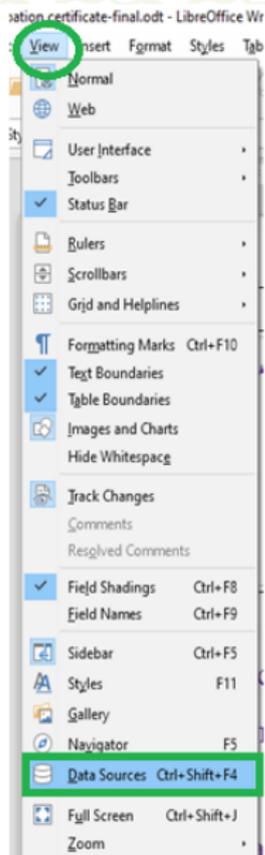
Adding database



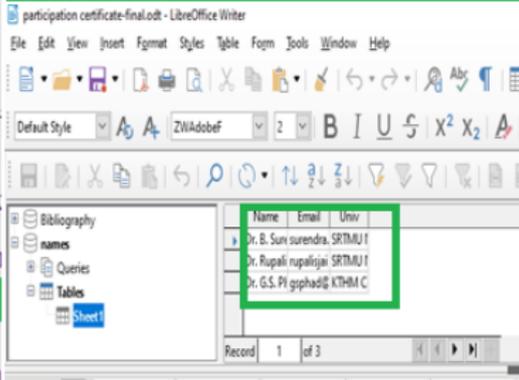
*Edit-->Exchange Database-->
Browse-->choose file-->then
click on + and select sheet1
and click on Define*



Viewing Datasource



**Click View-->Data Sources.
Then we can see the
details of the excel sheet
like name, email, address
etc.**



Inserting the merged fields



Bibliography
names
Queries
Tables
Sheet 1

Name	Email	Univ
Dr. B. Sun	urendra. SRTMU I	
Dr. Rupali	upalijai. SRTMU I	
Dr. G.S. Ph	spfad@KTHM C	

Record 1 of 3

Swami Ramanand Teerth Marathwada University, Nanded
"Dnyanteerth", Vishnupuri, Nanded-431606, Maharashtra
One Week National Online Faculty Development Program
ICT Tools for Effective Teaching Learning
27th April to 2nd May 2020
E-Certificate

Drag the name column to desire place

This is to certify that <Name> has successfully completed One Week National Onl

- Drag the columns of the required fields to be placed on the template
- In this we drag "Name" and "Univ" onto the certificate

User Email information



The screenshot shows the LibreOffice Writer Options dialog box, specifically the Mail Merge Email section. The 'Tools' menu is open, and 'Options...' is highlighted. The 'Mail Merge Email' option is selected in the left sidebar. The 'User Information' section has 'Your name' set to 'Surendra' and 'Email address' with a green arrow pointing to it and the text 'Enter email address'. Below it, there is a checkbox for 'Send replies to different email address'. The 'Outgoing Server (SMTP) Settings' section has 'Server name' set to 'smtp.office365.com' and 'Port' set to '587', with a green arrow pointing to the port field and the text 'same port number'. The 'Use secure connection (SSL)' checkbox is checked. The 'Server Authentication...' button is highlighted with a red box and a red arrow pointing to it, with the text 'Click to enter mail and password' below it. The 'Test Settings' button is also visible.

- Goto Tools–Options–Libreoffice writer – Mail Merge Email
- Enter your mail id (MS mail is preferred) and server name

Server Authentication



Options - LibreOffice Writer - Mail Merge Email

User Information

The outgoing mail server (SMTP) requires authentication

The outgoing mail server (SMTP) requires separate authentication
Outgoing mail server: *Enter username and password for your mail*

User name: bsre... ac.in

Password:

The outgoing mail server uses the same authentication as the incoming mail server

Incoming mail server:

Server name: Port: 995

Type: POP3
 IMAP

User name:

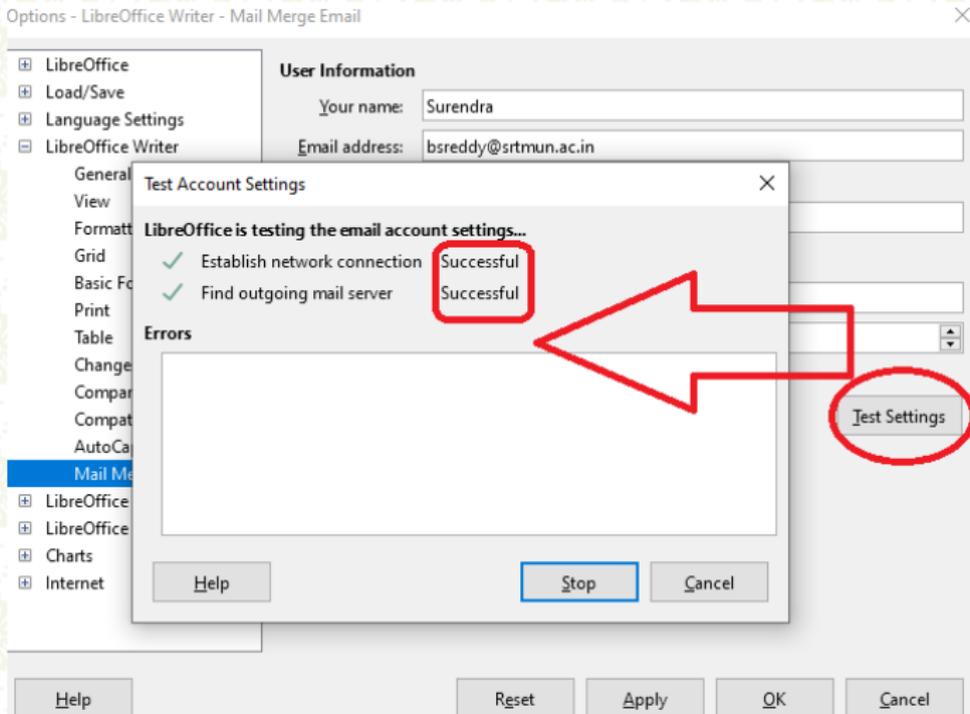
Password:

Help OK Cancel

Help Reset Apply OK Cancel

- Enter your email userid and password

Testing the server connection



- Click on test settings to check the connections

Mail Merge Wizard



Click-Mail Merge tab to start the wizard

1. Select Starting Document

2. Select Document Type

3. Select Address List

4. Create Salutation

5. Adjust Layout

Use the current document
Create a new document
Start from existing document
Start from a template
Start from a recently saved starting document

Next >

- Click Next without changing any details to complete the wizard

Merged Documents are ready



	Name	Email	Univ
▶	Dr. B. Surendra	surendra.	SRTMU I
	Dr. Rupali	rupalisjai	SRTMU I
	Dr. G.S. Phadnis	gsphad@	KTHM C

- Options to edit individual documents, save, print and Email
- Click on "Send Email Messages" to proceed further

Sending certificates as pdf attachment



The screenshot shows the Microsoft Word interface. The 'Send Email Messages' button in the ribbon is highlighted with a red box. A red arrow points from this button to the 'Email merged document' dialog box. In the dialog box, the 'Send as' dropdown menu is open, showing options: OpenDocument Text, Adobe PDF Document (highlighted with a red box and arrow), Microsoft Word Document, HTML Message, and Plain Text. The 'To' field is set to 'Email' and the 'Subject' is 'Certificate'. The 'Send' radio button is selected.

Name	Email	Univ
Dr. B. Surendra	surendra.SRTMU I	
Dr. Rupali	rupalisjai.SRTMU I	
Dr. G.S. Phadnis	gspfad@KTHM C	

- Select "To" field (as Email) and write suitable subject
- Now under "Send as" drop-down, select "Adobe pdf document"
- Click on "Send Documents" to send successfully.

Swami RamaNand Teerth Marathwada University , Nanded

KNOWLEDGE RESOURCE CENTRE

ज्ञान स्रोत केंद्र

Latitude: 19.1004
Longitude: 77.287323

THANK YOU..