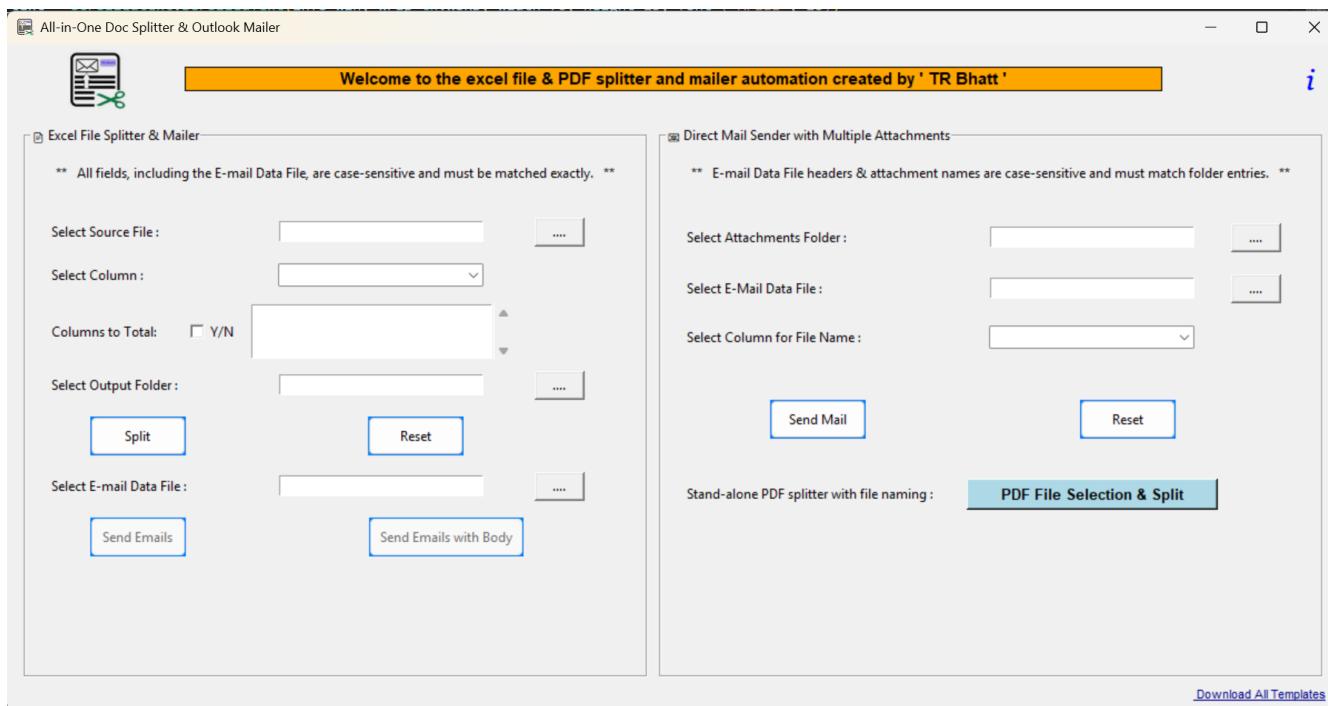


User Manual for All-in-One Doc Splitter & Outlook Mailer

This manual provides a step-by-step guide for using the application, the application includes three main sections: Excel File Splitter & Mailer, Direct Mail Sender with Multiple Attachments, and a Stand-alone PDF Splitter. It is designed for splitting Excel files or PDFs, adding totals where needed, and automating email sending via Outlook.



Important Notes:

- 1). The application has a 7-day trial period. After installation, Pls contact support after trial expired at +91-8958269509 | 7017344919 or bhattt26@gmail.com.
- 2). All fields (e.g., column names, file names) are case-sensitive and must match exactly.
- 3). The application requires Microsoft Outlook installed for email features.
- 4). Templates for data files can be downloaded via the "Download All Templates" link located in the bottom-right corner of the application.
- 5). Click the "i" icon in the top-right for additional information (loads content from README.pdf).
- 6). Reset buttons clear fields in each section.
- 7). Error logs are saved as "error_log.txt" in the output folder if issues occur.

Section 1: Excel File Splitter & Mailer

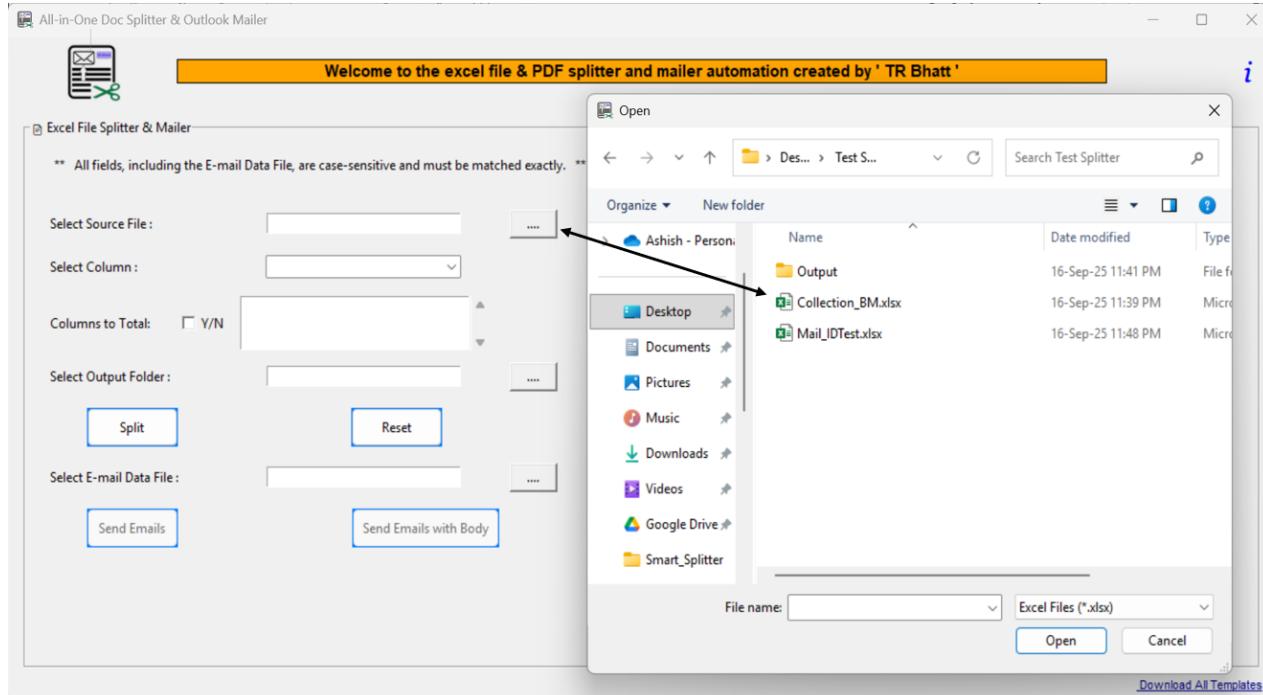
This section splits an Excel file based on a selected column, optionally adds total rows for numeric columns, saves split files to a folder, and sends emails with attachments via Outlook.

Step-by-Step Process:

1. Launch the Application: Run the script to open the GUI window titled "All-in-One Doc Splitter & Outlook Mailer".

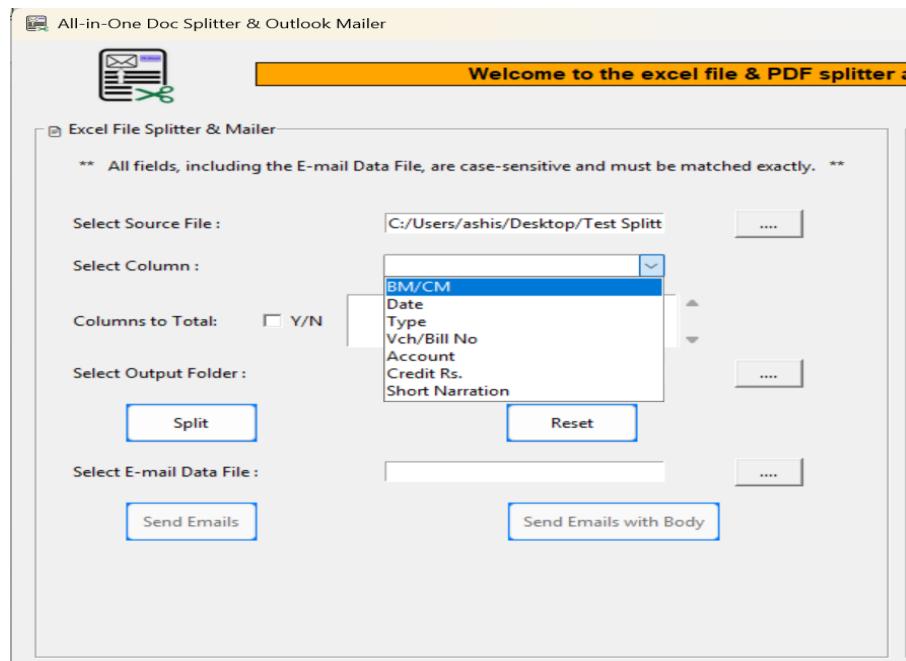
2. Select Source File:

- Click the "...." button next to "Select Source File".
- Browse and select an Excel file (.xlsx) to split.
- The file path will appear in the entry field.
- The "Select Column" dropdown will populate with column names from the file.



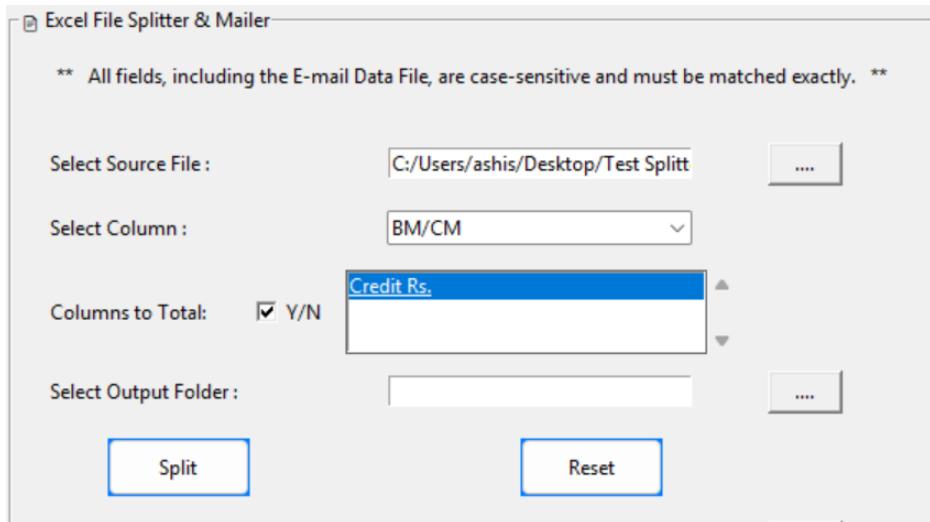
3. Select Column to Split By:

- From the "Select Column" dropdown, choose the column whose unique values will determine the split (e.g., "Name" or "Department").
- Unique values in this column will create separate files (e.g., one file per unique name).



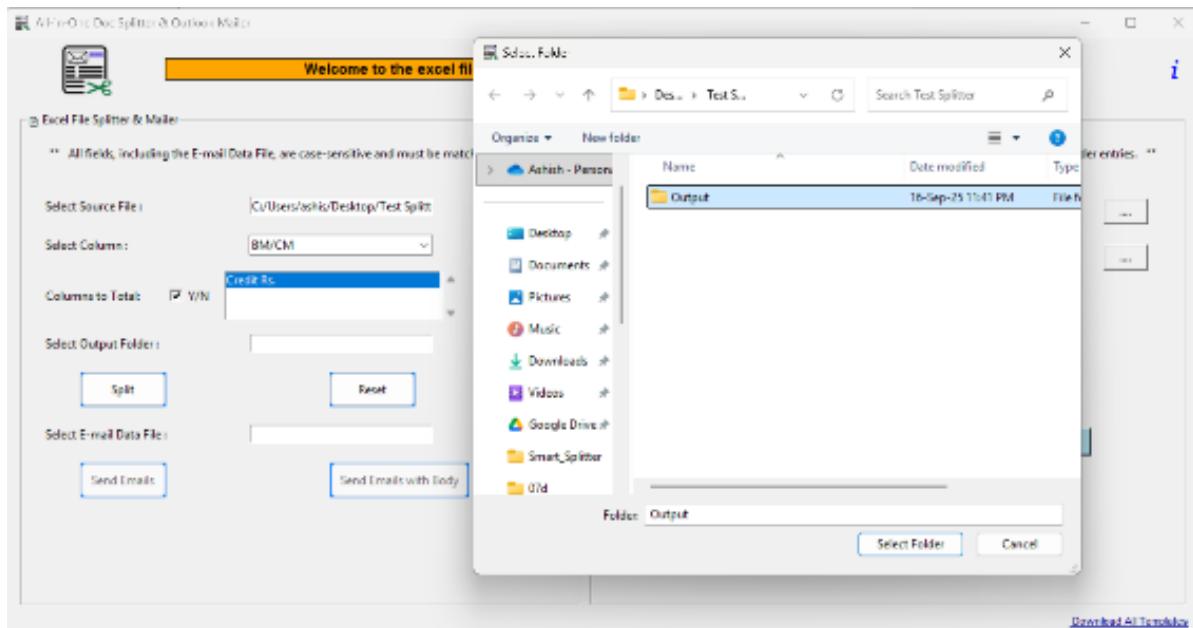
4. Add Total Row (Optional):

- Check the "Y/N" checkbox next to "Columns to Total" to enable totaling.
- The listbox below will show numeric columns from the source file.
- Select one or more columns from the listbox (hold Ctrl for multiple).
- A "Total" row will be added to each split file with sums for selected columns.



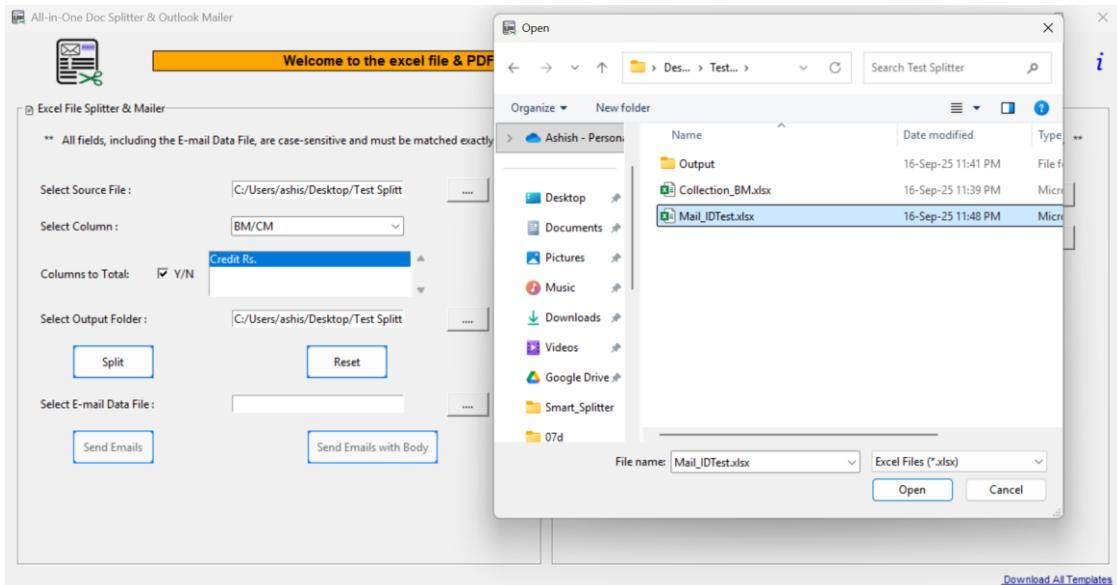
5. Select Output Folder:

- Click the "...." button next to "Select Output Folder".
- Browse and select a folder to save the split Excel files (select the folder where you want to save the splits files).
- The folder path will appear in the entry field.



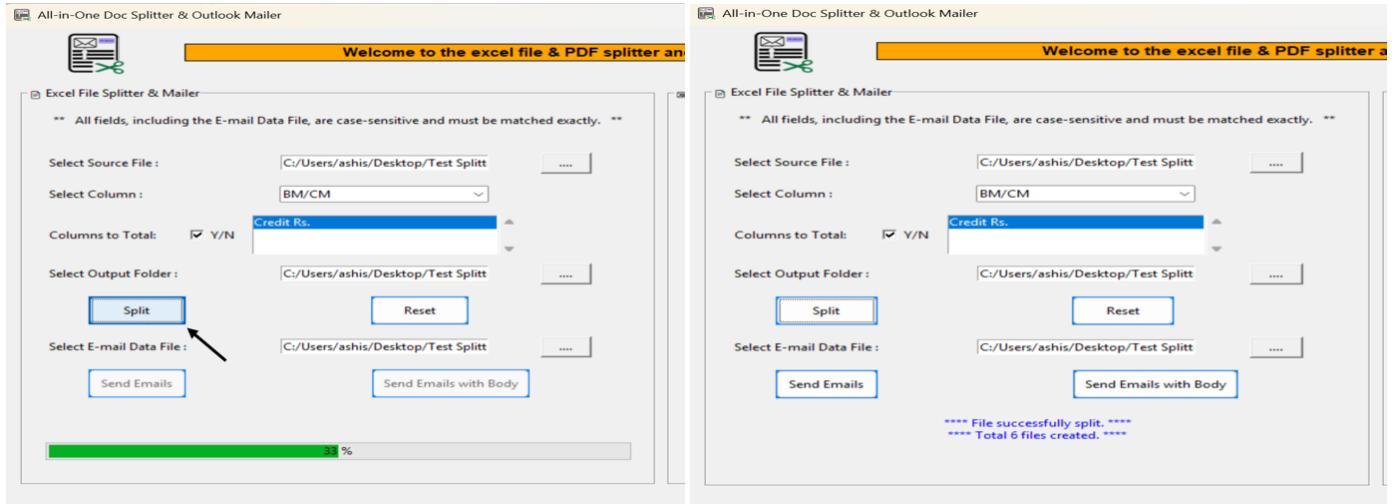
6. Select Email Data File:

- Click the "...." button next to "Select E-mail Data File".
- Browse and select an Excel file (.xlsx) containing email details.
- Required columns: The split column (matching Step 3), "To", "Subject", "Email Body".
- Optional: "CC", "BCC", "Signature".



7. Split the File:

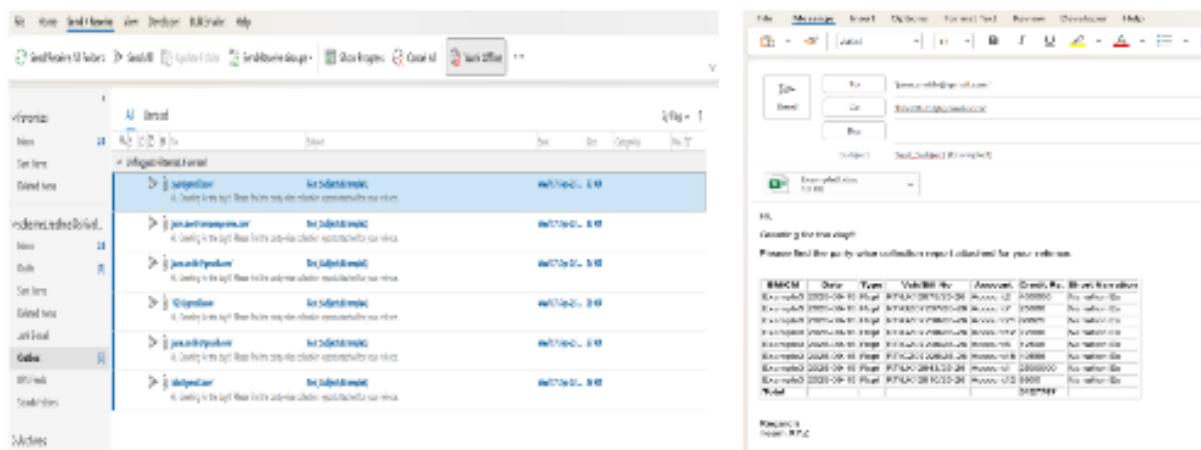
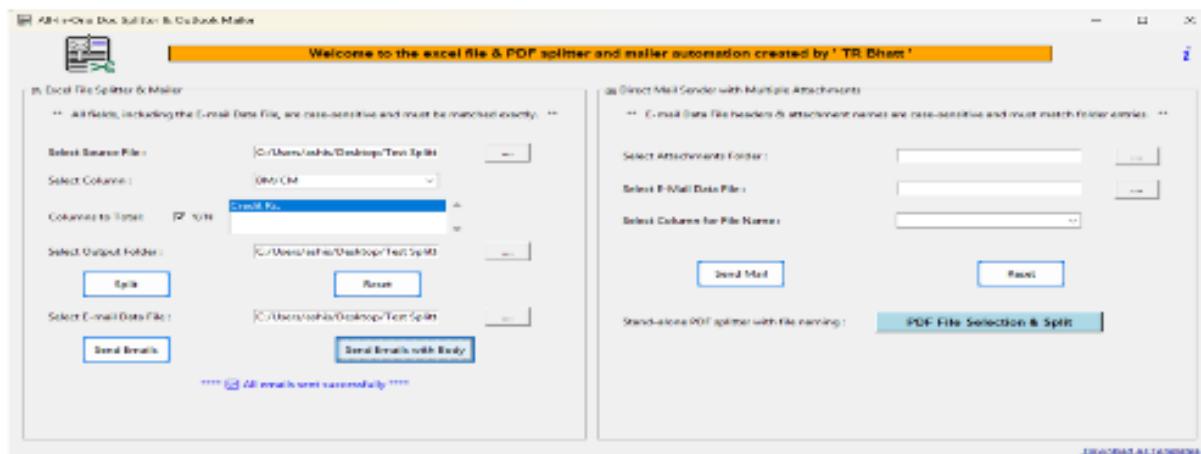
- Click the "Split" button.
- A progress bar will show the splitting progress.
- Split files will be saved in the output folder, named after the unique values (e.g., "Value1.xlsx").
- Files are formatted with borders, adjusted column widths, and bold totals (if added).
- Status message: "**** File successfully split. **** Total X files created." (in blue).
- If errors occur (e.g., missing columns), check the status label and error_log.txt in the output folder.



Note:- Make sure E-mail Data File should be selected before splitting the excel file.

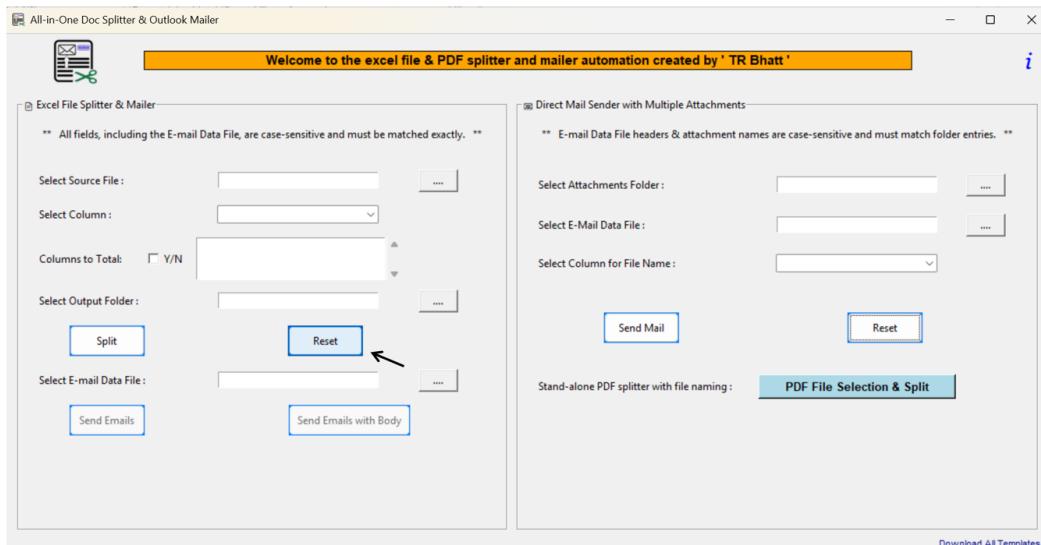
8. Send Emails:

- Once split is complete, "Send Emails" and "Send Emails with Body" buttons enable.
- **Send Emails:** Click to send emails with the split Excel file as attachment. Email body from data file; signature (if present) added.
- **Send Emails with Body:** Click to send emails with the split Excel data embedded in the email body as an HTML table (plus attachment).
- Emails are sent via Outlook to recipients matching the split values.
- **Status:** "**** All emails sent successfully ****" (in blue) or error details (in red).
- If errors (e.g., missing files or emails), view error_log.txt. A prompt asks if you want to open it.



9. Reset:

- Click "Reset" to clear all fields and disable send buttons.



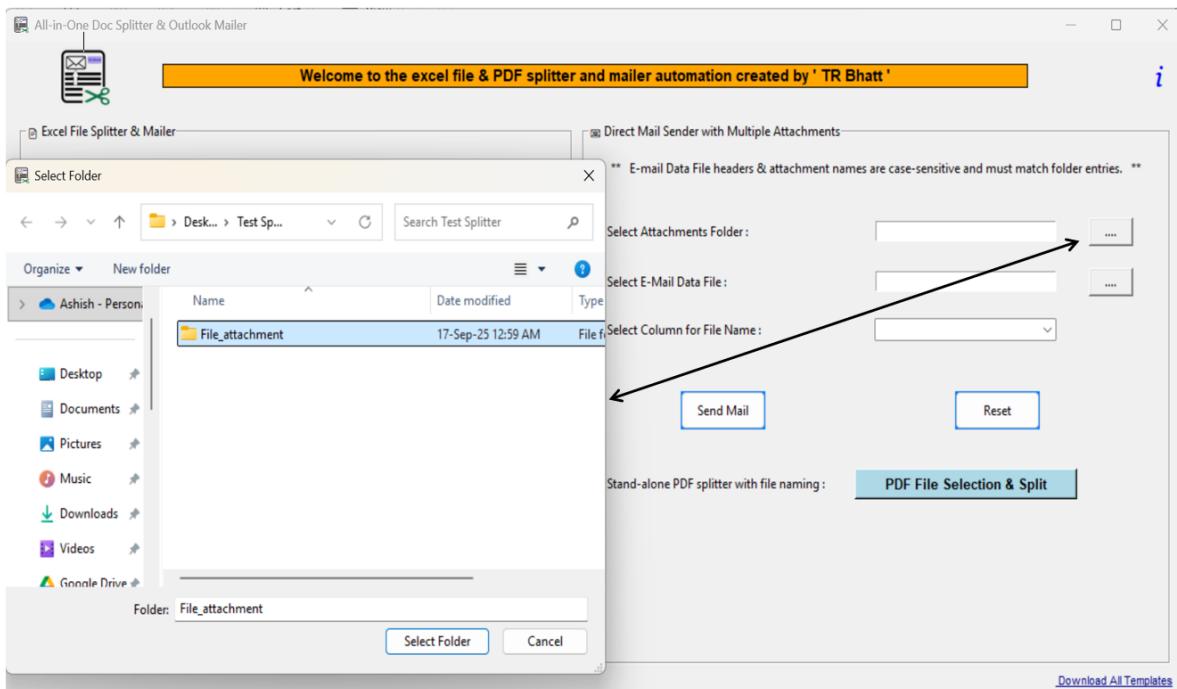
Section 2: Direct Mail Sender with Multiple Attachments

This section sends emails via Outlook using an email data file, attaching multiple files from a folder based on file names in a specified column.

Step-by-Step Process:

1. Select Attachments Folder:

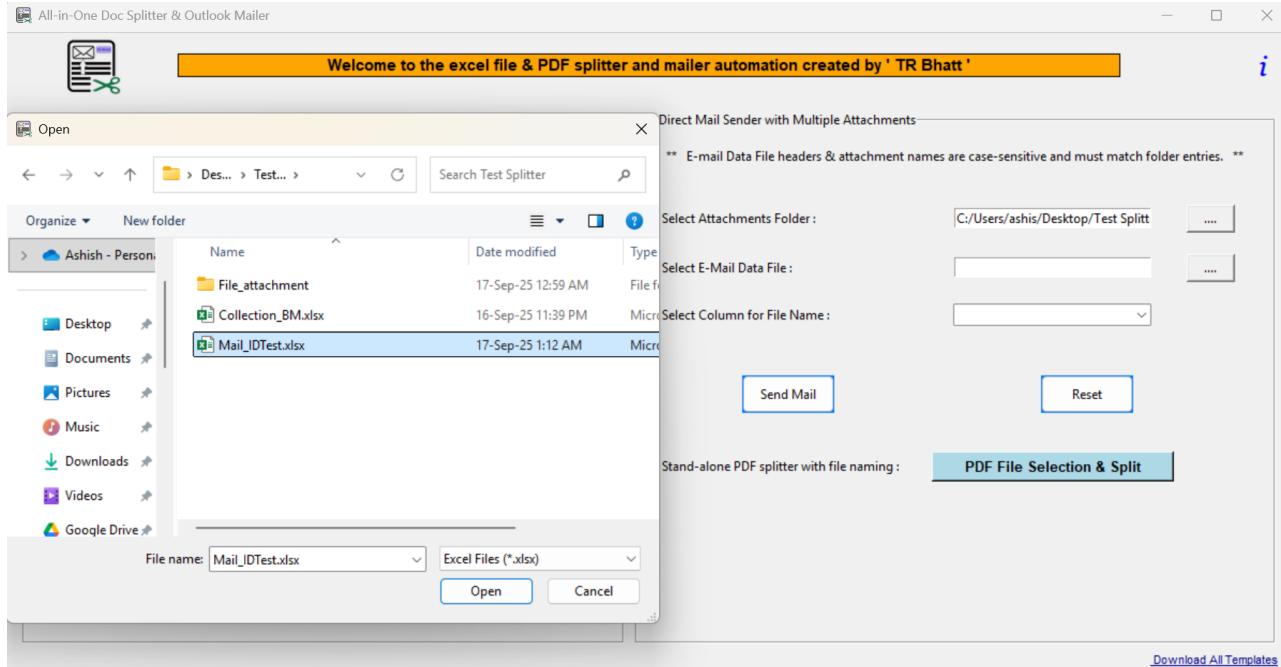
- Click the "...." button next to "Select Attachments Folder".
- Browse and select a folder containing attachment files (e.g., PDFs, Excel).
- The folder path will appear in the entry field.



2. Select E-Mail Data File:

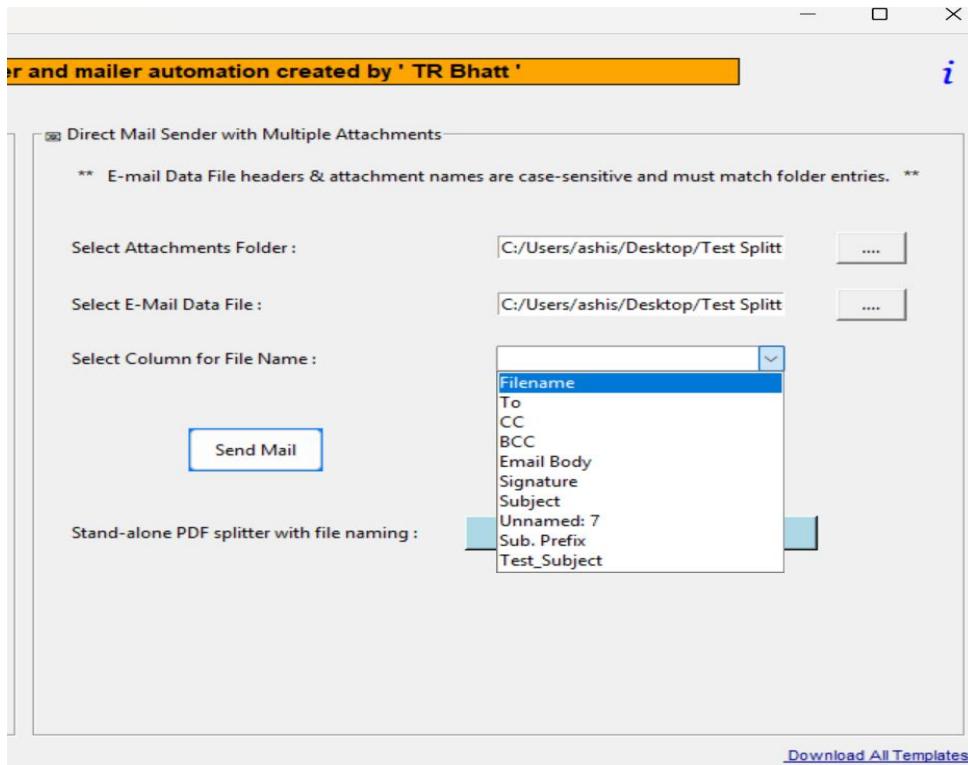
- Click the "...." button next to "Select E-Mail Data File".
- Browse and select an Excel file (.xlsx).

- The file path will appear in the entry field.
- The "Select Column for File Name" dropdown will populate with column names.



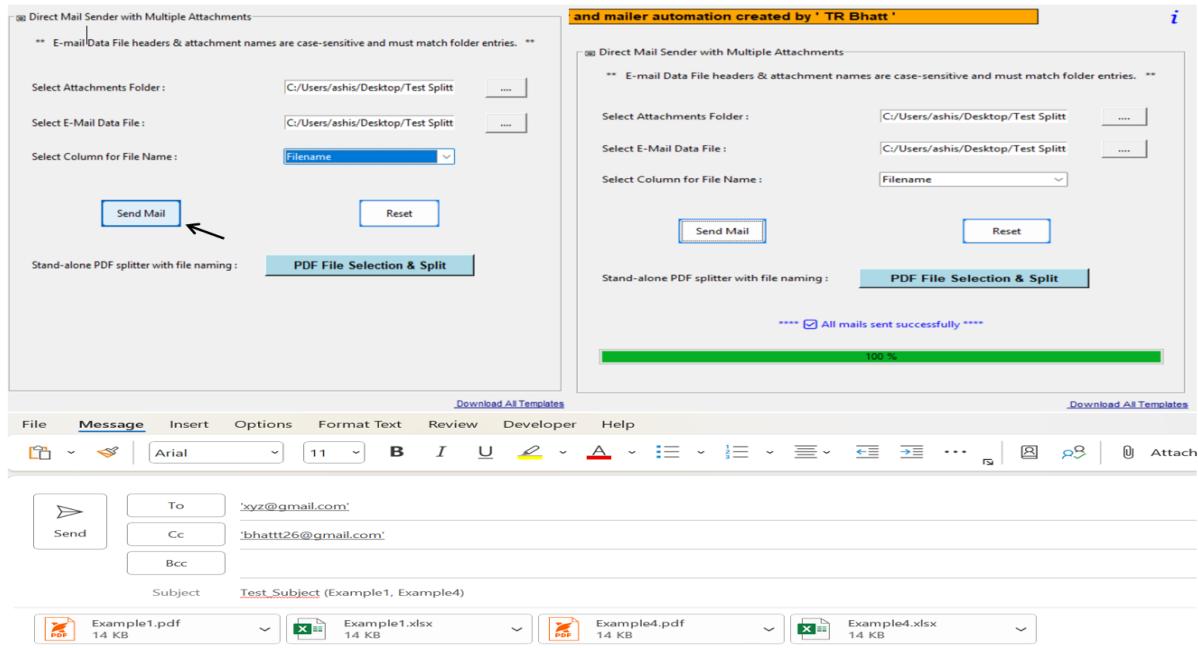
3. Select Column for File Name:

- From the dropdown, choose the column containing attachment base names (comma-separated for multiples, e.g., "File1,File2").
- Files in the folder must match these base names (extension ignored, e.g., "File1.pdf" matches "File1").



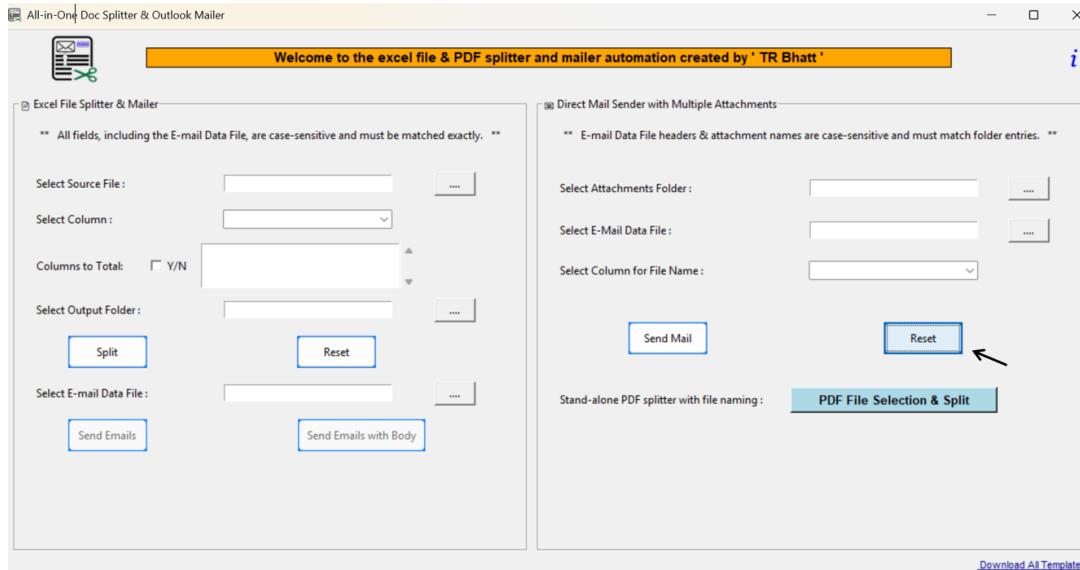
4. Send Mails:

- Click "Send Mail".
- A progress bar shows sending progress.
- For each row in the email data file:
 - Required: "To", "Subject", "Email Body", and the file name column.
 - Optional: "CC", "BCC".
- Attachments are added if matching files found in the folder.
- Emails sent via Outlook with body as pre-formatted text.
- Status: "***** All mails sent successfully *****" (in blue) or error details (in red).
- If errors (e.g., missing attachments or emails), check `error_log.txt`. A prompt asks if you want to open it.



5. Reset:

- Click "Reset" to clear fields and status.



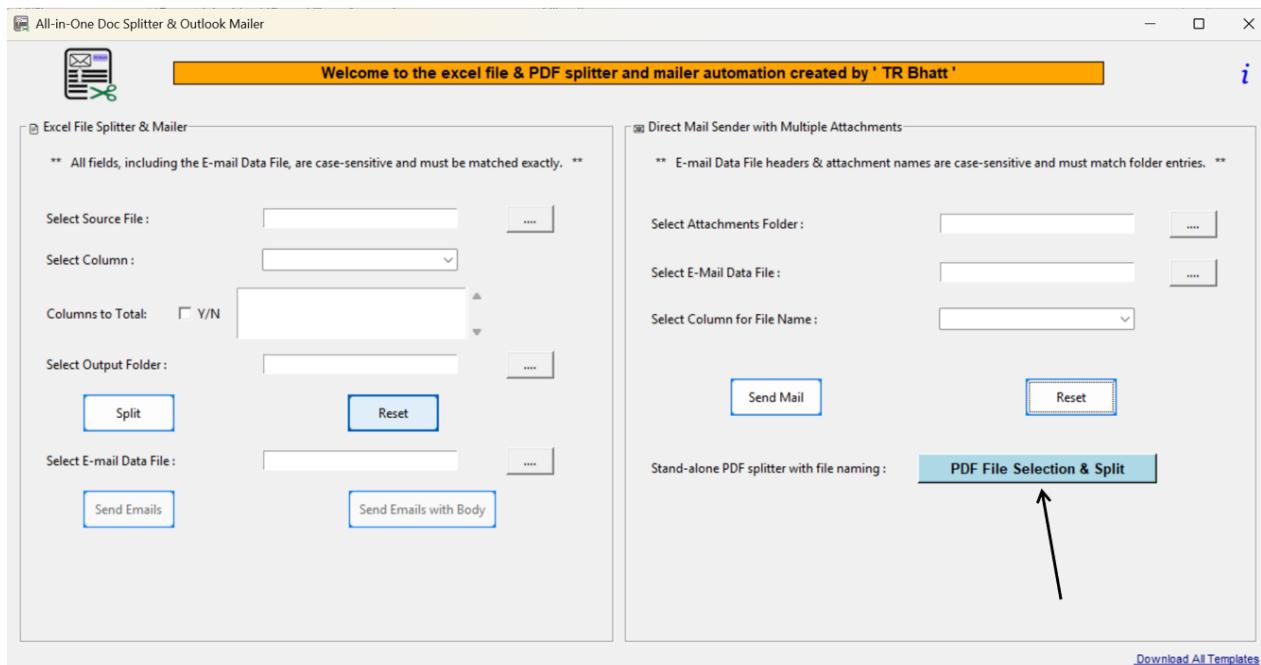
Section 3: Stand-alone PDF Splitter with File Naming

This section splits a PDF into smaller PDFs based on page mappings from an Excel file, naming them accordingly.

Step-by-Step Process:

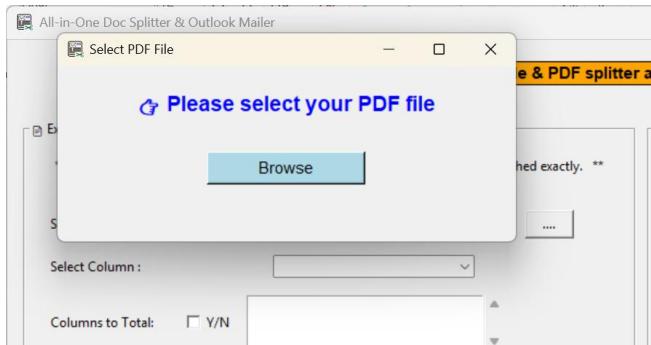
1. Start PDF Split:

- Click "PDF File Selection & Split".



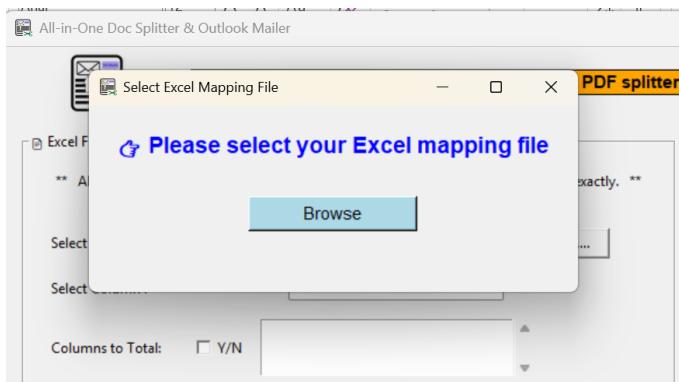
2. Select PDF File:

- A dialog appears: "Please select your PDF file".
- Click "Browse" and select a PDF file.
- If encrypted, a password prompt appears. Enter the password to decrypt.



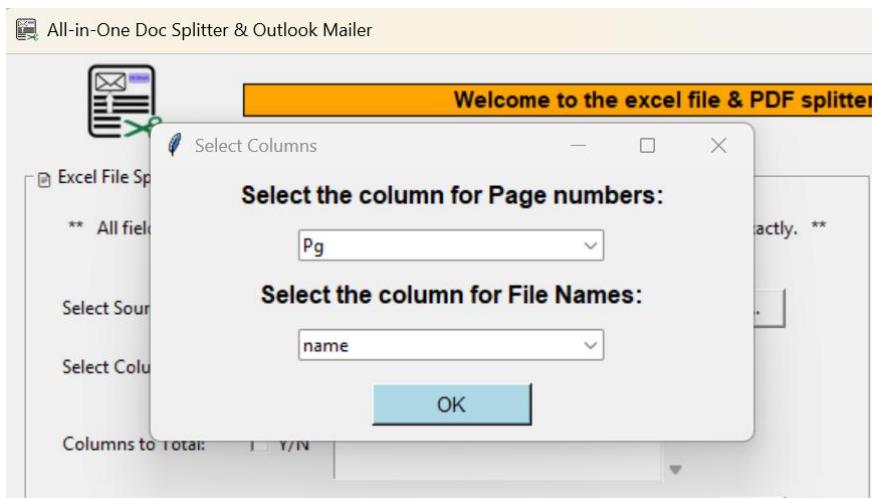
3. Select Excel Mapping File:

- Next dialog: "Please select your Excel mapping file".
- Click "Browse" and select an Excel file (.xlsx) with page mappings.



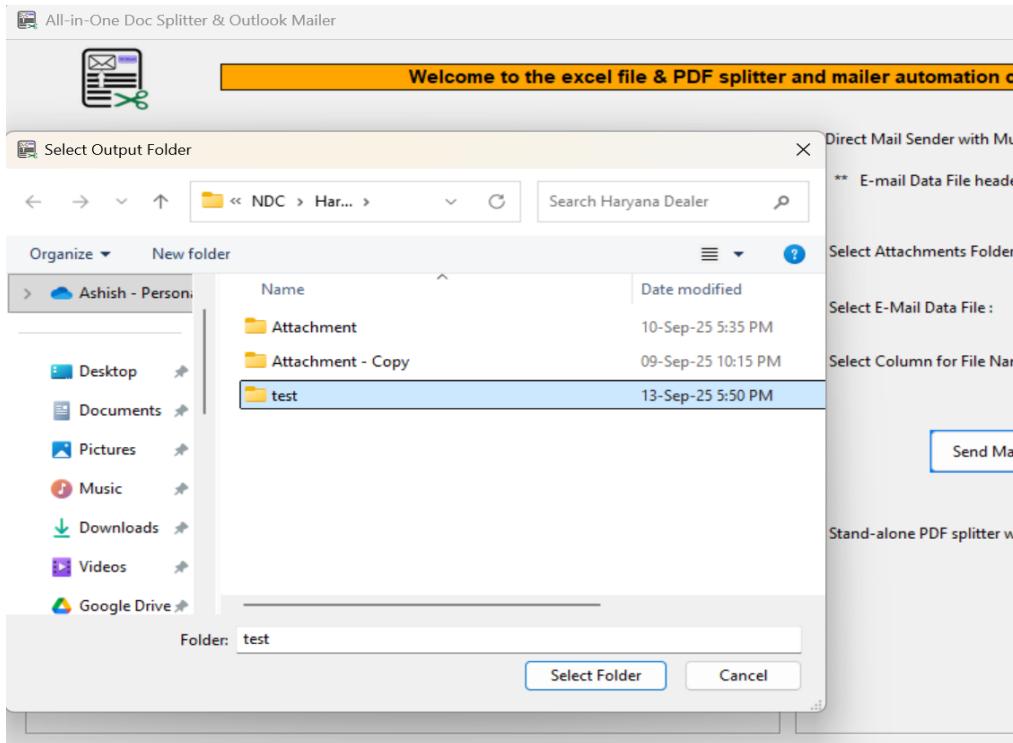
4. Select Columns:

- A popup appears: "Select Columns".
- Choose "Select the column for Page numbers" (e.g., column with "1-3" or "5").
- Choose "Select the column for File Names" (e.g., column with output names like "Section1").
- Click "OK".



5. Select Output Folder:

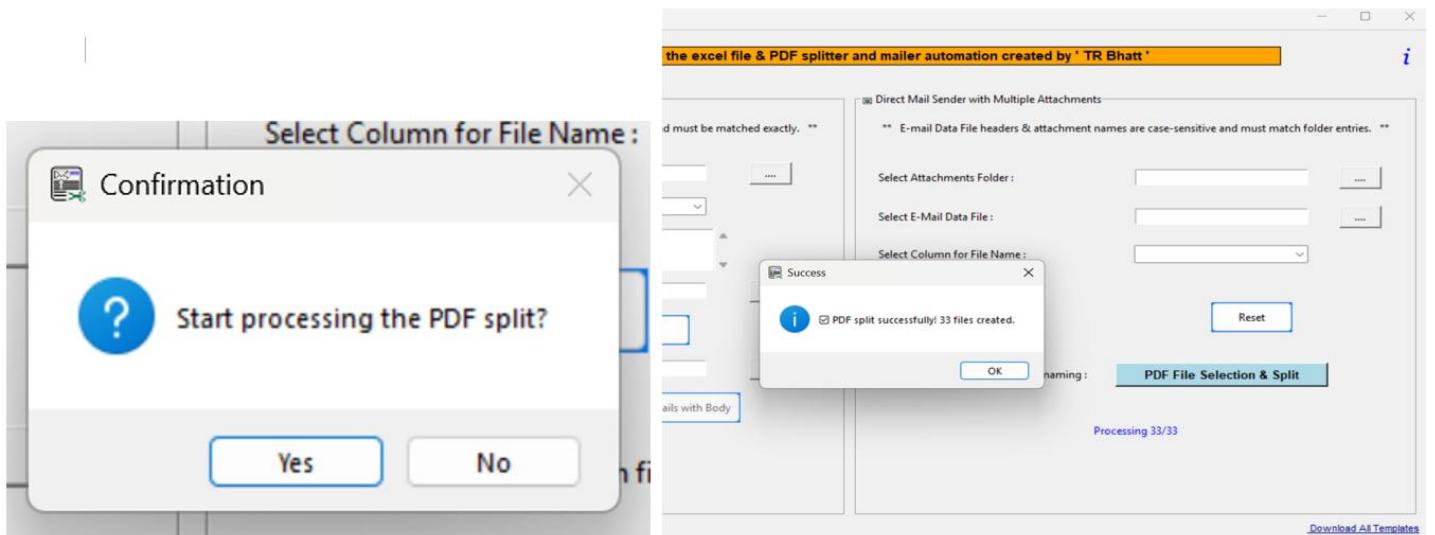
- Next dialog: "Please select an output folder".
- Click "Browse" and select a folder.



6. Confirm and Split:

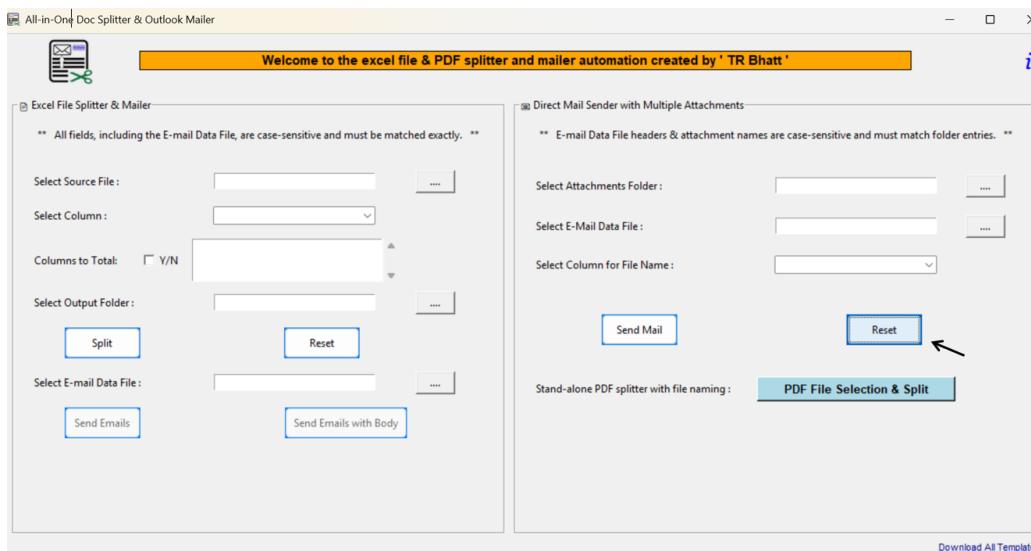
- Confirm "Start processing the PDF split?".

- A progress bar shows processing.
- PDFs are split and saved in the output folder, named per the Excel (e.g., "Section1.pdf").
- Page ranges: Single (e.g., "5") or ranges (e.g., "1-3").
- Status updates during process.
- On completion: Success message with file count, or errors noted.
- If errors (e.g., invalid pages), check error_log.txt. A prompt asks if you want to open it.



8. Reset:

- Click "Reset" to clear all fields.



Troubleshooting:

- Ensure Outlook is open and configured.
- Check error_log.txt for details on failures.
- Contact support for trial issues or bugs.