Requirement

- Only signed to one (1) google account
- Disable your ad block

OPEN GOOGLE SLIDES

Add text box and create a tag <<Full name>>



OPEN AND CREATE A GOOGLE FORM

Go to gear icon – general and check collect email

Create a Full name field





Go to responses section – Create a new spreadsheet

	Questions	Responses 1	
			Accepting responses
	Qu	lestion	Individual
ded?			

Go to add-on section

- 1. Get add-on
- 2. Find and install `autocrat`

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Back to google sheet

Click add-on and open Autocrat

- 1. Choose the slides that you created earlier
- 2. Click Next

AutoCrat	\times
a 2. Choose template	
New! Now you can choose Google Slides as a job template from Drive.	<u>_</u>
From drive Create example	
Test-workshop	
Currently selected template	

Link the <<Full name>> you have created earlier with Full name column

3. Map source data to template

Merge tab	Form Res	ponses 1 💠 He	ader row 1	First data row 2	
Standard	\$	<< Full name >>	maps to column	Full name	\$
4					Þ
Help Guide		Cancel	Back	Next	

Customised the generated output file with the unique name by adding the <<Full name>>

Tags. E.g., Certificate of attendance – <<Full name>> will resulting

Certificate of attendance - Paul Smith.pdf as a file name

,	Au	ItoCrat	\times	
		a 4. File settings File name Certificate of attendance < <full name="">> "Tell AutoCrat how to name each file it creates. You can use <<tags>> aligned to merge sheet column headers to merge in source data, only supported in multiple output mode. Type</tags></full>		
	•	PDF ♀ Output as ● Multiple output mode (classic mode) ○ Single output mode		
			F	
		Help Guide Cancel SAVE Back Next		

Choose the temporary destination folders



Skip all the optional step (6 to 7)

Configure the Autocrat as below

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	а				
	8. Share docs & send email	s			
	Share doc?				
	Yes No				
	Share doc as				
	PDF				
		•			
	Allow collaborators to re-share	e			
	No O Yes				
	Send from generic no-reply ad	dress			
	No O Yes				
	*Only available for Google Apps accou	ints, not Gmail users			
	₩				
	Help Guide Ca	ncel SAVE	Back	Next	

And customised the automated email

On to field, add <<Email Address>> tags and customised the body email.

8. Share docs & send emails

To < <email address="">> Cc Bcc</email>	
Reply To	
Certificate of attendance - 4th workshop	
Dear < <full name="">></full>	^
Thank you for participating the workshop.	
Please find attached a copy of the attendance certificate.	•

Check the run-on form trigger, will immediately sent the e-certificate

Once the audience click the submit button.

AutoCrat

a 9. Add/remove job triggers				
Run on form trigger ● Yes ○ No				
Run on time trigger ○ Yes				
4				
Help Guide	Cancel	SAVE	Back	

Do not forget to click save

4			
Help Guide	Cancel	SAVE	Back

Test your certificate from your google form.