Requirement

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

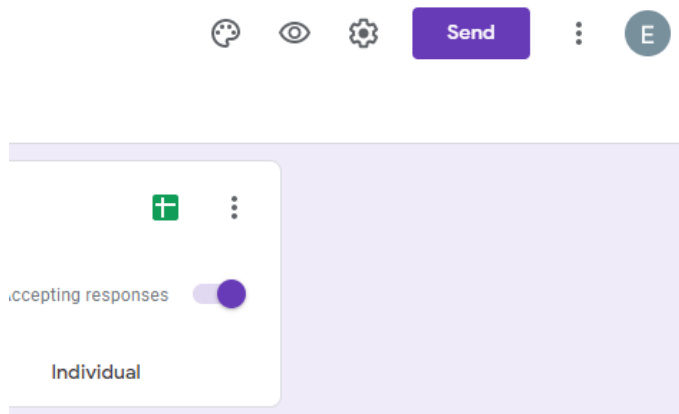**OPEN GOOGLE SLIDES**

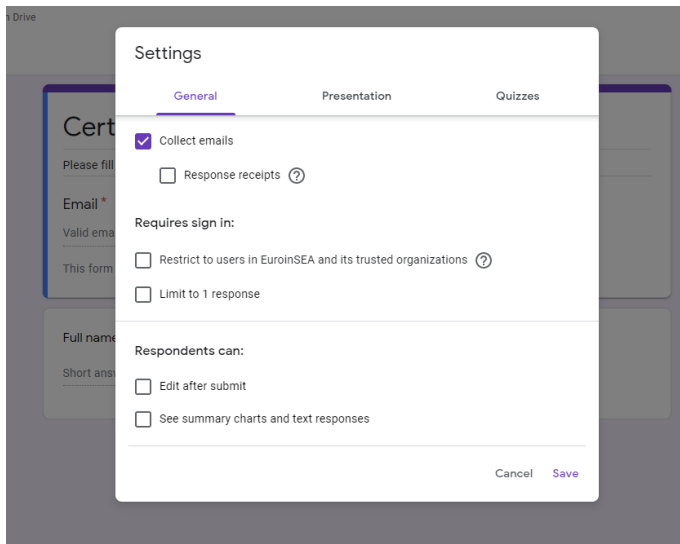Add text box and create a tag <<Full name>>

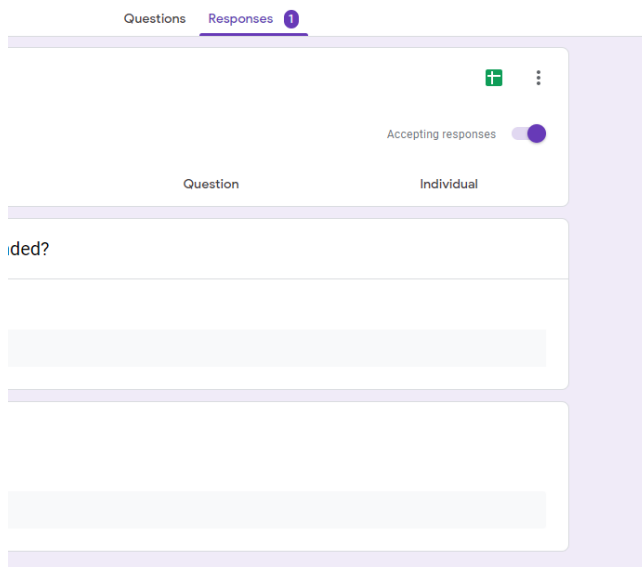

OPEN AND CREATE A GOOGLE FORM

Go to gear icon – general and check collect email

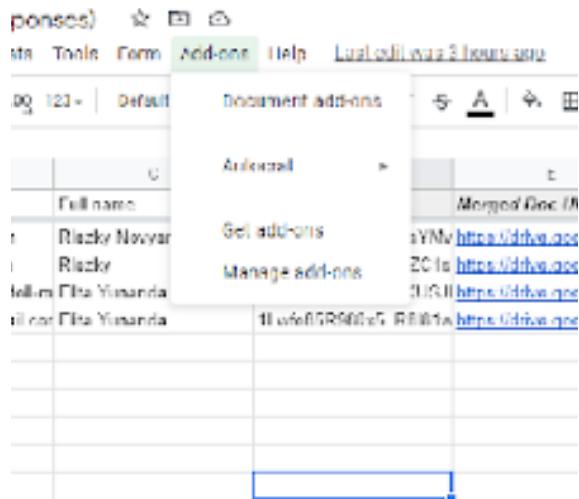Create a **Full name** field

Go to responses section – Create a new spreadsheet

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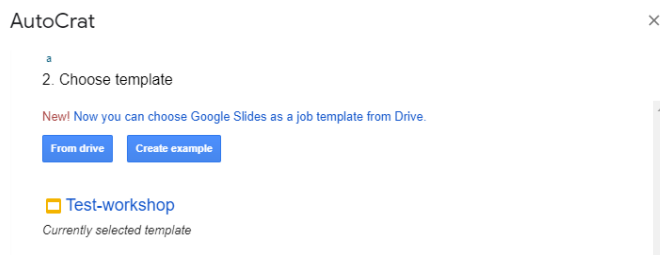
1. Get add-on
2. Find and install `autocrat`

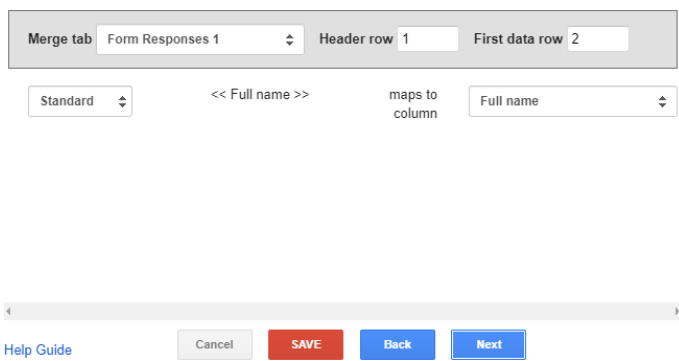**Back to google sheet**

Click add-on and open Autocrat

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

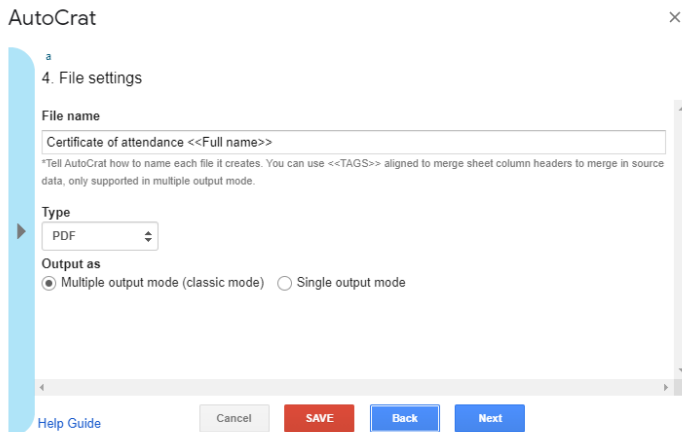Link the <<Full name>> you have created earlier with **Full name** column

3. Map source data to template

| Merge tab | Form Responses 1 | Header row | 1 | First data row | 2 |

| Standard | << Full name >> | maps to column | Full name |

Help Guide   Cancel   SAVE   Back   Next
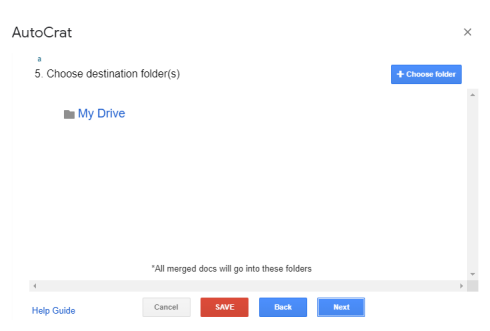
Customised the generated output file with the unique name by adding the <<Full name>>

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

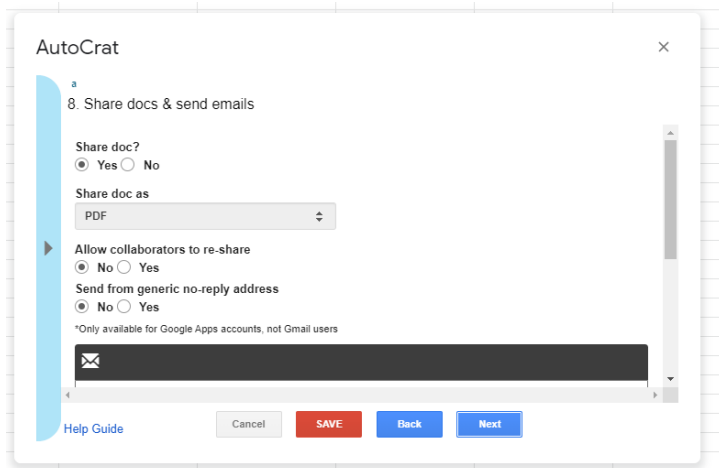Certificate of attendance – Paul Smith.pdf as a file name

AutoCrat   ✕

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

PDF

Output as

◉ Multiple output mode (classic mode)   ○ Single output mode

Help Guide   Cancel   SAVE   Back   Next

Choose the temporary destination folders

AutoCrat   ✕

5. Choose destination folder(s)   + Choose folder

📁 My Drive

*All merged docs will go into these folders

Help Guide   Cancel   SAVE   Back   Next

Skip all the optional step (6 to 7)

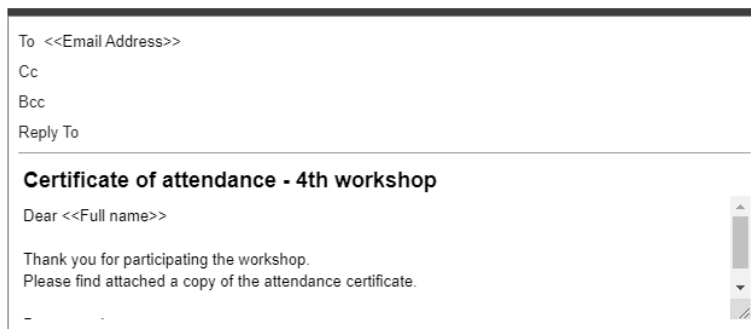Configure the Autocrat as below

And customised the automated email

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

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

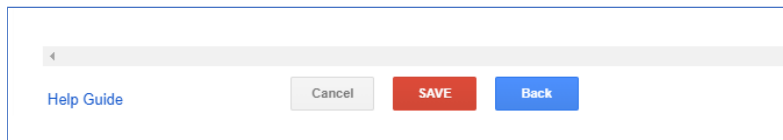**Run on form trigger**
⦿ Yes ◯ No

Run on time trigger
◯ Yes ⦿ No

◀

Help Guide   Cancel   SAVE   Back

Do not forget to click save

◀

Help Guide   Cancel   SAVE   Back

Test your certificate from your google form.