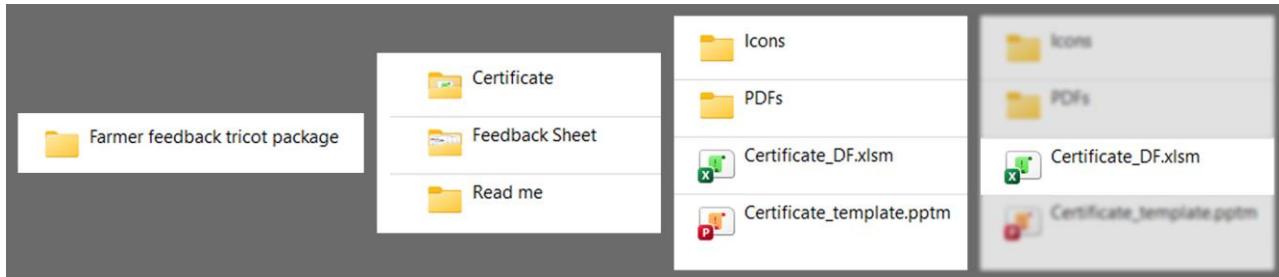


# Certificate – Quick Access User Manual

1. Download the Farmer Feedback Tricot Package folder to your computer.

- a. Open the Certificate folder



2. Fill in the data frame

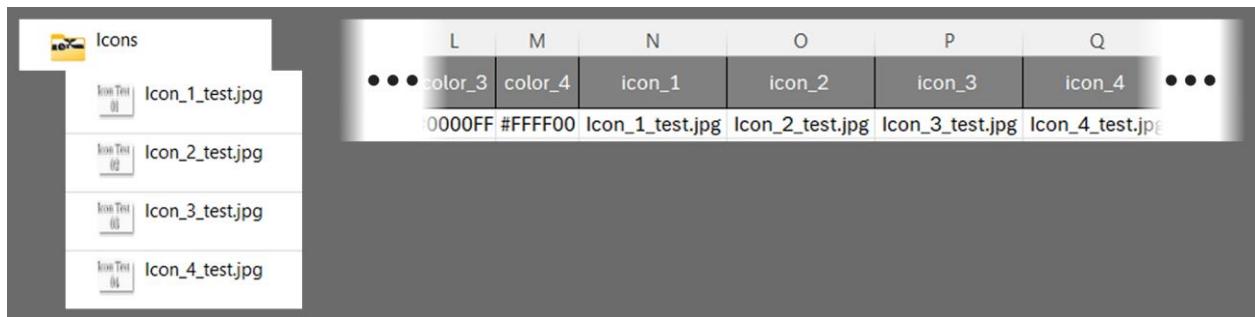
Open the **Certificate\_DF (Excel file)** and complete it with the participants' information.

- **One row = one participant**
- Save the file once all required information is complete.

A	B	C	D	E	F	G	O	P	Q	R	S	T	U
certificate_id	date	location	farmer_name	farmer_surname	title_certificate	title_award	icon_2	icon_3	icon_4	sign_1_name	sign_1_subtitle	sign_2_name	sign_2_subtitle
1	1/1/2000	Location_01	Test_Name	Test_Surname	Test_Certificate	Test_Award	icon_2_test.jpg	Icon_3_test.jpg	Icon_4_test.jpg	Test_sign_1	Test_sub_1	Test_sign_2	Test_sub_2
2													

3. Icons handling

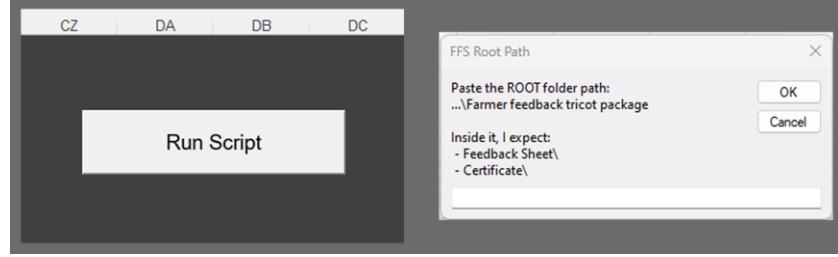
- Icons must be jpeg or .jpg files.
- Icons must be stored in their respective folders.
- Paste the icon, including extensions in their data frame column.



4. Run the script

When prompted, paste the file path of the main folder (Farmer Feedback Tricot Package) into the input box.

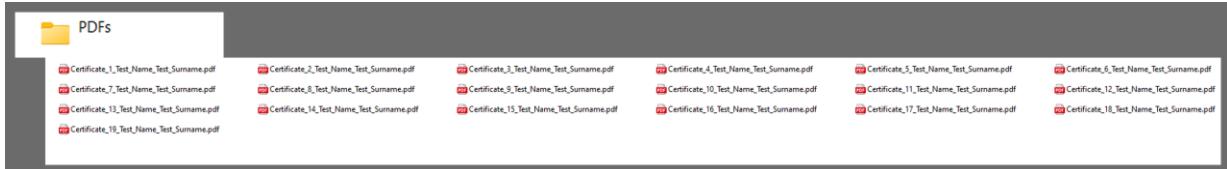
- **One participant = One PDF**



## 5. Review the output

Open the PDFs folder inside the *certificate* directory.

- If anything is incorrect, update the data frame and run the script again.**



## 6. Print on demand

- Paper size: A5 (Half letter or half A4)
- Paper type: smooth cardstock
- Full Color printing

