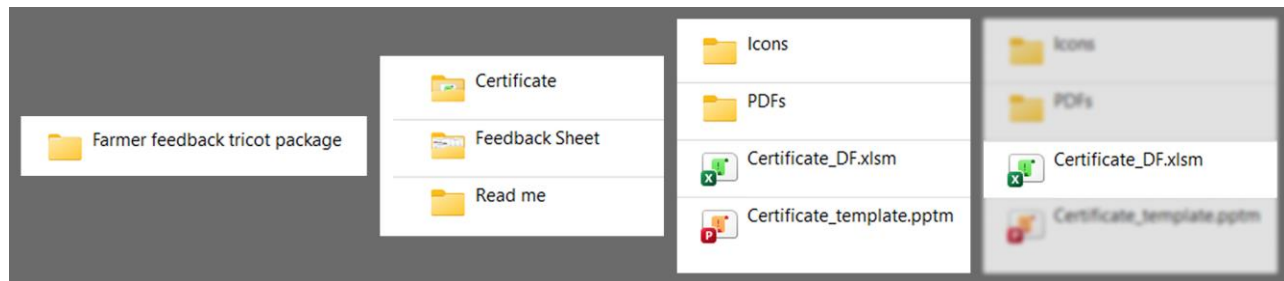


# Certificate – Quick Access User Manual

1. Download the Farmer Feedback Tricot Package folder to your computer.
  - a. Open the Certificate folder



## 2. Fill in the data frame

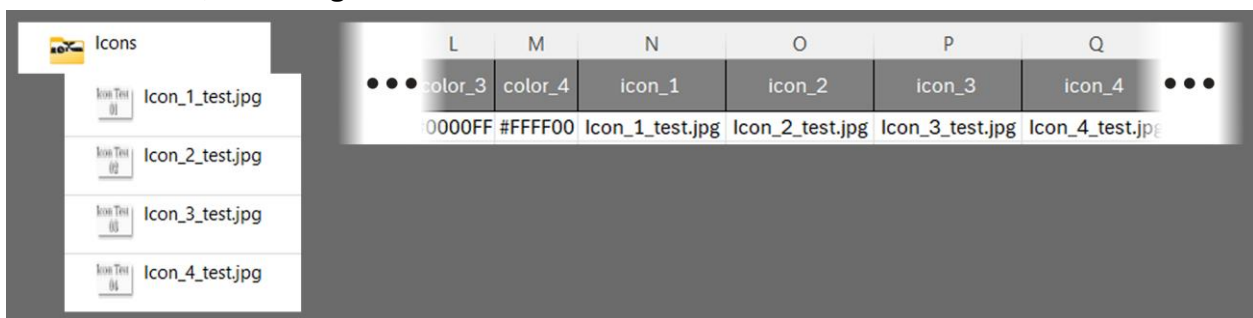
Open the **Certificate\_DF (Excel file)** and complete it with the participants' information.

- **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
1	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
2	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

## 3. Icons handling

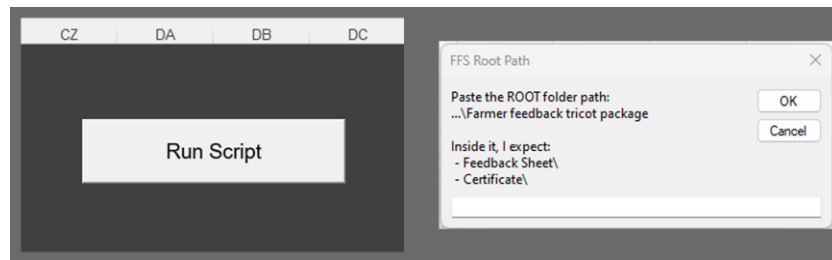
- Icons must be jpeg or .jpg files.
- Icons must be stored in their respective folders.
- Paste the icon, including extensions in their data frame column.



## 4. Run the script

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

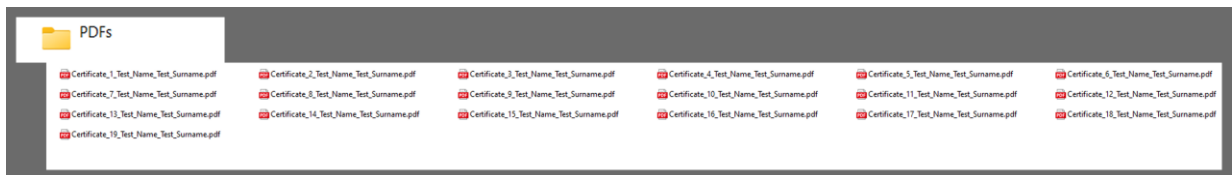
- **One participant = One PDF**



## 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

