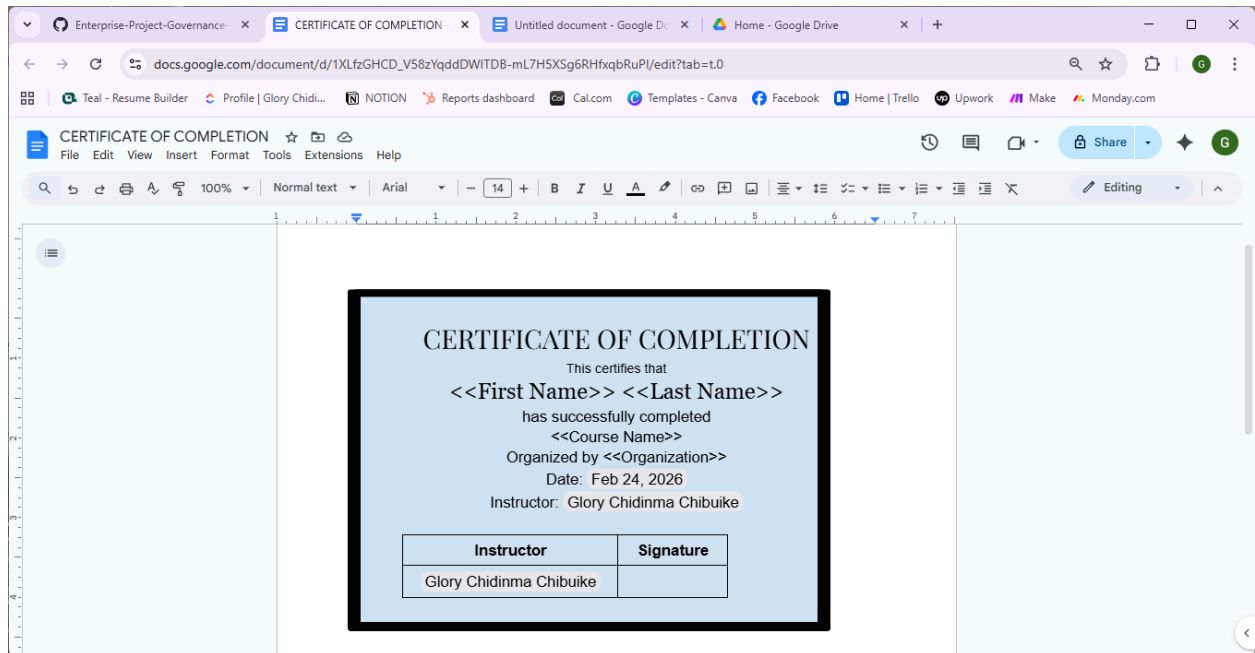


Participants Data Structure in Google Sheets:

[illegible]

Certificate Template Design in Google Docs:

Description: This screenshot displays the certificate template created in Google Docs. The template includes dynamic merge tags such as <<First Name>>, <<Last Name>>, <<Course Name>>, and <<Organization>>. Smart Chimps, Borders and tables were used to enhance formatting and professionalism. This document serves as the merge template for certificate generation.



Autocrat Mail Merge Configuration

Description: This screenshot shows the Autocrat configuration within Google Sheets. The merge settings include template mapping, PDF output format, multiple output mode, and structured file naming. Conditional logic was applied to ensure certificates are generated only for participants with Completion Status marked as “Completed” and Certificate Sent marked as “No”.

The screenshot displays the Google Sheets interface with the 'Training Registration Sheet' open. The spreadsheet contains the following data:

	First Name	Last Name	Email	Course	Completion Status	Certificate Sent
1	Gabriel	Adaba	gabada@gmail.com			
2	Ever	Green	evergm504real@gmail.com			
3	Cynthia	Offor	offorcynth@gmail.com			
4	Smart	Adams	SmartAd@gmail.com			
5	Sunday	Gideon	Gideons@gmail.com	Cyber security	SmartEver Digital World	Not Completed
6						No

The Autocrat configuration window is open, showing the 'Certificate of Completion' template. The 'Map source data to template' step is active, showing mappings for 'First Name', 'Last Name', and 'Course Name'. The 'Merge tab' is set to 'Sheet1', 'Header row' is '1', and 'First data row' is '2'. The 'Document add-ons' panel on the right shows the Autocrat logo and a description of the tool.

Generated PDF Certificates in Google Drive

Description: This screenshot is one out of the six successfully generated personalized certificates saved as individual PDF files in Google Drive. Each file is automatically named using dynamic participant data (e.g., Certificate_FirstName_LastName.pdf), demonstrating successful data-to-document automation.

