



PhaseShift 2017 e-Certificate Generator

Step 1: Prepare the excel sheet as per the format shown below.

	A	B	C	D
1	Name Lastname	BMS College of Engineering	Senses and Sensors	test@random.com
2	Somename D'Lastname	RV College of Engineering	Hackathon	email.email@random.com
3	Name W Initials	PESIT	Random Event	another@one.com
4				

First Column – Full Name (Capitalize first letter)

Second Column – College Name (Full name preferred)

Third Column – Event Name (Capitalize appropriately)

Fourth Column – Email ID

Save the excel sheet in **.xlsx** format.

Step 2: Open the **PhaseShift 2017 e-Certificate Generator** software and browse for your excel sheet.

Step 3: You can select a company logo to be displayed on the top right corner. This is optional. Click the checkbox and select the company logo. **NOTE:** Make sure the logo is cropped properly and excess space is trimmed. **PNG** format is preferred.

Step 4: You have the option to choose between a light and a dark background for the company logo (based on the logo colors). You can also create and choose a custom background template.

Step 5: Select the output folder.

Step 6: Generate your e-Certificates after preview!

Generate Sample – Creates a single sample certificate in the specified output folder (Preview).

Generate All – Generates all the certificates to the output folder (Verify all once before email).

Generate + Email – Generates all the certificates and emails them.

NOTE: For auto-mailing, a good internet connection is recommended as around 1.5 MB of attachments is to be uploaded per email. The software may sometimes freeze or hang, wait until the progress bar completes. Mailed ID will be ps2017.certificate@gmail.com.