

Step 1: Login to Gmail Account



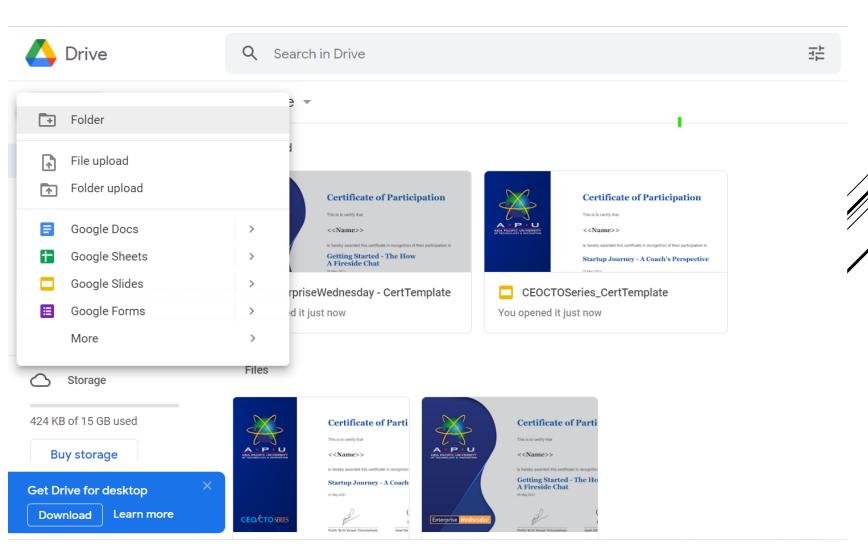
		Google					
Google Sign in							
	to co	ontinue to (Gmail				
Email o	r phone ————————————————————————————————————						
Not your in. Learn	computer? Us	se a private b	rowsing wind	low to sign			
Create a	account			Next			

Link : Google Drive
Username : apuenterprise22@gmail.com
Password : Enterprise@APU123

Step 2: Create Event Folder



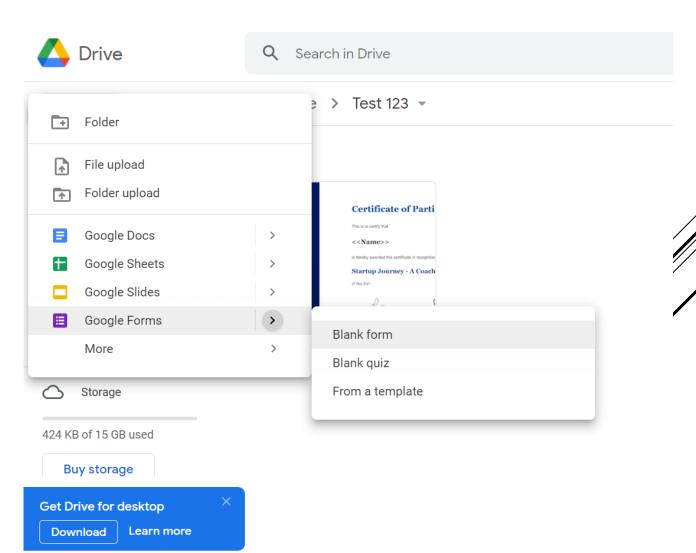
- 1. Create a New Folder
- 2. Add Sample Certificate (Google Slide) to the Folder



Step 3: Create Google Form



- 1. Create a New Form
- 2. Blank Form

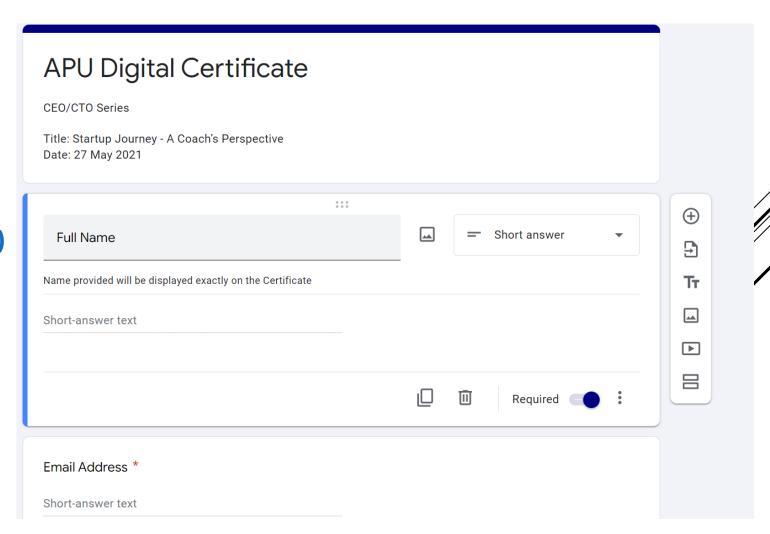


Step 4: Form Contents



Include the following:

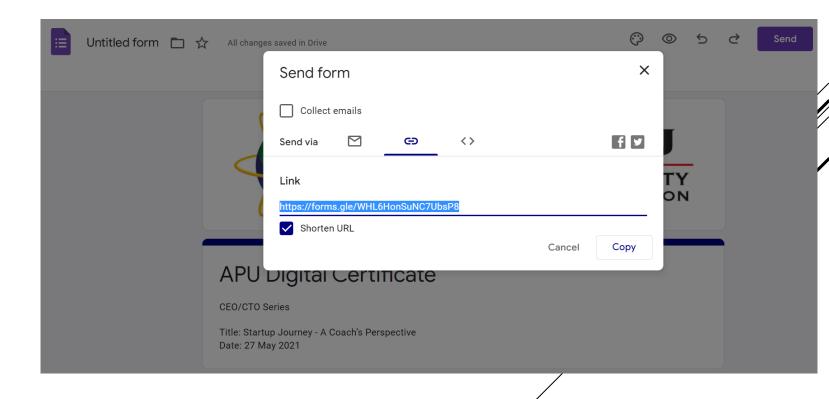
- 1. Full Name (Short answer text)
- 2. Email Address (Short answer text)
- 3. Update Certificate Name and Date



Step 5: Generate Form Link



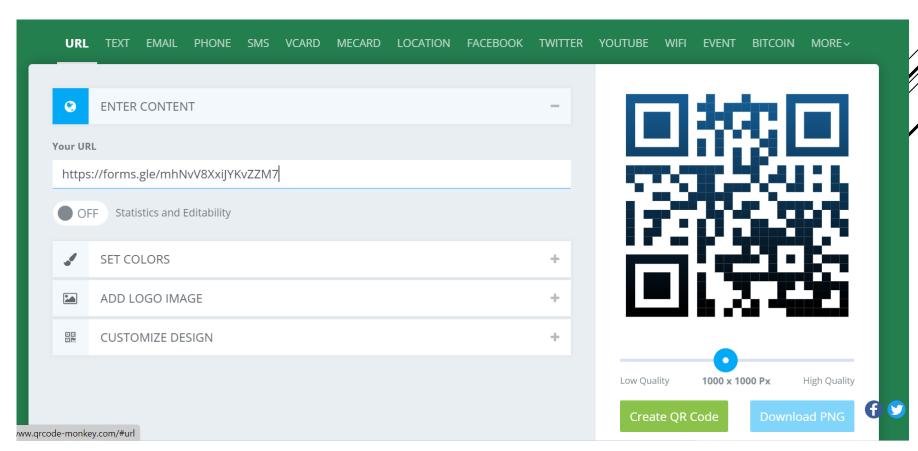
- 1. Click on Send
- 2. Select "Link Tab"
- 3. Shorten URL



Step 6: Generating QR Code



- 1. Open the QR Code Link https://www.qrcode-monkey.com/
- 2. Paste the Form Link
- 3. Create QR Code
- 4. Download PNG



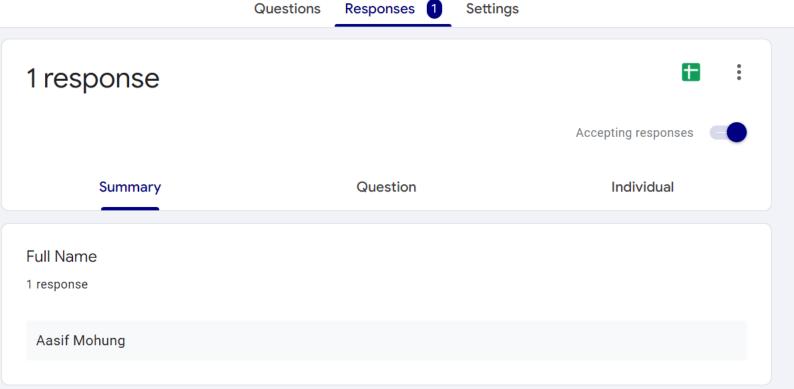
Step 7: Viewing Data





All changes saved in Drive

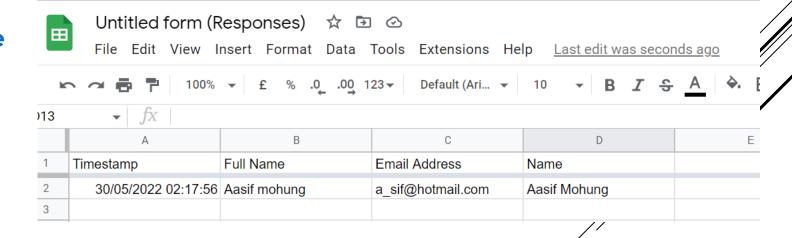
- 1. Open the Form in Google Drive
- 2. Click on Responses
- 3. Click on Google Sheet Icon



Step 8: Data Transformation



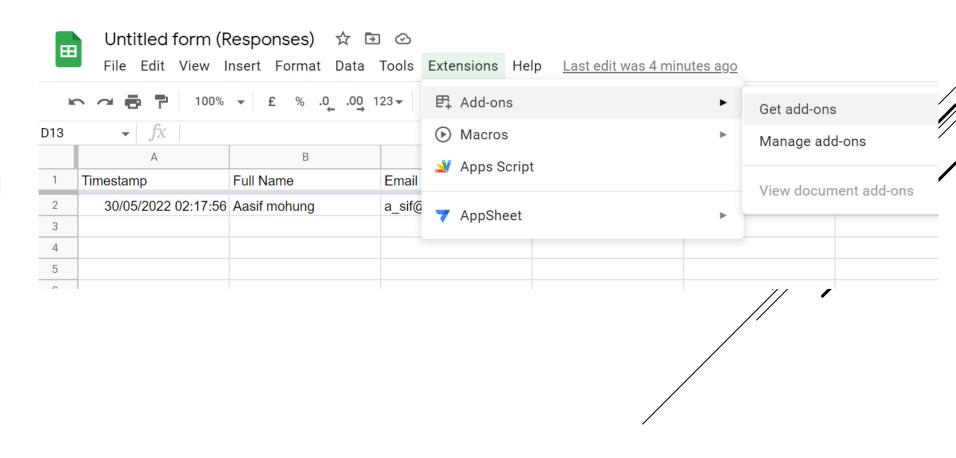
- 1. Create a new Column called "Name"
- 2. Paste the following formula in the first Cell =PROPER(B2)



Step 9: Installing Autocrat Addon



- 1. Click on Extensions
- 2. Addons
- 3. Get Add-ons
- 4. Download and install Autocrat



Step 10: Using Autocrat



- 1. Click on Extensions
- 2. Addons
- 3. Autocrat
- 4. New Job



Step 11: Using Autocrat



- 1. Type Job Name
- 2. Select Template (From Drive)
- 3. Select "Name" as rows to be merged
- 4. File Name (<<Name>>)
- 5. Change Type to PDF
- 6. Select Folder Name
- 7. Click Next Twice
- 8. Share Doc "No"
- 9. Enable Triggers (Form Yes / Time No)
- 10. Click Save
- 11. Run the Autocrat Addon (First Box)

AutoCrat



Rows that will be merged:

Job: Test 123

Template: Copy of CEOCTOSeries CertTemplate

File Name: <<Name>>
File Type: PDF

Output: Multiple documents

Number of template tags: 1

Step 12: Output



С	D	E	F	G	Н	I
Email Address	Name	Merged Doc ID - Test_1	Merged Doc URL - Test	Link to merged Doc - T	Document Merge Statu	s - Test_123
a_sif@hotmail.com	Aasif Mohung	13TTfNmcHLJew9HKv	https://drive.google.com/	Aasif Mohung	Document successfully of	created; Document succes
			Pof Aasif Mohung	p.pdf	60	
			ASIA CACIFIC UNIVERSITY	Certificate of Participation This is to certify that Aasif Mohung Is hereby awarded this certificate in recognition of their participation Startup Journey - A Coach's Perspecti	nin	





Thank you!