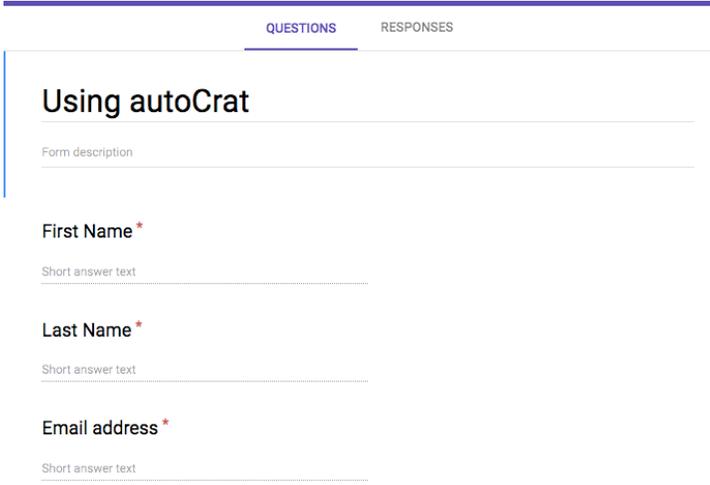


Using AutoCrat with Google Forms/Sheets

Getting AutoCrat into your Google Sheets



QUESTIONS RESPONSES

Using autoCrat

Form description

First Name *

Short answer text

Last Name *

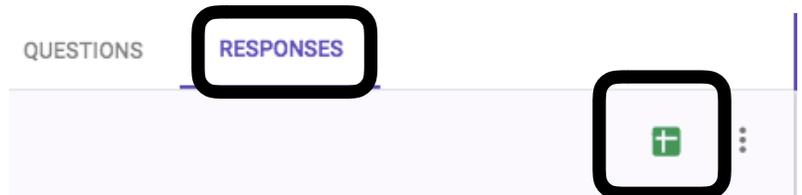
Short answer text

Email address *

Short answer text

Create a form that you wish to gather information from. Make sure that the question fields will be used for your certificate, email, or document.

Click on **RESPONSES**, and then click on the green icon. This will allow you to create new spreadsheet to collect your information.



Select response destination



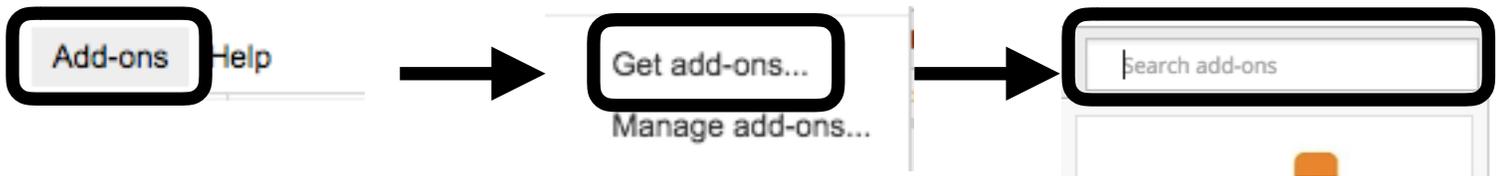
Create a new spreadsheet Using autoCrat (Responses) [Learn More](#)

Select existing spreadsheet

Click **CREATE** and Google Forms will create a new Google Sheets for your data.

CANCEL

CREATE



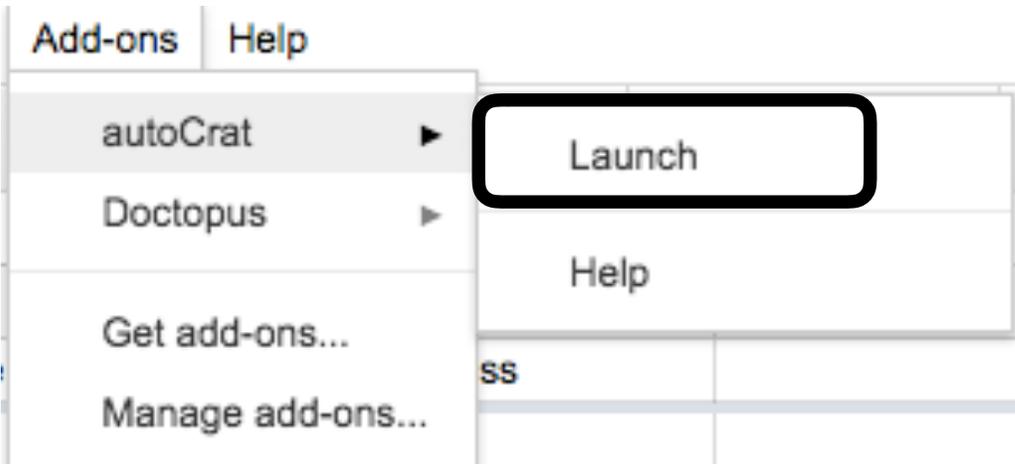
Now, the fun begins! First, click on **Add-ons** so you can add AutoCrat to your spreadsheet. Click **Get add-ons**, and then Search for AutoCrat.



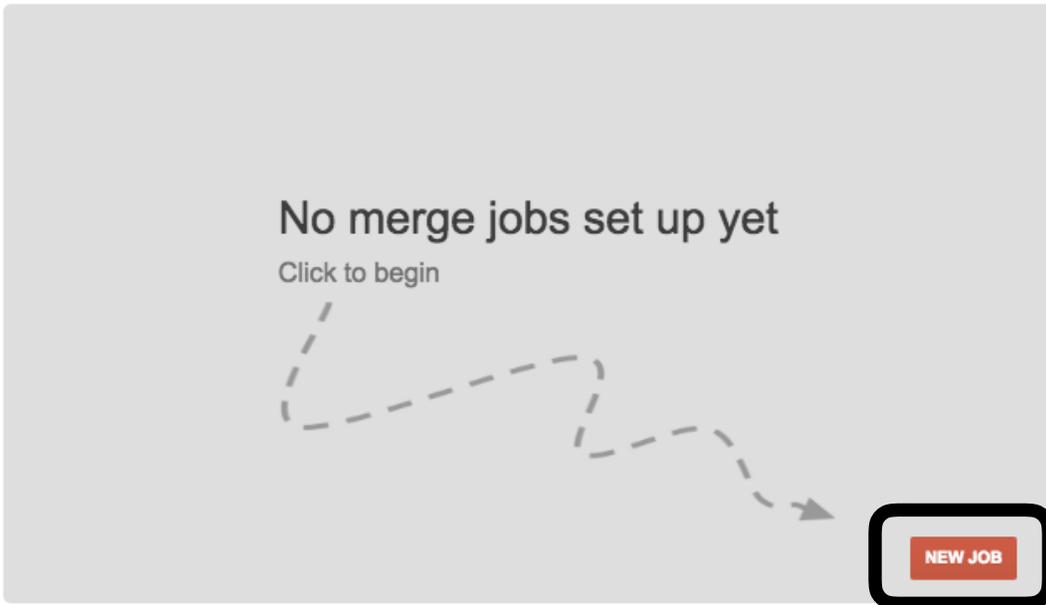
Click the blue **FREE** button, and now you can use AutoCrat with all of your spreadsheets!

Setting up a Merge Job

When you want AutoCrat to sent files and documents out automatically, you must create a Merge Job. First, got to **Add-ons**, and click on AutoCrat. Now, click **Launch**.



Now, you are ready to start your first Merge Job!



Click **NEW JOB** to begin.

1. Name your merge job

Job Name

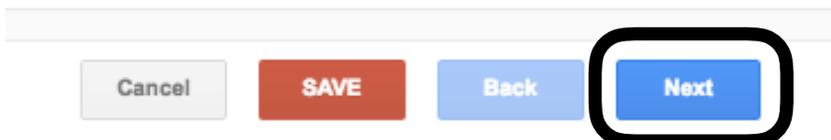
*Give your job a useful name for easy reference



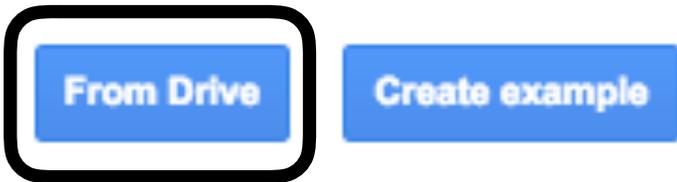
Job Name

*Give your job a useful name for easy reference

Give your merge job a unique name, that way it will be easy to find and use again later, if you wish.



2. Choose template



No template selected yet

Choose your template, which is your document or file. If you choose Create example, AutoCrat will create something for you to show you how it works. The merge works with the arrow brackets, << >> so those need to be included on your document if you want AutoCrat to print names or information on them automatically.

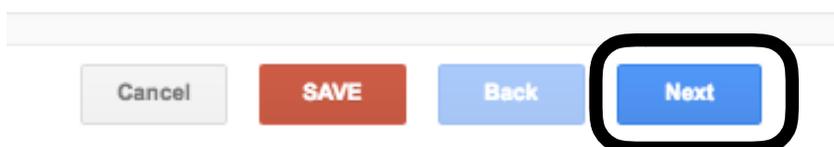
Dear <<First Name>>,

Thank you for participating in today's session on Autocrat! To receive your set-by-step instructions, please click here and **download** or **make a copy** in your Google drive. Autocrat is a great way to send files to many people without having to manually email or create individual certificates and letters. I hope you have enjoyed our session today!

CONGRATULATIONS

<<FIRST Name>>
<<LAST Name>>!

Notice the letter. The brackets tells AutoCrat what to include. On the certificate, AutoCrat will add the first and last name of each person who filled out the form, making each certificate personalized.



3. Map source data to template

Merge tab	Form Responses 1	Header row	1	First data row	2
Standard	<< First Name >>	maps to column	<input type="text" value="First Name"/>		
Standard	<< Last Name >>	maps to column	<input type="text" value="Last Name"/>		

AutoCrat will now read through your document, looking for the brackets. It will guess which heading on your spreadsheet correlates with what is in the brackets. If it guesses incorrectly, click on the item to choose the right heading.

For the file settings, choose what each file will be called when created. You will also choose the file type. PDF is a good choice, as it takes up less room in your Google Drive. You can also choose to send yourself multiple documents or just one.

[autosend info](#)

4. File Settings

File Name

Tell AutoCrat how to name each file it creates. Use <<TAGS>> aligned to merge sheet column headers to merge in source data.

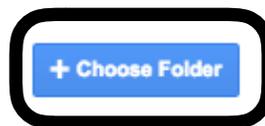
Type

Output as
 Multiple documents (classic mode) Single document (new!)

Now, you will choose a location for all of these documents to live. It is a good idea to have a folder already created in your Google Drive to make it easy when you get to this step.

autosend info

5. Choose destination folder(s)



Recipients



Step 6 is optional, and it is only recommended if you know how to use dynamic folders.

AutoCrat

autosend info

6. Add dynamic folder reference (optional)



Setting a merge condition requires understanding “if then” statements. It is not difficult, but for a new AutoCrat user, you may want to wait on this feature.

AutoCrat

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7. Set Merge Condition (Optional)



No conditionals set up yet. Click "Add Condition".



Now, you are ready to set up the sharing options. You will want to share the Google Doc, and you can choose to send it as a PDF, so others cannot edit it. You can also choose that others cannot share the document(s) with others, so students cannot get each other's work or certificates.

AutoCrat

autosend info

8. Share docs & send emails

Share Doc?
 Yes No

Share doc as
PDF

Allow collaborators to re-share
 No Yes

Send from generic no-reply address
 No Yes

*Only available for Google Apps accounts, not Gmail users

Scroll a little bit farther down and notice you can send personalized emails to your recipients. In the "To" field, type <<Email address>> as long as that is one of your fields on your form. Be sure to add a subject line, and then compose the email. Notice the Dear <<First Name>>. AutCrat will automatically insert the first name from the form within the email for you!

 To <<Email address>>

Cc

Bcc

Reply To

Autocrat Tutorial

Dear <<First Name>>,

Cancel SAVE Back Next

AutoCrat will allow you to add triggers. You set up AutoCrat to automatically send out information just as soon as someone submits the form, or you can have AutoCrat check for you at a set time. Right now, if you wish to have AutoCrat run as soon as someone submits, you must also set the time trigger to run every hour.

AutoCrat

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9. Add/remove job triggers

Run on form trigger

Yes No

Run on time trigger

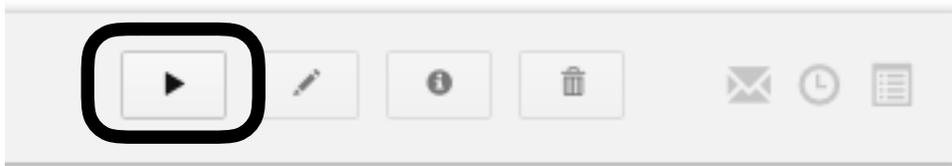
Yes No

Run every

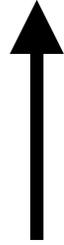
one hour

Cancel **SAVE** Back

Now, you are ready to run the merge job! After you click save, you will see your merge job. Click the Arrow to begin the job.



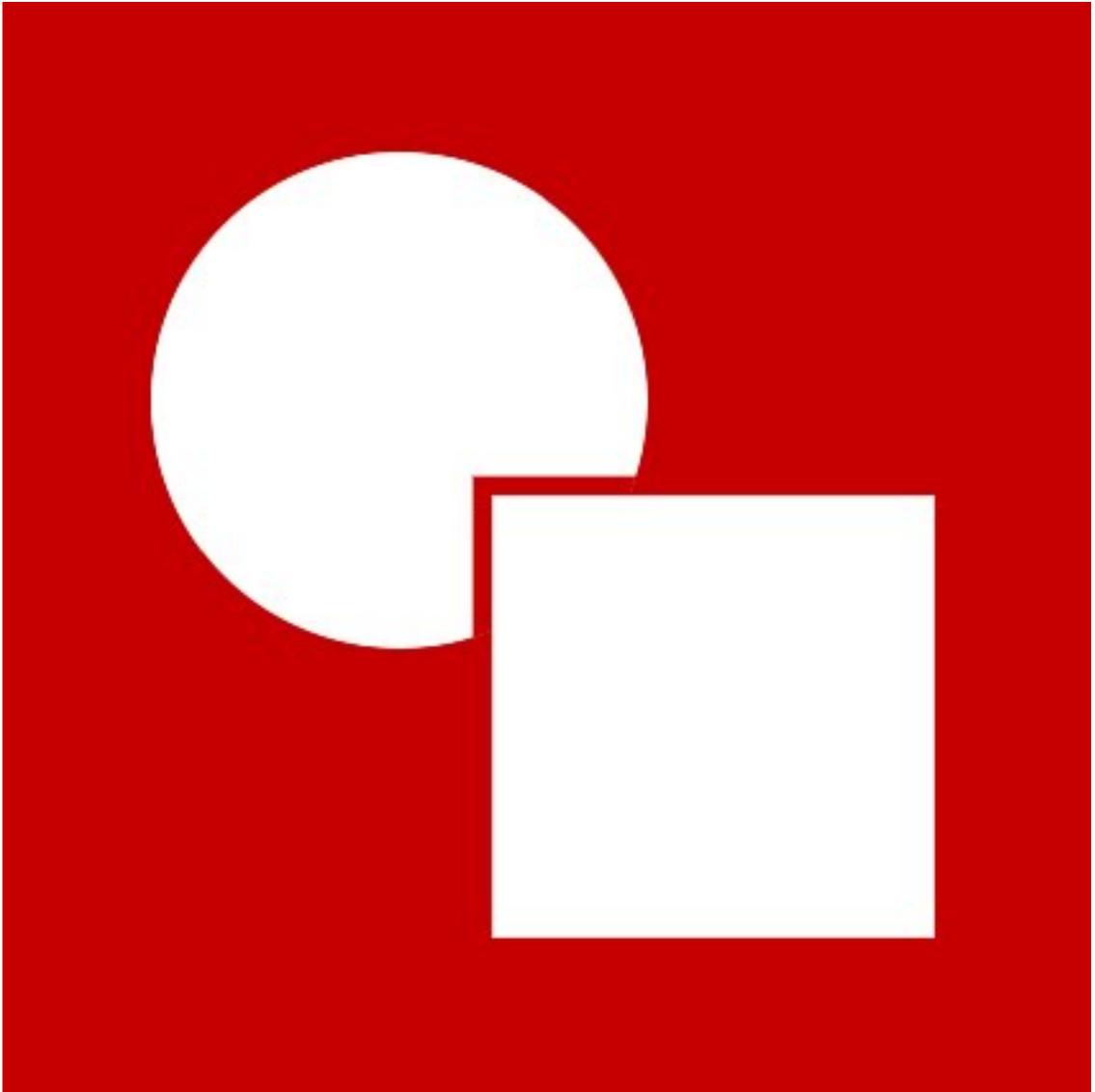
E	F	G	H	I
<i>Merged Doc ID - autose</i>	<i>Merged Doc URL - auto</i>	<i>Link to merged Doc - au</i>	<i>Document Merge Status - autosend info</i>	



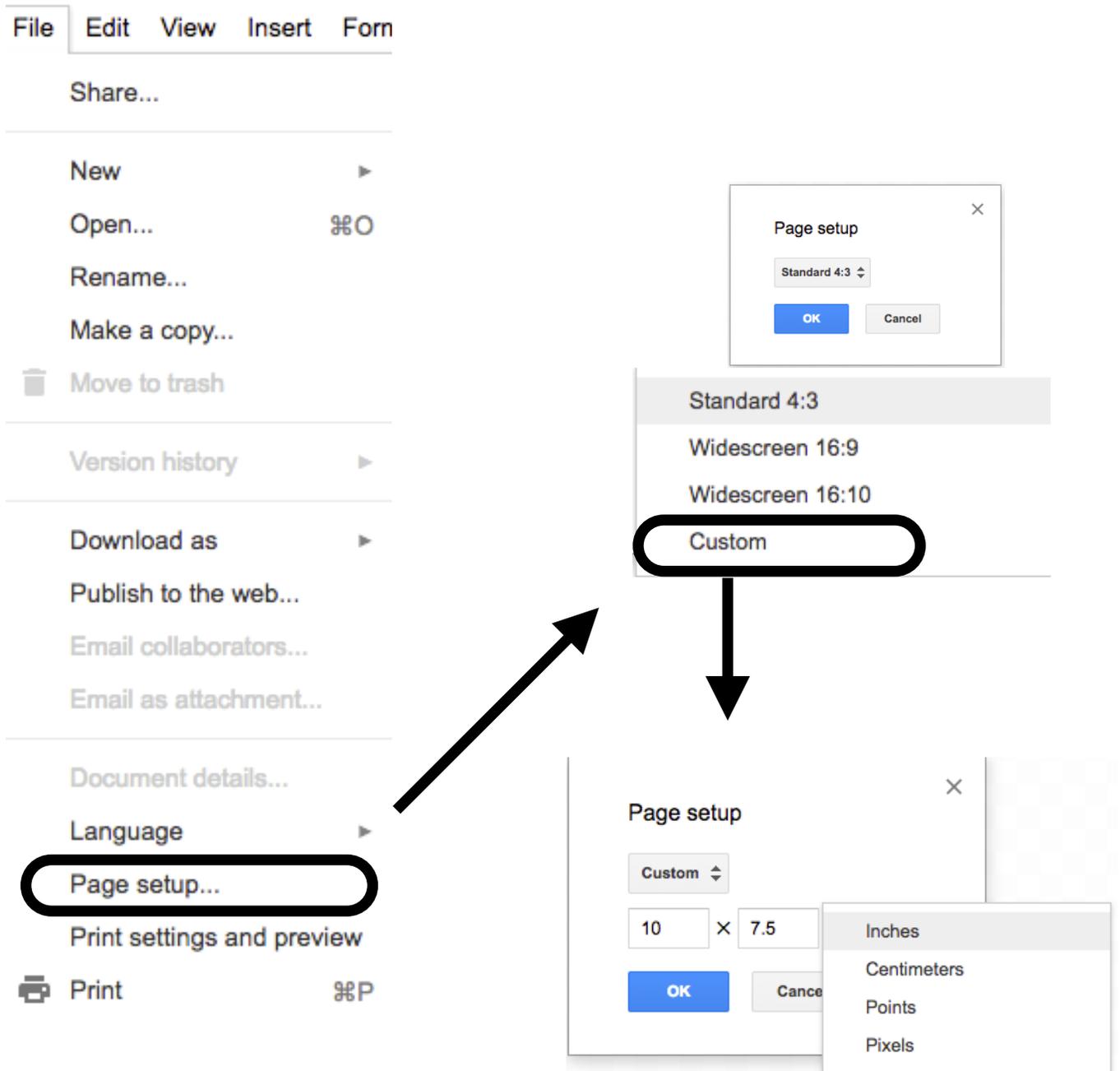
You will know the job is working if you see something like this at the top of your spreadsheet. Test it out to make sure the merge is working correctly.

The application does consume a bit of your time to get set up, but once AutoCrat is running, your recipients will get their personalized documents automatically, making you look extremely organized and efficient!

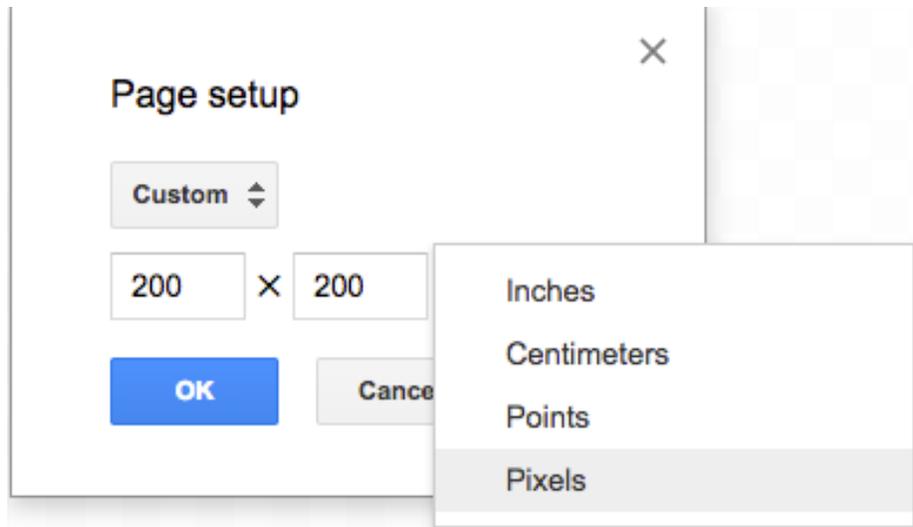
CREATE with Google™ Draw!



When you open up a new Google™ Draw, you should decide how large you want your canvas to be. Click on **File>Page setup** in order to customize your canvas size. The **Custom** option will allow you to create a canvas at any size you choose.

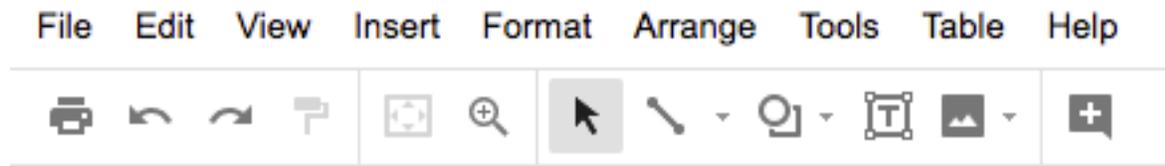


Typically, if I am creating digital badges or stickers, I adjust the canvas to **200 pixels by 200 pixels**.



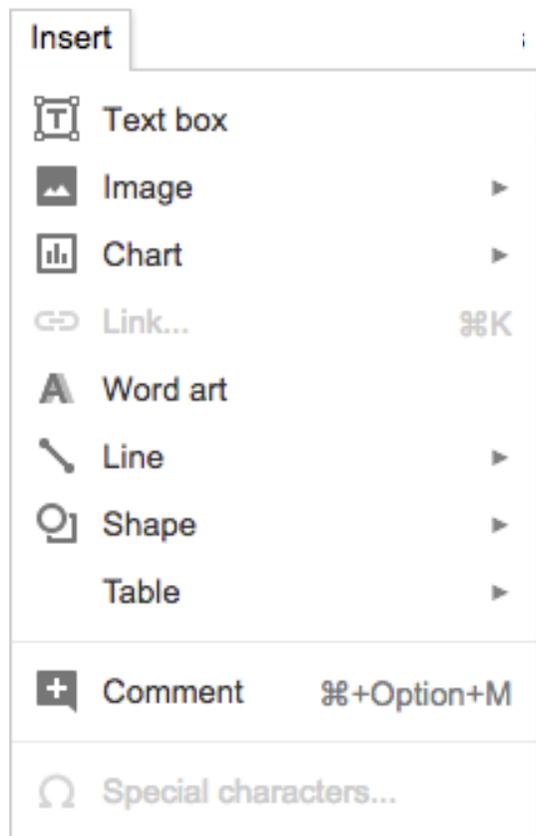
Now, with my canvas ready to go, I can start creating! The canvas background is transparent, which makes using my creations on Docs or Slides easy and very professional-looking!





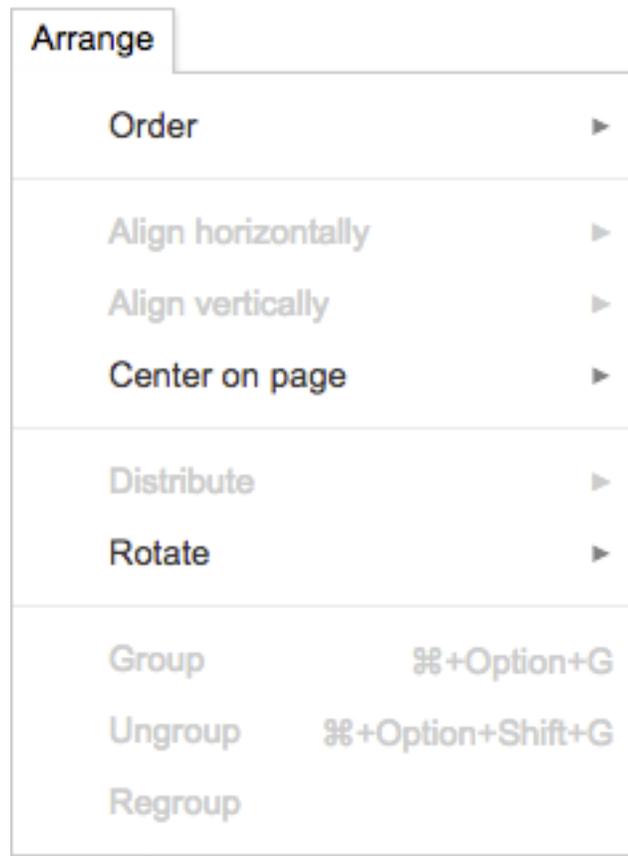
There are many menu options to choose from, but we are only going to look at *Insert, Arrange and File*.

INSERT



Notice that you can insert text, images, charts, links, lines, etc. In Google™ Draw, once you have inserted an object, you can move it anywhere within the canvas that you like.

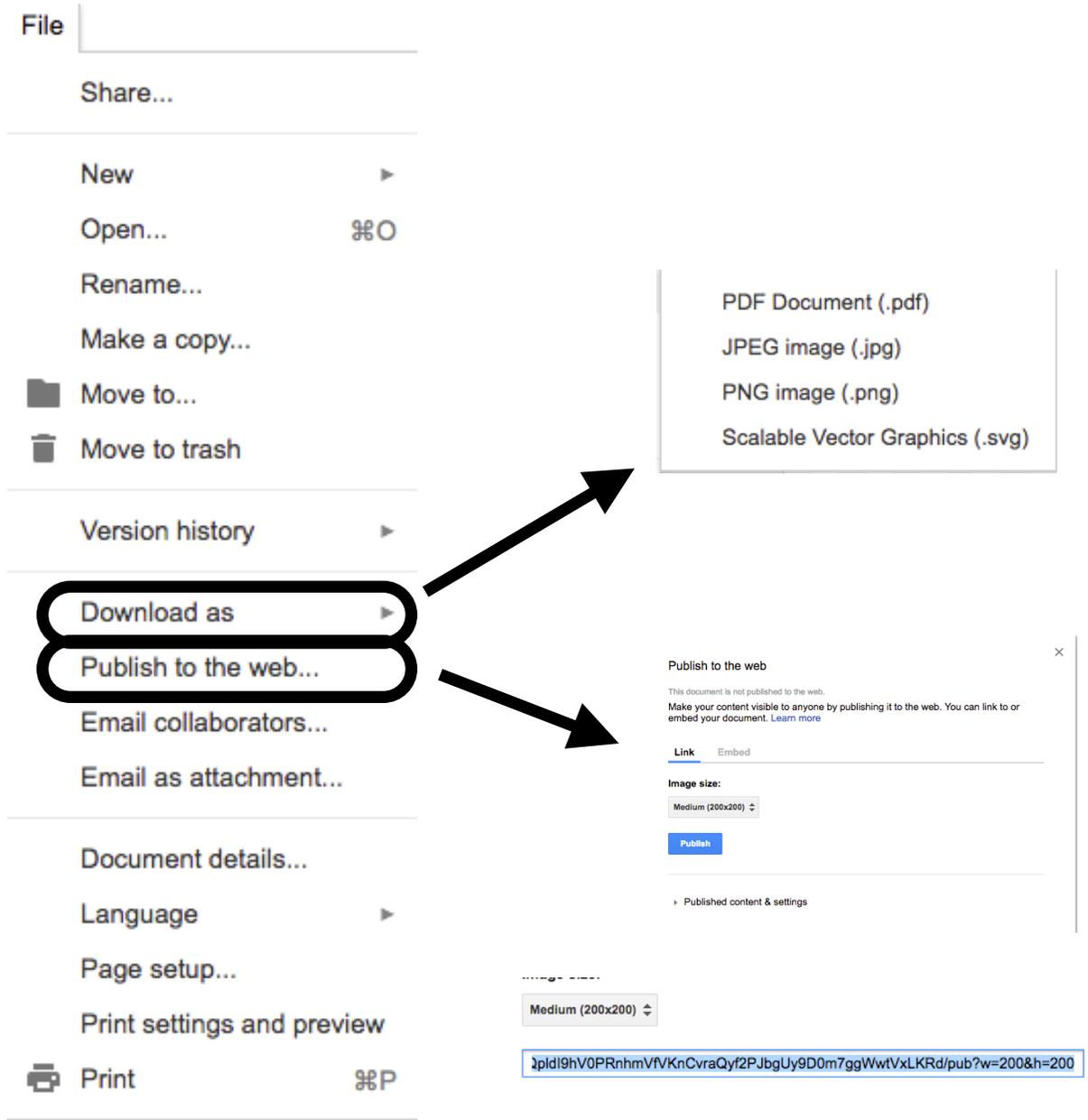
ARRANGE



The **Arrange** tool will help to place, move, and align objects with ease. You can even arrange the order of the object on the page, in the event that one object is overlapping another.

Bring to front	⌘+Shift+↑
Bring forward	⌘↑
Send backward	⌘↓
Send to back	⌘+Shift+↓

FILE



Under **File**, you can **Download** your creation, and you can also **Publish to the Web**, which is useful for websites and spreadsheets! Google™ Draw is amazing!