

# e-BULETIN JSKM

## **Cabaran Wanita**

*Muniroh Hamat*

### **Antara Menarik di Dalam**

- Generate e-Certificates with Autocrat
- Symbolab Matrices
- JJCM Hatyai
- Jika Diri Diuji
- Tentang Kamu
- Pengurusan Rekod
- Musafir Haji
- Wira Sejati

**Edisi April 2023**



# GENERATE E-CERTIFICATES WITH AUTOCRAT

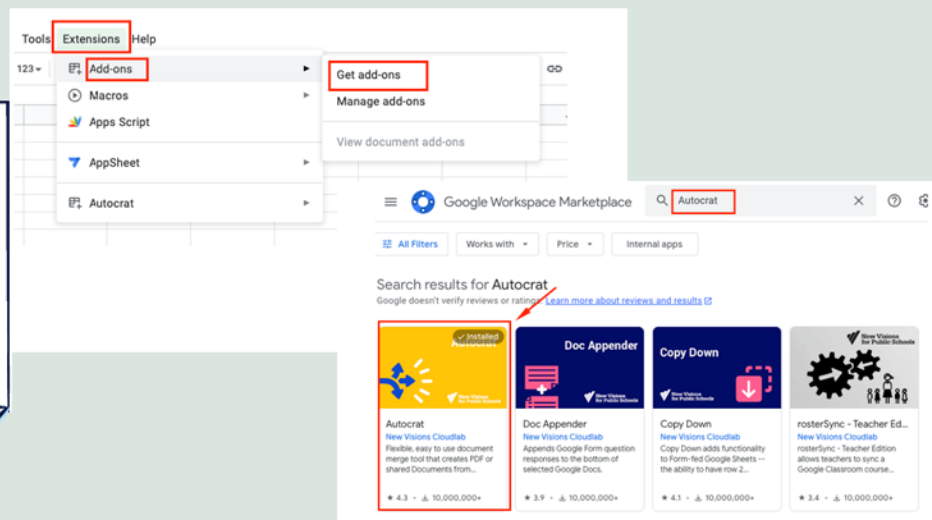
Mohd Syafiq Abdul Rahman

Autocrat is a Google Sheets add-on that allows you to merge data from a Google Sheet into a Google Slides template. You can use it to generate certificates by creating a Google Sheet with data and a Google Slides template for the certificate. Lastly, Autocrat will generate the final certificate in Portable Document Format (PDF) and email automatically to the recipients.

Here's a step-by-step tutorial:

## Step 1: Install Autocrat

To install Autocrat, open a Google Sheet and go to Extensions > Add-ons > Get Add-ons. Search for "Autocrat" and install it.



## Step 2: Create a Google Sheet

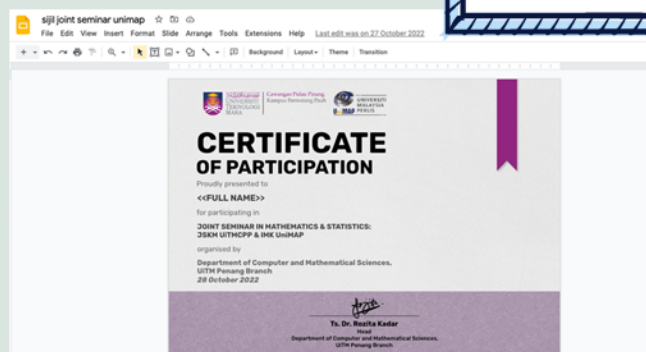
In your Google Sheet, create a header row with the names of the fields you want to include in your certificate (e.g. "Name", "E-mail", "Award"). If you have created a Google Form, you can also use the response sheet.



## Step 3: Create a Google Slides

In Google Slides, create a new presentation and design your certificate template.

Placeholder text can be used to represent the fields from the Google Sheet (e.g. "<<NAME>> or <<AWARD>>").



**Step 4: Merge the data and template**

This is the crucial part. Just follow the instructions step by step, you will be fine. In your Google Sheet, go to Extensions > Autocrat > Launch > New Job



**(i) Name your merge job**

Give a name for your job. This is just for your own reference.

**(ii) Choose template**

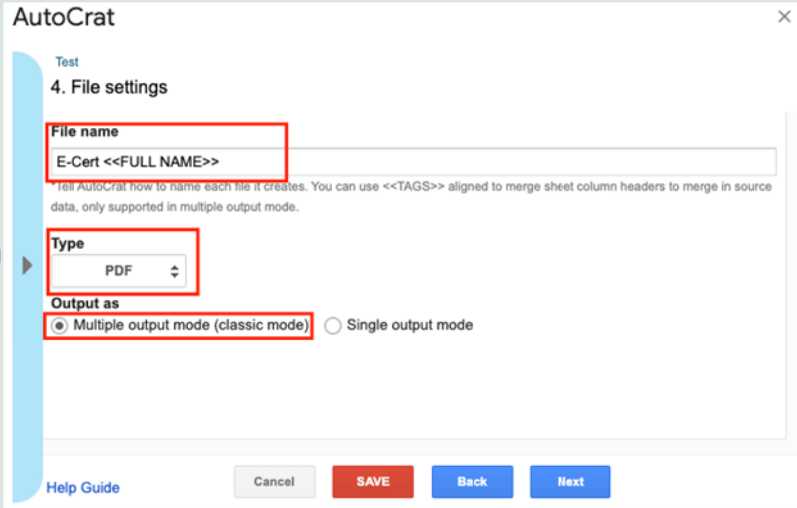
Choose your certificate template design in your Google Drive. Make sure you have created and typed the details in your template file in Google Slides and save it in your Drive.

**(iii) Map source data to template**

Select your sheet in the Merge tab. After select, the details will automatically map. So, make sure that column name in Sheet is tally with info in Slides.

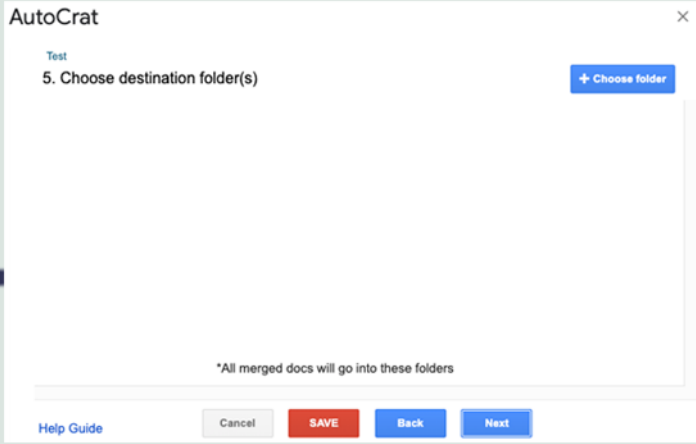
**(iv) File settings**

This is how you want your certificate file will be renamed and save type as.  
 For the file name, you can use tags to save the file name. For example, if you save the file name as E-cert <<FULL NAME>>, The PDF file name will be saved as E-cert ALI BIN ABU



**Choose destination folder(s) (v)**

You can choose or create folder that where you want to save all the certificates.



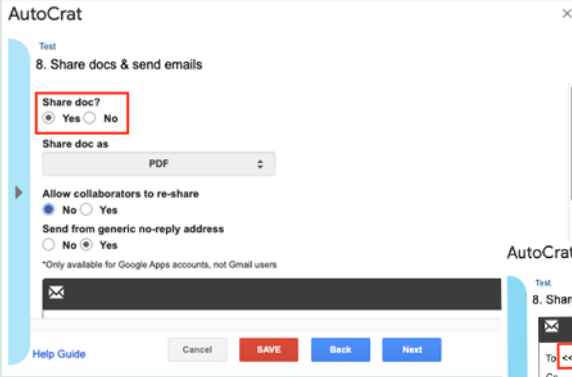
**Add dynamic folder reference (optional) (vi)**

**Set merge condition (optional) (vii)**

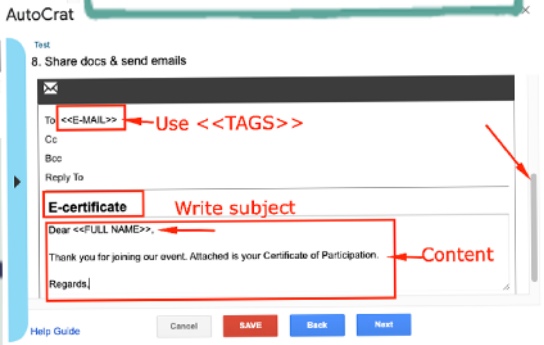
You can skip these two steps by just clicking Next.

**Share docs & send emails (viii)**

Select Yes if you want Autocrat to automatically send the certificates to the recipients. If you select No, the certificates can be downloaded in the folder that you have chosen in step v.



Scroll down a little bit.



**(ix) Add/remove job triggers**

Click Yes to Run on form trigger if you want the Autocrat to generate the certificate automatically right after your respondent filled the Google Form.

Finally click SAVE.

**Step 5:  
Generate certificates**

Click Run, wait and voila! In Autocrat, select the range of data to merge and choose the output options. Autocrat will then generate one PDF file for each row of data in the Google Sheet.

And that's it! Autocrat makes it easy to generate certificates in bulk using data from a Google Sheet and a Google Slides template turn to a PDF file. Just the the respondents fill the form, and Autocrat will do the rest.