

Google Drive -- when viewing form results in a spreadsheet

Add-ons → AutoCrat (if it is not there click get Add-ons) -->Open (Update if applicable)

****NOTE**** all column headings of the spreadsheet have to be different in order for the AutoCrat to work properly

W: WeddingRegistrations

File Edit View Insert Format Data Tools Form Add-ons Help Last edit was made 2 minutes ago by anonymous

https://docs.google.com/open?id=0B8Xpc7MSr4EVb09Dag0cWk5am8

	M	N	O	P	Q	R	S	T	U	
1	Bride's Name	Street Address	City	State/Province	Zip/Postal Code	Date of Birth	Occupation	Home Phone	Cell Phone	Email
2	Barbara Stanley	100 Willow Way Place	Cherry Hill	NJ	8034	10/17/1992	Graduate student	8566160347	8566160347	bas378@x
3	Bianca Tancredi	408 Chews Landing Rd.	Haddonfield	NJ	8033	4/5/1991	Sales Manager	609-682-1280	609-682-1280	biancatan
4	Dorothy Martinez	115 Rose Ave	Bellmawr	NJ	8031	7/5/1979	Stay home mom		8568137676	dorothym
5	Dorothy Martinez	115 Rose Ave	Bellmawr	NJ	8031	7/5/1979	Stay home mom		8568137676	dorothym
6										
7	Jacqueline Reilly	506 Brian Drive							6098286389	Jackie Re
8	Allison Murray	24 Daylily Dr						8567783053	8567012368	armungirl
9	Kristen Grimley	101 Park Drive						(609) 828-2460	6093133408	kg542104
10	Katie Ann Romaniak	200 Cardinal Drive							845-596-2216	katieannrc
11	Jennifer Reynolds	603 Westerly Drive							856-816-6809	jennifer.re
12	Jessica Grimenstein	501 4th Ave								jessica916
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AutoCrat

Existing Jobs

- Wedding Form Merge
- Wedding Forms Merge 4.6.16
- Practice wedding

Help Guide Manage triggers

NEW JOB

You have unmapped tags!!!

unmapped tags are likely due to duplicate column headings in the spreadsheet

Click the pencil to edit and run through the merge setup.

AutoCrat

Wedding Form Merge

1. Name your merge job

Job Name

Wedding Form Merge

*Give your job a useful name for easy reference

Help Guide


Cancel SAVE Back Next

AutoCrat

Wedding Form Merge




2. Choose template

[From Drive](#) [Create example](#)

 [Preliminary Wedding Form \(Responses\) - Example Temp...](#)

Currently Selected template

Recently used templates

-  [Prayer Requests](#) ([View](#) | [Use](#))
-  [Baptism Template](#) ([View](#) | [Use](#))
-  [Baptism MERGE 6.16.16](#) ([View](#) | [Use](#))

[Help Guide](#) [Cancel](#) [SAVE](#) [Back](#) [Next](#)

The template is another document in the same folder -- each column of the spreadsheet is a merge field, indicated by << >>

Wedding Merge Form #2

File Edit View Insert Format Tools Table Add-ons Help Last edit was made on April 6, 2016 by Church Secretary

100% Heading 1 Verdana 16

Christ the King: Preliminary Wedding Form

<<Timestamp>>

GROOM: <<Groom's Name>>
 Home Address: <<Street Address>> <<City>>, <<State/Province>>
 <<Zip/Postal Code>>
 DOB: <<Date of Birth>>
 Occupation: <<Occupation>>
 Home Phone: <<Home Phone>> Cell Phone: <<Cell Phone>>
Email: <<Email>>
 Parish &/or other denomination: <<Parish and/or other denomination>>

BRIDE: <<Bride's Name>>
 Home Address: <<Bride's Street Address>>
 <<Bride's City>>, <<Bride's State/Province>> <<Bride's Zip/Postal Code>>
 DOB: <<Bride's Date of Birth>>
 Occupation: <<Bride's Occupation>>
 Home Phone: <<Bride's Home Phone>> Cell Phone: <<Bride's Cell Phone>>
Email: <<Bride's Email>>
 Parish &/ or other denomination: <<Bride's Parish and/or other denomination>>

Has either party been previously married? <<Has either party been previously married?>>

Date of Wedding <<Date of Wedding>>

Name of priest who will celebrate the sacrament (if not from Christ the King)
 <<Name of priest who will celebrate the sacrament (if not from Christ the King)>>
 Parish of priest celebrating the sacrament: <<Parish of priest celebrating the sacrament>>
 Why Ctk? <<Why have you chose Christ the King for your sacrament of marriage?>>

AutoCrat

Wedding Form Merge

3. Map source data to template

Merge tab: Form Responses 1 Header row: 1 First data row: 2

Standard	<< Timestamp >>	maps to column	Timestamp
Standard	<< Groom's Name >>	maps to column	Groom's Name
Standard	<< Street Address >>	maps to column	Street Address

Help Guide Cancel **SAVE** Back Next

Make sure the fields match up between the template and the spreadsheet. Duplicated column headings will not show up in the mapping as options for the merge field. If this happens, X out of the autocrat, rename the column headings and start the autocrat editing process over again.

AutoCrat

Wedding Form Merge

4. File Settings

File Name

<<Groom's Name>> <<Bride's Name>> Wedding Registration

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

Type

PDF

Output as

☐ Multiple documents (classic mode) ☒ Single document (new!)

Add page breaks between data rows

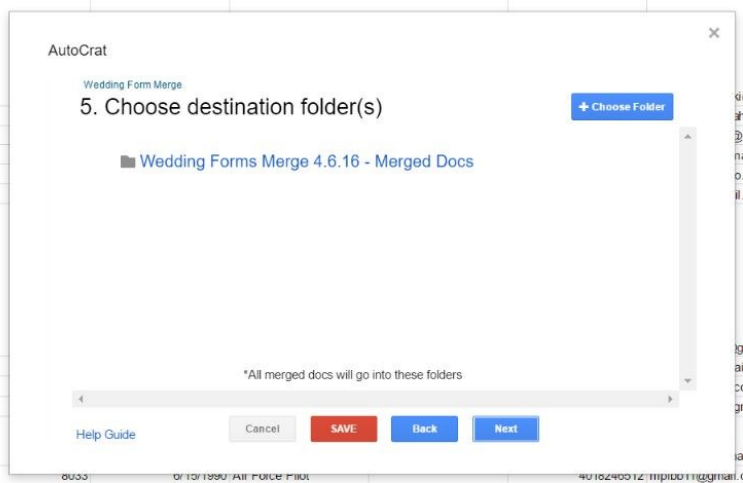
☐ Yes ☒ No

Help Guide Cancel **SAVE** Back Next

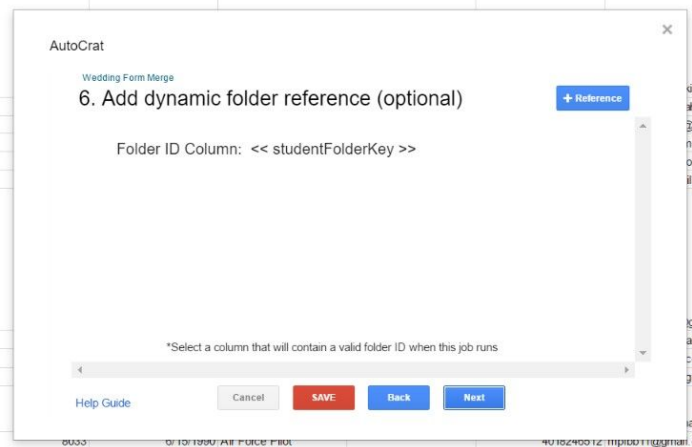
Name the PDF file on output

Multiple Documents will make each submission it's own PDF.

Single Document will merge all results into multiple pages in the same PDF file.



Set location where PDFs are going to be saved



Since step 6 is option skip to next

AutoCrat

Wedding Form Merge

7. Set Merge Condition (Optional)

+ Add Condition

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

*Only rows that meet the above conditions will be merged.
Enter a specific value, NULL (empty) or NOT NULL (not empty)

Help Guide Cancel SAVE Back Next

You may not have any conditions for step 7

AutoCrat

Wedding Form Merge

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

To: terryccck@gmail.com
Cc
Bcc
Reply To

<<Groom's Name>> Wedding Registration

<<Groom's Name>> and <<Bride's Name>> have submitted a form.

Help Guide Cancel SAVE Back Next

Step 8 is where you set the email address of the person the form should go to as well as the subject line and text of the email.

SAVE the autocrat and run it manually once

