Autocrat example

1. Works like older "mail merge" with added features that are embedded in Googleville!

Video Tutorial:
[goo.gl/3Y8Z1X](goo.gl/3Y8Z1X)

2. Tips:
    a. Only use one account so you do not run the risk of your merge going to another account
3. Possible steps:
    a. Create a folder- autocrat example
    b. Create a form- select a form template
    c. In form settings- turn on/off automatically collect username, etc.
    d. Create form questions
    e. In the example: teacher has name, teacher e-mail (make sure to include whole address), multiple choice of observation aspects.
    f. Go to folder, you will see your form and "form responses"
    g. Create a new document- template doc and move it to the folder you are working in
    h. On template, include items at bottom (you can copy/paste)
    i. Now go back to your spreadsheet
    j. Go to "Add ons"
    k. Tell it to add on and check permissions
    l. In Add ons, you will now see "Autocrat" tell it to "Launch"
    m. Tell it to do a new "merge"
    n. It will ask you what template to use, choose the template in your folder (see example template below). Any text you write on your template will show up on your final document. Any text you have in between <<carrots>> will be what is taken from your original form. Make sure you have no spaces between your <<form>> text and the carrots.
    o. In Step 4, Field Mappings, make sure the areas of your template match the right items on your form.
    p. Give it a file convention name, using $firstname $last name $date
    q. Choose what kind of file you want to create, PDF or Doc
    r. You can choose to e-mail merged files, to always e-mail out to person who completed the form or the person you are observing, etc., Choose that item with a $emailaddress, choose a subject for the e-mail that will automatically be sent
    s. You can then trigger the merge each time a form is completed
    t. In the settings, you can have Autocrat add URLs to merged docs into your spreadsheet, with links to doc, etc.

1. Possible Doc when doing observations (from example above):

Dear << First Name>>,

Today when I observed you working with your team, this is what I saw…

<<Teamwork characteristics>>

Thanks for letting me observe you.

Your name