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1) Introduction of Autocrat
A) Autocrat Extension

2) The necessary pieces to begin the project
A) Google Documents
Must Have a template form that you want the data to be auto populated.
B) Google Forms
This is where you will ask the questions and have the responses entered.
C) Google Sheets

This is where the data is collected from the Google Form. Autocrat will run through Google Sheets. Whatever data is here is what will be automatically inserted into the Google Document template that you have created.

3) A walk through of building an automated document using autocrat
A) Guests can walk through the steps with me
If you have a computer and a document that you would like to automate feel free to follow along with me.
B) Guests can stop and ask questions

4) Finalizing the product

A) Checking to see that the autocrat ran correctly on *Google Sheet* the last column will show the status of the autocrat's job. It should state "Document successfully created".

B) Checking the final documents.

Will provide a link to the completed document.

Some Examples:

Attendance Letters

Office Referral

Add/Drop Notices

Suspension Form

Will Demonstrate:

Enrollment Application