Form2Docx™ Local Admin Handbook

Automatic Google Forms™ to Google Docs™ & PDF Document Merge Engine — Zero Monthly Caps, Zero External Servers.

864ZEROS · GOOGLE WORKSPACE™ ADD-ON

4-PAGE COMPLETE ILLUSTRATED PLAYBOOK

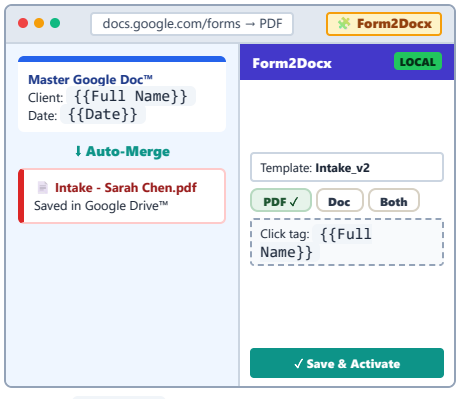
Turn Every Google Form™ Submission Into a Polished PDF or Google Doc™ Automatically — Without Monthly Merge Quotas

Legacy document-merge add-ons lure teams in with a 20-document trial, stamp vendor watermarks on your PDFs, request broad read access to your entire Google Drive™, and lock high-volume offices into **steep recurring subscriptions**. Form2Docx Local merges answers directly into your master Google Doc™ template using `{{Tag}}` placeholders and saves clean Docs/PDFs straight into your chosen Drive folder — **100% inside your own Google account**.

WHY SCHOOLS, CLINICS, LEGAL & HR TEAMS SWITCH TO FORM2DOCX LOCAL

Document Merge Need	Legacy Cloud Merge Add-Ons	Form2Docx™ Local Sovereign Engine
Monthly Merge Volume	Hard 20–100 doc/month paywalls & vendor watermarks	✓ **Zero vendor monthly caps · Zero watermarks ever**
Google Drive™ Security	Requests broad Drive-wide read/write scopes	✓ **Non-restricted drive.file + forms.currentonly scopes**
Conversion Privacy	Routes intake PII through external PDF cloud servers	✓ **100% native DocumentApp & DriveApp inside your account**
Template Styling	Breaks headers, tables, or logos during conversion	✓ **Replaces {{Tokens}} across Body, Header & Footer cleanly**
Pricing Model	Recurring annual SaaS subscription per user	✓ **Free up to 2 Merge Templates · One-Time Lifetime Unlock**

UP & RUNNING IN 60 SECONDS INSIDE GOOGLE FORMS™ (DESKTOP BROWSER)



Template `{{Token}}` merge + docked rectangular Form2Docx sidebar.

1 **Open Merge Console & Copy Question Tags**

Click 🧩 **Puzzle Icon → Form2Docx Local → Open Merge Console**. Click any question tag pill to copy `{{Question Title}}` into your Google Doc™ template.

2 **Paste Template URL, Drive Folder & Output Format**

Paste your Google Doc™ template URL, optional target Drive folder URL, choose **PDF**, **Google Doc**, or **Both**, and set your file naming pattern.

3 **Click "Test Merge" or "Save & Activate Workflow"**

Verify layout instantly with **Test Merge (Latest Response)**, then arm automatic `onFormSubmit` generation forever.

Pro Tip — Works With Full URLs or Raw File IDs: Paste the entire browser address bar URL of your Google Doc™ template or Drive folder — Form2Docx extracts the 25+ character ID automatically. **Zero Formulas Needed**

Anatomy of the Form2Docx Sidebar

Exact Rectangular Google Forms™ Template, Tag & Output Controls

Docked Merge Console

Form2Docx · Local-First

340px right-hand sidebar. Configure your entire document automation pipeline without leaving Google Forms™.

Target Drive Folder Picker

Folder URL · My Drive Fallback

Neat folder routing. Sends every merged contract, certificate, or intake packet into a dedicated Google Drive™ folder.

Master Google Doc™ Input

Paste Doc URL → ID Parsed

Use any styled Google Doc™. Preserves your school or clinic letterhead, fonts, tables, margins, and logos.

3 Output Format Modes

PDF · Doc · Both

Flexible deliverables. Export a clean read-only PDF (auto-trashing temp copy), an editable Doc, or both side-by-side.

Dynamic File Naming

`{{Full Name}}` → Clean File

Self-organizing Drive files. Combines static text and `{{Tokens}}` with automatic filename sanitization.

Click-to-Copy {{Tag}} Pills

{{Date}} {{Question}}

Zero typo errors. Auto-generates 4 system tags plus every live Form question — 1 click copies to clipboard.

1-Click Test Merge Button

Latest Entry → Instant PDF

Zero blind launches. Generates a real sample document from your latest form response so you can inspect layout first.

Auto onFormSubmit Trigger

form2docx_onFormSubmit

Hands-free 24/7 merge. Generates your finished PDF or Doc automatically within seconds of every new submission.



Native PDF Conversion & Scope Security

3-Zone Token Injection, Clean Drive Filing & Non-Restricted Scopes

Header, Body & Footer Merge

Header | Body Tables | Footer

Complete document reach. Injects form answers inside running page headers, table cells, and signature footers.

Native PDF Blob Conversion

Doc Clone → .getAs(PDF)

Zero external PDF APIs. Google's own internal renderer produces crisp vector PDFs inside your Drive.

Least-Privilege drive.file

drive.file | Full Drive

IT-friendly security model. Avoids broad `drive` scopes so unrelated company folders remain untouchable.

Free Core + Lifetime Unlock

2 Templates Free | Unlimited Pro

No 20-doc monthly cliff. Run unlimited merges under your Google Workspace™ quota with zero recurring fees.

Smart Multi-Select Formatting

Checkbox Array → "A, B, C"

Clean readable prose. Multi-choice checkbox answers automatically join with clean comma spacing.

Zero Branding Watermarks

100% Your Logo | Ad Footer

Executive presentation. Your generated PDFs look hand-typed on your organization's official letterhead.

In-Account Data Custody

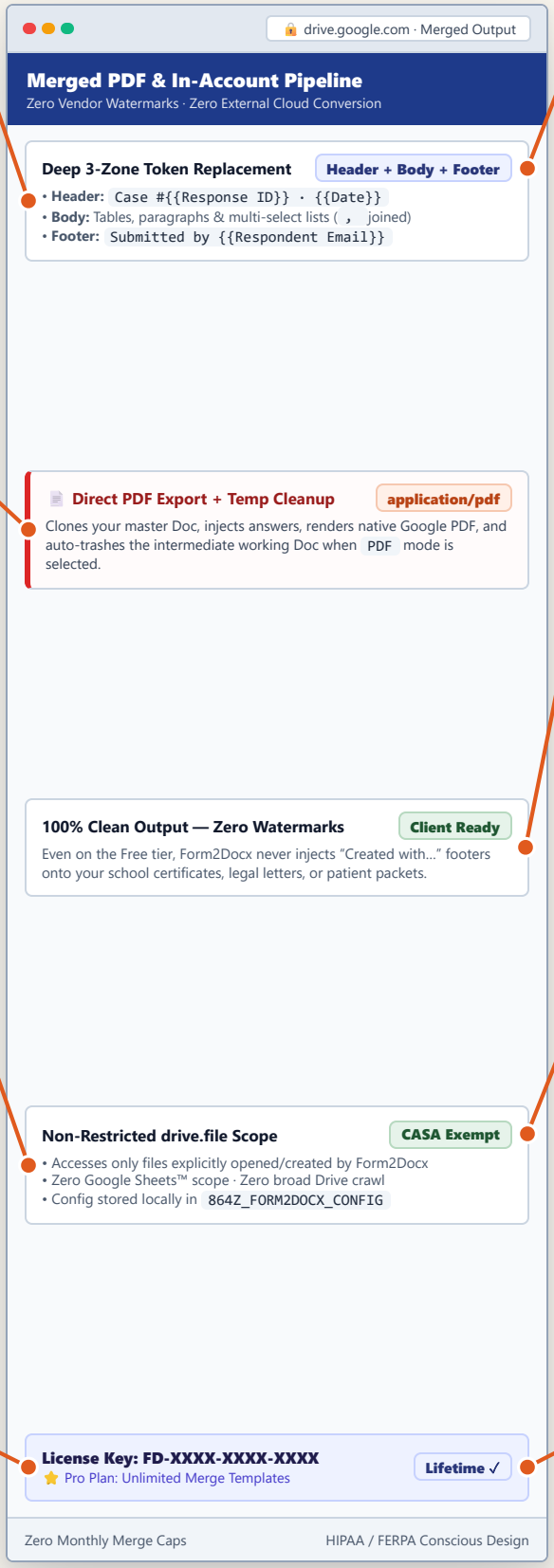
DocumentApp | 0 Cloud Hop

Safe for sensitive intake. Legal, HR, student IEP, and clinic intake answers never transit an outside server.

Editor Menu Quick Actions

Latest Merge | Pause Auto

Fast top-menu shortcuts. Trigger a one-off merge from the latest submission or pause automation in 1 click.



6 Copy-Ready Document Merge Playbooks

High-Impact Google Forms™ → PDF / Google Docs™ Workflows Used by Schools, Clinics, Contractors & Ops Teams.

6 PROVEN REAL-WORLD SETUPS — AUTOMATE HOURS OF COPY-PASTING IN 60 SECONDS

🎓 1. PD & Training Completion Certificates

Output: PDF

Design a landscape Google Doc™ certificate with `{{Full Name}}` and `{{Date}}`. Every workshop exit form generates a signed PDF automatically.

✓ **Outcome: Eliminates manual certificate mail-merges.**

🩺 2. Clinic, Counseling & Legal Intake Packets

Zero External PII

Convert client or patient intake Google Forms™ into formatted chart-ready PDFs inside a restricted Drive folder — zero outside cloud servers.

✓ **Outcome: Keeps sensitive intake strictly inside Workspace.**

🏕️ 3. Field-Trip Permission & Incident Reports

Naming Pattern

Name files `{{Grade}} - {{Student Name}} - {{Date}}` so the front office has an alphabetically sorted binder of PDFs in Google Drive™.

✓ **Outcome: Instant audit-ready school office folders.**

🛠️ 4. Field Quotes, Scopes of Work & Invoices

Output: Both

Choose **Both** so field reps submit a job-walk Form on their phone and your office gets both an editable Google Doc™ draft and a clean PDF.

✓ **Outcome: Sends quotes before competitors open their laptops.**

🤝 5. HR Onboarding, Offer Letters & Equipment

Header + Footer

Inject `{{Employee Name}}`, `{{Start Date}}`, and `{{Laptop Serial}}` into standardized HR handoff agreements in seconds.

✓ **Outcome: Zero copy-paste mistakes on legal agreements.**

🏛️ 6. Board Motions, Grants & Vendor RFPs

Output: PDF

Turn unstructured committee proposals into uniform, board-packet-ready executive briefs named with `{{Response ID}}`.

✓ **Outcome: Every reviewer reads a consistent brief layout.**

30-SECOND TEMPLATE AUTHORING CHEAT-SHEET

Exact {{Tag}} Match
Click the sidebar tag pills so spelling and capitalization match 100%.

Style the {{Token}}
Make `{{Full Name}}` bold 18pt navy in your Doc — merged text inherits it!

Test Before Live
Submit 1 dummy form entry and click *Test Merge (Latest Response)*.

Pair With FormTimer
Auto-close timed exams and auto-generate scored PDF records together.

🏛️ IT Director & Data-Custody Summary (CASA Tier-2 Audit Exempt)

Zero External Conversion Servers

Form2Docx Local executes inside your Google Workspace™ tenant using native `DocumentApp` & `DriveApp` APIs under narrow `forms.currentonly`, `drive.file`, and `script.container.ui` scopes. **864zeros LLC never receives, converts, or stores form responses or generated documents.** © 864zeros LLC. Google Forms™, Google Docs™, Google Drive™, and Google Workspace™ are trademarks of Google LLC.

COMPLETE YOUR GOOGLE WORKSPACE™ TOOLKIT — SCAN OR CLICK ANY CARD

Zero Subscriptions · 100% In-Account Execution

GOOGLE FORMS™ SEAT CAPS
ChoiceGuard
Automatically cap seat limits and close full options in Google Forms™ with zero double-bookings.
Tap or Scan →
864zeros.com/products/choiceguard

GOOGLE FORMS™ TIMER
FormTimer
Enforce exam countdown timers and automatic deadline cutoffs natively inside Google Forms™.
Tap or Scan →
864zeros.com/products/formtimer

GOOGLE DOCS™ SECURITY
DocWatermarker
Stamp custom confidential or draft watermarks across Google Docs™ in one click.
Tap or Scan →
864zeros.com/products/docwatermarker