**SURVEY INSTRUCTIONS**

Once you have completed the survey, you will need to save it to your desktop.

* Under File at the top left of your screen, scroll down to **SAVE AS** and click **PDF.**
* A box will pop up. In the white text box, name your survey **COMPLETED SURVEY**.



* Under the **WHERE** drop-down menu, scroll down to **DESKTOP**.
* An icon will appear on your **DESKTOP**. It will look like this:



* Open a **NEW MESSAGE** in your email software, and drag COMPLETED SURVEY onto it. This will attach it to the email message.



* **SEND** to SCBDD Community Relations Coordinator Lori McNelly at **lmcnelly@sciotodd.org**