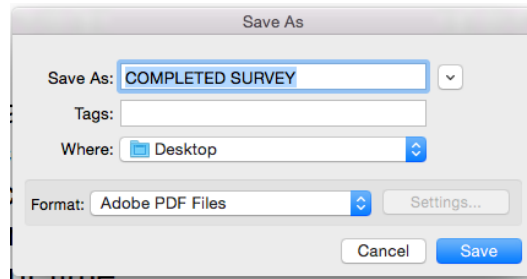


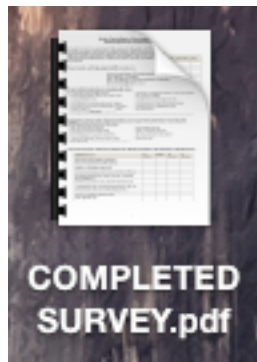
## SURVEY INSTRUCTIONS

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

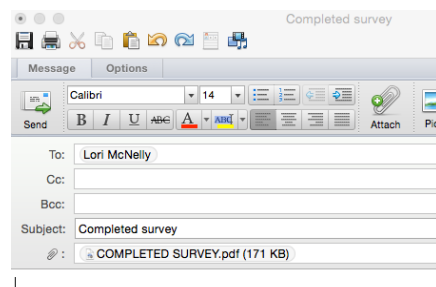
- Under File at the top left of your screen, scroll down to **SAVE AS** and click **PDF**.
- A box will pop up. In the white text box, name your survey **COMPLETED SURVEY**.



- 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@scdd.k12.oh.us](mailto:lmcnelly@scdd.k12.oh.us)

