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**.

	Save As	
Save As:	COMPLETED SURVEY	•
Tags: Where:	Desktop	≎
Format: Ac	lobe PDF Files	Settings
		Cancel Save

- 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.

• • •	Completed survey
	X 🗓 🖺 🖄 🕅 🛅 🏭
Messag	e Options
	Calibri 🔹 14 🔹 🗄 🚛 🐖 🚛
Send	B I U ABG A V ABG V E E E Attach Pict
To:	Lori McNelly
Cc:	
Bcc:	
Subject:	Completed survey
@:	COMPLETED SURVEY.pdf (171 KB)
1	

• **SEND** to SCBDD Community Relations Coordinator Lori McNelly at **lmcnelly@scdd.k12.oh.us**