#### Instructions: how to send the questionnaire

# 1st option: botton "submit by email" (this option can be chosen by those users using software like Microsoft Outlook, Thunderbird, etc.)

Step 1

Press the bottom "submit by email". A window of your emails software will be opened with the needed file automatically enclosed.



## Step 2 Type the provided e-mail adress

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Step 3 Send it

# 2nd option: botton "save as and send"

## Step 1

Press the botton "save as and send". The "Print" window will be automatically opened. From the list of you available printers choose: Microsoft XPS Document Writer

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### Step 2: Press "ok" botton

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## Step 3 A "save file as" window will be automatically opened. Assign a name to the file by saving it in your favorite folder



Step 4 Send the file to the provided email adress