

Instructions for saving survey

1. open survey document

If dialogue box 'Cannot Save Form Information' appears- click close.

2. go to File
3. save a copy to your files
4. open internet explorer, open website www.cutepdf.com
5. Find Cute Pdf Form Filler and click on green arrow to download
6. Click Run
7. Click Run (again)
This should open up the Wizard
8. Click next
9. Tick 'I accept' agreement box
10. Click Next
11. Click Install
12. Click finish
13. Click Open (top left hand corner)
14. Open the survey document (where you have saved the blank copy)
15. Fill in document
16. When finish click Save As box (top left hand corner)
17. Save the completed document in your files

Note: you can save each page as you go along by clicking the Save As box in the right hand box