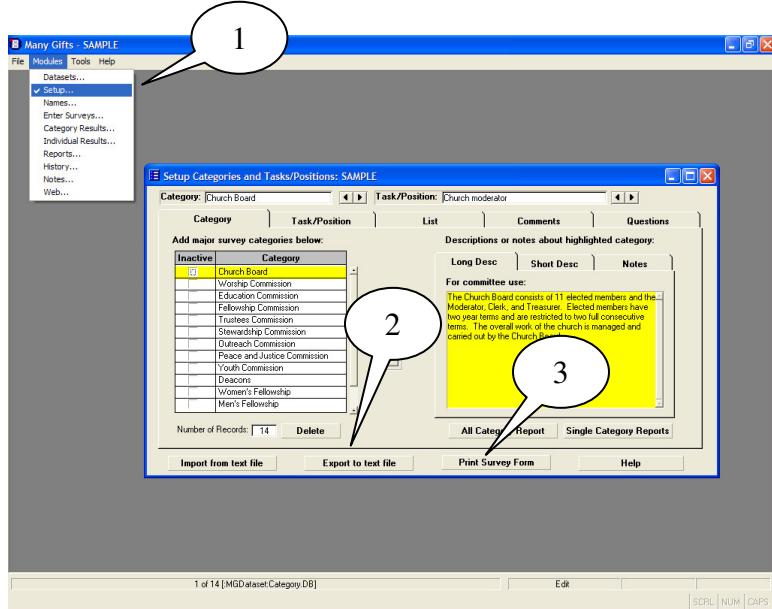
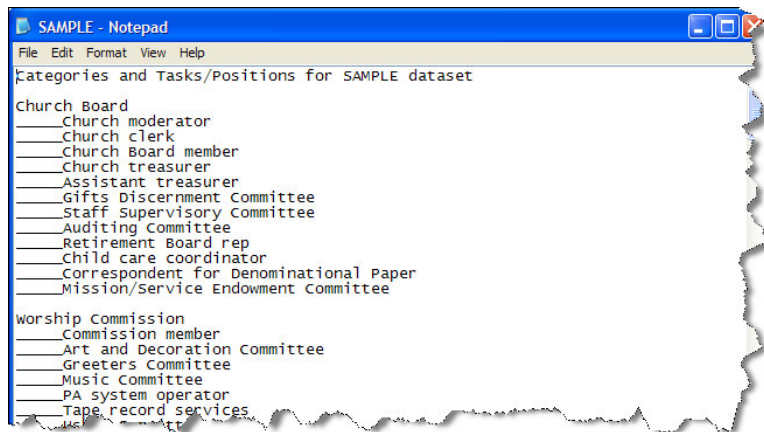


Creating a Print Survey

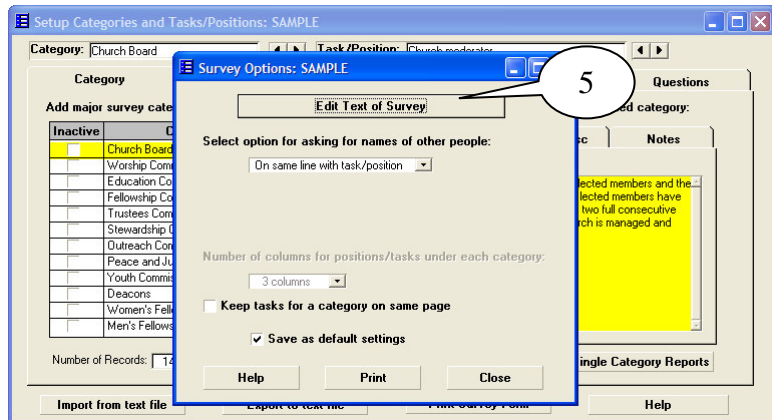
1. Select the **Setup** option in the **Modules** menu.
2. To generate a text file of all the categories and tasks for use in a word processor, click on **Export to text file**. Go to Step 4.
3. Click on **Print Survey Form** to have **Many Gifts** generate a survey. Go to Step 5.



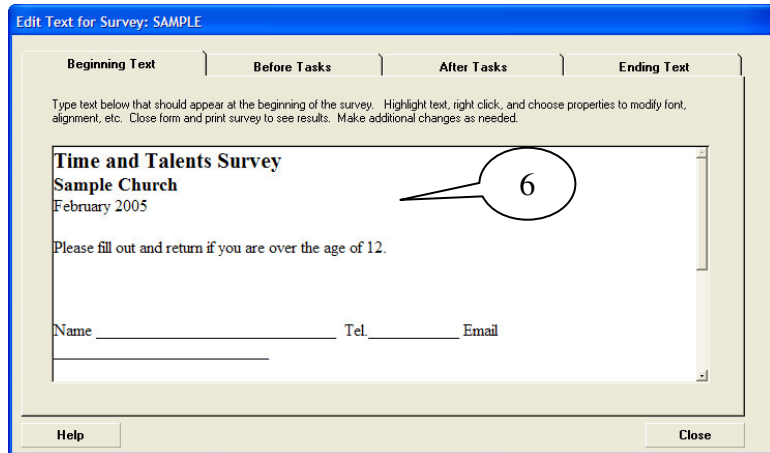
4. (From Step 2) This is an example of what the text file might look like. Some will prefer to open this text file in a word processor as a jump start to creating a survey form.



5. (From Step 3). Click on **Edit Text of Survey**.



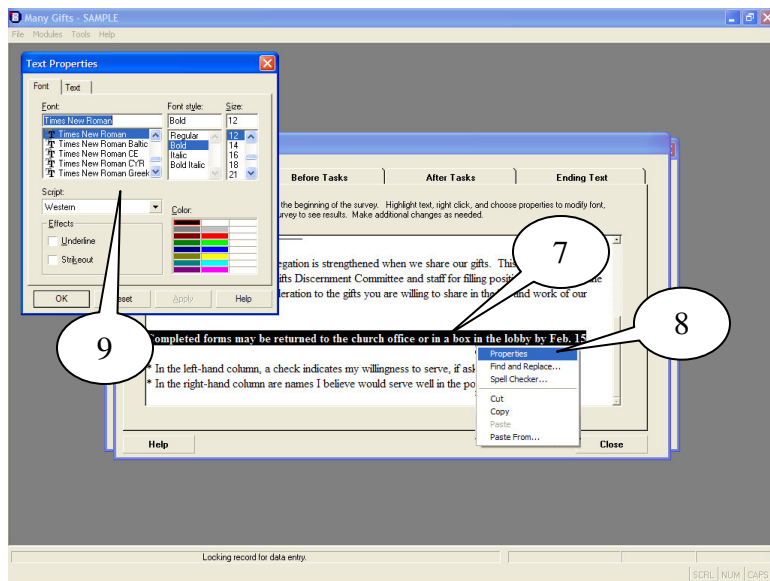
- On the **Beginning Text** tab, add the text that you would like to use at the beginning of the survey.



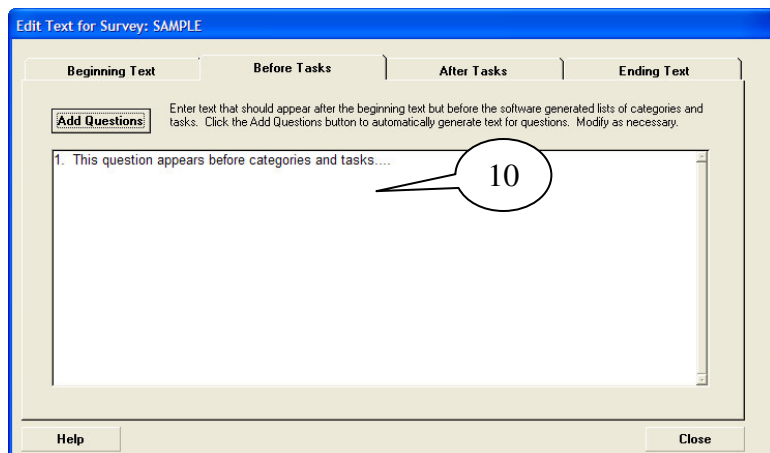
- Text can be formatted. First select the text and right click.

- Select **Properties** from the menu options.

- Select the desired properties and click **OK**.



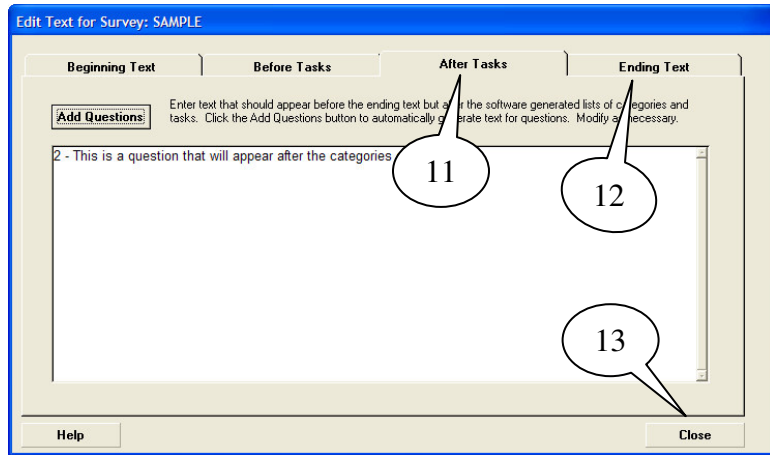
- On the **Before Tasks** tab, add any questions that you want to appear. If you have added **Questions** on the **Setup Form**, click the **Add Questions** button to have **Many Gifts** add them for you.



11. Do the same on the **After Tasks** tab if necessary.

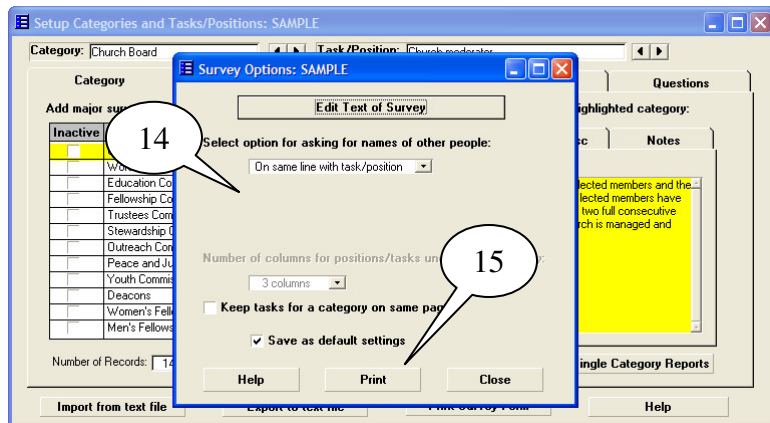
12. Go to **Ending Text** tab and add any necessary text.

13. **Close** the form.

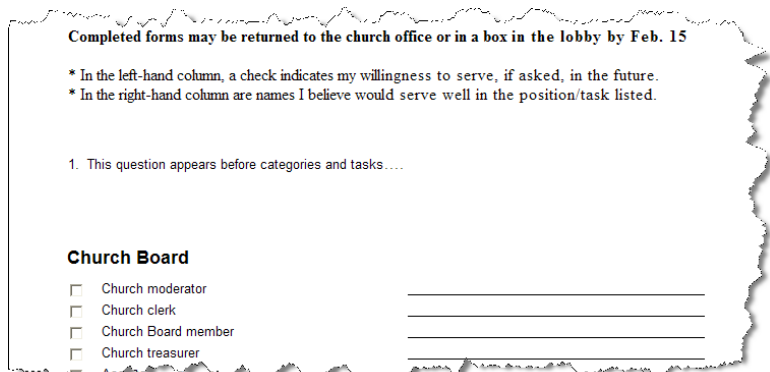


14. A variety of survey options are available. Other options may become visible depending upon selection.

15. Click on **Print** to display results. Experiment with other options.



16. This option asks both for an individual response plus suggestions of others.



17. Three column option and asking for suggestions at end of each category.

