



Landeshauptstadt
Potsdam

How to fill in the questionnaire

Dear survey participant,

This questionnaire form is a PDF file which you can read and fill out using all **Adobe Acrobat** versions from **Version 5.0** upwards.

After filling out the form, you can **transfer** your answers to us **electronically**. To do so, click with the mouse on the following button at the end of the document:

Transfer data

Before you actually transfer the data, you have the option of printing out the entire questionnaire with your answers. **After** transfer, another document will be shown which confirms that **your data has been received**. This can take **up to 10 seconds**.

If you **do not receive confirmation**, you are either using a version of Adobe Acrobat which is too old (older than version 5.0), or you are in a secure network (firewall) which does not allow Adobe Acrobat to access the Internet.

If the latter is the case, please click on the following symbol, which is also shown at the end of the document:



An **email** will then open which contains your responses as an attachment. Please send this mail, without further explanation, to the recipient entered. Your data will be made anonymous by us, and can then also be evaluated.

If you do not wish to transfer your answers electronically, or are unable to do so, you naturally also have the option of printing out the questionnaire and sending it to us via **fax** or by **post**.

If you use Adobe Acrobat **Standard** or **Professional**, you can as an alternative also store the filled out file and send it to us by email. **PLEASE NOTE:** this option is not available with Adobe Acrobat **Reader**. Please do not use the "store copy" function: this copy will **no longer contain your answers!**