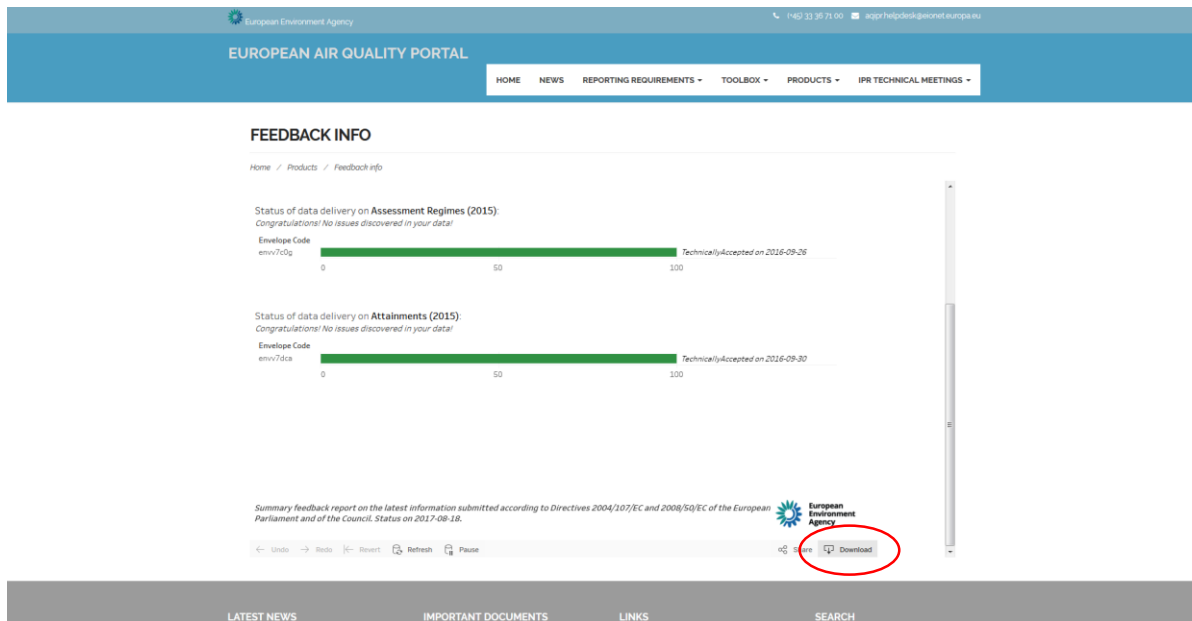


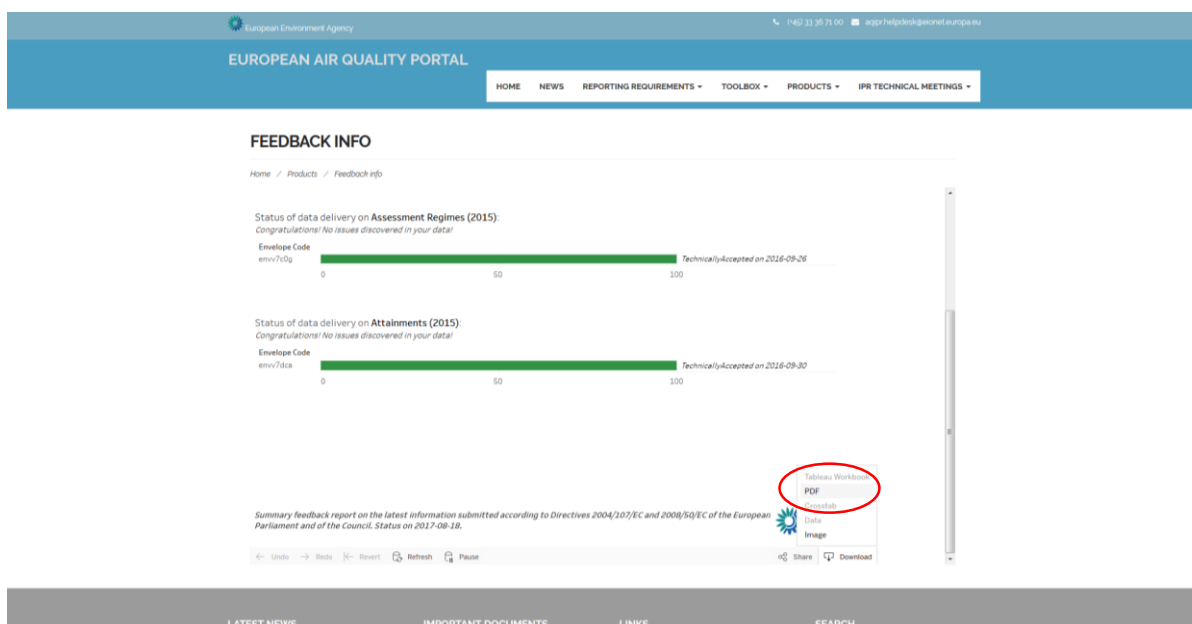
Printing summary feedback reports to PDF

EEA, August 2017

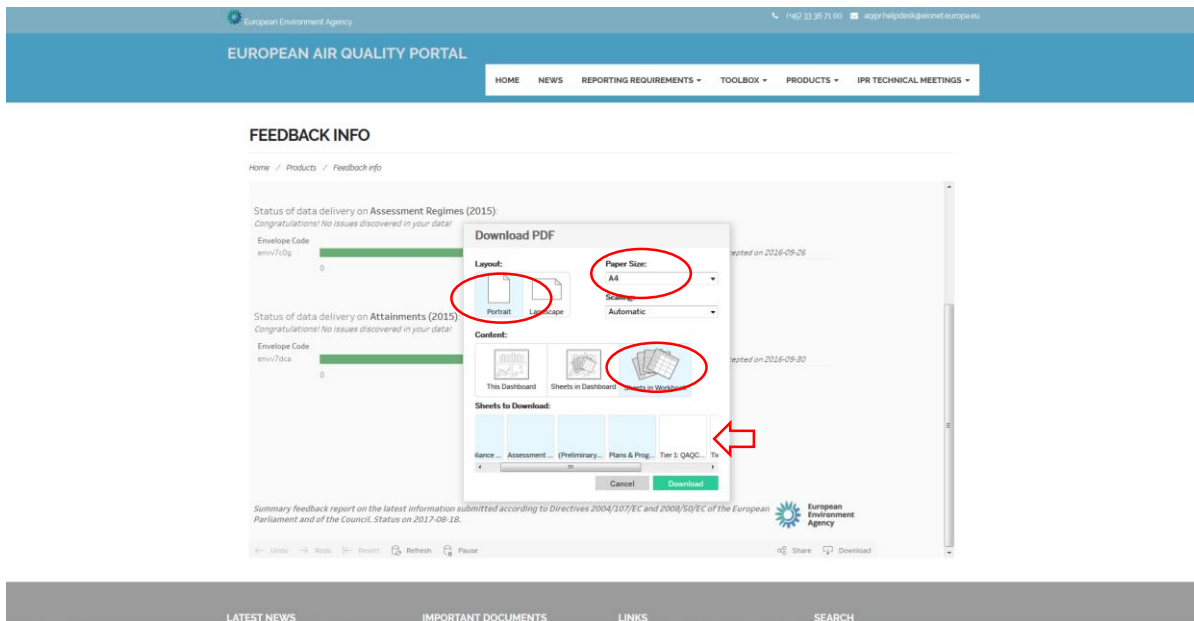
You may need a printed version of the feedback reports at some point, to be attached to your reporting documentation. Here below you will find an illustrated guide on how to print the summary feedback reports to PDF.



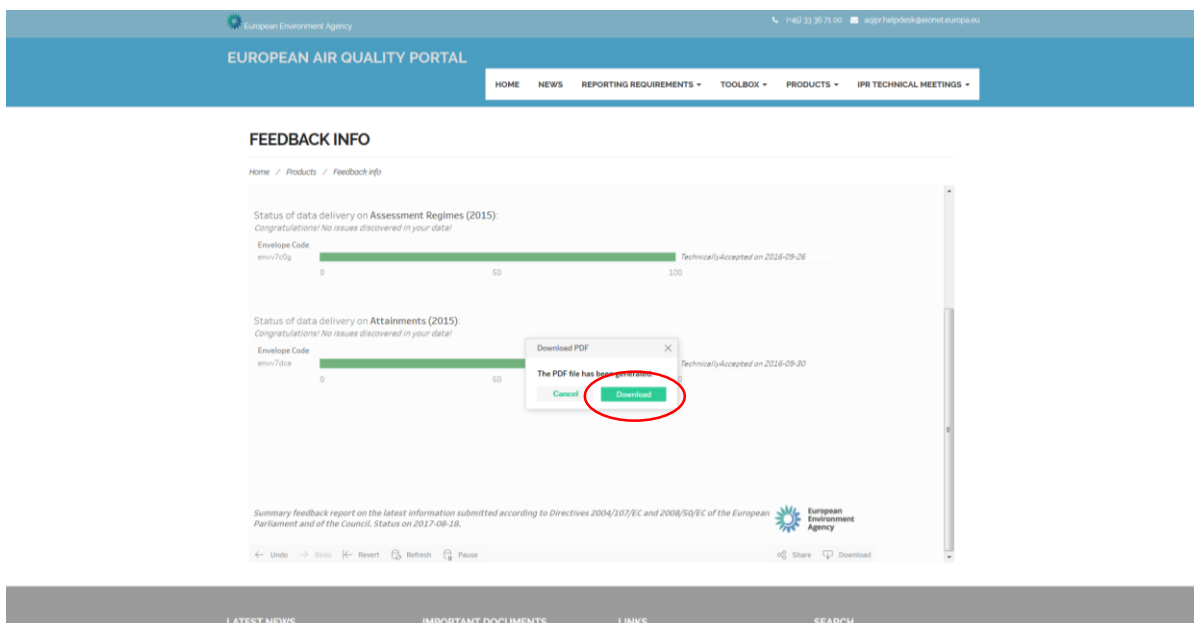
1. Find 'Download' button.



2. Choose 'PDF' option.



3. Choose layout and paper size.
4. From 'Content' select 'Sheets in Workbook' and select/unselect tabs for the print out (we recommend to print only the ones which show envelope status).
5. Click 'Download'.



6. After the PDF has been prepared, click 'Download' again.
7. You should be able to get and open PDF version of the summary feedback report.

In case of any questions or issues do not hesitate to contact AQ IPR Helpdesk (aqipr.helpdesk@eionet.europa.eu).