

# Sending the survey on paper

LimeSurvey has the possibility to print the surveys on paper, 2 different types can be printed. Normal and QueXML format.

## Normal printed version

### Printing a survey in Limesurvey

- Open your survey in Limesurvey
- Hover your mouse over the icon of a piece of paper with the looking glass and the arrow
- Then hover over printable version
- Select the language for the printed survey
- Print the screen you get
- Sent or give the survey to your patients

### Entering normally printed surveys into GemsTracker

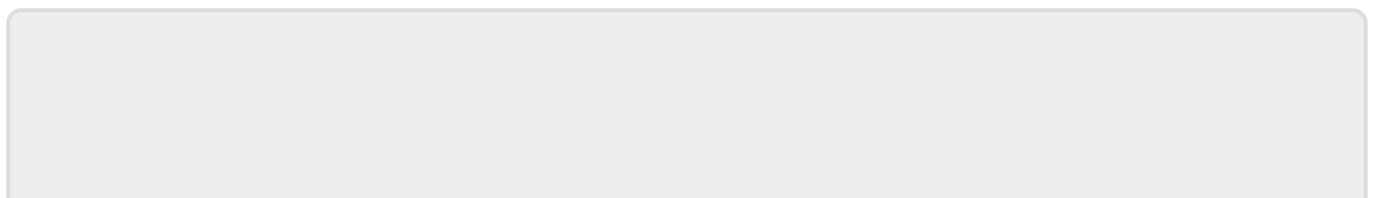
- Look up the patient in GemsTracker
- Press '**Show**' in front of his/her name
- Go to the tab 'To do'
- Find the survey de patient filled uit
- Press '**Fill in**'
  - If the '**Fill in**'-button isn't there, press the '+'-button and press the '**Fill in**'-button there
- Answer all the questions and press '**SAVE**' at the end of the survey

## QueXML

The QueXML format can be used for processing large quantities of information. The questionnaires are printed, filled out by the respondent and then scanned. The computer 'reads' the questionnaire and enters the answers into LimeSurvey.

### Printing a QueXML survey in LimeSurvey

- Open your survey in LimeSurvey
- Hover your mouse over the icon of a piece of paper with the looking glass and the arrow
- Then hover over QueXML export
- Select the language for the printed survey
- Download and extract the .zip-file
- Print the included .PDF-file
- Follow the instructions for the QueXML-software for the data-entry



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