

Print a Blank Survey

From Administrator **Main Menu**

- Search for the existing session
- Click on the [Underlined Session Title](#)
- [Surveys & Certificates](#)
- To the far right of the underlined survey title, click on the printer icon 
- On the blank survey print screen, again click on the printer icon 
- Make print options selections (i.e. Page Range, Number of copies, etc.)
-  Print
-  to close window and return to the **Session Details** screen