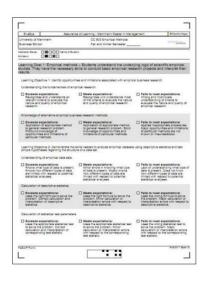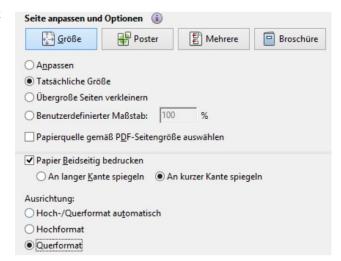# Printing Advice for Evaluation Forms:

➢ The evaluation forms must be printed out in **A4** format!

➢ For two-sided evaluation forms, please ensure that you print the evaluation forms double-sided. Double sided evaluation forms with a landscape orientation appear best when both sides are printed the same way up (printed on the short edge).

➢ Double-sided evaluation forms with a portrait orientation appear best when both sides are printed the same way up (printed on the long edge).

➢ It is vital that all **four corner border-markings** as well as the **barcode** (in the middle of the form at the bottom) are visible on each of the printed evaluation forms! There should be a gap of at least 0.5cm but not exceeding 2cm between the corner border-markings and the side-edges of the paper.

➢ As the use of the iOS Apple program "Preview/Vorschau" often leads to printing errors, especially of the necessary barcode, we highly recommend the use of Adobe. If you however decide to use "Preview/Vorschau" please ensure that there are **no gridlines** present in the barcode field, as this will prevent the forms from being able to be scanned!