

Instructions for Respondents Using Google Sheets

The survey workbook is provided as a standard Microsoft Excel workbook (.xlsx) to improve compatibility for respondents who may use either Microsoft Excel or Google Sheets.

Microsoft Excel is the preferred platform for completing the survey; however, respondents who use Google Sheets should carefully review the completed file after exporting it back to Excel format and before submitting it.

If you choose to complete the survey using Google Sheets, please follow these steps:

1. Download the Excel .xlsx survey workbook to your computer.
2. Upload the downloaded file to Google Drive.
3. Open the file in Google Sheets and complete the requested survey information in the applicable fields.
4. After completing the survey, download the file from Google Sheets in Excel format (.xlsx). To do this, open the completed file in Google Sheets, select **File** from the menu at the top of the screen, choose **Download**, and then select **Microsoft Excel (.xlsx)**. The file should download to your computer, typically to your Downloads folder, unless your browser is set to save files somewhere else.
5. Before submitting, review the downloaded Excel file to confirm that all entered information, formulas, dropdown selections, formatting, and worksheets appear complete and accurate.
6. Submit the completed workbook using the submission instructions provided.

Important: Google Sheets may not preserve all Excel workbook features exactly as intended.