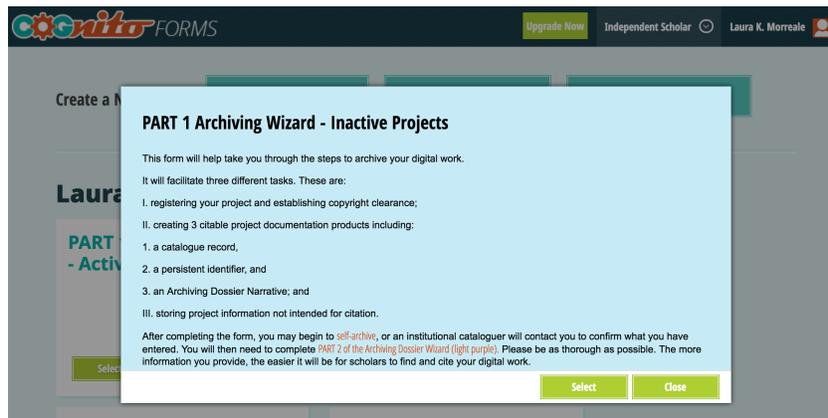


This click-by-click instruction set will cover:

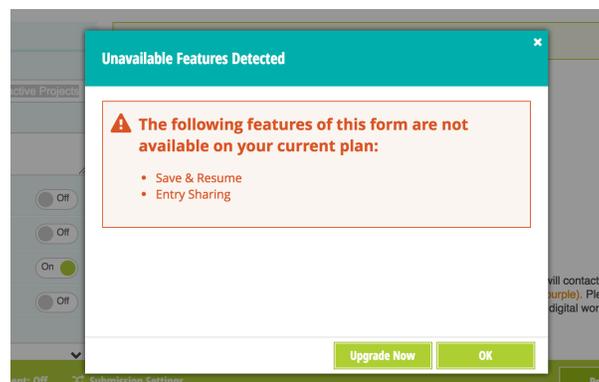
Transferring Wizards to your Cognito Account Disseminating Wizard Forms Gathering Responses and Creating Documents

Transferring Wizards to your Cognito Account

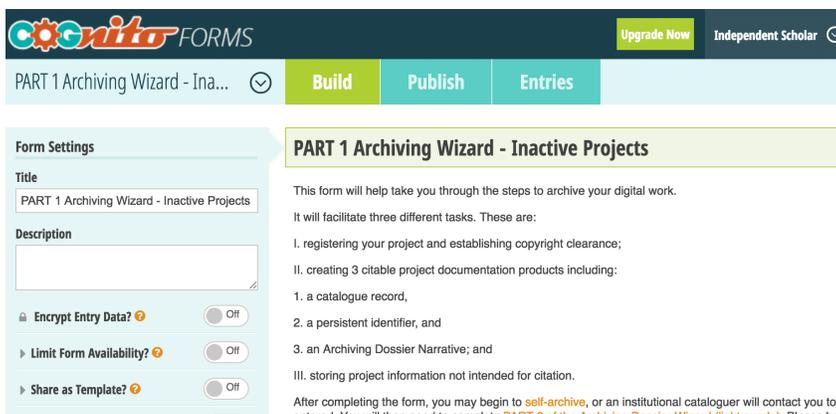
1. Go to the DDP website. <https://digitalhumanitiesddp.com/>
2. Click on Part 1 of the appropriate Archiving Wizard (for Active or Inactive Projects).
3. Click on "Cognito Forms." Sign up for an account or log on to your account if you have already signed up.
4. Once you are signed on to your Cognito account, go back to the Part 1 page on the DDP (Inactive or Active).
5. On the DDP Part 1 Archiving Wizard page, under the second bullet, choose "click this link" to transfer the wizard to your Cognito account. The following screen will appear. Click "Select."



6. The following screen will appear. If you would like to upgrade, do so. You may fill out the form without upgrading, but you will not be able to stop and save answers.

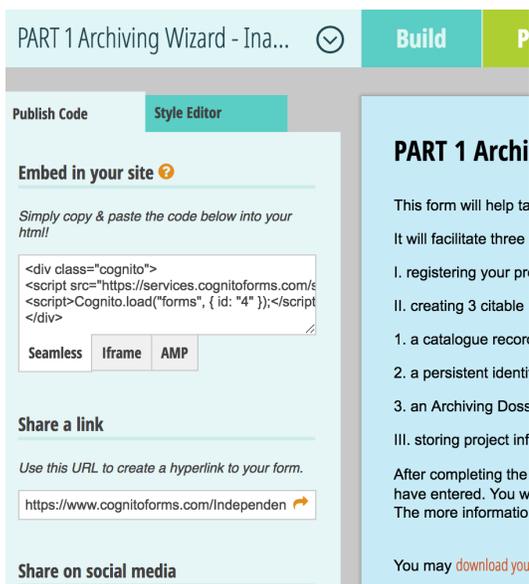


7. You will then see the following screen. Click the "Publish" button.



Disseminating Wizard Forms

8. You have now transferred management of this form, and the responses to it, to your Cognito account. In the "Publish" window, find the options for publication, and choose either "Embed in your site" (if you would like to add it to an existing website) or "Share a link," (which allows you to open in on a screen). Once you have published the form as a URL, you may send it to yourself to complete or share it with another person to complete.

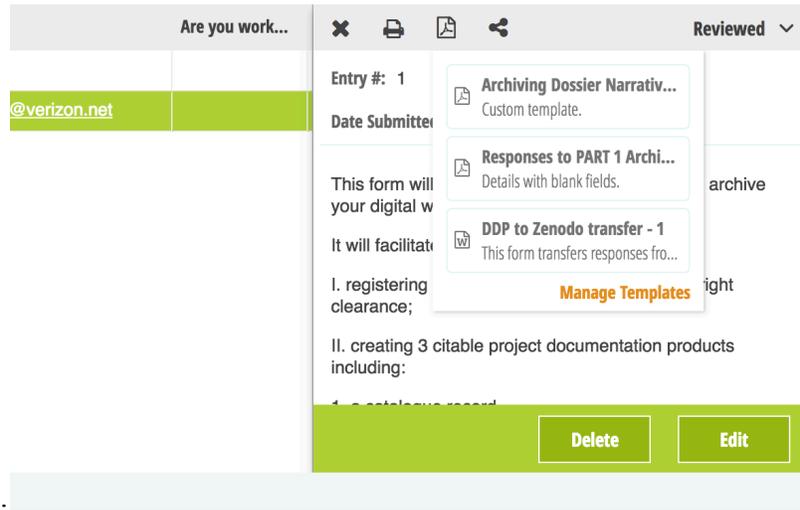


Gathering Responses and Creating Documents

9. When the form is complete and the person who fills it out has clicked "submit," an email will be sent to the inbox associated with the Cognito account. When you go to the home page of your Cognito account, under "Your Forms" you will see how many response sets have been collected for the forms you administer.

10. To create auto-filled documents from response sets, click the "Entries" button on your Cognito account. Then choose the appropriate response-set for the document you are creating.

11. When you click on the response-set, a dialogue box will open to the left of the screen. Choose the pdf icon, which will list three templates, the Archiving Dossier Narrative, Responses to Part 1, and DDP to Zenodo transfer. Clicking on the document template will create and export a pdf to your computer with form responses inserted into the document.



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