



## How to report your copies

Every time you make copies for the classes you teach; you simply make an extra copy and send it to us with source indications. This applies to paper copies as well as digital copies.

### ONLINE FORM

Send us your digital copies via our online system. Follow these 4 steps:

1. Open the link you have received from the school administration.
2. Upload the copies you wish to report.
3. Fill out the forms with information about each copy.
4. Send the files to us with one click.

You can send the copies as you make them or collect and send for one month at a time.

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Send us your digital copies by e-mail. Follow these 4 steps:

1. Open an e-mail and attach the copies you wish to report.
2. Write the name and number of the school in the subject field.
3. Provide information about each copy as well as the number of pupils who have received or seen the copy.
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1. Complete a reporting form or make a copy of the colophon of the publication.
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3. Clip together the reporting form/ colophon and your copy.
4. Place it in the tray by the photocopier.

The school's contact person will regularly collect and send the copies.