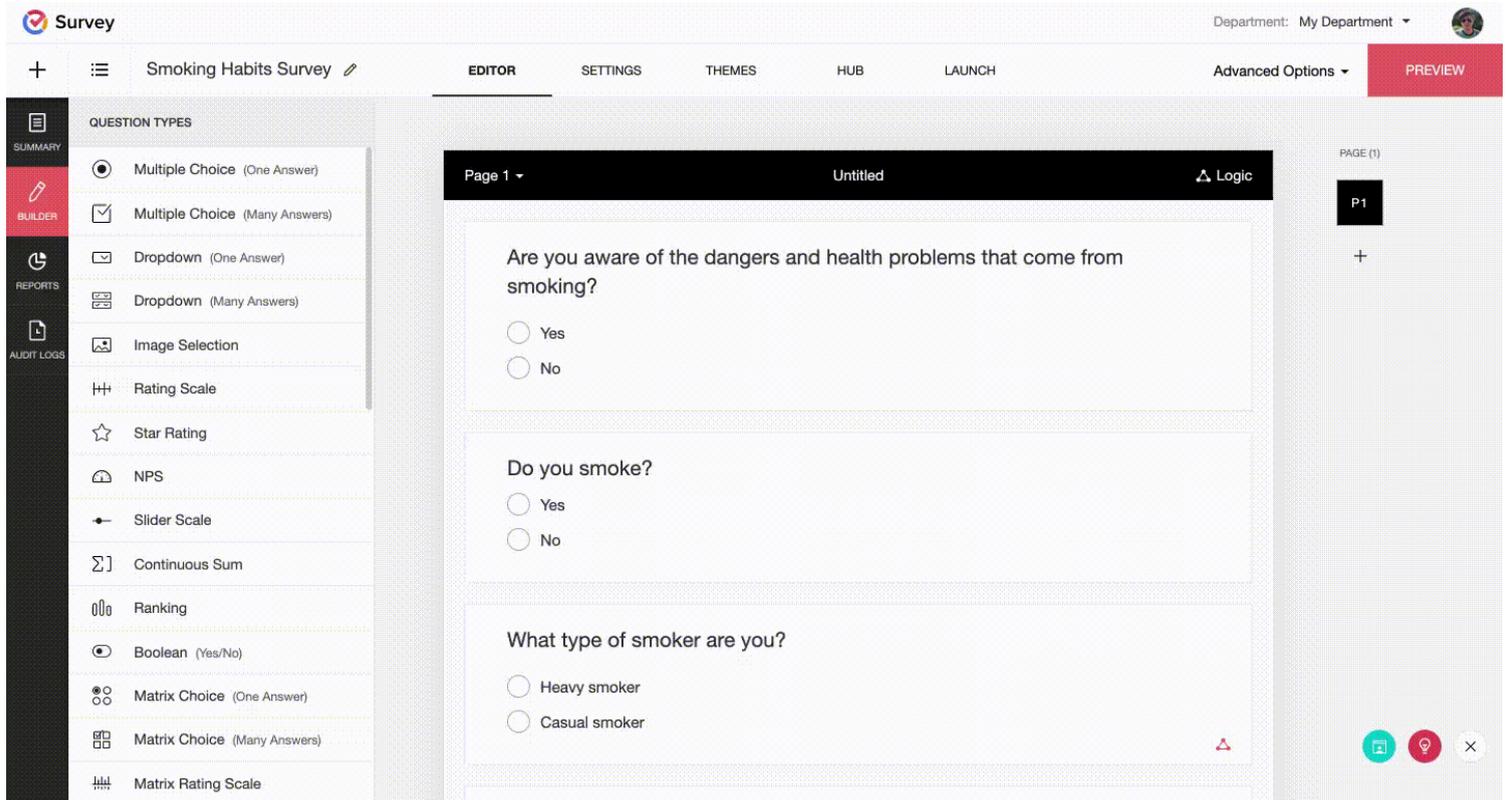




Export as PDF

Instead of making a hard copy of your survey, you can download it as a PDF. You can now schedule your survey export requests and download them at a later time. For free plan users, the file will have a watermark which you can only remove if you upgrade to one of our paid plans.



To export a survey as a PDF:

1. Click **Advanced Options** in the top-right corner of the survey builder.
2. Click **Export as PDF**.
3. Type a name in the *File Name* field.
4. Select the orientation as Portrait or Landscape in the *Orientation* dropdown.
5. Select the size of the PDF in the *Paper Size* dropdown.
6. Select a language from the list of languages your survey has been translated into in the *Language* dropdown list.
7. Enable the password toggle to set a password for the export file.
8. Type a password in the *Enter Password* field.
9. Click **Export**. You can also export files from various sections of the survey in the form of an image, spreadsheet, CSV, or SPSS.

Export PDF

File Name:

Orientation:

Paper Size:

Language:

Password:

Export

To find the exported file:

You can view the status of the scheduled export requests in the Exports section of your survey, portals, and departments. Once the request is processed, you can download and manage all the exported files in the Exports section. The file will be available for download for 15 days from the date of export. You can also use the filter and search options to find specific files for sections within the survey. Portal and department admins can manage the exported files within [Setup> Portals and Setup>Departments](#) respectively.

Export PDF

The file export request has been scheduled; you can view the status of the request, and later download and manage the exported file in the Exports section. [Go to Exports](#)

OK

To download an exported file:

1. Click **Exports** on the left pane of your survey.
2. Select the file you want to download.
3. Click **Download** . The file will be downloaded to your device.

Export Management
One stop shop for all export requests and files

Search 

<input type="checkbox"/> File	Status	Expiring In	Download
 Q1.png	Requested	15 Days	
 C1.pdf Exported on: Mar 09, 2022 12:03:33	Completed	15 Days	 9.02 KB
 Smoking Habits Survey.pdf Exported on: Mar 09, 2022 12:03:30	Completed	15 Days	 22.05 KB

To delete an exported file:

1. Click **Exports** on the left pane of your survey.
2. Select the file you want to delete.
3. Click  .
4. Click **Delete** in the confirmation dialogue box that follows.