

# Export Responses as PDFs

Under the **Individual Responses** section of your project's **Results** tab you can export your responses to PDF. To do so one-by-one, click the response and at the bottom left of the response panel click the **Download** button.

The screenshot shows a survey response interface for 'Response #47'. At the top, there is a purple header with the response number and a 'Customize' gear icon. Below the header is a navigation bar with tabs for 'DATA', 'DETAILS', 'ACTION LOG', 'DEBUG', and 'DATA QUALITY', along with a 'NEED HELP?' icon. The response was submitted on '26 May 2016 6:13 PM'. There are three action buttons: 'Add Tag to Response', 'Share', and 'Comments'. The response content is divided into three sections:

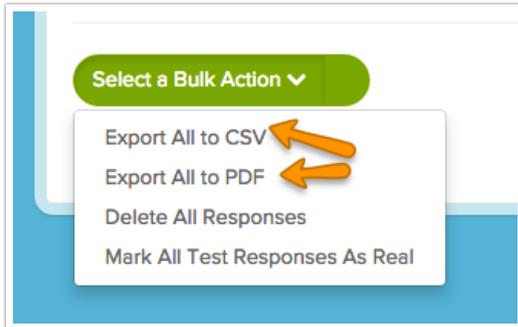
- 1. Page One** (with an 'Edit' button):
  - Question 1: '1. If you need help when using software what resources do you use? (Select all the apply)'.
    - Chat
    - Community (Conversations with other users either via company or third-party site)
    - Search Engine (e.g. Google, Bing, Yahoo)
    - Colleagues
    - Documentation (Company's Documentation Site)
- 2. (untitled)** (with an 'Edit' button):
  - Question 2: '2. What resource do you prefer to use?'.
    - Options piped from question 1.
    - Search Engine (e.g. Google, Bing, Yahoo)
- 3. Don't Use** (with an 'Edit' button):
  - Question 3: 'Do you ever use documentation/community resources before contacting support?'.
    - Why do you not use documentation/community resources?

At the bottom of the panel, there is a purple bar with several buttons: 'Download' (with a download icon and an orange arrow pointing to it), 'Profile Report' (with a report icon), 'Newer' (with an up arrow), 'Older' (with a down arrow), and 'Done' (in a green circle).

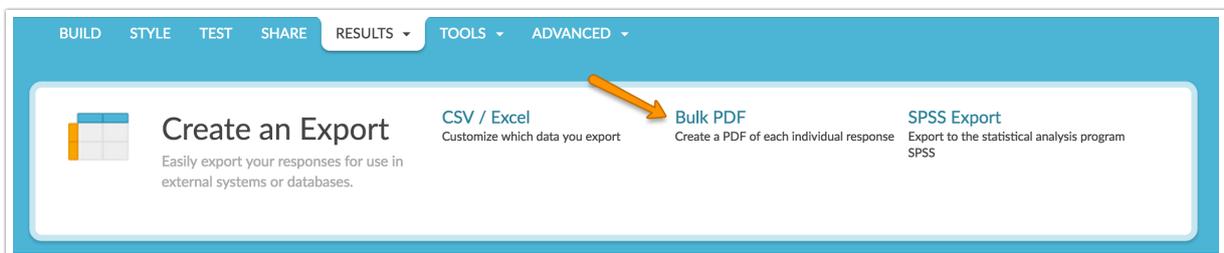
## Export Responses in Bulk

To export responses in bulk, scroll to the bottom of your individual responses and click **Export Responses > PDF** then click **Apply**. This will create a zip file with a PDF file for each individual response.

If you have less than 200 responses in your survey, this button will download all the responses. If you have more than 200, it will only download the most recent 100 responses. If you need more, click over to the **Exports** section of your **Results** tab.



Under the Exports, click **Bulk PDF**.



On the **General** tab give your export a title and select any survey meta data you wish to include.

A screenshot of the "General" tab in the export settings. The tab is purple with white text. Below the tab, there is a "Title" field with the text "New Bulk PDF Export - 14 January 2015". Below the title field, there is a section titled "PDF Export Settings:" with a list of seven checkboxes, all of which are unchecked: "Include Details (Browser, Page Path, Session ID)", "Include Geo Data", "Include Internal Comments", "Export one PDF containing all selected responses", "Exclude Questions Hidden From the Respondent", "Change PDF orientation to landscape", and "Show survey title in PDF".

By default, if you have less than 200 responses in your survey, all the responses will export at once. If you have more than 200 responses, it will run the most recent 100 responses, then show links to download each subsequent 100 responses. On the **Filter** tab you can set up filter rules to override this and download specific exports.

Your filtering options are:

- Response Status
- Date
- Response IDs
- IP Address
- Campaign
- Filter rules using questions in the survey, email campaign data, or system data.

Click **Save** when you are finished. This will create a zip file with a PDF file for each individual response. Click **Download Export** to download your zip file.



This export was last run on **24 June 2014** at **5:17 PM**.

## Export Complete

- Run on: 24 June 2014 5:17 PM
- Responses: 210

[Download Export](#)

[Generate PDF export for responses 1 through 101](#)

[Generate PDF export for responses 102 through 201](#)

[Generate PDF export for responses 202 through 210](#)

*Note: Depending on both the number of responses and the size of your survey, it may take a while to download.*

Related Articles