Zoho Corporation

Export as PDF

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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.

U 30	Suivey					
+	:≡ Smoking Habits Survey ∂	EDITOR SETTINGS THEMES HUB LAUNCH Advanced	Advanced Options - PREVIEW			
	QUESTION TYPES					
A	Multiple Choice (One Answer)	Page 1 - Untitled 🛆 Logic	PAGE (1)			
BUILDER	Multiple Choice (Many Answers)		P1			
G	Dropdown (One Answer)	Are you aware of the dangers and health problems that come from	÷			
REPORTS	তে Dropdown (Many Answers)	smoking?				
UDIT LOGS	Image Selection) Yes				
	+++ Rating Scale	⊖ No				
	☆ Star Rating					
	NPS	Do you smoke?				
	← Slider Scale					
	∑] Continuous Sum	U NO				
	0∬0 Ranking					
	Boolean (Yes/No)	What type of smoker are you?				
	Matrix Choice (One Answer)	Heavy smoker				
	Matrix Choice (Many Answers)	Casual smoker	🔁 📀 🗴			
	내내 Matrix Rating Scale					

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	Customer Satisfaction Surve	еу
Orientation	Portrait (Vertical)	~
Paper Size	A4 (210 by 297 mm)	~
Language	Default (ml)	~
Password		
	Enter 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 <u>Setup> Portals and Setup>Departments</u> respectively.



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 \checkmark . The file will be downloaded to your device.

Export Management One stop shop for all export requests and files	Q Search	γ.		
File	Status	Expiring in	Download	
Q1.png	Requested	15 Days	$\overline{+}$	
C1.pdf Exported on: Mar 09, 2022 12:03:33	Completed	15 Days	± 9.02 КВ	
Smoking Habits Survey.pdf Exported on: Mar 09, 2022 12:03:20	Completed	15 Days	<u>↓</u> 22.05 КВ	

To delete an exported file:

- 1. Click **Exports** on the left pane of your survey.
- 2. Select the file you want to delete.



4. Click **Delete** in the confirmation dialogue box that follows.