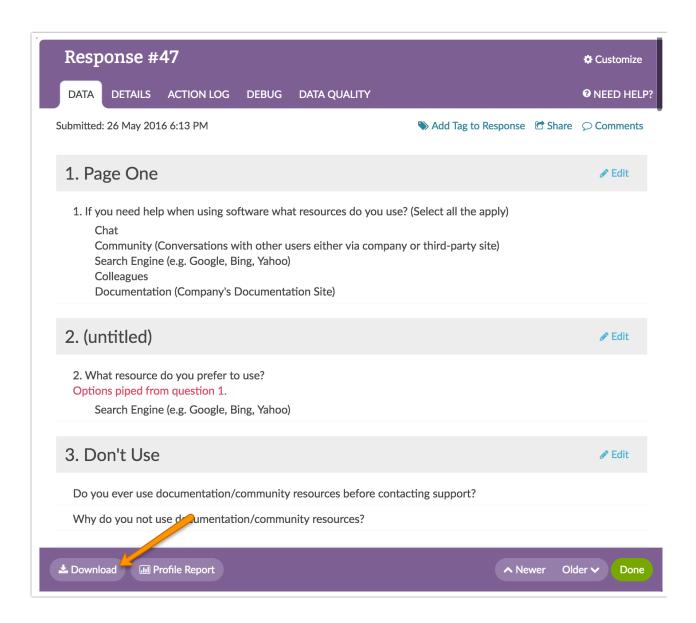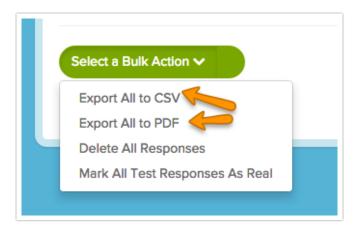# Export Responses as PDFs

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.

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.

GENERAL   FILTER

Title

New Bulk PDF Export - 14 January 2015

PDF Export Settings:

☐ 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
☐ 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