

Allow Respondents to Download a Blank Copy of Your Survey

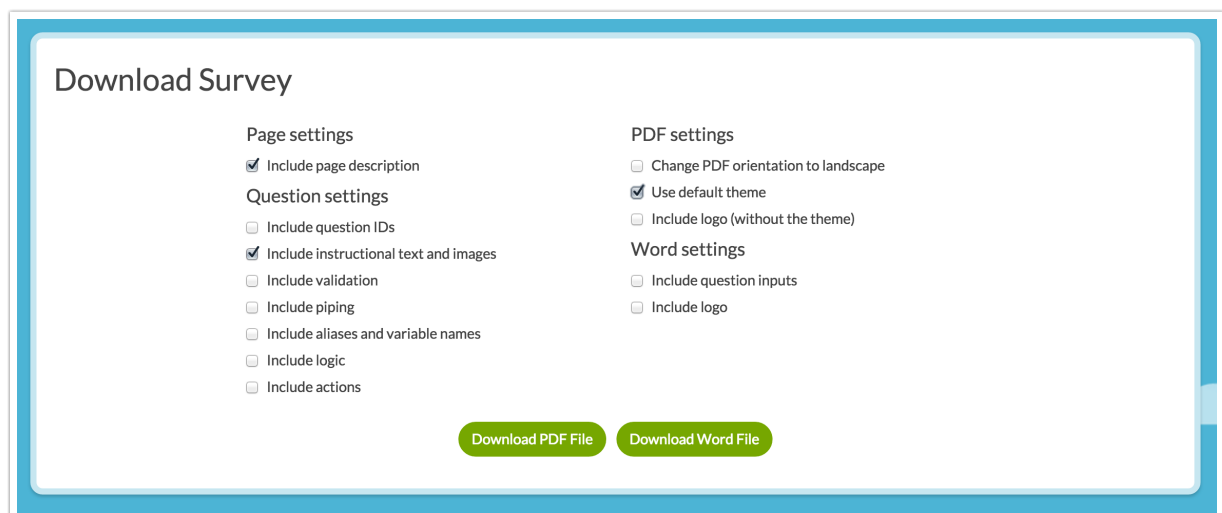
When designing a survey you may want to include a blank copy of the survey for respondents to download before they get started. Follow these quick steps to set this up!

Step 1: Download a Paper Copy of Your Survey

Go to the survey you wish to download and click **Tools > Download Survey**.

Select the survey elements you wish to include and click either the **Download PDF File** or **Download Word File** button.

To learn more about the differences between the Word and PDF files or about each of the survey element option check out our [Download and Print a Paper Survey Tutorial](#).



The screenshot shows a 'Download Survey' dialog box with the following settings:

- Page settings**
 - Include page description
- Question settings**
 - Include question IDs
 - Include instructional text and images
 - Include validation
 - Include piping
 - Include aliases and variable names
 - Include logic
 - Include actions
- PDF settings**
 - Change PDF orientation to landscape
 - Use default theme
 - Include logo (without the theme)
- Word settings**
 - Include question inputs
 - Include logo

At the bottom, there are two buttons: 'Download PDF File' and 'Download Word File'.

Step 2: Upload the Survey File to Your File Library

To learn how to upload files, see our [File Library Tutorial](#).

Once your file is uploaded, click on the icon of the file in the File Library list and then copy the embed code.

Edit File

Change File...

All embeds and references to this file will be updated.

Title

Survey

Caption

BlankSurvey

File URL:

/s3.amazonaws.com/library/160589/survey_2537650.pdf

Embed Code:

```
<a href="http://s3.amazonaws.com/library/160589/survey_2537650.pdf" target="_blank">Survey</a>
```

Step 3: Paste the Embed Code for the File in Your Survey

Now you can paste this code into a question title or [Text/Instruction](#) element for your respondents to download.

MEDIA
LOGIC
LAYOUT
PIPING / REPEAT
NEED HELP?

Text / Instructions

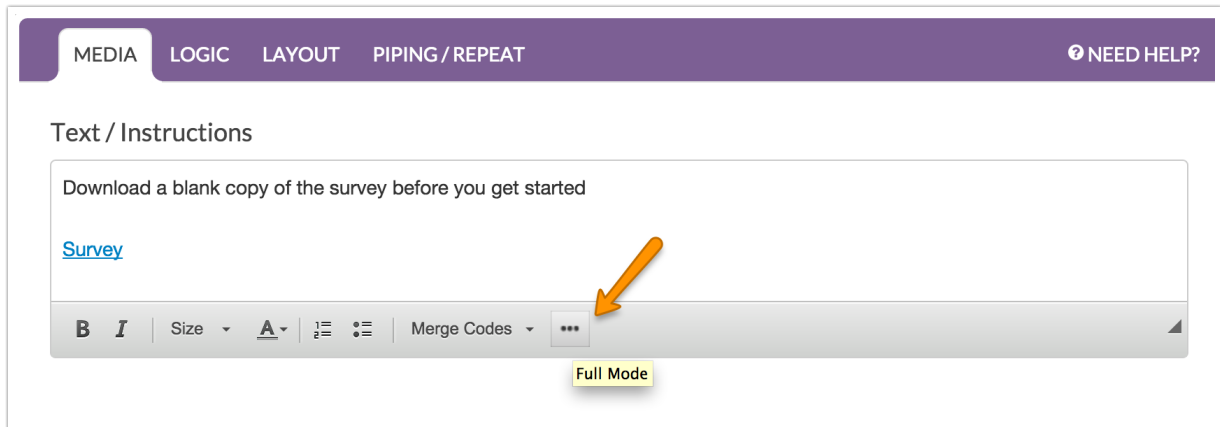
Download a blank copy of the survey before you get started

```
<a href="http://s3.amazonaws.com/library/160589/survey_2537650.pdf" target="_blank">Survey</a>
```

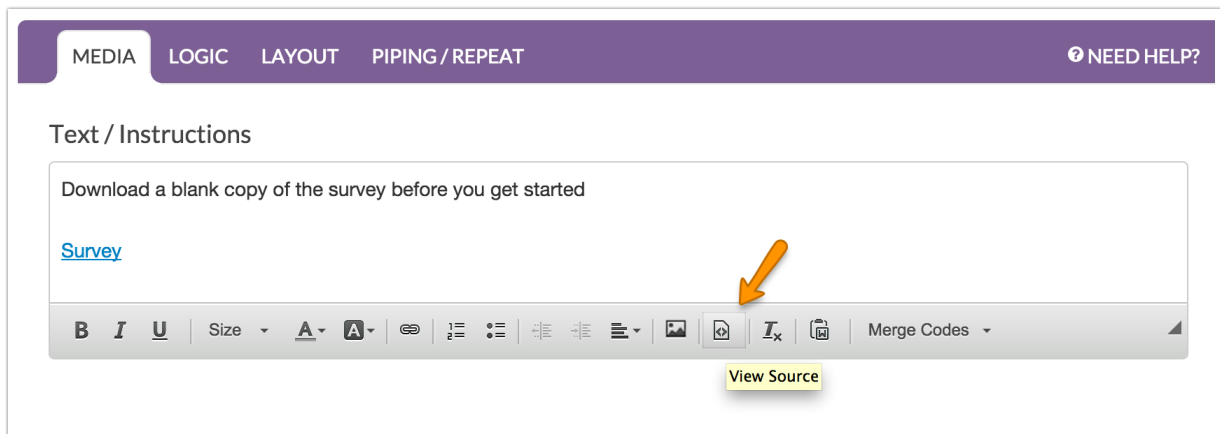
B
I
Size ▾
A ▾
[List Icon]
[List Icon]
Merge Codes ▾
⌵

By default, the link text will be the title of the file you uploaded to the File Library. To change the link text, edit your question or text/instruction element and click the **Full Mode** button on the editor toolbar.

Not seeing this option? You're HTML Editor might be turned off. Learn how to [Turn Your HTML Editor On or Off](#).



Then, click the **View Source** button.



Now you can modify the HTML of the link. To change the text of the link, edit the words in between the link and the closing tag, like so:

