

# Export Data

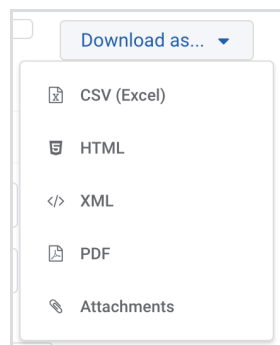
Download the PDF of this article.

## In this Article

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## Overview

You can export your data at any time by going to the **Responses** page and choosing **Download as**.



In the drop-down menu, select the file type that you would like to download.

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## Define what to Export

You can choose which data to export in the report by expanding Show Filter Options and selecting a date range and your choice of status. [Learn More](#).

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## Export Formats

### CSV

CSV stands for Comma-Separated-Value. This is a plain text format compatible with many desktop applications, including Microsoft Excel. The file contains one line per response, and one question per column.

	A	B	C	D	E	F
1	Date Submitted	Completion Time (seconds)	Status	Best time to contact you?	Please specify:	Membersh
2	11/19/08 10:32 AM	40	Completed	Morning		Gold
3	11/19/08 10:31 AM	28	Completed	Evening		Gold
4	11/19/08 10:30 AM	250	Completed	Other	W-E	Bronze
5						

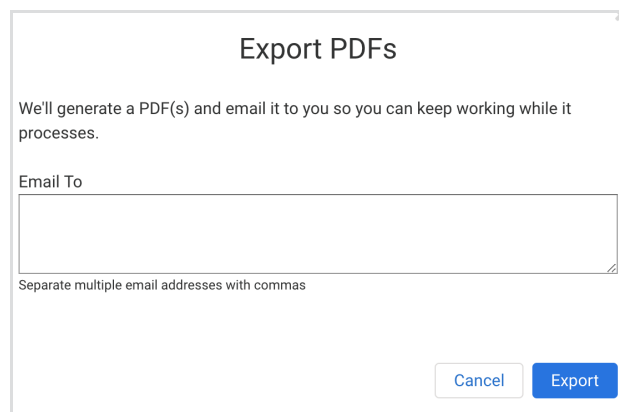
Note that the file uses the Unicode (UTF-8) encoding. If you run into some issues opening the file in Excel, please [check out the troubleshooting section](#).

## XML

This is a machine-readable format, most often used when custom development is needed to import the data in a third-party application.

## PDF

**If you have a Premier plan or above**, you can export one or more of your responses from the report table as PDFs. When you select one response to export as a PDF, you will see the following pop-up appear:



Export PDFs

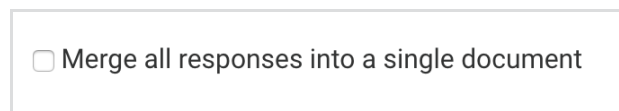
We'll generate a PDF(s) and email it to you so you can keep working while it processes.

Email To

Separate multiple email addresses with commas

Cancel Export

You can enter a single email address or multiple emails separated by commas. The email address for the current user will appear by default. If multiple responses are selected to be exported you will also see this option appear:



Merge all responses into a single document

By checking this box you can send all of the responses together, stacked into a single PDF. The merged PDFs will be ordered by Response ID. If you do not check this box then they will be sent as individual PDFs in a zip file attached to the email.

Please also note that only the owner of the form can export the responses at this time. If a form has been shared with you [through the Collaboration feature](#), you will not be able to export the responses as PDFs.

**Note:** When exporting more than one response from the responses tab, merging the PDFs will allow for far more to be exported successfully due to email limitations. If you choose to send a zip file of individual responses, you will be able to send less in a single export depending on the quantity and complexity of the form responses. It is suggested that you use the merge functionality when selecting a large number of responses for the best results. On average, we recommend merging the PDFs if you're exporting more than 50 responses. If you're exporting a

large number of responses and receive a “Your request failed” email then please try selecting fewer responses before trying again, or use the merge option to send more responses stacked into a single PDF.

## **Attachments**

This format exports all the files that have been uploaded with your form, in one or more ZIP files.

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