

# Allow Respondents to Download a Blank Copy of Your Survey

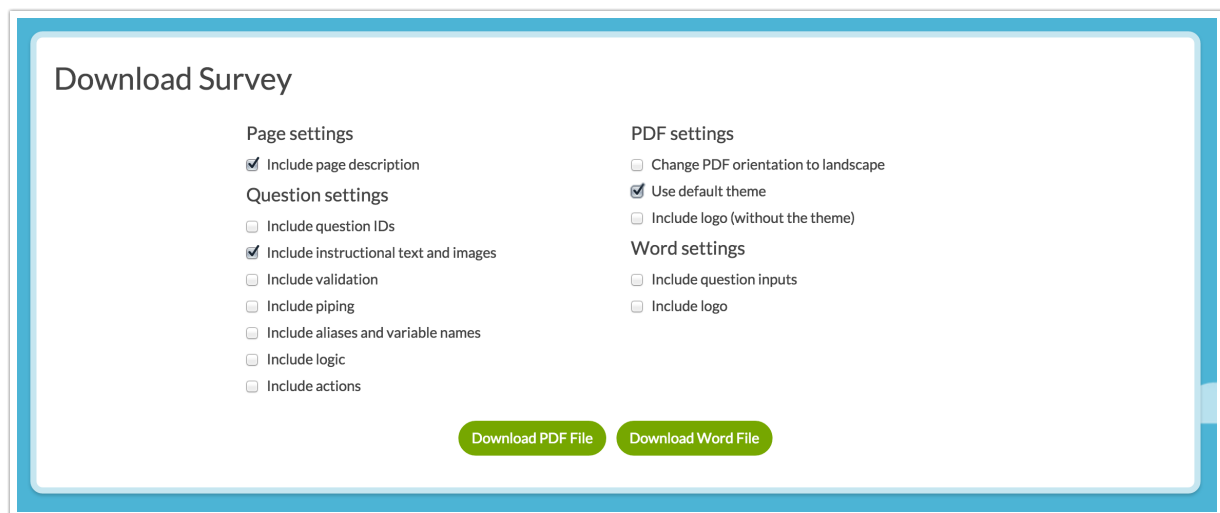
When designing a survey you may want to include a blank copy of the survey for respondents to download before they get started. Follow these quick steps to set this up!

## 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](#).*



**Download Survey**

**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

**Download PDF File** **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.

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**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**

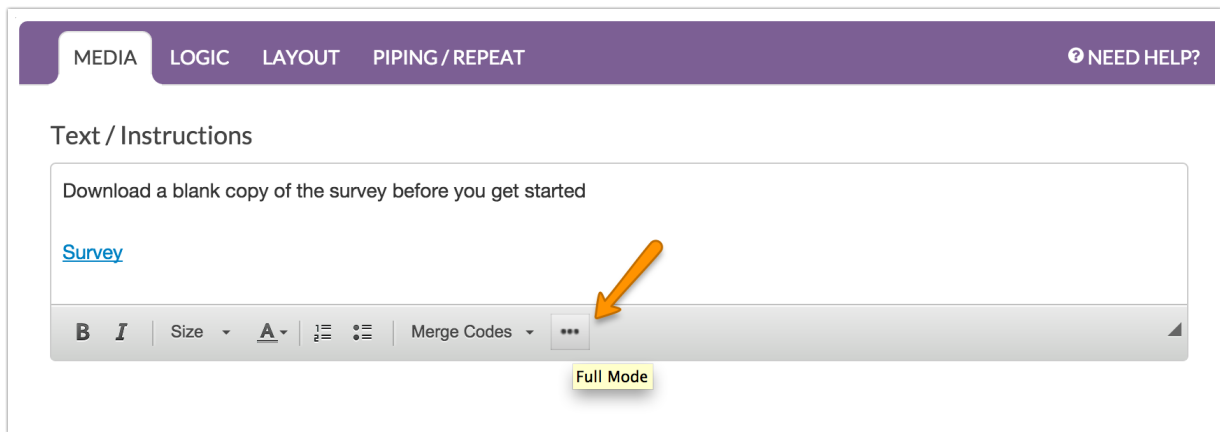
Download a blank copy of the survey before you get started

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

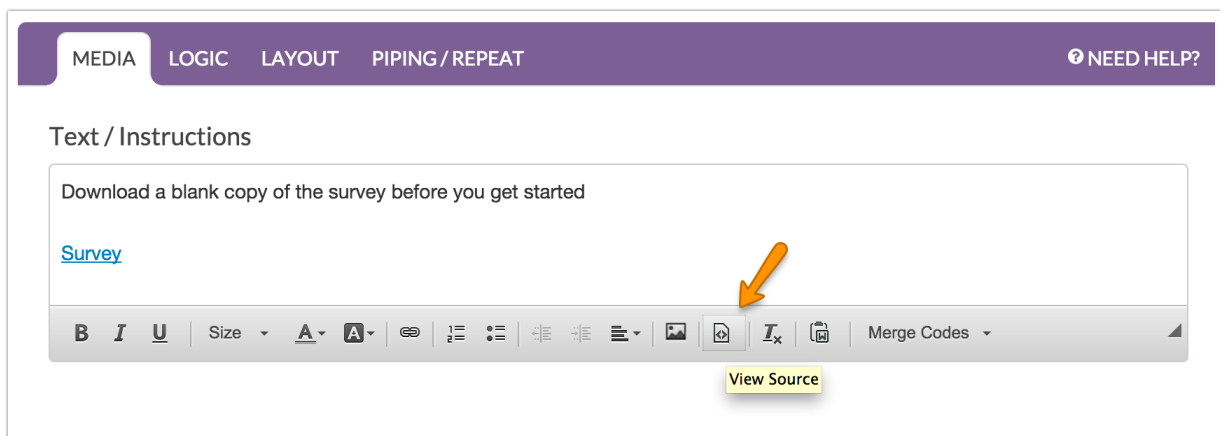
**B** *I* | Size ▾ | A ▾ | | Merge Codes ▾ | ⋮

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? Your 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:

