Customize a PDF

There are several PDFs available throughout Alchemer. Below we'll cover your options for customizing these various PDFs.

Individual Response PDFs

When downloading an Individual Response to PDF either on a one-by-one basis, or in bulk from either the Individual Responses or Reports tabs, you will have a number of options to customize your PDF. Below we discuss each available option.

Include Details (Browser, Page Path, Session ID) and Geo Data

When selected, these options will include a section for Details and/or a section for Response Location in your PDF downloads.

The Details section includes the following data points:

- Survey Submitted

- IP Address
- Language
- User Agent
- Http Referrer
- Page Path
- SessionID

Response ID: 101

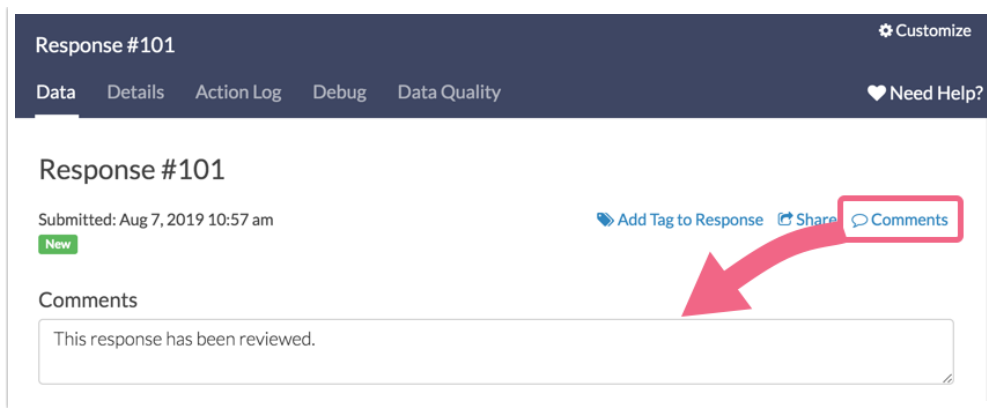| Survey Submitted:	Aug 7, 2019 12:57 pm
IP Address:	50.232.185.226
Language:	English (en-US,en;q=0.9)
User Agent:	Mozilla/5.0 (Macintosh; Intel Mac OS X 10_12_6) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/75.0.3770.142 Safari/537.36
Http Referrer:	https://app.surveygizmo.com/distribute/share/id/
Page Path:	1 : Demographics (SKU: 3) 2 : Feedback (SKU: 1) 3 : Thank You! (SKU: 2)
SessionID:	1565197007_5d4b02cf7e60c1.

The Geo Date section includes the following data points:

- Country
- Region
- City
- Postal Code
- Long & Lat

Response Location

Country:	United States
Region:	CO
City:	Boulder
Postal Code:	80301
Long & Lat:	Lat: 40.049999237061, Long:-105.21700286865

Include Internal Comments

Internal comments are available for survey administrators to make a note on each response. To add a comment click the **Comment** link in the top right of the **Data** tab. If you wish to include these comments in your PDF, select the option to **Include Internal Comments**.
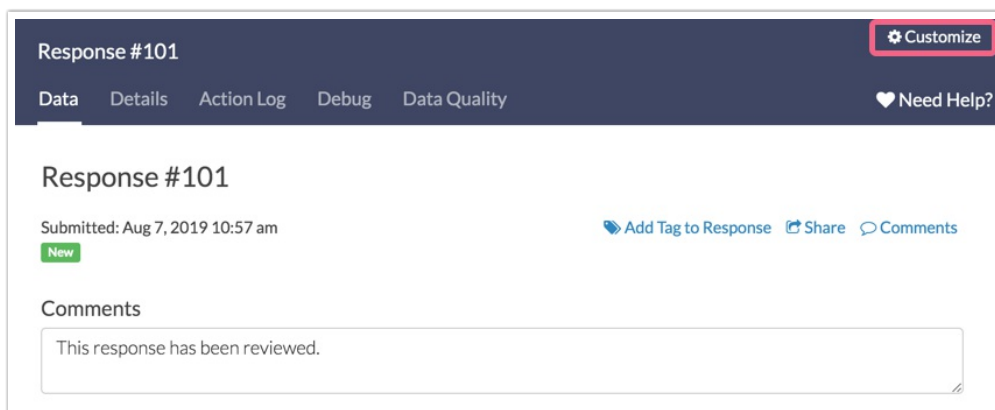
Exclude Questions Hidden From the Respondent

When selected, this option will exclude questions that were not displayed to the respondent as a result of logic set up in your survey.

Use customized view

When viewing individual responses within the Alchemer application you can click the **Customize** link in the upper right to select which questions and/or pages you wish to include when viewing your responses.

If you wish to use this customized view in your PDF download, select this option.

Include text/instruction from survey

When selected, this option will include all text/instruction elements in your survey...

...in your PDF download.

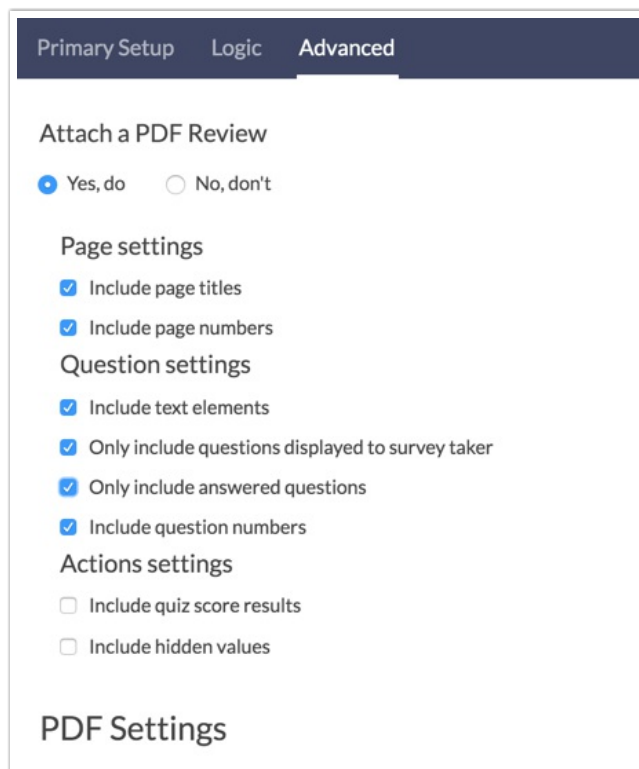The following elements are **not** included when selecting text/instructions when using PDF's

- Page Descriptions
- Page Titles for Admin only pages
- Additional instructional text on question types

Change PDF Orientation to landscape
When selected, this option will change the orientation of your PDF to landscape.

Send Email and Review Action PDFs
Both Send Email Actions and Review Actions have an option to attach a PDF of the survey response for download. When this option is selected you will have a number of options to customize your PDF. Below we discuss each available option.

Page Numbers, Titles and Question Numbers
When selected, the page numbers, page titles and/or question numbers will display in your PDF download.

Include text/instruction from survey

When selected, this option will include all text/instruction elements in your survey...

...in your PDF download.

Only include questions displayed to the survey taker

When selected, this option will exclude questions that were not displayed to the respondent as a
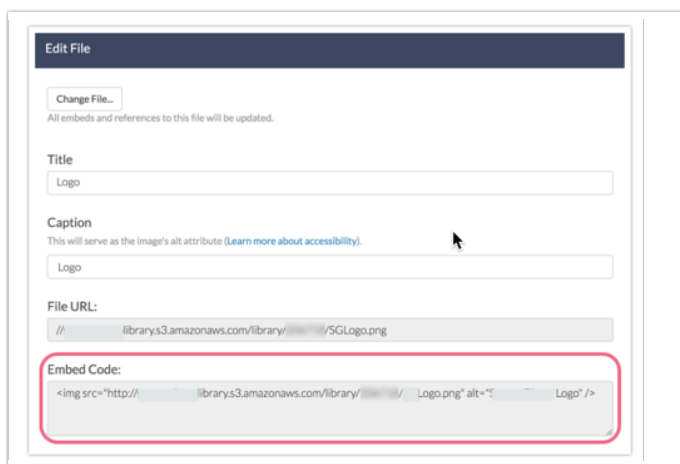
result of logic.

Only include answered questions
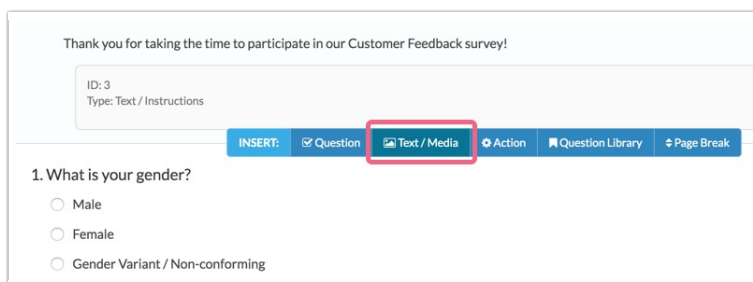When selected, this option will exclude questions that were answered.

Including Images in PDFs

If you have an image in your survey that is not showing in your PDF downloads this is likely because you are using an Image media element instead of Text Instructions. If so, here's your workaround.
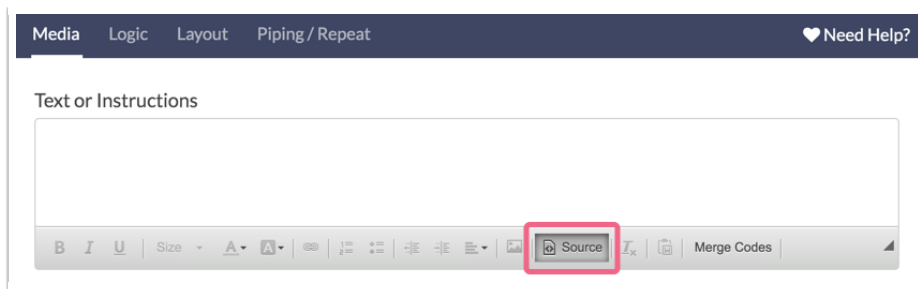
1. Go **Account > Libraries** and find the image you wish to include in your PDF. Click **Edit** on the image in question and copy the **Embed Code** to your clipboard.

2. Next, go back to your account homepage by clicking the **Home** icon. Find your survey and go to the **Build** tab. Just above or below your image element (it doesn't matter which as we're going to delete the image momentarily) click to insert **Text/Media**.

3. Instead of an image element we are going to keep the default selection of **Text/Instructions**. Enter some temporary text (we'll replace this in a moment) and click **Save Text/Media**.

4. Next, replace your temporary text with the image embed code from your clipboard. In order to paste the embed code, you will want to enter the text *source*. Click the **...** to access additional toolbar options and click the **Source** button.

5. Paste the image embed code from the file library and click Save.

6. Next, delete your duplicate image element from your survey. Make sure you are deleting the Image element and not the Text/Instructions that you just added!

Finally, when downloading PDFs, be it Individual Response, Review or Send Email PDFs, be sure to select the option to **Include text/instruction from survey** .

Related Articles