Report Downloads: Insert Page Breaks and Page Numbers

In-App Download Options

When downloading a PDF version of a Standard Report, you can choose these options:

- Insert a page break after each question
- Include page numbers
- Include lists of open text answers

To access these options when exporting the PDF, go to your Standard Report then click the **Download** option:

Alchemer	Responses, Exporte & Daparte
Projects	BUILD STYLE TEST Download Select your Download Format
Audience	< Back to All Reports Combine Results C Share Report Download Download
🔀 Design Library 👻	Excel Word > break after each question
Research Library 🗸	Include page numbers Include lists of open text answers
C Integrations -	
슈ccount ~	Centert ur to lawn more Testert ur to lawn more Testert ur to lawn more Testert ur to lawn more
Support Center	May 2.1
Au Alchemer University	Cancel Start Download
🔿 Security 👻	Respon
	+ Move

Next, select PDF as the export type and choose the desired exporting options. Click **Start Download** when you are ready to proceed.

Select your Download Format	
Options	1
Insert a page break after each question	
Include page numbers	
Include lists of open text answers	
Customize the design of your PDF with the	help of our Programming Services team!
Contact	us to learn more

Share Download Options

When sharing a report, you have the option to allow viewers to download the report. At the top of the report, they'll see a download icon.



They can click the download tab and select the download format from the dropdown (PDF, PowerPoint, Excel, or Word). For PDF downloads, they'll be able to insert a page break after each question.

Download	
Select your Download Format	
PDF V	
Insert a page break after each question	

Related Articles