

# Download a Dashboard

Alchemer Dashboard is currently waitlist only. [Visit this page](#) to learn more about Dashboard or join the waitlist!

You can download a Dashboard in PDF format, without downloading each visualization separately. Follow these steps:

1. Select **Dashboards** on the top navigation bar.
2. Select a Dashboard from the list of Dashboards by clicking on its title.
3. In the open Dashboard, select the **More** menu , and select **Download PDF**.
4. In the **Download** window, you have two main *Format* output options:
5. Select **Dashboard** to generate a PDF that combines several visual Charts on the same page, just like they appear on the Dashboard.  
Select **Visualizations** to print each visualization on its own page of the PDF file.

## Download PDF in Dashboard format

The Dashboard format produces a PDF file that looks very similar to the Dashboard inside Alchemer Dashboard. The highlights and insights appear at the top, and the rest of the Dashboard is on a rectangular grid, with natural page breaks.

Follow these steps to specify additional options:

1. Under **Format**, select **Dashboard**.
2. Under **Layout**, select either the *Landscape* or *Portrait* page orientation.
3. If the Dashboard has multiple tabs, you see the **Select tabs to download** option. Select the specific tabs you would like to download, or select **All** to download all tabs. By default, Alchemer Dashboard includes all tabs in the PDF.
4. Under **PDF Options**, select or deselect **Include page number**, **Include cover page**, or **Include filter page(s)**.
5. Select **Download**.

The screenshot shows a 'Download' dialog box with the following sections and options:

- Format** (Callout 1):
  - Liveboard
  - Visualizations
- Layout** (Callout 2):
  - Landscape
  - Portrait
- Select tabs to download** (Callout 3):
  - All
  - east
- PDF Options** (Callout 4):
  - Include page number
  - Include cover page
  - Include filter page(s)

At the bottom right, there is a **Download** button (Callout 5) and a **Cancel** button.

## Download PDF in Visualizations Format

When you select **Visualizations**, you can choose to print all, or some, of the visualizations in the Dashboard. The highlights and insights appear at the top, and the rest of the visualizations get their own page.

Follow these steps to specify additional options:

1. Under **Format**, select **Visualizations**.
2. Under **Layout**, select either the *Landscape* or *Portrait* page orientation.
3. Under **PDF Options**, select or deselect **Include page number**, **Include cover page**, or **Include filter page(s)**.
4. Under **Content**, specify if you want the table visuals to end after filling the whole page by selecting the *Truncate Tables* option.
5. Under **Visualizations**, select the visualizations you want in the PDF. Deselect any visualizations

you do not want. If your Dashboard has tabs, you can also select or deselect tabs to include in the PDF.

6. Select **Download**.

## Download



### Format

1



Liveboard



Visualizations

### Layout

2

Landscape

Portrait

### Content

3

Truncate Tables

### Visualizations

4

All



Sales - East

5/5 selected

- Total sales by Weekly date
- Total sales by product
- Total sales by item type
- Total sales by state
- Total PRODUCT\_ID by PRICE



Sales - West

5/5 selected

- Total quantity purchased by weekly date
- Total quantity purchased by product
- Total quantity purchased by item type
- Total quantity purchased by item type
- Total sales - test

5

Cancel

Download

## Change PDF width

By default, Dashboard PDFs download at a width of 1920 pixels, which supports most Dashboard visualizations and layouts. To change this default width to a different width in pixels for your company, contact [Alchemer Support](#). For example, if most users in your company view Alchemer Dashboard in full screen, request that Alchemer Dashboard set the Dashboard PDF width to the full screen width.

## Examine the PDF

After the download completes, examine your PDF.

Notice that the PDF produced in Dashboard mode combines the visuals on the page in the same manner as the original Dashboard. Contrast this with the PDF produced in **Visualizations** mode: this PDF combines the small adjacent indicator and KPI visuals at the top, and all other visuals and tables appear on their own page.

Bucketing Type	Appearance in Alchemer Dashboard and XLSX download	Appearance in CSV or PDF download
Hourly	AM/ PM	24 hour
Day of week	Name of day (for example, Saturday)	Number of day (for example, 6) <sup>1</sup>
Monthly	January 2021	1/1/2021
Month of year	Name of month	Number of month <sup>2</sup>
Quarterly	Q1 2021	1/1/2021
Quarter of year	Name of quarter (for example, Q4)	Number of quarter (for example, 4)
Yearly	2021	1/1/2021

Table notes:

1.

Numbers may differ if you use custom calendar.

2.

Numbers may differ if you use custom calendar, or change the fiscal start month in another way.

