

Exporting the Report

To export the report:

- Click on the **Export**  icon, located on the top left of the screen.
- Select one of the following export formats from the drop-down menu:

Option	Format Name	Usage
PDF	Adobe Acrobat	Choose a report template based on report size. Use the Actual Size report template for reports with dimensions less than or equal to 14400px by 14400px.
Excel (paginated)	XLS	Not recommended for exporting most tables or crosstabs. Repeats headers and footers on each page.
Excel	XLS	Ignores page size and produces spreadsheet-like output.
CSV	Comma Separated Values	Characters outside Latin 1-character can cause the Excel spreadsheet to look unacceptable. Try saving the file and importing it using Excel's import functionality
DOCX	Word	Do not export report having more than 63 columns.
RTF	Rich Text Format	Creates a large output file and therefore takes longer to export than other formats.
ODT	OpenDocument Text	For better results, minimize the number of rows and columns and make sure they don't overlap.
ODS	OpenDocument Spreadsheet	Same as ODT.
XLSX (paginated)	Microsoft Open XML Format Spreadsheet	Not recommended for exporting most tables or crosstabs. Repeats headers and footers on each page.
XLSX	Microsoft Open XML Format Spreadsheet	Ignores page size and produces spreadsheet-like output.
PPTX	Microsoft PowerPoint Presentation	Each page of the report becomes a slide in the PowerPoint presentation.