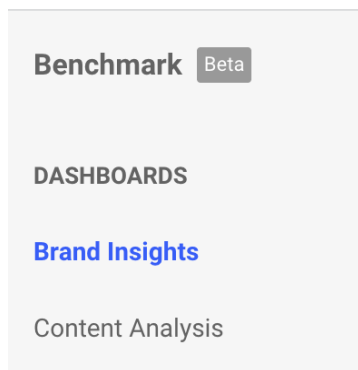


Exporting Benchmark Dashboards

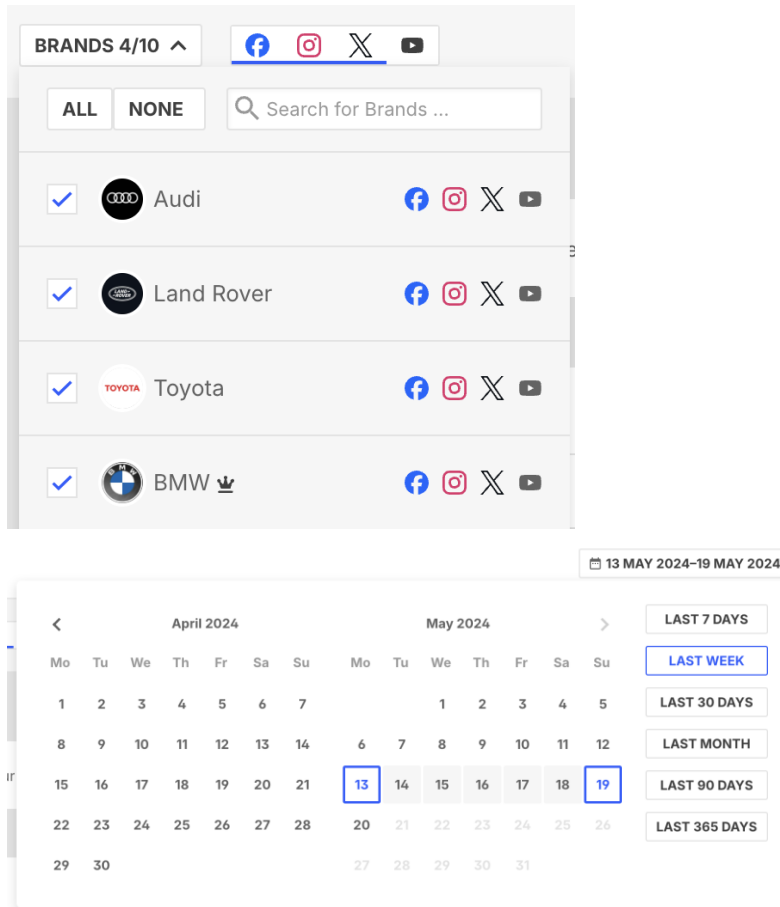
In Benchmark, you can choose to export your Brand Insights and Content Analysis dashboards in CSV, PDF, or PowerPoint (PPT) format, allowing you to share your findings with stakeholders both inside and outside Social Media Management. In this article, find out how to export your dashboards in each format and optimize PDF exports for compatible browsers.

Exporting dashboards as CSV

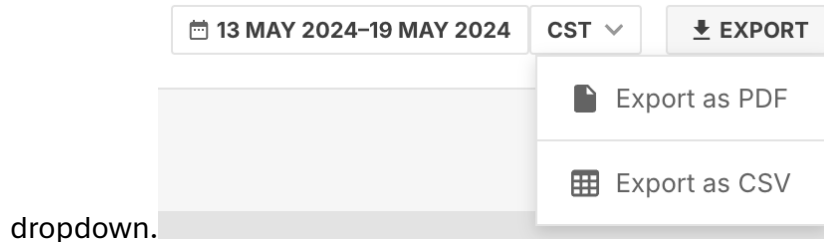
1. In Benchmark, from the menu on the left, click either **Brand Insights** or **Content Analysis**.



2. Select the brands and networks you would like to include using the selectors in the top-left corner. Then select the desired date range using the date selector.



- After you have applied your settings, click **Export > Export as CSV** from the



- You will see a pop-up notification in the top-right corner of Benchmark indicating that your export has begun processing, and you will receive another notification when the export has completed and downloaded to your device.



Export in progress



It may take a few minutes to prepare the export, but you can continue working with Benchmark in the meantime. Please, do not close Benchmark and the file will automatically download when it is ready.



Successful export

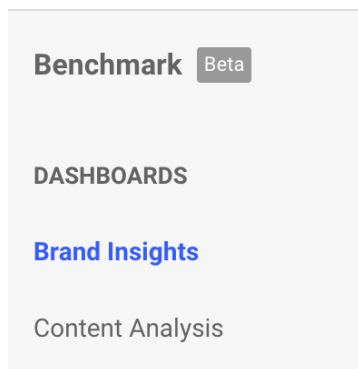


Your CSV file is ready and will download automatically.

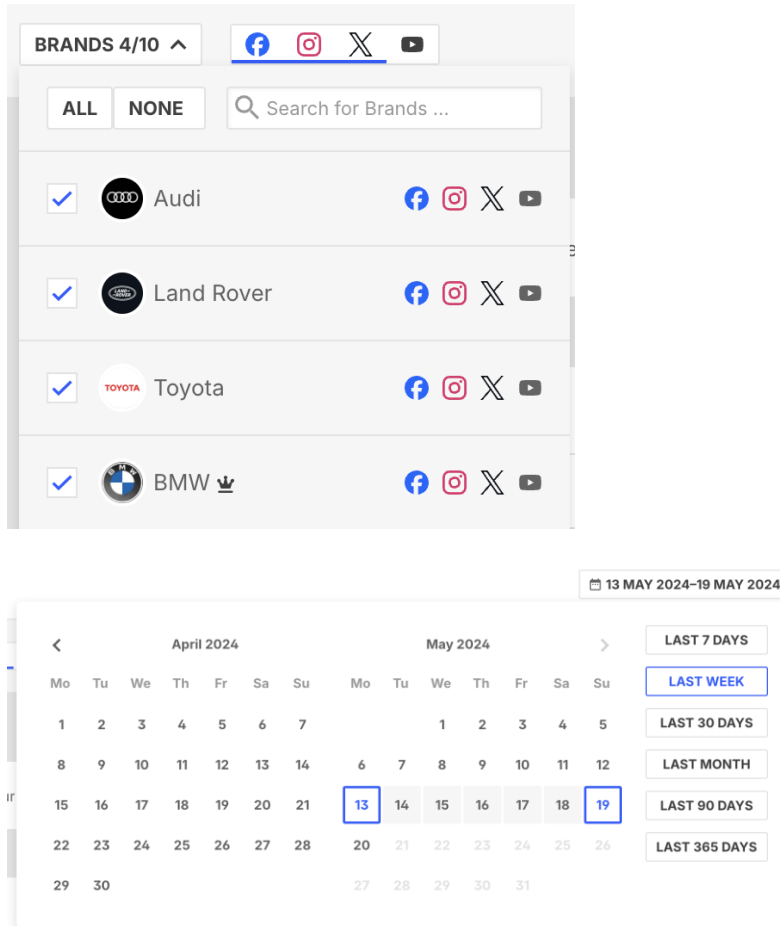
Both Brand Insights and Content Analysis dashboard exports will download as ZIP files. Each metric widget from your dashboard will download as a separate CSV in the ZIP file, and content feed data will export in one file for all filtered posts.

Exporting dashboards as PDF

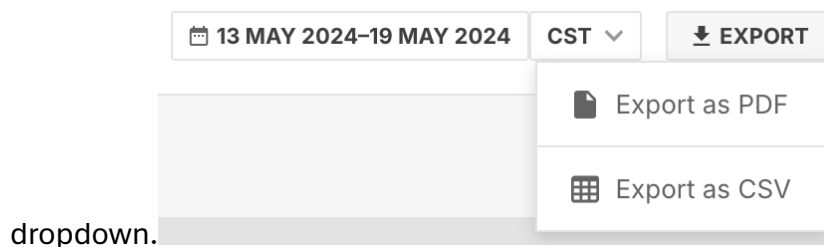
1. In Benchmark, from the menu on the left, click either **Brand Insights** or **Content Analysis**.



2. Select the brands and networks you would like to include using the selectors in the top-left corner. Then select the desired date range using the date selector.



- 3.
4. After you have applied your settings, click **Export > Export as CSV** from the



dropdown.

Once you click **Export as PDF**, your browser's Print window will open and allow you to **Save as PDF** and preview your PDF prior to saving. You will see the print preview of your export along with options for customizing the display and print destination. Next, make sure that:

- The PDF is marked as your chosen destination.
- The browser's default margin settings are chosen.
- No custom scaling has been applied.

You can also find the recommended configuration for each supported browser below:

Chrome

Destination

Save as PDF

Margins

None

Headers and footers

Uncheck

Print 1 page

Destination Save as PDF

Pages All

Layout Portrait

More settings ^

Paper size A4

Pages per sheet 1

Margins None

Scale Default

Options ☐ Background graphics

Print using system dialog... (\%P) [↗](#)

Open PDF in Preview [↗](#)

Firefox

Orientation

Portrait

Page Headers

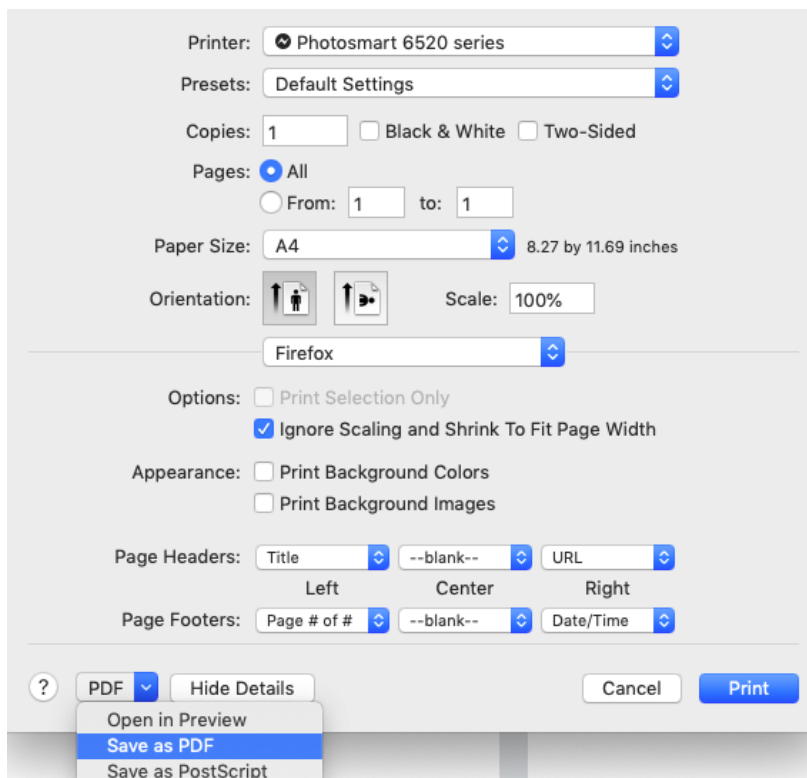
Blank

Page Footers

Blank

Bottom left dropdown menu

Save as PDF



Safari

Paper size

A4

Orientation

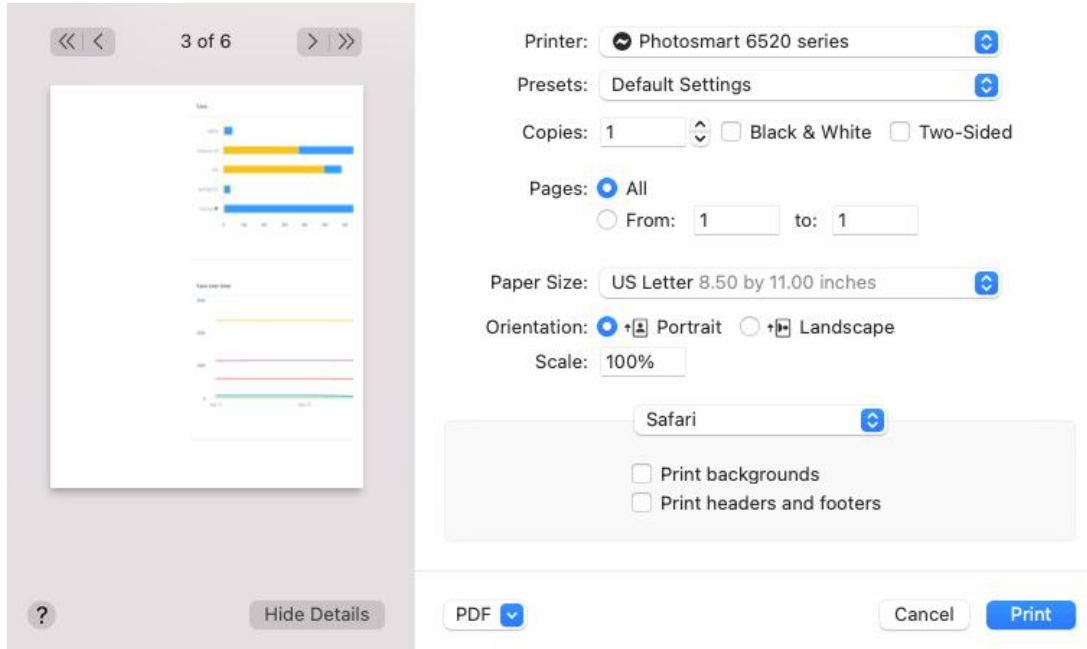
Portrait

Print headers and footers

Uncheck

Bottom left dropdown menu

PDF



Edge

Printer

Save as PDF

Layout

Portrait

Margins

Default

Headers and Footers

Unchecked

Print

?

Total: 2 pages

Printer

Save as PDF

Pages

All

e.g. 1-5, 8, 11-13

Fewer settings ^

Pages per sheet

1

Margins

Default

Options

Headers and footers

Background graphics

Cancel

Save

Exporting dashboards as PPT

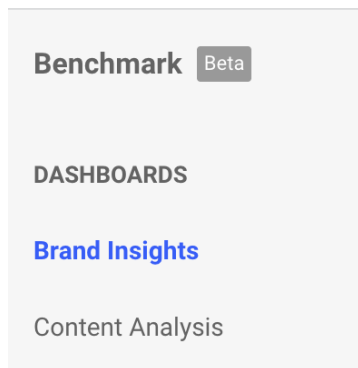
Tip:

Check out our video for a quick tutorial on exporting and customizing your PPT report:

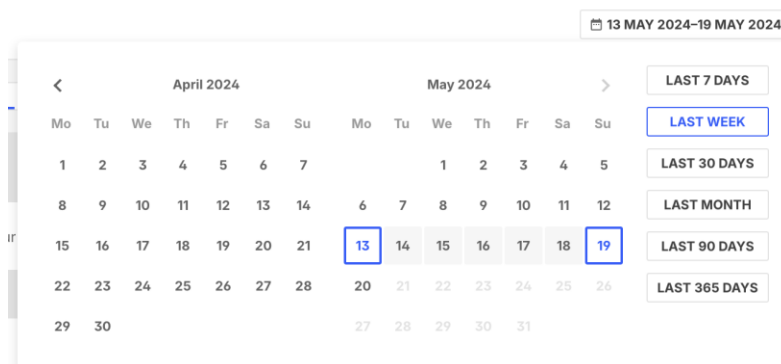
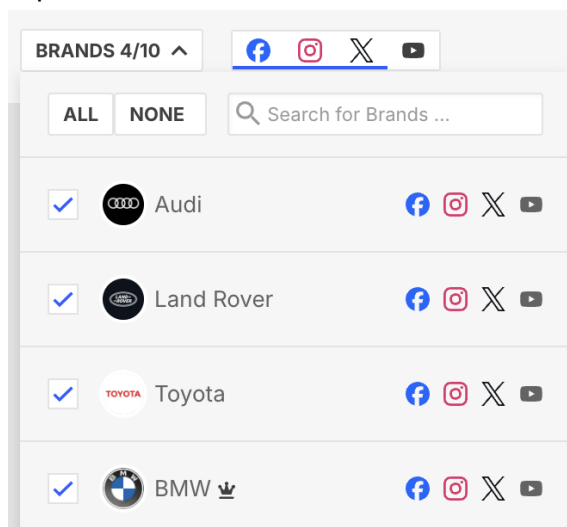
Note:

You can select from 2-6 brands to generate a PPT report. Please be aware that PPT exports are currently not exportable for single brand analysis or YouTube accounts.

1. In Benchmark, from the menu on the left, click either **Brand Insights** or **Content Analysis**.



2. Select the brands and networks you would like to include using the selectors in the top-left corner. Then select the desired date range using the date selector.



- 3.

4. After you have applied your settings, click **Export > Export as PPT Report** from the dropdown.



5. You will see a notification in the top-right corner that your export is in progress. Your file will download as a **PPTX** file.

Benchmark PPT reports can be opened in all major PowerPoint-compatible desktop and cloud softwares such as MS Office, Apple Keynote, Google Slides, etc. The report objects on each slide can be modified using desktop softwares, for example:

- Edit fonts and font size
- Edit chart data
- Edit the chart type
- Resize tables and images

Note:

At this time, Benchmark PPT reports cannot be edited in Google Slides.