

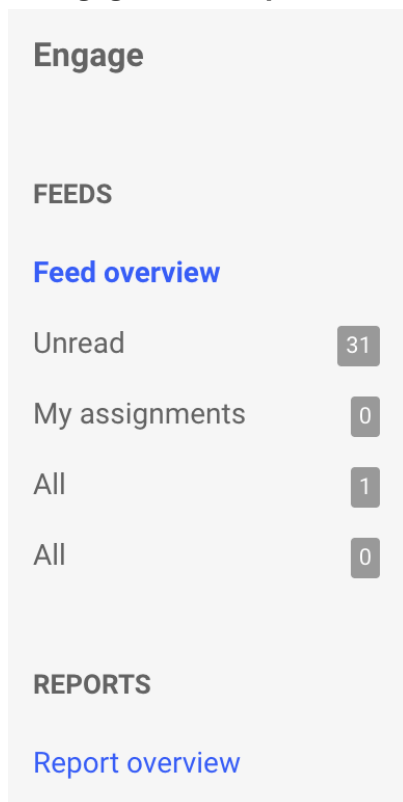
Exporting Engage Reports

In Engage, under the **Reports** section, you can choose to either export data from individual reports or export all data available for your X (Twitter) and Instagram channels. In this article, we'll guide you through the process of exporting your data and the different formats available.

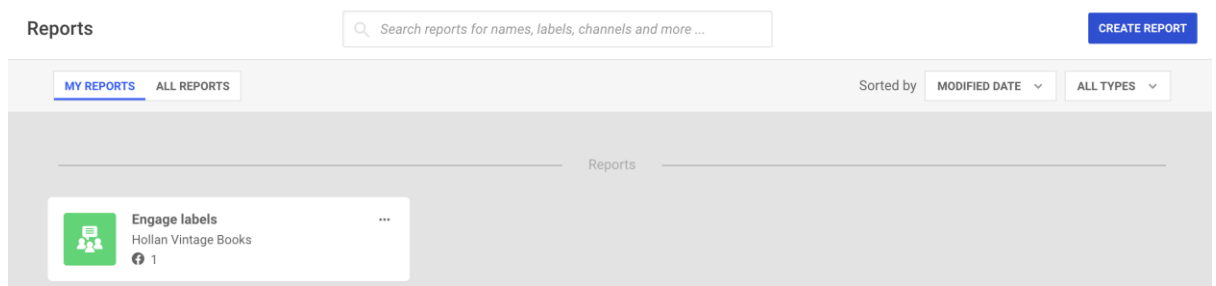
Exporting reports as a CSV or XLS file

All Custom reports, Channel reports, and Team Performance reports can be exported as CSV or XLS files. To get started exporting reports, please follow the steps below:

1. In Engage, click **Report overview** in the left-hand navigation sidebar.



2. Click on any existing report or click **Create Report** in the top-right corner.



3. When viewing your report, click **Export** in the top-right of the report, and select either **CSV** or **XLS** when prompted.



Your export may take a few minutes and you can continue to use Social Media Management while it is processing. The file will be downloaded automatically and saved as specified in your downloads location set in your browser.

Note:

Engage Labels reports can't be exported as CSV or XLS, though these reports can be saved as a PDF as described below.

Exporting reports as a PDF file

Any Engage report can be saved as a PDF file to maintain the visual aspect of your report. Please see the steps below:

1. In Engage, click **Report overview** in the left-hand navigation sidebar.
2. Click on any existing report or click **Create Report** in the top-right corner.
3. Click **Export** from the top, right-hand side of the page.
4. Select **PDF**.

Once you select **PDF**, your browser's Print dialogue will open. You will see the print preview of your report along with options for customizing the display and print destination. Next, check the following:

- Make sure that **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

Printer:

Presets:

Copies: ☐ Black & White ☐ Two-Sided

Pages: ☒ All
☐ From: to:

Paper Size: 8.27 by 11.69 inches

Orientation: ☒ Portrait ☐ Landscape Scale:

Options: ☐ Print Selection Only
☒ Ignore Scaling and Shrink To Fit Page Width

Appearance: ☐ Print Background Colors
☐ Print Background Images

Page Headers:
Left Center Right

Page Footers:

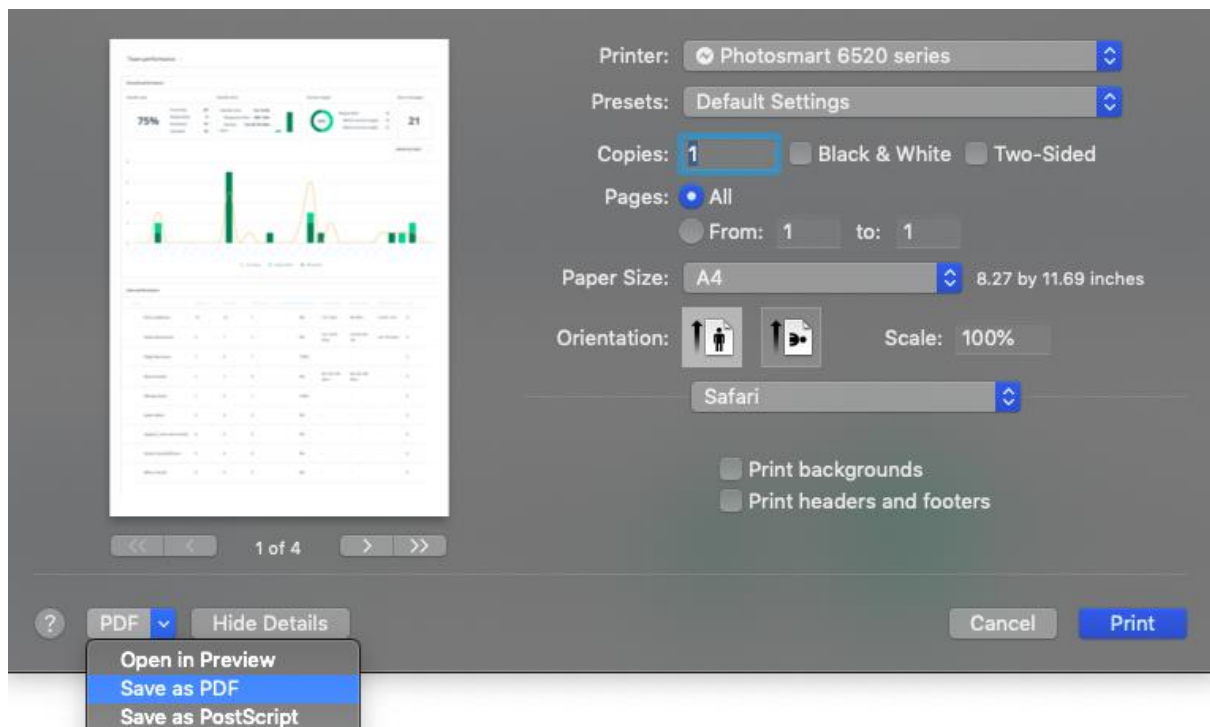
? PDF

Open in Preview
Save as PDF
Save as PostScript

Save as PostScript

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