

PDF Export

Administrative users who work at districts on the PLUS or PRO edition of SameGoal can bulk export documents from SameGoal as PDF zip files. This is done in two steps. First, by selecting the desired documents to create the export, and then by downloading the zip files to your device.

Create a PDF export

Steps *To select documents for a PDF export:*

1. Navigate to the **All** page.
2. Using filters as needed, search for the documents you would like to export.
3. Select all of the desired documents. Be sure to click the **Select all items** option at the top of the screen.
 - Exports can only be created if more than 50 documents are selected. If you would like to export less than 50 documents, you may download them directly from the document list page.
4. Click on the printer icon in the top right corner.
5. Select **Export All**.
6. Give the export a name.
7. Click **Set up export**.

Tip Once you prepare the export, the documents will be organized into zip files, with each file containing up to 100,000 documents, including any associated attachments.

Download zip files

Once the export has been created, you may begin downloading the files to your device at any time. These files have the potential to be quite large, depending on how many documents you are trying to download. It's important that you have enough space on your computer to store all the files before downloading them.

Steps *To download PDF export zip files:*

1. Navigate to **Settings > PDF Export** and select the export you would like to download.
2. While on the PDF Export page, if you would like to review which documents are included, you can select **Show included documents**.
3. In order to download the files, when the status says **Ready to download**, you can click the download button on the right.
4. If you have multiple zip files and would like to begin the download process for all files at once, select the checkboxes of the desired files and click **Actions > Download zips**. The files will download one-by-one in sequence without you needing to manually select download for all.

Tip While a zip file is in the process of being downloaded, the status will be **Downloading...** Once it has finished downloading, the status will change to **Downloaded**, at which point, you can review your Downloads folder on your device to confirm the download was successful.