# Export the story

More information on how to use Qlik can be found at [Tutorials - Qlik Sense](https://help.qlik.com/en-US/sense/2.2/Content/Tutorials.htm)

A story will need to be exported **before** it can be printed or played outside of the Data Exchange application.

Table 1 –Export options navigation items

| **Item** | **Description** |
| --- | --- |
| Export story to PowerPoint button | Select the **Export story to PowerPoint** icon to send the story to PowerPoint. |
| Export story to PDF button | Select the **Export story to PDF** icon to send the story to PDF. |
| Duplicate story button | Select the **Duplicate story** icon to make a copy of the original story. |
| Delete story button | Select the **Delete story** icon to remove the story.  |
| Help button | Select the **Help** icon to get online help from Sense website with the item that you are viewing. |
| About and information button for Qlik | Select the **About** icon to get information about the application. |
| This is a screen shot of the menu icon. | Select the **Menu** icon to export the story. |

Access the required report and select . The **Stories** pop up box will display.

Figure 1 – Stories pop up box



Select the required **Story**. The **story page** will display.

**Figure 2 – Story page**



Select  at the top left of screen to export the story to PDF or PowerPoint.

Figure 3 – Menu icon selection to export story



The **Export story** pop up box will display.

Figure 4 – Export story pop up box



The following options for export are:

1. **Export story to PowerPoint**

Make the appropriate changes to the **PowerPoint settings** then select**.**

Figure 5 – PowerPoint settings pop up box



Select the **PowerPoint hyperlink** that displays.

Figure 6 – Click to download PowerPoint hyperlink



Select the options for the download.

If required, select  to stop the download

Figure 7 – PowerPoint download options



1. **Export story to PDF**

Make the appropriate changes to the **PDF settings** then select**.**

Figure 8 – PDF settings pop up box



Select the **PDF hyperlink** that displays.

Figure 9– Click to download PDF hyperlink



Select the options for the download.

If required, select to stop the download.

Figure 10 – PDF download options



More information on reporting requirements can be found in the [Data Exchange Protocols](https://dex.dss.gov.au/document/81). Task Cards on reports functionality can be found on the [Data Exchange Reports](https://dex.dss.gov.au/document/746) tab.

For technical support; contact the Data Exchange Helpdesk by email dssdataexchange.helpdesk@dss.gov.au or on 1800 020 283 between 08.30am - 5.30pm (AEST/AEDT) Monday to Friday.