# Preview 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)

**Table 1 – Preview story navigation items**

| **ITEM** | **DESCRIPTION** |
| --- | --- |
| This is a screen shot of the close button to exit out of the preview of the story. | Select the **Close** button to close the preview. |
| This is a screen shot of the action icon. | Select the **Actions** button for options to move back and forward and export. |
| Back button | Select the **Back** button to go to the previous slide in the story. |
| Forward button | Select the **Forward** button to go to the next slide in the story. |
| Export to PDF or PowerPoint button | Select the **Export** button to export the story to PDF or PowerPoint. |
| Play button | Select the **Play** button to play the story. |

Select  from the required report. The **Stories** pop up box will display.

Figure 1 – Stories pop up box



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

Select on the top left of the screen.

Figure 1 – Play your story button



The **Story** will display.

Figure 2 – Play your story screen

 

Select  at the bottom of the screen.

The **sheet navigation** buttons will display.

**Figure 3 – Play your story sheet navigation buttons**



These buttons will allow you to move **back** and **forward** through the preview.

Select  to export the story to PowerPoint or PDF.

Select  to exit the preview.

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

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.