



What export options does Houzz offer.

Houzz Pro offers various export options, including **spreadsheets for financial tracking and lists**, as well as **PDFs and tear sheets for design-related items**. [↗](#)

Financial and project management

- **Selections Tracker (Excel/CSV):** You can export a detailed selections tracker to Excel or CSV, with options to customize which columns (such as costs or item details) are included.
- **Global Tracker Report (Excel/CSV):** Export project data for multiple projects at once, allowing you to focus on specific items, suppliers, or order statuses.
- **Vendor Lists (CSV):** Export your full vendor list, along with their contact information, to a CSV file for use in other applications.
- **Takeoff Measurements (XLS):** Export takeoff measurements and calculations into an Excel spreadsheet for easy reference.
- **Invoices and Documents (PDF):** Download and print professional-looking invoices, proposals, and other documents as PDFs. [↗](#)

Design and selections

- **Selection Boards (PDF and Tear Sheets):** You can export a selections board as a PDF or as a custom tear sheet. This lets you share visuals and details with clients and contractors, with options to hide sensitive information like pricing.
- **3D Floor Plans (PDF):** Save and print floor plans as PDFs for sharing with clients or for your own records.
- **Marked-Up Plans (PDF):** Download marked-up floor plans and takeoffs as PDFs, which are also saved automatically to your project's files.
- **Ideabooks (Data Archive):** While not a direct export button for a single file, you can request a download of your data, which includes a copy of your ideabooks. 

Are you looking for export options related to a specific feature like the selections tracker or floor plans?

Selections tracker

- **Excel/CSV:** You can download the selections tracker as an Excel or CSV file. A pop-up allows you to choose which columns to include or exclude, enabling you to share specific details while hiding sensitive information like markup. You can also choose to display the client-facing product name or the original product name and export actual images instead of just URLs.
- **FF&E Schedule (PDF):** The tracker can be exported as a Furniture, Fixture and Equipment (FF&E) PDF. Similar to the Excel export, you can customize which columns are included, allowing you to tailor the document for different recipients, such as clients or vendors.
- **Tear Sheets (PDF):** You can create and download tear sheets as PDFs for selected items from the tracker. Before downloading, you can choose which details to include on the tear sheet, such as images, product links, and specifications. 

I'm looking for instructions on how to start the export process for either the selections tracker or floor plans?

Exporting the selections tracker

1. Navigate to your project in Houzz Pro and select **Selections**.
2. If you want to export only specific items, check the box to the left of each item you wish to include.
3. Click the **Export** button at the top right of the tracker page.
4. Choose your desired format from the dropdown menu: **Download as Excel**, **Download as FF&E Schedule (PDF)**, or **Download Tear Sheets**.
5. In the pop-up window, customize which columns or details to include in your export. This is useful for hiding sensitive information like pricing.
6. Click the **Download** button to start the export. A notification will let you know when the file is ready to download. 

Exporting floor plans

1. Go to the desired project and open the floor plan you want to export.
2. Click the **Print/PDF** button located at the top right of the screen.
3. You have two options:
 1. **Save PDF to Files:** To save the floor plan as a PDF directly to your project's files within Houzz Pro.
 2. **Print:** To print the floor plan or save it as a PDF on your computer.
4. If saving to your project files, enter a name for the file and click **Save**. 

Sharing floor plans

To share a 3D floor plan with a client so they can add comments, follow these steps: 

1. Click the **Share** button next to the **Print/PDF** button.
2. In the new screen, you can either share with the client dashboard directly or copy a shareable link. Note that comments are not supported when using a direct link.
3. You will receive a confirmation once the plan is shared. 

How do I export a specific floor plan?

To export a specific floor plan in Houzz Pro, you must **open the relevant floor plan within its project and then use the Print/PDF button**. You can choose to either save it as a PDF file to your computer or directly to your project's files. 

Step 1: Navigate to your floor plan

1. Log into your Houzz Pro account.
2. Select the **Projects** icon from the left-hand navigation.
3. Choose the specific project that contains the floor plan you want to export.
4. Scroll down to the **3D Floor Plans** section and select the relevant floor plan. 

Step 2: Export as a PDF

1. Once the floor plan is open, look for the **Print/PDF** button at the top-right of your screen.
2. Click the button and select your desired export method:
 1. **Save PDF to Files:** This option saves the floor plan as a PDF within your project's **Files & Photos** section on Houzz Pro. You will be prompted to give the file a name before saving.
 2. **Print:** This option opens your computer's print dialog, which allows you to print a hard copy or save the floor plan as a PDF directly to your computer. 