
ELLM

Exporting Answers as Documents in eLLM

eLLM allows you to export answers as structured documents in PDF, Word, or Excel formats, with an Auto option to select the best fit. The process is secure, with files generated on your own servers and downloaded directly to your device.

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What this product is for

Often the answer is only the start: you want a proposal to send, a written summary to file, or a table you can work with in a spreadsheet. Rather than copying text out and reformatting it by hand, you export the answer and eLLM builds a properly structured document for you, with headings, bullet points, and tables laid out for the format you pick.

Main features

- Export any answer as a **PDF**, **Word** document, or **Excel** spreadsheet.
- An Auto option that lets eLLM choose the best format for the content.
- The answer is restructured into a real document, with headings, lists, and tables, not just dropped into a file.
- The file is generated on your own servers and downloads straight to your device.

How to use it

Exporting an answer

1. Ask your question and wait for the answer.
2. On the answer, open the **Export** control.
3. Choose **PDF**, **Word**, **Excel**, or Auto.
4. eLLM builds the document and it downloads to your device.

Letting eLLM choose the format (Auto)

If you pick **Auto**, eLLM looks at the answer and chooses the format that suits it best:

- A spreadsheet when the answer is mostly a table of data.
- A Word document for written material such as a proposal or summary.
- A PDF for a fixed, read-only document.

Choosing the format yourself

You can always pick the format directly. For example, ask for a proposal and export it as Word to edit further, or ask for a list of figures and export it as Excel to work with the numbers.

Common tasks

- **Create a proposal to send:** ask for the proposal, then export as Word.
- **Save a summary for the record:** export as PDF.
- **Get a table into a spreadsheet:** export as Excel.
- **Not sure which fits:** choose Auto and let eLLM decide.

Things to know

- The document is built from the answer's content, so a clear, well-structured answer makes a better file. If a layout isn't quite right, refine your question and export again.
- Export is offered on live answers in your current conversation. Answers reloaded from a past conversation may not show the export control.
- The file is created on your own servers; nothing about the export is sent to an outside service beyond whatever model already answered your question.
- Each export is recorded in the system's activity log, like other actions.

Troubleshooting

- **I don't see an Export control:** it appears on live answers. Ask the question again in your current chat to get a fresh answer with the control.
- **The format wasn't what I wanted:** pick the format directly instead of Auto, or rephrase the answer (for example, ask for the result as a table) and export again.
- **The layout looks rough:** the document follows the answer's structure. Ask for clearer headings or a table, then export the new answer.

Frequently asked questions

Which formats can I export to?

PDF, Word, and Excel, or Auto to let eLLM choose.

How does Auto decide?

It picks a spreadsheet for tabular data, a Word document for written content, and a PDF for read-only documents.

Can I edit the file afterwards?

Yes. Word and Excel files are fully editable. Choose PDF when you want a fixed, read-only document.

Does exporting send my answer anywhere?

No. The file is built on your own servers and downloads to your device.

Summary

Exporting turns an answer into a finished document without any copying and reformatting. Pick PDF, Word, or Excel, or let Auto choose, and eLLM lays the content out properly as headings, lists, and tables. It is the quickest way to go from a useful answer to a proposal, a report, or a spreadsheet you can share.

Need assistance navigating the complexities of eLLM? EssingtonITS offers expert guidance and tailored IT solutions to help you succeed. Visit [EssingtonITS.co.uk](https://www.EssingtonITS.co.uk) for comprehensive support.