

# Checkbox Survey

*Using Excel to View UTF-8 Response Exports*

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## Introduction

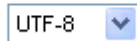
Checkbox® Survey lets survey editors deploy any survey in multiple languages, including those that do not use traditional ASCII characters. The UTF-8 encoding option is used to export results that include non-ASCII characters, but Microsoft Excel does not always recognize that the exported results file contains encoded data.

## Viewing the Export File

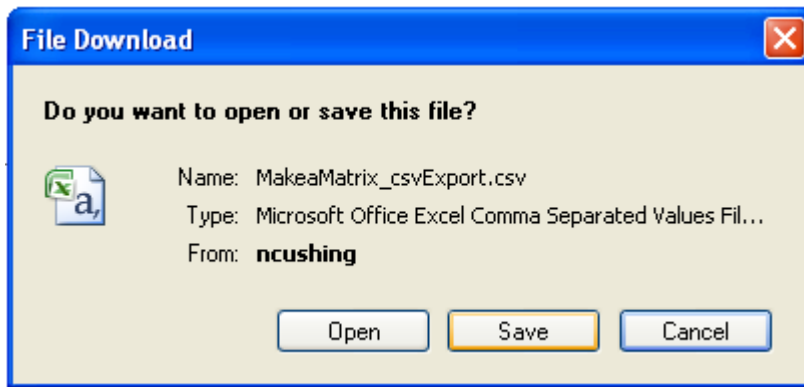
To view a UTF-8 encoded CSV file in Microsoft Excel 2007, you can follow the steps below. It may seem like a lengthy process, but once you work through it a couple times, it will only take a few seconds.

1. Navigate to the *Export Results* page for a survey and select the desired export options.
2. Choose UTF-8 as for the *Output Encoding* as shown below:

### Output Encoding

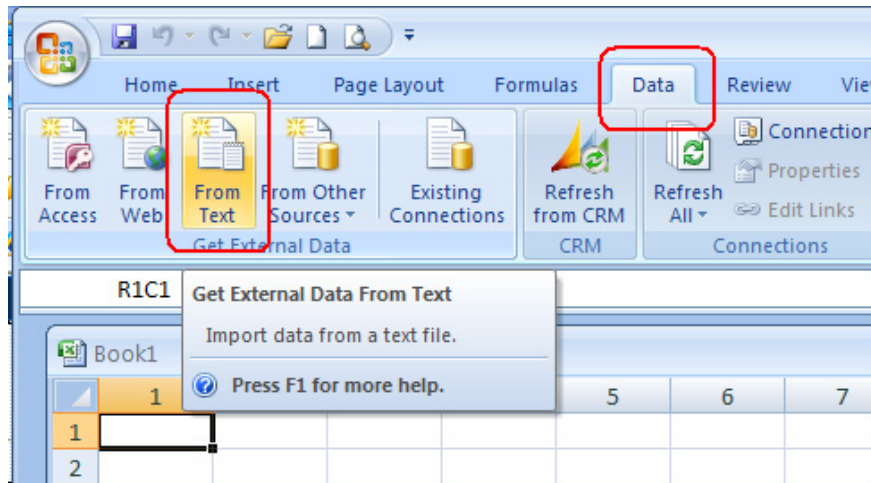


3. When given the choice to *Open* or *Save* the export file, choose to *Save* it and make a note of where you saved the file.

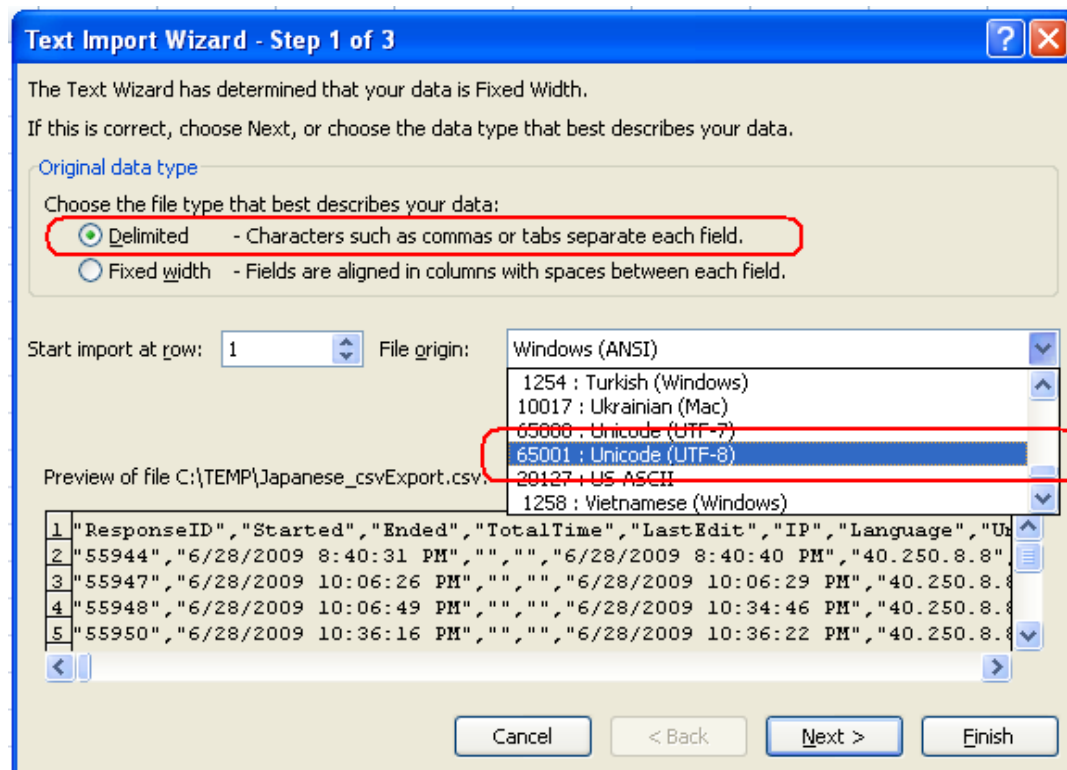


4. Open Excel 2007 and create a new workbook if one is not automatically created.

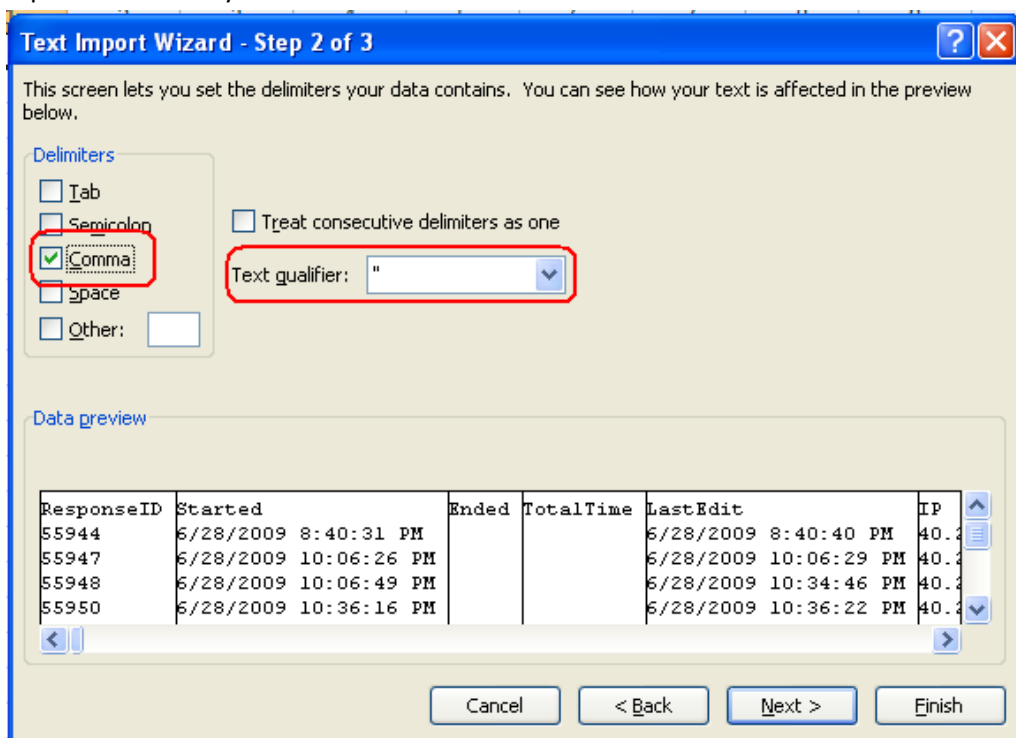
- As shown below, click on *Data*, then select the *From Text* option.



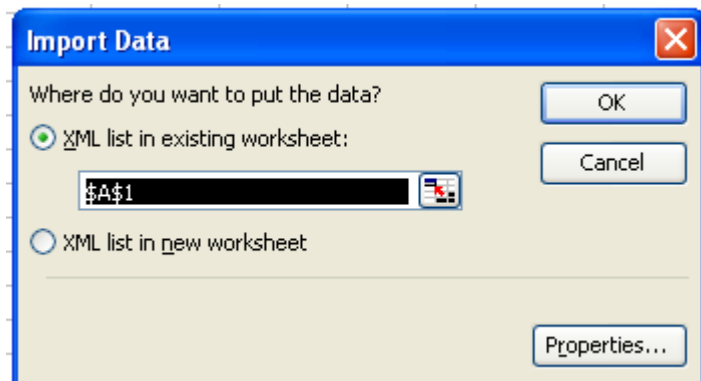
- In the *Import Text File* dialog, locate the file you saved in step 3 and click *Import*.
- Step 1 of the *Text Import Wizard* will appear. Select *Delimited* for the *Original data type* and *65001: Unicode (UTF-8)* for the *File origin*. (Note that the list of values can be pretty long and the UTF-8 option is usually located near the bottom)



8. Click *Next* to go to Step 2 of the wizard.
9. In step 2, ensure that *Comma* is the only selected value for *Delimiters* and that *the Text Qualifier* is set to the double quote character. You'll also have an opportunity to preview the data here. Though the preview presented is fairly small, you should be able to see whether Excel is reading the columns in the export file correctly.



10. Click *Finish* and you will then be asked where to insert the data in the worksheet. To insert the data in the upper-left corner of the worksheet, enter `$A$1` and click OK.



11. You should now see your survey results with proper character encoding. To preserve this format, you can now save the file as an Excel spreadsheet, which you will be able to open directly without the data import process.