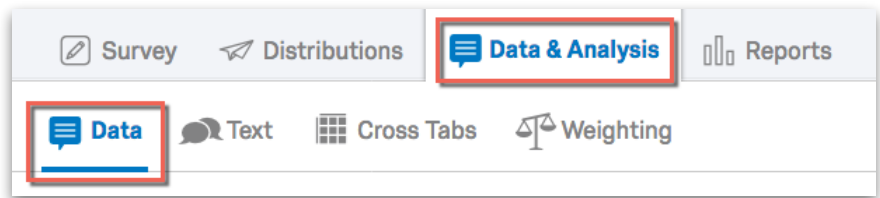




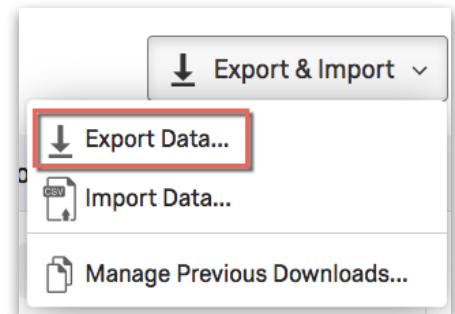
Download an Excel Compatible File (CSV)

There are two primary Excel compatible file types to choose from when exporting data from a Qualtrics survey. The most common is CSV, which works for most data formats. If your data contains words using special characters (ex: Reykjavík, ça va, or Lake Hévíz) then choose TSV instead in order to preserve formatting.

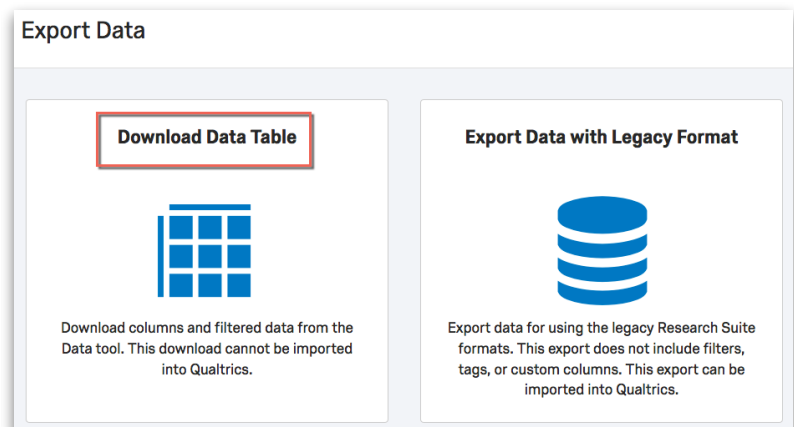
- Open your survey.
- Select the **Data & Analysis** tab.
- Choose **Data** if it is not already selected.



- Click the **Export & Import** menu on the right.
- Choose **Export Data...**



- Select the **Download Data Table** option.



- Choose **CSV** (or **TSV** for responses containing special characters). Be sure to select **Use choice text** if you have text entry questions in your survey or form.

Download Data Table

CSV TSV XML SPSS

Comma separated values

This is a .csv file that can be imported into other programs. Each value in the response is separated by a comma and each response is separated by a newline character. If your responses contain special characters and you will open this export in Microsoft Excel we recommend using the TSV export. Qualtrics CSV exports use UTF-8 encoding, which Excel will not open correctly by default. [Learn More](#)

Use commas for decimals

Compress data as .zip file

Download all fields

Use numeric values

Use choice text

If you have text entry questions in your survey, be sure to choose "Use choice text" to that the full responses are included in the download.

Close **Download**

The file will be downloaded to your Downloads folder (unless you specify another location). Double-click the file to open it in Excel.

Please note that the downloaded file contains metadata that you may not need, such as the date and time the survey was taken, IP addresses, etc. Simply delete or hide the columns you do not want. Save the file as an Excel file format (.xls or .xlsx).

If you are sharing the data with colleagues you can either email the downloaded .zip file or the "cleaned up" Excel file.

Questions about Qualtrics? Visit Qualtrics Support at <https://www.qualtrics.com/support/> and choose *Survey Platform* on the right, or contact the McDaniel College HelpDesk (helpdesk@mcdaniel.edu or call ext. 3390).