



*Guide*

*Opening UTF-8 encoded CSV files with Microsoft Excel 2003*

# Lead-In

Since UTF-8 has a central meaning as a global character encoding on the Internet (See Wikipedia. de), the data is also encoded UTF-8 when exported as a CSV file. To open such files with the appropriate character set, proceed as follows.

(Source: [http://www.rechtsmedizin.med.uni-muenchen.de/service/anleitungen\\_hilfe/excel\\_csv\\_utf8/index.html](http://www.rechtsmedizin.med.uni-muenchen.de/service/anleitungen_hilfe/excel_csv_utf8/index.html)).

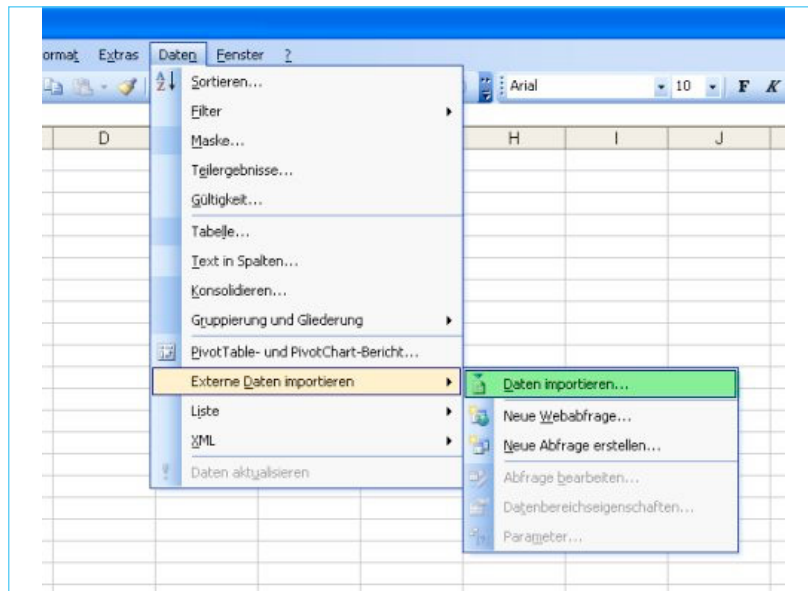


# Quick Guide

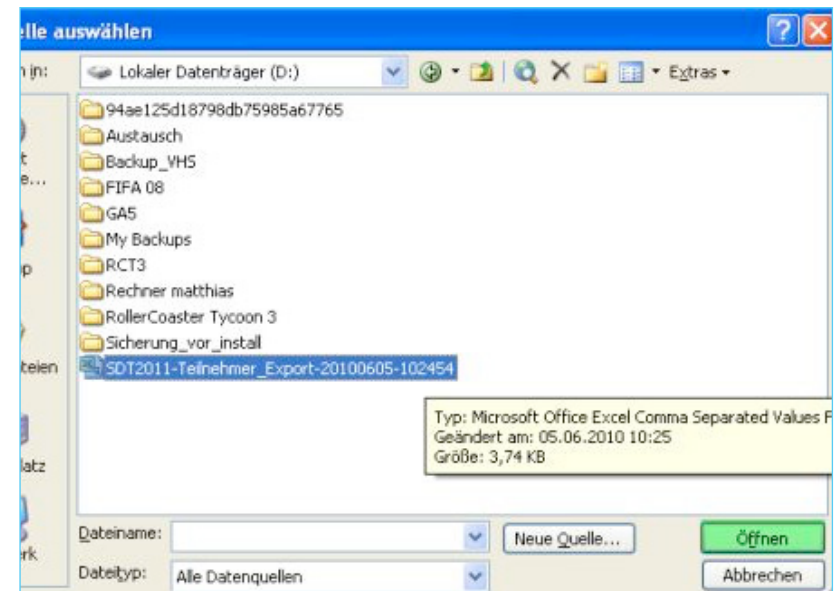
1. Click on the **Data** menu bar option -> **Import External Data** -> **Import Data**
2. Select the **data source** -> **Open**
3. In the original data type select **Delimited** -> Next
4. Choose **65001: Unicode (UTF-8)** from the drop-down list that appears next to File origin.
5. Under the Delimiters option select **Semicolon** -> Next
6. Select **Text** under Column data format section
7. Select the **first column**, press and hold **Shift** until you have added the **remaining columns** to the selection
- 8. Finish**
9. Import data into the **new worksheet**



# Guide

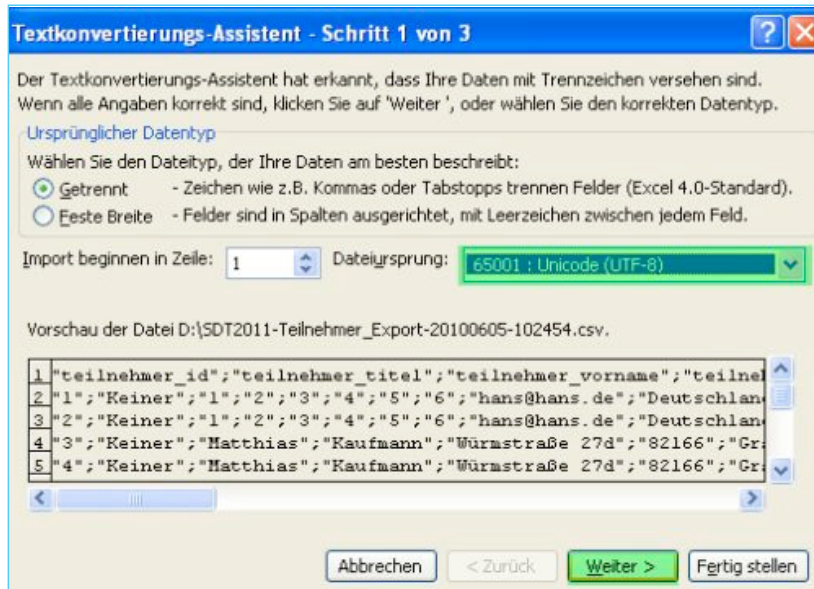


1. Select the menu item **Import data** from the menu **Data -> Import external data**.

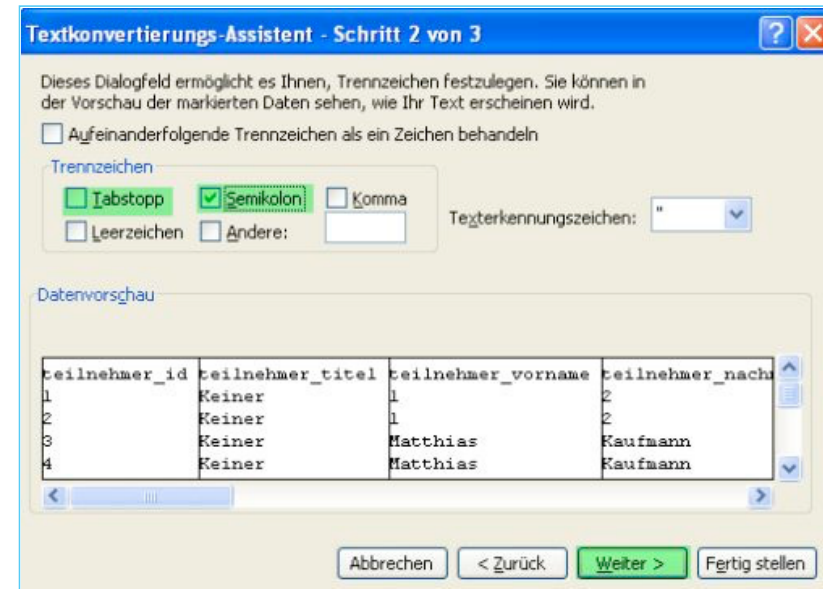


2. The Select data source dialog opens. Select the **file you want to open** and click the **Open** button.

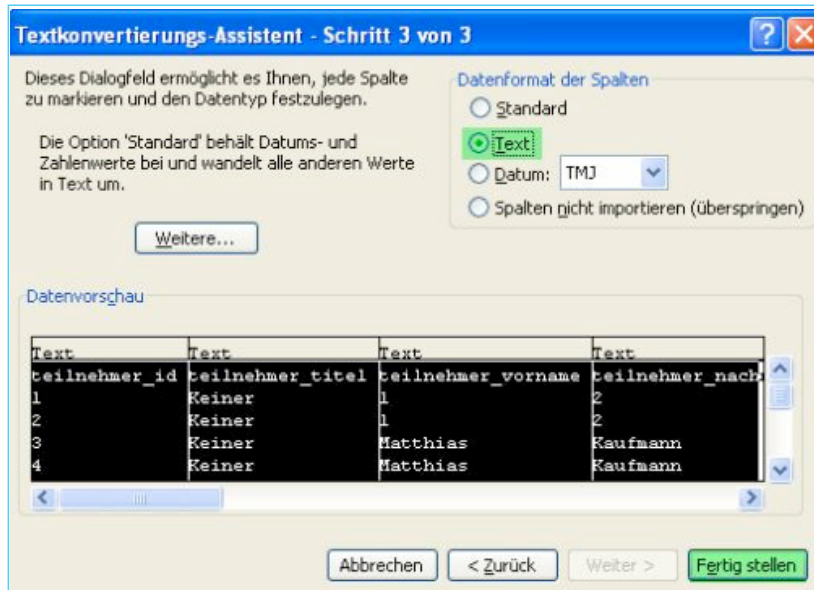




3. Set the **File origin** (character encoding) to **UTF-8** (almost at the bottom of the list) and continue with the **Next** button.



4. In the next dialog, set the separator to **Semicolon** instead of Tab stop and continue with the **Next** button again.



5. In order to import all columns correctly and to prevent an automatic reformatting by Excel, the entire data area is formatted as text in the following:

Select the **Text** option as the column data format then **select the first column**, press and hold the **Shift key** until you have added the remaining columns to the selection. This should mark the entire data area from left to right as shown in the picture and **highlight it in black**. Lastly, close the wizard with the **Finish** button.



6. In the last step there is the possibility to choose where the data should be put. It is recommended to select the **New worksheet** option. With the **OK** button you end the procedure and the data is displayed in Microsoft Excel.