



## *Guide*

*Opening UTF-8 encoded CSV files with Microsoft Excel 2007/2010*

# 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)).

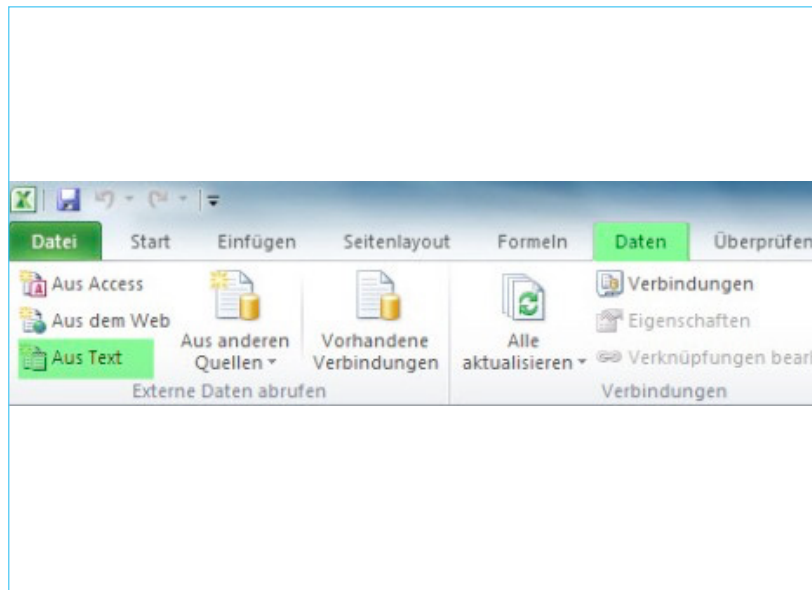


# Quick Guide

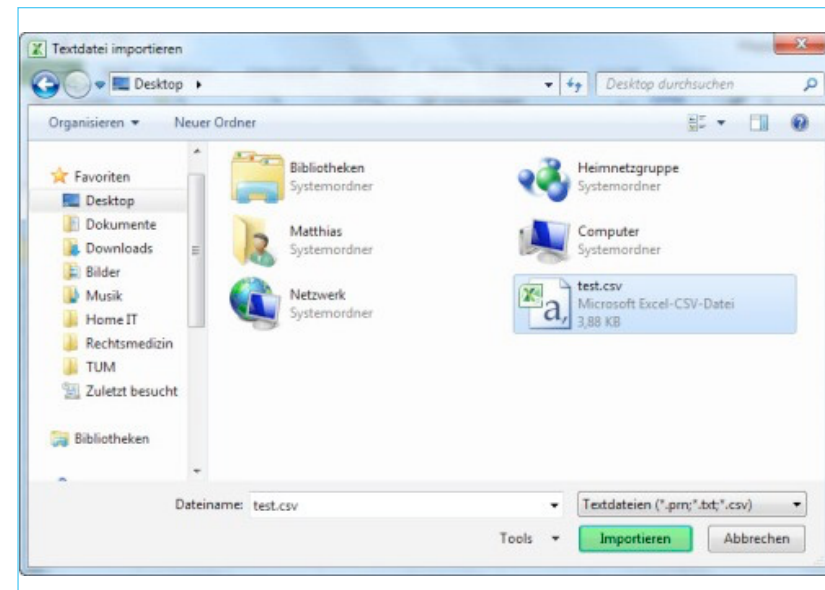
1. Select Data in the menu selection at the bottom and choose **From Text**
2. Select the **data source** and click **Import**
3. In the original data type select **Delimited** ->Next
4. Under the Delimiters option select **Comma** -> Next
5. Select **Text** under Column data format section
6. Select the **first column**, press and hold **Shift** until you have added the **remaining columns** to the selection
- 7. Finish**
8. Import data into the **new worksheet**



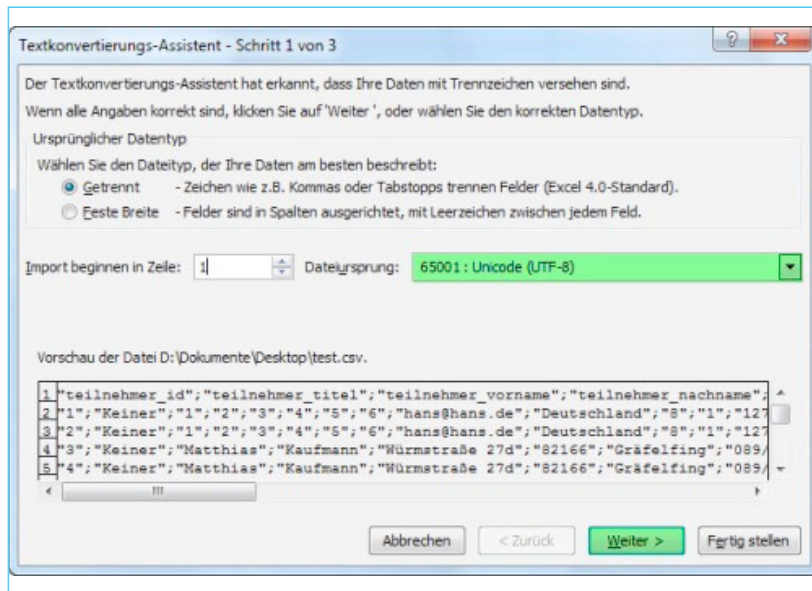
# Guide



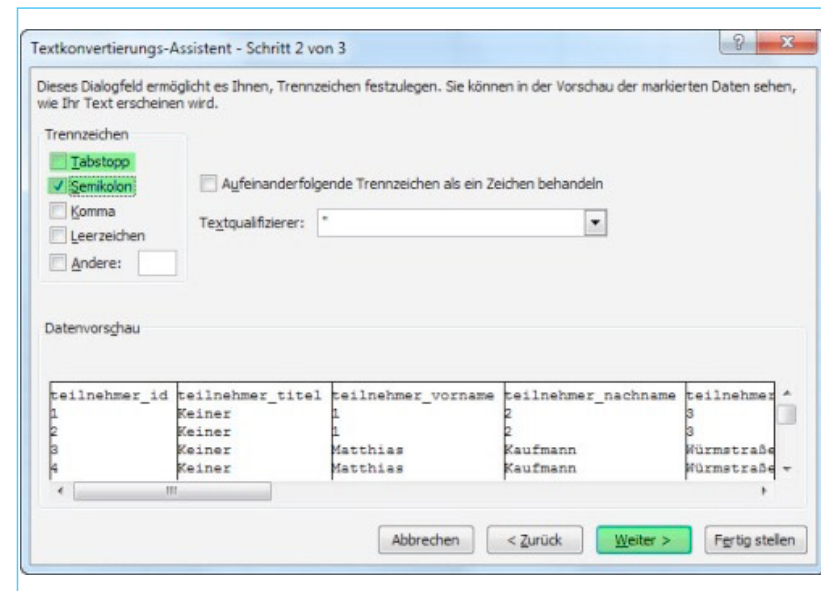
1. Select **From Text** from the **Data tab** in the Get External Data section.



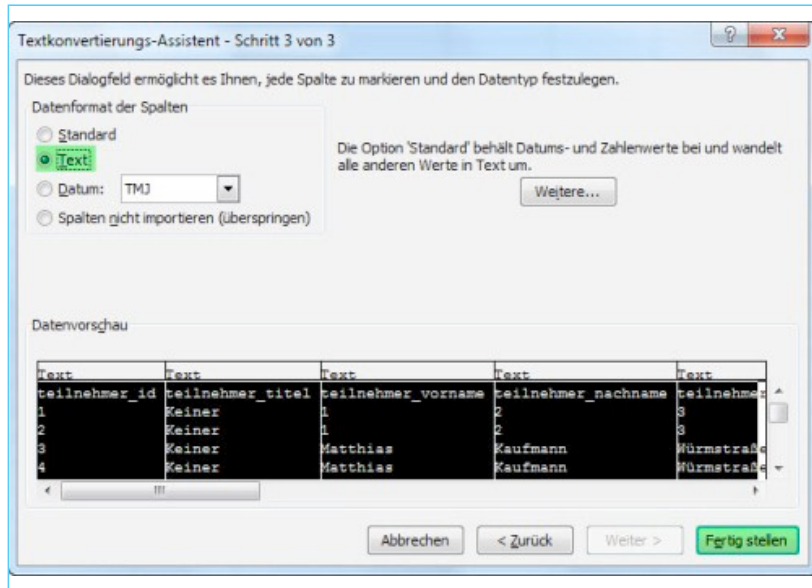
2. The dialog Import Text File opens. Select the **file** you want to open and click the **Import** button.



3. In Step 1 of the Text Import Wizard select Delimited and set the File origin to 65001: Unicode (UTF-8) and click **Next**.

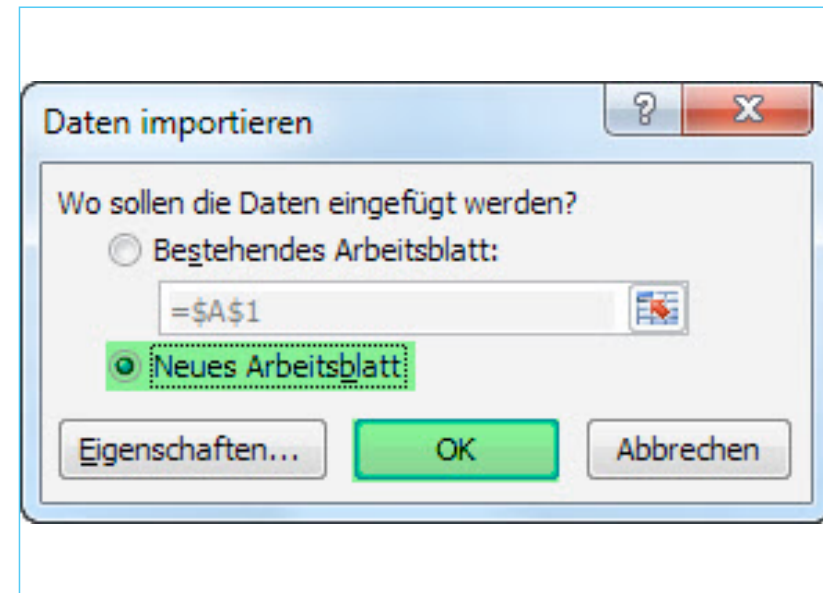


4. In the next dialog, set the Delimiter from Tab to **Semicolon**, continue with the **Next** button again.



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.