

# Saving files in a Unicode file format for international character support

## Table of Contents

- [Saving files in a Unicode file format for international character support](#)
  - [Microsoft Excel](#)
    - [Excel Windows - Step One - Save as](#)
    - [Excel Windows - Step Two - Choose Unicode Text \(\\*.txt\)](#)
    - [Excel Windows - Step Three - Save](#)
    - [Excel Mac - Step One - Save as](#)
    - [Excel Mac - Step Two - Choose UTF-16 Unicode Text \(\\*.txt\)](#)
    - [Excel Mac - Step Three - Save](#)
  - [Microsoft Access](#)
    - [Access - Step One](#)
    - [Access - Step Two](#)
    - [Access - Step Three](#)

## Saving files in a Unicode file format for international character support

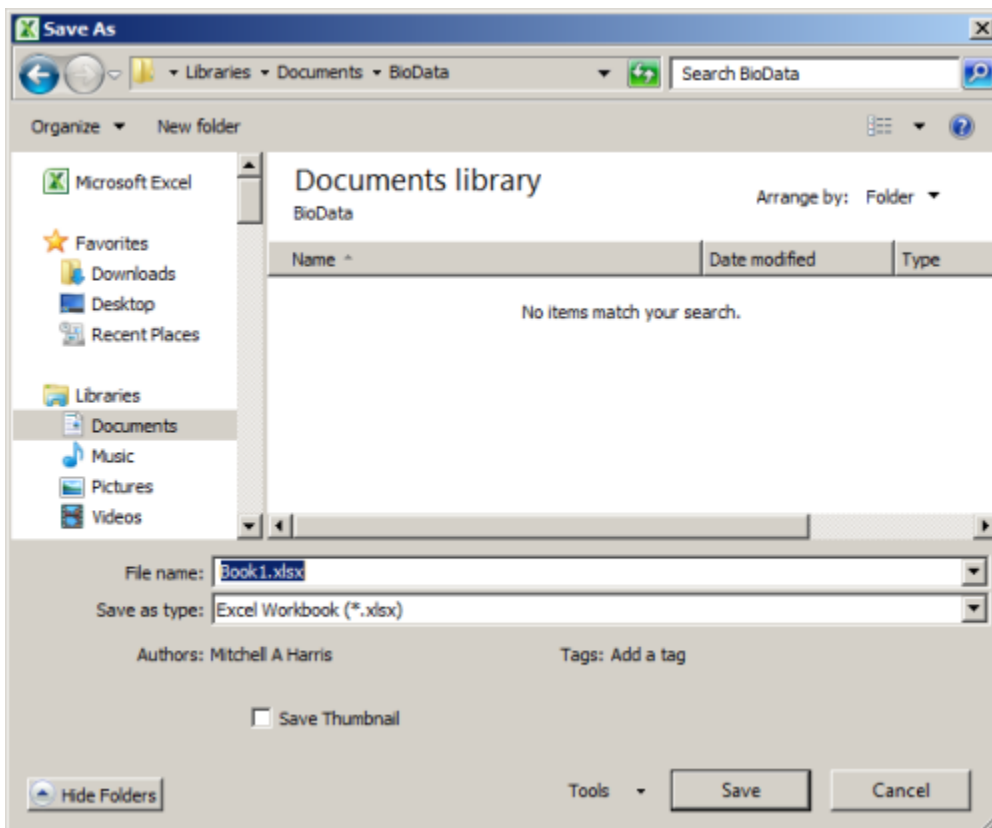
In order to preserve accented and international characters in taxonomic fields, the uploaded lab result file must be saved in a Unicode file format; UTF-8, UTF-16, and UTF-32 are all acceptable. This page highlights the steps to save a Unicode-formatted tab-delimited file in the popular applications Microsoft Excel and Microsoft Access.

### Microsoft Excel

To obtain a Unicode-formatted tab-delimited file from Excel, you must select "Unicode Text" (Windows) or "UTF-16 Unicode Text" (Mac) for the "Save as type"/"Format" option in the "Save As" dialog. The correct selection for each platform is shown in the screenshots below.

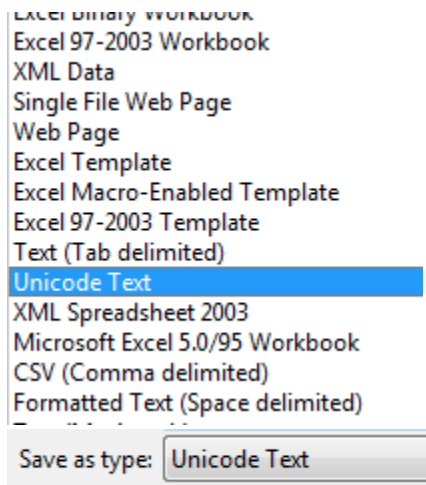
### Excel Windows - Step One - Save as

Choose File --> Save As to view the dialog box



## Excel Windows - Step Two - Choose Unicode Text (\*.txt)

From "Save as type:" drop down, *Select Unicode Text (\*.txt)*

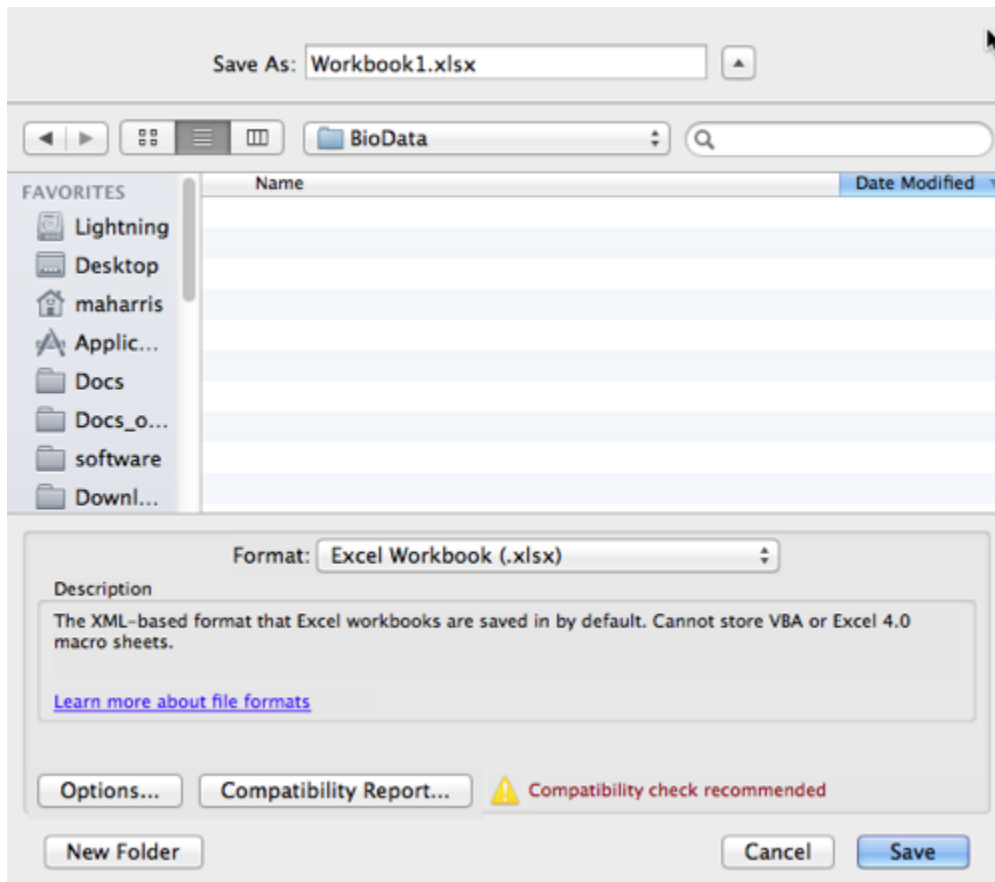


## Excel Windows - Step Three - Save

*Select Save*

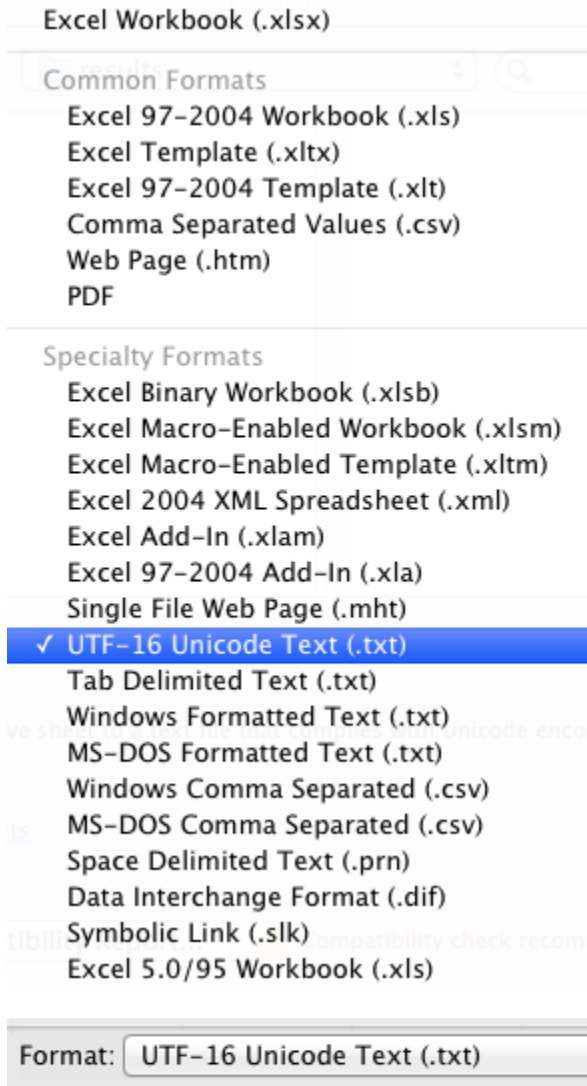
## Excel Mac - Step One - Save as

Choose File --> Save As to view the dialog box



## Excel Mac - Step Two - Choose UTF-16 Unicode Text (\*.txt)

From "Format:" drop down, *Select* UTF-16 Unicode Text (\*.txt)



## Excel Mac - Step Three - Save

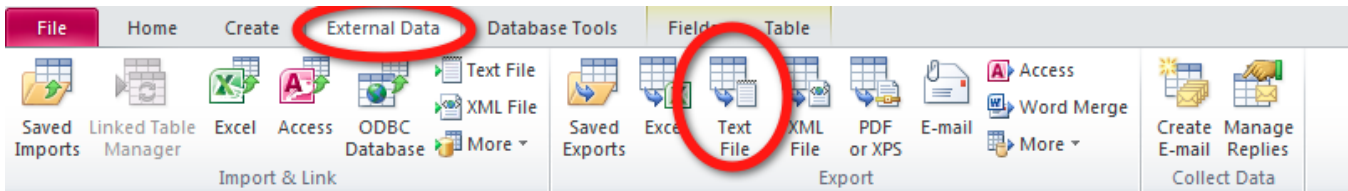
*Select* Save

## Microsoft Access

To obtain a Unicode-formatted tab-delimited file from Access, you must open the "Advanced" dialog in the "Export Text File" wizard. Once there, select {tab} as the "Field Delimiter" and "Unicode (UTF-8)" or just plain "Unicode" as the "Code Page". Examples are shown in the screenshots below.

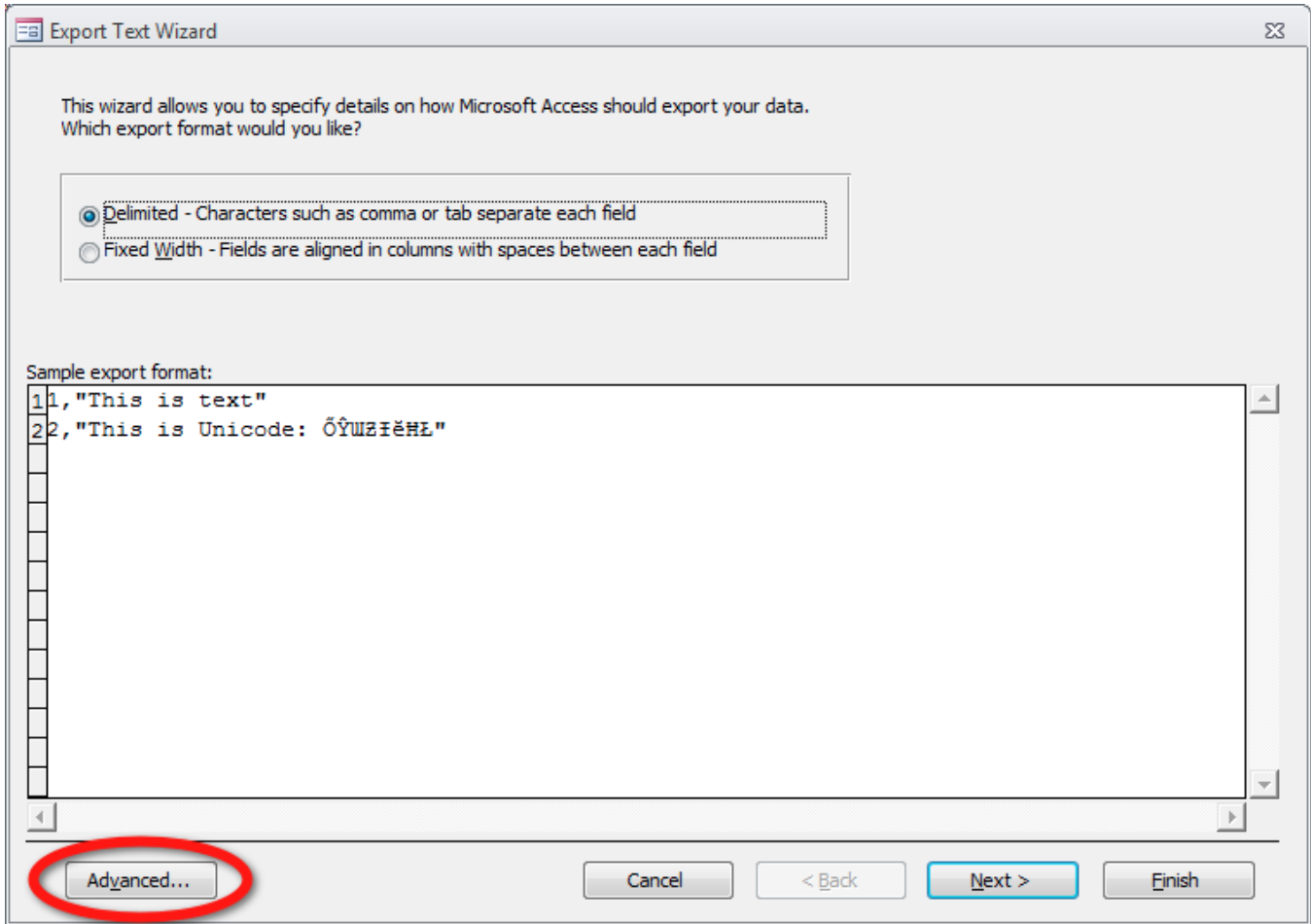
## Access - Step One

On the External Data toolbar *Choose* "Text File"



## Access - Step Two

Select "OK" to enter the Export Text Wizard dialog box



## Access - Step Three

Select "Advanced" option to get the Export Specification dialog where you can specify to be "Code Page:" as Unicode (UTF-8)

