

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

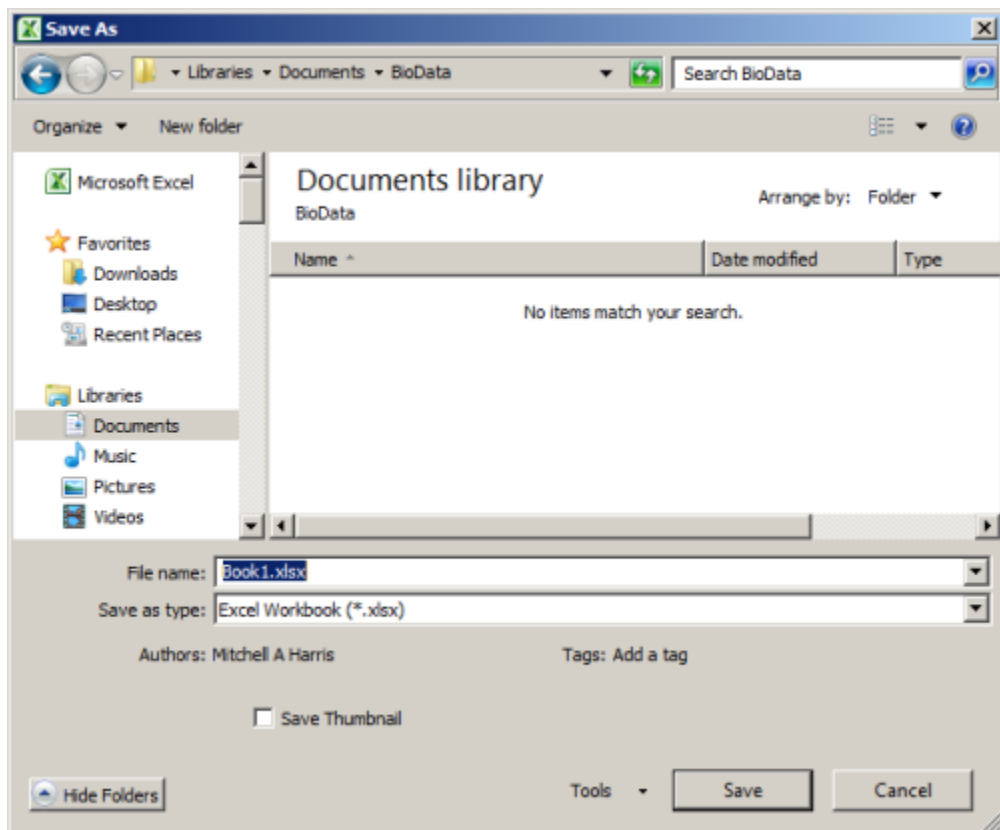
In order to preserve accented and international characters in taxonomic fields, the uploaded lab result file must be saved in a Unicode file format; UTF-8, UTF-16, and UTF-32 are all acceptable. This page highlights the steps to save a Unicode-formatted tab-delimited file in the popular applications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

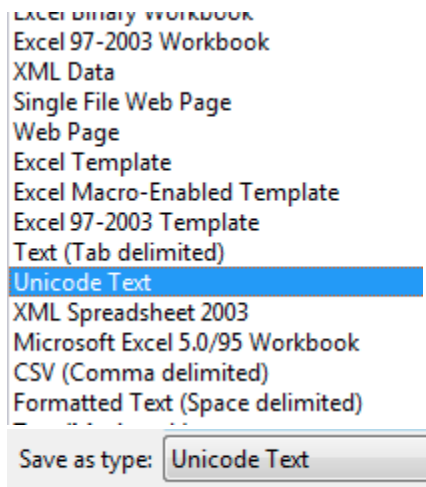
Excel Windows - Step One - Save as

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)

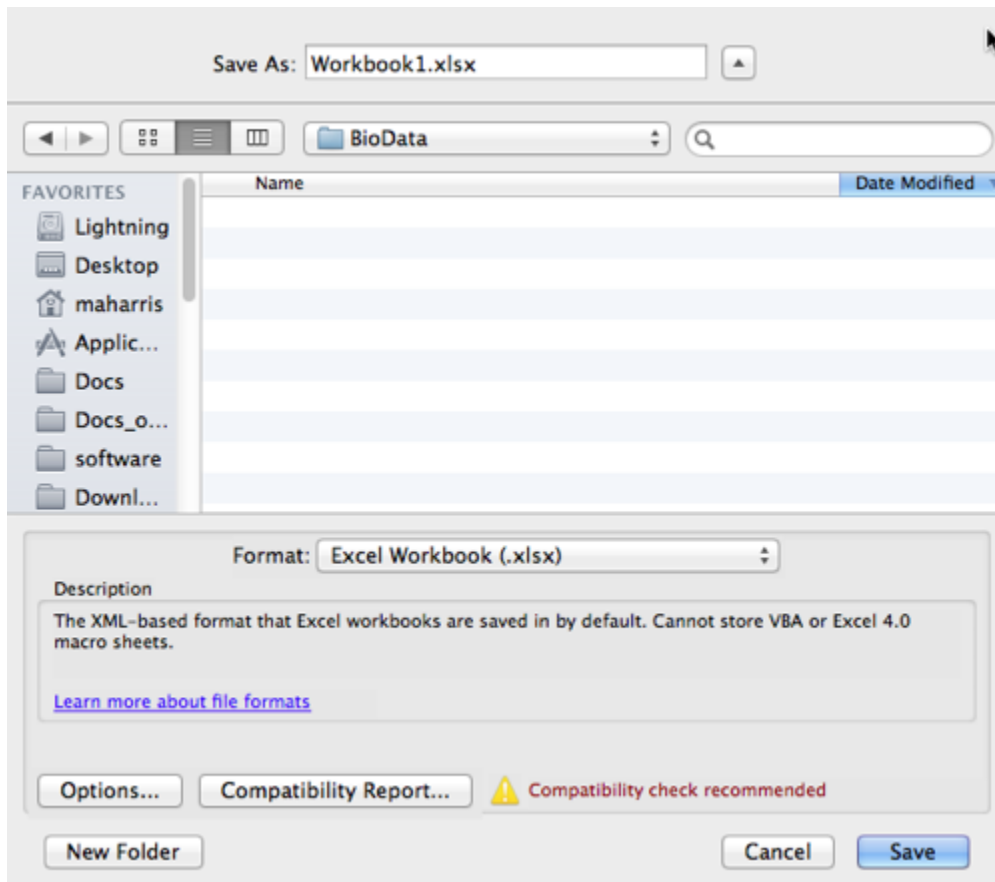


Excel Windows - Step Three - Save

Select Save

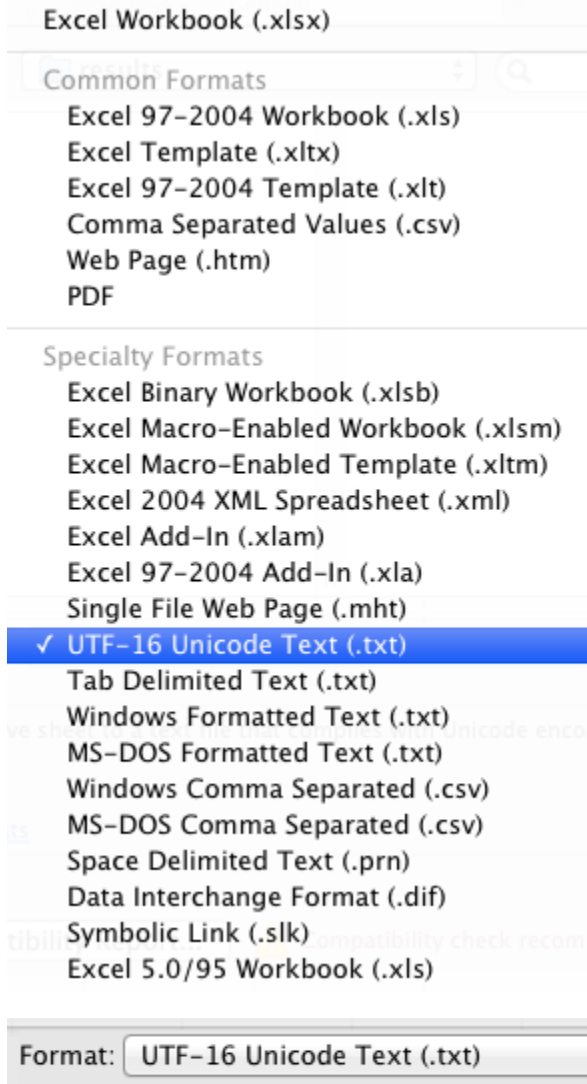
Excel Mac - Step One - Save as

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

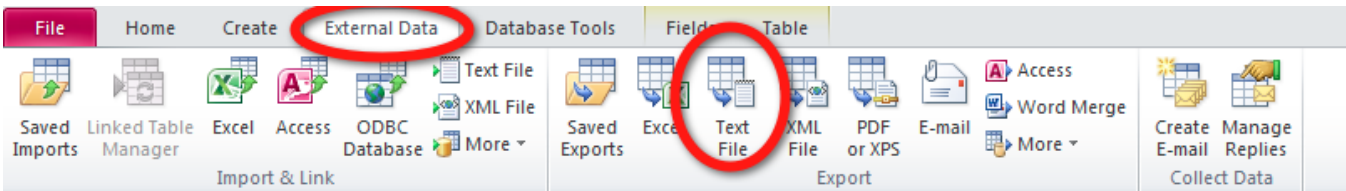
Select Save

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.

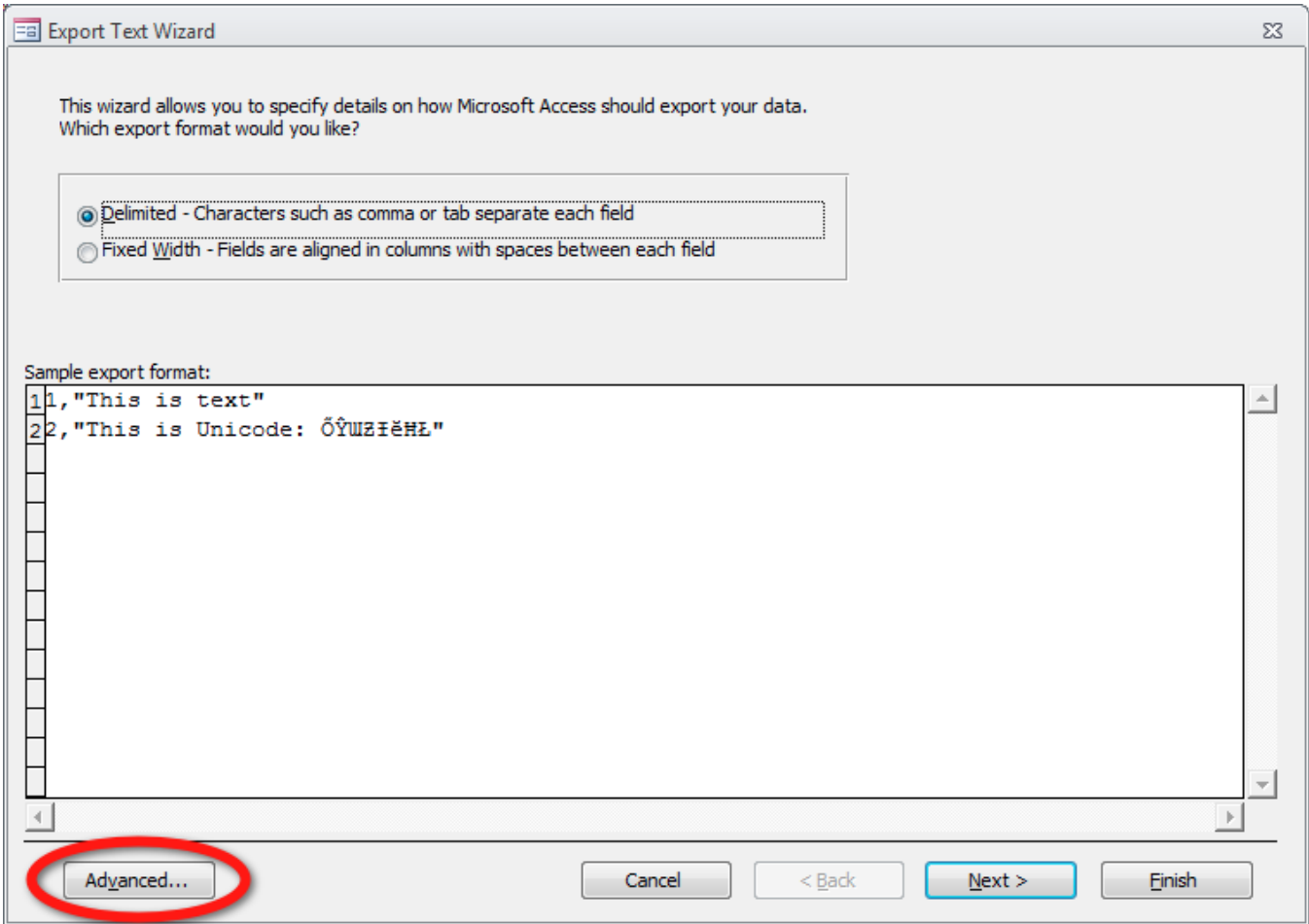
Access - Step One

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)

