

**University of Guelph** 

## How to export your LimeSurvey data into Excel

LimeSurvey Drill Down Document

Note: The author of this guide is the University of Guelph's Computing and Communication Services and was downloaded from this website: <u>https://www.uoguelph.ca/ccs/software/supported-products/limesurvey</u>

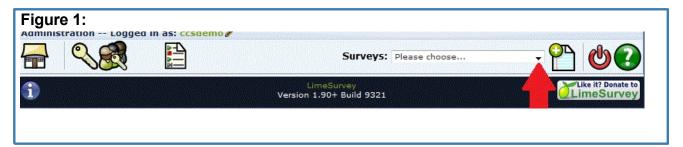
Although this is an annotated version created to be compatible with our LimeSurvey Website, the authorship and credit for this entire document is to be considered unchanged.

Identifying annotations: 1) insertions are in red font, 2) deletions are marked like this, and other comments are in red-framed text boxes.

Travis Seymour, April 2013

Computing and Communications Services 7/7/2011

**Step 1:** On the Administration toolbar, select your survey from the drop down list pointed to by the red arrow in figure 1 below.



**Step 2:** On the resulting Survey toolbar, move your mouse over the *Responses* icon (pointed to by red arrow 1 in figure 2 below) and click the *Responses & statistics* choice from the resulting submenu as pointed to by red arrow 2 in figure 2 below.



**Step 3:** On the resulting *Browse responses* toolbar, click the *Export results to application* icon as pointed to by red arrow 2 shown below in figure 3. Note the response count information shown for your survey, as pointed to by red arrow 1 in figure 3.

IGURE 3:	
owse responses: (LimeSurvey Demonstration Survey)	
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Response summary	
Full responses: 0	
Complete responses: 10	
<b>Total responses:</b> 10	
	255478-13

**Step 4:** Complete the resulting form to be similar to that shown by the red arrows in figure 4, then click the *Export data* button. Your survey responses will be streamed to your PC and will open in Excel.

results: (LimeSurvey Demon				
	Ð	cport results		
underscores Answers Answer codes Convert Y Convert N Full answers Format	eadings es in question text to to 1 to 2 rd (latin charset) el (all charsets)	8: 92792X13 9: 92792X13 10: 92792X3 11: 92792X3 12: 92792X3 14: 92792X3 15: 92792X3 16: 92792X3 17: 92792X3 18: 92792X3 19: 92792X3 19: 92792X3	lumns: ?	
	<u>(</u>	Export data		

**Tip:** For "open ended" survey questions (i.e. those that let the respondent enter a large amount of text) you may wish to format the corresponding column in your Excel spreadsheet so the text wraps within the cell, rather than extending a wide distance across the screen.

To do this:

- 1. Right click on the column in your spreadsheet that contains the question with the text responses.
- 2. The "Format Cells" menu shown in figure 5 will appear. Select the **Alignment** tab and ensure the **Wrap text** box is checked.

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lumiter Alignment ont Border Fill Protect	Orientation
Horizontal: General Indent: Vertical: Bottom Justify distributed ext control Wrap text Shrink to fit Merge cells tight-to-left Text direction: Context	T e x t t 0 Degrees

**Step 5:** Click the *Return to survey administration* icon, as pointed to by the red arrow in figure 6 below, to return to the survey administration toolbar where you can log out of LimeSurvey or perform other tasks.

Export results: (LimeSurvey Demonstration Survey)
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