

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: <https://www.uoguelph.ca/ccs/software/supported-products/limesurvey>

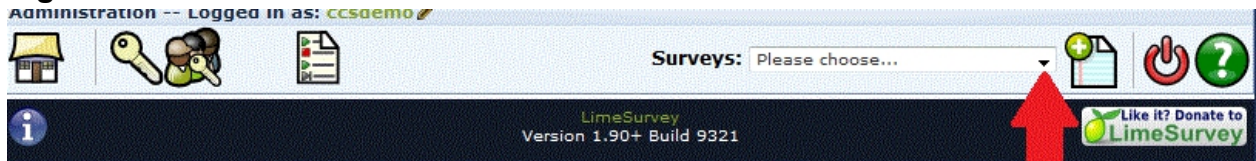
Although this is an annotated version created to be compatible with our LimeSurvey Website, the authorship and credit for this entire document is to be considered unchanged.

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

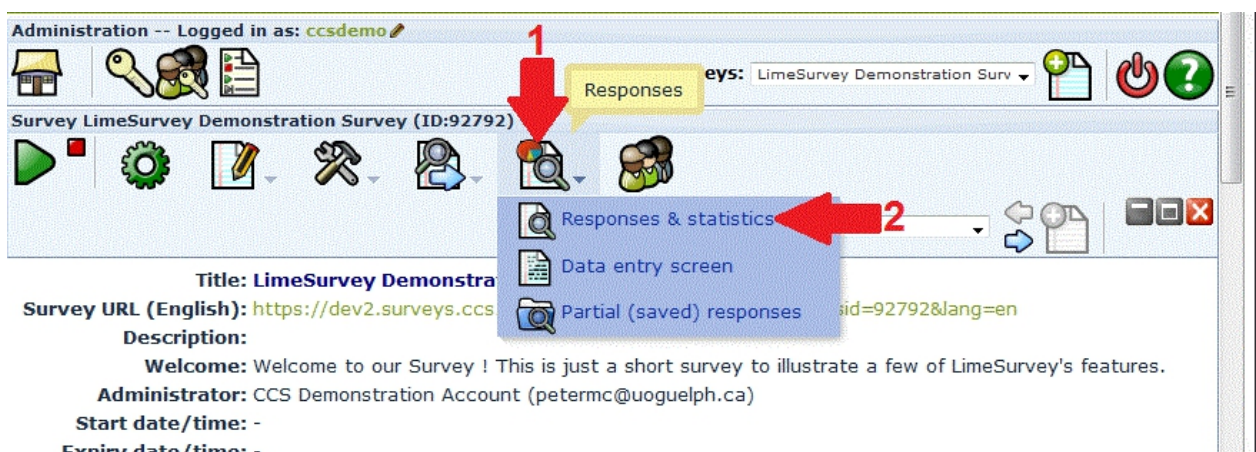
Step 1: On the Administration toolbar, select your survey from the drop down list pointed to by the red arrow in figure 1 below.

Figure 1:



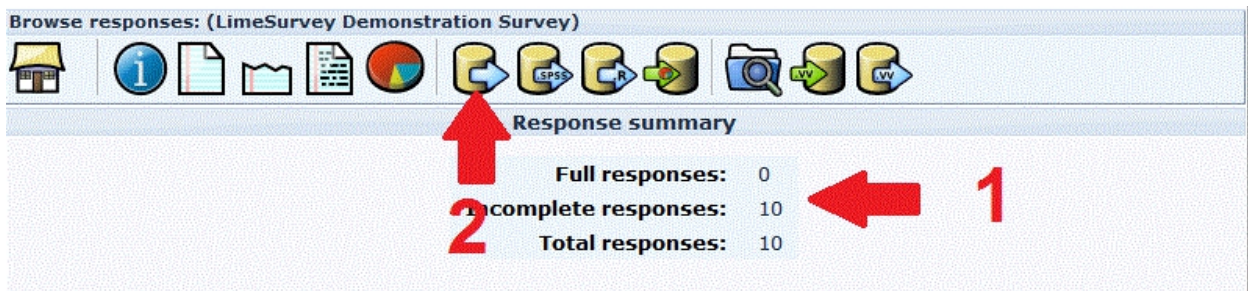
Step 2: On the resulting Survey toolbar, move your mouse over the *Responses* icon (pointed to by red arrow 1 in figure 2 below) and click the *Responses & statistics* choice from the resulting submenu as pointed to by red arrow 2 in figure 2 below.

FIGURE 2:



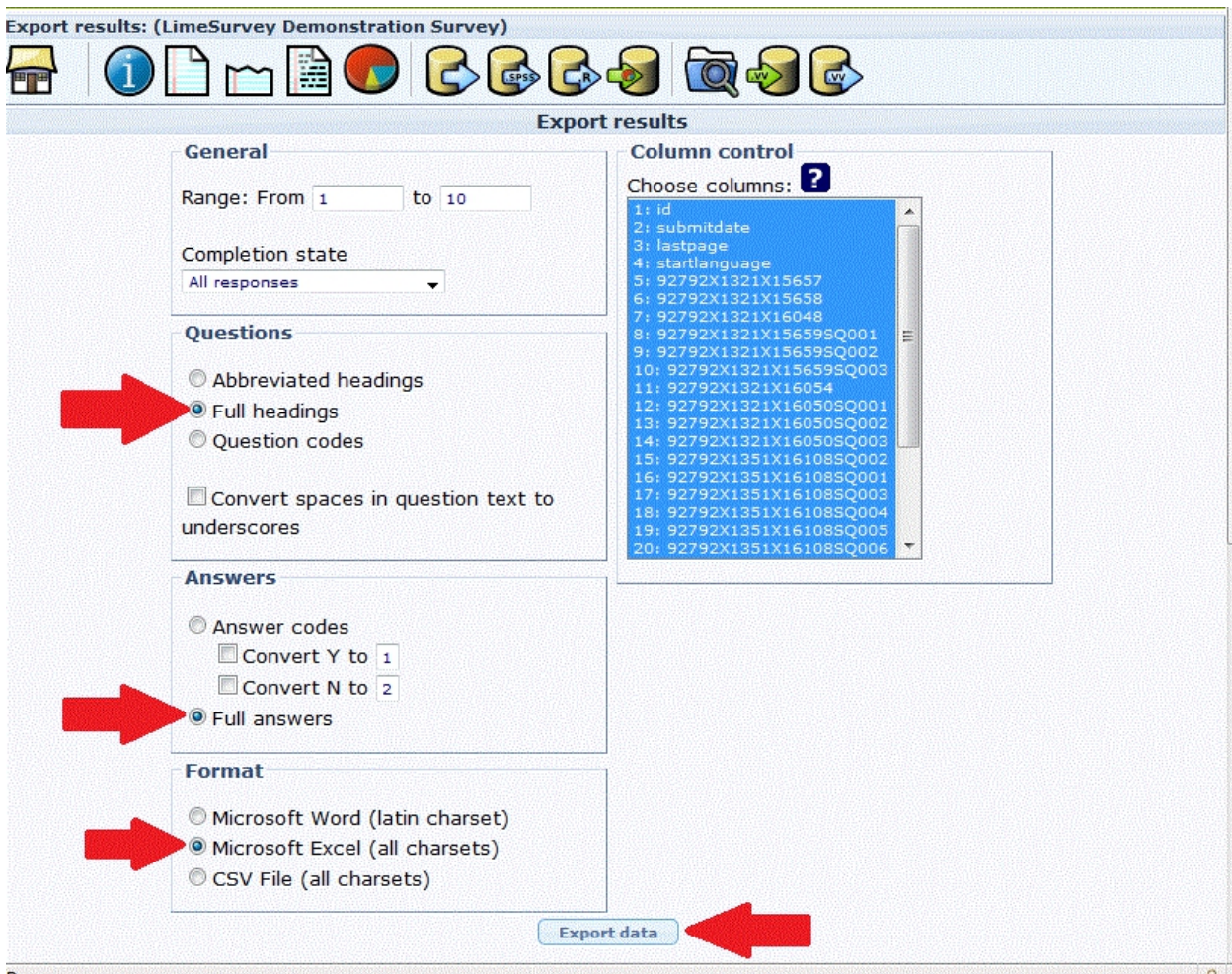
Step 3: On the resulting *Browse responses* toolbar, click the *Export results to application* icon as pointed to by red arrow 2 shown below in figure 3. Note the response count information shown for your survey, as pointed to by red arrow 1 in figure 3.

FIGURE 3:



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.

FIGURE 4:

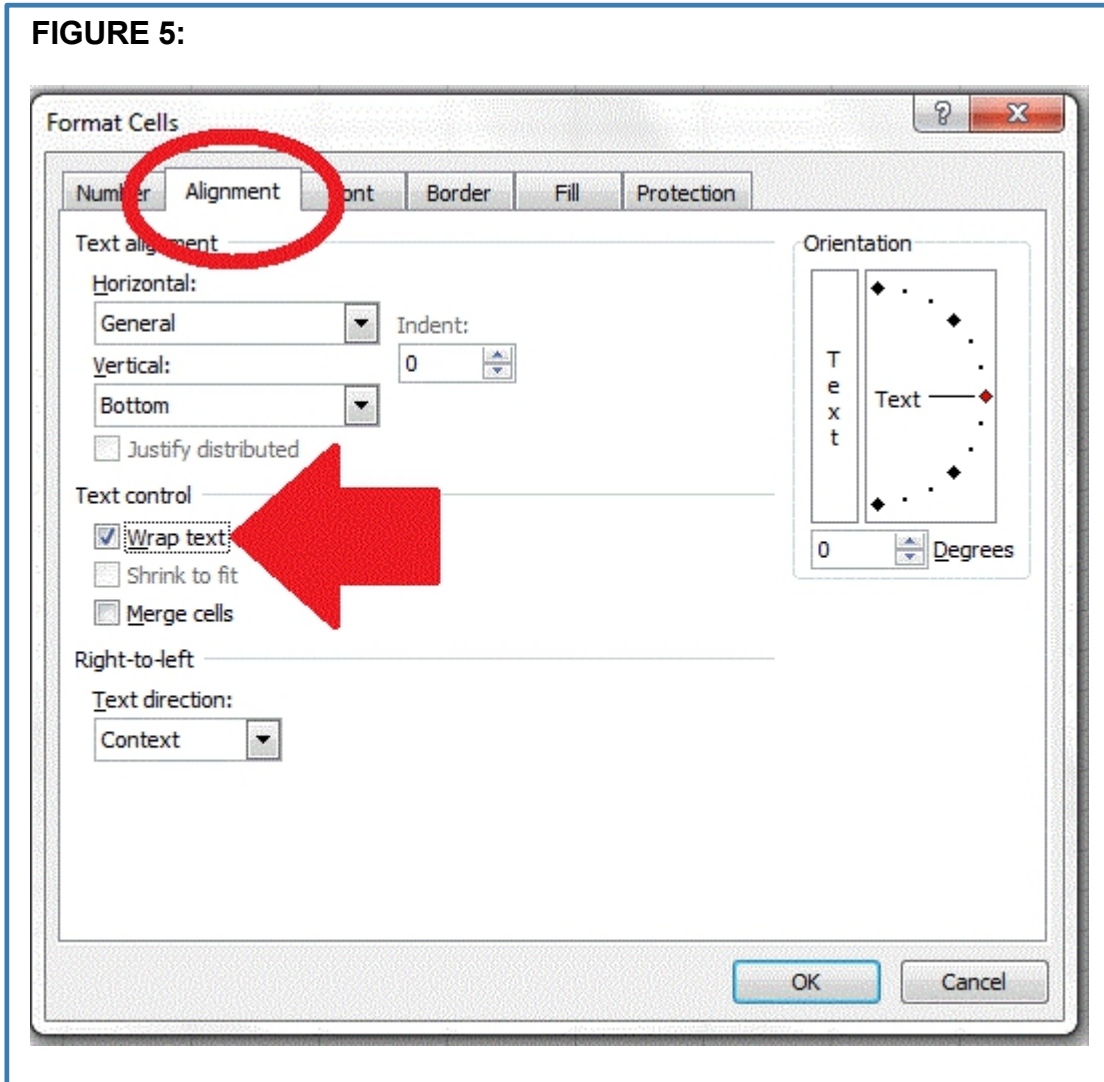


Tip: For “open ended” survey questions (i.e. those that let the respondent enter a large amount of text) you may wish to format the corresponding column in your Excel spreadsheet so the text wraps within the cell, rather than extending a wide distance across the screen.

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.

FIGURE 5:



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.

FIGURE 6:

