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](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.

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.
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**FIGURE 3:**

Browse responses: (LimeSurvey Demonstration Survey)

Response summary

- Full responses: 0
- Incomplete responses: 10
- Total responses: 10

**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:**

Export results: (LimeSurvey Demonstration Survey)

- General
  - Range: From 1 to 10
- Completion state
  - All responses
- Questions
  - Abbreviated headings
  - Full headings
  - Question codes
  - Convert spaces in question text to underscores
- Answers
  - Answer codes
  - Convert Y to 1
  - Convert N to 2
  - Full answers
- Format
  - Microsoft Word (latin charset)
  - Microsoft Excel (all charsets)
  - CSV File (all charsets)

Click *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.
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.