

Public Service Commission

# UTF-8 ISSUES IN CSV

Workforce Profile Collection 2024



Enabling a world class  
public service

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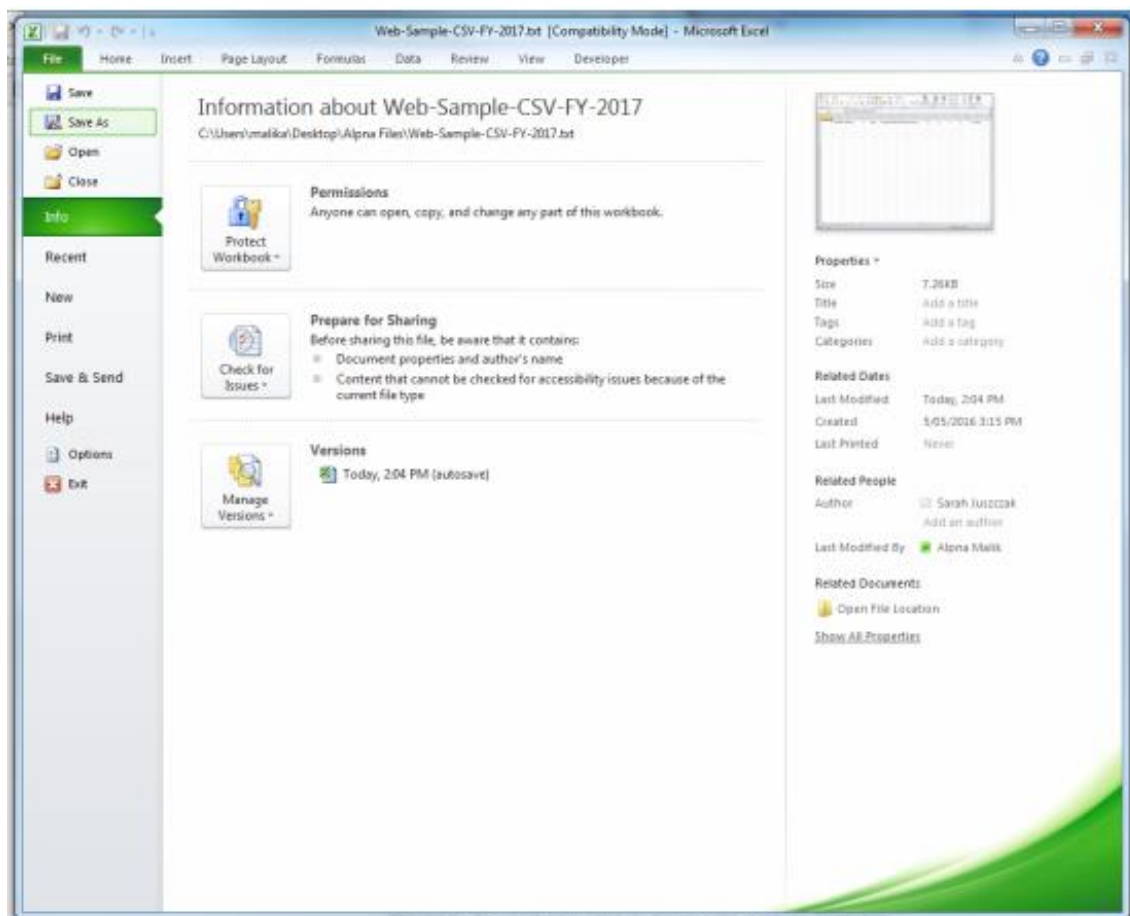
# Contents

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# UTF – 8 issues in csv

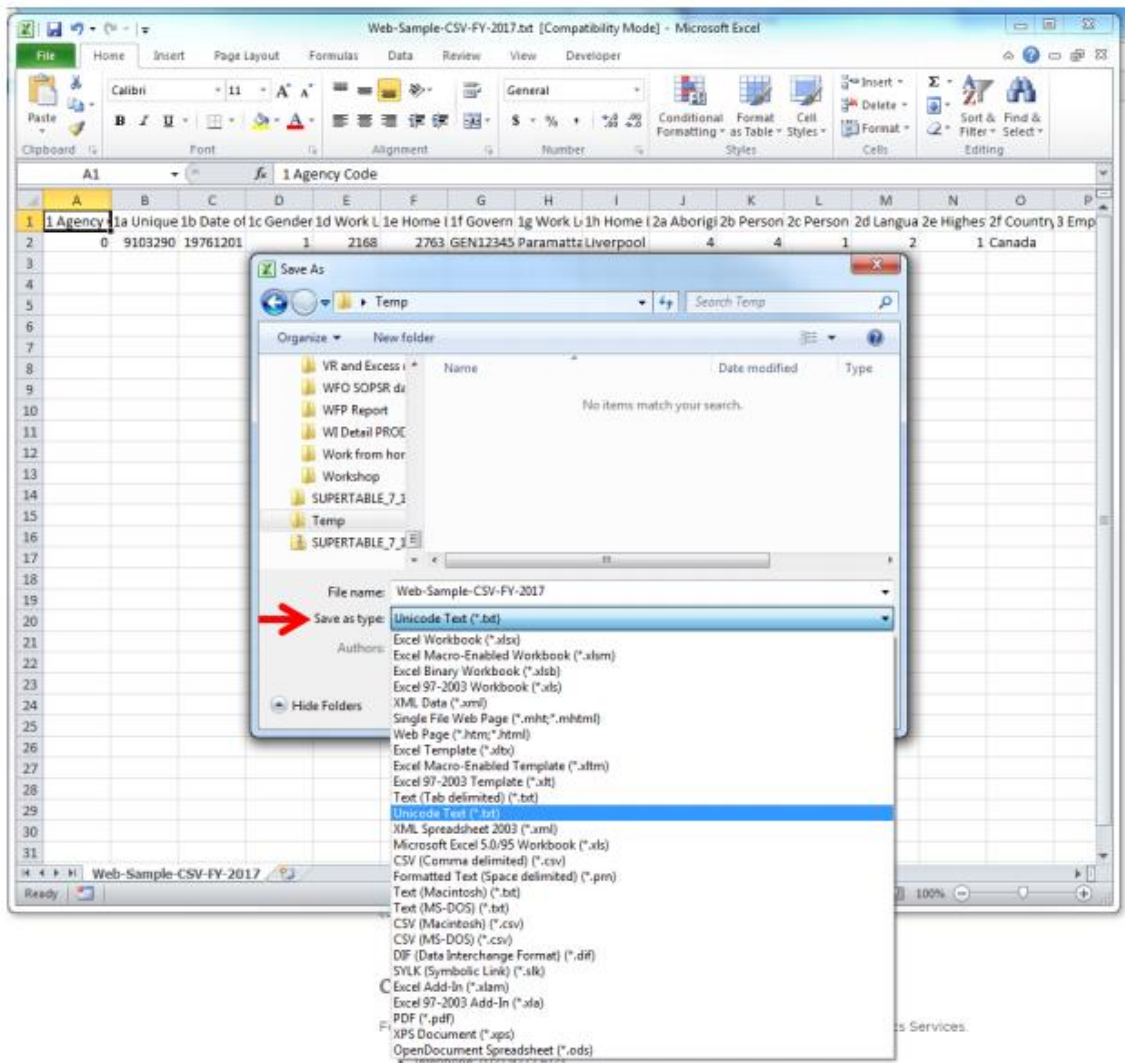
To resolve this issue, please follow the following steps.

1. In Microsoft Excel, open the file.
2. Select Menu | Save As.



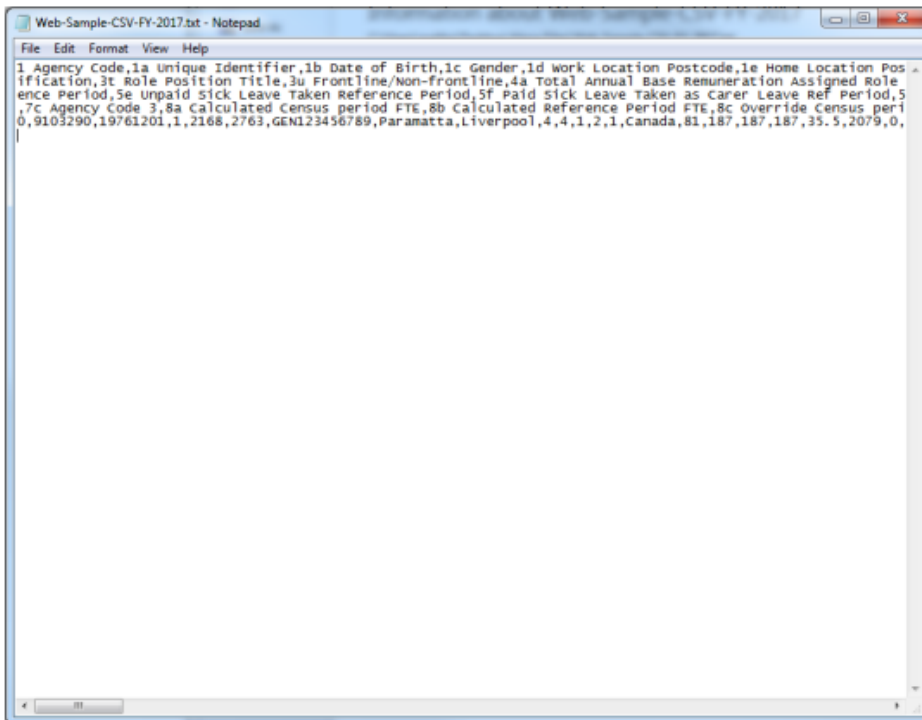
3. Enter any name for your file.

3.a Under "Save as type," select Unicode Text.



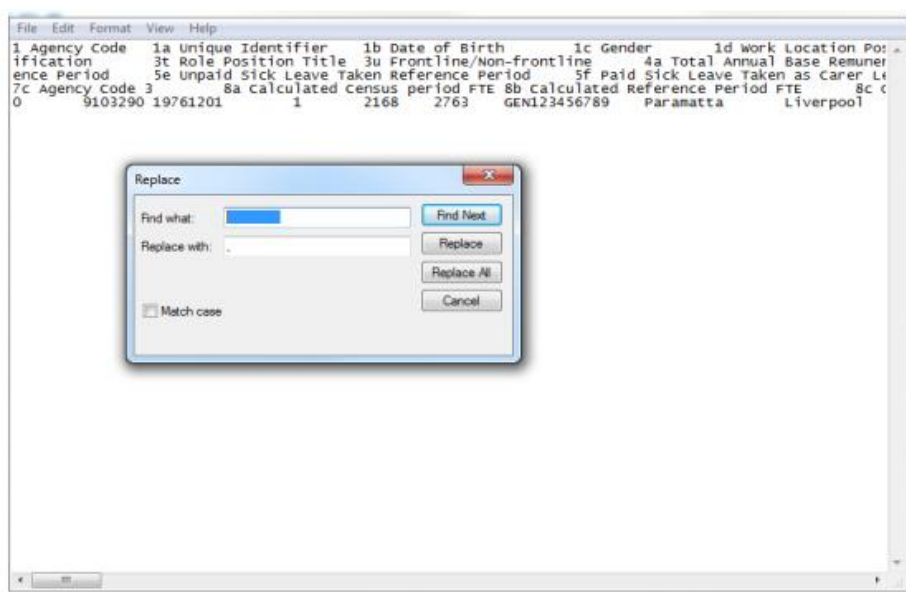
4. Click Save.

5. Open your saved file in Microsoft Notepad.

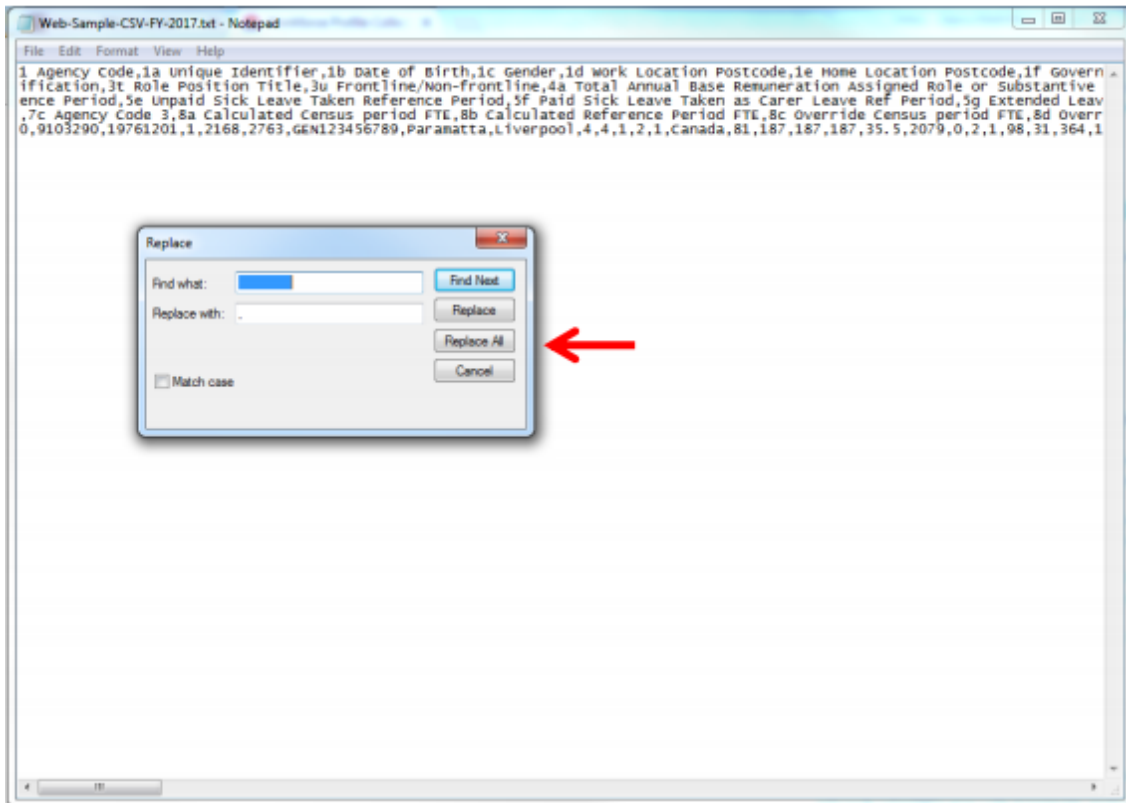


6. Replace all tab characters with commas (",")

6.a. Select a tab character (select and copy the space between two column headers)

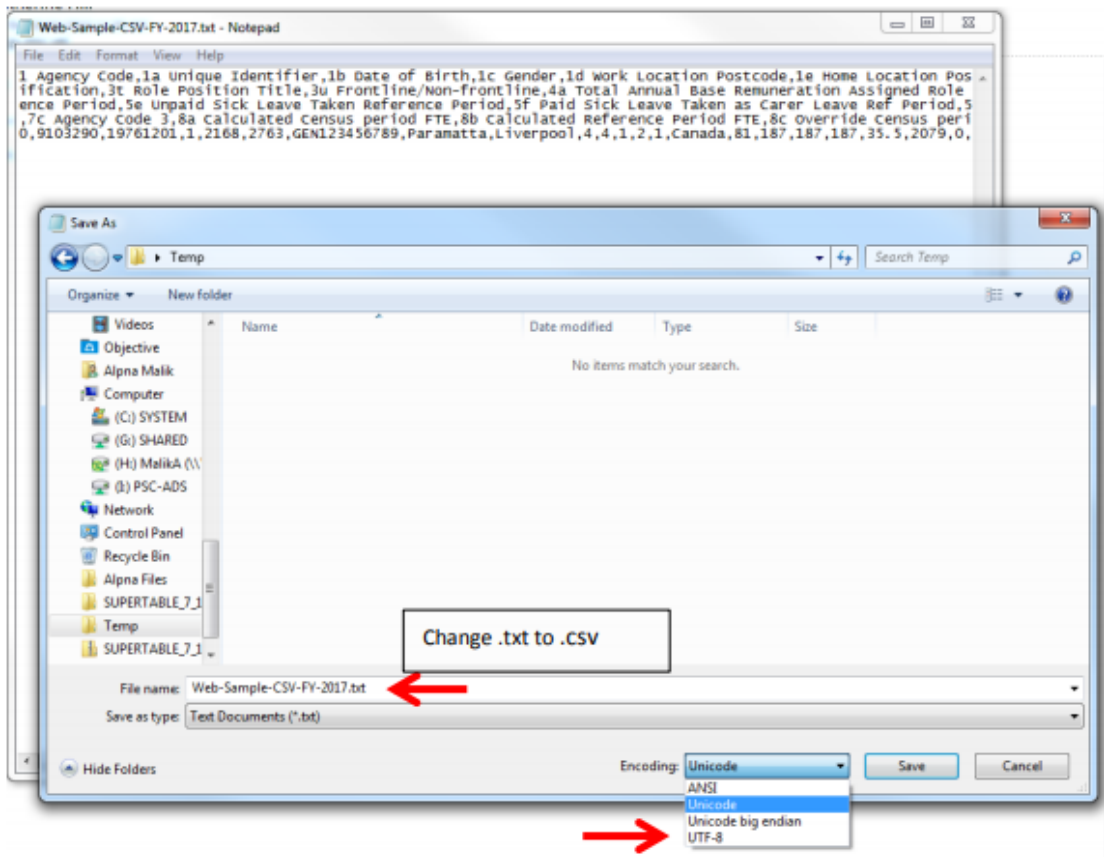


6.b. Open the "Replace" window (Press Ctrl+H) and replace all tab characters with comma.



7. Click Save As.

8. Name the file and change the Encoding: to UTF-8.



9. Change the file extension from ".txt" to ".csv".

10. Click Save.

**Open the .csv file in Excel to view your data.**

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