**Public Service Commission** 

## UTF-8 ISSUES IN CSV

Workforce Profile Collection 2024



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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.



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

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

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

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- 7. Click Save As.
- 8. Name the file and change the Encoding: to UTF-8.

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- 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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