

# How to save a tab-delimited, UTF-8 encoded file in Excel

To save a text file as tab-delimited, UTF-8 encoded in Excel:

- Choose File->Save as from the menu.
- In the 'Save as type' dropdown > select 'Text (Tab delimited) (\*.txt)'
- Select 'Web Options' in the 'Tools...' dropdown at the bottom of the dialog box.
- Select the 'Encoding' tab.
- In the 'Save this document as:' dropdown, select 'Unicode (UTF-8)'

Note - we have experienced certain inconsistencies with some foreign characters when using this method. As a more robust way to ensure foreign characters are preserved, try:

- 1) Open the exported .txt from AB in Excel
- 2) Make changes in Excel
- 3) Save as -> "Unicode Text (\*.txt)" NOTE: Have UTF-8 selected in Web Options
- 4) Open the new .txt in Notepad++
- 5) Use the Encoding -> "Convert to UTF-8" option
- 6) Save
- 7) Import into AB