

Q: How do I create a .csv-file (UTF8-encoded)?

Option 1:

1. While working in Excel, choose 'Save As' and choose the format of the Excel file to be comma-separated values (.CSV)
2. Click on Tools, then choose 'Web options'
3. Go to the 'Encoding' tab
4. In the dropdown for 'Save this document as:' choose 'Unicode (UTF-8)'
5. Click OK
6. Click Save
7. Upload the file to EMDESK

Option 2:

1. While working in Excel, choose 'Save As' and choose the format of the Excel file to be comma-separated values (.CSV)
2. Click Save
3. Open the csv-file in notepad
4. Go to File > Save As, Select "ANSI" as encoding and click Save
5. Open the file again in notepad
6. Go to File > Save As, Select "UTF-8" as encoding and click Save
7. Upload the file to EMDESK

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