10. **Print or Export Data**

Click **Print Overview** to print the Results overview.

Click **Individual Responses** to scroll through each individual response. You can also print individual responses.
Click **Export Data** to export the data to CSV (Excel) or XML format.

- Choose the **Export Format**, **Data Format** and **Response/User Data**
- If this is a “scored” survey you can include the sum and point values
- Click **Export**

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**Export Data for Survey "MA's survey"**

This page exports data in CSV (Excel) or XML format for the selected survey. Standard question and answer data is always exported for each survey. To export, first select an export format. Next, select a data format. Then, optionally, select additional fields of response and/or user data.

**Export Encoding**

- Western European (Windows)

**Export Format**

- CSV (Excel): Export data to CSV (Excel) format. This allows for easy opening and editing using Microsoft Excel.
- XML: Export data to XML. This format is commonly used by data reporting applications such as Crystal Reports.

**Data Format**

- User Responses: Export each user’s response as a row, with one column per question.
  - Show (No Answer Entered) instead of blank: [ ] User Responses only
- Individual Responses: Export each answer as a row, with multiple rows for multiselect questions.
- SPSS Format Extended: Export each response as row, one column per possible answer to each question.
- SPSS Format Condensed: Condensed single option answers, selected options as '1' or '0'.

Note: The question "alias" (if one is assigned) will export as the column/question identifier.

Note: Remove empty responses if desired, in admin tools using "database validation tool".

Note: If respondent browses browser without answering any questions the entire response is counted in "total count".

**Response Data**

- Username
- IP Address
- Date Started
- Time Started
- Date Completed
- Time Completed
- Completion Status

**Scores for Assigned Points**

- Add Sum Total Column of Points per Response (all exports except Individual Responses)
- Export Assigned Point Values Instead of Text Answers (all exports except Individual Responses)

**User Data**

- First Name
- Last Name
- Email Address