

# 1 Snap Surveys Exporting Data from Snap to Excel10

Instructions by Snap Surveys

[http://surveysoftwarereviews.com/work\\_sheets/worksheet\\_003.shtml](http://surveysoftwarereviews.com/work_sheets/worksheet_003.shtml)

Exporting data from Snap into other applications such as Excel can be carried out in the steps below. The example used is based on the snCrocodile survey located in your Snap Survey Overview window.

## Step 1

Exporting Data from Snap to Excel

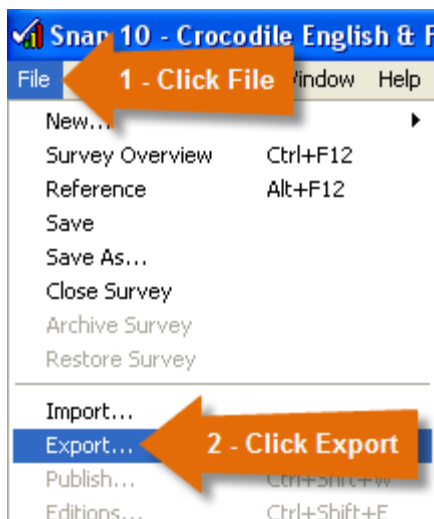
## Step 2

Click on the Case Data button to open the data entry window.



## Step 3

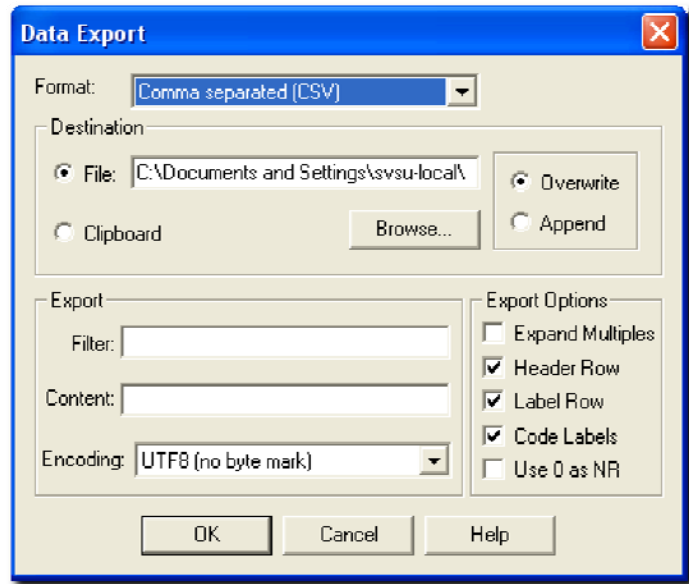
From the main toolbar select File | Export. This will open the Data Export window.



## Step 4

Ensure the following settings are implemented:

- **Format:** When exporting into Excel, select either Comma separated (CSV), or Tab Separated (TSV) format.
- **Destination:** Choose File. Browse to select the destination of your file. Snap will generate a file name which is derived from the survey name
- **Export:** If all questions and responses are to be exported, leave the Filter and Content blank. Otherwise specify which questions you require for example if questions 1 to 5 need to be exported, the following would be typed into Content: Q1 to Q5. A Filter can also be applied (if necessary) e.g. for people aged under 18 Filter Q9=1
- **Export Options:** Ensure Header row, Label row and code labels are ticked. Only check Expand Multiples if you require multiple choice questions to be expanded into individual columns - that is one column per answer rather than one column per question.



## Step 5

Click OK for the data to be exported, then click DONE.

## Step 6

Open Excel.

## Step 7

Browse to locate your saved file. Ensure the Files of type is set to **All files** to allow you to browse files with extensions other than xls (Excel files).

	A	B	C	D
1	Q1	Q2	Q3a	Q3b
2	Date of visit	Frequency of visit	Adults	Children
3	12/01/2001	Daily	1	1
4	24/11/1999	Twice a week	1	2
5	17/04/2000	Weekly	1	0
6	14/04/1999	Weekly	2	0
7	13/03/2000	Monthly	1	3

## Step 8

Open up the file and view the data.