

# Exporting Data form MMS with support for French Characters

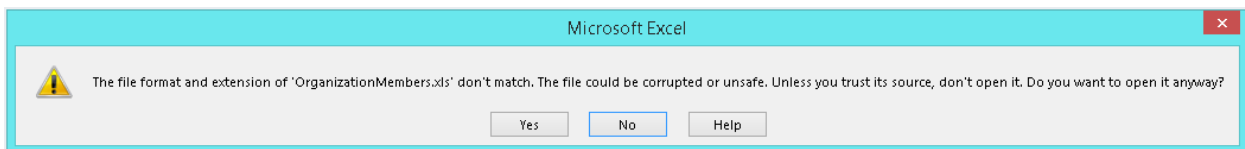
Stored files can be opened and interpreted in different ways. Applications such as excel open files and interpret them one way but you may need to tell the application to interpret it differently. This concept is known as Encoding of the characters. This document details how to change the Encoding (the interpreter) when viewing a file in excel.

## Step 1: Export a report using the excel icon

- Run any of the exportable reports and click on the excel icon
- Different browsers will save the file in their own way however the end result is the same. A file with the extension “.xls” file will be opened or saved locally.

## Step 2: Open the file with Excel

- When opening the file you may receive the following message

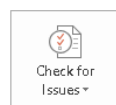
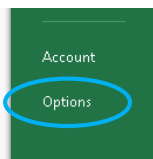


- The file is not corrupt nor unsafe, Click Yes to continue
- If your file contains accented Characters they may be misinterpreted

Example: CPV Montr<sup>Å</sup>al St-Michel

## Step 3: Alter the encoding to interpret the characters correctly

- Click “File” from the main menu and then select “Options” from the menu on the left



### Inspect Workbook

Before publishing this file, be aware that it contains:

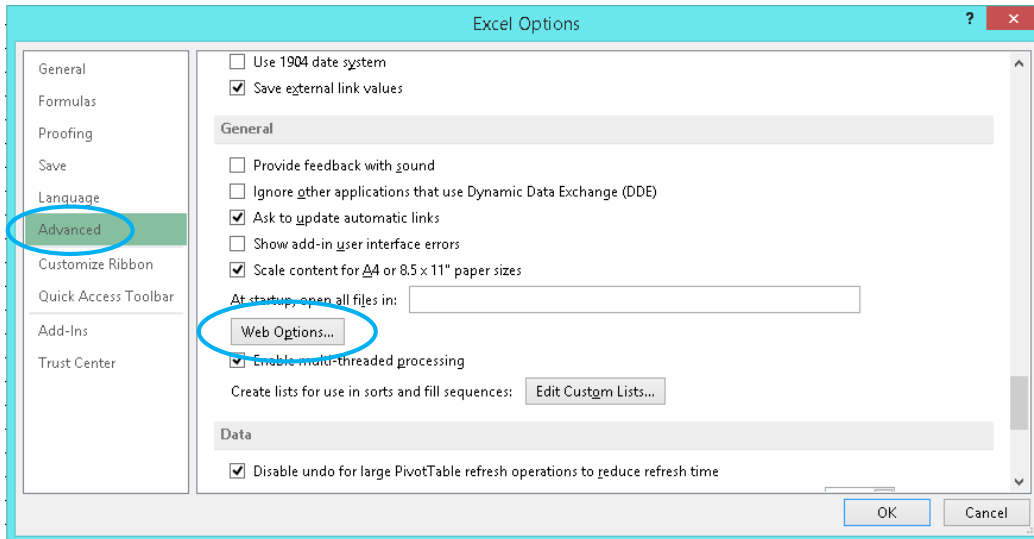
- Absolute path
- Content that cannot be checked for accessibility issues because of the current file type

### Related People

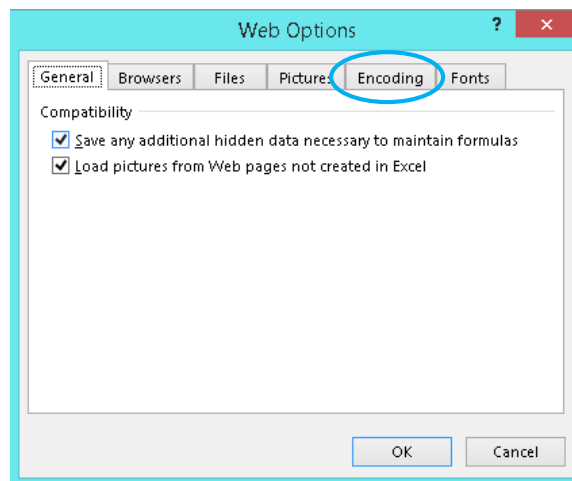
Author      Add an author  
Last Modified By      Not saved yet

### Related Documents

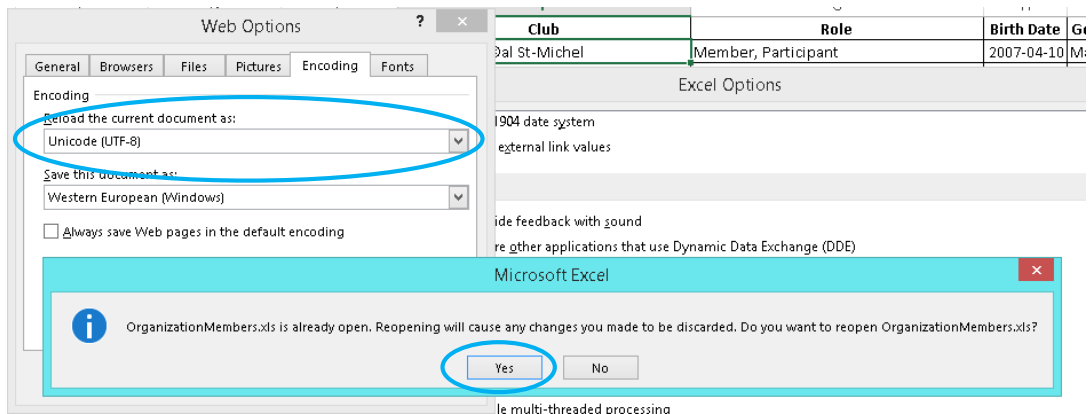
- The Options dialog should appear
- Select “Advanced” from the menu on the left



- Scroll down until the button labelled “Web Options” appears and click it.
- An additional window will open. Select the “Encoding” tab.



- From the first dropdown menu select “Unicode (UTF-8)”



- An alert box will confirm you want to change. Select “Yes”
- The file will now be re-opened and the characters will be interpreted correctly