



## Preserving REDCap data dictionary (and data) fidelity when using non-ASCII characters

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### Problem

- You design a REDCap project with fields, labels, etc that may contain non-English characters and other non-ASCII characters
- You download the data dictionary
- You edit the data dictionary using Excel
- You upload the data dictionary back to REDCap and...

#### And this...

¡Saludos Sra. [master\_arm\_1][ms\_pt\_fname] [master\_arm\_1] [ms\_ptlname]!

Este es un recordatorio para su cita de este [master\_arm\_1] [ms\_sched\_b2\_dt] [master\_arm\_1][sd\_bcv2\_tm] con el equipo de "Mi Vida Saludable." Favor traer una lista de los medicamentos que está tomando. Lugar: 622 W. 168th Street New York, N.Y. 10032.

#### Becomes this...

Saludos Sra. [master\_arm\_1][ms\_pt\_fname] [master\_arm\_1] [ms\_ptIname]! Este es un recordatorio para su cita de este [master\_arm\_1] [ms\_sched\_b2\_dt] [master\_arm\_1][sd\_bcv2\_tm] con el equipo de "Mi Vida Saludable." Favor traer una lista de los medicamentos que est� tomando. Lugar: 622 W. 168th Street New York, N.Y. 10032. Cuando llegue ese doa, favor de llamar a este nomero cuando est 😧 en el lobby del edificio Tel. 212-305-3640. 🏟 Gracias! Puede confirmar que va a poder asistir a su cita con nosotros? Por favor responda con (0) No, (1) S�

## Solution

- <u>Don't</u> save back to the "plain old" CSV format in Excel!
- Using Excel...
  - Excel 2016 (on Windows, version 1610 or later)
  - Excel for Mac (later versions with UTF-8 support)
  - And Save As "CSV UTF-8"
  - For older versions of Excel:
    - There is a more convoluted way to save to UTF-8
    - See <a href="https://help.surveygizmo.com/help/encode-an-excel-file-to-utf-8-or-utf-16">https://help.surveygizmo.com/help/encode-an-excel-file-to-utf-8-or-utf-16</a>
- Using Google Drive...
  - Import data dictionary into Google Drive and then save using File>Download as>Comma-separated values
- Using OpenOffice Calc...
  - Open using recent version of OpenOffice Calc (making sure to specify that Comma as the delimiter) and save back as Text CSV

#### Works for Data too!

 This solution also works for encoding issues when exporting and re-importing data with non-English or ASCII character sets





# Thank you!

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