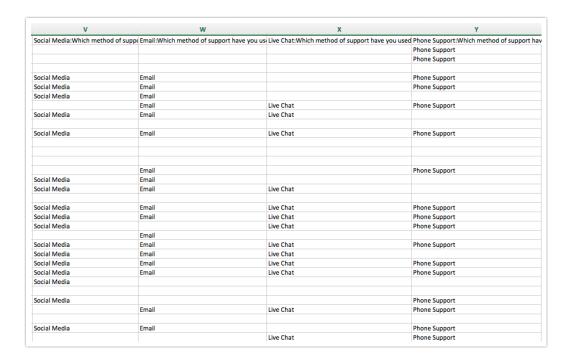
My checkbox question exports with one answer option per column. Can I change this to export in a single column?

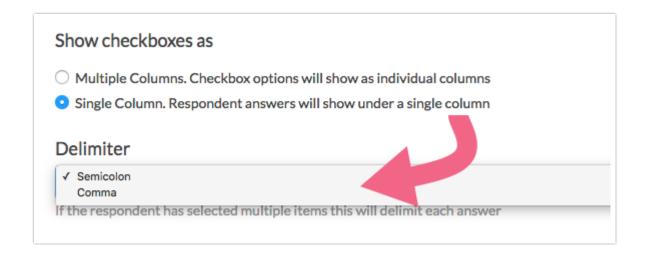
By default, Checkbox and Image Select (multi select) questions export with multiple columns; one column for each answer option of the question.



If you prefer to export this data to a single column, you can do so.

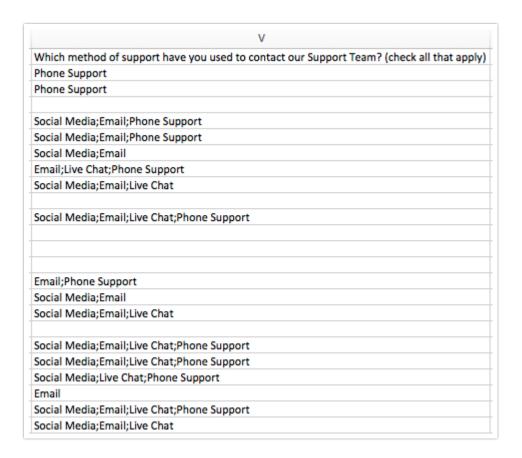
- 1. Within your CSV/Excel Export click Customize Report > Settings
- 2. Scroll to the Show checkboxes as section.
- 3. Select the Single Column option.

4. Choose a Delimiter - Semicolon or Comma.



5. Save your export settings.

The **Single Column** setting will result in the following format. Note that if multiple answers were selected by any one respondent, these answers will be separated by your chosen delimiter.



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