

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.

| V | W | X | Y |
|--------------------------------------|---|---|---|
| Social Media:Which method of support | Email:Which method of support have you used | Live Chat:Which method of support have you used | Phone Support:Which method of support have you used |
| | | | Phone Support |
| | | | Phone Support |
| Social Media | Email | | Phone Support |
| Social Media | Email | | Phone Support |
| Social Media | Email | | |
| | Email | Live Chat | Phone Support |
| Social Media | Email | Live Chat | |
| | | | |
| Social Media | Email | Live Chat | Phone Support |
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| | Email | | Phone Support |
| Social Media | Email | | |
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| Social Media | Email | Live Chat | Phone Support |
| Social Media | | | |
| Social Media | | | Phone Support |
| | Email | Live Chat | Phone Support |
| | | | |
| Social Media | Email | | Phone Support |
| | | Live Chat | Phone Support |

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.

Show checkboxes as

Multiple Columns. Checkbox options will show as individual columns


Single Column. Respondent answers will show under a single column

Delimiter

Semicolon

Comma

If the respondent has selected multiple items this will delimit each answer



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.

| V |
|---|
| Which method of support have you used to contact our Support Team? (check all that apply) |
| Phone Support |
| Phone Support |
| |
| Social Media;Email;Phone Support |
| Social Media;Email;Phone Support |
| Social Media;Email |
| Email;Live Chat;Phone Support |
| Social Media;Email;Live Chat |
| |
| Social Media;Email;Live Chat;Phone Support |
| |
| |
| Email;Phone Support |
| Social Media;Email |
| Social Media;Email;Live Chat |
| |
| Social Media;Email;Live Chat;Phone Support |
| Social Media;Email;Live Chat;Phone Support |
| Social Media;Live Chat;Phone Support |
| Email |
| Social Media;Email;Live Chat;Phone Support |
| Social Media;Email;Live Chat |

Related Articles
