

# 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 have you used	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
	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	Email	Live Chat	Phone Support
Social Media	Email	Live Chat	Phone Support
Social Media	Email	Live Chat	Phone Support
Social Media	Email	Live Chat	Phone Support
Social Media	Email	Live Chat	Phone Support
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**

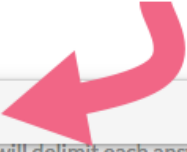
Multiple Columns. Checkbox options will show as individual columns

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

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