

Save a UTF-8 Compliant File

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UTF-8 (UCS Transformation Format 8) is **the most common character encoding standard for electronic communication**.

Files sent to Bluecore must meet the requirements outlined [here](#), including being UTF-8 compliant. If your list import file contains international or unicode characters, you will need to save it with UTF-8 encoding. The steps for saving your file with UTF-8 encoding will vary depending on the spreadsheet application or text editor that you use.

Excel (for Windows)

1. Go to **File > Save as...**
2. In the **Save as type** drop-down, select **Text** (Tab delimited) (*.txt) or **CSV** (Comma delimited).
3. In the **Tools** drop-down, select **Web Options**.
4. From the **Encoding tab**, choose Unicode (UTF-8).
5. Click **Ok**.
6. Click **Save**.

Excel (for Mac)

Excel for Mac does not support the import or export of UTF-8 encoded files. To save your file with UTF-8 encoding, use another spreadsheet program (e.g., Google Sheets).

Notepad (for Windows)

1. Open a **new document**.
 2. Go to **File > Save As...**
 3. Under **Encoding**, select **UTF-8**.
 4. Click **Save**.
- **NOTE:** NotePad documents are automatically saved with ANSI encoding. Manually change the encoding before saving a new document.

Textedit (for Mac)

1. Open a **new document**.
2. Go to **Format > Make Plain Text**.

3. Click **File > Save...**
4. From the **Plain Text Encoding** drop-down, select **Unicode** (UTF-8).
5. Click **Save**.

Google Sheets

1. Upload your file using **Google Drive**.
 2. Open the file with **Google Sheets**.
 3. Click **File > Download as > Comma-separated values** (.csv). The file will be automatically saved with UTF-8 encoding and downloaded to your computer.
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