



Creating UTF-8 encoded txt files

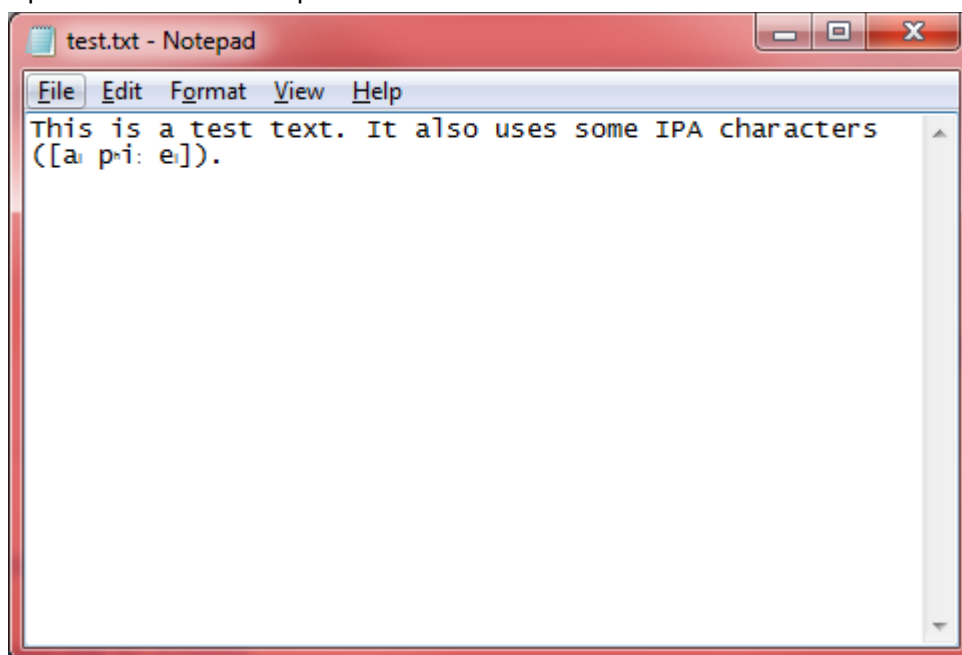
Endangered Languages Archive, 13 November 2015

Background

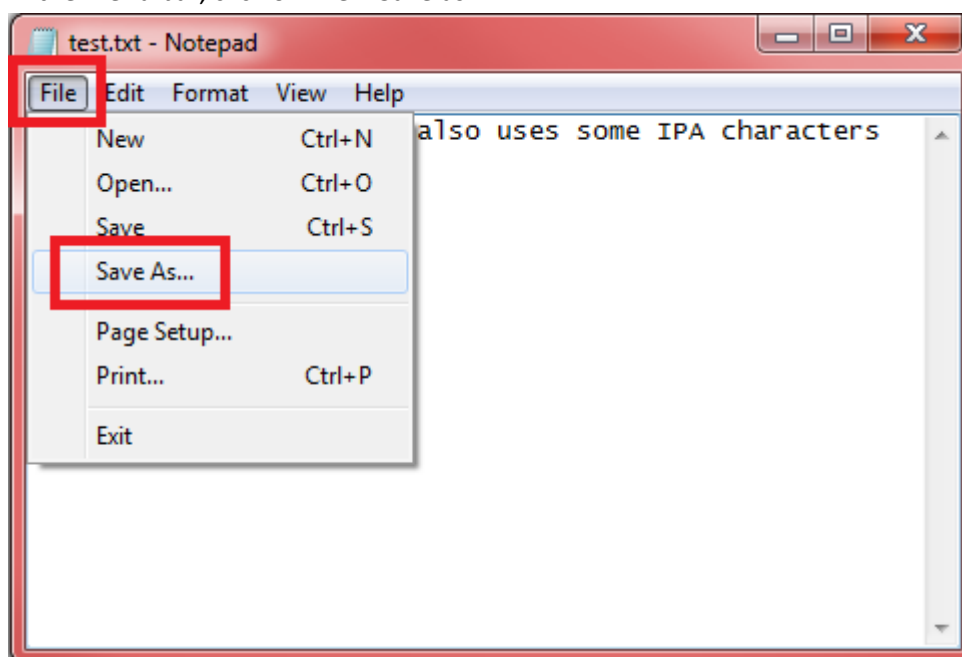
The characters in text files can be encoded in a variety of different ways. To ensure that they right character shows on all computers, all text files need to be encoded as Unicode UTF-8.

Converting a file to Unicode UTF-8

1. Make a backup copy of the txt file.
2. Open the txt file in Notepad.

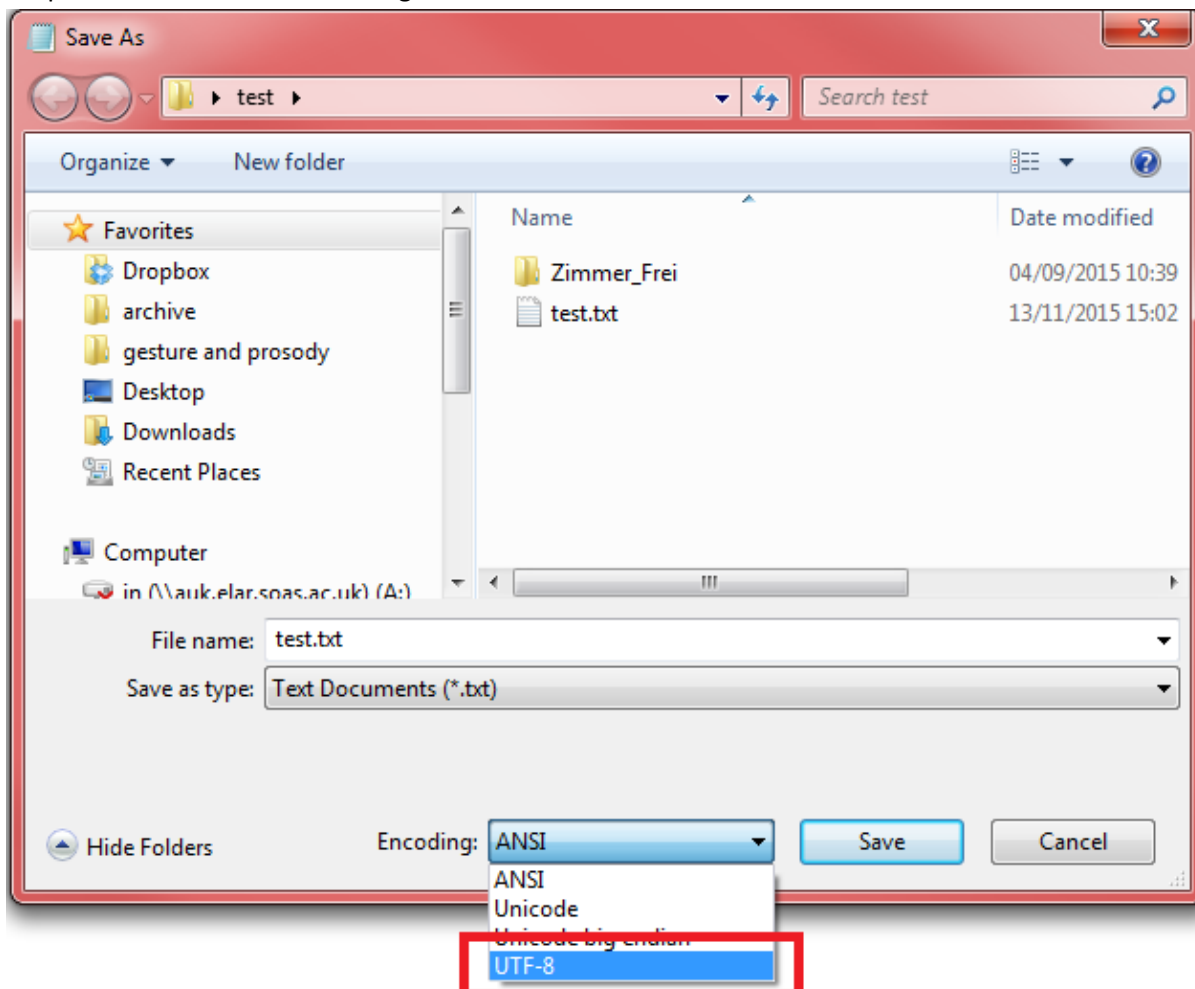


3. In the menu bar, click on File > Save as.





4. In the Save As window that opens, look at the bottom of the window. Click into the dropdown menu next to Encoding and select UTF-8. Then click on Save.



5. Check that the characters in the file still look alright. If they do, all is well and you can deposit your text file.