How to Import Q&As from a Spreadsheet

The built-in editor isn't the only way to get your quiz questions into Game Show Presenter (GSP) GOLD. You can also import Q&As so they drop right into place in a new game file. This tutorial shows how to import a batch of questions from a spreadsheet into Game Show Presenter GOLD. Follow the examples below and you can import complete rounds of questions into either the Categories or Quizathon games.

Overview:

The process is basically two steps.

First step, you create your spreadsheet file and enter the data there. Organize it with a header that will help Game Show Presenter understand your data and build your game file. Then, you save/export the spreadsheet content as a tab-delimited text file.

Second step, launch Game Show Presenter GOLD, click on whichever game type you are creating (Categories, which is similar to Jeopardy, or Quizathon) and choose "Import from a Text File". Then, select the text file you exported from step 1 and just follow the onscreen instructions from there. This is smooth going as long as your file meets these essentials:

The Essentials

Organize your questions with a spreadsheet or text editor with these rules in mind:

- **Imported data should be organized horizontally: One question and its answer(s) spread across the same row or line** of your file, separated by columns or tabs. Each new question and its parts needs a new row.
- **A header line goes in the first row.** It defines what kind of data is in each column in the rows that follow. Below is a minimal example header that would work for importing questions with only one answer.

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Round | Category | Question | Answer
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- **Spreadsheet content** needs to be text only. No formulas, as these may export the actual formula instead of the result. Also, don't bother formatting text, as the

process of saving as text only will usually strip out that formatting. GSP has an question editor where you can fine tune or correct the imported questions. (From the Overview screen, click "Round # Questions" to access the editable Q&As.)

- **Whether you use a spreadsheet or word processor, your end results needs to be a tab-delimited text file.** Most programs will let you do a Save As or Export to get that.

1. Minimal Spreadsheet Example

The Google Sheets spreadsheet shown below has just four columns of data defined by the header in row 1. For a single-answer Categories game, this is as simple as an import file can be.

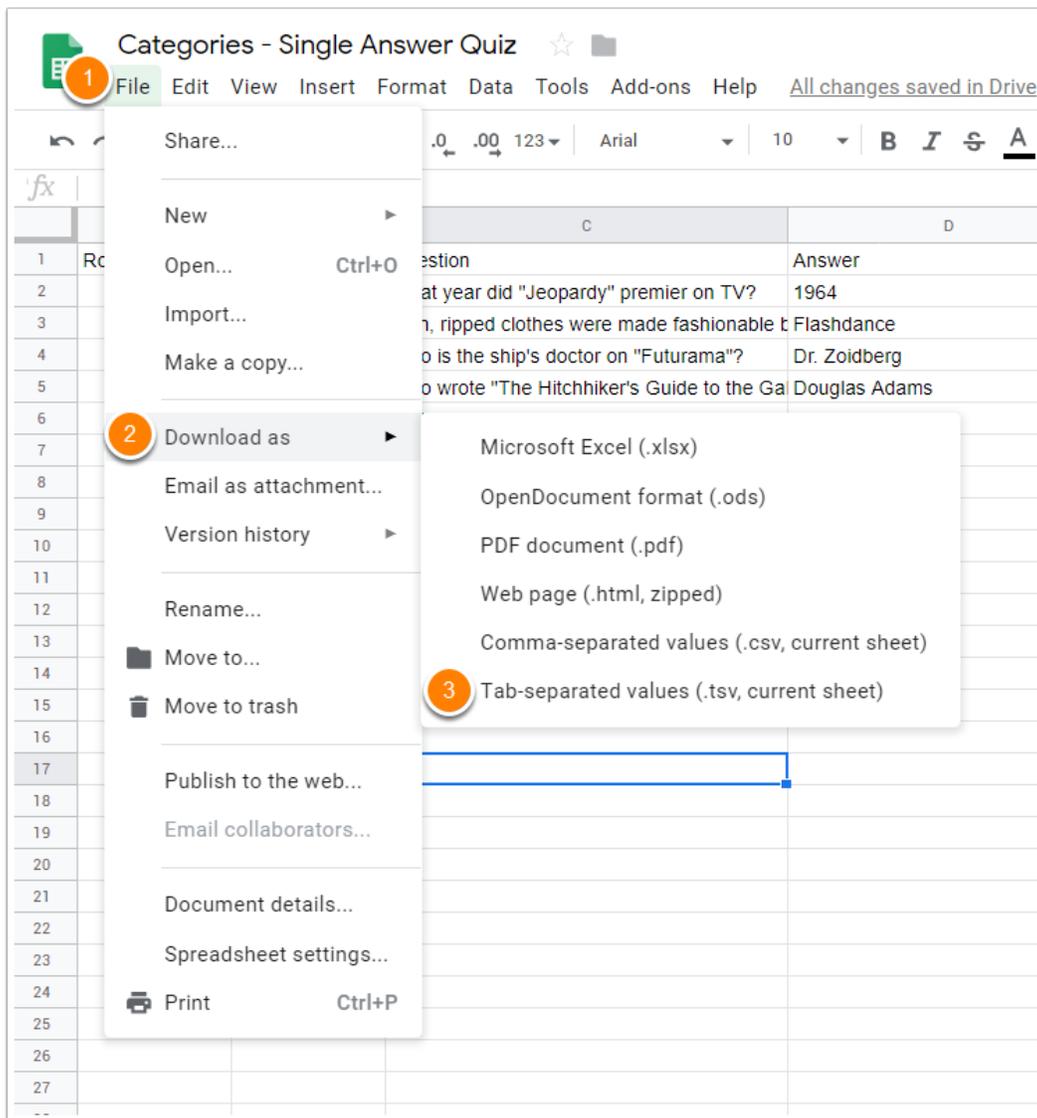|	A	B	C	D
1	Round	Category	Question	Answer
2	1	Pop Culture	What year did "Jeopardy" premier on TV?	1964
3	1	Pop Culture	Torn, ripped clothes were made fashionable b	Flashdance
4	1	Pop Culture	Who is the ship's doctor on "Futurama"?	Dr. Zoidberg
5	1	Pop Culture	Who wrote "The Hitchhiker's Guide to the Ga	Douglas Adams
6	1	Pop Culture	Walt Disney's first movie business went ____	bankrupt
7	1	Science	Who was the first American woman in space?	Sally Ride
8	1	Science	80% of all body heat escapes through what?	The head
9	1	Science	What is the smallest continent in size?	Australia
10	1	Science	How big is a typical raindrop?	2 millimeters
11	1	Science	Seeing meaningful patterns in random image	Pareidolia

2. Exporting as Tab-Delimited Text File

Your spreadsheet may have a different export command, but this screenshot shows how in Google Docs - Sheets - to export a tab-delimited text file.

QUIRK ALERT: Be sure the exported file has a .txt extension and not a .tsv or any other variation. (You can change the extension in the file save dialog box if needed.) Game Show Presenter will only see a .txt file as valid for import.

3. Import the Text File into GSP

The data from our spreadsheet example included a "Category" column, so the appropriate game to use is named "Categories". So, to import **just click on the picture of the "Categories" game (1)**. That will bring up the dialog box asking what you want to do, and you want to **click "Import from text file" button (2)**. Then GSP will open a file open dialog where you can navigate to and select your .txt file that you exported from the spreadsheet. After that, just follow the onscreen prompts.

4. FAQ & Troubleshooting...

If GSP cannot see or open the text file you exported?

The file extension must be ".txt", but some spreadsheets will export it using ".tsv" or ".csv". Check your file and if the extension is not ".txt" then edit the file name so you can change it.

How do I edit questions after they are imported?

GSP has a built-in Question Editor where you can edit the questions in your game. From the Overview screen of your quiz, click on one of the "Round # buttons" on the right side of that screen. This will take you to a display where you can view the game board in an edit mode. Now click on any box or button on the board to edit the question in that position. See GSP's software manual ("Help" button on the Welcome screen for details on the Question Editor.)

Where can I find info. on all the games and features?

In the Welcome screen, click on the black "Help" button near the bottom to open the software guide. It has extensive details.

Garbled text? A note about Character Encoding (Unicode or asc ii)

If your text uses characters other than plain English, the problem may be "character encoding". The encoding factors in when you have accent marks, special symbols or language alphabets with characters outside the basic range known as "asc ii". Have you ever opened a document or email and found the content is a bunch of garble? That is because the character encoding was not what your computer was expecting. Unforunately, for all the marvels of modern computers, they often don't "know" what character encoding was used in a file. So, here's some coaching to help you avoid getting a bunch of garble.

If your quiz content is not plain English, these are things you can try:

1) Edit your text file to include a line above your header that says "Game Show Presenter GOLD" and that will signal the program to expect Unicode characters (specifically, the UTF-8 encoding of Unicode). Save it (again making sure it is text-only) and try to reimport.

2) If your spreadsheet or word processor has the option to specific an encoding, choose "UTF-8".

The program says it doesn't know which answer is correct...

When you have multiple choice answers, you have to tell GSP which of the answers is correct. So in addition to having header columns for Answer A, Answer B, etc., you need a column with a header label of "Right Answer", and in that column you put in a single key (a,b,c,d or e) that tells the program which one of your multiple answers is the correct one. (In GSP, there can only be one right answer.)

My Category Board isn't right...

When you set up a Category game, you need to be sure you have the same number of questions under each Category of a round. If you put 5 questions under Category 1 in round 1 and you put only 4 questions under Category 2 in the same round, then GSP will have trouble with that because you are asking it to create an uneven game board. GSP looks at the first Category in your round, counts the questions there (maximum 5) and expects there to be that same number of questions across the board for that round.

Where do I put in the point values for my Categories?

You don't. Instead, GSP looks at the order of your questions and applies the point value settings given in the program. You can set the point values in the "Round Setup" screen. To get there from the Overview screen, just click on any Round # button.