Here are the rules for creating CSV files:

1. **Separate data fields with a delimiter, usually a comma.** This should be a single character. If you do not want to use a comma, you should choose something like a tab or a pipe (|) character.
2. **Keep each record on a separate line.** Each record must start on its own line, but a single record can span multiple lines.
3. **Do not follow the last record in a file with a carriage return.**
4. **In the first line of the file, include a header with a list of the column names in the file.** This is optional, but strongly recommended; it allows the file to be self-documenting.
5. **Make sure the header list is delimited in the same way as the rest of the file.** This helps guard against the data fields being transposed in the data when it is loaded, which can lead to getting wrong answers when you query the data.
6. **Remember that the enclosing character (typically double quotes) must be used when required**, such as when the delimiter appears in a field.

Instead of adding question slides in Adobe Captivate manually, you can choose to directly import question banks from CSV files. Creating CSV format files and importing questions from them is useful if you have to add large number of questions in your courses.

CSV stands for Comma Separated Value, using which you can create questions using plain text. These files can be saved as csv files and can be imported into Adobe Captivate or Moodle.

1	//Questio	//Points	//Question Stem
2	MC	10	Enable auto backup of your Captivate project with
3	TF	5	Create responsive eLearning projects using Fluid Boxes.
4	MC	15	You can use Adobe eLearning Community Portal to
5	TF	5	You need a green screen to personalize your background while recording a video.

CSV format

If you do not have the questions in a CSV format, you can quickly format your questions in the CSV format. Then, save the files as simple .csv files, and then import them into Adobe Captivate. Here's the generic syntax of the CSV format:

//Question type	Multiple Choice, True/False, or others.
//Points	Points assigned to the question.
//Question Stem	The quiz question.
// Answer Option 1,2,...	Different answer options based on the type of question.

Supported question types

- True/False
- Multiple choice
- Matching
- Fill in the Blank
- Short answer

Instructions

Rule	Use
//Question type	Supported question types are MC, TF, MAT, FIB, and SA. Use the arrow next to the question type cell to choose the type of question you want to create.
//Points	Points for the question. The points assigned must be between 0-100.
//Question Stem	The quiz question. A Question Stem is required for all questions.
//Answer Option 1,2,3, ...	Answer Options are required. Enter the options sequentially.
* (Asterisk)	Mark a correct answer or answers with an asterisk (*) at the beginning of the answer. It is only applicable for True/False questions and Multiple Choice questions. For Multiple Choice questions, if there is more than one correct answer, append * to all the correct answer options. For Fill in the Blank and short Answer Option questions, all the Answer Options given are considered correct. For these question types, you need not append an asterisk(*) to an answer option.
* (Asterisk)	True/False questions require TRUE and FALSE answer Options. Prefix the correct answer asterisk (*).
| (Pipe)	For Fill in the Blank questions, add | (pipe) at the beginning of the answer option. For example, The sun rises in the **|**.
| (Pipe)	For matching questions, separate each answer choice and its match with a pipe (|). For example, Captivate | Adobe.
| (Pipe)	For feedback in multiple choice questions, separate each answer choice and it's feedback with a pipe (|). For example, Captivate | That's Correct!.

Import questions

`Click` **Quiz > Import CSV Format File** or **File > Import > Import CSV Format File.**

Note: If you are importing a CSV for the first time, the default location is opened.
The SampleQuestions.csv is located in the location below.

Windows: C:\Program Files\Adobe\Adobe Captivate 2019 x64\Gallery\Quiz

Select the file that contains the questions in the CSV format and click **Open**.

The questions in the file are parsed and imported into Adobe Captivate. If the file contains questions and answers that are not supported in Adobe Captivate, an error message appears with the details.

Note: When you add alternative characters in your CSV, the characters do not appear as expected in Captivate. For example, if you add the word **Québec** in a CSV, the output appears as **Qu顮c** in Captivate.
To fix this, when we add alternative characters, save the CSV as a **UTF-8** CSV.

In Excel, click **File > Save As > CSV UTF-8 (Comma delimited)**.

After the questions are imported, you can specify the properties just like you do for any other Adobe Captivate question slide.