Quickly give your Qualtrics Word Export a facelift by changing just a few “styles”.

On the Page Layout tab:

1. For the whole document, make the Margins moderate or narrow.
2. Select the entire document (Ctrl-A), make the Paragraph spacing Single, with 0 pt before or after.

3. Select a whole table by selecting the top left table icon when you are over the table.

4. Press CONTROL-SHIFT-S or on the home screen, expand the Styles section, and select Apply Styles...

5. You should get a window that has QuestionTable selected, with the ability to select Modify...
6. Under Formatting, Whole table should be selected. For the Whole table, add borders. Change the font if you wish. In the dropdown, select First Column. Have that be left justified if you wish. At the bottom of the Modify Style window, select Format, Table Properties, Table tab, Options, and change the cell margins if you wish.

7. Once you hit okay out of all of the dialog boxes, the tables in the Qualtrics export will have taken on the style you just edited.
8. Replace “ with “ (quotes)
9. Replace ‘ with ‘ (apostrophe)
10. Replace two spaces with one space until you can’t any more.
11. Ideally, you would AutoFit the tables to the content. To make that easier to get to, on the Table Tools menu > Layout, select AutoFit then right click Autofit Contents and select Add to Quick Access Toolbar. When your cursor is on any table, you will now have access to a one-click autofit to contents.

Doing this brought the MIT Alumni survey Word export down to 28 readable pages from the original 46. Be sure to flip through and make any other adjustments, like changing font size or aligning items correctly. For long lists, you may want to reformat them as multiple columns.