

Prefix	Result
!	defines the column to list the names of the primary documents
^	defines the column to list the primary document's author
&	defines the primary document's date, expects ISO8601 format, see: <a href="http://www.cl.cam.ac.uk/~mgk25/iso-time.html">http://www.cl.cam.ac.uk/~mgk25/iso-time.html</a> Example: 4 <sup>th</sup> of February 1995 or 1995-02-04 in ISO8601 format = YYYYMMDD = 19950204
<	Ignore this column, use to exclude stuff inserted by the survey tool
.	Creates a PD family from the field name. Currently the cell needs to contain the number 1, or the words Yes or Ja to be applied. Use for single choice questions where respondents can answer yes or no (or encoded as 1 and 0). Only the responses encoded with yes/ja or 1 become part of the PD family.
:	Creates a PD Family from the field name plus cell value. Use for single choice question like gender.
#	Creates a PD Family from the field name plus the actual cell value. Use for single choice questions with more than two answer options or for multiple choice questions.
	Add no prefix to all open ended questions. The text in the column header is used as code. To avoid very long code name, use a short form to indicate the question and add the full question as comment (see next row)
::	All text entered after two colons is added to the object's comment field. This can be applied to cells resulting in PD families or codes.