The Language Experience and Proficiency Questionnaire (LEAP-Q): Supplementary Information

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Full Reference:

Marian, V., Blumenfeld, H.K., & Kaushanskaya, M. (2007). The Language Experience and Proficiency Questionnaire (LEAP-Q): Assessing language profiles in bilinguals and multilinguals. *Journal of Speech Language and Hearing Research, 50*, 940-967.

Exporting data from the electronic LEAP-Q version from Word 2013 (PC), 2011 (Mac) into Excel:

(1) Open the saved and filled-in questionnaire version from which you want to export data.

(2) For Mac: Under the **Word** menu, go to **Preferences.** For PC: Under the **File** menu, go to **Options.**

(3) A window titled **Preferences** (Mac) or **Options** (PC) should open. At the top of this window, click on the **Save** tab (Mac) or **Advanced** tab (PC).

(4) For Mac: Under **Save Options**, select the option that says *Save data only for forms (for current document only)*. For PC: Under **Preserve fidelity when sharing this document**, select *Save form data as delimited text file*.

(5) Close the **Preferences/Options** window by hitting **OK.**

(6) For Mac: Under the **File** menu, select *Save Copy As...* For PC: Under the **File** menu, select *Save As...*

(7) A **Save** window will come up. Under the **Format** option (Mac) or **Save as type** option (PC), select *Text Only* or *Plain Text*. This will create a text file, where fields of the questionnaire are separated by commas. If a preview window with this format appears (PC), hit **OK.** Select a destination for this text file (.txt), and hit **Save.**

(8) Now open Excel.

(9) Under **File,** select **Open** and navigate to the location where you saved the text file with the questionnaire data. Make sure the *All Files* option is selected.

(10) Select the text file and click **Open.** A window titled **Text Import Wizard – Step 1 of 3** should appear.

(11) Under the **Original Data Type** options, select **Delimited.** Then hit the **Next** button at the bottom of the window.

(12) A new window titled **Text Import Wizard – Step 2 of 3** should appear. Under the **Delimiters** option in this window, select only **Comma.** You should see that, in the viewing window at the bottom of the window, vertical lines are now inserted between every questionnaire field. Hit the **Next** button at the bottom of the window.

(13) A new window should appear titled **Text Import Wizard – Step 3 of 3.** Under the **Column Data Format** option, make sure that **General** is selected. Hit the **Finish** button.

(14) The Questionnaire data should appear in the first row of an excel spreadsheet. The row can then be selected and pasted into an excel database of questionnaire results.