WINCROSS® Getting Started

Version 22



Version 22

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Editor: Sadie Harrod

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WinCross Installation

About WinCross

WinCross is powerful software that creates crosstabulation reports (crosstabs) in a Microsoft® Windows environment. It is designed for the inexperienced analyst who simply wants to identify various data relationships as well as the experienced tabulation programmer who needs all the flexibility and advanced features that WinCross offers.

Using This Guide

WinCross is licensed software. This *Getting Started* guide includes all the information you will need to begin using WinCross after the required one-time license authorization. It also includes procedural information for permanently moving your WinCross license to another computer.

WinCross License Authorization

Note: WinCross will not function until you have completed the following procedure:

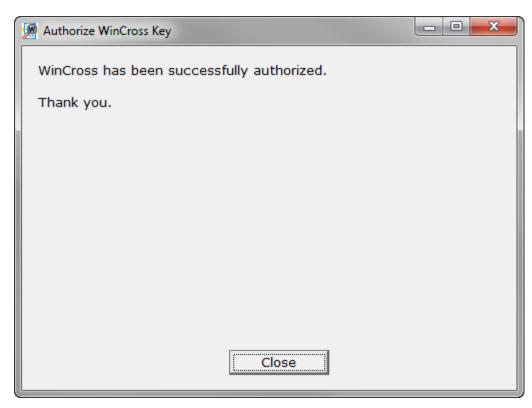
Once installed, your WinCross computer will automatically display the Authorize WinCross Key dialog box.

The following authorization process assumes that WinCross has been successfully installed on your computer.

If you are authorizing your WinCross license for the <i>first time - you must</i> enter a License Key .
Authorize WinCross Key
WinCross must be authorized to execute on this computer.
* If you received an Internet Authorization Key, you must enter the Key in the License Key box below and then select "Authorize."
* If WinCross was previously authorized on this computer with an Internet Authorization Key, select "Continue."
* If you have not received an Internet Authorization Key for this computer or you would like to purchase WinCross for this computer, please contact us at sales@analyticalgroup.com.
License Key
Cancel Authorize Continue

If you received an Internet Authorization Key, enter the key in the License Key field and select Authorize.

□ If you have not received an Internet Authorization Key for this computer, please contact us at sales@AnalyticalGroup.com.

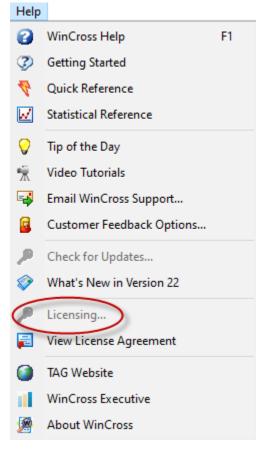


□ Your WinCross key is now authorized on this computer. Select Close to exit the Authorize WinCross Key dialog box and begin working in WinCross.

IMPORTANT: Once installed, you cannot copy WinCross to another computer. Your <u>License Key</u> is valid only on the computer where WinCross is installed. If at any time you wish to run your copy of WinCross on another computer, please <u>do not uninstall it</u>. Rather, follow the license deauthorization instructions on the following page.

Deauthorizing Your WinCross License

You must first deauthorize your WinCross license to remove WinCross from your computer. The following deauthorization process assumes that WinCross has been successfully installed and authorized on your computer.



□ Select Help|Licensing to begin this process.

Deauthorize WinCross Key
* WinCross is authorized to execute on this computer.
* To deauthorize WinCross on this computer, select "Deauthorize."
 * To transfer your WinCross License to another computer, for example from a desktop to a laptop and back to the desktop, you will need to contact The Analytical Group, Inc. for another Authorization Key, if you have not done so already. Only one computer can be authorized at a time for one WinCross License. You must deauthorize the active WinCross before you can authorize the inactive WinCross. * If you do not wish to deauthorize WinCross, select "Cancel."
Cancel

□ Select **Deauthorize** to deauthorize WinCross on this computer.

Deauthorize WinCross Key	
WinCross has been successfully deauthorized.	
Select "Close" to exit WinCross.	
Thank you.	
Close	

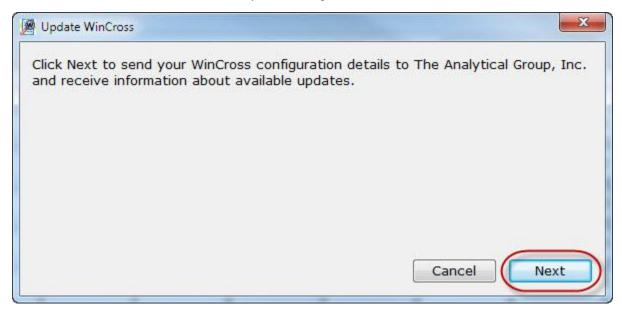
□ Your WinCross key is now deauthorized on this computer. Select Close to exit the Deauthorize WinCross Key dialog box and close WinCross.

IMPORTANT: After deauthorizing, please email sales@AnalyticalGroup.com for a new License Key for your new computer.

Software Updates

WinCross periodic software updates are available for download.

Select **Help|Check for Updates** to manually check for updates.



□ Select Next.

X
ning the most
Close

□ If you are running the most current version of WinCross, no update is necessary, select **Close**.

□ If you are not running the most current version of WinCross, and updates are available, select **Install** to exit WinCross and install the update.

□ Select **Run** to install the update.

□ If the **File Download** box does not automatically appear, select the **click here** link.

□ Select **Open** on the **File Download** dialog box to begin the update process.

□ Select **Yes** to continue the update process.

The **InstallShield Wizard** will guide you through the update installation process. When the update installation process is complete, WinCross will automatically open.

When software updates for WinCross are available, you will be automatically notified. When you start WinCross, a message will appear notifying you that a software update is available.

Introducing WinCross

WinCross is the marketing research industry's most advanced crosstabulation software solution. With its easy-to-use interface and flexible reporting options, WinCross allows both experienced analysts and novice users to quickly extract and highlight statistical trends from survey data. WinCross performs lightning-fast data analysis and includes a comprehensive set of significance options. Extensive options are provided to control the look of your reports.

WinCross is **powerful**. Here are just a few of its features:

- ✓ Link directly to WinCross Executive, our web-based file sharing and Express Tab solution.
- ✓ Wide array of statistical testing, including NPS, T-Test, Z-Test, ANOVA and Chi-Square
- ✓ The ability to easily calculate outliers
- ✓ Import data from SPSS[®], Excel and more
- ✓ Generate tables from variable-type data in seconds using our ExpressTabs rapid data analysis tool
- ✓ Quick and easy table and banner creation from a labeled SPSS (*.sav) or other variable-type data files
- ✓ Create a labeled SPSS (*.*sav*) file from an existing job and data file
- ✓ Edit your variable-type data file (data and variable information) directly within WinCross
- ✓ Sort/Merge module for SPSS data files
- ✓ Export tables to Excel with multiple formatting options for professional-looking reports
- ✓ Advanced Enhanced Text Report formatting options for table, frequency, sample balancing, factor analysis and regression reports
- ✓ Export reports in multiple formats (ASCII, Enhanced Text, Microsoft[®] Word/RTF, Microsoft Excel, Microsoft PowerPoint and Adobe[®] PDF format)
- ✓ Publish charts to Microsoft Excel, PowerPoint and/or Word
- ✓ Create frequency reports for both counts and statistics
- \checkmark Small sample size suppression and denotation
- ✓ Unlimited number of tables and respondents for most file types
- ✓ Up to 6000 rows per table and 255 banner columns per banner
- ✓ Glossary logic looping and color-coded editor
- \checkmark Edit, clean and recode data
- \checkmark Save job settings as client profiles for creating new jobs
- \checkmark Automatically-generated frequency tables with actual values as row text
- ✓ Job file color coding of specific job file elements for easier identification
- ✓ Memorized reports queue for running tables and frequencies
- ✓ Sample balancing and Simple weighting features for weighting
- ✓ Factor analysis/Segmentation
- ✓ Regression module
- ✓ Quick Tools including Quick Stats, Quick Sample Size and Quick Significance Tests
- ✓ Data entry and data verification module
- ✓ Sort/Merge module for non-SPSS data files
- ✓ Multi-threaded processing for machines with multiple processors
- ✓ Automatic online software updates

Exploring WinCross

Included is a step-by-step tutorial with which you can interactively try the innovative, crosstabulation capabilities of WinCross first-hand. We think you will find WinCross so easy to use, you can just start exploring on your own! To do so, open the EXAMPLE-VARIABLE.JOB job file and corresponding EXAMPLE.SAV (SPSS) data file or the EXAMPLE-ASCII.JOB job file and corresponding EXAMPLE.DAT (ASCII) data file, installed with your WinCross software, and explore the various menus and their options.

Try the extensive WinCross online Help, which includes detailed information about all of its features. Additionally, feel free to call us for customer support at:

1.800.WINCROSS (1.800.946.2767)

For more information about WinCross, phone us, visit our Website at www.AnalyticalGroup.com and/or send an e-mail to info@AnalyticalGroup.com.

About WinCross Filetypes

WinCross creates job files, report files and log files. You furnish the data files which WinCross processes according to your specifications. You open each file separately in WinCross, typically only as it is needed.

A job file contains the job specifications. You can assign any filename, to which WinCross appends its .JOB file extension (filetype). You will be creating another small .JOB file during this tutorial.

A report file contains the results of reports you run in WinCross. Again, you can assign any filename, to which WinCross appends an *.RPT file extension or you can save your reports in *.RTF (Microsoft Word), *.XLS (Microsoft Excel 1997-2003) *.XLSX (Microsoft Excel 2007-2013), *.PPTX (Microsoft PowerPoint 2007-2013) or *.PDF (portable document format).

Optionally, you can save WinCross reports in highly-stylized Enhanced Text reports (*.XML) for displaying and printing from within WinCross and your Internet browser. WinCross saves the custom formatting in a cascading style sheet (*.CSS) file having the same prefix as its parent .XML file. When saving .XML reports, six other files are also automatically created by WinCross. They are:

{filename}.css
{filename}_run.htm
{filename}_menu.htm
WCCNTENT.xsl
WCMENU.xsl

A log file has the extension, .LG. Such a file contains information about the run, such as the data file used, the number of cases and so on.

Data files are created during a marketing research field study. Most often, they are generated using an Internet survey, CATI (computer-assisted telephone interviewing) or CAPI (computer-assisted personal interviewing) software applications such as QueryWeb and WinQuery, also from The Analytical Group, Inc. WinCross accepts many file formats.

We have provided EXAMPLE.SAV for this tutorial. Optionally, an ASCII data file, EXAMPLE.DAT, is also provided and can be used for this hands-on evaluation. The marketing research questionnaire from which these data files were created is found on page 66 of this *WinCross Getting Started Guide*.

Conventions Used in This Tutorial

As you proceed through the tutorial, the steps you will want to perform are indicated by a blank square (\Box). Everything else is narrative, so watch for the squares. Additionally, the squares are provided so that you can check each one as you complete a step. This helps ensure a successful tutorial experience.

Consider the following example:

□ Enter User, then press Enter.

Illustrations used in this tutorial generally appear above a series of steps you are about to undertake, with the screen capture depicting how the dialog box should appear once you have completed the subsequent steps.

A WinCross Tutorial

WinCross lets you create profiles of settings that can be used for future jobs with similar settings. WinCross will always maintain a set of default settings that can be used by selecting *Default* as your **Active profile**. This collection of default settings will always remain the same and cannot be edited. This can be useful when you have a client who likes all of their reports with particular settings. Or, you can use a saved profile as the baseline for a new profile.

Here is how Profile Settings and Job Settings work:

Profile Settings contains the initial settings for your job and are used when you are creating a <u>new</u> job.

Job Settings initially contains the settings from the selected profile for new jobs or the settings from an old job created in a previous version of WinCross. While working on your job, some changes you make to **Job Settings** affect all tables in the job file (existing or new) and other changes only affect <u>new</u> tables.

You can still make changes to individual tables using **Setup|Tables** or to a group of tables using **Setup|Globally Modify Tables** as in previous versions of WinCross.

WinCross jobs created in older versions of WinCross will keep their Job Settings. These existing jobs will <u>not</u> use the **Profile** Settings feature.

New jobs created in WinCross will require the selection of a profile first. WinCross contains a Default Profile.

Use **Setup**|**Profile Settings** to review the **Default Profile** settings to determine if this profile will work for you when creating new jobs. Or, you may want to create a new profile. This can be done by making changes to the **Default Profile** settings and saving it as a new profile name. Saving new profiles will allow you to create a set of custom profiles you can use when creating new jobs.

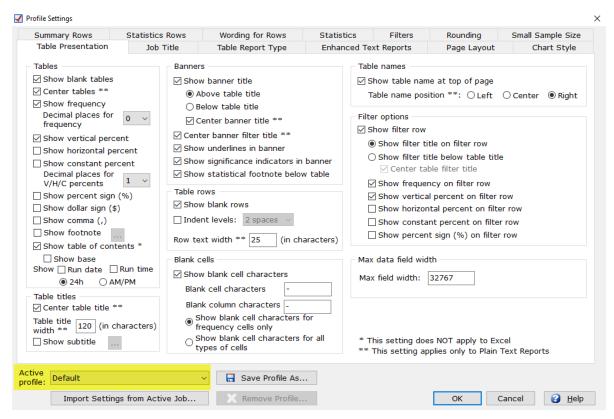
There are two ways to create a new profile. You can use each tab of **Profile Settings** to change your settings or you can select **Import Settings from Active Job** to create a profile from the settings of an existing WinCross job file. Whenever changes are made to profile settings, WinCross will ask you to name the profile. You can replace an existing profile (with the exception of **Default Profile**) or you can create a new profile by supplying a new name.

In summary, when you start a new job in WinCross, you will be asked to select a profile. This is true even when you are using your SPSS data file to create a new job. Once a new job has been started, you would <u>NOT</u> make changes to your job using **Setup|Profile Settings**. Changes to the job file from that point on would be made using **Setup|Job Settings**, **Setup|Tables** or **Setup|Globally Modify Tables**.

Creating a New Profile

To begin a new job in WinCross, you must select a profile. Since Default is the only profile available to you as a new user, let's create a new profile for use with this tutorial.

Select Setup|Profile Settings to display the Profile Settings dialog box.



Notice that Default is the Active profile on the Profile Settings dialog box. The Profile Settings tabs currently contain the settings of the Default profile.

□ Select the **Table Presentation** tab of **Profile Settings** if it is not already the currently selected tab.

V P	rofile Settings		
	Summary Rows	5	Statistics
	Table Presentation		Job
<	Table Presentation Tables Show blank tables Center tables ** Show frequency Decimal places for frequency Show vertical perce Show horizontal percental places for V/H/C percents Show percent sigr Show dollar sign (; Show comma (,)	cent erce rcer 1) ~ int nt
	Show footnote		
	✓ Show table of con	ten	ts *
	Show base Show 🗌 Run date	Ru	ın time
	◉ 24h 🛛 🔿	M/P	M

□ Select the Show percent sign (%) option in the Tables box on the Table Presentation tab of Profile Settings.

□ Now, select the **Filters** tab on the **Profile Settings** dialog box.

Table Presentation	Job Title	Table Report Type	Enhanced Te	xt Reports	Page Layout	Chart Style	
Summary Rows	Statistics Rows	Wording for Rows	Statistics	Filters	Rounding	Small Sample Size	
Filter Type © Total © Total Filter title: Total Filter logic: TN Press Ctrl+Right Arrow	answering © Sigma v to complete a parti	Net Total (Indexed) (5 / 480) (2 / 1024) al variable name	Show f Cen Show f Show f Show f Show f Show f Note: the Fil Table Preser	er row filter title on fil filter title below ter table filter requency on fi vertical percen torizontal percen- constant perce bercent sign (% ter Options ab tation tab. Ch. on automatical	v table title title Iter row	gs in	
Default		Save Profile As					

The majority of your tables will be based to total respondents; this means that all "No answer" responses from the questionnaire will be included in your tables, but they will not show a percent (select **Help** within this dialog box for more information about **Profile Settings**|**Filters tab** options).

Confirm the Filter type of Total is selected.

□ Select the Show percent sign (%) on filter row option.

The other selected **Filter options**, **Show filter title on filter row**, **Show frequency on filter row** and **Show vertical percent on filter row**, will also be desirable. (Again, we suggest referencing the online **Help** within any dialog box any time you would like more information about one or more options.)

Let's save this profile with a descriptive name so we can use it in the future for other jobs that require similar settings.

Select Save Profile As to save the profile as a new name.

Enter a name for the new pro	file:	
Display Percent Sign Profile		
	Cancel	Quale

□ Enter Display Percent Sign Profile as the new profile name.

Select **OK** to close the **Save Profile As** dialog box.

Congratulations! Display_Percent_Sign_Profile has been saved as a new profile and contains the settings for the tables you will create for your new job. Later you will learn how to override these settings for an individual table(s).

□ Select **OK** to close the **Profile Settings** dialog box.

Opening Your Data File

A variable-type data file must be open to create tables using Run|ExpressTabs or Setup|Express Tables from Variable Data.

Open Data		
From Local Sources Drive:	Recent folders:	Data viewing options
Directory:	Files:	Records to view:
C:\ C tag WinCross Example	Example.sav	Read only
ata file name:		File type:

□ Select File|Open|Open data to open your data file.

Copen Data From Local Sources Drive: Recent folders: C: C	×	
Drive: C: [] Directory: C:\ C:\ Carton WinCross		Data viewing options All Partial Records to view: Read only
Data file name:		File type:
Example.sav File size: 36.7 KB Rec	ords: 400 Variables: 55	SPSS (*.sav)

□ Select **SPSS (*.sav)** from the dropdown list of file types.

 $\hfill\square$ Select EXAMPLE.SAV within the C:\TAG\WinCross\EXAMPLE subfolder.

Select **OK** on the **Open Data** dialog box to open the data file selected.

Word wr	ap 🛛 📝 Spell c	heck 📃 Va	alue labels					Raw	values	Optimize	Temp Files				
	RESP	GENDER	Q1	Q2_1	C	Q2_2	Q2_3	Q2_4	Q	2_5	Q2_6	Q2_7	Q2_8	l	
1	1	2		7	9	Undo		Ctrl+Z	4	3		1	3		
2	2	2		7	e	Redo		Ctrl+Y	4	4		2	3		
3	3	2		6	6	Keuo		CUITT	4	4		2	3		
4	4	2		4		Discard Al	I Data File Chan	ges	4	3		3	3		
5	5	2		7		Round Selected Data to 'n' Places				2		2	1		
6	6	2		5						1		2	2		
7	7	2		5		Generate Random Values Fill Missing Values with Means		.	4	4		3	3		
8	8	1		7				eans	2			2	4		
9	9	1		7		Split Data into New Variables Merge Data into a New Variable				1		1	1		
10	10	1		7	1720					4		2	4		
11	11	2		4	1234					2		2	2		
12	12	2		2		Spell Chec	k Data		4	3		4	3		
13	13	2		4		4	Add Reco			4	3		4	4	
14	14	2		2					4	4		2	3		
15	15	2		4	>	Insert Rec	ords		4	4		2	4		
16	16	2		2	XX	Mark Sele	cted Records fo	Deletion	4	3		2	3		
17	17	2		1					4	2		3	3		
18	18	2		7	n	Cut		Ctrl+X	4	4		3	3		
19	19	2		6	喻	Сору		Ctrl+C	4	4		4	4		
20	20	2		4		Paste		Ctrl+V	3	1		3	1		
21	21	2		2	1.00				3	3		2	3		
22	22	1		3	×	Delete		Del	4	3		2	2		
to Va	riables				E	Select All		Ctrl+A							
ita Va	indules				_		ord	_	0.00			ariables: 55		_	

The SPSS data file opens in an editable data grid with focus on the **Data** view and has a right-click context menu with options for most edit functions (**Cut**, **Copy**, **Paste**, **Delete**, etc.) as well as adding, inserting and deleting records. You can also merge and split variables, round data values to a specified place, generate random values, fill missing values with means and spell check data.

ord	2 2	Redo	Ctrl+Y				E	Raw values	Optimiz	e Temp Fi	les							
		Discard All Data File Changes		Values	T	Field Width	Field	Field Format		Export	Frank Frank	View Width						
- 4	Þ	Add Variables		None	Type Number	4	0	Numeric	10	0	Export Format	8						
	>	Insert Variables		{1, Male}{2, Fen				Numeric	4	-	Numeric							
2	×	Mark Selected Variables for Delet	ion	{1, Male}{2, Fell {1, Less than 1 }		1	0	Numeric	1	0	Numeric	8						
-	51			{1, Strongly Disa		1	0	Numeric	1	0	Numeric	8						
4 5	2	Unmark Selected Variables for De	eletion	{1, Strongly Disa		1	0	Numeric	1	0	Numeric	8						
6		Find Next Spelling Error	Shift+F3	{1, Strongly Disa		1	0	Numeric	1	0	Numeric	8						
7			•		{1, Strongly Disa		1	0	Numeric	1	0	Numeric	8					
B		Sort Ascending by Variable Name Sort Descending by Variable Name Express Frequency Report Express Statistical Report	{1, Strongly Disa		1	0	Numeric	1	0	Numeric	8							
> >			ne	{1, Strongly Disa		1	0	Numeric	1	0	Numeric	8						
0				{1, Strongly Disa		1	0	Numeric	1	0	Numeric	8						
1	E		{1, Strongly Disa		1	0	Numeric	1	0	Numeric	8							
2			{1, Strongly Disa		1	0	Numeric	1	0	Numeric	8							
3								Express Frequency and Statistical	100 100 1	{1, Strongly Disa		1	0	Numeric	1	0	Numeric	8
4				{1, Never}{2, Ra		1	0	Numeric	1	0	Numeric	8						
5 9	6	Cut	Ctrl+X	{1, Never}{2, Ra		1	0	Numeric	1	0	Numeric	8						
6	h	Сору	Ctrl+C	{1, Never}{2, Ra		1	0	Numeric	1	0	Numeric	8						
7 18		Paste	Ctrl+V	{1, Never}{2, Ra		1	0	Numeric	1	0	Numeric	8						
8				{1, Never}{2, Ra		1	0	Numeric	1	0	Numeric	8						
9	<	Delete Del	Del	{1, Never}{2, Ra		1	0	Numeric	1	0	Numeric	8						
0	E	Select All	Ctrl+A	{1, Never}{2, Ra	Number	1	0	Numeric	1	0	Numeric	8						
1				{1, Never}{2, Ra	Number	1	0	Numeric	1	0	Numeric	8						
2	Q	3_9 Q.3 How o	often do y	<pre>// {1, Never}{2, Ra</pre>	Number	1	0	Numeric	1	0	Numeric	8						

The Variables view also has a right-click context menu with options for most edit functions (Cut, Copy, Paste, Delete, etc.) as well as adding, inserting and deleting variables, sorting variables and running express frequency reports.

Creating Tables Using ExpressTabs

The **Run|ExpressTabs** feature of WinCross is a rapid data analysis tool that allows you to quickly create tables for determining "what if" scenarios and deciding whether the data support further analysis using just your variable-type data file.

With just a few clicks your tables are ready. **ExpressTabs** uses the value labels to automatically generate banner columns and row text. For variable-type data without value labels, the code values are used to generate banner columns and row text.

□ Select Run|ExpressTabs.

7 ExpressTabs						
Statistics View						
Table options	Variables for banner colu	umns: 55 Selected: 1				
Create one table for each row variable	Find a variable:	Find N	ext			Total columns: 2
Append row variables into a single table	# Variable Name V	ariable Label				
Scan row variables into a single table	1 RESP R	espondent Id				
Summary of row variables for selected values		ender			5-000-000-000-000-000-000-000-000-00-00-	
Select Code Values						ng in outdoor activities at Ari:
		2.2 Agreement with the follo				
Run options		2.2 Agreement with the follo				open for longer hours. Darks in Arizona had after sch
Use glossary transformations						a Parks and Recreation staff a
Perform significance testing						ha park at least once a week.
Cases to run: 400						in Arizona parks were paved.
						Tona Darks and Decreation vis
Run Filter	•					
ables: 1 Total rows: 7 Variables for rows: 55 Selected: 1 Find a variable: Find Next	Q.1 On average, how	Total Answering	Total Answering (A) 400	Gen Male (B) 140	Female (C) 260	
# Variable Name Variable Label	many hours per week do you spend	A press of the later base	100.0% 100.0%	100.0% 35.0%	100.0% 65.0%	
2 GENDER Gender	participating in outdoo activities at Arizona parks?	Less than 1 hour per week (1)	1 0.2% 100.0%	-	1 0.4% 100.0%	
5 Q2_2 Q.2 Agreement with th 6 Q2_3 Q.2 Agreement with th 7 Q2_4 Q.2 Agreement with th	S level 1	1-3 hours per week (2)	54 13.5% 100.0%	19 13.6% 35.2%	35 13.5% 64.8%	
8 Q2_5 Q.2 Agreement with tl +		4-6 hours per week (3)	97 24.2%	36 25.7%	61 23.5%	
Auto-run tables as each variable is selected C	ell width 💽 🛌					
🖅 Run Tables Create a WinCross Report	Add Banner to Job File.	Define Comparison Gr	oups			Close 2 Help

Click on the Variable Name Q1 in the Variables for rows list.

- Click on the Variable Name GENDER in the Variables for banner columns list.
- □ The result is a table with the value labels from the variable GENDER as the banner columns and the value labels from the variable Q1 as the rows of the table.

The resulting table(s) can be saved in any of the WinCross report formats available; however, tables *cannot* be saved to the job file using **ExpressTabs**.

- □ Select Create a WinCross Report.
- Select File|Save|Save Report As.

Save Report File		
To a Local Destination		
Drive:	Recent folders:	
🖃 c: []	~	8
Directory:	Files:	
Argent Argen		
80 L 191		
		File type:
Filename: Express Tabs Report		File type: Adobe PDF (*.pdf) Plain Text Reports (*.rpt;*.out)

□ Enter Express Tabs Report in the Filename field.

- □ Select File|Save|Save Report As.
- Choose Adobe PDF (*.pdf) from the drop down list next to the File type field.
- □ Select **Save** to save the report from **ExpressTabs** as a (*.*pdf*) file.

You can use the EXAMPLE.SAV data file provided for this tutorial to explore some of the other options available using **ExpressTabs**.

Creating a New Job

To begin a new job in WinCross, you must select File|New Job.

Select File|New Job.

Settings		- 1
Use settings	from the <u>a</u> ctive profile:	
Display_Per	cent_Sign_Profile	$\overline{\bigcirc}$

□ Click on the dropdown arrow on the **New Job** dialog box to select the profile you saved earlier in this tutorial, Display Percent Sign Profile.

□ Select OK to use Display Percent Sign Profile as the profile for your new job.

The title bar on the WinCross main menu, will now display WinCross: New Job.

If your data file is a variable-type file, the **Setup|Express Tables from Variable Data** dialog is automatically launched and you are ready to create tables.

For purposes of this tutorial, we will use Setup|Express Tables from Variable Data to create our tables.

You can now skip to the *Creating Tables from a Labeled SPSS File or Other Variable-Type Data File* section of this tutorial.

Adding a Table with Rows

If you are using an ASCII data file, you are ready to add a new table. Please refer to the sample questionnaire on page 66 of this *WinCross Getting Started Guide* for this *Adding a Table with Rows* section.

If you are using the labeled SPSS data file, EXAMPLE.SAV or a variable-type data file of your own, you can skip to the next section of this tutorial – *Creating Tables from a Labeled SPSS File or Other Variable-Type Data File*.

Setup Tables			23
Table title:			(0 / 480)
Tables	Roj	<u>8</u> 5	
Seq. # Name Table Title	Add Table(s))	eq. # Row Name	ow(s)
	Table Name	다. Add Fr	eq Row
	Add Table	Edit Ro	
		Row O	ptio <u>n</u> s
	Starting <u>t</u> able name	: 1 <u>U</u> SE Rows	
	<u>N</u> umber of tables to	add: 1	
	Automatically ren	umber tables added	
		OK Cancel @Help	
	Paste	Move Up	
	Rov	v logic:	(0 / ?)
A Move Up	Word wrap		
0 tables		ess Ctrl+Right Arrow to complete a partial variable name	
Find a table:	Find Next Table	OK Cancel	Pelp

□ Select Setup|Tables.

- Select Add Table.
- Select OK to accept the default Starting table name and Number of tables to add.

Referring to the sample questionnaire, the first table to create is entitled Q.1 Hours per week spent participating in outdoor activities at Arizona parks. This will become the title of your first table. You will then start adding rows representing the answer choices for each question in the sample questionnaire.

□ Enter Q.1 Hours per week spent participating in outdoor activities at Arizona parks in the Table title field of the Setup Tables dialog box.

Select Add Row.

Table tit <u>l</u> e:	Add Row				(77 / 480)
Q.1 Hours per week spent participating in outdoor activ	iti <u>R</u> ow name	(25 / 480)	Show previous		
	Less than 1 hour per we	eek			
Tables					\frown
Seq. # Name Table Title	Row logic	(6 / 1024)	Show previous	me	Add Row(s)
1 1 Q.1 Hours per week spent participa	Q1 (1)				+ Add Freq Row
	Press Ctrl+Right Arrow t Rows	o complete a partial variabl	e name		Edit Row
					Row Options
					Cu <u>t</u>
			Add		Сору
			- Remove		Past <u>e</u>
					🔀 Delete
	< <u> </u>	1	5	✤ Move Do <u>w</u> n	
A Move Up		OK Car	icel 🕜 Help		(0 / ?)
1 table, 1 table selected	-		Press Ctrl+Right	Arrow to complete a partial var	able name
Find a table:		Find Next Table			

Since the first answer choice listed under Q.1 on the questionnaire is Less than 1 hour per week, this will be a suitable description for the first row.

□ Enter Less than 1 hour per week in the Row name field on the Add Row dialog box.

To advance to the next field, either click in the **Row logic** field or press the **Tab** key.

To facilitate making additional row entries, it may be useful to engage certain options within the **Add Row** dialog box. But which options? For that matter, how should you enter crosstab logic in the **Row logic** field?

- □ Select Help within the Add Row dialog box. Keeping the Help—Adding Rows dialog box open, familiarize yourself with its contents, paying particular attention to the two Show previous options.
- □ Still within the Help—Add Row dialog box, scroll to the Row logic heading and select the blue Logic syntax link.
- Once you have acquainted yourself with overall logic syntax, select the blue Logic examples link.
- □ Close the **Help** dialog box for now, keeping in mind that the online **Help** provides answers to many of your WinCross questions.

Referring once again to the sample questionnaire, note that Less than 1 hour per week (entered a few moments ago) is the first answer choice, or value, in Q1. Logically represented, it becomes denoted as variable Q1, value 1.

There are several rows to add, each representing a different range of hours. To reduce repetitive entries, it will be useful to engage the **Show previous** option for **Row logic**.

- \Box With the cursor in the **Row logic** field, enter Q1 (1).
- **D** Engage the Show previous option for Row logic. A check mark will appear in the Show previous check box.

□ Select the Add button or press Enter to add the row.

Your cursor should have returned to the **Row name** field. The contents of the **Row logic** field should remain, as illustrated below. You are ready to enter the remaining answers in the Q.1 Hours per week spent participating in outdoor activities at Arizona parks question.

□ Enter 1-3 hours per week in the Row name field, then press Tab.

The cursor moves to the right within the **Row logic** field. 1-3 hours per week is still variable Q1, but its value is 2. Entering the answers becomes a very quick task if you carefully follow these subsequent instructions:

 \Box Press the left cursor key (\leftarrow) once to place the cursor within the parentheses (shown below).

<u>R</u> ow name	(18 / 480)	Show previous
1-3 hours per wee	łk	
Row <u>l</u> ogic	(6 / 480)	Show previous
Q1 (1)		
ress Ctrl+Right Ar	row to complete a p	artial variable name
Rows		
Rows Less than 1 hour	per week	Add
	per week	<mark> </mark>

□ Press the Backspace key once to erase the 1 (the Less than 1 hour per week value).

□ Enter 2 (the value for 1-3 hours per week).

Dress Enter.

(Since the Add button has the focus {i.e., it is surrounded by a dark black border}, pressing Enter is the equivalent of using the mouse to select Add. The advantage to pressing Enter is that you do not have to remove your hands from the keyboard, thereby speeding up this process.)

The cursor has returned to the Row name field.

□ Enter 4–6 hours per week in the Row name field, then press Tab.

Note the cursor not only moved within the **Row logic** field, but is now positioned just inside the right parenthesis.

□ Press the Backspace key to erase the 2 (the 1-3 hours per week value).

- □ Enter 3 (the value for 4-6 hours per week), then press Enter.
- □ Enter 7-9 hours per week in the Row name field, then press Tab.
- \Box Press the **Backspace** key to erase the 3.
- □ Enter 4, then press **Enter**.

Enter the remaining answers listed on the sample questionnaire.

 \Box When you are done entering the answers for Q.1, select **OK** to close the **Add Row** dialog box.

Creating Tables from a Labeled SPSS File or Other Variable-Type Data File

You may not be interested in using all of the variables from your labeled SPSS data file as tables and/or you may wish to change row text, row logic, table titles or add new tables to your job file. The WinCross **Setup|Express Tables from Variable Data** menu option lets you create tables for selected variables and make changes to those tables.

Select Setup|Express Tables from Variable Data to display the Express Tables from Variable Data dialog box if it is not already displayed.

📝 Express Tables from Variable	Data - C:\tag	WCEval\Exam	ple\Example.sav							- 🗆	\times
55 Varia <u>b</u> les (0 selecte	ed)	10	00 Cases	0 Tab <u>l</u> e	s (0 s	elected)		Find a <u>t</u> able	:	Find N	lext
Find a variable:		Find Ne	xt	Name	Title					Ind	lex
🗹 Scan data when creati	ng tables:	scan 100	cases								
Use glossary transform	ations	Creat	te 1 Table								
Name Type RESP Nume		Create	one Table								
RESP Nume GENDER Nume			0 Rows								
Q1 Nume			One Table								
Q2_1 Nume			Net Logic								
Q2_2 Nume Q2_3 Nume			ry of Means								
Q2_4 Nume			of Frequencies								
Q2_5 Nume		Summ	ary of NPS								
Q2_6 Nume Q2_7 Nume			l Table with a requency Row								
	+										
 Compute and display the Scan all cases 		<u> </u>	itomatically								
Name: Type:	- Scall 100	cases									
			\$\lambda \lambda \l								
Code Value Label	F	requency	Percent								
				û ∐p		1 ² 8 Re <u>n</u> umbe	er	g Dupli <u>c</u> ate	Select <u>A</u> ll	V Filter	
				- ₽ <u>D</u> o	wn	120 Reinde <u>x</u> .		<u>E</u> dit	<u>E</u> ormat	\times Delete.	
Save Changes	Apply Chan	ges and <u>R</u> u	n Tables	Show	job file	e definition vie	w		OK Can	cel 🕜 H	ielp

In the example above, the **Job file definition** window is not displayed because the **Show job file definition view** check box is not enabled. This window will display the job file view of the tables selected and allows you to edit in this window. Once the **Show job file definition view** check box is enabled, it will remain enabled across WinCross sessions.

□ Enable the **Show job file definition view** check box to display the **Job file definition** window.

📝 Express Tables from Variable Data - C:\tag	\WCEval\Example\Example.sav		— 🗆 X
55 Varia <u>b</u> les (0 selected)	100 Cases	0 Tables (0 selected)	Find a <u>t</u> able: Find Next
Find a <u>v</u> ariable:	Find Next	Name Title	Index
Scan data when creating tables:	scan 100 cases		
Use glossary transformations	Create 1 Table		
Name Type A RESP Numeric GENDER Numeric	Create One Table with 0 Rows		
Q1 Numeric Q2_1 Numeric	Create One Table Using Net Logic		
Q2_2 Numeric	Summary of Means		
Q2_3 Numeric Q2_4 Numeric	Summary of Frequencies		
Q2_5 Numeric	Summary of NPS		
Q2_6 Numeric Q2_7 Numeric	Create 1 Table with a Single Frequency Row		
Compute and display the frequence Scan all cases Scan 100	<u> </u>	123 Renumber	Duplicate Select <u>A</u> ll ∨ Filter
Name:		Down i ² Reindex	🖍 Edit 🛄 Eormat 🛛 🕅 Delete
Type:	^	Job file definition: Press	s Ctrl+Right Arrow to complete a partial variable name
	~ ~		î li în centre de la
Code Value Label F	requency Percent		
Save Changes Apply Char	nges and <u>R</u> un Tables	Show job file definition view	OK Cancel 🚱 <u>H</u> elp

In the example above, the variable RESP from the SPSS data file is the first variable in the list. This would normally not be a useful table, so you probably would not select this variable to use for creating a table.

55 Vari	a <u>b</u> les (1 selected)			100 Cases	0 Tab <u>l</u> es	(0 select	ed)	Find a <u>t</u> able:		Find Next
Find a <u>v</u>	ariable:		Find I	Next	Name	Title				Index
	data when creating table lossary transformations	s: s	scan 10	00 cases						
Name		~	Cre	ate 1 Table						
RESP GENDEI	Numeric			ite One Table ith 2 Rows						
Q1 Q2_1	Numeric Numeric	2		te One Table ng Net Logic						
Q2_1 Q2_2	Numeric	1	Sumr	nary of Means	i l					
Q2_3 Q2_4	Numeric Numeric	[Summa	ry of Frequencies						
Q2_5	Numeric		Sun	nmary of NPS						
Q2_6 Q2_7	Numeric Numeric	•		e 1 Table with a Frequency Row						
Comp	ute and display the freque	ency	/ report	automatically	습 Up	123	Renumber	, Dupli <u>c</u> ate	Select All	V Filter
) S	can all cases 🛛 🔾 Scan 🗄	1000) case	s			_		_	
	GENDER				→ <u>D</u> ov	VN 148	Reinde <u>x</u>	✓ <u>E</u> dit	Eormat	Delete
Type: N					<u>]</u> ob file o	lefinition:	Press	Ctrl+Right Arrow to	complete a pa	rtial variable name
Gender				^						^
				~						
Code	Value Label	Fr	equency	Percent 🔨						
1 2	Male Female		37 63	37.0 63.0						
2	Felliare			=====						
<	Total		100	100.0 ¥						~
<u> </u>	ve Changes Apply Ch	nang	jes and j	<u>R</u> un Tables	Show j	job file defi	nition view		OK Can	cel 🕜 <u>H</u> elp

□ Select the next variable (GENDER) in the Variables list box.

When the variable GENDER is selected, notice the frequency report for that variable below the **Variables** list box. This frequency information can be helpful in determining if you want to create a table for the selected variable. If you are not interested in viewing the frequency report for variables selected, you can uncheck the **Compute and display the frequency report automatically** checkbox.

📅 Express Tables from Variable Data - C:\tag\WCEval\Example\Example.sav											— D	\times
55 Vari	a <u>b</u> les (1 selected)	1	00 Cases	1 Tab <u>l</u> e	(1 sel	lected)		Find a <u>t</u> able:			Find N	lext
Find a <u>v</u>	ariable:	Find Ne	xt	Name	Title	_						lex
	data when creating tables	scan 100	cases	GENDER	Gende	er					1	
	lossary transformations		te 1 Table									
Name RESP	Type ^	Create	e One Table									
GENDER			n 2 Rows									
Q1	Numeric		one Table Net Logic									
Q2_1 Q2_2	Numeric		ry of Means	1								
Q2_3	Numeric		of Frequencies]								
Q2_4 Q2_5	Numeric		ary of NPS	1								
Q2_6	Numeric	Create	1 Table with a	il .								
Q2_7	Numeric 🗸		equency Row									
	ute and display the frequer	<u> </u>	utomatically	û ∐p		1 ² 3 Renumber	r	🖅 Dupli <u>c</u> ate	Sele	ct <u>A</u> ll	Filter	
~	can all cases 🔿 Scan 🔟	000 cases		J Do	wn	1 ² 3 Reinde <u>x</u>		🥖 <u>E</u> dit	E F	ormat	🗙 Delete	
Name: Type: N	GENDER umeric											
Gender			^	<u>J</u> ob file			ress Ct	rl+Right Arrow to	o comple	ete a par	tial variable	name
			~		DER^1		F,RV,	s1,p0,v1,sa	,SP			
Code	Value Label	Frequency	Percent ^	Gene	der	swering^T			·			
1	Male	37	37.0	Male	e∧	GENDER (1))					
2	Female	63	63.0	Fema	ale^	GENDER (2))					
	Total	100	100.0 ~									
<			>									~
🔚 <u>S</u> a	ve Changes Apply Cha	nges and <u>R</u> u	n Tables	Show	job file	e definition viev	N		ОК	Cano	el 🕜 E	lelp

□ With the variable GENDER still selected, choose Create 1 Table to create a table for GENDER. The variable Name becomes the table Name and the variable Label becomes the table Title. The variable Value Label and Codes become rows on the table. The Job file definition window now displays how the table will look in the WinCross job file.

Note that when you are using a variable-type data file that does not have variable and value labels, the row text will be generated using the code value and the variable name will be used as the table title (see example below using a tab-delimited data file).

The advantage to using **Express Tables from Variable Data** for creating tables with a variable-type data file that does <u>not</u> have labels is that you can create the base tables and then edit the row text in a number of ways. You can copy descriptions from the questionnaire and paste them into WinCross using the **Table Editor** tab of **Express Tables from Variable Data**. You can edit the rows here or in **Setup|Tables|Edit as Text** or **Edit Row** or you can edit the job file in WinCross using **View|Job File** or another text editor.

📝 Expres	ss Tables from Varia	able Data - C:\t	ag\W	/CEval\Exan	nple\Example.sav								—		\times
55 Vari	a <u>b</u> les (1 sele	cted)		1	00 Cases	1 Tab <u>l</u> e	(1 se	elected)		Find a <u>t</u> ab	ole:			Find N	ext
Find a y	ariable:			Find Ne	×t	Name	Title							Ind	ex
🗹 Scan	data when cre	ating tables	s: s	can 100	cases	GENDE	Gend	ler						1	
🗹 Use g	lossary transfo	ormations													
Name	T	/pe	지님	Crea	te 1 Table										
RESP		umeric			e One Table										
GENDE	R Ni	umeric	15		n 2 Rows										
Q1	N	umeric			One Table										
Q2_1		umeric	15		Net Logic										
Q2_2		umeric		Summa	ry of Means										
Q2_3 Q2_4		umeric umeric		Summary	of Frequencies										
Q2_4 Q2_5		umeric		Sumn	nary of NPS										
Q2_5 Q2_6		umeric	11	Creater	1 Table with a	-									
Q2_7	N	umeric	~		requency Row										
Comp	ute and display	/ the freque	ncy	report a	utomatically	ပါ။ ကို Up		1 ² 3 Renum	her			Select All		ilter	
S	can all cases	O Scan 1	000	cases			_				-		_		
Name:	GENDER					- √- <u>D</u> o	wn	1 ²³ Reinde	<u>×</u>	🥒 <u>E</u> dit		Eormat <u>F</u> ormat	X I	Delete.	••
	lumeric					Job file	defini	tion:	Press	Ctrl+Right Arrow	w to	complete a pa	rtial va	riable r	name
Gender					^	_				ourragiterator					Â
					~	OR, Gen	ov,o		SF,R	v,s1,P0,V1,	sa,	SP			
Code	Value Label		Fre	equency	Percent ^	Tot	al Ar	nswering/							
1	маlе			37	37.0	Mal		GENDER							
2	Female			63	63.0	Fem	a ie^	GENDER (2)						
	Total			100	100.0 ~										
<	IULAI			100	100.0 *										~
<u> </u>	ive Changes	Apply Ch	ang	es and <u>R</u> u	n Tables	Show	job fil	e definition v	view		C	K Can	cel	8 H	elp

Now, that one table has been created, let's create more tables by selecting more than one variable.

📅 Express Tables from Variable Data - C:\ta	ag\WCEval\Example\Example.sav			— 🗆 X					
55 Varia <u>b</u> les (10 selected)	100 Cases	1 Table (1 selected)	Find a <u>t</u> able:	Find Next					
Find a <u>v</u> ariable:	Find Next : scan 100 cases	Name Title GENDEF Gender		Index 1					
Q2_1 Numeric Q2_2 Numeric Q2_3 Numeric Q2_4 Numeric Q2_5 Numeric Q2_6 Numeric Q2_7 Numeric Q2_8 Numeric Q2_9 Numeric	Create 10 Tables Create One Table with Many Rows Create One Table Using Net Logic Summary of Means Summary of Frequencies Summary of NPS Create 10 Tables with								
Q2_10 Numeric ✓ Compute and display the freque	<u> </u>	<u>□</u> □ ² 3 Renumber <u>□</u> □ □ □ □ □ □ □ □ □ □ □ □	✓ Edit	Select <u>All</u> Filter					
Code Value Label Frequency Precent Code Strongly Disagree S 5.0 2 Somewhat Disagree 16 16.0 16.0									
3 Somewhat Agree 4 Strongly Agree Image: Save Changes Apply Changes	31 31.0 48 48.0 × anges and <u>R</u> un Tables	Show job file definition view	ОК	Cancel 2 Help					

□ Select the next variable (Q1) in the Variables list box. Scroll down to variable Q2_10. With the Shift key selected, click on variable Q2_10. This will select all variables from Q1 through Q2_10.

When multiple variables are selected, the frequency report will display the frequency information for the first variable selected.

📝 Expres	ss Tables from Variable Data - C:\ta	ag\WCEval\Exar	nple\Example.sav					_		\times
55 Vari	a <u>b</u> les (10 selected)	1	00 Cases	11 Tab <u>l</u> e	es (10 selected)	Find a	table:		Find Ne	ext
Find a <u>v</u>	ariable:	Find Ne	ext	Name	Title				Inde	x 🔨
🖂 Scan	data when creating tables	: scan 100	cases	GENDER	Gender				1	
	lossary transformations			Q2_1	Q.2 Agreement wi outdoors person	th the following st	atement: I consider	myself an	2	
Name	Type	Creat	e 10 Tables) ~~_1		th the following st	atement: I wish the	parks wer		
Q2_1	Numeric		e One Table	Q2_2	open for longer ho			· .	3	
Q2_2	Numeric		1 40 Rows	Q2_3		th the following st ad after school pro	atement: I wish all (orams for kide	of the loca	al 4	
Q2_3	Numeric		e One Table Net Logic	Q2_5			atement: I trust that	at the		
Q2_4	Numeric	-	, ,	Q2_4	Arizona Parks and	Recreation staff a	re well-trained.		5	
Q2_5 Q2_6	Numeric Numeric	-	ary of Means	Q2 5	Q.2 Agreement wi Arizona park at le		atement: I usually v	/isit an	6	
Q2_0 Q2_7	Numeric	Summary	of Frequencies	Q2_5	•		atement: I wish all l	hiking path		
Q2_8	Numeric	Sumr	nary of NPS	Q2_6	in Arizona parks w	vere paved.			7	
Q2_9	Numeric		10 Tables with	0.2.7	Q.2 Agreement wi	th the following st	atement: I enjoy vis	siting the	-	~
Q2_10	Numeric	One Fr	eq. Row Each	<					2	>
Comp	ute and display the freque	ncy report a	utomatically	👉 <u>U</u> р	1 ² 3 Renumb	oer 😓 Dupli	cate Select <u>A</u> ll	V F	ilter	
S	can all cases 🛛 🔿 Scan 🤳	000 cases		J Do	vn 123 Reindex	🥒 <u>E</u> dit.	Forma		elete	-
Name:	• -				I-3 Keinde <u>2</u>	<u></u> <u>P</u> uit			elete	•
	lumeric			<u>J</u> ob file	definition:	Press Ctrl+Right A	Arrow to complete a	partial var	riable n	ame
	reement with the following s an outdoors person	tatement: I c	onsider 🗠	то2 3	_∧2					^
			~	OR,	0V,0I2,0%,R%,	SF,RV,S1,P0,	V1,SA,SP	_		
Code	Value Label	Frequency	Percent ^		Agreement wi al Answering^		wińg śtatemen [.]	t: 1 co	nside	ar i
1	Strongly Disagree	5	5.0	Stro	ongly Disagre	e^ Q2_1 (1)				
2	Somewhat Disagree	16	16.0		ewhat Disagre ewhat Agree^	$e^{02_1}(2)$ $q_{2_1}(3)$				
3	Somewhat Agree	31 48	31.0 48.0 ¥	Stro	ngly Agree	\tilde{q}_{2}^{2} (4)				
<	Scrongry Adree	40	40.0 *	< 1						>
🔒 <u>S</u> a	ave Changes Apply Cha	anges and <u>R</u> u	un Tables	Show	job file definition v	iew	ок	Cancel	🕜 <u>H</u> e	lp

□ With variables Q1 through Q2_10 still selected, choose **Create 11 Tables** to create tables for variables Q1 through Q2_10. The variable **Name** becomes the table **Name** and the variable **Label** becomes the table **Title**. The variable **Value Label** and **Codes** become rows on the table. The **Job file definition** window displays how the tables will look in the WinCross job file.

You can select multiple variables and use the **Create One Table with Many Rows**, **Create One Table Using Net Logic**, **Summary of Means** or **Summary of Frequencies** options to combine rows from multiple tables. This can be especially useful when creating summary tables.

Let's create tables for the remainder of the variables in the EXAMPLE.SAV data file.

躇 Express Tables from Variable Data - C:\t	ag\WCEval\Example\Example.sav	[×
55 Varia <u>b</u> les (41 selected)	100 Cases	11 Tables (10 selected) Find a table: Fin	nd Next
Find a <u>v</u> ariable:	Find Next	Name Title	Index ^
Scan data when creating tables Use glossary transformations	s: scan 100 cases	GENDEF Gender Q.2 Agreement with the following statement: I consider myself an Q2_1 outdoors person	1
Name Type Q6A_5 Numeric Q6A_6 Numeric Q6A_7 Numeric Q7 Numeric Q8 Numeric Q9 Numeric Q10 Numeric EDUCATION Numeric	Create One Table with Many Rows Create One Table Using Net Logic Summary of Means Summary of Frequencies Summary of NPS	Q.2 Agreement with the following statement: I wish all of the local Q2_3 parks in Arizona had after school programs for kids. Q.2 Agreement with the following statement: I trust that the Q2_4 Arizona Parks and Recreation staff are well-trained. Q.2 Agreement with the following statement: I usually visit an Q2_5 Arizona park at least once a week. Q.2 Agreement with the following statement: I wish all hiking paths	3 4 5 6 7
INCOME Numeric WEIGHT Numeric	Create 41 Tables with One Freq. Row Each	Q.2 Agreement with the following statement: I enjoy visiting the	~ ~
© Compute and display the freque (a) Scan all cases (b) Scan 1 Name: INCOME Type: Numeric	· _ ·		ete
Q.12 Which of the following best d household income? Code Value Label 1 Under \$30,000 2 Between \$30,000 a 3 Between \$40,000 a 4 Between \$50,000 a	Frequency Percent 31 31.0 18 18.0 10 10.0 14 14.0	TQ2_1A2 OR,OV,OI2,O%,R%,SF,RV,S1,PO,V1,SA,SP Q.2 Agreement with the following statement: I cons Total AnsweringATNA1 Strongly DisagreeA Q2_1 (1) Somewhat DisagreeA Q2_1 (2) Somewhat AgreeA Q2_1 (3) Strongly AgreeA Q2_1 (4)	^
Save Changes Apply Ch	anges and <u>R</u> un Tables	Show job file definition view OK Cancel] <u>H</u> elp

- □ Select variable Q3_1 in the Variables list box. Scroll down to variable INCOME. With the Shift key selected, click on variable INCOME.
- □ With variables Q3_1 through INCOME still selected, choose Create 41 Tables to create tables for variables Q3_1 through INCOME.
- Select OK to close the Express Tables from Variable Data dialog box.

Now that you've created some basic tables using **Setup|Express Tables from Variable Data**, we will use **Setup|Tables** to make changes to these tables. When you become more familiar with the WinCross job file and the job file option codes, you may want to explore using the **Edit** feature in **Setup|Express Tables from Variable Data** to edit your tables at creation time.

Making Changes to Tables Created from a Labeled SPSS File

WinCross provides multiple ways of modifying tables and table options, filters and statistics. The **Globally Modify Tables** options let you make changes to multiple tables at once saving valuable editing time.

e Edit Sea	arch Setu	p Run Tools V	iew Window	Help		
	1	Job Settings		Ctrl+J	◆ 🖻 🗖 🖊	2 A
		Profile Settings		Ctrl+D	-	
Data:	C:\tai	Glossary Variables.				
Word	-3	Express Tables from	n Variable Data	F9		
1		Tables		Ctrl+T		-
	-Ce	Globally Modify Ta	bles		Table Options	f
1	D	Banner Templates	from Variable Dat	ta Shift+F9	Z Table Statistics	· 8
2	A	Banners		Ctrl+B	🂱 🛛 Table Filters	9
3					<u> </u>	3
4	1	Chart Style			3	1
5	+2	Chart Content				3
6	+2	churt contentai			2	1
7		Memorized Report	s	•	4	3
8	1	8	1		3	3
9		9	1	7	4	4
10		10	1	7	2	4
11		11	2	4	3	3
12		12	2	2	3	3
Data	Variable	ac.				
Data	variable	55			Ready	

You can modify table options, table filters and table statistics globally across many tables. For purposes of this tutorial, we will modify one table using the table, filter and statistics options of **Setup|Tables**.

Setup Tables Table title (6 / 1000) Gender Tables Rows Seq. # Row Name Seg. # Name Table Title 💠 Add Table(s) ... Table Name... + Add Freg Row... 2 Q1 Q.1 On average, how many hours per week do you spend participa Q.2 Agreement with the following statement: I consider myself an 2 Female 02 1 E Renumber.. Edit Row Q.2 Agreement with the following statement: I wish the parks wer 4 Q2_2 Q.2 Agreement with the following statement: I wish all of the loca Q.2 Agreement with the following statement: I trust that the Arizc 5 02 3 📝 Edit as Text... Row Options... 6 Q2_4 Filter... Q.2 Agreement with the following statement: I usually visit an Ariz Q.2 Agreement with the following statement: I wish all hiking path 7 02 5 😽 Cu<u>t</u> 8 Q2_6 Table Options.. Сору 9 02 7 0.2 Agreement with the following statement: I enjoy visiting the A Q.2 Agreement with the following statement: I like being able to re Q.2 Agreement with the following statement: I love the bike trails 10 Q2_8 Statistics. Paste 11 Q2_9 Comments. Q.2 Agreement with the following statement: I hope that more par Q.3 How often do you: Send or read e-mail 12 Q2_10 🗙 Delete Q3_1 😽 Cut Q.3 How often do you: Read news and current events Q.3 How often do you: Participate in organized sports at Arizona p 14 Q3_2 15 Q3_3 Сору Q.3 How often do you: Hike or bike in Arizona parks 16 Q3_4 Paste Q.3 How often do you: Use the after school program offered at so Q.3 How often do you: Children participate in summer recreation p 17 03 5 18 Q3_6 X Delete (13 / 1024) Row logic ☆ Move Up
✓ Move Down Word wrap GENDER (1) 53 tables, 1 selected Press Ctrl+Right Arrow to complete a partial variable name Find a table: Find Next Table OK Cancel 🕢 Help

□ Select **Setup|Tables** to display the tables you created from your labeled SPSS data file.

Notice the row names and row logic that were generated for the GENDER table. You can select through the tables in the **Tables** list box and make any desired changes using the **Setup|Tables** options without having to enter the majority of the rows for each table.

Adjusting Table Options & Table Filters

You may recall previously setting preferences for WinCross tables using features accessed from the **Setup|Profile Settings** menu. Those settings are in effect for every table created. You will now use table and filter options to change settings for an individual table.

able title:			Table Options: Table Q1
.1 On average, h Tables	ow many hours per week do you spend participating in outdoor activitie	s at Arizona parks?	Table options Summary rows: Frequency decimal places: Total Percent decimal places: Total answering Sigma
Seq. # Name	Table Title	Add Table(s)	No answer
1 GENDER	Gender		
2 Q1	Q.1 On average, how many hours per week do you spend participa	Table Name	Frequency Percentage Off
3 Q2_1	Q.2 Agreement with the following statement: I consider myself an	Renumber	Vertical percent
4 Q2_2	Q.2 Agreement with the following statement: I wish the parks wer		Horizontal percent
5 Q2_3	Q.2 Agreement with the following statement: I wish all of the loca	📝 Edit as Te <u>x</u> t	Constant percent
6 Q2_4	Q.2 Agreement with the following statement: I trust that the Arizc		Hide blank rows
7 Q2_5	Q.2 Agreement with the following statement: I usually visit an Ariz	Filter	Suppress weighting
8 Q2_6	Q.2 Agreement with the following statement: I wish all hiking path	Table Options	
9 Q2_7	Q.2 Agreement with the following statement: I enjoy visiting the A		Indent levels: 2 spaces 👻
10 Q2_8	Q.2 Agreement with the following statement: I like being able to re	Statistics	Show percent sign (%)
11 Q2_9	Q.2 Agreement with the following statement: I love the bike trails	Comments	Show dollar sign (\$)
12 Q2_10	Q.2 Agreement with the following statement: I hope that more par		Show comma (,)
13 Q3_1	Q.3 How often do you: Send or read e-mail	Cut	Append next table
14 Q3_2	Q.3 How often do you: Read news and current events		
15 Q3_3	Q.3 How often do you: Participate in organized sports at Arizona p	Сору	Ranking options
16 Q3_4	Q.3 How often do you: Hike or bike in Arizona parks	Paste	Method Order
17 Q3_5	Q.3 How often do you: Use the after school program offered at so	<u></u>	By frequencies/means
18 Q3_6	Q.3 How often do you: Children participate in summer recreation p	🗙 Delete	Rank O By percents/means O Descending
Move Up	Wove Down	Word wrap	O By a previous table
53 tables, 1 sele	cted		Show rank number in all cells
Find a table:		Find Next Table	

□ Highlight Table Name Q1 in the Tables list and select Table Options.

□ Disengage the option entitled, **No answer** (you can select **Help** within the **Table Options** dialog box, then display the <u>Table Options</u> topic to learn about this option).

Select OK.

Filter: Table Q1	
Filter type Total Total Total answer	ring 💿 Sigma 💿 Net Total (Indexed)
Rows to exclude from	. S <u>ig</u> ma
Filter title:	(15 / 480)
Total Answering	
Filter logic:	(2 / 1024)
TN Press Ctrl+Right Arrow to c	omplete a partial variable name
Frequency Vertical Percent	If weighted, show unweighted filter
Horizontal percent	If weighted, show effective sample size used for statistics
☐ Hide filter ✓ Show percent sign (%)	Volumetric filter
Filter title options	table title
 Show filter title on filter 	
	OK Cancel 2 Help

Now, you will modify a filter for this table.

- Choose Filter.
- **Change the Filter type from Total to Total Answering**.
- □ Verify the Filter logic field reads TN. TN is logic that can be used to represent "*Total n*" in WinCross and is generally used for Table filter logic and Banner column logic.
- Select OK.

Working with Statistics

Often, you or a client will want statistics—such as mean, standard deviation and/or standard error—to appear on reports. In reporting such data, it may be necessary to exclude certain rows from the calculations, as you'll learn in this example:

 \Box Select table Q6_1 in the **Tables** list box.

itatistics	Scaling	Exclusions
Sample size for statistic base	O not scale	Select rows, if any, to
Mean	🗇 Divide by 10	exclude from statistics
Mean confidence interval (lower) Select	🗇 Divide by 100	Strongly Disagree
Mean confidence interval (upper) Level	Divide by 1,000	Somewhat Disagree
Standard deviation	🗇 Divide by 10,000	Somewhat Agree
Standard error		Strongly Agree
Median	Statistical testing	Don't Know
Grouped median	Means	
1st Quartile	Percents	
3rd Quartile	Chi-Square	
Mode		
] Minimum	Decimal places	
Maximum	Central tendency 2	
Effective sample size for statistic base		
Mean number of mentions	Variability 2 🔻	
ercentiles		· · ·
99 🔺		
98		
97 96 Show dollar sign (\$)		
95 • Show comma (,)	OK	Cancel 🕜 <u>H</u> elp

□ Select Statistics within the Setup Tables dialog box.

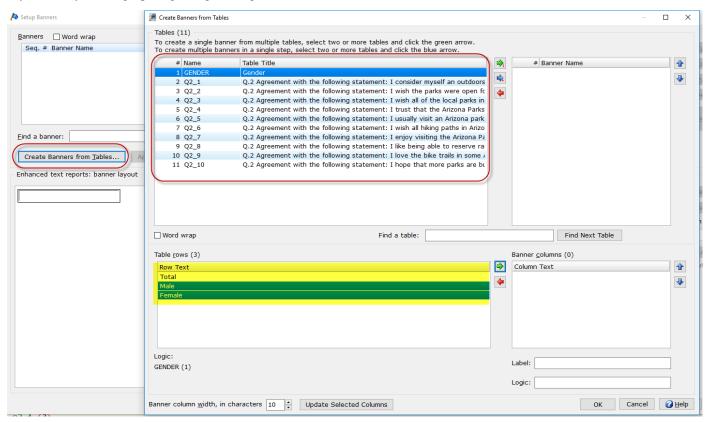
□ Your report should include the Mean, Standard deviation and Standard error in relation to the responses for Question 6, so engage these three respective options in the Table Statistics dialog box.

Row 5 (Don't Know) should not be included in the agreement statistics, for it is the response chosen by those respondents who answered Don't Know to Q.6 Agreement with the following statement – I do not know much about or have never heard of: North Mountain Park.

- □ Confirm that the **Means** and **Percents** options for **Statistical testing** are selected. These are the WinCross defaults selected in preparation for banner-level statistical testing. Statistical testing must be selected at the table <u>and</u> banner level.
- Select Don't Know in the field entitled, Select rows, if any, to exclude from statistics.
- Select **OK** to close the **Table Statistics** dialog box.
- Select **OK** to close the **Setup Tables** dialog box.

Adding Banners

A banner consists of banner columns, each defined as a group of respondents within your data. You can easily create a banner using the **Create Banners from Tables** option if you have already created tables and then use the **Edit Banner** feature to make any necessary wording, spacing or logic changes.



You can also double-click a **Banner column** in the **Banner columns** list to edit the **Column label** and **Column logic** prior to creating the banner. This can save valuable banner editing time.

# Name	Table Title	⇒.	# Banner Name	1
1 GENDER 2 Q2_1 3 Q2_2 4 Q2_3 5 Q2_4 6 Q2_5 7 Q2_6 8 Q2_7 9 Q2_8 10 Q2_9 11 Q2_10	Gender Q.2 Agreement with the following statement: I consider myself an outdoors Q.2 Agreement with the following statement: I wish the parks were open fc Q.2 Agreement with the following statement: I wish all of the local parks in Q.2 Agreement with the following statement: I usually visit an Arizona park Q.2 Agreement with the following statement: I usually visit an Arizona park Q.2 Agreement with the following statement: I usually visit an Arizona park Q.2 Agreement with the following statement: I usually visit an Arizona park Q.2 Agreement with the following statement: I enjoy visiting the Arizona Park Q.2 Agreement with the following statement: I leave be ble to reserve ra Q.2 Agreement with the following statement: I like being able to reserve ra Q.2 Agreement with the following statement: I love the ble trails in some P Q.2 Agreement with the following statement: I love the ble trails in some P Q.2 Agreement with the following statement: I love the ble trails in some P Q.2 Agreement with the following statement: I love the ble ble trails in some P Q.2 Agreement with the following statement: I love the ble ble trails in some P Q.2 Agreement with the following statement: I love the ble ble trails in some P Q.2 Agreement with the following statement: I love the ble ble trails in some P Q.2 Agreement with the following statement: I love the ble ble trails in some P <th>•</th> <th></th> <th>•</th>	•		•
Word wrap Table rows (3) Row Text Total Male Female	OK Cancel 2 Help		Find Next Table Banner columns (0) Column Text	4
Logic: GENDER (1)			Label:	

For this tutorial, you will create a new banner using the **New** option and you will use a **Total** column and the variable **Gender** for creating banner columns.

Choose Setup|Banners.

□ Select New.

A Setup Banners			
Banners	Number of columns: 0	<u>₽ New</u>	Cut
	Add Banner	Move Up Move Down	Delete
Eind a banner: Create Banners from Tables Apply	Banner 1	<u>E</u> dit E	3anner
Enhanced text reports: banner preview	OK Cancel @ Help	Columns	
		*	Select All Deselect All Width (in pixels): 70
		- ОК С	Apply Auto apply Cancel

□ Enter Banner 1 as the Banner name, then select OK.

	Cells Layout Help						
<u>B</u> anner title:		(0 / 480)	Eilter title:				(0 / 480)
			Filter logic				(0 / 1024)
Column to use for r	anking 1 • Number of colu	mns 3 🛧 App	bly	Press Ctrl+Righ	t Arrow to complete a p	artial variable name	
1	2 3		and the second sec				
basessesses b							
(A)	(B) (C)						
Columns	Logic Width and Spacing Op	tions Horizontal/Co	onstant Percents	Weights Con	parison Groups (0)		
1 (A)			onstant Percents	Weights Con	parison Groups (0)		
1 (A)	Logic Width and Spacing Op Banner logic for selected colum		onstant Percents	Weights Con	aparison Groups (0)		
\frown			onstant Percents	Weights Con	aparison Groups (0)		
(1 (A)		n:		Weights Con	aparison Groups (0)		
1 (A)	Banner logic for selected colum	n:		Weights Con	aparison Groups (0)		
1 (A)	Banner logic for selected colum	n:		Weights Com	aparison Groups (0)		
1 (A) 2 (B) 3 (C)	Banner logic for selected colum	n:		Weights Con	aparison Groups (0)		
1 (A) 2 (B) 3 (C) Select All	Banner logic for selected colum	n:		Weights Con	nparison Groups (0)		
1 (A) 2 (B) 3 (C)	Banner logic for selecte <u>d</u> colum Press Ctrl+Right Arrow to compl	n:	name	Weights Con	nparison Groups (0)	ОК	Cancel

□ Enter 3 in the Number of columns field or use the arrows to advance from 1 to 3, then select Apply. The Columns list should now display three columns, numbered 1-3.

□ Select Edit Banner.

🖉 Banner Editor -	Banner 1	100			I DAA	-	20
Edit Rows Co	lumns Cells Layo	ut Help					
<u>B</u> anner title:					(0 / 480)	<u>F</u> ilter title:	
						Filter logic:	
Column to use	e for ran <u>k</u> ing 1	✓ <u>N</u> umb	er of colun	ins 3	Apply		Press C
1	2	3					
TOTAL	MALE	FEMALE					
(A)	(B)	(C)	-				

- Desition the cursor in column 1 and enter TOTAL. Select the Tab key to advance the cursor to the next column.
- □ Enter MALE. Select the **Tab** key to advance the cursor to the next column.
- □ Enter FEMALE.



□ Let's center the banner text you just entered by highlighting the text and selecting **Center Justify** from the **Cells** menu. You will want to create a dashed line above MALE and FEMALE that will span these two columns so you can enter the title GENDER over the spanned columns.

Edit Rows Colum	ns Cells Layout	Help
Ban Insert at	Current Row F3	
Insert Be	elow Selected Row F4	
Delete S	elected Rows	
Column to use to	or ran <u>k</u> ing 1	Number of a
1	2	3
TOTAL	MALE	FEMALE
(A)	(B)	(C)
Columns	Logic W	idth and Spacing
1 (A) 2 (B) 3 (C)	Banner lo	ogic for selecte <u>d</u> co
	Press Ctr	I+Right Arrow to co

Position the cursor in any column of the new banner and select Rows|Insert at Current Row from the Banner Editor tools menu. This new row will be used to enter the dashed line and title GENDER above the MALE and FEMALE columns.

Edit	Rows	Columns	Cells	Layout	Help
Merge	Selecte	d Cells	Ctrl+N	u T	
Unme	rge Sele	cted Cell	Ctrl+	U	
Select	All		Ctrl+	A	
Top Ju	ustify				~
Bottor	m Justify	'			
Left Ju	istify		Ctrl+	L	
Cente	r Justify		Ctrl+	E	
Right	Justify		Ctrl+	R	
Lower	case	Shif	t+Ctrl+	L	
Upper	case	Shift	t+Ctrl+	υ	
Title C	ase	Shif	t+Ctrl+	т	
Trim S	paces				
Auto-	Size Und	lerlines Shift	t+Ctrl+	A	

Position the cursor in the first (top) row of column 2. While holding the left mouse key down, drag the mouse to column 3. Both columns 2 and 3 should now be highlighted.

□ From the Banner Editor tools menu, select Cells|Merge Selected Cells.

Edit Rows Colum	ns Cells Layout	Help	
<u>B</u> anner title:			
Column to use fo	r ran <u>k</u> ing 1	✓ <u>N</u> umber of	co
Column to use fo	or ran <u>k</u> ing 1	 <u>N</u>umber of 3 	co
	2		co
	2	3	co

□ Position the cursor in the row of column 2 and enter GENDER.

□ Select the Enter key after typing GENDER and enter dashes across the merged row under GENDER.

□ Highlight GENDER and select **Cells|Center Justify** to center the GENDER heading.

Now you are ready to enter logic for each of the three banner columns.

🖉 Banner Editor -	Banner 1	an a set		(2 H O	X
Edit Rows Colu	mns Cells Layout Help				
<u>B</u> anner title:		(0 / 480) <u>Eilter title:</u>			(0 / 480)
		Filter logic:			(0 / 1024)
Column to use	for ranking 1 • Number of columns 3	Apply	Press Ctrl+Right Arr	ow to complete a partial variabl	e name
1	2 3 GENDER				A
TOTAL	MALE FEMALE				
(A)	(B) (C)				
Columns	Logic Width and Spacing Options	Horizontal/Constant Percents	Weights Compari	son Groups (0)	
2 (B) 3 (C)	Banner logic for selected column:				(2 / 1024)
	Press Ctrl+Right Arrow to complete a p	rtial variable name			
Select Al					
Clear All	Statistical Testing	anner 🥑 Undo	🦉 Redo		OK Cancel 2 Help
Current column	: 1 Current row: Cell	width: Ce	ell height:	Total width: 33	

- Confirm the Logic tab is the currently selected tab on the Banner Editor dialog box. If it is not the currently selected tab, select the Logic tab.
- □ Select 1 in the Columns list box, then enter TN in the adjacent Banner logic for selected column field. TN is logic that can be used to represent "*Total n*" in WinCross and is generally used for Table filter logic and Banner column logic.
- □ Press Enter or select 2 in the Columns list box.
- □ Enter GENDER (1) in the Banner logic for selected column field.

- □ Press Enter or select 3 in the Columns list box.
- □ Enter GENDER (2) in the Banner logic for selected column field.

If you want to display statistical testing on your tables, you will need to create a **Comparison Group** and then specify **Statistical Testing** options.

A Banner Editor -	Banner 1
Edit Rows Colu	imns Cells Layout Help
<u>B</u> anner title:	(0 / 480) Eilter title: (0 / 480)
	Fil <u>t</u> er logic: (0 / 1024)
Column to use	for ranking 1 • Number of columns 3 A Apply Press Ctrl+Right Arrow to complete a partial variable name
1	2 3 GENDER
TOTAL	MALE FEMALE
(A)	(B) (C)
Columns	Logic Width and Spacing Options Horizontal/Constant Percents Weights Comparison Groups (1)
1 (A)	
2 (B) 3 (C)	list of columns at the left. To designate a total column,
3 (C)	right click on the desired column. The total column will be displayed with a red background. "Add" creates a new
	comparison group; "Replace" replaces an existing group.
	Column 2 gignificance indicator: B Assign Number of Comparison Groups: 1
Select A	
Clear All	Statistical Testing Preview Banner 7 Undo Cancel Alep
Current column	: 2-3 Current row: 1 Cell width: 21 characters Cell height: 1 line Total width: 33

- Click on the Comparison Groups tab.
- \Box Select columns 2 and 3 in the **Columns** list box.
- Choose Add to add these two columns as a comparison group.

The next step is to specify which Statistical Testing options you want applied to your tables.

Columns	Logic	Width and Spacing	Options	Horizontal/Constar
1 (A) 2 (B) 3 (C)	list of o right cl display	rl+Left click to select columns at the left. To lick on the desired colu red with a red backgro rison group; "Replace"	o designate umn. The t und. "Add"	e a total column, otal column will be creates a new
		ficance indicators In 2 <u>s</u> ignificance indica	itor: B	Assign
Select All	Ren	number Significance In	dicators	
Clear All (Sta	tistical <u>T</u> esting	Preview	Banner
Current column: 2-3		Current row: 1	Cel	ll width: 21 characte

□ Select the Statistical Testing option on the Banner Editor dialog.

(V Means)	Percents
Means Tests	Proportions Tests
T-Tests	Z-Tests
WinCross selects T-Test (default)	WinCross selects Z-Test (default)
Independent (based on test for equal variances)	Independent (using unpooled proportions)
Independent (assume unequal variances)	Independent (using pooled proportions)
Independent (assume equal variances)	Opendent Paired/Overlap (Multi)
Dependent Paired/Overlap (Multi)	Dependent Paired/Overlap (LOC+/VAR+)
Dependent Paired/Overlap (LOC+/VAR+)	Z-Test Options
T-Test Options	
One-Way ANOVA	🔲 Chi-Square
C Least-significant difference	Chi-Square Options
🔘 Student Newman Keuls	Cill-Square options
🔘 Kramer-Tukey B	
🔘 Kramer-Tukey	
🔘 Scheffe	
One-Way ANOVA Options	

□ Enable both the **Means** and **Percents** options.

For purposes of this tutorial we will use the **WinCross selects T-Test** and **WinCross selects Z-Test** defaults. See the **WinCross FAQ's** on our website (<u>www.analyticalgroup.com</u>) under the **Support** dropdown, for helpful information about which statistical/significance test to use.

As you may recall from earlier in this tutorial, statistical testing must be selected at the table <u>and</u> banner level.

You can preview how your banner will look by selecting the **Preview Banner** button at the bottom of the **Banner Editor** dialog box.

Banner Editor - Preview Banner				
Enhanced Text Plain Text				
				<table title=""></table>
		GE	NDER	
	TOTAL	MALE	FEMALE	
	(A)	(B)	(C)	
<table filter="" title=""></table>	i i			
<row text=""></row>				
<row text=""></row>				
<row text=""></row>				
Comparison Groups: XXX/YYY XXXXXXXXX T-Test for Means, Uppercase letters indicate sign Lowercase letters indicate sign	XXXXXXXX Z-Test ificance at the XX% I ificance at the YY% Ie	for Percentages evel. avel.		
				v
				ОК

□ Select Preview Banner.

The **Banner Editor – Preview Banner** dialog box will display how your banner will look in an **Enhanced Text** format when tables are processed and contain place holders for table elements such as **Table Title**, **Table Filter Title**, etc.

The Enhanced Text display represents how the banner will look when the **Report viewing format** of **Enhanced text** is selected on the **Run Tables** dialog (**Run|Tables**) which you will see later in the **Running Tables** section of this **Getting Starting** Guide.

nner Editor - Previe	w Banner			
Enhanced Text	Plain Text			
	<ta< td=""><td>ble Title></td><td></td><td></td></ta<>	ble Title>		
			GE	NDER
		TOTAL	MALE	FEMALE
		(A)	(B)	(C)
<table filt<="" th=""><td>er Title></td><td></td><td></td><td></td></table>	er Title>			
<row text=""></row>				
<row text=""></row>				
<row text=""></row>				
		v		
XXXXXXXXXX T	Test for Mean	s, XXXXXXXXXX	X Z-Test f	or Percentages XX% level. YY% level.
Lowercase 1	etters indicat	e significa	nce at the	YY% level.
Copy to Cli	abaaad 🗆 🗆 oba	w hidden colun		
Copy to Ci	pooard Sho	ow niaden colun	nns	

The Plain Text display represents how the banner will look when the **Report viewing format** of **Plain text** is selected on the **Run Tables** dialog (**Run|Tables**) which you will see later in the **Running Tables** section of this **Getting Starting** Guide.

- Choose the **Plain Text** tab to display the **Plain Text** view of the banner.
- Select OK to close the Banner Editor Preview Banner dialog box.
- Select OK to close the Banner Editor dialog box, then OK within the Setup Banners dialog box to close it.

Glossary Variables

The WinCross glossary allows you to write statements to manipulate your data. You can:

- \checkmark Save the modifications to a new data file.
- \checkmark Use the modifications "as is" without permanently changing your data.

Glossary statements are evaluated from top to bottom and can have 1024 characters per line. For more information, select **Help** within the **Setup Glossary Variables** dialog box.

Referring to the Q.6 series (variables Q6_1 through Q6_7) in the sample questionnaire, note the scale reads 1–4, with 1 representing "Strongly Disagree." This is also how your data was recorded in the field. The client, however, has requested you to run their tables with the scale reading 4–1, 4 being "Strongly Disagree". Fortunately, it is very easy to honor your client's request using glossary statements.

Setup Glossary Variables	- 0	×
Glossary statements:	Tip: Press Ctrl+Right Arrow to complete a partial variable nam	ne
RECODE Q6_1 R7 (4=1,3=2,2=3,1=4)		~
Run TEST Commands Check Syntax Save Data As		
<u><i>P</i></u> Eind <u>Eind</u> <u>Eind</u> <u>Eind</u> <u><u>V</u>iew Data File Information <u>Eind</u> <u>Eind</u> </u>	OK Cancel 🚱 Help	
Line: 1 Column: 33 INS		

Choose Setup|Glossary Variables.

□ Enter RECODE Q6 1 R7 (4=1, 3=2, 2=3, 1=4).

Note: By specifying R7 in the RECODE statement, you can recode the entire Question 6 series (Q6_1 through Q6_7) in one RECODE instruction. R is the REPEAT feature in WinCross. R7 means to repeat this RECODE statement 7 times beginning with variable Q6_1 and ending with variable Q6_7.

□ Select OK to close the Setup Glossary Variables dialog box.

Saving Your Work

- Choose File|Save|Save job.
- □ Enter WCTUTOR, then press Enter or select Save. (WinCross automatically appends the .JOB file extension to your designated filename, with the entire filename now being displayed in the WinCross title bar).

Running Tables

Once you have created a table, you can run a crosstab. If you did not create a banner in a previous portion of this tutorial, WinCross uses a default banner having a single column, TOTAL.

Note: For testing purposes, it is possible to run tables without opening any data by selecting Create tables without data within the Run dialog box.

□ Select **Run|Tables** from the WinCross main menu.

			Report viewing formats
CTUTOR	👻 📄 Brows	se 🔚 Save As	Plain text
			Enhanced text Options
elect <u>b</u> anners:	1 banner, 1 banner selec	ted	Excel Options
Geq. # Banner Name	Weighted # Tables	Select All	
1 Banner 1	No 3		Run options
		Desele <u>c</u> t All	Run Eilter
			Vise glossary transformations
			Interweave banners
			Show table of contents
nd a banner:		Find Next Banner	Ignore ranking
		1	Run tables without weighting
			Show "unweighted tables" note
elect <u>t</u> ables:	53 tables, 3 selected		Create tables
Seg. # Name Table Title			Create tables without data
Sed. # Name Japle Litle			
Seq. # Name Table Title 1 GENDER Gender		Select All	
	per week do you spend particip	<u>S</u> elect All	 Create tables without data Run syntax check only
1 GENDER Gender		<u>S</u> elect All Dese <u>l</u> ect All	
1 GENDER Gender 2 Q1 Q.1 On average, how many hours 3 Q2_1 Q.2 Agreement with the following 4 Q2_2 Q.2 Agreement with the following	statement: I consider myself an statement: I wish the parks we		Run syntax check only Records per case:
1 GENDER Gender 2 Q1 Q.1 On average, how many hours 3 Q2_1 Q.2 Agreement with the following 4 Q2_2 Q.2 Agreement with the following 5 Q2_3 Q.2 Agreement with the following	statement: I consider myself an statement: I wish the parks wei statement: I wish all of the loca		Run syntax check only
I GENDER Gender 2 Q1 Q.1 On average, how many hours 3 Q2_1 Q.2 Agreement with the following 4 Q2_2 Q.2 Agreement with the following 5 Q2_3 Q.2 Agreement with the following 6 Q2_4 Q.2 Agreement with the following	statement: I consider myself an statement: I wish the parks wei statement: I wish all of the loca statement: I trust that the Ariz	Deselect All	© Run syntax check only Records per case: 1 Cases to run: 400
1 GENDER Gender 2 Q1 Q.1 On average, how many hours 3 Q2_1 Q.2 Agreement with the following 4 Q2_2 Q.2 Agreement with the following 5 Q2_3 Q.2 Agreement with the following 6 Q2_4 Q.2 Agreement with the following 7 Q2_5 Q.2 Agreement with the following	statement: I wish the parks were statement: I wish all of the loca statement: I trust that the Ariz statement: I usually visit an Ari:	Deselect All	Run syntax check only Records per case:
1 GENDER Gender 2 Q1 Q.1 On average, how many hours 3 Q2_1 Q.2 Agreement with the following 4 Q2_2 Q.2 Agreement with the following 5 Q2_3 Q.2 Agreement with the following 6 Q2_4 Q.2 Agreement with the following 7 Q2_5 Q.2 Agreement with the following 8 Q2_6 Q.2 Agreement with the following	statement: I consider myself an statement: I wish the parks wei statement: I wish all of the locc statement: I trust that the Ariz statement: I usually visit an Arii statement: I wish all hiking path	Deselect All	© Run syntax check only Records per case: 1 Cases to run: 400
1 GENDER Gender 2 Q1 Q.1 On average, how many hours 3 Q2_1 Q.2 Agreement with the following 4 Q2_2 Q.2 Agreement with the following 5 Q2_3 Q.2 Agreement with the following 6 Q2_4 Q.2 Agreement with the following 7 Q.2_5 Q.2 Agreement with the following 8 Q2_6 Q.2 Agreement with the following 9 Q2_7 Q.2 Agreement with the following	Statement: I consider myself an statement: I wish the parks wei statement: I wish all of the locc statement: I trust that the Ariz statement: I usually visit an Arii statement: I wish all hiking path statement: I enjoy visiting the /	Deselect All	© Run syntax check only Records per case: 1 Cases to run: 400 Overrides Table Numbering
1 GENDER Gender 2 Q1 Q.1 On average, how many hours 3 Q2_1 Q.2 Agreement with the following 4 Q2_2 Q.2 Agreement with the following 5 Q2_3 Q.2 Agreement with the following 6 Q2_4 Q.2 Agreement with the following 7 Q2_5 Q.2 Agreement with the following 8 Q2_6 Q.2 Agreement with the following	Statement: I wish the parks we statement: I wish all of the loca statement: I trust that the Ariz statement: I usually visit an Ari: statement: I wish all hiking path statement: I enjoy visiting the a statement: I like being able to r	Deselect All	© Run syntax check only Records per case: 1 Cases to run: 400 Overrides

- □ You can choose the Select All option adjacent to the Select tables list box or just select a few tables from the Select tables list.
- Clicking on the Seq. # check box in the Select banners list for a particular banner will select that banner and all the tables listed below in the Select tables list.
- □ For this tutorial, click on Banner 1 under the Banner Name column to highlight Banner 1.
- □ Now, click on the GENDER table anywhere on that line in the Select tables list to select that table. You can either use the Shift or Ctrl key to select the next two tables or drag the cursor down to select tables Q1 and Q2 1.
- □ The Enhanced text option is the WinCross default for the Report viewing formats. Reports can be exported to multiple formats at the same time by selecting one, two or all of the Report viewing formats.
- Choose **Run** to run your tables.

Your tables should appear momentarily and have been formatted as an Enhanced text report.

••••••••••••••••••••	· · · · · · 3 ·	••••••	• • • • • 5 • •	·····6·····7····.8···. <u>6</u> ····9······10····	11 .
ABLE OF CONTENTS					
Banner 1					
Table GENDER Page 1 Gender					
	verage, how r	nany hours per	week do you s	d participating in outdoor activities at Arizona parks?	
Table Q2_1 Page 3 Q.2 Agre	eement with th	e following stat	ement: I consid	myself an outdoors person	
				Table GENDE	R Page 1
				ender	
		GENDE	R		
	TOTAL	MALE	FEMALE		
Total	(A)	(B) 140	(C) 260		
Iotai	400 100.0%	140	100.0%		
	1001070	2001010	10010.0		
Male	140	140			
	35.0%	100.0%			
Female	260		260		
- Cindic	65.0%		100.0%		
No Answer	17	853	1.51		
Comparison Groups: BC					
-Test for Means, Z-Test for Percent	ages				
Ippercase letters indicate significant	ce at the 95% le	vei.			

Enhanced text reports can be customized by using the Enhanced Text Reports tab of the Setup|Job Settings menu option.

If you prefer to see your reports formatted as an ASCII text file, you can use the Plain text option on the Run Tables dialog.

Plain Text Report: Tables						
TABLE OF CONTENT	٢S					
Banner 1						
Table GENDER	Page 1	Gender				
Table Q1	Page 2	Q.1 On average, how many hou parks?	rs per week do you	spend part	ticipating i	in outdoo
Table Q2_1	Page 3	Q.2 Agreement with the follo	wing statement: I	consider my	yself an out	doors pe
			Gender			
			Gender	GENDE	ĒR	
			Gender – TOTAL	GENDE	ER FEMALE	
			-			
		Total	- TOTAL	MALE	FEMALE	
		Total Male		MALE (B) 140	FEMALE (C) 260	

You also have the option to export reports to Excel by selecting the Excel option from the Report viewing formats selections.

When you select **Excel**, there are many options available for formatting your Excel report. The **Options** button next to the **Report viewing format** of **Excel** opens the **Excel Report Options** dialog where you can choose options for formatting your Excel report. There are **Data Options**, **Formatting Options**, **Worksheet Options**, **Report Options** and **Decimal Place Options** to choose from.

Save to a Local Destination						
Drive:	Display	files of type:				
■ c: []	~		~			
Directory:	Files:					
C:\ C tag WinCross Example	Chi-So Examp Examp Examp	le.csv				~
ved Excel options: Last Run o	r Last Saved	eet Options Re	Prowse. Port Options De		Save As	Excel 2007-2013 (.xlsx)
ved Excel options: Last Run of	r Last Saved	neet Options Re		. 🔒 Save	Save As	Excel 2007-2013 (.xisx)
ved Excel options: Last Run o Data Options Formatting Opt	r Last Saved	neet Options Re			Save As	Excel 2007-2013 (.xisx)
ved Excel options: Last Run of	r Last Saved	neet Options Re			Save As	Excel 2007-2013 (.xlsx)
ved Excel options: Last Run o Data Options Formatting Opt Include filter rows Include frequencies	r Last Saved	neet Options Re			Save As	Excel 2007-2013 (.xisx)
ved Excel options: Last Run o Data Options Formatting Opt Include filter rows Include frequencies Include vertical percents	r Last Saved	neet Options Rej			Save As	Excel 2007-2013 (.xisx)
ved Excel options: Last Run o Data Options Formatting Opt Include filter rows Include frequencies Include vertical percents Include horizontal percents	r Last Saved	neet Options Re			Save As	Excel 2007-2013 (.xisx)
ved Excel options: Last Run o Data Options Formatting Opt Include filter rows Include frequencies Include vertical percents Include horizontal percents Include constant percents	r Last Saved	neet Options Re			Save As	Excel 2007-2013 (.xisx)
ved Excel options: Last Run o Data Options Formatting Opt Include filter rows Include frequencies Include vertical percents Include horizontal percents Include constant percents Include table of contents	or Last Saved	neet Options Re			Save As	Excel 2007-2013 (.xisx)

The Report Options tab lets you choose how you want your Excel reports to look.

Excel Report Options					×
Save to a Local Dest	ination				
Drive:		Display files of type:			
🖃 c: []	~		~		
Directory:		Files:			
C:\ tag WinCross		Chi-Square.rpt Example.css Example.csv			^
🗁 Example		Example.dat			~
Excel output filename:	WCTUTOR			Output file type:	Excel 2007-2013 (.xlsx) ~
Saved Excel options:	Last Run or Last	Saved 🗸	Browse 🔒 Save	Save As	
Data Options Form	atting Options	Worksheet Options Report	t Options Decimal Place Op	tions	
	č.				
O Plain output (no	cell borders or c	olors)			
Enhanced output					
Use Enhanced and colors for	Text Report fon Excel output	ts			
• Use custom co	Contraction of the second se				
# Cell Borders	5				
				ОК	Cancel 🕜 <u>H</u> elp

The WinCross defaults are Enhanced output with Use custom colors and Cell Borders, but you can choose Plain output or Enhanced output that uses the Enhanced Text Report fonts and colors from the Enhanced Text Reports tab of Job Settings.

Once you choose the desired Excel options and run your tables, Microsoft Excel will automatically launch and open to the first worksheet being written depending on the **Worksheet Options** selected.

2	💐 👗 Cut	Arial	* 10 *	A [*] A [*] ≡ ≡		🚔 Wrap Text	General	•	
35	te	В <i>I</i> <u>U</u> -	- 3	• <u>A</u> • = =	111111	Merge & Center *	\$ - 9	∕₀ , <u>*.0</u> .00	Conditiona Formatting
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_	A1 .	f_x							
l	C C		D	E	F	G	Н	1	J
-	Table GENDER								
	Gender								
,				GEN	DER				
			TOTAL	MALE	FEMALE				
0			TUTAL	MALL					
1			(A)	(B)	(C	3)			
2				(-)	1-	1			
3	Total		400	140	26	0			
4			100.0%	100.0%	100.0%	6			
5	Male		140	140		-			
6	-		35.0%	100.0%					
7	Female		260	-	26				
B 9	No Answer		65.0%	6	100.0%	6			
0	No Answer		-	-					
1	Comparison Groups:	BC				-			
2	T-Test for Means, Z-		tages						
3	Uppercase letters inc			5% level.					
4	Lowercase letters inc								
5	Table Q1								
5									
7									
3									
3	Q.1 On average, how								

Your Excel report is saved in the directory where the job file resides and the default file name is *jobname.xlsx* unless you enter a new file name or browse to a different location. The Excel file created in this tutorial will reside in the same directory/folder as the job file and will be called WCTUTOR.xlsx.

Formatting Reports

WinCross enables you to customize your table report by using the **Enhanced Text Reports** tab of the **Setup|Job Settings** menu option.

□ Choose Setup|Job Settings from the WinCross menu options to display the Job Settings dialog box.

□ Select the Enhanced Text Reports tab on the Job Settings dialog box.

Statistics Rows	Wording for Rows	Statistics Ro	unding	Small Samp	le Size	Filters
Table Presentation	Job Title	Enhanced Text Reports	Pag	e Layout	Summ	ary Rows
epor <u>t</u> elements:	Overall table lay	out				
 Overall table layout Table of contents Table and page number Job logo 1 Job logo 2 Job title Run filter title Table subtitle Banner filter title Table body Banner headings Column headings Column headings Frequency Vertical percent Gonstant percent Mean Standard deviation # Expand All Collapse 	Left Center Right A Set Font A Set Font C Table options Table title width Show blank lin Show cell bor Background opti Background opti Background in Tiled Centered Stretched	bolor Ba	Table 1 P: Table 2 P: Table 2 P: Table 2 P: Table 2 P: Table 2 P: Table 2 P: Table Tabble Table Table Table Table Tabble Table Table Table	E OF CONTENTS age 1 Table 1 Ti age 2 Table 2 Ti able 1 Page 1 100 Jul. 4, 2076 bb title line 1 bb title line 3 bb title line 4 un filter title if above the tabl ole title line 1 ole title line 4 bole title line 4 ble title line 4 collette	e title)	Remove

- Select the Center option in the Overall table layout|Justification dialog box.
- Select the Show cell borders option from Table options on the Overall table layout dialog box.
- Select the **Background colors** option on the **Overall table layout** dialog box.
- □ Choose colors for your **Report background**, **Table rows** and **Table columns** or use the WinCross defaults and select **OK**.

Statistics Rows	Wording for Rows	Statistics	Rounding	Small Sam	ple Size	Filters
Table Presentation	Job Title	Enhanced Text Reports	Pa	ge Layout	Summ	ary Rows
A Overall table layout - Table of contents - Table and page number - Job logo 1 - Job logo 2 > Job title Run filter title > Table subtite Banner filter title - Table body - Banner headings - Column headings - Row text - Cell elements - Frequency - Vertical percent	E Set Font for Selected f Font: Verdana Viner Hand ITC Official Ulacino Sayer Webdings	Report Element Fort style: Bold Regular Italic Bold Italic Sample AaBbYyZZ Script: Westem	Cancel	CONTENTS Table 1 T Table 2 T Page 1 I. 4, 2076 e line 1 e line 2 e line 3 e line 4 ter title pve the tab the line 4 title line 2 the line 4 title line 2 the line 4 title line 3 the line 4 title line 3 the line 4 title line 4	itle de title)	
Horizontal percent Constant percent Mean Standard deviation m Expand All Collapse Changing the blank line option, b		🔒 Save Style		Coad Style	v Resto	Remove

□ Select Table title.

□ Select the **Set Font** option in the **Table title** list box.

 $\hfill\square$ Select a Font style of Bold and a Size of 14 and select OK.

□ Select the **Set Font Color** option in the **Table title** list box.

- $\hfill\square$ Select the color Red and then $\hfill \mathsf{OK}.$
- Select **OK** to close the **Job Settings** dialog box.

The formatting changes that you selected should be displayed on your Enhanced Text Report: Tables.

G Enhanced Text Report: Tables											
<u>}</u>		6			••• 2•••• 9•••••• 10••••••• 11••••						
	TA	BLE OF CONTE	NTS								
Table GENDER Page 1 Table Q1 Page 2 Q.1 Table Q2_1 Page 3	Dn average, how many hours pe Q.2 Agreement with th Table		atement: I cons								
Gender											
			GEND	DER							
		TOTAL	MALE	FEMALE							
		(A)	(B)	(C)							
	Total	400	140	260							
	Male	140 35.0%	140 100.0%	-							
	Female	260 65.0%	-	260 100.0%							
	No Answer	-	-	-							
	Com	parison Group	s: BC								
Line: 39 Column: 107	INS Tables c	ompleted: 3	Elapsed ti	me: Oh Om Os							

- □ Select File|Save|Save Job to save your report format settings.
- □ Select **OK** in the **Warning** dialog box. You will be overwriting the job file that was saved previously in this tutorial with your new report format settings.

You can select any component of your job listed within the **Report Elements** list, then, apply a variety of custom formatting options. There are options available on the **Enhanced Text Reports** tab of **Setup|Job Settings** to format most of the **Report elements**. These options include the ability to add borders and company logos to table reports, adjust alignment or customize table titles, job titles, banner headings, etc. WinCross now provides the ability to edit table reports within your reports dialog box. Your **Enhanced Text Reports** settings are saved when you save your job.

From the example below, you can see that the **Enhanced Text Reports** tab of **Setup|Job Settings** allows you to format your report for WinCross or Internet browser viewing. You may want to experiment with some of the formatting options available for use with **Enhanced Text reports**.

				Ar	izona Park	The Group Inc Group Inc s and Recre Gender		ly					Table 1 F	Page 1
	Gender Income													
		Male		Under \$30K	\$30К to \$39К	\$40K to \$49K	\$50К to \$59К	\$60K to \$74K	\$75K to \$99K	\$100К to \$149К	\$150K to \$199K	\$200K to \$249K	\$250K+	
	(A)	(8)				(F)					(K)		(11)	
OTAL	400	140	260	128	92	43	43	35	26	22	6	1	4	
	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	
ale	140	140	-	38	27	12	17	18	13	11	4	-	-	
	35.0	100.0		29.7	29.3	27.9	39.5	51.4	50.0	50.0	66.7			
								DEF	def	def	def	0		
emale	260	-	260	90	65	31	26	17	13	11	2	1	4	
	65.0		100.0	70.3	70.7	72.1	60.5	48.6	50.0	50.0	33.3	100.0	100.0	
				Hijk	Hijk	Hijk						EFGHIJK	EFGHIJK	
												D	D	

Saving Reports in XML Format

Once tables have been run, **Enhanced Text reports** are ready for immediate display and printing from within WinCross or using most Internet browsers. WinCross allows you to save crosstabs in **Enhanced Text reports (*.xml)** format. If you choose to save your **Enhanced Text report**, files can be saved anywhere on your PC, on your company intranet or can be uploaded to the Internet using file transfer protocol (FTP). Reports can be saved in **Enhanced Text reports (*.xml)** format by selecting **File|Save Report** or **File|Save Report As**.

Save Report File			
To a Local Destination			
Drive:	Recent fol	ders:	
🔳 c: []	~		~
Directory:	F	iles:	
 ➢ tag ➢ WinCross ➢ Example 			
Filename:	5-20°.		 File type:
WCTUTOR			 Enhanced Text Reports (*.xml)
			Plain Text Reports (*.rpt;*.out) Enhanced Text Reports (*.rml) Microsoft Word/Rich Text Format (*.rtf) Microsoft Excel 1997-2003(*.xls) Microsoft Excel 2007-2013(*.xlsx) Microsoft PowerPoint 2007-2013(*.pptx) Adobe PDF (*.pdf) All files (*.*)

- □ Verify that the **Tables** report that you just formatted using the **Enhanced Text Reports** tab of **Setup|Job Settings** is the active dialog box or click on the report entitled **Enhanced Text Report: Tables** to make your enhanced text format table report the active dialog box.
- Select File|Save|Save Report As.
- □ Select the dropdown adjacent to the **File type:** field.
- Select Enhanced Text Reports (*.xml).
- □ Name your file WCTUTOR Report, then select Save. (WinCross automatically appends the .XML file extension.)

Viewing Browser Reports

Once you have successfully created your report in **Enhanced text report** format, it is immediately available for viewing using most Internet browsers.

□ Choose View|Report in Browser from the WinCross menu (alternatively, you can use the globe button on the right WinCross toolbar).

Running Frequencies

A frequency provides a distribution count of the values in a field/variable; alpha characters can be included. If the data is ASCII, fields are entered as record/column locations separated by commas (for example, either 5, 10:2 or 1/5, 1/10:2).

If the data is not ASCII, variables are listed by variable name and label. To select variables that are non-contiguous, keep the **Ctrl** key depressed while individually selecting each desired field.

Running frequencies is a quick-and-easy way to check your tables. You can filter the frequency to match table filters providing a distribution count that should match the table logic. You can also weight the frequency to match any weighting applied to your tables to check weighted distribution counts.

ariables elect the var	ia <u>b</u> les for frequency analy	sis from the list below		Selec	ted variables: 3	Maximum: 100
# Variat			riable Label			1
1 RESP		Res	spondent Id			
2 GEND	ER	Ger	nder			
3 Q1			1 On average, how many tdoor activities at Arizon		do you spend part	icipating in
4 Q2_1			2 Agreement with the fol tdoors person	lowing statement	: I consider mysel	f an
5 Q2_2			2 Agreement with the fol longer hours.	lowing statement		were open
6 Q2_3			2 Agreement with the fol Arizona had after school			local parks
			2 Agreement with the fol		: I trust that the	Arizona
7 Q2_4		Par	rks and Recreation staff	are well-trained.		
7 Q2_4		Par Q.2	rks and Recreation staff 2 Agreement with the fol	are well-trained. lowing statement		Arizona
or <u>e</u> nter var		Par Q.2 aviated variable names acord/column format) se	rks and Recreation staff 2 Agreement with the fol I Word wrap Find	are well-trained.		
or <u>e</u> nter var	Show abbr	Par Q.2 aviated variable names acord/column format) se al variable name	rks and Recreation staff 2 Agreement with the fol I Word wrap Find	are well-trained. lowing statement		Arizona ,
.or <u>e</u> nter var	Show abbr iables (by name or using r ht Arrow to complete a part	Par Q.2 eviated variable names ecord/column format) se al variable name Chart type	rks and Recreation staff 2 Agreement with the fol 2 Word wrap Find 2 Parated by commas: 5 Sort options	are well-trained. lowing statement	: I usually visit an	Arizona Find Next (0 / 300

Choose Run|Frequency.

 \Box Select variables Q2_1, Q2_2 and Q2_3 from the list of variables on the **Run Frequency** dialog box.

Select Run.

age 1	7		, , ,	7	·····?·····10······1
le: C:\tag\WinCross\Example\Examp	le.sav				
iesday, Jan 12 2016 07:25:55					
2_1 - Q.2 Agreement with the followin	g statement: I co	nsider myself an	outdoors	person	
Value Label - Code Value	Frequency	Sumx	Pct.	Cum. Pct.	
Strongly Disagree - 1	19	19	4.8	4.8	
Somewhat Disagree - 2	61	141	15.2	20.0	
Somewhat Agree - 3	133	540	33.2		
Strongly Agree - 4	187	1288	46.8		
Total 4 Values	400	1288	100.0	100.0	
ean	3.22		<u>.</u>		
	0.874		17 - N	10	
tandard Error	0.044				
itandard Error					
and house to	0.044	100	120 1	40 160	180
	0.044) 100 :	120 1	40 160	180
0 20 40	0.044) 100 :	120 1	40 160	180
	0.044) 100 :	120 1	40 160	180
0 20 40	0.044) 100 :	120 1	40 160	180
0 20 40	0.044) 100 :	120 1	40 160	180
0 20 40 Strongly Disagree - 1	0.044) 100 :	120 1	40 160	180
0 20 40 Strongly Disagree - 1	0.044) 100 :	120 1	40 160	180
0 20 40 Strongly Disagree - 1	0.044) 100 :	120 1	40 160	180
0 20 40 Strongly Disagree - 1	0.044) 100 :	120 1	40 160	180
0 20 40 Strongly Disagree - 1	0.044) 100 :	120 1	40 160	180

The WinCross defaults provide a Frequency report of the frequency. You have the additional options of creating a Statistical report, Horizontal Bar Chart or a Frequency and statistical report.

Saving reports from Run options—If desired, you can save the reports from Run|Tables and/or Run|Frequency by choosing File|Save|Save Report As. The default file extension used for your report file is *.RPT, however, reports can be saved in many formats including, *.RTF (Microsoft Word), *.XLS (Microsoft Excel 1997-2003) *.XLSX (Microsoft Excel 2007-2013), *.PPTX (Microsoft PowerPoint 2007-2013) or *.PDF (portable document format).

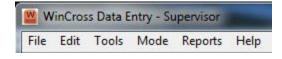
Congratulations – you successfully completed the WinCross Tutorial! If you care to explore the **Data Entry** module included in the WinCross installation, the *WinCross Data Entry Tutorial* is next.

A WinCross Data Entry Tutorial

The **Data Entry** modules, included in the WinCross installation as separate modules, allow basic data entry and data verification. The *Supervisor* module has more functionality and allows the creation of formats. The *User* module only allows basic data entry and data verification. Formats can be set up using variable or card/column type. Data can be exported into ASCII single record fixed (*.TXT), comma-separated (*.CSV) and SPSS (*.SAV) type data. The following dialog box appears when you choose **WinCross 16 Data Entry** from your desktop icon: (*Note: Use the bottom scroll bar or tab key to display all variable format fields*.)

	a Entry - Supervisor	
File Edit Too	Is Mode Reports Help	
New Op		
Variables	Data	
1 m 1 m	equence Name Label Tab Stops DataType Size Valid Values utput Sequend	
	WinCross Data Entry - Supervisor	
	File Edit Tools Mode Reports Help	
	New Open Save Cut Copy Paste Undo Redo Help	
	Variables Data	
	Tab Stops DataType Size Valid Values putput Sequence Show in Verify Verify Required Key Break Constants	
		2
		2
		-
Name:		
		-
	A Name	<u> </u>

The Data Entry menu bar appears below the WinCross Data Entry title bar.



Creating a Variables Format (*.SVY) File

Your first task is to create a new Variables Format (*.SVY) file. This Variables Format file represents the layout of your data entry file and specifications entered here determine the format of your data. For this tutorial we will be entering data in **Output Sequence** order. Alternatively, you can enter data in column/byte location sequence by selecting **Tools|Order Options|Column/Byte Location** from the **WinCross Data Entry** menu.

□ Select the **Variables** tab (if not already selected).

lew Open	Save	Cut	Copy	Paste	9 Undo	C Redo	Help					
Entry Sequ	1	ame			Labe	1		Tab Stops	DataType	Size	Valid Values	t s

Now, you will begin to enter the actual specifications for your data entry file. During this portion, you can refer to the sample questionnaire on page 66 of this *WinCross Getting Started Guide*.

Specifications for Data Entry field: RESP

- □ Tab to the Entry Sequence field and enter 1. *Note:* If you do not enter a sequence number, it will be automatically assigned by row number as you enter information in other cells.
- □ Tab to the Name field and enter RESP. Note: Variable names must be UPPER CASE and if you enter lower case, it will automatically change to UPPER CASE when you move to a new cell. Default = VAR00001.
- □ Tab to the Label field and enter Respondent Number. *Note: The label will usually be the question text.*
- Tab to the **Tab Stops** field and enter N or select the arrow to the right of the cell to present the drop down box of valid selections and select **No**. *Note:* Default = No.
- □ Tab to the **Data Type** field and select the arrow to the right of the cell to present the drop down box of valid selections and select **Integer-Blank Filled**. *Note:* For decimal formatted responses, use Float-Blank Filled or Float-Zero Filled. Default = Integer-Blank Filled.
- \Box Tab to the **Size** field and enter 4. *Note:* The maximum field width for integer type fields is 10 characters (Default = 8).
- □ Tab to the Valid Values field and leave this field blank. *Note:* Use commas and/or hyphens to allow a range or series of values.
- □ Tab to the Output Sequence field and enter 1. *Note: Default is the same as entry sequence. If default in* Output Sequence *field is acceptable, tab to the next field.*
- Tab to the **Show in Verify** field and enter N or select the arrow to the right of the cell to present the drop down box of valid selections and select **No**. *Note:* Default = No.
- Tab to the Verify Required field and enter Y or select the arrow to the right of the cell to present the drop down box of valid selections and select Yes. *Note: Default* = *Yes.*
- □ Tab to the **Key** field and enter Y or select the arrow to the right of the cell to present the drop down box of valid selections and select **Yes**. *Note:* A Key field is not required, however, at least one field must be defined as a "Key" field to use the Edit|Search, Edit|Delete Record or Mode|Verify Entry menu items. The Key field must be a unique value.

- □ Tab to the **Break** field and enter N or select the arrow to the right of the cell to display the drop down box of valid selections and select **No**. *Note:* A break is a red line that will appear after this variable and before the next variable.
- □ Tab to the **Constants** field and leave this field blank. *Note: Common constants are values that will be repeated several times in multiple records.*

You will now enter the specifications for 3 more data entry fields following similar instructions.

Note: If the default is set to the desired value in a specific field you can tab past that field reducing your data entry time considerably. For example, if you begin in the Name field, enter the desired name and then tab to the Label field, the Entry Sequence field is automatically prefiled and all other field defaults will be set.

Specifications for Data Entry field: Q1

- \Box Tab to the **Name** field and enter Q1.
- □ Tab to the Label field and enter Q.1 Hours per week spent participating in organized sports at Arizona parks.
- □ Tab past the **Tab Stops** field. *Note: Default of* N *is acceptable*.
- Tab past the Data Type field. *Note: Default of* Integer-Blank Filled *is acceptable*.
- \Box Tab to the **Size** field and enter 1.
- **\Box** Tab to the **Valid Values** field and enter 1-7.
- **Tab** past the **Output Sequence** field. *Note: Default of* 2 *is acceptable.*
- **T**ab past the **Show in Verify** field. *Note: Default of* No *is acceptable*.
- **Tab** past the **Verify Required** field. *Note: Default of* Yes *is acceptable*.
- □ Tab past the **Key** field. *Note: Default of* No *is acceptable*.
- □ Tab past the **Break** field. *Note: Default of* No *is acceptable*.
- □ Tab past the **Constants** field. *Note: Default of* Blank *is acceptable*.

Specifications for Data Entry field: Q2A

- □ Tab to the **Name** field and enter Q2A.
- □ Tab to the Label field and enter Q.2 Agreement with: I consider myself an outdoors person.
- □ Tab past the **Tab Stops** field. *Note: Default of* N *is acceptable*.
- Tab past the **Data Type** field. *Note: Default of* Integer-Blank Filled *is acceptable*.
- \Box Tab to the **Size** field and enter 1.
- **\Box** Tab to the **Valid Values** field and enter 1-4.
- **T**ab past the **Output Sequence** field. *Note: Default of* **3** *is acceptable.*
- **T**ab past the **Show in Verify** field. *Note: Default of* No *is acceptable*.
- Tab past the Verify Required field. *Note: Default of* Yes *is acceptable*.
- Tab past the **Key** field. *Note: Default of* No *is acceptable*.
- □ Tab past the **Break** field. *Note: Default of* No *is acceptable*.

□ Tab past the **Constants** field. *Note: Default of* Blank *is acceptable*.

Specifications for Data Entry field: Q2B

- \Box Tab to the **Name** field and enter Q2B.
- □ Tab to the Label field and enter Q.2 Agreement with: I wish the parks were open for longer hours.
- Tab past the Tab Stops field. *Note:* Default of N is acceptable.
- Tab past the Data Type field. *Note: Default of* Integer-Blank Filled *is acceptable*.
- □ Tab to the **Size** field and enter 1.
- \Box Tab to the **Valid Values** field and enter 1-4.
- **Tab** past the **Output Sequence** field. *Note: Default of* 4 *is acceptable*.
- **T**ab past the **Show in Verify** field. *Note: Default of* No *is acceptable.*
- Tab past the Verify Required field. *Note:* Default of Yes is acceptable.
- Tab past the **Key** field. *Note: Default of* No *is acceptable*.
- □ Tab past the **Break** field. *Note: Default of* No *is acceptable*.
- Tab past the **Constants** field. *Note: Default of* Blank *is acceptable*.

You can enter the specifications for the remaining data entry fields on the sample questionnaire following similar instructions if desired.

Now you are ready to save your Variables Format file.

Select File|Save as.

🔛 Save As					×
Save in:	Example		•	+ 🗈 📸 🕶	
C.					
Recent Places					
Desktop					
Libraries					
Computer					
Network					
	- 1- 				
	File name:	Survey1		<u> </u>	Save
	Save as type:	SVY files (*.svy)		_	Cancel

Select the directory where you want your Variables Format file to be saved in the Save in: field.

- □ Survey1 is prefilled in the File name: field, however, you can enter a new file name if desired.
- □ Select **Save** to save your **Variables Format** file. *Note: Variables Format files are saved from the Variables tab with an* .SVY *file extension*.

le Ed	it Tools Mo	de Reports	Help				
New	and the second s	ave C	Cut Copy	Paste	9 Undo	Redo	() Help
-	es - C:\tag\ htry Sequen			Data	Labe	el	
1		RESP	Responde	nt Number	6		
2		Q1	Q.1 Hours	per week	spent pa	rticipating	in organized
		Q2A	Q.2 Agree	ment with	: I consid	ler myself	an outdoors p
-							

The Variables Format file name that you just saved is now listed on the Variables tab with a .SVY file extension. Now, you are ready to enter some data using the Variables Format file that you just created.

Creating a Data (*.TAG) File

Your next task is to create a Data (*.TAG) file using the layout specifications created in the previous task.

File Edit	Tools Mod	e Reports Hel	p				
New	Open Sa	ve Cut	Copy Paste	Undo Redo	() Help		
Variables	- C:\tag\E	xample\Surve	y 1.svy Data)			1
RESP	Resp	ondent Numbe	er				-
Q1	Q.1 H parks	•	k spent participati	ng in <mark>organized spo</mark>	orts at Arizona		
			h: I consider myse	elf an outdoors pers	son	1	
Q2A	Q.2 A	greement wit	an i consider myse				

Select the **Data** tab.

Data Entry record: 1

□ Your cursor should be positioned on the first data entry field - RESP, however, if necessary, tab to this position (see below).

File Edit To	ols Mode Reports Help
New Op	en Save Cut Copy Paste Ondo Redo Help
RESP	Respondent Number
RESP Q1	Respondent Number Q.1 Hours per week spent participating in organized sports at Arizona parks
1.000	Q.1 Hours per week spent participating in organized sports at Arizona

- \Box Enter 1 in the RESP data entry field.
- □ Tab to the next data entry field. *Note:* The cursor is not automatically advanced to the next data entry field because the field length for RESP is 4 and only one character was entered.
- □ Enter 1 in the Q1 data entry field. *Note:* Code 1 = Less than 1 hour per week (see sample questionnaire on page 66 of this WinCross Getting Started Guide).
- □ Enter 3 in the Q2A data entry field. *Note:* Code 3 = Somewhat Agree (see sample questionnaire on page 66 of this WinCross Getting Started Guide).
- □ Enter 3 in the Q2B data entry field. *Note:* Code 3 = Somewhat Agree (see sample questionnaire on page 66 of this WinCross Getting Started Guide).
- □ Select Enter to enter data for the next data entry record. The following End of Record message box is displayed.

End of Record	
Now getting rea	ady to enter a new record.
	ОК

Select **OK**. The following **Save As** dialog box is displayed after entering data for the first record.

Save As					X
Save in:	Example		•	+ 🗈 📸 🖛	
91					
Recent Places					
Desktop					
Libraries					
Computer					
Network					
		\bigcirc		6.4	
	File name:	Survey1		•	Save
	Save as type:	TAG files (*.tag)		-	Cancel

□ Select the directory where you want your **Data** file to be saved in the **Save in**: field.

□ Survey1 is prefilled in the File name: field, however, you can enter a new file name if desired.

□ Select Save to save your Data file. *Note:* Data files are saved from the Data tab with a .TAG file extension.

🚨 WinCross Data Entry - Supervisor	
File Edit Tools Mode Reports Help	
Image: New Open Save Image: Save	
Variables - C:\tag\Example\Survey1.sv	
RESP Respondent Number	
Q1 Q.1 Hours per week participating in organized sports at Arizona parks	
Q2A Q.2 Agreement with: I consider myself an outdoors person	
Q2B Q.2 Agreement with: I wish the parks were open for longer hours	
Record(s) Entered: 1	

D The **Data** tab is now populated with the file name you selected as your data file name.

Note: The **Record(s) Entered:** *field now displays the number of records entered* "1" *and the* **Last Record Entered:** *at the bottom of the* **WinCross Data Entry** *dialog box.*

Data Entry record: 2

- □ Your cursor should be positioned on the first data entry field RESP, but if necessary, tab to this position.
- □ Enter 2 in the RESP data entry field.
- □ Tab to the next data entry field. *Note:* The cursor is not automatically advanced to the next data entry field because the field length for RESP is 4 and only one character was entered.
- □ Enter 3 in the Q1 data entry field. *Note:* Code 3 = 4-6 hours per week (see sample questionnaire on page 66 of this WinCross Getting Started Guide).
- □ Enter 4 in the Q2A data entry field. *Note:* Code 4 = Strongly Agree (see sample questionnaire on page 66 of this WinCross Getting Started Guide).
- □ Enter 4 in the Q2B data entry field. *Note:* Code 4 = Strongly Agree (see sample questionnaire on page 66 of this WinCross Getting Started Guide).
- Select **Enter** to enter data for the next data entry record.
- □ Select **OK** in the **End of Record** message box.

Data Entry record: 3

- □ Your cursor should be positioned on the first data entry field RESP, but if necessary, tab to this position.
- □ Enter 3 in the RESP data entry field.
- □ Tab to the next data entry field. *Note:* The cursor is not automatically advanced to the next data entry field because the field length for RESP is 4 and only one character was entered.
- □ Enter 2 in the Q1 data entry field. Note: Code 2 = 1-3 hours per week (see sample questionnaire on page 66 of this WinCross Getting Started Guide).
- □ Enter 3 in the Q2A data entry field. *Note:* Code 3 = Somewhat Agree (see sample questionnaire on page 66 of this WinCross Getting Started Guide).
- □ Enter 4 in the Q2B data entry field. *Note:* Code 4 = Strongly Agree (see sample questionnaire on page 66 of this WinCross Getting Started Guide).
- Select **Enter** to enter data for the next data entry record.
- Select **OK** in the **End of Record** message box.

Data Entry record: 4

- □ Your cursor should be positioned on the first data entry field RESP, but if necessary, tab to this position.
- □ Enter 4 in the RESP data entry field.
- □ Tab to the next data entry field. *Note:* The cursor is not automatically advanced to the next data entry field because the field length for RESP is 4 and only one character was entered.
- □ Enter 1 in the Q1 data entry field. *Note:* Code 1 = Less than 1 hour per week (see sample questionnaire on page 66 of this WinCross Getting Started Guide).
- □ Enter 1 in the Q2A data entry field. *Note:* Code *l* = Strongly Disagree (see sample questionnaire on page 66 of this WinCross Getting Started Guide).

- □ Enter 2 in the Q2B data entry field. *Note:* Code 2 = Somewhat Disagree (see sample questionnaire on page 66 of this WinCross Getting Started Guide).
- Select **Enter** to enter data for the next data entry record.
- $\hfill\square$ Select **OK** in the **End of Record** message box.

You have now successfully entered 4 records of data using the specifications defined in your **Variables Format** file. You can enter more data records if desired, however, for purposes of this tutorial we are advancing to the next task - verifying your data.

Verifying a Data (*.TAG) File

Your next task is to verify the data entered in the **Data** (*.TAG) file created in the previous task. Verifying your data allows you to find discrepancies that may have occurred during the data entry process.

□ On the Data Entry menu bar select Mode|Verify Entry. *Note:* A checkmark will appear next to Mode| Verify Entry when it has been selected. This changes your mode from entering data to verifying data.

File Edit To	ols Mode Reports Help					
New Op	Data Entry Verify Entry en Save Cut	Copy Paste	9 Undo	Redo	(2) Help	
	C:\tag\Example\Survey1.	.svy Data - C:\	tag\Exam	ple\Surve	y1.tag	
Variables - RESP Q1						
RESP	Respondent Number	participating in o	rganized s	sports at <i>i</i>	Arizona parks	

The number of Verified Records, Unverified Records, Reverified Records and the value of the *Key* field of the Active Record (if a *Key* field has been specified) displays at the bottom of the WinCross Data Entry screen when Mode|Verify Entry has been selected.

Verified Record(s): 0 Unverified Record(s): 4 Reverified Record(s): 0	Active Record: RESP=1
---	-----------------------

With Mode|Verify Entry now selected, you are ready to begin verifying your data.

Verify Data Entry record: 1

Your cursor should be positioned on the first data verification field - RESP, but if necessary, tab to this position (see below).

File Edit Too	a Entry - Supervis Is Mode Repo					
New Ope		Cut Cop	py Paste	9 Undo	Redo	2 Help
Variables - C	:\tag\Example	\Survey1.sv	/ Data - C:\	tag\Exam	ple\Surve	v1.tag
Variables - C RESP	:\tag\Example Respondent		/ Data - C:\	tag\Exam	ple\Surve	y1.tag
	Respondent	Number	5-1 			y1.tag Arizona parks
RESP	Respondent Q.1 Hours p	Number er week part	5-1 	rganized s	sports at a	Arizona parks

- □ Enter 1 in the RESP data verification field.
- □ Tab to the next data verification field. *Note:* The cursor is not automatically advanced to the next data verification field because the field length for RESP is 4 and only one character was entered.
- □ Enter 1 in the Q1 data verification field.
- □ Enter 3 in the Q2A data verification field.
- □ Enter 3 in the Q2B data verification field.

Verify Data Entry record: 2

- U Your cursor should be positioned on the first data entry field RESP, but if necessary, tab to this position.
- □ Enter 2 in the RESP data verification field.
- □ Tab to the next data verification field. *Note:* The cursor is not automatically advanced to the next data verification field because the field length for RESP is 4 and only one character was entered.
- \Box Enter 3 in the Q1 data verification field.
- □ Enter 4 in the Q2A data verification field.
- □ Enter 1 in the Q2B data verification field. *Note:* Since the value "1" is different than what was entered in the Data Entry phase for Data Entry record 2, the Entered Data Discrepancy box is displayed. This box shows you what was previously entered in this field (original value was "4") and allows you to change it (if desired).

Entered Data Discrepancy	×
Q2B previous entry was 4.	. Do you want to change previous entry?
	Yes No

- □ Select No. *Note:* No *is the default*.
- □ The previous entry of 4 is populated in the Q2B field and because this is the last data entry field for this data entry record, verification automatically positions the cursor for verifying the next data entry record.

Verify Data Entry record: 3

- □ Your cursor should be positioned on the first data verification field RESP, but if necessary, tab to this position.
- □ Enter 3 in the RESP data verification field.
- □ Tab to the next data verification field. *Note:* The cursor is not automatically advanced to the next data verification field because the field length for RESP is 4 and only one character was entered.
- □ Enter 2 in the Q1 data verification field.
- **□** Enter 3 in the Q2A data verification field.
- □ Enter 4 in the Q2B data verification field.

Verify Data Entry record: 4

- □ Your cursor should be positioned on the first data verification field RESP, but if necessary, tab to this position.
- □ Enter 4 in the RESP data verification field.
- □ Tab to the next data verification field. *Note: The cursor is not automatically advanced to the next data verification field because the field length for* RESP *is 4 and only one character was entered.*
- \Box Enter 1 in the Q1 data verification field.
- □ Enter 1 in the Q2A data verification field.
- □ Enter 2 in the Q2B data verification field.
- The Verification Complete message box is displayed to indicate that all records have been verified.
- Select **OK** to complete the data verification process.

You have now successfully created a Variables Format (.SVY) file, entered data using the specifications defined in your Variables Format file creating a Data (.TAG) file and verified the data in your Data file using the Mode/Verify Entry menu item.

Exporting a Data (*.TAG) File

Data can be exported into ASCII single record fixed (*.TXT), comma-separated (*.CSV) and SPSS (*.SAV) type data. For purposes of this tutorial, we will export the **Data** file created and verified in previous tasks into an ASCII fixed (*.TXT) output file.

Uverify that your Data tab is active and select File|Close to close your open Data file.

Select the Variables tab and select File|Close to close your open Variables Format file.

Select File|Export.

File Edit Tools Mo	de Reports Help						
New Open Close	Ctrl+N Ctrl+O Ctrl+F4	Сору	Paste	9 Undo	C Redo	() Help	
Save Save As	Ctrl+S F12			Labe	J		Tab Stops
Export	Ctrl+E			LaDe	1		Tab Stops
Exit	Alt+F4	-					

Browse to the folder where your **Data** file is stored and highlight the file name.

□ Select Add to add the highlighted file name to the Input file names: list box.

 C:\ C: Lag C: Example 	Survey:	tag	
e c: [] Input file names:	- -		
c:\tag\Example\Survey1.tag			Add

Note: Multiple files can be selected as input to be merged and exported as one output file. The Key field will be checked for duplicates.

IMPORTANT: When merging multiple files all input files must have the same variables format. Exporting large data files can be a very time-consuming process.

□ Enter Survey1 (or desired file name) in the Output filename: field.

Select ASCII fixed (*.txt) from the available file types in the File format selection box.

C:\ C:\ C tag Example Example	.tag
nput file names:	
c:\tag\Example\Survey1.tag	Add
	Delete
	e format ASCII fixed (*.txt)
	Comma separated (*.csv) SPSS (*.sav)

□ Select **OK** to export your data file.

□ The **Export** dialog box displays the **Export completed** message.



□ Select **OK** to close the **Export** dialog box.

Your data file has been successfully exported to an ASCII fixed (*.TXT) file.

Sample Questionnaire for EXAMPLE Job Files

Please refer to this sample questionnaire as you run through the WinCross tutorial that starts on page 12.

Please answer the following questions about Arizona Parks and Recreation:

Respondent	number:	(Resp) (1-4)			
Gender: (Ge	ender) (5)				
Male	1				
Female	2				
Q.1 On aver	age, how many h	ours per week do yo	u spend participating in outdoor activit	ies at Arizona parks? ((Q1) (6)
Less than 1 ho	our per week	1	10-15 hours per week	5	

10 15 Hours per week	5
16-20 hours per week	6
More than 20 hours per week	7
	1

Q.2 Agreement with the following statements:

	Strongly Somewhat	Somewhat	nat Somewhat	Strong	y
	Disagree	Disagree	Agree	Agree	
I consider myself an outdoors person	1	2	3	4	(Q2_1) (7)
I wish the parks were open for longer hours	1	2	3	4	(Q2_2) (8)
I wish all of the local parks in Arizona had after school programs for	kids				
	1	2	3	4	(Q2_3) (9)
I trust that the Arizona Parks and Recreation staff are well-trained	1	2	3	4	(Q2_4) (10)
I usually visit an Arizona park at least once a week	1	2	3	4	(Q2_5) (11)
I wish all hiking paths in Arizona parks were paved	1	2	3	4	(Q2_6) (12)
I enjoy visiting the Arizona Parks and Recreation visitor centers	1	2	3	4	(Q2_7) (13)
I like being able to reserve ramadas at Arizona parks for family gathe	rings				
	1	2	3	4	(Q2_8) (14)
I love the bike trails in some Arizona parks	1	2	3	4	(Q2_9) (15)
I hope that more parks are built as the population of Arizona grows	1	2	3	4	$(Q2_{10})$ (16)

Q.3 How often do you:

	Never	Rarely	Sometimes	Often	Always	
Send or read email	1	2	3	4	5	(Q3_1) (17)
Read news and current events	1	2	3	4	5	(Q3_2) (18)
Participate in organized sports at Arizona parks	1	2	3	4	5	(Q3_3) (19)
Hike or bike in Arizona parks	1	2	3	4	5	(Q3_4) (20)
Use the after school program offered at some parks	1	2	3	4	5	(Q3_5) (21)
Children participate in summer recreation programs at Arizona parks	1	2	3	4	5	(Q3_6) (22)
Use equipment offered through the Arizona Parks and Recreation depa	rtment					
	1	2	3	4	5	(Q3_7) (23)
Hold family gatherings or parties at Arizona parks	1	2	3	4	5	(Q3_8) (24)
Walk your dog in the park	1	2	3	4	5	(Q3_9) (25)
Reserve baseball diamonds or basketball or volleyball courts at Arizon	a parks					
	1	2	3	4	5	(Q3_10) (26)

Q.4 Importance of the following to you:

	Very	Somewhat	Somewhat	Very	
	Unimportant	Unimportant	Important	Impo	rtant
Having access to Arizona parks	1	2	3	4	(Q4_1) (27)
Longer hours at Parks and Recreation after school programs	1	2	3	4	(Q4_2) (28)
Well-maintained playgrounds	1	2	3	4	(Q4_3) (29)
Well-maintained baseball diamonds	1	2	3	4	(Q4_4) (30)
Being able to participate in organized hikes	1	2	3	4	(Q4_5) (31)
Educational classes held at Parks and Recreation visitor's centers	1	2	3	4	(Q4_6) (32)
Volunteering as a park steward	1	2	3	4	(Q4_7) (33)
Maintained the natural beauty of Arizona in the parks	1	2	3	4	(Q4_8) (34)
Silent Sundays - no cars allowed	1	2	3	4	(Q4_9) (35)
Clean bathroom facilities	1	2	3	4	(Q4_10) (36)

Q.5 Choose the statement below that best describes your opinion of Arizona parks: (Q5) (37)

Well-maintained	1	Don't have much interest in	4
Reflects the beauty of Arizona	2	Noisy and unorganized	5
Quiet and peaceful	3	Not well-supervised	6

Q.6 Agreement with the following statements - I do not know much about or have never heard of:

	Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree	Don't Know	North
Mountain Park	1	2	3	4	5	(Q6_1) (38)
South Mountain Park	1	2	3	4	5	(Q6_2) (39)
Piestewa Park	1	2	3	4	5	(Q6_3) (40)
McDowell Mountain Park	1	2	3	4	5	(Q6_4) (41)
Sabino Canyon Park	1	2	3	4	5	(Q6_5) (42)
Squaw Peak Park	1	2	3	4	5	(Q6_6) (43)
Grand Canyon National Park	1	2	3	4	5	(Q6_7) (44)

Q.6A Of the last 10 visits to Arizona parks, how many visits were to:

North Mountain Park	(0-10)	(Q6A_1) (45-46)
South Mountain Park	(0-10)	(Q6A_2) (47-48)
Piestewa Park	(0-10)	(Q6A_3) (49-50)
McDowell Mountain Park	(0-10)	(Q6A_4) (51-52)
Sabino Canyon Park	(0-10)	(Q6A_5) (53-54)
Squaw Peak Park	(0-10)	(Q6A_6) (55-56)
Grand Canyon National Park	(0-10)	(Q6A_7) (57-58)

Q.7 Would you say you are visiting Arizona parks more, less or the same as you were a year ago? (Q7) (59)

More	1
The same	2
Less	3

Q.8 How likely are you to visit an Arizona park in the future? (Q8) (60)

Very likely	1
Somewhat likely	2
Somewhat unlikely	3
Not at all likely	4

The following questions are for classification purposes only:

Q.9 What is your current marital status? (Q9) (61)

Single (never married)	1
Living with partner	2
Married	3
Separated	4
Divorced	5
Widowed	6

Question 10. Do you have any children under the age of 18 living with you? (Q10) (62)

Yes 1 No 2

Q.11 Which of the following best represents the highest level of education you have completed? (Education) (63)

Some high school or less	1
High school diploma or G.E.D.	2
Some college	3
Associate's degree	4
Bachelor's degree	5
Graduate or professional degree	6

Q.12 Which of the following best describes your annual household income? (Income) (64-65)

II 1 #20.000	1
Under \$30,000	1
Between \$30,000 and \$39,000	2
Between \$40,000 and \$49,000	3
Between \$50,000 and \$59,000	4
Between \$60,000 and \$74,000	5
Between \$75,000 and \$99,000	6
Between \$100,000 and \$149,000	7
Between \$150,000 and \$199,000	8
Between \$200,000 and \$249,000	9
\$250,000 or above	10