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## Main Overview

Welcome to PinPoint, an information collection and analysis package designed to allow you to extract and present meaningful facts and conclusions about information.

In some ways, PinPoint may be described as a database - it allows you to store information and recall that information for inspection in the way that databases have done before. However, PinPoint goes beyond simple storage and retrieval of information. Simple storage and retrieval doesn't tell you much about the information you hold. Whilst possible, it is difficult to ascertain facts such as how many people in the database fall into certain age ranges, how many days were there more than 5 hours sunshine in each month of the year, this year as against last year, how popular are your products? PinPoint is designed to answer questions such as these, and far more complex ones, and to present the results in interesting ways.

PinPoint can be used on its own to design a questionnaire or data collection sheet, enter collected information and analyse the information. Or it can complement any existing database applications you possess. Information can be imported from another application, such as a fully relational database, and then analyses performed.

### What does PinPoint do?

Within PinPoint the information you need can be quickly and precisely collected and compiled into a database. Your information can then be rapidly ordered and analysed in many different ways to indicate correlations, patterns and trends, and from these analyses hypotheses can be framed and quickly tested and statistics derived.

Results can be summarised in report form or graphically in graph, chart and table format, and your final analyses presented (making use of PinPoint's fully-fledged Windows WYSIWYG attributes) on screen or in print.

In PinPoint you work in familiar settings, using easily understood terms and procedures written in plain English. There is no arcane language to learn, and no programming is required in order to obtain results which can be both useful and applicable to your business, profession or project.

## Navigating through PinPoint

There are four main areas in which you will work on a PinPoint 'project'. These are

- ◆ Form Design and Editing.
- ◆ Form Filling.
- ◆ Information Analysis.
- ◆ Production and Presentation of Graphs, Charts and Tables.

### Form Design and Editing

Every new PinPoint project begins with the design of its 'form', or data collection sheet. PinPoint makes form design easy. The questions to which you need answers are written in plain English on an electronic piece of paper.

You have no need to be an 'expert' form designer, nor do you need to understand complex datafile structures to produce a well presented and workable form.

Once designed a form may be printed for use as a 'questionnaire' or for other data collection. There is a form at the core of every PinPoint project.

### Form Filling

A completed or 'filled in' copy of a form is known in PinPoint as an 'answer sheet'. During answer sheet compilation a copy of the form is always displayed on screen. Answers can be entered directly onto the screen by your respondents, or else answer data can be 'copied in' from a collection of completed

paper forms.

Because PinPoint's forms can contain many question 'formats' together with free-form text notes and built-in data entry checks, precise information can be entered quickly and accurately.

### **Information Analysis**

A completed set of answer sheets is known as a 'stack'. When a stack of answer sheets has been compiled the sheets are placed into a 'worksheet' for analysis.

PinPoint's worksheets provide the tools for displaying completed answer sheets in tabular form; sorting and selecting the sheets; performing statistical analyses; creating reports; and the production of graphs, charts and tables.

You can add new answer sheets to a stack, and edit or 'update' a project's form and any existing answer sheet(s) at any time.

### **Production and Presentation of Graphs, Charts and Tables**

Whilst many interesting patterns may emerge from the 'raw' information displayed in worksheet format, other interpretations may only become apparent when the data is further tabulated or presented graphically in some way.

PinPoint incorporates a powerful cross-tab generator and provides a wide choice of chart types and graphing options with which to present information for maximum clarity and impact.

All the same WYSIWYG drawing tools and controls as are used in form design are available to you in the Presentation Editor.

### **The Project**

PinPoint stores all project information - the form, the completed answer sheets, the worksheet and all its attributes and any associated graphical presentations - in a single ".ppf" project file.

Copying a project from one machine to another, therefore, is just a matter of copying a single project file into an existing PinPoint installation.

### **More Help**

You will find a more detailed description of each of PinPoint's work areas in the section Overviews. Click the Help window "Back" button to return to the Main Contents page.



## Using PinPoint Help

PinPoint is a powerful application and is very easy to learn and use, although you might find that a browse through Help's 'Main' and 'Area' Overviews could be informative in any event.

But there may come a time when you get stuck (or become 'temporarily unsure of a procedure') and will need to access the Help system in earnest. You can do this in three ways:

### **Press the F1 key from any PinPoint window**

Press the F1 key to go directly to the Overview of the area in which you are currently working.

### **Select the Help menu from any PinPoint window**

Choose a command from this menu to go to

- ◆ The Main Contents page. From there you can choose to go to any of the Overview pages and from those to detailed descriptions of procedures, menus or tools.
- ◆ An Overview of the area in PinPoint in which you are currently working.
- ◆ Or one or two other topics of immediate relevance.

### **Press the Help button in many dialogue boxes**

Choose the Help button, or press F1, if you need context-specific Help on the dialogue box in question. You will be taken directly to the relevant page in the Help file. Most dialogue box Help pages contain links to other related topics.

## **Navigating through PinPoint Help**

PinPoint Help is a Windows application, so you can use all the standard Windows techniques to move, resize and close the Help window. For more information about all the features included in the Windows Help system, press the F1 key from PinPoint Help's Main Contents page. When you have finished reading the Windows Help instructions, click the Help window "Back" button to return to the Main Contents page.

### **Using Jumps and Popups**

Click on words with a solid or dotted underline to 'jump' to the Help topic they name, or to display a 'pop up' definition of that word or phrase.

### **Using Help Icons**

- ▶ This icon appears 'embedded' in text throughout PinPoint's Help system. It indicates a reference to a related topic and is simply a graphical alternative to the usual underlined green text. Click on the arrowhead icon to perform the 'jump'.

The 'Tools' pages and some dialogue box pictures also contain invisible jump 'hotspots'. Move the mouse pointer over a picture and click when the pointer turns into a Hand.



## What's New in v3.00

PinPoint for Windows v3.00 contains the following new features and enhancements:

[Click on a button for detailed information.](#)



### Pointer Tool

The hand tool has been removed from all the page editors. The pointer tool now works in the way the hand used to for selecting objects - however, during marquee selections only objects entirely within the bounding rectangle are selected.



### Editing objects

Right-clicking an object will display a menu containing copy, cut, and paste commands and property commands for editing the selected objects.



### What's new - Forms Design



### What's new - Worksheet



### What's new - Graphing and Cross-tabulations



### View states

Any paper view may be zoomed to fit sideways.

The current view state is saved with the paper (form or graphics results presentation), including presence of rulers, guides and grids and the current view scale.



### Options

## What's new: Forms Design

The page limit is now 19 pages of standard A4 paper.



Automatic question numbering



Insert paper tool



Publishing Forms

**Writing Questions**



Writing tables of questions



Choice answers:

With the tick box on right, the associated text can be justified to the box rather than left justified.

Tick boxes can be numbered.

A score can be defined for each choice which can then be used in calculations.

The entry order may be by row or by column.



Carry over values



Routing



Groups



Calculations

The following new functions are available:

DayName(value)/ShortDayName(value)  
MonthName(value)/ShortMonthName(value)  
WorkDay(startDate,days)  
Score(anAnswer)  
SumScores(firstAnswer,lastAnswer)  
NumScores(firstQuestion,lastQuestion)  
SumNumbers(firstAnswer,lastAnswer)  
NumNumbers(firstQuestion,lastQuestion)  
Trunc(value)  
SheetNumber()  
Length(string)  
Left(string,num)  
Mid(string,startat,num)  
Right(string,num)

Please see the release notes for additional information.





## What's new: Worksheet

[Click on a button for detailed information.](#)

The worksheet is now always 'open' - however you switch from worksheet to answer sheet view. This means that searches and browsing uses only those sheets currently shown on the worksheet, in the order they are displayed on the worksheet. (For v1.xx this only occurred when editing a sheet by double clicking on it).



Question groups and tables.

The worksheet makes use of question groups and tables. Groups and tables are indicated by an extra title area. Groups and tables can be moved, removed and put back as one - by use of groups and tables the worksheet may now be re-configured very quickly. You may not move a question out of its group or table (the whole group or table will move), but may re-order questions within groups and tables.



Dialogues

All dialogues show the questions in alphabetical order, you may type the name rather than having to select it and you may choose to show only 'active' questions or all.



Choosing sheets. This dialogue now allows multiple criteria to be defined and/or edited.



Edit menu



Statistics

The additional statistics Lower quartile, upper quartile, interquartile range and deciles are now available.



Saving and loading of Worksheet configurations



Printing the worksheet

Oversized worksheets may now be either scaled to fit or tiled.

## What's New: Graphing and Cross-tabulations

Click on a button for detailed information.



### Simple Table style

The column titles may now be changed and statistics calculated on the rows of the table.

Many enhancements are provided to enable complex graphs comparing analyses of the answers to different questions or sub-sets of sheets to be performed quickly.



### Plot Graph



[Choosing sheets during the plot](#)



[Vary by plotting](#)



[Plot Graph from Question Table](#)



[Quick Analysis](#)



### Cross-tabulations

Percentages calculated on row and column basis can both be displayed on cross-tabulations.





## The Form: Overview

Click on a button to bypass this Overview and go to:



How to...



Tools



Form Editor menus

### Overview

In any information collection and analysis activity one of the most difficult tasks is deciding upon the data to be collected. Careful consideration of the data or questions to ask will enable you to collect the data required correctly or to elicit the required responses and provide the opportunity for meaningful analysis and conclusions. In no application of computer software is the adage Garbage in - garbage out more pertinent than an application such as this.

With typical applications, one would start out by sketching out one's requirements on paper. With PinPoint this is not necessary since it, itself, provides the pencil and paper.

Every new PinPoint project begins with the design of its 'form', or data collection sheet. PinPoint makes form design easy. The questions to which you need answers are written in plain English on an electronic piece of paper. You have no need to be an 'expert' form designer, nor do you need to understand complex datafile structures to produce a well presented and workable form.

### The Form Editor

When you work with a form in PinPoint you work with the Form Editor. The Editor can be thought of as a 'window' onto a form in which you can



Format the page attributes of your form.



Easily set up a multi-page form.



Quickly write and edit questions in plain English.



Place and lay out pictures, graphic elements and 'free-form' text, and link and embed OLE objects, anywhere on your form.



Prepare your form for printing.



Import answer data from other PinPoint projects or other applications.



Edit an existing project's form and update the completed answer sheets in its stack.




'Send' a new form to the sheet editor for completion as the first answer sheet in a new stack.

Tool Tidy buttons 'automate' most of these operations and they, together with PinPoint's powerful WYSIWYG drawing tools and controls, make for fast and precise form design and editing.



## Form Editor: Menus

Click on any button to see a list of  menu items.



File menu



Edit menu



View menu



Questionnaire menu



Arrange menu



Window menu

**Hint:** Wherever you are in PinPoint you can see a brief description of any menu title or item by holding down the left mouse button and moving the pointer over your choice.

A Quick  Help message will appear in the status bar window at the bottom left of your screen.



## Form Editor: File menu




- ◆ **File menu** 
- ◆ New Project
- ◆ Open...
- ◆ Save Form
- ◆ Save Form As New Project...
- ◆ Publish Form
- ◆ Import...
- ◆ Print Form...
- ◆ Printer setup...
- ◆ Exit Alt + F4
- ◆ Work history



## Form Editor: Edit menu




- ◆ **Edit menu** 
- ◆ Undo
- ◆ Cut Ctrl + X
- ◆ Copy Ctrl + C
- ◆ Paste Ctrl + V
- ◆ Paste Link
- ◆ Insert object...
- ◆ Delete Shift + Del
- ◆ Select all Ctrl + A
- ◆ Clear
- ◆ Links...
- ◆ Object



## Form Editor: Questionnaire menu



- ◆ **Questionnaire menu** 
- ◆ Make a question group
- ◆ Number questions
- ◆ Show routing
- ◆ Paper setup
- ◆ Add page
- ◆ Delete last page





## Form Editor: View menu



### ◆ View menu



◆ Horizontal ruler

◆ Vertical ruler

◆ Grid...

◆ Show printable area

◆ Zoom...

◆ Answer Sheets

◆ Options



## Form Editor: Arrange menu



### Arrange menu



Align



Bring to front

Ctrl + =



Send to back

Ctrl + -



Group

Ctrl + G



Ungroup

Ctrl + U



Snap to grid



Show guidelines



## Form Editor: Window menu



- ◆ **Window menu** ◆
- ◆ Tile
- ◆ Cascade
- ◆ Arrange Icons
- ◆ Close All
- ◆ Work in progress





## Answer Sheets: Overview

Click on a button to bypass this Overview and go to:

- ◆
- ◆ How to...
- ◆ Tools
- ◆ Sheet Editor menus

### Overview

A completed or 'filled in' copy of a project's form is known in PinPoint as an 'answer sheet'. A collection of completed sheets is known as a 'stack'.

Answer sheets are completed by entering data or choosing the values from an on-screen copy of the form. Data is entered into sheets:

- ◆ Directly onto the screen.
- ◆ Or it is copied in from a collection of completed paper forms.
- ◆ Or it can be imported from other PinPoint projects or other applications. Imported data records can be 'mapped' to your project's form and then appended to the stack as a set of additional answer sheets.

### Order of Entry

The order of entry of answers is determined automatically from the location of the answer entry areas on the page, from left to right and down the page.

### The Sheet Editor

When you work with answer sheets in PinPoint you work with the Sheet Editor. The Editor can be thought of as a 'window' onto a stack of answer sheets. In it you can add new sheets to a stack, locate specific answer sheets and edit or 'update' existing sheets.

For speed and ease-of-use, the Sheet Editor's Tool Tidy buttons 'automate' many sheet editing and location operations.

### The benefits of Good Design

Because the answer sheet 'interface' is based on the familiar concept of a form, the process of completing an answer sheet is easily understood. However some additional thought at the form design stage can help to promote accurate data entry. PinPoint's forms can contain

- ◆ Many formats of question and answer types, including ordered and multiple choice answers.
- ◆ Free-form text notes (which can include training notes on data entry, special exemptions, data entry procedures and the like).
- ◆ Pictures and graphic images.
- ◆ Built-in checks to ensure that answer data is entered when and where required.

These attributes, used judiciously in combination with the power of PinPoint's sheet editing controls, will ensure that information can be entered and a stack of completed sheets compiled both easily and quickly.

### More Help

To see a more detailed description of any of the procedures, tools and menu commands used when working with PinPoint's answer sheets and stacks, click on a button at the top of this page.



## Sheet Editor: Menus

Click on any button to see a list of ♦ menu items.



File menu



Edit menu



View menu



Sheet menu



Window menu

**Hint:** Wherever you are in PinPoint you can see a brief description of any menu title or item by holding down the left mouse button and moving the pointer over your choice.

A Quick ♦ Help message will appear in the status bar at the bottom left of your screen.



## Sheet Editor: File menu



File menu



New Project



Open...



Import...



Print sheet...



Printer setup...



Exit

Alt + F4



Work history



## Sheet Editor: Edit menu

- ◆
- ◆ **Edit menu** ◆
- ◆ Undo
- ◆ Cut Ctrl + X
- ◆ Copy Ctrl + C
- ◆ Paste Ctrl + V
- ◆ Paste Link
- ◆ Insert object...
- ◆ Delete Shift + Del
- ◆ Select all Ctrl + A
- ◆ Clear
- ◆ Bring to front Ctrl + =
- ◆ Send to back Ctrl + -
- ◆ Links...
- ◆ Object





## Sheet Editor: View menu



### View menu



Show printable area



Zoom...



Form



Worksheet



Options



## Sheet Editor: Sheet menu

- ◆
- ◆ **Sheet menu** ◆
- ◆ Save Ctrl + S
- ◆ New
- ◆ Copy
- ◆ Delete
- ◆ Next Ctrl + N
- ◆ Previous Ctrl + P
- ◆ First Ctrl + F
- ◆ Last Ctrl + L
- ◆ Turn to...
- ◆ Search...
- ◆ Show routing
- ◆ Worksheet



## Sheet Editor: Window menu



Window menu



Tile



Cascade



Arrange Icons



Close All



Work in progress





## Analysis Worksheets: Overview

The Worksheet for a project is displayed whenever a project folder containing answer sheets is opened.

Click on a button to bypass this Overview and go to:

- ◆
- ◆ How to...
- ◆ Tools
- ◆ Worksheet menus

### Overview

Once you have entered all your information, or quickly imported it from another application, the Worksheet presents a list of all the Answer Sheets in your Project. The answers to each of the questions on each of the sheets are shown in tabular form.

The worksheet is a flexible and efficient environment in which you can investigate your information to draw meaningful conclusions. It provides the tools to view the data as a whole, sort it, identify and correct anomalies, choose those sheets matching single or multiple conditions and perform a range of statistical analyses.

Cross tabulations and Graphs of results can be created and printed directly from PinPoint. Alternatively they may be copied to another application, such as a word processor, for inclusion in a report. Answer Sheets and analysis results may also be copied to the clipboard and pasted into other applications for further analysis.

### More Help

To see a more detailed description of any of the procedures, tools and menu commands used when working with PinPoint's analysis worksheets, click on a button at the top of this page.



## Analysis Worksheets: Menus

◆ Click on any button to see a list of ◆ menu items.



File menu



Edit menu



View menu



Tools menu



Window menu

**Hint:** Wherever you are in PinPoint you can see a brief description of any menu title or item by holding down the left mouse button and moving the pointer over your choice.

A Quick ◆ Help message will appear in the status bar at the bottom left of your screen.



## Analysis Worksheets: File menu

- ◆
- ◆ **File menu** ◆
- ◆ New Project
- ◆ Open...
- ◆ Open presentation...
- ◆ Save Sheets As...
- ◆ Save Setup as Default...
- ◆ Import...
- ◆ Print Sheets With Form
- ◆ Print Worksheet...
- ◆ Printer setup...
- ◆ Exit Alt + F4
- ◆ Work history



## **Analysis Worksheets: View menu**



**View menu**



Font



Show Printable Area



Put back



Answer Sheets



Options





## Analysis Worksheets: Tools menu



### Tools menu



Sort sheets



Add condition



Remove conditions and sorting



Statistics



Add new column



Plot graph



Plot Graph From Question Table



Quick Analysis



Generate cross-tabs



Load/Save Setups



## Analysis Worksheets: Window menu



**Window menu**



Tile



Cascade



Arrange Icons



Close All



Work in progress



## ◆ **Graphics Presentation: Overview**

◆ Click on a button to bypass this Overview and go directly to:



◆ How to...



◆ Tools



◆ Presentation Editor menus

### **Overview**

The aim of presenting data pictorially is to communicate information clearly and with impact.

PinPoint's cross-tab generator and graphing engine are very powerful and, if properly used, can produce a great variety of detailed 'views' of information which may not be not easily visible from 'raw' worksheet data alone.

Once produced, graphs and tables can be edited quickly and easily, and then further enhanced with text, images, lines, arrows, bitmaps and OLE objects for maximum clarity and relevance.

### **The Presentation Editor**

When you work with graphs, charts and tables in PinPoint you work with the Presentation Editor. The Editor can be thought of as a 'window' onto your electronic page in which you can

- ◆ Format your presentation page.
- ◆ Easily set up a multi-page presentation.
- ◆ Quickly plot, edit and compile graphs and charts and generate tables.
- ◆ Place pictures, graphics, OLE objects and 'free-form' text anywhere in your presentation.
- ◆ Prepare your presentation for printing or for export to another PinPoint project or another Windows application.
- ◆ Save your presentation, with its originating project, for working on again at a later date or for future reference.

The flexibility and power of PinPoint's table generator and graphing engine, in combination with all the same WYSIWYG drawing tools and controls as are available in the form design Area, will very quickly allow you to assemble, test and present clear and intelligible graphical results.

### **More Help**

To see a more detailed description of any of the procedures, tools and menu commands used when working in PinPoint's graphics presentation Area, click on a button at the top of this page.

## ◆ **Presentation Editor: Menus**

◆ Click on any button to see a list of ◆ menu items.



File menu



Edit menu



View menu



Paper menu



Arrange menu



Window menu

**Hint:** Wherever you are in PinPoint you can see a brief description of any menu title or item by holding down the left mouse button and moving the pointer over your choice.

A Quick ◆ Help message will appear in the status bar window at the bottom left of your screen.

◆ **Presentation Editor: File menu**

- ◆ **File menu** ◆
- ◆ New Project
- ◆ Open...
- ◆ Open Presentation...
- ◆ Delete this Presentation
- ◆ Save Presentation
- ◆ Save Presentation As...
- ◆ Print Presentation...
- ◆ Printer setup...
- ◆ Exit Alt + F4
- ◆ Work history

◆ **Presentation Editor: Edit menu**

- ◆ **Edit menu** ◆
- ◆ Undo
- ◆ Cut Ctrl + X
- ◆ Copy Ctrl + C
- ◆ Paste Ctrl + V
- ◆ Paste Link
- ◆ Insert object...
- ◆ Delete Shift + Del
- ◆ Select all Ctrl + A
- ◆ Clear
- ◆ Links...
- ◆ Object

◆ **Presentation Editor: View menu**

◆ **View menu** ◆

◆ Horizontal ruler

◆ Vertical ruler

◆ Grid...

◆ Show printable area

◆ Zoom...

◆ Options



◆ **Presentation Editor: Paper menu**

◆ Paper menu ◆

◆ Paper setup...

◆ Add page

◆ Delete last page

## ◆ **Presentation Editor: Arrange menu**

- ◆ **Arrange menu** ◆
- ◆ Align
- ◆ Bring to front           Ctrl + =
- ◆ Send to back            Ctrl + -
- ◆ Group                    Ctrl + G
- ◆ Ungroup                  Ctrl + U
- ◆ Snap to grid
- ◆ Show guidelines

◆ **Presentation Editor: Window menu**

◆ **Window menu** ◆

◆ Tile

◆ Cascade

◆ Arrange Icons

◆ Close All

◆ Work in progress



## ◆ Page Editors and Tools: Overview

Page editor and tool buttons are used extensively throughout PinPoint. Some are unique, others provide a useful shortcut to clicking through menu items. The Tool Tidy's contents will change to reflect the options available to you in each area.

Click on any button to see a description of its use and function.



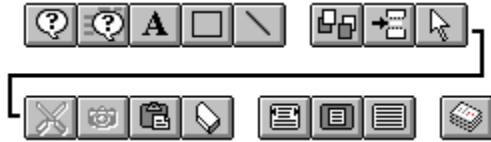
**Note** that a button which appears dimmed or "greyed" is not available for use - you may need to select another item before using this command.

**Hint:** Wherever you are in Pinpoint just move the cursor over any button in the Tool Tidy to see a brief description of its function appear in the secondary window at the bottom left of your screen.

## ◆ **Form Editor: Tool Tidy**

The Tool Tidy looks like this whenever a Form Editor window is 'active'.

[Click on any button to see a description of its use and function.](#)



**Note** that a button which appears dimmed or "greyed" is not available for use - you may need to select another item before using this command.



## Sheet Editor: Tool Tidy

The Tool Tidy looks like this whenever a Sheet Editor window is 'active'.

[Click on any button to see a description of its use and function.](#)



**Note** that a button which appears dimmed or "greyed" is not available for use - you may need to select another item before using this command.



## Analysis worksheets: Tool Tidy

The Tool Tidy looks like this whenever a Worksheet window is 'active'.

[Click on any button to see a description of its use and function.](#)



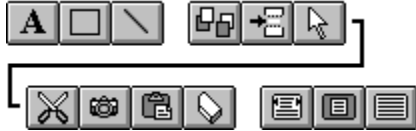
**Note** that a button which appears dimmed or "greyed" is not available for use - you may need to select another item before using this command.



## ◆ Graphics Editor: Tool Tidy

The Tool Tidy looks like this whenever a Graphics Editor window is 'active'.

[Click on any button to see a description of its use and function.](#)



**Note** that a button which appears dimmed or "greyed" is not available for use - you may need to select another item before using this command.



## The Pen

The Pen is used to write and edit text on PinPoint's 'electronic' pages. Click on the Pen to pick it up.

To set the Pen style, double-click on the Pen to open its ♦ style dialogue box. The Pen can write in any font that is available on your currently selected printer in the size, style and colour of your choice. However, to achieve the closest approximation to how the text appears on the screen and how it will appear when printed, you should restrict the fonts you use to TrueType fonts or those supplied by some other suitable utility such as ATM.

### To write and edit text

Click the Pen to place the edit cursor on the page and type in your text.

**To move around the text:** Use the ARROW KEYS to move one character or line at a time. Hold down CTRL and use the ARROW KEYS to move a whole word at a time.

**To overwrite text:** Press INSERT and type the new text which will overwrite the current text. To start inserting text again, rather than overwriting, press INSERT again.

**To delete a character:** Press DELETE to delete the character in front of the caret, or BACKSPACE to delete the character behind the caret.

**To delete a block of text:** Hold down SHIFT and use the arrow keys to move backwards or forwards through the text highlighting it, then press CTRL+X or SHIFT+DEL (or from the Edit menu, choose Cut or Delete).

**To cut or copy a block of text:** Hold down SHIFT and use the arrow keys to move backwards or forwards through the text highlighting it, then press CTRL+X or CTRL+C (or from the Edit menu, choose Cut or Copy).

**To paste text on clipboard:** With text on the clipboard, press CTRL+V.

### Tip

You can also select text to cut or copy by clicking at the start of the block to cut or copy and dragging to the end of the block.

### Reformatting Text

When text is written, it continues on a single line until you press ENTER or reach the edge of the paper.

Further text will then be formatted between these left and right margins (the left margin is where you started to write text, the right margin where you pressed ENTER).

Text can be reformatted between different margins by selecting the text object with the ♦ Pointer tool and then dragging one of the resize handles.

### To alter the style of text

To change the style of a single piece of text, double click on the text to open the Pen style dialogue, make the changes required and click the OK button.

To change the style of several pieces of text, select each of the pieces of text with the ♦ Pointer tool, then choose the command

♦ Text Style from the Edit menu.

### Question and graph label text

Question and graph label text can be edited in the same way as any other text on the page, as an alternative to use the style dialogue for the whole object. However, please note that, in the case of graph label text, the changes will be lost if any other modifications are made to the graph.

**Quick tool selection: F3**



## The Question Tool

The Question tool is an essential part of PinPoint. It is used during form design to 'write' and edit questions, and has no equivalent elsewhere. Click on the tool to pick it up.

### To write a question

Pick up the Question tool and drag-select the approximate page area that the question is to occupy.

Release the mouse button and the ♦ Question dialogue box will open.

### To edit a question

Pick up the Question tool and double-click on the selected question. The Question dialogue box will re-open.

Click ♦ here for more detailed information on writing and editing questions and the use of the Question tool.

**Quick tool selection:** F2



## The Question Table Tool

The Question Table tool is used to ..... Click on the tool to pick it up.

### To do something

Body text.....

ref to a dialog box `bmc_a_head2.bmp`} Copy question dialogue will appear for each of the copied questions.

### To do something

Body text.....

### To do something

Body text.....

**Quick tool selection:** put it here if there is one



## The Rectangle Tool

The Rectangle tool is used to draw backgrounds and borders on the page.

Double-click on the Rectangle tool to open its style dialogue box. Rectangles may be drawn

- ◆ Unfilled, or filled in a choice of colours.
- ◆ With or without borders of variable line weights and colours.
- ◆ With square or variably-rounded corners.

### To draw a rectangle

Click on the Rectangle tool to pick it up. Drag-select the area that the rectangle is to occupy. Release the left mouse button and a rectangle will appear on-screen in the style you have chosen.

### To change a rectangle's style

Double click on it with the Rectangle tool. The Rectangle style dialogue box will re-open.

**Quick tool selection:** F4



## The Pencil

The Pencil is used to draw lines and arrows on PinPoint's 'electronic' pages.

Double-click on the Pencil to open its style dialogue box. Lines may be drawn

- ◆ As solid, dotted, dashed or dot-dashed in various
- ◆ weights and colours.
- ◆ With or without arrowheads of variable head lengths and widths.
- ◆ As arrows with or without outlines of variable line
- ◆ weights and colours.

### To draw a line

Click on the Pencil to pick it up. Drag it from the point at which the line is to begin. If you have chosen to draw an arrow, the arrowhead will appear when you release the left mouse button.

### To change a line's style

Double click on it with the Pencil. The Line style dialogue box will re-open.

**Quick tool selection:** F5



## The Pointer

The Pointer is the one you will use most often, to move objects around the page or resize objects. For example, when designing a questionnaire, you may decide that one question should come after another. In this case, simply use the Pointer Tool to move the questions until they are in the correct order.

The Pointer Tool is also used to select objects for further editing, such as copying to the clipboard, grouping objects or changing properties.

Finally the Pointer Tool can be used as a quick method of copying objects, rather than using Cut and Paste facilities.

### Selecting an object

To select an object, pick up the Pointer Tool and click on the object. It is then shown as selected by being surrounded by 'resize handles'.

When objects on the page overlay with each other, clicking in this way will select the topmost of the overlapping objects.

- ◆ To select an object in the background, double click.
  - ◆ To select an object on the next layer down, double click again.
- By continuing to double click you will select the object behind the selected object until you reach the last level. Once the bottom is selected, double clicking again returns you to the top object.

### Resizing an object

You may draw an object or paste objects from other applications and then find that the size is not quite right. To resize an object, point to one of the resize handles. The cursor changes into a two way arrow when the Pointer is over resize handles. Then drag until the outline box is the desired size.

**Note:** Not all objects can be resized in this way. The size of some objects is determined by their definition, for example, an answer area for a question. If an object cannot be resized using the Pointer Tool, the resize handles are greyed out. To resize such objects, double click on the object with the appropriate tool.

### Clearing the selection

To deselect all the selected objects either

- ◆ Click anywhere on the paper not on an object, or
- ◆ Select **Clear** from the Edit menu.

### Selecting multiple objects

Selecting a new object automatically deselects any previously selected object. However, you may select several objects at one time in one of three ways:

- ◆ After selecting the first object, select additional objects by 'shift clicking', i.e. holding down the Shift key while you click the mouse. Shift clicking on an object a second time deselects it.
- ◆ Drag the Pointer Tool to surround all the objects to be selected. Any objects that lie completely within the dragged out area will be selected.
- ◆ Choose **Select All** from the Edit menu. This selects all the objects on the paper, whether they are visible or not.

### Moving objects

To move objects around the page:

1. Select the objects to be moved.



- 2 Drag any one of the selected objects.

Outline boxes of the selected objects will move as you drag to indicate where the objects will appear when released.

3. When you reach the required position, release the mouse.

Tip. When the mouse pointer nears the edge of the window, the window automatically scrolls to bring hidden areas of the paper into view. Alternatively, before dragging, scale down the view so that the whole page is visible.

### **Copying objects**

To copy objects to other applications, you must use the standard method of Cut/Copy and Paste, either from the Edit menu, or the right hand mouse button pop-up menu. However, if you only wish to make a copy of some objects on the page, the Pointer Tool can be used:

1. Select the items to be copied.
- 2 Hold down the CTRL key and drag the objects to a new position.
- 3 Release the mouse button; the selected objects are then copied to the new position.

**Note:** When copying questions, you will be asked for the new text and reference name for each question before it is copied.

**Quick tool selection:** F7



## **The Stack Tool**

The Stack tool switches your view of your project to the individual answer sheets.

### **From a Worksheet window**

Click the Stack tool to return to the Sheet Editor window. The first sheet of the current stack will be displayed.

### **From a Form Editor window**

Click the Stack tool to

- ◆ Save a new form and open a Sheet Editor window onto the first (blank) sheet of a new stack *OR*
- ◆ Save an amended form and open a Sheet Editor window onto the first sheet of an existing stack.  
Before saving the form's changes PinPoint will prompt you to confirm, twice, that you wish to ◆  
update all the answer sheets in the project's stack.

**See also:**

- ◆ **Alter form**
- ◆ **Save**







## The Eraser

The Eraser is the visual accelerator for the Edit menu ♦ "Delete" command. Click on the Eraser to pick it up. Double-click on an item with the Eraser pointer to remove it from your work area without copying it to the Windows Clipboard. Use of the Eraser will not affect the current contents of the Clipboard.

**Quick tool selection:** F9

**Keyboard shortcut:** Shift + Del



## The Scissors

The Scissors tool is the visual accelerator for the Edit menu ♦ "Cut" command. Click the Scissors to remove selected items from the page and store them in the Windows Clipboard.

**Keyboard shortcut:** Ctrl + X



## Paste

The Paste tool is the visual accelerator for the Edit menu ♦ "Paste" command. Click the tool to paste the contents of the Windows Clipboard into your work area.

**Keyboard shortcut:** Ctrl + V



## The Camera

The Camera tool is the visual accelerator for the Edit menu ♦ "Copy" command. Click the Camera to copy duplicates of selected items onto the Windows Clipboard and leave the original elements intact.

**Keyboard shortcut:** Ctrl + C





### Previous sheet

This button is the visual accelerator for the Sheet menu ♦ "Previous" command.  
Click the tool from a Sheet Editor window to turn to and display the previous sheet in the current stack.

**Keyboard shortcut:** Ctrl + P



### **Next sheet**

This button is the visual accelerator for the Sheet menu ♦ "Next" command.  
Click the tool from a Sheet Editor window to turn to and display the next sheet in the current stack.

**Keyboard shortcut:** Ctrl + N



### **Tear Off**

The Tear Off button is the visual accelerator for the Sheet menu ♦ "New" command.  
Click the tool from a Sheet Editor window to 'tear off' and display a blank form ready for completion.



### **Delete sheet**

This button is the visual accelerator for the Sheet menu ♦ "Delete" command. Click the tool from a Sheet Editor window to delete the answer sheet currently on display. PinPoint will prompt you to confirm your choice.



### **Alter form**

This button is the visual accelerator for the Sheet menu ♦ "Alter form" command. Click the tool in a Sheet Editor window to return a project's form to the Form Editor for review and amendment. **Note:** Before saving changes to an amended form PinPoint will prompt you to confirm, twice, that you wish to ♦ update all the answer sheets in the project's stack.



### **Save sheet**

This button is the visual accelerator for the Sheet menu ♦ "Save" command.  
Click the button from a Sheet Editor window to save the answer sheet you are currently completing or editing.

**Keyboard shortcut:** Ctrl + S or Press RETURN at the last field in the form



## Pushdown

The Pushdown tool is the visual accelerator for the Edit and Arrange menus ♦ "Send to back" command. Click on the tool to pick it up.  
To select an item to push down (i.e. to send to the back) amongst several that are overlapping, click on each in succession with the Pushdown pointer until every element is layered as required.

**Quick tool selection:** F7

**Keyboard shortcut:** Ctrl + -



## Tools

Page editor and tool buttons are used extensively throughout PinPoint. Some are unique, others provide a useful shortcut to clicking through menu items.

The Tool Tidy's position on the screen can be changed by choosing ♦ Options from the View menu. For an overview of PinPoint's tool and page editor buttons, see ♦ Tools Overview





### **Quick Help**

Quick Help messages appear in PinPoint's status bar - the rectangular box in the bottom left of your screen border.

Help message display is turned on or off from the View menu "Quick Help" menu.



### **Keyboard shortcuts**

Keyboard shortcuts - the key combination to press to directly carry out some menu commands - are listed in the column below.



### **Cascaded menus**

The ► arrowhead icon indicates the presence of a sub- or cascaded menu which will appear when you choose that menu item.

This menu lets you position the Tool Tidy horizontally or vertically in relation to the top left hand corner of your work area.



### **Cascaded menus**

The ▶ arrowhead icon indicates the presence of a sub- or cascaded menu which will appear when you choose that menu item.

This menu lets you align selected items to the left, right, top or bottom edges of a 'datum' element's bounding box.




## Menu items

Menu items are usually commands. However they can also be characteristics you assign to a sheet or form, a list of open windows or files, or the names of *cascading* menus which list additional commands.

To choose an item from a selected menu:

- ◆ Click the item.
- ◆ Or type the letter that is underlined in the item name.
- ◆ Or use the UP ARROW and DOWN ARROW keys to reach the item you want to choose, then press ENTER.

Click on any of the  buttons which appear under each menu title to see a description of its menu item.



## Search

The Search tool is the visual accelerator for the Sheet menu ♦ "Search..." command. Click the tool from a Sheet Editor window to open the "Search" dialogue box and search through a stack for answer sheets matching specified answer data.

**Note:** Use the Search tool only to locate single answer sheets for review or amendment. "Search" is not designed to function as a substitute for PinPoint's analysis worksheets.



### Analyse sheets

This button is the visual accelerator for the Sheet menu ♦ "Analyse sheets" command. Click the tool from a Sheet Editor window to place the currently-displayed stack of answer sheets into an analysis worksheet.



## **Reset**

This button is the visual accelerator for the Tools menu ♦ "Remove conditions and sorting" command. Click Reset from a Worksheet window to remove all the conditions for choosing sheets and sorting previously applied to a stack of answer sheets.





### **Sort sheets**

This button is the visual accelerator for the Tools menu ♦ "Sort sheets" command. Click the tool from a Worksheet window to open the "Sort sheets" dialogue box. In this you can select a question on which to sort displayed answer sheets, in increasing or decreasing order and within or without an existing sort.



### **Add condition**

This button is the visual accelerator for the Tools menu ♦ "Add condition..." command.  
Click the tool from a Worksheet window to open the "Choose sheets" dialogue box.  
Highlight a question field by which to choose answer sheet data to display, specify your criterion and other options,  
and choose "OK" to apply the condition(s).



## **Statistics**

This button is the visual accelerator for the Tools menu ♦ "Statistics..." command. Click the tool from a Worksheet window to open the "Statistics" dialogue box and perform statistical calculations upon selected answer sheet data.



### **New column**

This button is the visual accelerator for the Tools menu ♦ "Add new column..." command. Click the button from a worksheet window to open the "New Column" dialogue box and add a new column to a worksheet using a calculation.



## Plot graph

This button is the visual accelerator for the Tools menu ♦ "Plot graph..." command. Click the button to open the "Plot graph" dialogue box. From there, dialogue boxes will guide you step-by-step through the production of even the most complex graphical presentation



### **Cross-tab**

This button is the visual accelerator for the Tools menu ♦ "Generate crosstabs..." command. Click the button to open the "Cross-tabulations" dialogue box, and generate a cross-tabulation from selected answer sheet data.



### **Zoom 100%**

This button is the visual accelerator for the ♦ "Zoom" dialogue box's '100% magnification' option. Click alternately on this, the "Zoom Fit Window" and the "Zoom 100%" buttons to quickly check and edit the layout and relative positioning of the elements on your page.



### **Zoom Fit Window**

This button is the visual accelerator for the ♦ "Zoom" dialogue box's 'Fit window' option. Click alternately on this, the "Zoom Fit Window" and the "Zoom 100%" buttons to quickly check and edit the layout and relative positioning of the elements on your page.





How often do you use layering or 'stacking' techniques when designing your forms?

- Always
- Sometimes
- Never
- Wednesdays

A simple but effective example of layering. An opaque rectangle has been copied, filled grey, offset and 'pushed' to the back of the stack. The question field has been placed 'on top' of the other two objects.

**See also:**

- ◆ Bring to front
- ◆ Send to back



## **File Menu**

From here you can

- ◆ Open an existing PinPoint project or start a new one.
- ◆ Save and catalogue your work to disc.
- ◆ Import data from other project files or applications.
- ◆ Print forms, selected answer sheets, reports and graphics presentations.
- ◆ And return to the Windows desktop when you exit PinPoint.



### **Edit menus**

From here you can

- ◆ Cut., copy, paste and delete elements to and from the page and the Windows Clipboard.
- ◆ Edit the style of selected text elements.
- ◆ Undo editing and clear selections.
- ◆ And establish links and embed objects using Windows' OLE.



## View menus

From here you can

- ◆ Show or hide PinPoint's page rulers and 'magnetic' alignment grid.
- ◆ Scale your view of the page with 'Zoom' commands.
- ◆ Show the printable page area for your selected printer driver.
- ◆ Configure the display of answer sheets in a Worksheet window.
- ◆ And change your view of the project.



### Paper menu

From here you can

- ◆ Set up the page format and orientation of your form or presentation.
- ◆ And add and delete pages to and from a form or presentation.



## Sheet menu

From here you can

- ◆ Save, copy, delete and create new answer sheets.
- ◆ Turn to specific sheets in a stack.
- ◆ Search for answer sheets by reference number or search value.
- ◆ Open a Worksheet window to analyse a stack of sheets.
- ◆ And return to the Form Editor to alter a project's form.



### Tools menu

From here you can

- ◆ Carry out and remove single or multiple sorting of answer sheets
- ◆ Add or remove answer sheet conditions.
- ◆ Choose and display statistics for numeric answers.
- ◆ Add a new column to a worksheet using a calculation.
- ◆ And plot a graph or create a crosstab table from selected answer sheet data.



## Window menus

From here you can

- ◆ Arrange open document windows and icons.
- ◆ Switch between active document windows.
- ◆ Focus on a specific window from a work in progress list
- ◆ And close all document windows and exit to the PinPoint desktop.





## Arrange menus

From here you can

- ◆ Arrange, layer, group and ungroup sets of elements.
- ◆ Align elements with each other and with on-screen design guides.
- ◆ Show or hide PinPoint's alignment guidelines.
- ◆ And select or clear operation of the 'magnetic' alignment grid.



### Questionnaire menus

From here you can

- ◆ Group similar Questions together to make a Question Group.
- ◆ Number the Questions.
- ◆ Show any routing that has been established.
- ◆ Setup paper size, colour and orientation.
- ◆ Add a page to your Form.
- ◆ Delete the last page from your Form.



### Selecting answer sheets from a worksheet

You can select one or more answer sheets from those displayed in a Worksheet window to print, plot or tabulate, or to save to a new project.

To choose sheets matching some criterion, from the Tools menu, choose ♦ Add Condition. Alternatively, individual sheets or groups of sheets can be selected from the worksheet display ♦ - by clicking, together with a combination of CTRL and SHIFT key presses.



### **Answer sheet reference numbers**

An unique reference number is allocated to each completed answer sheet when it is saved for the first time.

Sheet reference numbers are allocated sequentially, and never become available for re-allocation even if their 'owner' sheet is deleted at some future time.

For this reason apparent 'gaps' may appear in a stack's sequential sheet numbering in cases where some sheets have been deleted and others added later.



### Updating answer sheets after changing a form

When a project's form is altered, sheets which have been previously entered may need to be changed or 'updated'.

When you choose the File menu "Save" command or click the Stack tool to save an amended form, PinPoint will prompt you to confirm that you do indeed wish to update the existing answer sheets.

**Updating a large stack can take some time**, so it may be advisable to make a back-up of your project before choosing to save an edited form and update all related answer sheets.



### **Worksheet control panel: Add a sort**

Click this button to open the "Add a sort" dialogue box.

Select a question field on which to sort, in increasing or decreasing order, within the current sort.

Choose "OK" to add the sort.



**Worksheet control panel: Remove the last sort**

Click this button to remove the last-performed sort of a series.



### **Worksheet control panel: Add Condition**

Click this button to open the "Choose sheets" dialogue box.

Highlight a question by which to choose sheets, specify a condition and options, and choose "OK" to apply the condition.





**Worksheet control panel: Remove a condition**

Click this button to remove a condition by which sheets are chosen.



### **Printer considerations**

Having two projects open on PinPoint's desktop, each of which has been formatted for a different printer, can sometimes necessitate the reformatting of text displayed in forms and answer sheets in either or both projects.

As a general rule all your PinPoint projects should be designed for output to the same printer, and should use TrueType fonts. A basic set of these is provided as standard with Windows 3.1.



### **Screen and printer font considerations**

TrueType, or other suitable Windows font handling utility, will allow you to take full advantage of PinPoint's WYSIWYG environment. A basic set of TrueType fonts is supplied with Windows 3.1 as standard. Many different typefaces are available for each utility, and both will create appropriate screen fonts which closely match how the font will appear when printed



### **Question text**

Type the text of your question into this panel.

The speed and accuracy with which information can be collected will be much enhanced by question text which is clear and relevant, and by questions which are logically ordered on the page.



### Reference name

For proper identification, each question you write **must** be given an unique reference name. A reference name may be up to 19 characters long, and may be made up of more than one word providing the words are separated by the underscore character.

A question will be located and referred to by its unique name in other parts of PinPoint, so make sure that you allocate a reference name which clearly identifies its question.

If you do not write a reference name PinPoint will generate one for you automatically. In most cases this is suitable.

Type a name at the cursor. PinPoint will prompt you to try again if the name you choose is already in use.



### Advanced Questions

Clicking on the **Advanced...** button will open the Advanced Question Settings dialogue. From here you can choose to organise related questions into Question Groups. You can also define Question Routes.



### **Question text style**

By default a question will be written in the text style that you have attributed to the Pen tool for the Forms Editor.

To change the text style of an individual question, click on the "Font" button and select your chosen new attributes from the Pen style dialogue box.



### **Must be answered**

Select this option to ensure that an answer is given to a question during answer sheet completion.

With this option in effect an incomplete answer sheet cannot be saved to the stack. PinPoint will prompt you for an answer to each 'monitored' question.





### **Answer text style**

By default an answer will be written in the text style that you have attributed to its question text.

To change the text style of an individual answer, clear the "Same as ..." check box. Click on the 'Font' button and select your chosen new attributes from the Pen style dialogue box.

Both question and answer text styles may be edited individually later 'on the page'. Double-click on the selected text with the Pen or the Pointer to re-open the Pen style dialogue box.



### **Fixed text entry**

Select this option if your question will require an answer such as, for example, an address of 'x' lines of 'x' characters.

Note that the number of characters that PinPoint will allow to be entered on a line will vary depending upon the text style, character type and entry area style that you choose - PinPoint will actually allow as many characters as will 'physically' fit on the line. To ensure precise line length choose a 'comb' data entry area style.



### **Comment text entry**

Select this option to include an entry area for a block of 'comment' answer text within your form.

The size of a comment area is defined by the original area marked out with the Question tool, less title space, but may be changed later using the Pointer tool. PinPoint will include comment answers in a 'search on text' during answer sheet location.



### **Entry area style**

Click open the 'Entry area' list to select an answer data entry area style. Available styles include dotted and solid lines, a box, 'bucket', comb and full comb, or 'no style' (i.e. none).

To enhance a form's presentation you can choose to fill an answer area with a colour or shade of grey. Check the 'filled' box and click the 'Colour' button to open PinPoint's colour selection palette.



### Picture text entry

Choose this option to include a 'validated character' answer in your form.

If, for example, you require that all telephone number answers be entered in an identical format, select 'Picture' and type (say) **(####)-#####** into the panel.

Picture formatting characters are

- # - digit only
- ? - any alphabetical character
- & - any alphabetical character converted to upper case
- @ - any character
- ! - any character converted to upper case



### **Numeric answer format**

Choose a format for your Numeric answer from the menu, or type in your own at the cursor. Answers may be formatted to as many decimal places as required.

Units description characters may be entered before or after the **#** digit formatting character, for example:

£ ###.##

## years

##.# cm



### **Numeric answer checks**

Check these boxes to choose to allow negative number answers and to specify a required range of answer values.



### **Yes / No descriptions**

The default descriptions for Yes/No answer types are 'Yes' and 'No'. Either answer can be changed if required. Type your new description at the cursor.





### Entry area style

Click open the 'Style' menu to select a check box style for the choices.

During answer sheet completion, a cross will be drawn on the check box for a choice when it is chosen. Available styles include dotted and solid lines, shaded and unshaded boxes, or a 'bucket'.

Check the boxes to choose to align the choice check box to the left of its choice text and whether to vertically align the choices. You may also choose only to allow 'Yes' answers to be recorded.

Note that for the purposes of analysis, PinPoint will interpret 'No' answers as 'not answered' when the 'show 'Yes' answer only' option is selected.



### **Date answer format**

Choose a format for your Date answer from the list. Note that formats in which the days and months are entered as numbers, the formats are taken from the short form date format description in the International settings section of the Control Panel.



### **Add a choice**

Choose the 'Add' button to add a choice to a Multiple or Ordered choice question.

A text entry panel will appear. Type your choice text at the cursor, and choose 'Font' to change text style if required.

Click 'OK' to return to the main dialogue box. Note that your choice text has now appeared in the choice list panel.



### **Edit a choice**

Select the choice from the list and then choose the 'Edit' button.

A text entry panel will appear containing your selected choice text ready for editing. Choose 'Font' to change text style if required.

Click 'OK' to return to the main dialogue box.



### **Entry area style**

Click open the 'Style' list to select a tick box style for the choices. During answer sheet completion, a cross will be drawn on the tick box for a choice when it is chosen.

Check the options to choose to align the choice tick box to the left of its choice text, to show only the tick box without the description text and whether to vertically align the choices. You may also choose to allow only one choice to be made in answer to the question, to sort the questions by column and to justify the text..



### **Entry area style**

Answers to ordered choice questions are numbered in order of preference during answer sheet completion. PinPoint will only allow entry of a number within the choice range (e.g. 0 - 10).

Click open the 'Style' list to select an entry area style, the styles available are similar to those for numeric answers.

Check the boxes to choose to align an entry area to the left of its choice text, to show only the entry area without the description text and whether vertically align entry areas.



### **Entry area style**

Click open the 'Entry area' list to select a Date answer area style. Available styles include dotted and solid lines, a box, 'bucket', comb and full comb, or 'no style' (i.e. none).

To enhance a form's presentation you can choose to fill a Date answer area with a colour or shade of grey. Check the 'filled' box and click the 'Colour' button to open PinPoint's colour selection palette.



### **Delete a choice**

Select the choice to delete from the list and then choose the 'Delete' button.





### Question

Select the question(s) from which statistics are to be derived from the "Question" list panel. Click on a question's reference name to select it, click again to clear your selection.



### **Statistics**

Select the calculation(s) to be performed in the "Statistics" list box.



### Show for

Select **only** those answer sheets currently displayed in the worksheet, or **all** the answer sheets in the current stack, or **both** sets, for inclusion in the analysis.



### Choose "OK"

The title "Statistics" will appear at the left end of the question field title bar. A window will open between the Worksheet control panel and the first answer sheet row in which the results of your calculations will be displayed.



### Hint

To modify or perform further statistical calculations, click on the "Statistics" column title to re-open the "Statistics" dialogue box.



### **Question list box**

The unique reference names of your form's questions, other than those with ordered choice answers, are listed in this panel.

Double-click on a name to include it in your calculation, or type it into the calculation box.



### **Calculator box**

The progress of your calculation is shown here in in this panel.

To enter a calculation type in question names, function names, digits and arithmetical symbols at the cursor, or click the calculator and double click on reference names, or use both methods.

You can select, cut, copy and paste calculation text just as you would in any other Windows text editor.



## Score

During the definition of questions and answers, a score can be applied to each choice. This function will return the score of the ticked choice in the given answer.

If the answer allows more than one choice, the score returned is the sum of the scores for each of the choices ticked.

If the given answer is not a multiple choice or yes/no answer, the function returns the value of the answer as a number.





### **Display style**

When your calculation is complete, click "Display style..." and the display style dialogue box for the type of answer to the calculation (text, date or numeric) will appear.



### Calculator

Click on the calculator to perform your calculation. Each calculator key press will be shown in the calculation box.



### **Default Pen style**

The Pen's style is applied to all new text written in the current Editor.



### **Grid units**

Check the radio buttons to specify grid units and divisions in inches or centimetres, or in feint rules based on a specific font. Choose "Feint rules" to open the "Font" dialogue box.

**Tip:** Feint rules are useful to ensure that text is evenly and suitably spaced down a form or presentation.



### **Grid colour**

Choose "Colour" to open PinPoint's colour selection palette and attribute a colour to the on-screen grid. By default the grid will be displayed in the colour you have attributed to the Pen tool.



### **Grid show**

Check the "Show" box to display the on-screen grid.



### **Grid snap**

Check the "Snap" box to activate the grid's 'magnetism'.

**Shortcut:** Choose ♦ "Snap to grid" from the Arrange menu.



### **Fixed magnification**

Select a radio button to display a page at one of four fixed percentages of actual size.





### **Custom magnification**

Select the "Custom" button and type your own 'best' viewing scale at the cursor.



### **Fit to window**

Choose this command to scale your work, either vertically or sideways, to obtain the maximum possible full-page view.



**Fit window sideways**

Choose this command to scale your work to the maximum possible view across the page.



### **Edit question text**

The copied question's text will appear in this panel.

Type the text of your new question at the cursor. You can select, cut, copy and paste this text just as you would in any other Windows text editor.

Enter your new question's unique reference name, and choose "OK".



### **Edit reference name**

For proper identification, each question you write **must** be given an unique reference name.

A question will be located and referred to by its unique name in other parts of PinPoint, so make sure that you allocate a new reference name which clearly identifies its question.

Type your new reference name at the cursor.



## **Paper size**

Click on the "Size" panel button to open the selection menu.

Choose from one of the paper and envelope sizes shown (which are those available for your currently chosen printer), define your own custom page size, or select a 'window sized' page.

Click on a standard paper size to select it, or type the dimensions of your custom page into the Width and Height boxes.



### **Paper orientation**

Click a radio button to select Portrait or Landscape page orientation. Before printing your work, choose "Printer setup..." from the File menu to check matching printer orientation.

**Hint:** Work with the View menu's "Show printable area" command active.



### **Paper colour**

Choose "Colour" to open PinPoint's colour selection palette and attribute a colour to your 'electronic' page. Paper colour is displayed as white by default.





### Question

The panel shows the names of the question fields on which you may sort. Choose a question by clicking on its name or by typing its name into the box.

Click **Show all** to show all the questions in the project or only those currently displayed on the Worksheet



### Sort order

Answer sheets may be sorted in increasing or decreasing order. Click on a radio button to choose a sort order.



### **Sort within current order**

Sheets may be sorted within the order in which they are currently displayed, or, if the option is unchecked, the new sort will replace any current sort..



### Search for ..?

Click a radio button to choose

- ◆ Any text *OR*
- ◆ Any number only *OR*
- ◆ Any date only

as the answer type to search on



### Search value

Type the value to be searched for into the panel.

**Searches on text** will find words which match your search word both in whole and in part. The wild-card character **#** may also be used to extend the range of possible matches.



### **Find first/next**

Once you have defined your search criteria, choose "Find first" or press RETURN.

PinPoint will search the stack from the first sheet and will display the first match found. Click "Find next" or press RETURN repeatedly until you find the sheet you want to review.



### **New column name**

For proper identification, each new column **must** be given an unique reference name. A reference name may be made up of more than one word providing the words are separated by the underscore character.

Type a name at the cursor. PinPoint will prompt you to try again if the name you choose is already in use.



## Question

This panel lists the names of the questions by which you may choose answer sheets.

Select a question by typing its name into the box or by clicking on its name.

Click on the **Show all** button to show all questions in the project or only those currently displayed on the Worksheet.





### Condition

This panel lists the conditions applicable to the question you have chosen. Conditions that are not applicable will be shown 'greyed'.

Click on a radio button to choose a condition.



### Condition value

The "Value" panel's format will change to correspond to the question type you have chosen.

Type the value(s) applicable to your condition into the panel, *OR* click on the values listed for Ordered choice, Multiple choice and Yes/No questions. Please see the PinPoint User's Guide for complete descriptions of the entry of answer values for each of the answer types.



### Criteria

You may choose multiple criteria by clicking on either the **<<And** or the **<<Or** button between choices. To delete any chosen criterion just click it, then click **Delete**.



### **Display style**

When your calculation is complete, click "Display style...". A dialogue will appear from which you may choose, or type in, the format for display of the results of the calculation.



### **2D bar**

Choose this style button to plot a two-dimensional bar chart.



### **3D bar, one depth**

Choose this style button to plot a three-dimensional bar chart.

Multiple series will be drawn on one depth.




### **3D bar**

Choose this style button to plot a three-dimensional bar chart.



### **2D bar, rotated and stacked**

Choose this style button to plot a rotated two-dimensional bar chart.


Multiple series will be  stacked.





### **3D bar, rotated and stacked**

Choose this style button to plot a rotated three-dimensional bar chart.

Multiple series will be  stacked.



### **2D bar, rotated**

Choose this style button to plot a rotated two-dimensional bar chart.



### **3D bar, rotated, one depth**


Choose this style button to plot a rotated three-dimensional bar chart.

Multiple series will be drawn on one depth.



### **2D bar, stacked**


Choose this style button to plot a two-dimensional bar chart.

Multiple series will be  stacked.



### **3D bar, stacked**

Choose this style button to plot a three-dimensional bar chart.

Multiple series will be  stacked.



## 2D pie

Choose this style button to plot a two-dimensional pie chart.



### 3D pie

Choose this style button to plot a three-dimensional pie chart.



### **2D column**

Choose this style button to plot a two-dimensional column chart.





### **3D column**

Choose this style button to plot a three-dimensional column chart.



### Line

Choose this style button to plot a Line chart.



### Rotated line

Choose this style button to plot a rotated Line chart.



### **Ribbon**

Choose this style button to plot a '3D' Line chart.




### **Rotated ribbon**

Choose this style button to plot a rotated '3D' Line chart



### **2D area, stacked**


Choose this style button to plot a two-dimensional area chart.

Multiple series will be  stacked.



### **2D area, rotated and stacked**


Choose this style button to plot a rotated two-dimensional area chart.

Multiple series will be  stacked.



### **3D area, stacked**

Choose this style button to plot a three-dimensional area chart.

Multiple series will be  stacked.





### **3D area**

Choose this style button to plot a three-dimensional area chart.



## Table

The Table style provides for drawing a simple table of the results of the analysis and are useful alongside a graph to clearly show the values plotted.

Multi-column tables may be built in the same way as a multi-series graph; each series is a column of the table. With multi-column tables, statistics may be calculated upon the values in each row of the table.

The table is automatically generated with suitable column widths and uses the font chosen in the Plot Graph dialogue.

**Tip:** You may like to use the various facilities for copying analysis results to the clipboard if you wish to show a table of results in a document such as one prepared with a word processing application.



### Segment fill style

Click on a button to select a fill style to apply to all segments of a Pie chart. PinPoint will allocate default colours to a Pie chart's segments when the chart is first plotted.

**Note:** You can change a Pie segment's fill colour, style and outline colour and out line thickness from the Presentation Editor. Right-click on a segment with the Pointer and choose **Pie Segment Properties** from the pop-up menu. The ♦ "Pie segment style" dialogue box will appear.



## Options

If required, PinPoint will label each segment of a Pie chart, and will include the value of a segment's category in the label. Check a box to select the option.



### **Segment fill style**

Click on a button to select a fill style to apply to all segments of a Column chart.

PinPoint will allocate Column segment fill colours by default when the chart is plotted.



## Options

If required PinPoint will label each segment of a Column chart, and will include the value of a segment's category in the label. Check a box to select the option.




### **Pie segment fill style and colour**

Click on a button to select a fill style to apply to the Pie segment that you are editing.

To attribute a fill colour to a segment, click the "Colour" button to open PinPoint's colour selection palette.




### **Pie segment outline colour and weight**

Scroll the readout to select a line  weight to apply to the outline of the Pie segment that you are editing. To attribute a colour to a segment's outline, click the "Colour" button to open PinPoint's colour selection palette.





### **Line weight and colour**

Scroll the readout to select a line  weight to apply to a Line.  
To attribute a colour to a Line, click the "Colour" button to open PinPoint's colour selection palette.



## Points

Select a line Point style from one of the twelve styles shown.

Drag the horizontal scroll button to set the line Point size you require. Minimum size is set with the scroll button fully LEFT.



### Tick marks

Select a radio button to display tick marks Inside, Outside or Across graph axes, or to show NONE.



### **Grid lines**

Check these boxes to show either or both horizontal and vertical grid lines.



## Options

In the "Options" panel you may enter a value for a 'false' y-axis origin and choose to plot against a logarithmic y-axis scale.



### **Area fill style and colour**

Click on a button to select a fill style to apply to an Area.

You may choose to accept the Area fill colour shown, or click the "Colour" button to open PinPoint's colour selection palette and make a new selection.



### Bar spacing

These three options control the spacing drawn between bars in a bar graph.

- ◆ Use "Gap width" to set x-axis spacing between bars in any bar graph.
- ◆ Use "Gap depth" to set z-axis spacing between bars in a multiple series full-3D graph.
- ◆ Use "Overlap" to control the degree of x-axis overlap between bars in a multiple series 2D graph. A setting of "100%" will result in the complete overlap, or 'layering', of each series' bars.



## Options

In the "Options" panel you may choose to

- ◆ enter your value for a 'false' y-axis origin.
- ◆ plot against a logarithmic y-axis scale.
- ◆ plot a histogram for numeric answer values.
- ◆ sort the bars into increasing or decreasing order of magnitude.





### **Bars fill style**

Click on a button to select a fill style to apply to all bars in any one series.

To select a series' bar colours

- ◆ Check "Automatic" to allow PinPoint to attribute discrete colours to all the bars in the series
- ◆ Deselect "Automatic" and accept the colour shown for all the bars in the series, or click the "Colour" button to open PinPoint's colour selection palette and attribute your own.



## Points

Select a Point style from one of the twelve styles shown.

Drag the horizontal slider button to size Points to a multiple (on a scale of 1 - 10) of your chosen Line thickness. Minimum size is set with the slider button fully LEFT.

Click the "Colour" button to open PinPoint's colour selection palette and attribute a colour to all Points in a series.



### **Tick labels**

Choose the "Tick labels" button to open the Pen style dialogue box and change your graph's tick label font.

Initially, tick labels are written in the text style you attributed to your graph in the "Font" section of the "Plot graph" dialogue box.



### Axis labels

Choose the "Axis labels" button to open the Pen style dialogue box and change your graph's axis label font.

Initially, axis labels are written in the **bold** weight of the text style you attributed to your graph in the "Font" section of the "Plot graph" dialogue box.



## Labels

The axis labels are used not only for labelling the axes on graphs with axes, but also for creating the heading for pie and column charts and, from the x-axis label, for heading the first column in a table (subsequent columns are labelled with the legend text for the series shown in the column). Whether to write a label, and the text to use, is controlled by choosing one of the options:

**None** No label will be written. For tables, this option is the same as Auto.

**Auto** For the y-axis, the label will be based upon the analyses used to produce the graph, for the x-axis it will be based upon the reference names of the questions whose answers were analysed.

**This** Type the label text to use into the box.

**Tip:** To remove the heading from pie and column charts, choose None for both the x axis and y axis labels.



### Series list panel

Multiple series will be drawn on paper in the order of their appearance in the "Series" list panel. By default this will be the order in which they were first plotted.

The first series listed in the "Series" panel is always the first to be displayed. Its style also defines the other series' overall display style options, and the graph's tick mark, grid line, etc. attributes.

Use the << | >> buttons to re-define the series listing order.



### **Reorder series**

Use the << | >> buttons to re-define the series listing order, and as a consequence the order in which series are drawn and displayed.

Select a series and move it up or down through the series list by clicking on the button(s).



### **Delete series**

You may have added a series to a multiple series graph only to find that you have made a mistake, or that the new plot simply 'doesn't work'.

To delete a series from a multiple series graph, select its description in the "Series" list panel and choose the "X" button.





## Style gallery

When you select a series' description in the "Series" list panel, its chosen chart type will be selected in the gallery.

To change a series' chart type, select the series' description and then choose new chart type required from the gallery. Choose "OK", and the series will next be re-drawn in the chart type selected. The new plot will take the style attributes (i.e. 2D or 3D, etc.) of the first series in the "Series" list.

To further define the series' new style, choose **Style properties...** to open a properties dialogue box for the modified chart.



## Style Properties

To define the properties of a series' new chart type, or to modify a series' existing properties, choose "Style Properties".

If the series selected is the first listed in the "Series" list panel, its full properties dialogue box will appear - in other words you may make overall property changes to the graph; use of legends, rotated axes, grid lines etc.

If the series selected is not the first to be listed, its "Add to graph" dialogue box will appear in which you may make property changes for the series such as colour and its legend text.



## X-axis and Y-axis Ranges and Divisions

When a graph is first drawn, PinPoint will determine suitable ranges and divisioning of the numeric axes to give a reasonable presentation. If the graph is resized, PinPoint will determine new suitable ranges and divisioning for the new size of the graph, unless the graph has been modified via the Modify Graph dialogue, in which case it will attempt to use the values shown.

Using the From, To and Step boxes, you may modify the values to use for the axis range and divisions if more suitable values than those determined by PinPoint are apparent to you.

To change the values, type the new required values into the boxes.

Any desired values may be entered, however, PinPoint will check to ensure that they are usable and reasonable:

- ◆ You cannot enter a From value which is greater than the smallest value to be shown, i.e. you cannot "hide" points or values from the graph.
- ◆ You cannot enter a step size which does not evenly divide the range of the axis.

If an invalid value is used, PinPoint will simply change it to a valid value.

**Tip:** Zero may be given for all the values, this will cause PinPoint to re-calculate suitable ranges and divisioning as when the graph was first plotted. If zero is entered for the step size, PinPoint will determine a suitable step size from your given range. In either of these cases, PinPoint will also return to automatically determining suitable values when the graph is resized.



### **Plot line of best fit**

This option becomes available when a plot of 'numeric vs. numeric' values is chosen. Check "Plot line of best fit", and the best fitting LINE will be drawn through the points.

The equation of the line, in the form  $y=mx+c$ , and the linear correlation coefficient of the data are also displayed.



### Line thickness

In all dialogue boxes throughout PinPoint, line thickness measurement is displayed by default in millimetre units. The spin buttons' increment/decrement value is set at 0.5mm.

You may change a line's weight by typing your own, in units of **cm**, **mm** or **pt**, into the "Thickness" text entry panel of the corresponding dialogue box.

**Note:** You can also scroll through line thickness selection from the keyboard. Use the TAB key to select the "Thickness" option, then increment or decrement the display using the UP ARROW and DOWN ARROW cursor keys.



### Stacked chart styles

In stacked multiple series charts the first series is plotted 'at the bottom' and further series are then plotted 'on top', in order, showing the corresponding values of different series in vertical stacks.

Each stack shows both the total reached by the combined values, and the degree of each value's contribution to that total.

To change 'stack order', click on a graph to open the ♦ "Modify graph" dialogue box. Use the << | >> buttons to re-define the series order as shown in the "Series" list box.



### **First line contains field names**

Some CSV files give field names on the first line of the file. If your source file gives field names, then ensure that this option is chosen.

If your source file does not give field names on the first line, PinPoint will create suitable names.

Some 'trial and error' may be necessary when using this setting owing to the variety of CSV text file formats in evidence.



### **Character set**

Click on a radio button to define the character set used by your source file, if known.

Choose ANSI if the file you are importing from was written by a Windows application, choose DOS if the file was written by a DOS application.





### From field

PinPoint displays the names of the fields found in the file being imported from in this list box.

If you are "quick" importing a file into a new project built by PinPoint, matching field names will be displayed in the "To Question" list box. To exclude the import of information from any field, double-click on its name and select <<<<NONE>>>> in the ♦ "Import from field" dialogue box.

If you are importing a file into an existing project, check that the field's data is going to be imported into the desired question in the project. If you are unhappy with PinPoint's mapping, double-click on a source field name to open the ♦ "Import from field" dialogue box and map the source field to an appropriate project question field, or to NONE.



### To Question

This list shows the questions that will be imported into from the matching entry in the "From field" list box.

If you are "quick" importing a file into a new project built by PinPoint, the "To Question" list box will display matching field names opposite those displayed in the "From field" list box, and on the same lines.

If you are importing a file into an existing project, the "To Question/" list box will show the names of your project's existing questions.

**Note** that the question names are shown 'greyed'. This is because they appear for information only.



### **Import from Field**

The "Import from field" dialogue box displays a list of all the question fields available to which a source field may be mapped, and <<<<NONE>>>>.

If the project has been built by PinPoint for a "quick" import, the available question field names will be identical to the source field names, otherwise, the list box will show the names of your project's existing question fields.

Highlight a destination question field name for your source field, and choose "OK" to return to the "Import" dialogue box.



### **Choices List**

The choices list shows the descriptions of the choices available in answer to the question.

Click on a choice to select it and then choose the 'Edit' button to edit the text or font used for the text, or the 'Delete' button to delete the choice.

Alternatively, the choice can be edited by double clicking on the choice.



## Operators

Click on the operator buttons to insert them into the calculation.

When mixed type operands are used, both operands are converted to the same type before evaluating the result.

When the left operand is numeric, both operands are converted to the type of the right hand operand, otherwise the right operand is converted to the type of the left operand. The exception to this is when the left operand is text and subtraction, multiplication or addition is used - in these cases both operands are converted to numbers.

Examples:

aDateAnswer + 5	the date 5 days on from aDateAnswer
5 + aDateAnswer	the date 5 days on from aDateAnswer
"ABC" + "DEF"	"ABCDEF"
"ABC" + 5	"ABC5"
"ABC" + aDateAnswer	"ABCdd/mm/yyyy"



## Insert Paper

The Insert Paper tool creates space between objects on your Form or Presentation. You may, for example, wish to insert an additional question between two existing questions. To insert paper:

- ◆ Pick up the Insert Paper tool from the Tool Tidy. (The cursor will change to the Insert Paper cursor.)
- ◆ Position the tool in one corner of the rectangular space required.
- ◆ Click and drag the rectangle to define the required space, then release the mouse button.

Any objects within the marked out space will then move to its edge leaving space for new questions or drawing objects to be added.



### **Zoom to fit sideways**

This tool is the visual accelerator for the ♦ "Zoom" dialogue box's "Fit Window Sideways" option. Click alternately on this, the "Zoom Fit Window" and the "Zoom 100%" buttons to quickly check and edit the layout and relative positioning of the elements on your page.



### **Ask for answer if...**

This type of routing allows a condition to be placed on whether the current question is asked, depending on answers to one or more previous questions.

One or more criteria based on previous answers can be combined with the logical operators AND and OR to specify the condition fully.

Select Ask for If, and the Ask Question dialogue appears.



### **Always goto question**

This option forces PinPoint to jump to another question after the current one has been answered, regardless of the answer.

Type in, or select from the drop-down list, the Reference Name of the Question you want asked next.





### **Goto question(s) depending on answer(s)**

This option allows different questions to be asked next, depending on how the current question is answered. You can also set up multiple routing to go to several different answers.

The Advanced Question Settings dialogue extends to show existing routes.

Click on **Add route** to obtain the **Route From Question** dialogue.



### **Ask no more questions**

This option allows you to terminate the questionnaire after the current question has been answered. The last question already behaves in this way but this option allows the questionnaire to be ended earlier if appropriate.



### **Question Table Graph Tool**

This button is the visual accelerator for the Tools menu ♦ "Plot Graph from Question Table" command. Click the button to open the ♦ "Plot Graph From Table of Questions" dialogue. This dialogue will allow you to analyse all the answers in the Question Tables quickly. It works in the same way as the normal Graph tool.



### **Quick Graph Tool**

This button is the visual accelerator for the Tools menu ♦ "Quick Analysis..." command. Click the button to open the ♦ "Quick Graphs" dialogue. This dialogue will allow you to undertake a quick analysis of the responses to all, or a large number of, questions before undertaking an in-depth analysis.



## Question Groups

Where a number of questions belong in the same category, such as 'Name and Address' or 'Insurance Claim Details', PinPoint allows you to choose to group them together. The resulting Question Group has the following features:

- ◆ The questions are kept together on the Form and are grouped within a box.
  - ◆ All the questions in that group are asked before any other questions.
  - ◆ In the Worksheet view, all the questions in the Group are kept together.
  - ◆ The Group can contain some introductory text such as an explanation or heading.
- Questions are grouped in the Form editor.



## **Question Tables**

Creating a Question Table is a convenient way of organising a large number of multiple choice questions which all have the same choices of answer. Question Tables are created in the Form editor Form using the Question Table tool.



### The Load/Save Setups Tool

This button is the visual accelerator for the Tools menu ♦ Load/Save Setups command. Click the button to open the ♦ Load/Save Setups palette.

This allows you to save and load different Worksheet configurations. If you have set up a sort or choosing sheet criteria, you can also save these. The configurations are independent of the current Worksheet, and can therefore be applied to any Worksheet which is opened.

**Note:** The Load/Save Setups Palette stays in the Worksheet foreground, and can be removed by clicking the Load/Save Setups button in the Tool Tidy again, or, by re-selecting Load/Save Setups from the Tools menu.



### Members of Groups

- ◆ Select the Group you want a chosen question to be a member of from the scrolling list of Groups., or
- ◆ Define a new group by clicking on **New Group**. This brings up the top half of the Question Group dialogue. A new group can then be created, or
- ◆ Alter the appearance of a selected Group by clicking on **Edit Group**. This brings up the top half of the Question Group dialogue, and allows the introductory text, border style and border distance from members to be altered, ( but not the members of the Group themselves ).





## Routing

PinPoint's Question routing feature allows you to specify what the next question should be depending on the answer to the previous one. This can save time for respondents as irrelevant questions can be skipped.

There are four types of routing to choose from:

- ◆ Ask for answer if
- ◆ Always goto question
- ◆ Goto question(s) depending on answer(s)
- ◆ Ask no more questions



### **Carry Over Values**

Use the Carry over values option to carry the answer given to the question forward to the next new answer sheet for completion.



## ◆ **Form Design: "How to..."**

The Form Editor allows you to: describe the data to be collected (write questions), modify them, move them around the paper so they are presented in the required order, and add explanatory text and/or pictures, until you are satisfied.

Using PinPoint, there is no need to sketch out a design for your form and the questions to be asked before beginning in PinPoint, since PinPoint itself provides you with all the tools for sketching. As you are working on the form you can continually refine it by moving, adding and removing work - in many ways it is easier to work in PinPoint than it is to use pencil and paper.

- ◆
- ◆ Creating a new form from scratch or from another file
- ◆ Importing and merging data
- ◆ Editing forms and working with objects
- ◆ Working with Questions
- ◆ Working with text
- ◆ Backgrounds, borders and graphics
- ◆ Publishing forms

## ◆ Working With Questions

A question describes the information to be collected. A question may be framed to elicit a required response from another person or framed as a terse statement of the information required. For example, you might ask "Do you eat chicken?". Alternatively, if collating information on, for example, accidents at a known black spot, you might simply state "Date: ", expecting the date of the accident to be written in. In PinPoint, a question consists of three parts:

1. The text of the question, framed in any way desired.
2. A short reference name for the question.

The text of a question can sometimes be quite long. To refer to the question when analysing results this reference name is used. If the text of the question is a single word, PinPoint will automatically use that word as the reference name.

3. A description of the type of answer required, or type of data to be entered. PinPoint provides the following answer types:

- ◆ Text/general
- ◆ Numeric
- ◆ Yes/No
- ◆ Date
- ◆ Multiple choice
- ◆ Ordered choice
- ◆ Calculated

◆ **Note** In database terminology, a question is a field and an answer type is a field type.

- ◆ Writing questions
- ◆ Editing questions
- ◆ Creating question tables
- ◆ Grouping questions
- ◆ Routing questions

## ◆ **Working with Text**

To write on the paper, for example, some instructions for completing the form, you use the ◆ Pen (or Text) Tool.

The Pen tool may also be used to edit any text which is part of a question - the question text or answer descriptions. The tool is used in exactly the same way as when editing any other text on the paper.

## ◆ **Backgrounds, Borders and Graphics**

The appearance of a form or analysis results presentation may be enhanced by adding backgrounds and borders to objects and adding pictures such as logos.

### **Backgrounds and borders**

Backgrounds and borders are drawn using the ◆ Rectangle tool. To draw a background to objects already on the page, draw a filled rectangle of the required colour covering the objects to be given a background and then either use the Pushdown tool, or select the rectangle using the Pointer tool and then, from the Arrange menu, choose Send To Back. The rectangle will then be drawn behind the objects creating the background. Do not use this method to draw a background for the whole page, choose a colour for the

◆ paper instead.

To draw a border round objects, draw an unfilled rectangle round the objects.

### **Graphics**

A host of painting and drawing applications are available with which you can draw logos, illustrations, etc.. Images created with such programs can be pasted onto the page to improve the appearance of a form or presentation.

You may also possess applications which provide utility applications (applets) which can be used to originate objects from within PinPoint, for example, utilities to create special text effects. Such applications use the services of Object Linking and Embedding (OLE).

A graphic can be placed on the page using one of several methods:

- ◆ Use a suitable application to create the graphic, or load a graphic from file and then copy the graphic to the clipboard. Switch back to PinPoint, and then, from the Edit menu, choose
  - ◆ Paste or
  - ◆ Paste Link.
- ◆ If the graphic is in a .BMP or .PCX file, drag the file from File Manager and drop it on the page.
- ◆ From the Edit menu, choose
  - ◆ Insert Object and choose the type of object you wish to embed on the page. Create the object using the application that appears and then choose Exit from the application's file menu. You will be returned to PinPoint and the object you created will appear at the top left corner of the page window.

## ◆ Working With Forms and Objects

A well designed and written form is more likely to be completed, and be completed accurately. The tools and procedures provided by PinPoint allow you to produce attractive forms quickly and simply.

### Design guides

PinPoint's design guides - the guidelines, 'magnetic' grid and rulers selectable from the ◆ View and

- ◆ Arrange menus - will enable you to lay out your form with great precision.

You can choose to enable these guides from the start, or you can simply begin writing questions on the page and then work on form layout later. In any event it is a good idea to enable "Show printable area" from the View menu. The shaded box that this command draws around your page to denote the area in which your printer cannot print forms a good visual reference to the page area available to you.

**Hint:** Use the Tool Tidy's "Fit window", "Fit sideways" and "100%" buttons to zoom in and out as you work to keep a check on overall page layout and the relative size and position of elements on your form.

◆

Editing a form

◆

Paper setup and multi-page forms

◆

Viewing your work area

◆

Moving and resizing objects

◆

Aligning objects

◆

Layering objects



## ◆ Writing Questions

Question fields are 'written' on a project's form with the Question tool.

### 1. Placing a question

Click on the Question tool to pick it up from the Tool Tidy, and use it to mark out (drag-select) the page area that your question is to occupy. The "Question Details" dialogue box will appear when you release the left mouse button.

**Note:** The precise sizing and placement of a question field's area is not important at this stage. Its position, and the relative size and position of question and answer text within it, can easily be changed later.

### 2. Defining a question

Your question and its text, its unique reference name, the type of answer and the data entry checking required, and the overall style and presentation of a question field are all written and defined in the "Question Details" dialogue box.

Click ◆ here to see a detailed description of this dialogue box and its options.

**Hint:** Question text will appear aligned with the left edge of the area you mark out, and answer text with the right. Once you become used to working with the Question tool you will quickly develop a 'feel' for marking out suitable areas for different question types.

## ◆ **Creating Question Tables**

Creating a Question Table is a convenient way of organising a large number of multiple choice questions which all have the same choices of answer. Question Tables are created on a project's Form using the Question Table tool.

### **1. Placing the table**

Click on the Question Table tool to pick it up from the Tool Tidy, then use it to mark out (drag-select) the page area that your question table is to occupy. The "Question Table" dialogue box will appear when you release the left mouse button.

**Note:** Grid and Guide Lines can be useful aids to this process.

### **2. Defining the questions and answers**

Your questions and introductory text, the possible answers and the overall style and presentation of the table are all written and defined in the "Question Details" dialogue box.

Click ◆ here to see a detailed description of this dialogue box and its options.

## ◆ **Editing Question Tables**

The Question Table can be edited by double clicking on the surrounding box (but not on one of the questions within the Table) with the Question Table Tool, or by selecting "Group/Table Properties" from the right hand mouse button pop-up menu. The Question Table dialogue then appears on the screen and you can make the required changes.

It is also possible to resize the Question Table by moving one of the resize handles with the Pointer Tool, while the Table is selected.

Click ◆ here to see a detailed description of this dialogue box and its options.

## ◆ Grouping Questions

Where a number of questions belong in the same category, such as 'Name and Address' or 'Insurance Claim Details', PinPoint allows you to choose to group them together. The resulting Question Group has the following features:

- ◆ The questions are kept together on the Form and are grouped within a box.
- ◆ All the questions in that group are asked before any other questions.
- ◆ In the Worksheet view, all the questions in the Group are kept together.
- ◆ The Group can contain some introductory text such as an explanation or heading.

New questions can be included in a Question Group using the following methods:

1. Click on **Advanced** in the Question Details dialogue to bring up the Advanced Questions Settings dialogue. Select which Group you want this question to be a member of from the scrolling list of Groups.
2. Alternatively, you can define a new group by clicking on **New Group**. This brings up the top half of the Question Group dialogue. A new group can then be created, starting with the current question.
3. When an existing Group is selected, the Group's appearance can be altered by clicking on **Edit Group**. This brings up the top half of the Question Group dialogue, and allows the introductory text, border style and border distance from members to be altered, ( but not members of the Group themselves ).

To group a number of questions together, use Shift clicking to select all those questions you wish to make members of the same Group. Select Make Question Group from the Questionnaire Menu. The Question Group dialogue then appears:

1. Enter the Reference Name you wish to give the Question Group. This is not displayed on the Form but it is used by the Worksheet.
2. Type in any introductory text that you wish to display at the top of the Group, above the questions.
3. You may change the properties of the Group Border by clicking on **Properties**, which brings up the Rectangle Properties dialogue. The distance of this border from the text can also be defined in the **From Members** box.
4. The Non members box contains the questions that have already been written, which do not already belong to a Question Group. Those that were selected will appear already highlighted. Click on the Reference Names of those questions you want to become members of the new Group. ( They can be deselected by clicking on them again.)
5. When you have selected all of the questions that you want to be members of the new group, click on **<<Add**. They will then be moved to the members box.
6. Further members can be added or removed from the Group in the same way until you click on **OK**.

The questions making up the group will now be bound in a box whose borders are defined by the position of the question inside it. Double clicking on the box, ( but not on a question inside it ), with the Question Tool will return you to the Question Group dialogue,

To group the questions together use Shift clicking to select those you wish to include, then click the "Make a Question Group" command to open the ◆ "Make Question Group" dialogue.

**Note:** Question Groups can also be created, and edited, by choosing the ◆ "Advanced..." option in the "Question Details" dialogue.



## ◆ **Routing Questions**

PinPoint's Question routing feature allows you to specify what the next question should be depending on the answer to the previous one. This can save time for respondents as irrelevant questions can be skipped.

There are four types of routing to choose from:

- ◆ Ask for answer if
- ◆ Always goto question
- ◆ Goto question(s) depending on answer(s)
- ◆ Ask no more questions

To create and/or edit a route choose the "Advanced..." option in the "Question Details" dialogue.

**Note:** The routing can be shown by choosing "Show Routing" from the Questionnaire menu. Routes are displayed as coloured lines and a small circle is displayed at the destination(s). It is not advisable to show the routing permanently as it can make the Form appear more complex than is necessary.

## ◆ **Editing Questions**

Once a question has been placed on a form it can be edited and manipulated using the usual procedures or tools from the Tool Tidy:

- ◆ Grouped with other objects, such as background or frame rectangles
- ◆ Arranged with other questions/fields or objects using the Align menu
- ◆ Moved around the page until they appear in the correct order
- ◆ Copied to quickly duplicate similar questions. When a question is copied using Cut/Copy and Paste, or Drag and Drop, the Question dialogue will appear so that a new question can be entered. A new reference name will be generated automatically.

The question itself can be modified in one of two ways:

### **1. Editing question and answer text**

- ◆ You can edit, select, cut, copy and paste question and answer text on the page just as you would in any other Windows text application. Click on a piece of text with the Pen to position the edit cursor.
- ◆ When a question field is written its question and answer text styles, unless changed at the time of writing, will be those which are attributed to the Pen tool. To change the style of a field's question text or answer text, double-click on a it with the Pen. The Pen style dialogue box will appear.

### **2. Editing with the Question tool**

- ◆ Double-click with the Question tool on any part of a question to re-open the "Question Details" dialogue box. You can now change any part or attribute of the question.

**Note:** Take care when changing answer types. If you change from (say) a Multiple choice answer to another answer type and back again, the original choice information will be lost. In addition when an 'active' project's questions are altered, sheets which have been previously entered into the stack may need to be changed or 'updated'.

## ◆ **Editing a Form**

The form for a project can be edited at any time; new questions added, questions deleted or changed and "presentation material" such as graphics and borders added, removed or modified.

If the project contains no answer sheets, the form for the project will be opened when the project is opened. The form may be modified as desired and then saved by choosing Save Form from the File menu.

If the project contains answer sheets, then the worksheet for the project will be shown when the project is opened. To work on the form, use the Tool Tidy buttons, or options from the View menu to work on the answer sheets and then on the form.

The form may then be modified as required and then saved in the usual way. Some modifications, such as adding or removing questions or changing the order of questions will require that the current answer sheets be updated to reflect the changes. You will be asked twice to confirm that you are sure that the sheets should be updated to your new form.



## ◆ **Aligning Objects**

While working on the page various aids are provided to help in neatly arranging and aligning the objects; ◆ rulers, grids and ◆ guidelines.

Whether you have used these aids or not, there can be times when you wish to ensure that, for example, the left or top edges of a set of objects are aligned perfectly with each other - a difficult operation to perform by eye.

The Align sub-menu, (available from the Arrange menu), provides four commands to do this for you automatically. Each command you choose operates on the currently selected objects:

- Lefts**      Aligns the objects so that the left hand edges of all the objects are aligned with the left hand edge of the object furthest to the left.
- Tops**        Aligns the objects so that the top edge of all the objects are aligned with the top edge of the highest object.
- Rights**      Aligns the objects so that their right hand edges are aligned with the right hand edge of the object furthest to the right.
- Bottoms**    Aligns the objects so that their bottom edges are aligned with the bottom edge of the lowest object.

## ◆ **Layering Objects**

As objects are added to the page they are drawn on top of previous objects. This will only become apparent when an opaque object overlaps other objects.

For example, if you were working with real paper, you might write some text and draw a rectangle round it. If you then filled in the rectangle the text will then be obscured. The same thing can happen with PinPoint, except that you don't have to start again: all you have to do is change the order in which the objects are drawn:

1. If you wish to move an object so that it is below all other objects, use the ◆ Pushdown tool to click on the object to be "pushed down";

or

2. If you wish to move an object in the middle of a stack of objects, or bring an object or objects to the front, select the object(s) to be moved with the Pointer tool and then, from the Arrange menu, choose:
  - ◆Send to Back to draw the object(s) below all others.
  - ◆Bring to Front to draw the objects(s) above all others.

**Note:** The Send to Back and Bring to Front commands appear on the Edit menu when working with answer sheets

## ◆ **Paper Setup and Multi-Page Forms**

New forms are created as a single page of white paper of the size and orientation as described by the active printer. Many forms require more than one page. When working on a screen based form, you may like to use a background colour for the whole form.

The attributes of the paper may be changed at any time by choosing options from the Questionnaire menu.

Choose:

- ◆ Paper Setup to change the size, orientation or colour of the paper.
- ◆ Add Page to add a new page to the end of the form.
- ◆ Delete Last Page to remove the last page from the form.

## ◆ **The New Form**

There is a single form, or data collection sheet, at the core of every PinPoint project. To create a new form you begin a new project. You can begin a new project in one of several ways:

### **1. From 'scatch'**

- ◆ Before you begin, choose "Printer setup" from the File menu and check that the printer selected is your usual default, and that its page orientation corresponds to the form layout you have planned.
- ◆ From the File menu, choose New Project. A new form will be created as a single page of the size and orientation as described by the active printer.
- ◆ The default may be adequate to get your project underway (you can always change it later), or you may decide to define your new form's page attributes from the start. To do this, choose
- ◆ "Paper Setup" from the Questionnaire menu and make your new formatting choices in the dialogue box.

### **2. Based on a previous project or one of the provided examples**

- ◆ Many example projects are provided with PinPoint. You may like to build a new project based on the form in one of the examples, or based on your own previous work.
- ◆ Open the project on whose form you wish to base the new work.
- ◆ If the project contains no filled-in answer sheets, its form will appear, otherwise, the worksheet for the project will appear. In this case, to use the form for the project:
- ◆ From the View menu of the Worksheet, choose Answer Sheets to work on the stack of sheets. Then, from the View menu of the Sheet Editor, choose Form to work on the form.
- ◆ From the Form Editor File menu, choose Save Form As.
- ◆ Type the new name for the project into the Name box and choose the OK button.
- ◆ A new project folder will be created containing only the form, the old project is automatically closed. You may now make any changes required before saving the form and continuing with the new project.

### **3. Open a file whose format is understood by PinPoint**

- ◆ If the information is in a format understood by PinPoint, PinPoint can automatically generate a (admittedly unattractive) form for you; from the File menu, choose
- ◆ Open.
- ◆ If the information is not in a format understood by PinPoint; use the application used to manage the information originally, to create a format understood by PinPoint and then use the above method.

#### **See also:**

- ◆ Saving answer sheets to a new project

## ◆ **Publishing Forms**

If you usually undertake surveys by designing the form, printing and mailing to your respondents, Publish Form provides a possible alternative to the ensuing drudgery of entering all the returned and completed questionnaires into PinPoint.

If your respondents are equipped with PCs running Windows 3.1 or higher, Publish Form allows you to produce an electronic copy of the form on disc, the disc can then be mailed (at no additional cost over mailing the questionnaire - perhaps cheaper for large forms) to your respondents. They run the software (there is no reason to install it on the HD, it should be run from floppy), complete the questions and then return the disc.

Use Import from the file menu to import the completed questionnaires.

### **See also:**

- ◆ [Publish form dialogue](#)



## ◆ **Answer Sheet Editor: "How to..."**

An Answer Sheet is a completed, or 'filled in', copy of a Form - PinPoint's equivalent of a 'data record'. A collection of completed sheets is known as a 'Stack'.

Completing and editing the answers is quick and easy, with the unusual feature of also being able to add additional text and graphics to the page, without having had to design a field to hold the information.

As well as completing new answer sheets, the Answer Sheet Editor also allows you to browse through the completed forms and locate sheets for amendment or deletion.



Opening the Sheet Editor



Completing and editing answers



Adding comments/captions and graphics



Importing and merging data



Working with the stack



Tools

## ◆ **Completing and Editing Answers**

Manual data entry can be a slow and painful process. By using a copy of the Form, PinPoint makes the chore as clear and simple as possible. Textual answers must, obviously, be entered at the keyboard; choices can be ticked using either the keyboard or the mouse, although you may find uninterrupted use of the keyboard preferable.

### **Moving Around the Form**

To move directly to an answer, click in the answer area using either the Text (Pen) or Pointer tools.

To move from an answer to the next answer, press TAB, or, if the answer has only a single line or choice, press ENTER or DOWN ARROW.

To move from an answer to the previous answer, press SHIFT+TAB, or, if the answer has only a single line or choice, press UP ARROW.

### **Saving the Sheet**

Typing ENTER at the last question on the form will automatically save the answer sheet. To save the answer sheet at any other time, choose ◆ "Save". from the Sheet menu.

**Note:** Each question has the option **Carry over values**. Selecting this option can save time if you have data that you know will be repeated within the stack. If you check this option in a question dialogue, the answer given on the previous sheet will be carried over to the next sheet.

### **Editing answers**

- ◆
- ◆ Text/general
- ◆ Numeric
- ◆ Yes/No and multiple choice
- ◆ Date
- ◆ Ordered choice
- ◆ Calculated



## ◆ **Working With the Stack**

The Sheet Editor provides tools and procedures for adding, deleting, browsing and locating sheets.

If the Sheet Editor has been opened by switching the view of the project from the Form or Worksheet, all of the answer sheets in the stack may be worked on. However, if the Sheet Editor has been opened on a particular sheet by double clicking on a sheet in the Worksheet display, only those sheets matching the current selection criteria may be worked on.

- ◆
- ◆ Adding a new sheet
- ◆ Turning through sheets
- ◆ Searching for a sheet
- ◆ Deleting a sheet
- ◆ Altering the form
- ◆ Analysing sheets

## **Editing Text/general Answers**

Textual answers are entered and edited using the standard text editing techniques - the same way as text was written and edited with the Pen on the form.

If several lines are allowed in the answer, you may press ENTER to move to the next line, for example, if entering an address. If you do not press ENTER, text will wrap at the end of a line to the next line automatically.

You may cut or copy text using the standard techniques; select the text using any of the available methods and then ♦ cut or

♦ copy the text to the Windows clipboard by choosing the required option from the Edit menu, or by clicking the required Tool Tidy button.

Text on the Windows clipboard may be pasted into a textual answer by choosing ♦ Paste from the Edit menu (CTRL+V).

## Editing Numeric Answers

Editing a numeric answer is quick and simple. Digits are inserted at the cursor position. To enter the decimal of a number either type . or press the RIGHT ARROW key.

**Tip** After the edit caret first appears in the answer, typing a digit will clear any current answer and insert the new digit. To edit an existing answer, use the ARROW KEYS to position the caret and then type the changes. To clear a number you have just typed press the spacebar.

## Editing Yes/No and Multiple Choice Answers

This type of question may be completed using either the mouse or keyboard:

### Mouse

To tick a choice, click on it. In the case of Yes/No answers and multiple choice answers in which only one choice is allowed, ticking a new choice automatically clears the previous one.

### Keyboard

The required answer can also be selected by typing in its index number. The index numbers for each box are displayed when the **show numbers** option is selected in the Question Details dialogue.

A dotted line will be drawn round the choice to be edited.

To tick the choice:                      Press SPACE - any other ticked choice will be cleared. To clear the tick, press SPACE again.

To move to the next choice:      Press ENTER or DOWN ARROW.

To move to the previous choice: Press UP ARROW.

## **Editing Date Answers**

The exact requirements for entering and editing a date depend upon the format specified in the Form design. However, short-cuts are available to speed entry for any format :

If no century is given for the year, the current century is assumed.

Each of the formats delimits the day, month and year by some character; typing the delimiting character moves the caret to the next part.

For example, if the chosen format is dd/mm/yyyy all of the following can be typed, exactly as shown here, to enter a date of 1st March 1994:

**1/3/94**

**01/3/94**

**01/03/1994**

Dates entered must be valid (a blank date is considered valid) before you can move on to the next answer.

### **Editing Ordered Choice Answers**

Since the ranking value for each choice is a number, it is edited in the same way as a numeric answer.

PinPoint ensures that each ranking value is in the appropriate range. A value of zero will be taken to mean that the choice is not ranked.

## **Editing Calculated Answers**

Calculated answers cannot be edited directly. As the answer to any and each question which affects in the calculation is entered, the calculated answer is updated except for the following functions:

**SumScores(), NumScores(), SumNumbers() and NumNumbers()..**

## ◆ **Adding a New Answer Sheet to the Stack**

When the Sheet Editor is opened and there are as yet no sheets in the stack, a blank form is shown ready for completion automatically.

When there are sheets in the stack, a blank form can be presented for completion (rather like tearing off a sheet from a pad of blank forms), either:

◆

Click the New Sheet tool in the Tool Tidy.

- or -

From the Sheet menu, choose ◆ New Sheet.



## ◆ Adding Comments, Captions and Graphics to an Answer Sheet

Many of the writing, drawing and object manipulation tools and procedures found with the Forms and Graphics Presentation Editors are also found on the Sheet Editor and may be used to add text, rectangles, lines, graphics and embedded files to an answer sheet.

### Why?

When designing a questionnaire, it can be difficult to anticipate all the answers that may be given to a question. Respondents also often feel the need to express themselves further in answer to a question. Using the ◆ Pen tool, any additional answers to a question can be written on the answer sheet.



The ◆ Line (Pencil) tool can be used to draw an arrow or line from the additional text to the answer to which it applies.

If you have a particularly long piece of text to add to an answer sheet, you may like to use a suitable text editing application such as Write, supplied with Windows, to write the text. Save the text to a file and then drag the file from File Manager on to the answer sheet. An icon for the file will appear; double click the file and Write will be started editing the contents of the file.

## ◆ **Turning through Sheets**

You may flip through the Stack of Answer Sheets using either the mouse or the keyboard:

◆ **Click on either of the following tools to flip back and forwards through the sheets:**

- ◆  To turn to the previous sheet
- ◆  To turn to the next sheet

### **Keyboard:**

Previous (CTRL+P) To turn to the previous sheet

Next (CTRL+N) To turn to the next sheet

Last (CTRL+L) To turn to the last sheet

First (CTRL+F) To turn to the first sheet

**Note:** If the Sheet Editor has been opened from the worksheet, the sheets will be browsed in the order in which they are currently displayed and only those sheets chosen on the Worksheet may be viewed.

## ◆ **Altering the Form**

The form for the project may be modified at any time; new questions added, questions removed or amended, additional caption text added or graphical elements modified.

From the Sheet Editor's View menu, choose Form.

**Note** that if you have opened the Sheet Editor from a worksheet, PinPoint will prompt you to confirm that the worksheet may be closed before the form is changed.

If a form is to be edited substantially, that is if

- ◆ Any question fields are deleted
- ◆ Or any new question fields are added
- ◆ Or the order of questions on the page is changed
- ◆ Or the answer type of questions is changed
- ◆ Or new choices are added to choice type questions

then any existing answer sheets in the project's stack may need to be updated. For this reason, you are recommended to take a backup copy of the project before making such changes.

### **Save changes and update sheets?**

When you have completed your alterations to the form click the ◆ Stack tool to return to the Sheet Editor window.

PinPoint will prompt you to save your changes, and will ask you to confirm, twice, that you wish to ◆ update all the sheets in the current stack.

If you choose "Yes" then all the completed sheets will be updated accordingly. The information currently held in the sheets will be preserved wherever possible.

### **Tool Tidy button:**

◆

### **See also:**

- ◆ Save Form

## ◆ **Importing Data and Merging Projects**

The "Import" option appears on the File menu of the Forms, Answer Sheet and Worksheet editor windows.

The use of Import allows you to bring information managed in another of your applications into PinPoint for further work, especially analysis. Using Import also allows you to merge similar projects together. For example, if you have a large data entry task which you have split among several people, you can merge each of the projects together to build a single project for the analysis work.

**Note:** PinPoint does not understand, and is unable to read, all the different file formats created by all the applications there are. However, it is able to understand the common file formats. If you wish to read from an un-supported format, you must use the application used to originally create the data to build a file of your data in one the formats understood by PinPoint. Please see the README.TXT file supplied with PinPoint for a list of the file formats understood by PinPoint.

Import always adds the imported information as new answer sheets added to those already present.

Before Importing, you should know the type of information to be imported and design a form containing suitable questions/fields into which the data can be imported. The reference name of the question should, ideally, be the same as the field name in the file being imported from. Fields being imported from which contain text can be imported into multiple choice answers by writing a question with choices whose descriptions are the text that will be come across in the fields.

### **Using Import**

To import the information, from the File menu, choose Import. An Open File dialogue will appear; locate the file you wish to import from and then complete the ensuing dialogues. Help is available on each of the dialogues by choosing the Help button or by typing F1.

**Note:** As a 'quick' way of importing information, you can let PinPoint design a (admittedly unattractive) form for you. However, PinPoint will not design multiple choice questions/fields, it will import all textual information into questions/fields with answer types of Text/General. To "quick" import, from the File menu, choose ◆ Open.

### **See also:**

- ◆ New Form

## ◆ **Opening the Sheet Editor**

### **To Work With All the Sheets.**

From whichever view of the project you are working in, the Form Editor, or the Worksheet, you can switch to view the answer sheets in the Sheet Editor from the View menu by, choosing Answer Sheets. If there are already completed sheets, the first sheet in the stack will be shown. If there are no completed sheets, a blank form will be shown ready for completion. In either case, the edit caret will be positioned in the answer area of the first question. When switching from the Worksheet, the Worksheet will be closed.

### **To Work With a Sub-set of Sheets**

When working with the Worksheet, you may want to work on a particular sheet. The Sheet Editor can be opened directly on the particular sheet by double clicking on its row in the Worksheet.

The Worksheet will remain open and when you browse through the sheets, only those sheets currently selected on the Worksheet can be seen.

To return to the Worksheet, either close the Sheet Editor or switch to the Worksheet directly by choosing Worksheet from the View menu.



## ◆ **Worksheets: "How to..."**

The worksheet provides a menu bar containing the commands and procedures for manipulating the worksheet and a Tool Tidy giving quick access to the most frequently used facilities. The worksheet can be scrolled using the scroll bars with the mouse or via the keyboard using the ARROW KEYS.

**Tip:** Many of the dialogues displayed when a tool is chosen show a list of the questions in the project, from which you select the question to which the procedure should apply. The first selected column of the worksheet will be used as the default selection in these lists. So, a useful 'short-cut' when repeating procedures for the same question is to select the column title for the question by clicking on it.

- ◆
- ◆ Editing answer sheets
- ◆ Worksheet configuration
- ◆ Sorting sheets
- ◆ Choosing and selecting sheets
- ◆ Selecting individual sheets
- ◆ Statistics
- ◆ Performing calculations
- ◆ Exporting information
- ◆ Producing Graphs, Charts and Tables
- ◆ Tools

## ◆ **Worksheet Configuration**

The first time the worksheet for a project is displayed, the answers to each of the questions on the form are shown in columns, arranged in the order they are presented on the form.

The layout of the Worksheet may be easily modified: the display font, column width, order of the columns and which columns are shown may all be changed. Once you have set up a satisfactory configuration you can save that setup as a default so that when the project is opened in the future, it will use the same layout.

◆

◆ Display font

◆

◆ Changing column widths

◆

◆ Moving columns

◆

◆ Removing columns

### **Saving the Worksheet Setup**

Saving the worksheet saves the current configuration of the worksheet; the font used, columns displayed, column widths, etc.. It also saves details of any sort order defined, conditions by which sheets are chosen in use and statistics to be displayed.

Saving the worksheet is useful after you have initially configured it to your requirements or when, for example, you always wish the sheets to be displayed in a certain order, perhaps sorted alphabetically by name.

To save the worksheet, from the File menu, choose Save Setup as Default

### ◆ **See also:**

◆

Load/Save Setups



## ◆ **Sorting Sheets - Overview**

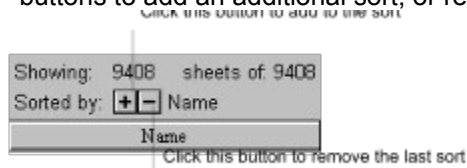
The Sort Sheets tool (from the Tools menu, choose ◆ Sort Sheets) allows you to sort the sheets into order. Sorting can provide a visual overview of your information by grouping similar information.

Sorting can also be used before producing a graph of textual information to ensure the x axis labels appear in order.

Sorts may be in ascending or descending order with up to 5 levels of nested sorting, i.e. sorting by the answer to a question within the answers to other questions. When performing nested sorts, additional sorts are added one at a time. The additional sort may be removed without disturbing the previous sort order, to allow you to change your mind without having to rebuild the entire sort request.

**Tip:** If you want to display the sheets sorted into a particular order when the worksheet is opened, choose the sort order required and then save the worksheet configuration as a default.

After performing a sort, the details of the sort are shown in the worksheet control panel, along with buttons to add an additional sort, or remove the last sort order added:



◆

Sorting procedure

## ◆ Choosing Sheets

Choosing sheets that match a particular condition, or set of conditions, is one of the major functions of the worksheet.

Choosing sheets may be an analysis exercise in itself since it can answer simple questions such as "How many of my sample work with computers?". It can also be used in conjunction with other analysis activities such as plotting graphs or performing cross tabulations. For example, by choosing sheets and then plotting a graph, you can answer a question such as "For those in my sample under 35, how many eat chicken once a week, twice a week?, etc."

When choosing those sheets that match a set of conditions, multiple criteria can be specified. If you want to see the effect of each condition separately you can choose to enter them one at a time. Any condition within a set of conditions can be removed, and further conditions added - at any time, there is no need to start all over again.

Finally, you will often apply procedures such as printing and graphing to all or the chosen sheets. However, there may be occasions where you wish to apply the procedure to only some selection of the chosen sheets, and these sheets cannot be easily chosen by adding another condition. In these cases you may directly ◆ select the sheets to use.

**Tip:** If you want to always display a particular set of sheets when the worksheet is opened, define the conditions required and then save the worksheet configuration as a default.

### To Add Conditions:

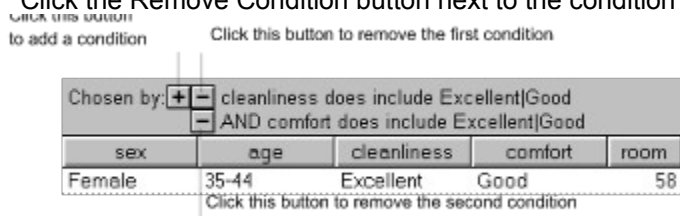
Click the Tool Tidy tool, or from the Tools menu, choose ◆ Add Condition.

### To Add Further Conditions:

Click the Tool Tidy tool, or from the Tools menu, choose ◆ Add Condition, or click the Add Condition button on the control panel.

### To Remove a Condition:

Click the Remove Condition button next to the condition to be removed.



### To Remove All Conditions

From the Tools menu, choose ◆ Remove Conditions and Sorting, or click the Reset Worksheet tool in the tool tidy.

**Tip:** If you always wish to display a particular set of sheets when the worksheet is opened, define the conditions required and then save the worksheet setup as a default.

## ◆ **Exporting Information**

PinPoint provides comprehensive and easy to use tools for analysing information. However you may also like to use another application, such as a spreadsheet, to perform some analyses.

PinPoint provides various methods for exporting information for use in other applications; saving Answer Sheets to a file which can be imported into your other application, or copying the Answer Sheets to the Windows clipboard from where they can be pasted into another application.

Alternatively, you may wish to export your Answer Sheets for importing into a database application, or create a new PinPoint project containing just some of the sheets from the current project.

**Note:** The graphing facilities within PinPoint allow you to perform various frequency analyses. The results of these analyses can also be copied to the clipboard.



◆ Exporting answer sheets to a file



◆ Copying answer sheets to the Windows clipboard



◆ Creating a new project

### ◆ **See also:**



◆ Exporting Analysis Results

## ◆ Changing column widths

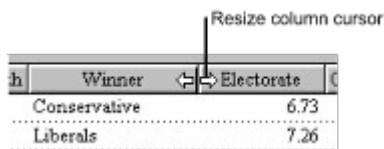
The initial available display width of a column depends upon the font used for the worksheet and the type of the answer to be shown. Textual answers are then displayed in the available width, and word-wrapped when necessary. Other answers are not word wrapped; instead, only part of the answer will be visible.

Columns may be re-sized to make more efficient use of space, display the most information, or create the most pleasing presentation.

### To change the width of a column:

1. Point to the right hand edge of the column.

The cursor will change to show that you may re-size the column.



either:

- Click and drag right to expand the width of the column.

- or -

- Click and drag left to reduce the width of the column.

If you reduce the width to zero, (by dragging the right margin beyond its left margin), the column will be removed. Any other columns between the new left margin and the column being re-sized will also be removed).

## ◆ **Moving Columns**

While working on the worksheet, it may be convenient to rearrange the columns. For example, if you wish to examine the answers to two particular questions it is easier to have those columns of answers next to each other.

Columns can be moved one or several at a time but columns which are part of a ◆Question Group cannot be moved outside that Group's bracket (shown above the columns with the Group's name), only moved around within it. The same principle applies to columns that are part of a ◆Question Table. Similarly columns which are not members of a Question Group or Question Table cannot be dragged inside them.

### **To Move a Single Column**

1. Point to the title of the column to be moved.
2. Click and drag the title of the column you wish to move to the left of the column where you wish to place it.
3. Release the mouse button and the columns will be rearranged.

### **To Move a Selection of Columns**

**Note**, if the columns to move are all members of groups, move the group or table - see below.

1. Select the columns to be moved:
  - ◆ Select the first column to move by clicking the column title.
  - ◆ If the columns to move are all next to each other, point to the last column in the group, hold down SHIFT and click the column title.
  - ◆ If the columns are not next to each other, point to each column to be moved in turn and click the column title while holding down CTRL.
2. Click on any of the selected columns and drag the column titles to the left of the column where you wish to place them.
3. Release the mouse button and the columns will be rearranged.

### **To Move a Question Group or Question Table**

1. Point to the bracket above the Group or Table's columns.
2. Click and drag the bracket to the left of the column where you wish to place it.
3. Release the mouse button and the Group or Table will be moved.

### **To De-select Columns**

Columns selected by this process can be de-selected by clicking on the column(s) title or bracket while holding down CTRL. However, note that the first selected column is used as the default selection in the question lists that appear in many of the dialogues that ensue from using a worksheet tool.

## ◆ Removing Columns

Worksheets will often contain many columns which can be distracting if you are investigating one aspect of the information. For this reason PinPoint allows you to remove columns temporarily from a Worksheet display. These columns can be replaced easily when required.

When a column has been temporarily removed its heading will not be shown in any of the lists in the dialogues, this makes selecting appropriate headings more straightforward.

**Note:** If a calculated column is removed from the display, it is deleted and cannot be put back

### To Remove a Single Column

1. Point to the title of the column to be removed.
2. Click and drag the column title out of the column titles area, either above or below the titles area.

The cursor will change to that of the Question tool, but with a cross through it, to indicate that the column will be removed.

3. Release the mouse button and the column will be removed.

### To Remove Several Columns

**Note,** if the columns to remove are all members of groups, remove the group or table - see below.

1. Select the columns to be removed:
  - ◆ Select the first column to remove by clicking the column title.
  - ◆ If the columns you wish to remove are next to each other, point to the last of the columns, hold down the SHIFT key and click on the column title. All the columns between the first and last columns you clicked will be selected.
  - ◆ If the columns to be removed are not next to each other, hold down the CTRL key, then point to each column in turn and click on its column title.
2. Click on any of the selected columns and drag the column titles out of the titles area, either above or below.

The cursor will change to that of the Question tool, with a cross through it, to indicate that the selected columns will be removed.

3. Release the mouse button and the columns will be removed.

### To Remove a Question Group or Question Table

1. Point to the bracket above the Group or Table's columns.
2. Click and drag the bracket out of the Group or Table name area, to a position either above or below it. The cursor changes to a Question tool, but with a cross through it, to indicate that the selected Group or Table will be removed.
3. Release the mouse and the columns are removed from view.

### To Put Back Removed Columns, Groups or Tables

#### Using the mouse:

1. Point to anywhere in the column titles area and click the right hand mouse button. A pop-up

menu will appear.

2. Select the **Questions** or **Groups** from the pop-up menu and

**Using the keyboard:**

From the View menu choose Put Back, select **Questions** or **Groups** then select the column or Group to be put back on the worksheet or **All** to put everything back. (Tables are also listed under the item **Groups**).

## ◆ **Editing Answer Sheets**

To switch the view of the project from the worksheet to the answer sheets in the Sheet Editor either click the Answer Sheets tool in the Tool Tidy, or, from the View menu, choose Answer Sheets. The Sheet Editor will then appear showing the first sheet in the stack.

Alternatively, if you only wish to modify or examine a particular sheet in the stack, double click on the row containing the sheet's answers. The Sheet Editor will then appear showing the sheet requested.

**Note:** Browsing or searching through the sheets turns through only those sheets currently chosen on the worksheet, in the order they are displayed on the worksheet.



## ◆ **Worksheet Display Font**

The display font initially used is the default, usually 10 point Arial. More information can be made visible at one time by using a smaller point size. The font used for display is also that used to ◆ print the worksheet and you may like to choose a different font.

From the View menu, choose Font.

The standard Font Style dialogue will appear.

Choose the font, style and size required and then choose the OK button.

**Note:** Both fonts provided by your printer and fonts only available on the screen are listed. If a screen only font is chosen and the worksheet is then printed, the closest matching font available on your printer will be used when printing.

## ◆ **Selecting Individual Sheets**

### *A single sheet:*

Click the row showing the sheet, any other selected sheets will be de-selected.

### *Another sheet:*

Hold down CTRL and click the row showing the sheet. Clicking a selected row will de-select the sheet.

### *A contiguous range of sheets:*

Select the first sheet in the range, hold down SHIFT and select the last sheet in the range.

### *Discontinuous ranges of sheets:*

Select the first range of sheets. For subsequent ranges, select the first sheet in the range while holding down CTRL and select the last sheet in the range while holding down SHIFT.

## ◆ **Creating a New Project**

A new PinPoint project may be created, based on the same form, but containing just some of the answers sheets from the current project. This may be of use if, for example, you wish to provide someone else with a copy of a sub-set of your information.

**Note:** Only the form and answer sheets are copied to the new project. The worksheet configuration details and any presentations are not copied.

1. If only a sub-set of the answer sheets are to be copied, choose the sheets by using ◆ conditions or by selecting the  
◆ individual sheets.
2. From the File menu, choose Save Sheets As - the Save Sheets As dialogue will appear.
3. Ensure "PinPoint project" is shown in the File Types box.
4. Type the name for the new project into the File Name box.
5. Select the required drive and directory for the new project.
6. Select which answer sheets are to be copied from the Sheets group of options either; all the sheets, the chosen sheets or the selected sheets.
7. Choose the OK button.

The new project will then be created.

## ◆ **Exporting Answer Sheets to a File**

Answer sheets can be written to a text file which can then be read into another application. Each answer sheet is written as a single line in the file, and each answer is separated by some delimiter character; comma in Comma Separated Value (CSV) files or TAB in Tab Separated Value (TSV) files. Nearly all applications, from word processors to databases, can read information stored in one of these formats - see your applications documentation for details on how to read such files.

All or just some of the Answer Sheets may be written to the file and all or just some of the answers for each of the sheets.

1. Only the answers from the currently shown columns will be written to the file so make sure that all the columns you want are displayed in the order and column width you require before proceeding.
2. If only a sub-set of the Answer Sheets are to be written, choose the sheets by using ◆ conditions or by selecting the  
◆ individual sheets.
3. From the File menu, choose Save Sheets As - the Save Sheets As dialogue will appear.
4. From the List Files of Type box, select the type of text file to write, either CSV or TSV.
5. Type the name for the file into the **File Name** box.
6. Select the required drive and directory for the new file.
7. Select which Answer Sheets are to be written from the **Sheets** group of options: all the sheets, the chosen sheets or the selected sheets.
8. If the file will be read by a Windows application, ensure the **Windows** option is chosen in the **Character Set** group of options, otherwise choose the **DOS** option.
9. Choose the **OK** button.

The chosen sheets and answers will then be written to the file. Switch to your other application and use its facilities to import the information:



## Load/Save Setups

The Load/Save Setups palette allows you to save and load different Worksheet configurations. If you have set up a sort or choosing sheet criteria, you can also save them. These configurations are independent of the Worksheet, and can therefore be applied to any Worksheet which is opened.

Click on the Load/Save Setups Tool in the Tool Tidy, or select ♦ Load/Save Setups from the Tools menu.

The Load/Save Setups Palette appears:



You then have a choice of loading, saving and deleting three types of configuration.

**Note:** The Load/Save Setups Palette stays in the Worksheet foreground, and can be removed by clicking the Load/Save Setups button in the Tool Tidy again, or, by re-selecting Load/Save Setups from the Tools menu.

### Worksheets

If the **Worksheets** option button is clicked you are able to load, save and delete Worksheet configurations. Saving a Worksheet from here will save *all* the configurations that you have made to the current Worksheet. Deleting a Worksheet from here will not delete the whole Worksheet, only the Worksheet configurations that you have saved from here.

### Sorts

If the **Sorts** button is clicked you are then able to load, save and delete any Sorts applied to the current Worksheet. These Sorts are saved independently and can be reloaded and applied to any current Worksheet in the same Project.

### Sets

If the **sets** button is clicked you are then able to load, save and delete any Conditions for choosing sheets applied to the current Worksheet. These Sets of conditions are saved independently and can be reloaded and applied to any current Worksheet in the same Project.

### To Save a Configuration

- 1 Set up the configuration on the current Worksheet.
- 2 Bring up the Load/Save palette as described above, if it is not already visible.
- 3 Choose whether you want to save a complete Worksheet configuration, a Sort configuration, or a Conditions configuration by clicking on **Worksheets**, **Sorts** or **Sets** respectively.
- 4 Point to the configuration name window in the Palette window (the pointer will turn into the text caret), and click.
- 5 Type in a name for the configuration. You may use any name up to 24 characters long; the more precise the better.
- 6 Click on **Save** in the palette window.

### To Load a Configuration

- 1 Bring up the Load/Save palette as described above, if it is not already visible.
- 2 Choose whether you want to load a complete Worksheet configuration, a Sort configuration,

or a Conditions configuration by clicking on **Worksheets**, **Sorts** or **Sets** respectively.

3. Click on the down arrow to the right of the Configuration name box to drop down a list of Configurations. Then click on the Configuration that you wish to load ( or apply to the current Worksheet in the case of Sorts or Sets). .
4. Click on **Load** in the palette window.

#### **To Delete a Configuration**

1. Bring up the Load/Save palette as described above, if it is not already visible.
2. Choose whether you want to load a complete Worksheet configuration, a Sort configuration, or a Conditions configuration by clicking on **Worksheets**, **Sorts** or **Sets** respectively.
3. Click on the down arrow to the right of the Configuration name box to drop down a list of Configurations. Then click on the Configuration that you wish to delete ( or apply to the current Worksheet in the case of Sorts or Sets). .
4. Click on **Delete** in the palette window.



## ◆ **Graphics Presentation: "How to..."**

The Graphics Presentation Editor is a Page Editor. The standard tools for writing on the paper to add headings and captions, to draw borders, and manipulate objects, are all available.

As with the paper for the Form, paper for Presentations may have many sheets.

While working with the editor, you may:

- ◆ Prepare a complete presentation of results, ready for printing.
- ◆ Simply prepare one or two graphs with associated headings etc. to be copied to the Windows clipboard for pasting into another application being used to assemble a complete report.

◆

Working with graphs

◆

Working with crosstab tables

◆

Working with the presentation and objects

◆

Working with text

◆

Backgrounds, borders and graphics

◆

Saving, opening and deleting presentations

◆

Tools



## ◆ Working With Graphs

When a graph is first drawn, it will occupy an area on the paper approximately 10 centimetres by 10 centimetres. You will almost certainly wish to modify the graph in some way, for example, by changing its size. You may also wish to alter its presentation style, labelling, legends, colours, axis ranges, etc.

All of these can be changed. Once you are satisfied with the result you can add ◆ headings,

◆ borders, highlights and other graphics (using the standard tools in the Tool Tidy ) to complete the presentation.

Almost any aspect of the presentation of a graph can be changed, except the information it presents. For example, a graph of frequency analysis where the absolute values are shown, cannot be changed into one where the percentages of total frequency are shown.

Several tools are used to work on graphs:

- ◆ The Pointer Tool is used to move the graph around the paper. It is also used to re-size the graph.
- ◆ The Pointer Tool is used to modify the style of presentation, legends, axis ranges, etc.
- ◆ The Pen Tool can be used to modify or change the font style used for label text.
- ◆ The Eraser Tool can be used to remove the graph from the page. Using the Eraser on any component on the graph will remove the whole graph. However, when only a legend is removed the graph remains intact.

### **Working with Graphs**

- ◆
- ◆ Moving and resizing a graph
- ◆ Working with Pie charts
- ◆ Editing graph labels and legend text
- ◆ The Modify Graph dialogue box
- ◆ Erasing a graph

## ◆ **Working with Text**

Any of the label text around a graph - division labels, axis labels and legend text - can be modified in the usual way using the ◆ Pen (or Text) Tool.

- ◆ Click in the text to display the edit caret and type any modifications required.

Note that vertical text (running from bottom to top), such as that used to label the vertical axis of graphs, can also be edited in this way.

- ◆ Double click in the text to open the Font style dialogue and change the style of the text.

The style of vertical text can also be changed in this way, but it will remain vertical text, you cannot change it to horizontal text.

Any text around the graph can also be moved and re-formatted in the usual way with the ◆ Pointer tool.

### **IMPORTANT**

Modifications made in this way will be lost if the whole graph is modified in any way, for example if it is resized or its style is changed. This is because the complete graph has to be re-drawn from the original information. In such cases you can make various changes to label text and the fonts used by clicking on it with the right mouse button and selecting **Graph Properties** from the pop-up menu to obtain the ◆ Modify Graph dialogue. Improved results may also be achieved by using a different or smaller font for the labels.

## ◆ Working with the Presentation and Objects

- ◆ Paper setup and multi-page presentations
- ◆ Viewing your work area
- ◆ Moving and resizing objects
- ◆ Aligning objects
- ◆ Layering objects
- ◆ Saving a presentation

### **Design guides**

PinPoint's design guides - the guidelines, 'magnetic' grid and rulers selectable from the ◆ View and

- ◆ Arrange menus - will enable you to lay out your presentation with great precision.

If you intend to print your presentation, it is also a good idea to enable "Show printable area" from the View menu. The shaded box that this command draws around your page to denote the area in which your printer cannot print forms a good visual reference to the page area available to you.

**Hint:** Use the Tool Tidy's "Fit window", "Fit Window Sideways" and "100%" buttons to zoom in and out as you work to keep a check on overall page layout and the relative size and position of elements on your presentation.

## ◆ **Moving and Resizing a Graph**

Graphs, other than Pie charts, may be moved and resized with the ◆ Pointer tool in the same way as any other objects on the page

### **Moving a Graph**

1. Select the graph
2. Drag it to the required position.

The graph will move as the pointer is moved.

### **To resize a graph:**

1. Select the graph.
2. Drag one of the handles.

The graph will then be re-drawn within the new size. As a result axis ranges, divisioning and presentation of labels may change.

## ◆ Working with Pie Charts

Pie charts are unusual in that individual slices of the pie may be manipulated. Each slice may be moved independently to create 'exploded' Pie charts, and the colour and fill style of each slice may be changed individually. However, these changes are lost (for example by selecting labelling options if the overall Pie chart style is changed (for example by selecting labelling options), or the chart is resized.

### Resizing a Pie Chart

To resize a Pie chart, use the Pointer Tool to select the whole of the Pie chart then drag one of the handles. Pie charts are always circular, so the chart should be resized by reducing or increasing both the width and height of the chart. In other words, drag diagonally towards or away from the opposite.

**Tip** Clicking on a slice of the chart will select that slice. To select the whole chart, hold down CTRL while clicking on any component of the Pie chart.

### Changing the Style of a Slice

1. Position the Pointer tool on the slice you wish to change.
2. Click the right hand mouse button and choose **Pie Segment Properties** from the pop-up menu, OR hold down the ALT key and double click.

The ◆ Pie Segment Style dialogue will appear.

3. Choose a fill style and colour.
4. For added effect, the outline of the slice can be drawn in a thick line and in any desired colour.
5. Click on OK.

### Exploding Slices

Since resizing or modifying the overall style of a Pie chart causes exploded slices to be snapped back into the chart, slices should only be exploded once the overall presentation of the chart is satisfactory.

To explode a slice, simply use the Pointer Tool to move the slice to the desired position.

## ◆ **Saving a Presentation**

When the paper for a presentation is first created (by plotting or drawing to 'new' paper), it is untitled and attached to the project which produced it. Graphs and tables derived from information from other projects can be added to the paper but it still remains attached to the original project.

Presentations may be saved to the project file so that they are available for future reference, or for adding further work at a later time.

### **To Save an Untitled Presentation**

1. From the File menu, choose Save Presentation or Save Presentation As. The Save Presentation As dialogue will appear.
2. Type the name for the presentation into the **Name** box (maximum 24 characters, any characters are allowed). The name must be unique within the project.
3. Click on **OK**.

### **To Save a Presentation under a New Name**

a 'copy' of a presentation can be made by saving it with a new name:

1. Select Save Presentation As from the File menu. The Save Presentation As dialogue will appear.
2. Type the name for the presentation into the **Name** box (maximum 24 characters, any characters are allowed). The name must be unique within the project.
3. Click on **OK**.

### **To Save a Modified Presentation**

Once a presentation has been saved to the project file, modifications can be saved to the file simply by choosing Save Presentation from the File menu.

## ◆ **Paper Setup and Multi-Page Presentations**

New presentations (by plotting or drawing to "new" paper) are created as a single page of white paper of the size and orientation as described by the active printer. The paper is untitled and attached to the project from which the graph or table was produced. Graphs and tables derived from information from other projects can be added to the paper, but it remains attached to the original project.

When further graphs and tables are plotted or drawn on the paper, they are drawn in an area of free space on the paper (new graphs always occupy an area approximately 10cm by 10cm). If there is no free space, a new page is automatically added to the paper to accommodate the new graph or table.

Additional space may also be created on your paper using the ◆ Insert Paper Tool. You may change the attributes of the paper to your own requirements at any time by choosing options from the ◆ Paper menu.

Choose:



◆ Paper Setup to change the size, orientation or colour of the paper.



◆ Add Page to add a new page to the end of the form.



◆ Delete Last Page to remove the last page from the form.

## ◆ **Working With Crosstab Tables**

Crosstab tables are fixed in format and very little modification can be made:

- ◆ Any text in the table and its style may be modified in the usual way with the
- ◆ Pen tool.
- ◆ The table may be resized using the Pointer Tool, however, "true" resizing does not occur. For example, text does not reformat within a reduced width for each column. Instead, the grid lines and border of the table are scaled proportionally, and the position of the text( but not its size) is adjusted accordingly.



## ◆ **Saving, Opening and Deleting Presentations**

When the paper for a presentation is first created (by plotting or drawing to "new" paper), it is untitled and attached to the project from which the graph or table was produced. Graphs and tables derived from information from other projects can be added to the paper, but it remains attached to the original project.

Presentations may be saved to the project file so that further work can be added later or so that the presentation is available for future reference.

### **To Save an Untitled Presentation**

1. From the File menu, choose Save Presentation or Save Presentation As.

The Save Presentation As dialogue will appear.

2. Type the name for the presentation into the Name box (maximum 24 characters, any characters are allowed). The name must be unique within the project.
3. Choose the OK button.

### **To Save a Presentation Under a New Name**

A copy of a presentation can be made by saving it with a new name:

1. From the File menu, choose Save Presentation As.

The Save Presentation As dialogue will appear.

2. Type the new name for the copy of the presentation into the Name box (maximum 24 characters, any characters are allowed). The name must be unique within the project.
3. Choose the OK button.

### **To Save a Modified Presentation**

Once a presentation has been saved to the project file, modifications can be saved to the file simply by choosing Save Presentation from the File menu.

### **Opening a Presentation**

A previously-saved presentation in a project may be opened while viewing the worksheet or another presentation in the project.

1. From the File menu, choose Open Presentation.

The Open Presentation dialogue will appear in which the presentations currently filed in the project are shown.

2. Either double click the name of the presentation to be opened from among those listed, or type the name into the box and press ENTER.

### **Deleting a Presentation**

To delete a presentation filed in a project:

1. Open the presentation.
2. From the File menu, choose Delete this Presentation.
3. You will be asked to confirm that you wish to delete the presentation. If you are sure that you wish to do so, choose the Yes button.

The presentation will then be removed from the project file, but it will remain open and could be saved

again. You will only actually lose the presentation when you close the project.



## **Erasing a Graph**

A graph may be removed using any of the standard techniques for deleting objects. For example, the Eraser tool can be used to remove the graph from the page.

Deleting any component object of the graph will remove the whole graph, except when a legend is removed, in which case the graph remains.



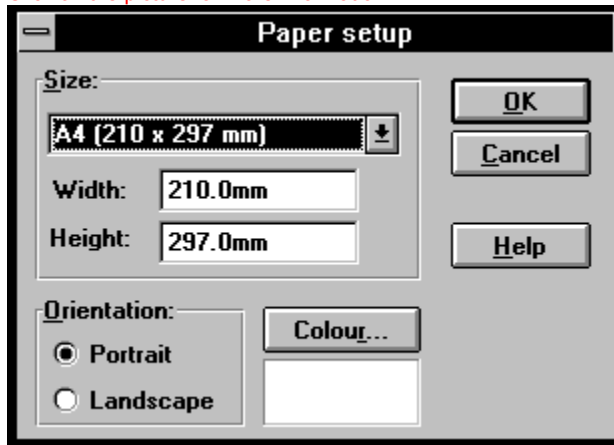
### **Editing Graph Labels and Legend Text**

To alter the main axis labels or the text used for any legend applied to the graph, or to add a legend, double click on the graph and specify your changes in the ♦ Modify Graph dialogue. Minor modifications, once the overall presentation of the graph is satisfactory, may be made to these items, and the division label text by ♦ editing the text with the Pen tool.



## ◆ Paper Setup

This dialogue box appears when you choose ◆ "Paper setup..." from the Paper menu.  
[Click on the picture for more information.](#)



## ◆ **Import From Field**

This dialogue box appears when you double-click on a source field name in the "From field" list box of the ◆ "Import" dialogue box.

◆

To Question

## ◆ **Import Dialogue**

After reading the descriptions of the fields and data types present in the file being imported from, PinPoint attempts to match them with the questions in the project. This dialogue shows the results of that matching, listing the fields found to be imported from and the question the data will be imported to. You now have an opportunity to check that PinPoint's matching is correct and make any amendments required.



From field



To Question

When you have 'mapped' all the fields in your source file as required, choose "OK".

The data will then be imported as required.



## ◆ **Import From Text File**

This dialogue box appears when you choose to import a CSV or TSV text file using the ◆ "Open..." or ◆ "Import..." commands from the File menu.

◆ First line contains field names. The first line of the file is shown to help you to make the decision.

◆ Character set

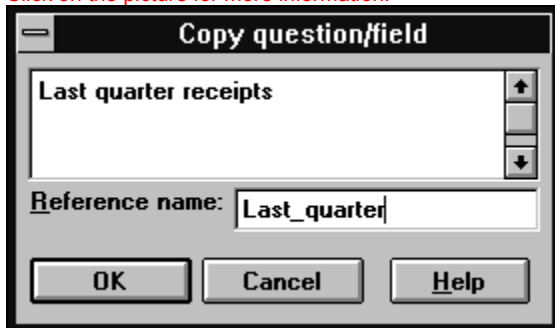
PinPoint interprets the type of information in CSV files as follows, and in the following order:

- ◆ If a field is surrounded by double quotation marks it is assumed to be a character field.
- ◆ If a field contains only digits or a full stop it is assumed to be numeric.
- ◆ If a field contains only digits and the date component delimiter character, and it is a valid date, it is assumed to be a date.
- ◆ If a field contains "Yes", "No", "True" or "False" it is assumed to be suitable for a Yes/No question field.
- ◆ If the contents of the field can be matched to the choices available to a Multiple choice question field, it is matched to that question field.

If none of the above conditions are met, then information is assumed to be text.

## ◆ Copy Question

This dialogue box appears when you ◆ Paste or  
◆ "Quick Copy" a complete question into a form.  
[Click on the picture for more information.](#)



## ◆ **Statistics**

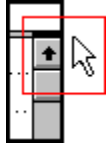
This dialogue box appears when you choose ◆ "Statistics..." from the Worksheet Tools menu, or when you click on the Statistics button from a Worksheet window.

- ◆ Question
- ◆ Statistics
- ◆ Show for
- ◆ "OK"
- ◆ Hint



Analysis Worksheets: How to...

**To re-size or close the Statistics window**



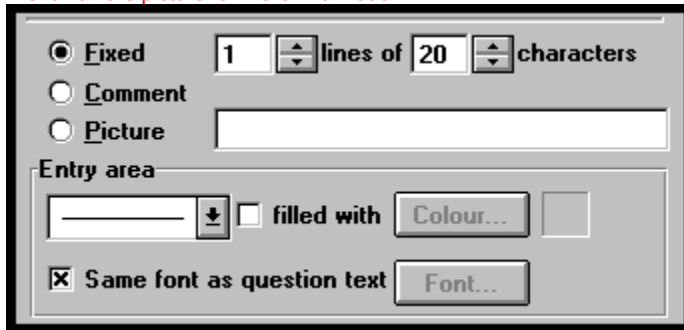
## ◆ Question: Text/General Answers

Text/General answers are used where some text is to be given, for example, a persons name or a description of some sort.

To provide flexibility in the presentation of the form, the area in which the text is to be entered may be presented in one of a variety of ways, as a number of lines, a box for some comment or as a formatted (picture) area in which you wish to control the characters that can be entered.

The lower part of the "Question" dialogue box will change to look like this when you choose the "Text/general" option.

[Click on the picture for more information.](#)



The image shows a dialog box for configuring a question. It has three radio button options: **Fixed** (selected), **Comment**, and **Picture**. The **Fixed** option is set to 1 line and 20 characters. Below these options is an empty text input field. Under the heading "Entry area", there is a dropdown menu, a checkbox labeled "filled with" (which is unchecked), a "Colour..." button, and a small square color swatch. At the bottom, there is a checked checkbox labeled "Same font as question text" and a "Font..." button.

## ◆ Question: Numeric Answers

An answer type of Numeric is used when a numerical answer is required; for a persons age or a measure of temperature for example.

To aid accurate completion of the form, the units of the required answer can be described and checks to ensure entry of values within a certain range.

The lower part of the "Question Details" dialogue box will change to look like this when you choose the "Numeric" option.

[Click on the picture for more information.](#)



The image shows a dialog box for configuring a Numeric question. It has a title bar and a close button. The 'Format' field is set to '####'. The 'Checks' section includes 'Allow negatives' (unchecked) and 'Valid range' (unchecked) with input fields for '0' and '0'. The 'Entry area' section includes a dropdown menu, a 'filled with' checkbox (unchecked), a 'Colour...' button, and a 'Same font as question text' checkbox (checked) with a 'Font...' button.

Format: ####

Checks

Allow negatives

Valid range 0 to 0

Entry area

filled with Colour...

Same font as question text Font...

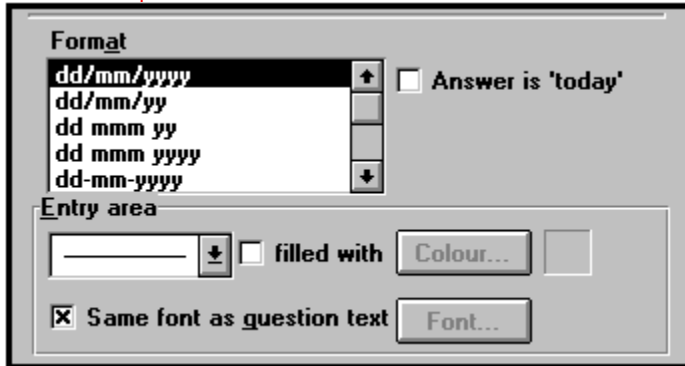
## ◆ Question: Date Answers

Hopefully, the answer type Date is self explanatory use it when a date is required in response to a question. PinPoint will accept any AD date up to the year 9999.

Several different formats of date entry are available. The formats in which days and months are entered as numbers take account of your short form date format settings of the International section of the Control Panel.

The lower part of the "Question" dialogue box will change to look like this when you choose the "Date" option.

[Click on the picture for more information.](#)



The image shows a dialog box titled "Format" with a list of date formats and several options. The list includes "dd/mm/yyyy", "dd/mm/yy", "dd mmm yy", "dd mmm yyyy", and "dd-mm-yyyy". To the right of the list is a checkbox labeled "Answer is 'today'". Below the list is an "Entry area" section containing a small text box with a dropdown arrow, a checkbox labeled "filled with", a "Colour..." button, and a color selection square. At the bottom, there is a checked checkbox labeled "Same font as question text" and a "Font..." button.

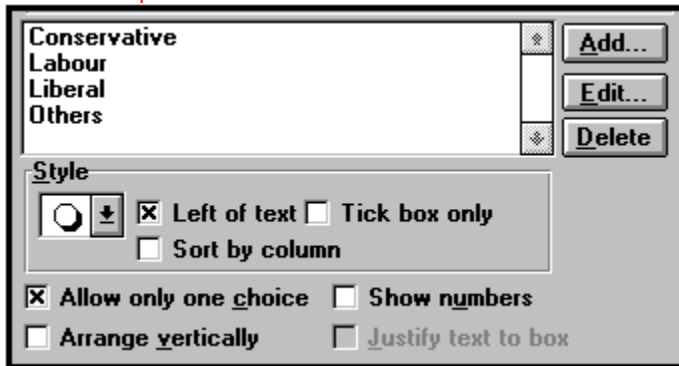
## ◆ Question: Multiple Choice Answers

Multiple choice answers present the respondent with choices from which they are to choose one or more by ticking the box. An assortment of styles of tick box is available.

A multiple choice answer is preferable to a textual answer since the answers that can be given can be controlled. For example, one might ask How many times a week do you eat chicken?. If the respondent were allowed to write an answer in, all sorts of variations for the same answer would be received; 3 times, 3, Three, etc. This variation in answer would make accurate analysis very difficult.

The lower part of the "Question details" dialogue box will change to look like this when you choose the "Multiple choice" option.

[Click on the picture for more information.](#)



The screenshot shows a dialog box for configuring a multiple choice question. It features a list of options: Conservative, Labour, Liberal, and Others. To the right of the list are three buttons: Add..., Edit..., and Delete. Below the list is a 'Style' section with several checkboxes: 'Left of text' (checked), 'Tick box only' (unchecked), 'Sort by column' (unchecked), 'Allow only one choice' (checked), 'Show numbers' (unchecked), 'Arrange vertically' (unchecked), and 'Justify text to box' (unchecked). There is also a radio button and a dropdown arrow icon in the style section.

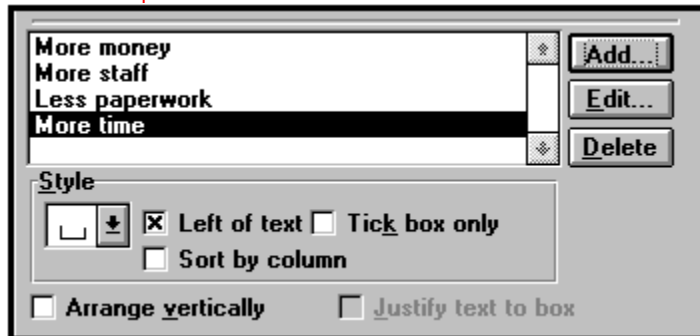
## ◆ Question: Ordered Choice Answers

An answer type of Ordered Choice is one where a set of choices are to be placed in numerical order of preference.

During analysis, the popularity of each choice can be determined; a measure of the number of times the choice was placed first, second, third, etc.

The lower part of the "Question" dialogue box will change to look like this when you choose the "Ordered choice" option.

[Click on the picture for more information.](#)





## ◆ Question: Calculated Answers

Calculated answers may be useful when some value is to be determined from other answers and the calculated value is to be shown on the completed answer sheets.

The calculation may be either a simple formula using answer values from any questions (except ordered choice but including other calculations), and ◆ functions or may be a complex expression using

- ◆ IF ... THEN ... ELSE ... to calculate a result depending upon the result of some
- ◆ test, for example testing the answer to a question.

The result of the calculation may be a number, a date, or some text depending upon the types of answer values used in the calculation and how they are used. The type of the result is automatically determined by PinPoint.

The result may displayed using one of the styles available for the type of answer to the calculation.

**Note:** Calculations can be performed on the project worksheet. Calculated questions need only be used when you wish to see the result of the calculation on each answer sheet.

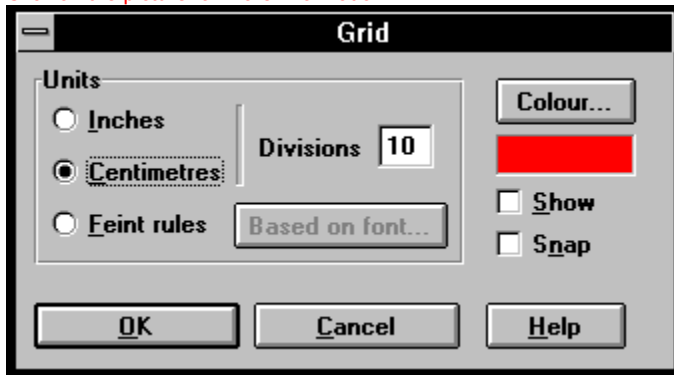
The lower part of the "Question" dialogue box will change to look like this when you select the "Calculated" radio button.

[Click on the picture for more information.](#)

The screenshot shows a dialog box for creating a question. On the left, there is a list of question types: Relationship, age, Conflict, married, and Time. Below this list are two buttons: 'Test...' and 'Function...'. To the right of the list is a keypad with the following buttons: [ / \* - = <> ], 7 8 9 + <= >=, 4 5 6 ] < >, 1 2 3 if then else, 0 . AND OR. Below the keypad is a text area containing the formula: 'IF married="yes" THEN Age(dateMarried,ToDay()) ELSE NA()'. At the bottom of the dialog box is a button labeled 'Display Style...'. The dialog box has a title bar and a close button in the top right corner.

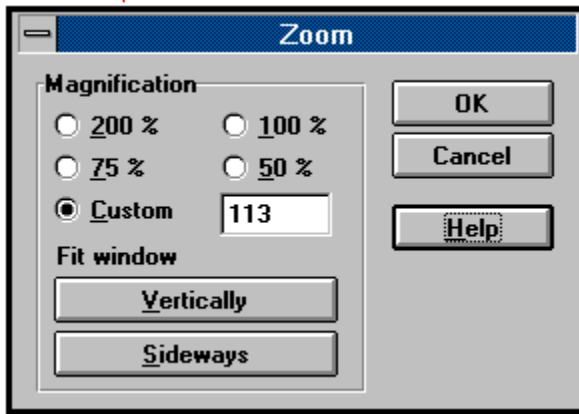
## ◆ Grid

This dialogue box appears when you choose ◆ "Grid..." from the View menu.  
[Click on the picture for more information.](#)



## ◆ Zoom

This dialogue box appears when you choose ◆ "Zoom..." from the View menu.  
[Click on the picture for more information.](#)



## ◆ **Area Chart Properties**

Area graphs cannot be plotted for numeric information.

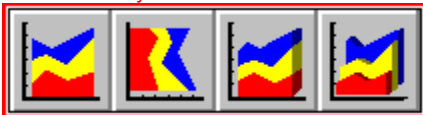
As a single series graph, an area graph is effectively a filled line graph.

For multi-series graphs, the area graph may be a filled ribbon graph or, by using stacked areas, illustrate cumulative values for matching responses and how each series contributes to the total.

- ◆
- ◆ Area fill style
- ◆ Tick marks
- ◆ Grid lines
- ◆ Legend

### **Style gallery**

[Click on a style icon.](#)



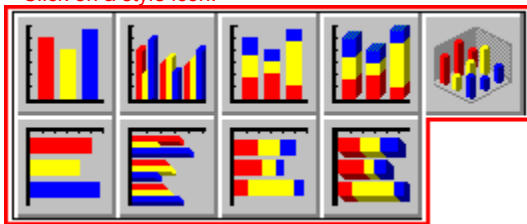
## ◆ **Bar Chart Properties**

Bar graphs represent the value for each response in a series as a bar. The values are plotted against a y-axis scale that may be linear or logarithmic and are plotted as their deviation from the y-axis origin. The origin of the axis may be specified to be a value other than zero. For example, if the y-axis shows temperatures recorded in degrees fahrenheit, one might set an origin at 32 so that the bars show the deviation of temperatures from freezing point.

- ◆
- ◆ Bar spacing
- ◆ Options
- ◆ Tick marks
- ◆ Grid lines
- ◆ Bars
- ◆ Legend

### **Style gallery**

[Click on a style icon.](#)



## ◆ **Column Chart Properties**

Like pie charts, column charts illustrate the contribution made by each response to the whole and the comparison between the contributions made by different responses. The first value in the series is plotted at the bottom, subsequent values are stacked on top in order. A column chart can only show the results of analysis from a single series so there is only a primary style dialogue.

- ◆
- ◆ Segment fill style
- ◆ Options

### **Style gallery**

[Click on a style icon.](#)



## ◆ Line Chart Properties

Line graphs plot the values for each response with connecting lines. They are useful for showing trends, for example a variation over time. 3D effects may be used to plot a ribbon rather than line graph. In either case the axes may be reversed; the x-axis becomes the vertical axis and the y-axis becomes the horizontal axis. This is most often useful when plotting graphs with long textual labels on the x-axis, reversing the axes provides more room for the labels.

◆

◆ Line

◆

◆ Points

◆

◆ Tick marks

◆

◆ Grid lines

◆

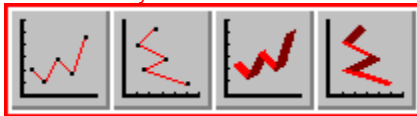
◆ Options

◆

◆ Legend

### Style gallery

[Click on a style icon.](#)



## ◆ **Pie Chart Properties**

Pie charts illustrate the contribution made by each response to the whole and the comparison between the contributions made by different responses. A pie chart can only show the results of analysis from a single series so there is only a primary style dialogue.

After the chart has been plotted on the paper, any segment can be exploded from the chart to provide emphasis by moving the segment with the Pointer tool.

◆ Segment fill style

◆ Options

### **Style gallery**

Click on a style icon.





## ◆ **Scatter Chart Properties**

Scatter graphs plot the values for each response as a point. In general, a scatter graph looks the same as a line graph without the connecting lines.

However, when the responses to a numeric question are plotted against the response to another numeric question, each value pair is plotted as a point (any class interval defined is ignored). For example, you might want to show the relationship between salary and length of employment or between weight and height. In these cases, a line of best fit can be drawn through the points. The equation for the line and linear correlation coefficient for the line are also shown.

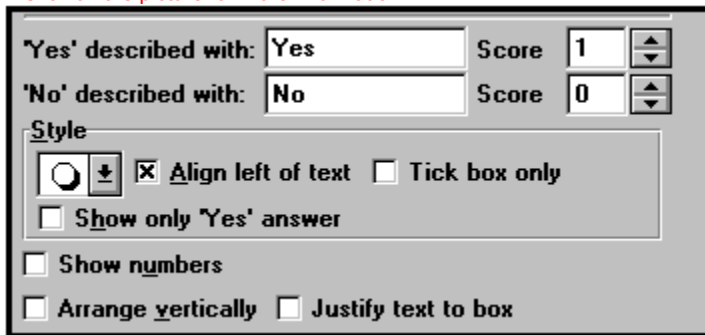
- ◆
- ◆ Points
- ◆ Tick marks
- ◆ Grid lines
- ◆ Plot line of best fit
- ◆ Legend

## ◆ Question: Yes/No Answers

An answer type of Yes/No should be used when you require a "True" or "False" answer to a question such as "Are you married?". If you are familiar with typical database applications, the Yes/No type answer is equivalent to the Boolean field type.

By default, possible answers of Yes and No are provided. These "True" and "False" descriptions may be changed to any required.

[Click on the picture for more information.](#)



The screenshot shows a configuration window for a Yes/No question. It includes two rows for defining answers: 'Yes' with a score of 1 and 'No' with a score of 0. Below these are style options: a radio button for 'Align left of text' (checked), a checkbox for 'Tick box only', a checkbox for 'Show only Yes answer', a checkbox for 'Show numbers', a checkbox for 'Arrange vertically', and a checkbox for 'Justify text to box'.

'Yes' described with:	Yes	Score	1
'No' described with:	No	Score	0

**Style**

Align left of text    Tick box only

Show only 'Yes' answer

Show numbers

Arrange vertically    Justify text to box

**Tip:** While it is possible to write a question such as "Your sex:" with available answers of "Male" and "Female" as a Yes/No type question. It is recommended that this is not done since it may cause some confusion when analysing answers and can cause difficulty if attempting to import information from another source - use a multiple choice question instead.

## ◆ **Question Dialogue**

In the Question dialogue you complete the description of the question:

1. The text of the question, framed in any way desired.
2. A short reference name for the question.
3. A description of the type of answer required, or type of data to be entered.
4. Advanced question functions.

◆ Choose a topic for more information:

- ◆ Question text
- ◆ Reference name
- ◆ Font
- ◆ Must be answered
- ◆ Carry over value
- ◆ Text/general answers
- ◆ Numeric answers
- ◆ Yes/No answers
- ◆ Date answers
- ◆ Multiple choice answers
- ◆ Ordered choice answers
- ◆ Calculated answers
- ◆ Advanced...

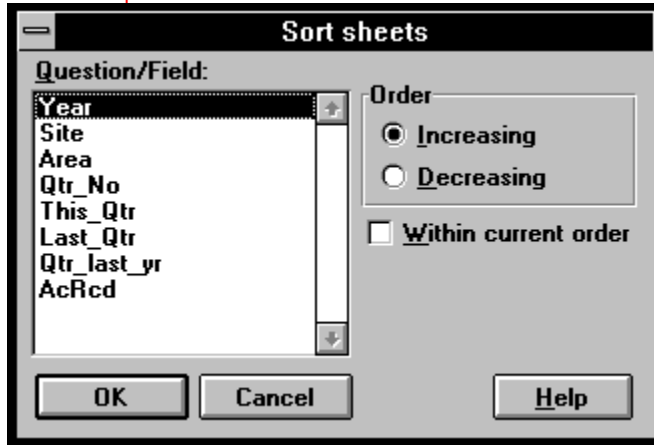
### **See also:**

- ◆ Working with Questions

## ◆ Sort Sheets

This dialogue box appears when you choose ◆ "Sort sheets..." from the Worksheet Tools menu, or when you click on the Sort button from a Worksheet window.

[Click on the picture for more information.](#)



## ◆ **Choose Sheets**

Use this dialogue to describe your criteria for choosing the sheets to display on the Worksheet.

You can use the dialogue to describe a single condition or add a single condition to those already present. Alternatively, use the dialogue to describe the full set of conditions.

### **Single Condition**

Conditions can be added one at a time by repeated use of the dialogue. This is useful to see the effect of each condition.

If there are currently no conditions, describe the condition and then click **OK**.

If there are already conditions, describe the new condition and then click either **AND** or **OR**.

### **Set of Conditions**

If you know all the conditions you wish to use, they can be described one at a time in a single use of the dialog. For each condition:

Describe the condition and then click **<<AND** or **<<OR** to add the condition to those already defined.

Once all the conditions are defined, click **OK**.

### **To describe a condition:**



◆ Question



◆ Condition



◆ Test value



◆ Criteria list



Analysis Worksheets: How to...

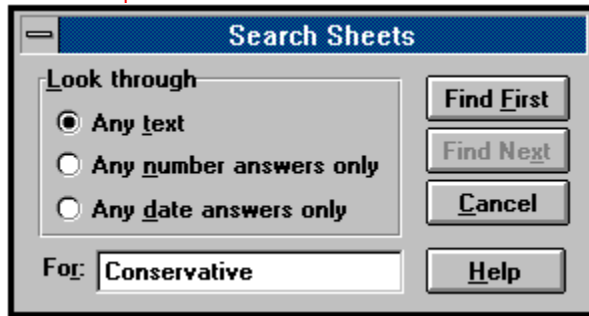
### **Worksheet control panel:**



## ◆ Search Sheets

This dialogue box appears when you choose ◆ "Search..." from the Sheet Editor Sheet menu, or when you click on the Search button from a Sheet Editor window.

[Click on the picture for more information.](#)



## ◆ New Column

This dialogue box appears when you choose ◆ "Add new column..." from the Worksheet Tools menu, or when you click on the New Column button from a Worksheet window.

[Click on the picture for more information.](#)

**Calculated Column**

Reference name:

Name:

Address:

From:

To:

room:

(	/	*	-	=	<>
7	8	9	+	<=	>=
4	5	6	)	<	>
1	2	3	if	then	else
0	.		AND	OR	

## ◆ **Modify Graph**

Using this dialogue, you may change every presentation aspect of a graph:

- ◆ In a multi-series graph, the order of display of the series - use the Series List and re-order series buttons.
- ◆ The basic presentation style of each series - choose the series from the Series List and then choose a new style from the gallery.
- ◆ Overall presentation style of the graph such as grid lines, use of logarithmic y-axis scales, presence of legends etc. - choose the first series in the Series List and then choose the Style detail button.
- ◆ Presentation style details for a series such as colour or the text to use for a the legend entry for the series - choose the series from the Series List and then choose the Style detail button.
- ◆ The ranges to use and intervals for each axis - type the required values into the boxes.
- ◆ The main labels to use for each axis - choose the Labels and Fonts button.
- ◆ The font to use for labels - choose the Labels and Fonts button.

**Note:** Double clicking on a series in the **Series** list will give the properties dialogue for the series

- ◆
- ◆ Series list
- ◆ Re-order series
- ◆ Delete series
- ◆ Style gallery
- ◆ Style detail
- ◆ Labels and fonts
- ◆ X-axis and Y-axis ranges
- ◆

Graphics Presentation: Editing a graph



## ◆ **Add Bar Chart to Graph**

◆ This dialogue box appears when you ◆ add a bar chart to an existing graph.



◆ Bar spacing



◆ Bars



◆ Legend

**Note** that you cannot change a chart's style gallery option, nor a graph's Tick mark, Grid line and Axis scaling attributes from an "Add chart" dialogue box. These are defined for all series by the style of the first chart to appear in the "Series" panel of the ◆ "Modify graph" dialogue box.

To change these attributes, select the first entry listed in the "Series" panel and choose "Define styles". Use the << | >> buttons to re-define the series listing order if required.

## ◆ **Add Line Chart to Graph**

◆ This dialogue box appears when you ◆ add a line chart to an existing graph.



Line



Points

**Note** that you cannot change a chart's style gallery option, nor a graph's Tick mark, Grid line and Axis scaling attributes from an "Add chart" dialogue box. These are defined for all series by the style of the first chart to appear in the "Series" panel of the ◆ "Modify graph" dialogue box.

To change these attributes, select the first entry listed in the "Series" panel and choose "Define styles". Use the << | >> buttons to re-define the series listing order if required.

## ◆ **Add Area Chart to Graph**

◆ This dialogue box appears when you ◆ add an area chart to an existing graph.

◆

Area fill style

**Note** that you cannot change a chart's style gallery option, nor a graph's Tick mark, Grid line and Axis scaling attributes from an "Add chart" dialogue box. These are defined for all series by the style of the first chart to appear in the "Series" panel of the ◆ "Modify graph" dialogue box.

To change these attributes, select the first entry listed in the "Series" panel and choose "Define styles". Use the << | >> buttons to re-define the series listing order if required.

## ◆ **Add Scatter Chart to Graph**

◆ This dialogue box appears when you ◆ add a scatter chart to an existing graph.



Points



Plot line of best fit

**Note** that you cannot change a chart's style gallery option, nor a graph's Tick mark, Grid line and Axis scaling attributes from an "Add chart" dialogue box. These are defined for all series by the style of the first chart to appear in the "Series" panel of the ◆ "Modify graph" dialogue box.

To change these attributes, select the first entry listed in the "Series" panel and choose "Define styles". Use the << | >> buttons to re-define the series listing order if required.

## ◆ **Graph Labels and Fonts**

This dialogue box appears when choose "Labels and Fonts" from the ◆ "Modify graph" dialogue box.

**Note:** The techniques described here are the preferred way of modifying axis label text and fonts rather than using the Pen tool, since the changes will be maintained if the graph is further modified or resized; changes made with the Pen tool are lost.

◆

◆ Tick labels

◆

◆ Axis labels

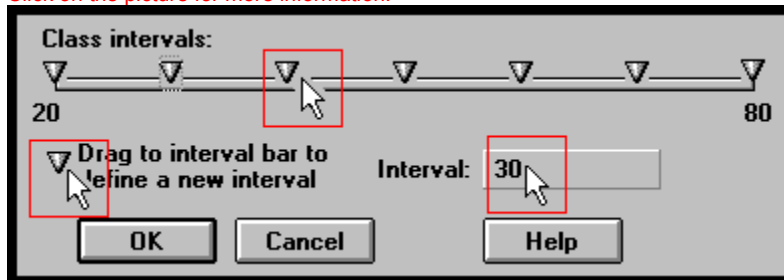
◆

◆ Label text

## ◆ Variable Class Intervals

This dialogue box appears when you choose a variable class interval in the ◆ "Plot graph" and ◆ "Cross tabulations" dialogue boxes.

[Click on the picture for more information.](#)



## ◆ **Pie Segment Properties**

◆ This dialogue box appears when you double-click on a Pie chart segment with the Pointer tool

◆

◆

◆ Fill

◆

Outline

## ◆ **Legends**

A legend can be added to bar, line, area and scatter graphs.

Whether a legend is present, and its style, are chosen from the primary style dialogue of the first series in the graph. For subsequent series, the legend text for the series can be given.

To specify the use of a legend:

1. Check the Add legend option.
2. Type the text for the legend for the first series.
3. Choose whether a border is to be drawn round the legend entries and its style.





## **Legend Text**

A legend can be added to bar, line, area and scatter graphs.

Whether a legend is present, and its style, are chosen from the primary style dialogue of the first series in the graph. For subsequent series, the legend text for the series can be given.

If a legend is being added, type the legend text for the series into the box.

## ◆ **Crosstab Titles**

Before generating and printing the table, use this dialogue to specify any titles to be added to the table. Two lines of title may be added, a main heading and sub-heading. Type any titles required into the boxes.

When printed, the titles will be centred above the table, which will be centred on the paper (after any necessary fitting of the table to the paper).



## Functions

A set of standard functions are provided for use in calculations. The functions dialogue lists the functions available.

### To use a function:

1. Choose the function from the list.

The right hand side of the dialogue will describe what the function does and the arguments required for the function.

2. If the function does what you require, choose Paste and the function will be added to your calculation.

### Function arguments

Any type of answer value(s) may be passed to functions, the arguments are converted to the required type when the function is evaluated. For example, the function `WeekDay()` requires a date answer as its single argument. You could provide an actual date answer as the argument or a string: `WeekDay(aDateQuestion)` or `WeekDay("28-Mar-1993")`.



## IF ... THEN ... ELSE ...

A calculation can be the result of some conditional test or tests by using IF ... THEN ... ELSE... The calculation must start with IF as its first word.

Syntax: IF <condition> THEN <expression> ELSE <expression>

<expression> is any legal calculation and may itself be IF ... THEN ... ELSE ...

<condition> is any legal calculation. The calculation is evaluated and if the result is not zero then the THEN expression is evaluated, otherwise the ELSE expression is evaluated.

The value of a string is 0 if the string is empty or not answered, else it is 1.

The value of a date is 0 if the date is not answered, else it is 1.

### Examples:

```
IF WeekDay(aDate)=1 OR WeekDay(aDate)=6 THEN "WeekEnd" ELSE "WeekDay"
```

```
IF favoritePaper=NA() THEN NA() ELSE IF Includes( favoritePaper , "Times|Guardian|Independent")  
THEN "Quality" ELSE "Tabloid"
```

### See also:

◆ [Calculation - Tests](#)



### Calculation Tests

Choosing the Test button from the Calculations dialogue enables you to write an ◆IF... THEN... ELSE calculation without having to type it out fully by hand. The dialogue is similar to that for ◆adding a condition for choosing sheets on the WorkSheet. Once you have described the condition, type the result to use if the condition is TRUE into the THEN box and the result to use if the condition is FALSE into the ELSE box.



**Date is 'today'**

Choose this option to initialise the answer with the current date when a new sheet is created. The date may still be edited, if required.

## ◆ **Options**

Use the options dialogue for describing your preferences when using PinPoint:

### **Window**

You can choose to position the Tool Tidy button bar either horizontally or vertically in relation to the top left hand corner of your work area.

The status bar, if enabled, shows status information for any current editor and brief help on tools and menu options whenever the pointer is over a Tool Tidy button or menu option is highlighted.

### **Forms**

#### **Use 'row' numbers when numbering choices**

Choices will be numbered if you select the 'Show numbers' option when writing Yes/No or multiple choice questions.

Select this option if you wish choices 10,11 and 12 to be shown as 0,X and Y for questions with 10-12 choices.

#### **Sort choices by column**

Select this option to describe the default entry order for choice based answers when writing questions. The order can be changed for individual questions using the Question Details dialogue.

### **Answer Sheets**

#### **Highlight active answer**

Select this option to highlight the current answer being edited by drawing a background colour for the answer. Click the Colour button to choose the colour you require.

### **Graphs**

#### **Exclude 'Not answered values'**

If your choice based questions are infrequently, or never, unanswered you may wish 'Not answered' values to be excluded by default from any graphical analyses or cross-tabulations. If this is so, choose this option. Note that when a worksheet has been saved, combination and exclusion definitions are saved with the worksheet and will be used next time the worksheet is opened.

#### **Plot 'Not answered' last'**

This option allows you to plot 'Not answered' values from choiced based answers on the right hand side, rather than the left hand side, of graphs.

#### **Calculation of percentages**

This option is only of meaning when analysing the results of multiple choice questions which allow more than one choice to be ticked. Choose this option if you wish percentages to be based upon the number of answer sheets (respondents) included in the analysis, otherwise the percentage will be based upon the total number of responses (ticks).

#### **Abbreviated month names**

Choose this option if you wish abbreviations to be used for month names when plotting date information class intervalled by months, otherwise the full month name will be used.

**Default font**

Choose this button to describe the font to use for each Pen in each Tool Tidy when PinPoint is started.

**Note**, only the fontname and size are recorded.



## ◆ **Advanced Question Settings**

Use the Advanced Questions Settings dialogue to group related questions together to form a Question Group and/or set up Question Routing:



Question Groups



Question Routing

## ◆ **Question Groups Dialogue Box**

- ◆ Enter the Reference Name you wish to give the Question Group. This is not displayed on the Form but it is used by the Worksheet.
- ◆ Type in any introductory text that you wish to display at the top of the Group, above the questions.
- ◆ For each question required on the Question Table, click on **Add**. The Question dialogue then appears.
- ◆ Type in any introductory text that you wish to display at the top of the Group, above the questions.
- ◆ You may change the properties of the Group Border by clicking on **Properties**, which brings up the Rectangle Properties dialogue. The distance of this border from the text can also be defined in the **From Members** box.
- ◆ The Non members box contains the questions that have already been written, which do not already belong to a Question Group. Those that were selected will appear already highlighted. Click on the Reference Names of those questions you want to become members of the new Group. ( They can be deselected by clicking on them again.)
- ◆ When you have selected all of the questions that you want to be members of the new group, click on **<<Add**. They will then be moved to the members box.
- ◆ Further members can be added or removed from the Group in the same way until you click on **OK**.

The questions making up the group will now be bound in a box whose borders are defined by the position of the question inside it. Double clicking on the box, ( but not on a question inside it ), with the Question Tool will return you to the Question Group dialogue.

## ◆ **Question Groups Dialogue Box**

- ◆ Enter the Reference Name you wish to give the Question Group. This is not displayed on the Form but it is used by the Worksheet.
- ◆ Type in any introductory text that you wish to display at the top of the Group, above the questions.
- ◆ You may change the properties of the Group Border by clicking on **Properties**, which brings up the Rectangle Properties dialogue. The distance of this border from the text can also be defined in the **From Members** box.
- ◆ The Non members box contains the questions that have already been written, which do not already belong to a Question Group. Those that were selected will appear already highlighted. Click on the Reference Names of those questions you want to become members of the new Group. ( They can be deselected by clicking on them again.)
- ◆ When you have selected all of the questions that you want to be members of the new group, click on **<<Add**. They will then be moved to the members box.
- ◆ Further members can be added or removed from the Group in the same way until you click on **OK**.

The questions making up the group will now be bound in a box whose borders are defined by the position of the question inside it. Double clicking on the box, ( but not on a question inside it ), with the Question Tool will return you to the Question Group dialogue.

## ◆ **Question table dialogue box**

This dialogue is displayed when the Question Table tool is used. It allows you configure the questions and answers that will appear on your Question Table.

- ◆ Enter the **Name** you wish to give the Question Table. This is not displayed on the Form but it is used by the Worksheet.
- ◆ Type in any introductory text that you require for the Question Table.
- ◆ For each of the **Questions** required in the question table, click on **Add**. The Question dialogue then appears.
- ◆ For each of the **Answers** required in the question table, click on **Add**. The **Add Answers** dialogue then appears. The **Answers** box contains the answers that apply to ALL of the questions, so that if, for example, you wish to ask 10 questions, all of whose answers are **Excellent, Good, Fair, and Poor**, then you need to write 10 questions but only 4 answers.
- ◆ Add to, or change, the questions and answers using the **Add, Edit and Delete** buttons.
- ◆ Check **Allow 1 choice** if multiple answers are not allowed.
- ◆ Check **show numbers** to display question numbers on the Answer Sheets.
- ◆ Select **Tick box only** if you would prefer the answers to appear once at the top of the table, and not next to each answer.
- ◆ You may change the properties of the Table Border by clicking on **Properties**, which brings up the Rectangle Properties dialogue. The distance of this border from the text can also be defined in the **From Members** box.
- ◆ Select **Arrange vertically** to arrange the answer choices in columns under each question.
- ◆ Click on **OK** to complete the Question Table.

## ◆ **Add Question**

Type in your **question**, and its **Reference Name**. Note that if you click on ( or Tab to ) the **Reference Name** box after typing a question, a **Reference Name** is automatically generated, which you can amend if necessary. Click on **OK** after each question has been added.

## ◆ **Add Answer**

Type in your **Answer**, choose a different **font** for your answer if required and click on **OK** after each answer has been added.

You may choose to allocate a score to your answer unless it is an ordered choice answer.

## ◆ **Number Questions dialogue box**

The choices you make in this dialogue are reflected in the Sample box on the right, showing you what effect each choice makes on the numbering format. You may:

- ◆ Select the **Format** required for numbering the main questions.
- ◆ Select a **Separator** symbol for the question number ( or type in your own ).
- ◆ Select a numbering style for questions which are members of a Question Group or Question Table, **Group/Table**. For example, if a group or table has introductory text that will be numbered **Q2**, and then each question within that group will be numbered with its part number: **Q2a**, **Q2b**, etc.
- ◆ Remove question numbers ( if they have been placed there by the Number Questions command ), by clicking on **Remove** instead of **OK**.

**Note:** Questions are not numbered automatically as they are written and are not automatically renumbered if they are moved around the form.

- ◆ **Ask Question dialogue box**

- ◆ Enter the Reference Name of the question whose answer you wish to test, to see if the current question should be asked. This can be done either by typing in the Reference Name ( if you know it ), or more simply by clicking on it from the scrolling list.

- ◆ The **Value** box will give the possible answers to this question ( a list for multiple choice based answers, or a range for numerical and textual answers ). Any mathematical operators on the Ask question screen can be used to modify or limit the answer range, as long as they are not greyed out ( and therefore unavailable ).

- ◆ Select the result from the **Value** box which, when combined with the mathematical operators above it, will give the answer which allows the current question to be asked.

- ◆ Click on **OK**.

If any of the criteria in the Criteria box are incorrect, they can be removed by clicking on **Delete**.

More criteria can be added in the same way, and these can be combined with previous criteria by the following procedure:

- ◆ Set up a new test condition as described above.

- ◆ Click on the <<**AND** or <<**OR** buttons, and the new combined criteria will appear in the Criteria box.

- ◆ Add more criteria in the same way until the condition you want is fully specified.

- ◆ Click on **OK**.



## ◆ **Plot Graph Vary By dialogue box**

This dialogue allows you to define the ◆ answer categories or  
◆ class intervals for the question you have chosen to vary the plot by.

## ◆ **Table Properties**

Use this dialogue to:

- ◆ Change the title column label.
- ◆ Change any other column title by typing it into the **Label** box, then click on **Change**, or click on any column title in the list to copy it to the Label box for changing.
- ◆ Add calculated columns by clicking on the type of calculation required. You may choose more than one.

## ◆ **Choose Sheets**

Any graph can be produced from an analysis of either all the Answer Sheets in the project, the currently chosen sheets or the set of sheets matching a new set of conditions.

This dialogue box appears when you choose **Matching** from the Plot Graph dialogue box. It allows you to choose the required sheets for the graph.

### **Single Condition**

Describe the condition and then click **OK**.

### **Set of Conditions**

For each condition:

Describe the condition and then click **<<AND** or **<<OR** to add the condition to those already defined.

Once all the conditions are defined, click **OK**.

### **To describe a condition:**

- ◆
- ◆ Question
- ◆ Condition
- ◆ Test value
- ◆
- ◆ Criteria list

## ◆ **Quick Graphs**

This dialogue appears when you have chosen to make a quick analysis of your responses.

- ◆ Select the questions whose answers are to be plotted - **All** selects all the questions; **All but text** selects all those questions that do not have a textual answer.
- ◆ Select the categorisation to be applied to date and text answer questions. Numeric answers are plotted using a suitable fixed size interval that divides the range of values into about 10 intervals.
- ◆ Select the analysis required.
- ◆ Select the Answer Sheets to include in the analysis.
- ◆ Select a style for all of the graphs.
- ◆ Click on **Plot**.

The Property dialogue for the chosen style is then displayed. Complete it as required, then click on **OK**.

### ◆ **See also:**

- ◆ Graphs and charts overview

## ◆ **Publish Forms dialogue box**

This dialogue allows you to choose the specifications for publishing your Form electronically.

- ◆ Enter the project's name in the Project **title** box.
- ◆ If you wish to display some welcome text before the questionnaire is run click on **Welcome Text...** then type the text in the **Welcome text** box.
- ◆ Type in the maximum number of responses that you wish to receive on disk, from 1 to 20.
- ◆ Select whether you want the Form to be auto-scaled to fit the screen **vertically** or **horizontally**.
- ◆ Enter the name for the **.exe** file, together with the destination disk and directory.
- ◆ Click on **OK**.

A window appears soon afterwards, confirming that the Form has been published.

Completed sheets will automatically be saved to the directory in which the **.exe** file was created as **.ppq** files. The data from these can be imported to PinPoint for analysis in the normal way.

◆ **Plot Graph from Question Table**

This dialogue is used for analysing the answers to all the multiple choice questions written in the Question Table quickly, and works in exactly the same way as the normal Plot Graph Tool.

◆ Plot Graphs

## ◆ Question Routing

This dialogue is allows you to set the variables for Goto question(s) depending on answer(s) routing.

- ◆ Enter the **Reference Name** of the question whose answer you want to test, to see if the next question should be asked. You can either type it in or select it from the list.
- ◆ The **Value** box below displays the possible answers to this question. The mathematical operators can be used to modify or limit the answer range, as long as they are not greyed out ( and therefore unavailable ).
- ◆ Select the result from the **Value** box which, when combined with the mathematical operators above, will give the answer which allows the current question to be asked, then click on **<<Add**. The criterion that you have just set up will now appear in the **Criteria** box at the bottom.
- ◆ Enter the question you want to be asked next, if the criteria you have just set up are met. These can be chosen from the scrolling list of **Reference Names**. If you want no more questions to be asked next, select **stop** from this list
- ◆ Click on **OK**.

If any of the criteria are incorrect, you can remove them by selecting them and clicking **Delete**.

More criteria can be added in the same way, and these can be combined with previous criteria by clicking on **<<AND**, or **<<OR**.

Other routes can be set up from the same question to other questions by clicking on **Add route** again.

When all the required routes have been set up, click on **OK**.





## ◆ **Graphs, Charts and Tables: Overview**

◆ Click on a button to bypass this Overview and go to:

- ◆
- ◆ Crosstab generation
- ◆ Graphs and charts

### **Overview**

Many patterns may emerge from the 'raw' information displayed in a worksheet, but others may only become apparent when classified answer data is tabulated or presented graphically in some way. PinPoint incorporates a cross-tabulation generator and provides a wide choice of graphing options and chart types with which to present information for maximum clarity and impact.

### **The Presentation page**

Graphs and tables are plotted onto an electronic page. This may be

- ◆ A new piece of paper.
- ◆ Or an existing page, allowing a presentation of several graphs and tables to be 'built up'.

Presentation pages are displayed in PinPoint's Presentation Editor windows, where tables and graphs can be edited and annotated and a finished presentation assembled.

### **Plotting a graph**

You may chose to plot each set of results onto a new sheet of paper or, for comparison or to 'build up' a presentation, onto

- ◆ A currently open presentation page, creating a new graph.
- ◆ Or to a previously plotted graph, adding the new plot as a new series. In this way cumulative or comparative graphs may be assembled by plotting the results from different selections (which can be from different stacks) to the same axes.

Layers of interactive dialogue boxes will guide you step-by-step through the production of even the most complex graphical presentation.

### **More Help**

Click on either button at the top of this page for more Help.

## ◆ **Plot Graph**

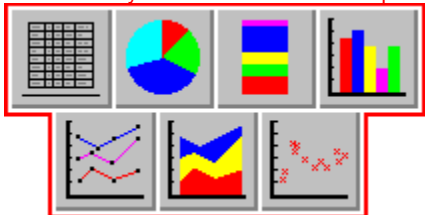
Using the Plot Graph dialogue you specify; the answers to analyse, any categorisation or intervals to apply, the analysis to perform, the sheets to include in the analysis and where to plot the results and in what style.

- ◆
- ◆ Question
- ◆ Answer categories
- ◆ Class interval
- ◆ Analysis
- ◆ Vary by
- ◆ Take values from sheets
- ◆ Plot on paper
- ◆ Add to graph
- ◆ Store
- ◆ Plot
- ◆ Export

### **Style gallery**

Make your "Plot graph" selections and click on a chart style. Choose "Plot" and the chart's properties dialogue box will appear.

[Click on any chart icon to see a description of its primary properties dialogue box.](#)



### **See also:**

- ◆
- ◆ Graphs and charts overview
- ◆
- ◆ Chart styles overview



### Question

This panel lists the names of the question fields for which you may plot answer values.

Choose a question by clicking on its name or by typing its reference name into the box.

Click **Show all** to show all the questions in the project or only those currently displayed on the Worksheet.



### **Answer categories**

The responses to any type of answer may be categorised in some way during the analysis. Rather than accumulating values ( for example frequency counts ), for each answer value, the values are accumulated according to the answer category. By categorising answer values, a summary analysis is performed. This is a useful technique, for example if you are interested in the frequency of occurrences of a particular event each month, rather than the days on which they occurred.

This panel becomes available when you select a textual, Yes/No, ordered choice or multiple choice question for which to plot or tabulate an analysis of answer values. For cross-tabulations, answers may be categorised in both the row and column questions/fields.

#### **'Choice-based' Answers**

- ◆ Combine
- ◆ Exclude (not Crosstabs)

#### **Textual Answers**

Answers may be categorised by considering only the first few characters of the answer. For example, by evaluating only the first character of a response, you can produce an alphabetical analysis of the answers. This may be useful if you have an answer containing people's surnames.

Check the option 'Leading characters' and type the number of leading characters to consider into the box.

If the option is not checked, or zero is entered, the entire answer is considered for the analysis.



### **Class interval**

Analyses of numeric or date information can often be interpreted more easily when results are shown accumulated into ranges or 'bins' of answer values.

This panel becomes available when you choose to plot or cross-tabulate answer values for a question of either type.

For cross-tabulations, answer values may be accumulated into class intervals in both the primary and column questions/fields.

- ◆ Numeric answers
- ◆ Date answers



## Analysis

The production of a graph is an analysis exercise in itself. The graph may be plotted of an analysis of:

- ◆ The frequency of answer values.
- ◆ The answer values against the answer values of a different (numeric) question.
- ◆ For ordered choice questions only, of popularity.



### Take values from sheets

Click on a radio button to select the answer sheets containing the data you wish to include in the analysis.

You may take values from

- ◆ All the answer sheets in a stack.
- ◆ Or all those sheets which you have chosen to analyse and which are displayed in the current Worksheet window.

For graphs

- ◆ Or those sheets matching a set of conditions.

For Crosstabs

- ◆ Or only those sheets which you select from the current worksheet.



### Plot on paper

Every graph is plotted on a piece of PinPoints "electronic" paper. The new graph may be plotted on a new piece of paper, or on a piece of paper already open.

When a new piece of paper is created, it is attached to the project from which the graph was plotted and may be saved with that project.

When adding a graph to a piece of paper, the paper may be from any of the open projects. In this way, comparisons between plots from different projects can be made. In combination with the "Add to graph" command you may:

- ◆ Create a new graph. *OR*

- ◆ Add a further series to an existing graph on the same axes.

Open the "Plot on paper" drop-down list and select "new", or highlight the name of an open page.

- ◆ Add to graph





## Font

By default graph labels will be written in the font and font size that you have attributed to the Pen tool for Graphics Presentations. The currently-selected font and font size are shown in the panel below the "Font" button.

To change a graph's default text style click on "Font" and select your chosen new attributes from the Pen style dialogue box.



## Store

Use "Store" when plotting a ♦ series of results onto the same graph axes. Make your "Plot graph" selections and choose "Store". A list panel will open showing details of your stored selection. Make the selections for the next and subsequent plots in your series, choosing "Store" each time. The series will be plotted and displayed in the order of their appearance in the "Store" list panel - the order in which they were stored. Use the << | >> buttons to re-define the series listing order. Choose "Delete" to remove a stored plot from the list panel. Choose ♦ "Plot" when your series is complete.



### **Draw on paper**

When you have made all of your "Cross-tabulations" selections choose "Draw on paper". Your table will appear drawn in a Presentation Editor window.

Select from the "Draw on paper" drop-down list to draw your report onto a new page, or onto an existing presentation.



## Print

Use "Print" to prepare a ♦ crosstab report for printing. Choose this command and the "Cross-tab titles" dialogue box will appear. Enter your report's Main and Sub headings in the text entry panels and choose "OK" to open the "Print" dialogue box.



## Font

By default crosstab text will be written in the font and font size that you have attributed to the Pen tool for Graphics Presentations. The currently-selected font and font size are shown in the panel below the "Font" button.

To change a table's default text style click on "Font" and select your chosen new attributes from the Pen style dialogue box.

### See also:

- ◆ Fitting the Table to the Paper.



### Add to graph

Use this command in combination with "Plot on paper" to plot a set of results

- ◆ As a new graph, plotted onto the same page as an existing graph
- ◆ Or as the next in a series on an existing graph.

Open the "Add to graph" drop-down list. Highlight the name of the graph to which you wish to add your new plot, or select NONE to plot it as a new graph on the same page.

**Note:** "Add to graph" is not available when "new" is selected in the ◆ "Plot on paper" panel.



## Plot

Choose "Plot" to open your selected chart type's style dialogue box. Make your style selections and choose "OK".

If you are plotting a "stored" ♦ series, choose "Plot" to open the style dialogue box for the chart type selected for the first of your series.

Choose "OK" and the "Add chart" style dialogue boxes for the following series will then appear in succession for completion.

Choose "OK" in the last dialogue box and your graph will appear drawn in a new Presentation Editor window.



## Combine

In certain cases you may wish to combine selected answer categories for multiple choice or ordered choice questions into a new category.

In a survey of car ownership, for example, further analyses of 'country of origin' might become possible if the results of car brand choices were combined into new 'national' categories.

Check "Combine" and choose "Define combinations". The ♦ "Combine choices" dialogue box will appear.





## Exclude

Once an initial graph of all responses to yes/no, multiple or ordered choice questions has been plotted, or cross-tabulation produced, you may decide that some answer categories have no meaning and may be usefully excluded.

Check "Exclude" and choose "Define exclusions". The ♦ "Exclude answers" dialogue box will appear. **Note** that PinPoint will exclude values for the response 'not answered' by default.



### **Class intervals, date values**

Date answers may be summarised into the following intervals:

**None** No summary is performed, the individual dates are used.

**Months** The analysis is performed, and results shown, for each month of the year.

**Quarters** The analysis is performed, and results shown, for each quarter of the year.

**Halves** The analysis is performed, and results shown, for each half of the year.

**Years** The analysis is performed, and results shown, for each year spanned by the data.

**Note:** For month, quarter and halves intervals, even if the data analysed spans several years, a single set of interval results are shown; results for the same interval in different years are combined.



### **Class intervals, numeric values**

Analyses for numeric question types can either be plotted or tabulated for the actual numerical value, or they can be accumulated across an interval. You may choose to define

- ◆ A Fixed class interval.
- ◆ Variable class intervals.

or NONE.

**Note** that if a bar graph is plotted with a class interval defined as NONE, the bars will be displayed as lines.



## ◆ **Combine choices**

This dialogue box appears when you choose to combine answer values in the ◆ "Plot graph" and ◆ "Cross tabulations" dialogue boxes.

1. Type the name of your new category into the Category Name box.
2. Choose the Add button
3. Click-select the answer categories you wish to combine.

Repeat the above steps for each new category.

### **To Change a Category**

Type the category's name into the Category Name box, or choose it from the list. Then, click select the new choices to combine.

### **To Remove a Category**

Select its title and choose "Delete".

## ◆ **Exclude choices**

This dialogue box appears when you choose to exclude answer values in the ◆ "Plot graph" and ◆ "Cross tabulations" dialogue boxes.

Click-select the choices you wish to exclude, then choose "OK".

To include all the choices in the analysis, ensure that none of the choices are selected.



### **Setting intervals**

Pick up an interval pointer with the mouse and drag it to a new position on the interval bar. Or, TAB to the interval to be moved and then use the LEFT and RIGHT ARROW keys to move the interval left or right.

To remove an interval pointer from the interval bar, drag it off the bar and drop it, or press UP ARROW.



### **New interval pointer**

Pick up a new interval pointer from here with the mouse and drag it onto the interval bar.



### **Interval**

Select an interval pointer to see its interval end point in this panel.

The readout will 'scroll' if an interval pointer is dragged directly over the interval bar.



## ◆ **Graphs and Charts Overview**

◆ Click on a button to go to:



◆ Producing a graph



◆ Chart styles



◆ The Presentation Editor

### **Introduction to Graphs**

PinPoint's worksheets provide the tools for performing complex analyses and displaying the results in tabular form. But the results of some analyses can be difficult to see from a plain list of answer sheets and values, and a pictorial representation of results can often be more readily understood and interpreted.

A powerful set of easy-to-use graphing tools is available from within PinPoint's worksheet environment. With these you can plot and present graphic analyses from the information contained in a stack of answer sheets in many different ways.

The production of graphs is an analysis exercise in itself. Graphs may be plotted of:

- ◆ A frequency analysis of the responses to a question. The frequencies can be shown as their absolute values or expressed as a percentage and accumulated from response to response.
- ◆ The responses to a question against the responses to a (different) numeric question. Except when plotting scatter graphs of numerical data, the responses to the numerical question may be summed or averaged for each response to the primary question. The results may then be shown as their actual values or expressed as a percentage and accumulated from response to response.
- ◆ For ordered choice questions only, the popularity of each response.

In other words, before plotting the graph, a frequency or summary analysis of the data is performed. The results of this analysis are then used to plot the graph.

The graph plotting facilities of PinPoint should be sufficient for your needs. However, if you possess a suitable application also capable of plotting graphs, such as an advanced spreadsheet, you may like to use that application to produce alternative presentations of the analysis. Rather than being plotted, the results of the analysis can be copied to the Windows clipboard in a form readily understood by most other applications. You may then paste the contents of the clipboard into your desired application and use its facilities to produce your graph.

### **Class Intervals ( Bins )**

Not only can the responses be analysed to give, for example, the frequency of each response, but this analysis can itself be summarised.

Analyses can be summarised into class intervals for any type of answer:

- ◆ For date answers, several intervals are provided; months, quarters, halves and years.
- ◆ For numeric answers, the class intervals may be of a fixed or variable size.
- ◆ Textual answers may be categorised examining only the first few characters of the answer, answers with the same initial characters are then placed in the same bins.
- ◆ Answers which provide a choice may be binned by combining choices together.

## ◆ **Producing a Graph**

Any graph can be produced from an analysis of either all the Answer Sheets in the project, the currently chosen sheets or sheets matching some new set of conditions- most often, graphs are plotted from an analysis of the currently chosen set of Answer Sheets.

PinPoint offers a choice of three tools for producing graphs.

1. The ◆ **Quick Graphing** option enables you to make a quick overview analysis of the responses to all, or a large number of the questions before undertaking in-depth analysis.

2, If you have included *Question Tables* in your Answer Sheets these may be analysed quickly using the ◆ **Plot Graph from Question Table** option.

3. The **Plot Graph** tool allows you to undertake an in-depth analysis. Click on the Plot Graph Tool in the Tool Tidy, or, from the Tools menu, choose Plot Graph.

◆ The Plot Graph dialogue will appear.

Choose the options required and then choose Plot. A dialogue, or dialogues, will appear in which you may complete the style definition of the graph, the graph will then be plotted on your chosen paper.

◆

◆ Single series graphs

◆

Multiple series graphs

## ◆ Chart Styles Overview

Choosing the best presentation of results can be difficult, but it is essential, as presenting the same information in different styles can convey different meanings.

Whatever your requirements, PinPoint provides easy to use plotting facilities and the ability to change the style of the presentation after it has been plotted. A comprehensive set of styles are provided from a simple tabular presentation of the results to mixed bar/line and area presentation in 3D.

Generally you will be plotting a single analysis. However, several analyses can be plotted on the same axes to build a ◆ multi-series graph. These analyses may be from data in the same project or from similar data in different projects, allowing you to make comparisons and observe trends.

When a multi-series graph is plotted, the basic styles used for each series may be mixed in any combination. For example, the first series may be plotted using the bar style, the second using the line style, the third using the scatter style and the fourth using the bar style again.

Variations on the basic styles are available. For example, the use of 2D or 3D effects, rotation of axes to make the x-axis vertical and stacked rather than discrete values. These variations are chosen from a properties dialogue.

When the Plot button is chosen from the Graph dialogue, a properties dialogue will appear:

<b>When plotting</b>	<b>This will appear</b>
A single series graph or first graph of a multi-series graph being built.	The primary properties dialogue for the chosen basic style.
A multi-series graph using the Store.	The primary properties dialogue for the chosen basic style of the first series in the Store. On completion of the dialogue, secondary properties dialogues will appear for each additional series.
An additional series for a multiseries graph being built.	The secondary properties dialogue for the chosen basic style.

### **Primary Properties Dialogue**

The primary properties dialogue shows the overall properties for the plot; whether axes are to be rotated, grid lines shown, 2D/3D effects, legend added to the graph, etc., as well as the property options for the first series on the plot, such as colour and fill styles to use.

### **Secondary Style Dialogue**

The secondary properties dialogues show the property options for the series for its basic style, such as colour and fill styles.

## ◆ **Multiple Series Graphs**

A multi-series graph shows the results from several analyses in a single table or on a single set of axes. Comparisons between analyses can then be seen more clearly than plotting to individual graphs for each series.

**Note:** By definition, a single Pie or Column chart cannot present information from several analyses or series: each chart must be plotted individually.

PinPoint is very flexible in the presentation style used for each series, the analysis shown for each series and the source of the information for each series:

- ◆ Each series may be drawn from different sets of answer sheets in the project.
- ◆ As long as the type of the response to each question is the same ( Date, Numeric, Multiple Choice, etc.), each series may be drawn from different questions. For choice based answers, even the descriptions of the responses may be different.
- ◆ Each series may be drawn from a different project.

Depending upon the source of the information, you may be able to plot the graph in a single operation, or have to build the graph step by step.

- ◆ "One-shot" plotting
- ◆ Building step by step

**Note:** If your Answer Sheets include Question Tables you may use the ◆ **Plot Graph From Table Tool** to analyse all the answers in the Question Tables quickly. This tool provides a short cut to a multi-series graph.

Click the button to open the ◆ "Plot Graph From Table of Questions" dialogue. This dialogue will allow you to analyse all the answers in the Question Tables quickly. It works in the same way as the normal Graph tool.



### Fitting the Table to the Paper

When either printing or drawing on paper, PinPoint will attempt the best fit possible on the paper described as the default for the active printer, rotating the orientation of the paper if necessary. If the table still will not fit the paper, a smaller font size is used until the table will fit, or the font size is too small. PinPoint will try font sizes down to 4 point. If the table cannot be fitted to the paper, an error will be reported, you should then try one of the following:

- ◆ If you were generating a table with many column questions, generate several tables instead with only one or two column questions per table.
- ◆ Use Categories or Class Intervals to reduce the number of response columns and/or rows.
- ◆ Select a different printer which has larger paper by selecting **Printer Setup** from the File menu.

## ◆ **Crosstab generation**

◆ Click on a button to go to:



◆ Producing a cross-tabulation



◆ Notes on Crosstab tables



◆ The Presentation Editor

### **Cross-tabulations**

Graphical illustrations of frequency analysis results provides the clearest presentation; it is easy to see comparisons and trends. However, when initially investigating information, producing graphs can become cumbersome. Cross-tabulation provides a useful means of performing frequency analyses quickly.

With cross-tabulations, these analyses can be performed in a single operation resulting in a table that can be inspected for interesting results. You may then decide to produce a graphical presentation for inclusion in a report.

A crosstab table shows the frequency of occurrence of each answer to a question for each answer to another question(s).

## ◆ Producing a Cross-tabulation

Cross-tabulations may be produced for answers to any type of question against the answers to any other type of question. For example, a Multiple Choice question against a numeric question or date responses against textual responses. Just like graphs, the responses to any question can be categorised and binned as required.

The question whose responses are being tabulated is known as the row question, since its responses create the rows of the table. The question against which responses are tabulated is known as the column question, since its responses create the columns of the table.

In a single table, you may tabulate as many column questions as desired, so long as they can be fitted on a reasonably-sized table, may be tabulated. For example you may wish to inspect how responses varied between men and women for several Multiple Choice questions.

The table can show the count of occurrences as its actual value, expressed as a percentage, or both. When the percentage is shown, it may be calculated as the percentage of the total occurrences of either row or column responses, or both,

Finally, statistical values which express the significance and strength of association between the responses can be included in the table.

The generated table may be printed directly to the active printer, which is useful when you wish to produce a set of tables to be inspected "at leisure". Alternatively, the table may be drawn on PinPoints "electronic" paper and viewed through a Graphics Presentation Editor; where captions and headings may be added, further tables drawn, or graphs added, to produce a complete presentation of results.

To produce a crosstab table:

Before producing the table choose the sheets to include in the analysis (if required) in the normal way by using the choose sheets facility. To generate a crosstab table:

- ◆ Click on the Crosstab Tool in the Tool Tidy, or
- ◆ Select **Generate Cross-tabulation** from the Tools menu

The Crosstabs - Rows dialogue will appear. This is the first in a sequence of three dialogues, you may move back and forth through the dialogues as required.

### **Crosstab - Rows**

1. Select the question whose answers are to be the rows of the table, and any categories or class intervals to be used.
2. If you do not wish to include answers which have not been given, select **Suppress rows with zero total**. Using this option can reduce the size of the table and eliminate redundant information.
3. Click on **OK** to move on to the next dialogue.

### **Crosstab - Columns**

Use the following procedure for each question against which you wish to tabulate responses. The responses to these questions make up the columns of the table.

1. Select the question and any categories or class intervals to be used.
2. If you do not wish to include answers which have not been given, select **Suppress rows with zero total**. Using this option can reduce the size of the table and eliminate redundant information.
3. Click on **Add**.

**Note:** If you don't need to change the category, class interval or suppress status just double click on

the question to add it to the table.

To remove a column question, select the Columns list and click on **Remove**.

To modify your choices for a question, select it in the columns list, make the required changes, then click on **Add**. Click **OK** to move on to the next dialogue, or **<prev** to return to the Crosstab-Rows dialogue,

### **Crosstab - Options**

1. Select the display of counts/percentages, with percentages calculated on a row or column basis or both.
2. Select any statistical values to be included in the table.
3. Select which, if any, additional statistics expressing association between the tabulated answers you wish to be displayed.
4. Select the Answer Sheets to be included in the analysis.
5. To print the table, click on **Print**. Alternatively, you could draw the table on PinPoint's paper by selecting the paper to use and clicking on **Draw on Paper**, or, you may choose to copy your table to the clipboard by selecting **Export**.

The table is then generated and fitted to the paper specified or exported to the clipboard.





## Frequency Analysis

Frequency analysis shows the frequency distribution of your sample, i.e. the number of occurrences of each answer value in the series. It may be displayed as the absolute number of occurrences, or expressed as the percentage of the total number of answers analysed in the series.

The frequency of occurrence may be accumulated from response value to response value to show the cumulative frequency up to any response. Again, the value may be shown as its absolute value or expressed as a percentage. The section of the Plot Graph dialogue that is concerned with analysis is shown below

<b>To plot</b>	<b>Check these options</b>
Frequency	<b>Absolute</b>
Percentage	<b>Percentage</b>
Cumulative Frequency	<b>Absolute and Accumulate</b>
Cumulative Percentage	<b>Percentage and Accumulate</b>

◆ Analysis



### **Second Question Analysis**

Second Question analysis provides the summed or averaged values of a numeric answer for each response to the primary question, except when both answers are numeric and a scatter (XY) graph is plotted. The summed or averaged values may be expressed as percentages of the total and accumulated from response to response of the primary question.

1. Choose the second Question.
2. Choose whether the summed or averaged values should be shown.
3. Choose whether to show the values, or the values expressed as a percentage of the total, and whether to accumulate the shown values from response to response of the primary question.

◆ Analysis



### Plot for popularity

For ordered choice questions, the frequency of occurrence of each choice may expressed as the *popularity* of the choice - a measure of how often the choice was ranked first, second, third, etc..

Please see the PinPoint User's Guide for a full discussion of popularity analysis.

◆ Analysis



### **Fixed class interval**

Choose a fixed interval to accumulate information into ranges or 'bins' of equal size.

Select "Fixed" and type an interval size into the text entry panel.

- ◆ Class intervals, numeric values



### **Variable class interval**

Define variable intervals when the information you are plotting may be more clearly interpreted if accumulated into different sized 'bins'.

In a population survey, for example, it might be more revealing or appropriate to plot information for those aged (say) 0-5, 5-7, 7-13, 13-18, 18-21, 21-25, 25-35, and 35 and over.

Select "Variable" and choose "Define". The ♦ "Class interval" dialogue box will appear.

♦ Class intervals, numeric values

## ◆ **Exporting Analysis Results**

While the styles provided by PinPoint for presenting analysis results are comprehensive and should be sufficient, there may be occasions where you wish to take advantage of the graphing capabilities of other applications you possess. For these cases, the results of the analysis may be copied to the clipboard rather than being plotted. The results are copied in a form readily understood by applications such as spreadsheets and can simply be pasted into the application.

1. Proceed as if plotting a single series graph, or One-Shot Plotting a multi-series graph. However, the paper to plot on and plot style may be ignored.
2. Choose the Export button.
3. Switch to your other application and paste the contents of the clipboard.

### **Multi-series Analysis**

Due to the nature in which information must be copied to the clipboard so that it is readily understood and usable by other applications, there are some limitations to this technique when placing multi-series information on the clipboard:

The values, and range of values being analysed must be the same in each series. For example, analyses of numeric information in the range 10-50 in the first series and 100-200 in the second series cannot be copied.

The descriptions of responses analysed in each series must be the same. For example, each series should analyse the same multiple choice question, analysis of questions with different responses cannot be copied.

**Tip:** If a multi-series analysis cannot be performed using the Store, proceed as usual by plotting the graph and building step by step. Then, copy the graph to the clipboard. This will place a copy of the data used to display the graph, as well as the graph itself, onto the clipboard. To paste the data, rather than the graph, into another application, you may have to use its Paste Special command.

## ◆ **Single Series Graphs**

The simplest graph is of a single analysis, resulting in a single series of data being plotted.

1. From the list, choose the question whose responses are to be analysed. Click on **Show all** if you have removed some questions from the worksheet by dropping them off the column bar and want to display all the questions.
2. If available, choose any ◆ categorisation or ◆ class intervalling of the answers required.
3. Choose the ◆ analysis to be performed.
4. Choose the answer sheets to ◆ include in the analysis.
5. Choose the ◆ paper on which to plot the graph.
6. Choose the ◆ style in which to present the results.
7. Choose the **Plot** button.

A dialogue will appear to allow you to make choices about the presentation of the graph in your chosen style. After completing the properties dialogue, the answers will be analysed and the graph plotted on the chosen paper. The paper will be shown in a Graphics Presentation Editor through which the graph may be modified as required and headings and captions added.

**Note:** The graph will be drawn on an unoccupied portion of the chosen paper. When the chosen paper already has graphs and other objects drawn on it, the new graph may not be immediately visible in the Graphics Presentation Editor window. Either scroll the window or Zoom the view to Fit Window to see the new graph. Also, adding the graph may require new sheets to be added to the paper if there is no free space on the available sheets - this occurs automatically.

## ◆ One-Shot Plotting

If each series is to be drawn from the same set of sheets, from the same project, then the graph can be plotted in a single operation.

### Vary By Plotting

Vary by plotting is a quick way to produce comparative analyses, where you want to compare the responses to one question for each response to another question. For example, how the responses to a question vary according to whether the respondent is male or female.

PinPoint will automatically generate a series for the graph for each response to the 'Vary by' question, it will also automatically create suitable legend text for the graph.

**Tip:** Using Vary by, you can create a graphical representation of a Cross-tabulation.

1. Choose the question to be analysed.
2. Choose **Vary by** and choose the question whose answers are to be used to generate each of the series.
3. Choose **Plot**.
4. Click on ... to define any combinations, exclusions or class intervals for the **Vary by** question.

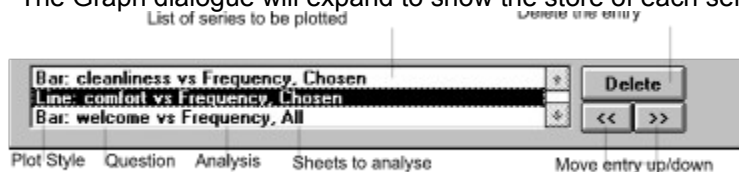
### Using the Store

With this method; the set of sheets is first chosen in the normal way, then the requirements for each series chosen and stored ( saved ) before plotting the graph.

Repeat the following steps for each series to be plotted:

1. From the list, choose the question whose responses are to be analysed. Click on **Show all** if you have removed some questions from the worksheet by dropping them off the column bar and want to display all the questions.
2. If available, choose any ◆ categorisation or ◆ class intervallng of the answers required.
3. Choose the ◆ analysis to be performed.
4. Choose the answer sheets to ◆ include in the analysis.
5. Choose the ◆ style in which to present the results. Note that the styles available will depend upon any previous contents of the store.
6. Choose the Store>>> button.

The Graph dialogue will expand to show the store of each series on the graph.



**Note** that different questions, class intervals, analysis, sheets to include and presentation style can be chosen for each series.

When all the series required have been defined, complete the plot graph dialogue:

7. Choose the ◆ paper on which to plot the graph.
8. Choose **Use question on x-axis** to label the x-axis with the reference names of the questions analysed, the various answers will then make up each series of the graph.



9. Click the **Plot** button.

A sequence of property dialogues will appear, one for each series to be plotted, to allow you to make choices about the presentation of the graph. After completing the style dialogues, the answers will be analysed and the graph plotted on the chosen paper. The paper will be shown in a Graphics Presentation Editor through which the graph may be modified as required and headings and captions added.

## ◆ **Building a Multi-series Graph Step by Step**

You might sometimes wish to plot a graph that draws on data from different projects, different sets of sheets or even different questions. Whilst this would be time consuming in other applications, PinPoint provides the facility to build a up a graph series by series.

In this process, a new graph is plotted for the first series, and subsequent series added to the first graph. For example, to compare the responses made to a particular question by men and women, you can use either of the following procedures:

### **Choosing sheets before plotting**

1. Choose the Answer Sheets for those respondents in the first group using the Worksheet's **Add Condition** option.
2. Plot a graph of the frequency analysis of responses to the required question as if you were plotting a single series graph.
3. Remove the previous condition, then choose the Answer Sheets for those respondents in the second group using the Worksheet's **Add Condition** option.
4. Use the Graph Tool and dialogue to plot a frequency analysis of responses to the required question. However, before you do:
  - ◆ Make sure that the paper on which the graph was plotted is shown in the **Plot on paper** box. ( It will be shown by default. )
  - ◆ Select the first graph in the **Add to graph** box. ( The box will show all the graphs on the selected paper.)

The new analysis will then be plotted on the same axis as the previous analysis.

Follow the same procedure to plot any multi-series graph. Steps 3 and 4 ( to add a series ) may be repeated as often as necessary. Moreover, you may use the store at any stage to add several series to a graph in one go.

Remember that the series do not have to be drawn from the same project, the same set of sheets or even the same question. Only the *type* of answers being analysed in each series must be the same. And PinPoint even allows you to plot each series in a different style.

### **Choosing sheets during plotting**

Rather than choosing the sheets required for the plot with the Choose Sheets Tool, they can be chosen when you are ready to plot. Select **Matching** and the Choose Sheets dialogue appears.

## ◆ **Notes on Cross-Tabulations**

The Totals row and column always shows the number of answer sheets on which the answer value appeared. In other words, the number of times the answer appeared. The body of the table shows the number of times each column answer value appeared for each row value.

Percentages, when shown, are given to the nearest integer, consequently, they may not add up to 100% - instead maybe 99% or 101%. For example, if the total number of times a column answer appears is 3 and it appears once for each of three row question answers, the percentages will be each shown as 33% giving a total of 99%.

## ◆ **Plot Graph From Table**

If you have created any ◆ Question Tables in your form, the contents can be plotted quickly and simply using the Question Table Graph Tool.

◆ Click the

◆ Question Table Graph Tool in the Tool Tidy, or

◆ Select the Plot Graph from Question Table from the Tools menu.

The Plot Graph from Question Table dialogue then appears.

This dialogue is used for analysing the answers to all the multiple choice questions written in the Question Table quickly, and works in exactly the same way as the normal Plot Graph Tool.

## ◆ Quick Graphing

After collecting all your information, you may desire a quick overview analysis of the responses to all, or a large number of, the questions before undertaking in-depth analysis.

Quick Graphing allows you to do this - a graph will be produced for each question analysed, 8 graphs will be fitted per page, and as many presentations as required will be created to show all the graphs. The resultant presentations can then be printed for examination at leisure or browsed through on the screen. This allows you to use a single dialogue only once to generate all the graphs, rather than using the Plot Graph Tool for each graph required.

- ◆ Click on the
- ◆ Quick Graph Tool in the Tool Tidy, or
- ◆ Select the Quick Analysis from the tools menu.

The Quick Graphs dialogue then appears.

1. Select the questions whose answers are to be plotted - **All** selects all the questions; **All but text** selects all those questions that do not have a textual answer.
2. Select the categorisation to be applied to date and text answer questions. Numeric answers are plotted using a suitable fixed size interval that divides the range of values into about 10 intervals.
3. Select the analysis required.
4. Select the Answer Sheets to include in the analysis.
5. Select a style for all of the graphs.
6. Click on **Plot**.

The Property dialogue for the chosen style is then displayed. Complete it as required, then click on **OK**.



### **Vary By**

Use Vary by to automatically generate a multi-series graph where each series is an analysis of results for each answer to the 'Vary by' question.

1. Choose the question whose answers are to generate each series from the list.
2. Click the '...' button to describe categorisation or class intervalling.

#### **See also:**

- ◆ [Multi-series graphs](#)



◆ **File menu: New**

"New" begins a new project and opens a Form Editor window onto a blank form.



◆ **File menu: New Project**

"New Project" begins a new project and opens a Form Editor window onto a blank form.

## ◆ **File menu: Open...**

"Open" opens a new window onto an existing PinPoint project - locate your project file in the "File Open" dialogue box then choose "OK". You may also "open" a file created with another application - PinPoint will create a new project from the file and then open the project.

### **Opening an 'empty' project**

An empty project (i.e. one that is still at the form design stage and contains no answer sheets) will be opened in a new Form Editor window.

### **Opening an active project**

When you open an active project its worksheet will be displayed in a new Worksheet window with its last-saved sort and selection attributes in place. You may then choose to

- ◆ Continue with your analysis of the completed answer sheets.
- ◆ Or plot a graph or create a table from the sorted and selected answer sheet data on display.
- ◆ Or return to the stack to complete new answer sheets or edit existing ones.

**Note** that PinPoint's menu bar and the Tool Tidy will change to reflect the options available to you in the active document window.

### **Opening another file**

Locate the file to open in the "File Open" dialogue box and then choose "OK". The same sequence of dialogues as if you were ◆ importing the file will then appear. Complete the dialogues as required. A new project will then be created, with the same name as the file being opened and containing a form listing the fields found and to be imported.

### **See also:**

- ◆ Worksheet tools
- ◆ Form Editor tools
- ◆ Work history
- ◆ The Stack tool

## ◆ **File menu: Open presentation...**

"Open presentation..." appears in the Worksheet and Presentation Editor File menus.

Choose this command to open a graphics presentation which has been stored previously in your current project. Locate the presentation's name in the dialogue list box then choose "OK".

Your selected presentation will appear displayed in a new Presentation Editor window. You may then choose to

- ◆ Continue with the assembly of your graphics presentation
- ◆ Or edit current graph styles and attributes
- ◆ Or add further series to your graph from its originator stack(s), or from others.

**Note** that PinPoint's menu bar and the Tool Tidy will change to reflect the options available to you as you switch between Worksheet and Presentation Editor windows.

### **See also:**

- ◆ Analysis Worksheets: How to...

## ◆ **File menu: Save**

"Save" works slightly differently in each of the three File menus in which the command appears.

### **From a Form Editor window**

Choose "Save Form" to store your form in the current project file.

- ◆ If the form has not been saved before, PinPoint will prompt you for a new project name and your choice of destination disc and directory.
- ◆ If the form has been saved before, PinPoint may ask you to confirm, twice, that you wish to save your changes and
- ◆ update all the answer sheets in the project's stack accordingly.

#### **See also:**

- ◆ Altering the Form

### **From a Worksheet window**

Choose "Save Setup as Default" to store your current worksheet together with all its ◆ attributes in the current project file.

### **From a Presentation window**

Choose "Save Presentation" to store your graphics presentation in the current project file. PinPoint will prompt you to name your presentation if it has not been saved previously.

**Note** that if you "Save" frequently you will always have a recent version of your work on disc.

#### **See also:**

- ◆ Save as...
- ◆ The Stack tool

## ◆ **File menu: Save Form**

Choose "Save Form" to store your form in the current project file.

- ◆ If the form has not been saved before, PinPoint will prompt you for a new project name and your choice of destination disc and directory.
- ◆ If the form has been saved before, PinPoint may ask you to confirm, twice, that you wish to save your changes and
- ◆ update all the answer sheets in the project's stack accordingly.

### **See also:**

- ◆ Altering the Form

**Note** that if you "Save" frequently you will always have a recent version of your work on disc.

### **See also:**

- ◆ Save Form As...
- ◆ The Stack tool

## ◆ **File menu: Save Presentation**

Choose "Save Presentation" to store your graphics presentation in the current project file. PinPoint will prompt you to name your presentation if it has not been saved previously.

**Note** that if you "Save" frequently you will always have a recent version of your work on disc.

**See also:**

- ◆ Save Presentation As...

## ◆ **File menu: Save as...**

"Save as..." works differently in each of the three File menus in which the command appears.

### **From a Form Editor window**

Choose "Save Form As New Project..." to store the form you are working on in a new project file without disturbing your original project.

PinPoint will prompt you for a new project name and your choice of destination disc and directory.

### **From a Worksheet window**

Choose "Save Sheets As..." to save some or all of your current project's answer sheets to a new project file, together with their form, or to save selected answer sheet data to a file as CSV or TSV text for importing into other applications. You can save

- ◆ All the answer sheets in a stack.
- ◆ Or all those sheets which you have
- ◆ chosen to analyse and which are displayed in the current Worksheet window.
- ◆ Or only those sheets which you
- ◆ select from the current worksheet.

### **From a Presentation Editor window**

Choose "Save Presentation As..." to open the "Save presentation as" dialogue box and store the presentation you are working in the current project file, but under a new name.

**Note** that in every case, use of the "Save as..." command will leave your original work undisturbed.

### **See also:**

- ◆ Save
- ◆ Exporting Information
- ◆ New form

## ◆ **File menu: Save Form As New Project...**

Choose "Save Form As New Project..." to store the form you are working on in a new project file without disturbing your original project.

PinPoint will prompt you for a new project name and your choice of destination disc and directory.

**Note** that in every case, use of the "Save as..." command will leave your original work undisturbed.

### **See also:**

- ◆ Save Form
- ◆ New form



## ◆ **File menu: Save Sheets As...**

Choose "Save Sheets As..." to save some or all of your current project's answer sheets to a new project file, together with their form, or to save selected answer sheet data to a file as CSV or TSV text for importing into other applications. You can save

- ◆ All the answer sheets in a stack.
- ◆ Or all those sheets which you have
- ◆ chosen to analyse and which are displayed in the current Worksheet window.
- ◆ Or only those sheets which you
- ◆ select from the current worksheet.

**Note** that in every case, use of the "Save Sheets As..." command will leave your original work undisturbed.

### **See also:**

- ◆ Save Setup as Default
- ◆ Exporting Information

## ◆ **File menu: Save Presentation As...**

### **From a Presentation Editor window**

Choose "Save as..." to open the "Save presentation as" dialogue box and store the presentation you are working in the current project file, but under a new name.

**Note** that in every case, use of the "Save as..." command will leave your original work undisturbed.

### **See also:**

- ◆ Save
- ◆ Exporting Information
- ◆ New form

◆ **File menu: Save Setup as Default**

Choose "Save Setup as Default" to store your current worksheet ◆ configuration in the current project file.

## ◆ **File menu: Import...**

Choose "Import..." to bring results from ◆ published forms or information from another project or application into a PinPoint project file. Data can be imported

- ◆ Into a new form.
- ◆ Or into a Worksheet or Sheet Editor window to be merged with an existing stack of answer sheets.

Click the command, locate your source file and define its data format in the dialogue box and then choose "OK".

The file formats understood by this release of PinPoint are described in the readme.txt file supplied with PinPoint.

**Note** that the source file need not contain the same questions/fields as your destination project file. PinPoint will prompt you to 'map' your new information before merging it.

### **See also:**

- ◆ Importing data and merging projects overview
- ◆ Import (dialogue box)

## ◆ **File menu: Print Presentation...**

"Print Presentation..." sets the parameters for the proofing and final printing of your presentation. In the "Print" dialogue box you can choose to

- ◆ Print to Windows' default
- ◆ printer or to any printer whose driver is available on your system. Choose "Setup" to select a printer and the options which reflect the
- ◆ format of your presentation.
- ◆ Print of all or part of a multi-page presentation.
- ◆ Set the number of copies to be printed.
- ◆ Select other options such as print quality and file output.

**Note** that you can print your work without having to save it first.

### **See also:**

- ◆ Print form...
- ◆ Print sheet...
- ◆ Print sheets with form...
- ◆ Print worksheet...
- ◆ Printer setup...

## ◆ **File menu: Print Form...**

"Print Form..." sets the parameters for the proofing and final printing of your form. In the "Print" dialogue box you can choose to

- ◆ Print to Windows' default
- ◆ printer or to any printer whose driver is available on your system. Choose "Setup" to select a printer and the options which reflect the
- ◆ format of your form.
- ◆ Print of all or part of a multi-page form.
- ◆ Set the number of copies to be printed.
- ◆ Select other options such as print quality and file output.

**Note** that you can print your work without having to save it first.

### **See also:**

- ◆ Print sheet...
- ◆ Print sheets with form...
- ◆ Print worksheet...
- ◆ Print presentation...
- ◆ Printer setup...

## ◆ **File menu: Print Sheets With Form**

"Print Sheets With Form" appears in the Analysis Worksheets File menu. Choose this command to ◆  
print

- ◆ All the answer sheets in a stack.
- ◆ Or all those sheets which you have chosen to analyse and which are displayed in the current Worksheet window. If you have sorted the sheets they will be printed in sort order.
- ◆ Or only those sheets which you
- ◆ select from the current worksheet.

**Note:** If you are printing onto pre-printed copies of a project's form select the "Print data only" dialogue box option. The printed answers will appear positioned correctly relative to their questions.

### **See also:**

- ◆ Print form...
- ◆ Print sheet...
- ◆ Print worksheet...
- ◆ Print presentation...
- ◆ Printer setup...

## ◆ **File menu: Print sheet...**

"Print sheet..." appears in the Sheet Editor File menu. Choose this command to ◆ print the answer sheet currently displayed on screen.

**Note:** If you are printing onto pre-printed copies of a project's form select the "Print data only" dialogue box option. The printed answers will appear positioned correctly relative to their questions.

### **See also:**

- ◆ Print form...
- ◆ Print sheets with form...
- ◆ Print worksheet...
- ◆ Print presentation...
- ◆ Printer setup...



## ◆ **File menu: Print Worksheet...**

Choose this command to print a formatted table or 'report' of answer sheet data from

- ◆ All the answer sheets in a stack.
- ◆ Or all those sheets which you have chosen to analyse and which are displayed in the current Worksheet window.
- ◆ Or only those sheets which you
- ◆ select from the current worksheet.

A printed report is formatted as displayed on screen - listing only the columns currently shown on the worksheet. PinPoint adds a Worksheet title (the name of your project file), report date and page numbering.

If statistics are currently being displayed on the worksheet, they will also be printed. If you only wish to print the statistics and not the answer sheet data, choose the Print statistics only option in the Print Worksheet dialog.

### **Fitting the Worksheet to the Paper**

Before attempting to print the worksheet, you should check that it will fit on the paper loaded in your active printer. To do this, from the View menu, choose Show Printable Area - the area of the worksheet beyond the width of the paper will then be given a grey background. If there are columns that will not fit on the paper, you have several choices:

- ◆ Use a different or smaller font. From the View menu, choose
- ◆ Font and choose a new font or size from the Font dialogue.
- ◆ Reduce the
- ◆ width of the columns on the worksheet.
- ◆ If your printer is able, select a different, wider, orientation of the paper in the printer. From the File menu, choose Printer Setup.
- ◆ Select a printer that uses wider paper. From the File menu, choose Printer Setup.
- ◆ Remove some of the
- ◆ columns on the worksheet.

**Note:** The display of the printable area is approximate, especially if you are using a font which is not available on the active printer. In such cases, the closest matching font available on the printer is used but this may vary in size slightly from the font used on screen.

### **See also:**

- ◆ Worksheet configuration
- ◆ Print form...
- ◆ Print sheet...
- ◆ Print sheets with form...
- ◆ Print presentation...
- ◆ Printer setup...

## ◆ **File menu: Printer setup...**

Choose "Printer Setup..." to specify the ◆ printer you will use to print the proofs and final copies of your work, and to set the printer

◆ options that reflect the format of the work that you wish to print.

**Note** that the "Print setup" dialogue also appears when you choose "Setup" in the "Print" dialogue box.

### **See also:**

- ◆ Print form...
- ◆ Print sheet...
- ◆ Print sheets with form...
- ◆ Print worksheet...
- ◆ Print presentation...

## ◆ **File menu: Exit**

"Exit" ends your PinPoint session and returns you to the Windows desktop.

If you have made any changes to your work since you last saved it, PinPoint will prompt you to save or abandon them before exiting.

### **See also:**

- ◆ Save
- ◆ Save as...

## ◆ **File menu: Work history**

If you have been working on and have recently saved a PinPoint project, then its title will appear in the "Work history" list under the File menu.

Click on a project's title to open it directly from the list box.

### **See also:**

- ◆ Open

## ◆ **Edit menu: Undo**

"Undo" cancels the last action you took and returns your work to its appearance immediately prior to taking that action.

**Note** that you must use the command immediately following an activity or you will lose the chance to undo it. "Undo" is only one action deep so if, for example, you use "Delete" twice you can only undo the last "Delete".

If there is nothing that can be undone then the command will be 'greyed out' and unavailable.

### **See also:**

- ◆ Clear
- ◆ Cut
- ◆ Copy
- ◆ Paste

## ◆ **Edit menu: Cut**

"Cut" removes selected items from the page and stores them in the Windows Clipboard. Cut elements can then be "pasted" back into your current work, or into another project or application.

To select an item to be cut, click on it with the Pointer Tool. To select multiple items, press and hold down SHIFT and click on each item in turn.

**Note** that each use of "Cut" will erase the previous contents of the Clipboard.

**Tool Tidy button:**

◆

**Keyboard shortcut:**

Ctrl + X

**See also:**

- ◆ Clear
- ◆ Copy
- ◆ Paste
- ◆ Select all
- ◆ Undo

## ◆ **Edit menu: Copy**

"Copy" copies duplicates of items onto the Windows Clipboard leaving the original elements intact. Copies can then be "pasted" back into your current work, or into another project or application.

Each use of "Copy" will erase the previous contents of the Clipboard.

To select an item to be copied, click on it with the Pointer Tool. To select multiple items, press and hold down SHIFT and click on each item in turn.

**Note** that PinPoint also lets you select and copy complete questions to the Clipboard. This is a useful shortcut when designing a form which will contain questions with similar answer types

**Quick Copy:** Press and hold down CTRL and drag an item to create a copy of it. Release the mouse button to drop the duplicate item in place.

### **Tool Tidy button:**

◆

### **Keyboard shortcut:**

Ctrl + C

### **See also:**

- ◆ Clear
- ◆ Cut
- ◆ Paste
- ◆ Select all
- ◆ Undo

## ◆ **Edit menu: Paste**

"Paste" places a copy of the last item that was cut or copied onto the Windows Clipboard into your current work.

When you choose "Paste" the copied item will appear under the Pointer tool. Push (not drag) the item into place with the Pointer, and click the left mouse button to drop it into position.

The contents of the Clipboard can be pasted repeatedly until you erase them with a new "Cut or "Copy" command.

### **Pasting questions/fields**

If you have copied complete questions to the Clipboard the ◆ "Copy question" dialogue box will open when you choose "Paste".

### **Drag and drop**

PinPoint supports Windows' drag and drop features to paste files onto a page.

For example, to paste a graphic onto a page, select a file (say, a Windows .bmp, .pcx or .msp bitmapped graphic image) from File manager and drag its icon into any PinPoint Editor window. Release the mouse button to 'drop' the graphic object onto the page. The graphic file will be embedded on the page. If you wish to link to the file, hold down the CTRL key while dragging and dropping the file.

**Note** that where possible PinPoint will always ◆ embed an item when you paste it into your work from the Clipboard, and will attempt to render the source image rather than an icon for the data 'package'. All supported files are pasted via OLE. See your **Microsoft® Windows™** reference manual for current information on Object Linking and Embedding procedures.

### **Tool Tidy button:**

◆

### **Keyboard shortcut:**

Ctrl + V

### **See also:**

- ◆ Clear
- ◆ Cut
- ◆ Copy
- ◆ Select all
- ◆ Undo



## ◆ **Edit menu: Paste Link**

"Paste Link" is an OLE (Object Linking and Embedding) command used to link an item already on the Clipboard to your current project.

Linking dynamically connects two files so that the information on one automatically updates when the information on the other changes.

When you choose "Paste Link" the linked item will appear under the Pointer tool. Push (not drag) the item into place with the Pointer, and click the left mouse button to drop it into position.

See your **Microsoft® Windows™** reference manual for current information on Object Linking and Embedding procedures.

### **See also:**

- ◆ Paste
- ◆ Links...
- ◆ Insert object...
- ◆ Object

## ◆ **Edit menu: Insert object...**

"Insert object..." is an OLE (Object Linking and Embedding) command used to embed an element in your current project.

Embedding is similar to copying (i.e. simple "pasting") with one important difference. To make changes to an embedded item, choose it by double-clicking on it with the Pointer tool. The application in which it was created will open and you can make your changes.

**Note** that where possible PinPoint will always embed an item when you paste it into your work from the Clipboard, and will attempt to render the source image rather than an icon for the data 'package'.

### **Drag and drop**

PinPoint supports Windows' drag and drop features. Select a file (say, a Windows .bmp, .pcx or .msp bitmapped graphic image) from File manager and drag its icon into any PinPoint Editor window. Release the mouse button to 'drop' the graphic object onto the page.

See your **Microsoft® Windows™** reference manual for current information on Object Linking and Embedding procedures.

### **See also:**

- ◆ Paste
- ◆ Paste Link
- ◆ Object
- ◆ Links...

## ◆ **Edit menu: Delete**

"Delete" removes selected items from your work area without copying them to the Windows Clipboard and without affecting the Clipboard's current contents.

Be cautious in your use of "Delete". Items can only be retrieved with the "Undo" command immediately after deletion.

**Note** that the Edit menu "Delete" command works differently to the Sheet menu "Delete" command

### **Keyboard shortcut:**

Shift + Del

### **Tool Tidy button:**

◆

### **See also:**

◆ Undo

## ◆ **Edit menu: Select all**

"Select all" selects every element on your current page. This command is the equivalent of Shift-clicking with the Pointer tool on every item on the page.

**Note** that once all items have been selected you can cancel the selection of any one by holding down the SHIFT key and clicking on the item.

### **Keyboard shortcut:**

Ctrl + A

### **See also:**

- ◆ Clear
- ◆ Cut
- ◆ Copy
- ◆ Paste
- ◆ Undo

## ◆ **Edit menu: Clear**

"Clear" cancels the selection of every previously-selected element on your current page. This command is the equivalent of clicking with the Pointer tool on a blank area of the page.

### **See also:**

- ◆ Cut
- ◆ Copy
- ◆ Paste
- ◆ Select all
- ◆ Undo

## ◆ **Edit menu: Text Style...**

Choose Text Style to open the "Font" dialogue box and edit the attributes of all currently selected text elements. This command is the equivalent of double-clicking on a text item with the ◆ Pen or ◆ Pointer tools but the new style is applied to all the selected items.

**Note** that if the whole of a question is selected, rather than component parts, the new text style will apply to all components of the question.

## ◆ **Arrange menu: Align**

Choose "Align" to snap selected items into line with each other. Items may be aligned by any face - left, right, top or bottom - selected from the "Align" sub-menu.

This command is much easier to use than it is to describe, so experimentation with the primary effects of "Align" is recommended.

### **Precision alignment using a 'datum' element**

Careful use of "Align" can achieve high precision in page layout through the use of 'datum' alignment elements.

For example, to align selected items with the **left** side of a datum object

- ◆ Position the datum element on your page using the rulers, guidelines, and "snap to grid" layout guides as required.
- ◆ Move the other items away. The alignment face of the datum element's bounding box must be the most extreme (in this case the furthest to the left) of all the items to be aligned.
- ◆ Select (Shift-click) all items to be aligned.
- ◆ Click "Align" to open the
- ◆ list of alignment options. Choose "Lefts".

The left faces of the selected items will be snapped into line with the left side of the datum object.

### **See also:**

- ◆ Clear
- ◆ Undo

## ◆ **Edit menu: Bring to front**

"Bring to front" moves a selected question, text block or graphic element in front or 'on top' of other overlapping items.

To select an element to bring to the front of several that are overlapping, double-click successively with the Pointer tool at the point of overlap to 'cycle' through each item in turn.

This command is used most frequently to quickly re-arrange or 'layer' sets of objects on a page. ◆ Layering can look particularly effective when colour-filled (i.e. opaque) objects are 'stacked' behind text.

### **Keyboard shortcut:**

Ctrl + =

### **See also:**

- ◆ Send to back



## ◆ **Arrange menu: Bring to front**

"Bring to front" moves a selected question, text block or graphic element in front or 'on top' of other overlapping items.

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### **Keyboard shortcut:**

Ctrl + =

### **See also:**

- ◆ Send to back

## ◆ **Edit menu: Send to back**

"Send to back" pushes a selected question, text block or graphic element 'behind' or 'to the bottom' of other overlapping items.

To select an element to send to the back of several that are overlapping, double-click successively with the Pointer tool at the point of overlap to 'cycle' through each item in turn.

This command is used most frequently to quickly re-arrange or 'layer' sets of objects on a page. ◆ Layering can look particularly effective when colour-filled (i.e. opaque) objects are 'stacked' behind text.

### **Keyboard shortcut:**

Ctrl + -

### **Tool Tidy :**

◆

### **See also:**

◆ Bring to front

## ◆ **Arrange menu: Send to back**

"Send to back" pushes a selected Question, text block or graphic element 'behind' or 'to the bottom' of other overlapping items.

To select an element to send to the back of several that are overlapping, double-click successively with the Pointer tool at the point of overlap to 'cycle' through each item in turn.

This command is used most frequently to quickly re-arrange or 'layer' sets of objects on a page. ◆ Layering can look particularly effective when colour-filled (i.e. opaque) objects are 'stacked' behind text.

### **Keyboard shortcut:**

Ctrl + -

### **Tool Tidy button:**

◆

### **See also:**

◆ Bring to front

## ◆ **Arrange menu: Group**

"Group" combines a set of selected items. A group of elements can be cut, copied, pasted and re-sized as one, and will move together when dragged. Two or more groups can be combined with further use of the "Group" command.

When a group is re-sized the border weights and type sizes originally assigned to grouped items will not be re-scaled. However each grouped element can be edited individually by double-clicking on it with the appropriate tool.

**Note** that the ◆ "Copy Question" dialogue box will open when you copy/paste or Quick Copy (Ctrl-drag) a group containing one or more questions/fields.

### **Keyboard shortcut:**

Ctrl + G

### **See also:**

- ◆ Ungroup
- ◆ Copy
- ◆ Paste

## ◆ **Arrange menu: Ungroup**

"Ungroup" dissolves a group. You can then modify individual items without affecting the entire group. Use "Group" again to define your new set of elements.

### **Keyboard shortcut:**

Ctrl + U

### **See also:**

- ◆ Group

## ◆ **Edit menu: Links...**

Choose the "Links..." command to display the name, type, location and status of all the linked elements in your current work area.

In the "Links" dialogue box you can

- ◆ Update, change or cancel any link
- ◆ Choose automatic or manual link updating of links. PinPoints' default update setting is "automatic".

See your **Microsoft® Windows™** reference manual for current information on Object Linking and Embedding procedures.

## ◆ **Edit menu: Object**

Choose this command to edit an object which has been embedded in your work.

- ◆ Select the item to be amended.
- ◆ Select the Edit menu.
- ◆ Note that the wording of "Object" has now changed to identify the element you have selected. In the case of an picture created in Windows Paintbrush, for example, the menu item will now read "Edit Paintbrush Picture Object".
- ◆ Choose "Object" and the source application will open.
- ◆ Edit the object as required and follow instructions to return to PinPoint. The embedded object will have changed to reflect the edits you have made.

**Shortcut:** Alt+double-click on the embedded object to be edited.

See your **Microsoft® Windows™** reference manual for current information on Object Linking and Embedding procedures.

## ◆ **Arrange menu: Snap to grid**

"Snap to grid" is a shortcut command which selects or clears the "Grid" dialogue's "Snap" option without opening the dialogue box.

When "Snap to grid" is checked (i.e. is in effect) the top left corner of an element's bounding box will automatically shift to the nearest grid point when the item is moved.

**Note** that a Question, line or rectangle created with "Snap" on will be sized to the nearest grid unit.

### **See also:**

- ◆ Grid...
- ◆ Guidelines



## ◆ **Arrange menu: Show guidelines**

The "Show guidelines" command hides or displays two pairs of on-screen design guidelines. The guidelines are displayed when the command is checked.

### **Guideline snap**

When the guidelines are displayed and "Snap to grid" is off, an object moved close to either guideline will 'snap' to it. When "Snap to grid" is turned on the guidelines lose their 'magnetic' effect.

### **Positioning guidelines**

Click on a guideline to select it, then drag it into position. If the on-screen rulers are displayed, the distance between the two guidelines in the same plane will be indicated in the ruler highlight areas as the guideline is being dragged.

Grid "Snap" also works on the guidelines. When "Snap" is on the guidelines will move in grid unit steps when dragged.

Guidelines are part of PinPoint's suite of on-screen design guides. Judicious use of these aids will let you resize and position objects on your page with precision.

### **See also:**

- ◆ Grid...
- ◆ Snap to grid
- ◆ Horizontal ruler
- ◆ Vertical ruler

## ◆ **View menu: Horizontal ruler**

The "Horizontal ruler" command hides or displays the on-screen horizontal ruler. The ruler is displayed when the command is checked.

### **Ruler highlight areas**

On-screen rulers are part of PinPoint's suite of page layout guides. Each ruler incorporates highlight areas which allow you to resize and position objects with precision.

**Note:** The rulers' unit of measure will correspond to the units specified in the "Grid" dialogue box. Choose the View menu "Grid..." command to open the box.

### **See also:**

- ◆ Vertical ruler
- ◆ Grid...

## ◆ **View menu: Vertical ruler**

The "Vertical ruler" command hides or displays the on-screen horizontal ruler. The ruler is displayed when the command is checked.

### **Ruler highlight areas**

On-screen rulers are part of PinPoint's suite of page layout guides. Each ruler incorporates highlight areas which allow you to resize and position objects with precision.

**Note:** The rulers' unit of measure will correspond to the units specified in the "Grid" dialogue box. Choose the View menu "Grid..." command to open the box.

### **See also:**

- ◆ Horizontal ruler
- ◆ Grid...

## ◆ **View menu: Grid...**

Choose "Grid..." to hide or display an on-screen design guide of evenly spaced horizontal and vertical lines.

In the ◆ "Grid" dialogue box you can choose to

- ◆ Specify grid units and divisions in inches or centimetres, or in feint rules based on a specific font. Choose "Feint rules" to open the "Font" dialogue box.
- ◆ Hide or show the on-screen grid.
- ◆ Attribute a colour to the on-screen grid.
- ◆ Turn on grid snap. When "Snap" is checked the top left corner of an element's bounding box will automatically shift to the nearest grid point when the item is moved.

### **See also:**

- ◆ Snap to grid
- ◆ Guidelines
- ◆ Horizontal ruler
- ◆ Vertical ruler

## ◆ **View menu: Show printable area**

Choose "Show printable area" to hide or display an on-screen design guide which shows the page margins beyond which your currently selected printer cannot print.

The 'non-printable' page border is displayed when the menu command is checked.

### **See also:**

- ◆ Zoom...

## ◆ **View menu: Zoom...**

Click "Zoom..." to scale the displayed view of a page within a document window.

In the ◆ "Zoom" dialogue box you can choose to

- ◆ Display a page at a fixed percentage of actual size.
- ◆ Specify a "Custom" viewing scale.
- ◆ Scale your work to the maximum possible full-page view with "Fit window".

Three "Zoom" options - Zoom 100% Zoom Fit Window and Zoom Fit Sideways - are duplicated in the Tool Tidy.

### **Tool Tidy buttons:**



## ◆ **View menu: Font...**

Choose this command to change the attributes assigned to display answer sheet text in a Worksheet window. The standard Font Style dialogue will appear; choose the font, size, style and colour you require and then choose "OK".

### **See also:**

- ◆ Worksheet configuration

## ◆ **View menu: Put back**

"Put back" appears in the Analysis Worksheets View menu.

Choose this command to 'put back' a Question which you have earlier removed (i.e. dragged to the Worksheet control panel) from a worksheet. Click "Put back" to open a list of available questions. Choose a question's title to put it back.

**Shortcut:** Click the right mouse button anywhere in the Worksheet's questions title bar to open the list.

**Note** that the command will be shown 'greyed' if there are no questions available to be put back.

### **See also:**

- ◆ Removing questions



## ◆ **Paper menu: Paper setup...**

New presentations are displayed on a single page of the size and orientation as described by the active printer. The active printer is the printer described as the Default Printer in Control Panel or the printer most recently selected in the current session with PinPoint using the Printer Setup command.

You may change any of these attributes at any time. Choose the "Paper setup..." command and specify your page formatting choices from the many options available in the ◆ "Paper setup" dialogue box.

### **See also:**

- ◆ Add page
- ◆ Delete last page

## ◆ **Paper menu: Add page**

Choose "Add page" to append another page to your paper. Pages are laid out vertically on screen, with a horizontal line drawn between them to denote a 'page break'.

### **Moving between pages**

With the mouse, the vertical scroll bar can be used to scroll up and down through the pages. You may also use your keyboard's UP and DOWN cursor and PAGE UP and PAGE DOWN keys to move between pages.

### **Page layout**

It is often important (and it is usually preferable) that page layout remains consistent throughout a multi-page presentation. Use a combination of PinPoint's design guides, 'Zoomed' views and copy/paste functions to achieve this.

### **See also:**

- ◆ Delete last page

## ◆ **Paper menu: Delete last page**

Choose "Delete last page" to remove the last page appended to the presentation.

**Note** that a deleted page and its contents can be retrieved by choosing "Add page" again at any time until you next save your presentation. The next use of "Save" will delete the page and its contents entirely.

**See also:**

◆ Add page

## ◆ **Sheet menu: Save**

Choose "Save" from a Sheet Editor window to save the answer sheet you are currently completing or editing.

### **Saving an edited sheet**

If the sheet you are working on has been saved previously, choose "Save" to re-save it together with any amendments you have made. The edited sheet will remain on display.

### **Saving a new sheet**

Choose "Save" to append a newly-completed answer sheet to the project's stack as the ◆ next-numbered sheet. PinPoint will then 'tear off' another blank form and display it ready for completion.

**Note:** The "Save" command and its shortcuts make for very rapid compilation of data into a stack of answer sheets.

### **Keyboard shortcut:**

Ctrl + S

Or press RETURN at the last field in the form

### **Tool Tidy button:**

◆

### **See also:**

◆ New

## ◆ **Sheet menu: New**

Choose "New" from a Sheet Editor window to 'tear off' and display a blank form ready for completion.

The new sheet will appear entitled:

**"New answer sheet: [unique ◆ reference number] for [current project].ppf"**.

When you save the completed sheet PinPoint will append it to your project's stack.

**Note** that if you choose to search for, or turn back to, other sheets before saving a completed or part-completed new answer sheet, PinPoint will prompt you to save or abandon your new sheet.

**Tool Tidy button:**

◆

**See also:**

◆ Save

## ◆ **Sheet menu: Copy**

PinPoint's "Copy" command provides a shortcut to the repeated entry of information into answer sheets whose data is essentially the same.

### **To copy answer sheet data**

- ◆ Locate and display the 'source' sheet (i.e. the answer sheet to copy data from) and choose "Copy".
- ◆ PinPoint will copy all the data from the source sheet into a new answer sheet.
- ◆ The new sheet which will then be displayed and allocated an unique
- ◆ reference number.
- ◆ Edit the new sheet's answer data as required.

When you "Save" the new sheet, PinPoint will append it to the current stack.

### **See also:**

- ◆ Save

## ◆ **Sheet menu: Delete**

Choose "Delete" to delete the answer sheet currently on display in a Sheet editor window. PinPoint will prompt you to confirm your choice.

If you choose "Yes", PinPoint will delete the sheet and display the next sheet in the current stack. If the sheet which you deleted was the last in the stack, then the previous sheet will be displayed.

When every sheet in a project's stack has been deleted a blank form will be displayed ready for completion.

**Note** that even if its 'owner' sheet is deleted, the unique ◆ reference number allocated to an answer sheet when it is first saved will no longer be available for re-allocation.

**Tool Tidy button:**

◆

## ◆ **Sheet menu: Next**

Choose "Next" to turn to the next sheet of a stack on display in a Sheet Editor window.

### **Keyboard shortcut:**

Ctrl + N

### **Tool Tidy button:**

◆

### **See also:**

- ◆ Previous
- ◆ First
- ◆ Last
- ◆ Turn to...
- ◆ Search...



## ◆ **Sheet menu: Previous**

Choose "Previous" to turn to the previous sheet of a stack on display in a Sheet Editor window.

### **Keyboard shortcut:**

Ctrl + P

### **Tool Tidy button:**

◆

### **See also:**

- ◆ Next
- ◆ First
- ◆ Last
- ◆ Turn to...
- ◆ Search...

## ◆ **Sheet menu: First**

Choose "First" to turn to the first sheet of a stack on display in a Sheet Editor window.

### **Keyboard shortcut:**

Ctrl + F

### **See also:**

- ◆ Last
- ◆ Next
- ◆ Previous
- ◆ Turn to...
- ◆ Search...

## ◆ **Sheet menu: Last**

Choose "Last" to turn to the last sheet of a stack on display in a Sheet Editor window.

### **Keyboard shortcut:**

Ctrl + L

### **See also:**

- ◆ First
- ◆ Next
- ◆ Previous
- ◆ Turn to...
- ◆ Search...

## ◆ **Sheet menu: Turn to...**

Choose "Turn to..." to go directly by ◆ sheet number to a specific answer sheet in a project's stack.

Click the command, type the sheet number at the dialogue box cursor and press RETURN.

**Note** that PinPoint numbers answer sheets sequentially as each is completed and saved. To use this command you must know the number of the sheet you wish to turn to. Alternatively choose "Search..." to locate a sheet by text, number or date answer.

### **See also:**

◆ Search...

## ◆ **Sheet menu: Search...**

Choose "Search..." to locate an answer sheet from a stack for review or amendment. Click the command to open the ◆ "Search" dialogue box, then select

- ◆ any text *OR*
- ◆ any number only *OR*
- ◆ any date only

as the answer type to search on. Type the value to be searched for at the cursor position and then choose "Find first" or press RETURN.

PinPoint will search the stack from the first sheet and will display the first match found. Click "Find next" or press RETURN repeatedly until you find the sheet you want to review.

**Searches on text** will find words which match your search word both in whole and in part. The wild-card character # may also be used to extend the range of possible matches.

**Note:** Use "Search..." only to locate single sheets. This command is not intended to be used as a substitute for PinPoint's analysis worksheets.

### **Tool Tidy button:**

◆

### **See also:**

- ◆ Turn to...

## ◆ **View Menu: Worksheet/Sheet menu: Analyse sheets**

Choose either of these options to place the currently displayed stack of answer sheets onto the analysis worksheet for the project.

**If the sheets have been analysed before** (you may, for example, have been adding new sheets to the stack), then the project's worksheet will open with its previously-saved sort and selection attributes intact.

Choose the Tools menu "Remove selection conditions and sorting" command if you wish to view all the sheets.

**If the sheets have not been analysed previously** then they will all be placed into the worksheet and displayed in order of ◆ sheet number.

**Tool Tidy button:**

◆

**See also:**

◆ Analysis worksheets

## ◆ **View menu: Form**

Choose "Form" to return a project's form to the Form Editor for review and amendment.

### **Significant changes**

If a form is to be edited substantially, that is if

- ◆ Any questions/fields are deleted
- ◆ Or any new questions/fields are added
- ◆ Or the order of questions on the page is changed
- ◆ Or the answer type of questions is changed
- ◆ Or new choices are added to choice type questions

then the existing answer sheets in the project's stack may need to be updated. For this reason, you are recommended to take a backup copy of the project before making such changes.

### **Save changes and update sheets?**

When you have completed your alterations to the form click the ◆ Stack tool to return to the Sheet Editor window.

PinPoint will prompt you to save your changes, and will ask you to confirm, twice, that you wish to ◆ update all the sheets in the current stack.

If you choose "Yes" then all the completed sheets will be updated accordingly. The information currently held in the sheets will be preserved wherever possible.

**Note** that if you have opened the Sheet Editor from a worksheet, PinPoint will prompt you to confirm that the worksheet may be closed before the form is changed.

### **Tool Tidy button:**

◆

### **See also:**

- ◆ Save

## ◆ **Tools menu: Sort sheets...**

When you first place a project's stack into a worksheet, its answer sheets are displayed in the order in which they were entered.

### **To sort the sheets**

Click "Sort sheets..." to open the ◆ "Sort sheets" dialogue box. Select a question on which to sort the sheets, in increasing or decreasing order, and choose "OK". The worksheet will be re-displayed with the answer sheets sorted as required.

### **To re-sort the sheets**

Choose "Sort sheets..." again and proceed as described above.

### **To add a sort**

To perform a further sort on previously sorted answer sheets, click "Sort sheets..." again. Proceed as described above, but this time select "Within current order". Choose "OK" to perform the sort.

**Note** that your chosen sort criteria will be saved in the project file only when you choose ◆ "Save" from the Analysis Worksheets File Menu.

### **Worksheet control panel:**



### **Tool Tidy button:**



### **See also:**

- ◆ Remove selection conditions and sorting
- ◆ Sorting - Overview



## ◆ **Tools menu: Add condition...**

When performing an analysis of answer sheet data in PinPoint's worksheets, conditions for choosing sheets may be entered sequentially or in one operation. As each set of conditions is made the matching answer sheets are displayed in the worksheet.

### **To apply conditions**

Choose "Add condition...". to open the ◆ "Choose sheets" dialogue box. In it you

- ◆ Choose a Question by which to choose the sheets
- ◆ Choose your required criterion
- ◆ Select or type in appropriate criterion values
- ◆ Specify whether to include or to exclude those answer sheets matching your chosen criterion.
- ◆ Apply a new criterion to all sheets, or to only those matching previous criteria (i.e. those which are currently on display).

Choose "OK" and the display will be updated to show only those answer sheets which match the criterion. A description of the criteria will be shown in the Worksheet control panel.

### **To add further criteria**

Choose "Add condition..." again, select a further criteria and proceed as described above.

### **Worksheet control panel:**



### **Tool Tidy button:**



### **See also:**

- ◆ Choosing and selecting sheets - Overview
- ◆ Selecting Individual Sheets
- ◆ Remove selection conditions and sorting

## ◆ **Tools menu: Remove conditions and sorting**

Choose "Remove conditions and sorting" to remove **all** match conditions and sorting previously applied to a stack of answer sheets.

Use this command to re-display all the answer sheets in a project's stack in the order in which they were entered.

**Note** that your previously-chosen sort and criteria will remain in the project file until you ◆ save your worksheet's new attributes.

**Hint:** Use the Worksheet control panel buttons to remove only the last sort performed or the last match condition applied.

**Tool Tidy button:**

◆

## ◆ **Tools menu: Statistics...**

From within PinPoint's worksheets you can perform a number of standard statistical calculations upon the answers to numeric questions.

Choose "Statistics..." to open the ◆ "Statistics" dialogue box. Select

- ◆ One or more numeric questions upon which to perform the calculation(s).
- ◆ **Only** those answer sheets currently displayed in the worksheet, or **all** the answer sheets in the current stack, or **both** sets, for inclusion in the analysis.
- ◆ The statistical calculation(s) to be performed.

Choose "OK". The title "Statistics" will appear at the left end of the Question title bar. A window will open, between the Worksheet control panel and the first answer sheet row, in which the results of your calculations will be displayed.

**Hint:** To modify or perform further statistical calculations, click on the "Statistics" column title to re-open the "Statistics" dialogue box.

**Tool Tidy button:**



## ◆ **Tools menu: Add new column...**

Choose "Add new column..." to add a new column to a worksheet.

Calculations can be performed on the answer sheets by writing a suitable question on the form. However, this may not be desirable if calculations are only required for analysis purposes - you may not wish to occupy valuable space on the form with information not actually required when viewing the individual sheets. Instead, calculations may be performed on the worksheet.

A calculation may use any answers from the answer sheet (except those from ordered choice, ranked, answers) and the results of other calculations on the worksheet. The calculation is performed for each answer sheet and the results shown in a new column on the worksheet.

Click the command to open the ◆ "New Column" dialog box and

- ◆ Type in your new column's unique reference name
- ◆ Select the name of the question(s) to include.
- ◆ Type in digits and arithmetical symbols, or use the calculator pad.
- ◆ Select "Display style" to open the style dialog box for the type of answer to the calculation.

Format your answer and choose "OK".

### **Modifying a Calculated Column**

To edit a new column's reference name or calculation, double click on its column title to re-open the "New column" dialog box.

### **Tool Tidy button:**

◆

## ◆ **Tools menu: Plot graph...**

Choose "Plot graph..." to produce a graph from a stack's answer sheet data.

Click the command to open the ◆ "Plot graph" dialogue.

From there layers of interactive dialogue boxes will guide you step-by-step through the production of even the most complex graphical presentation.

**Tool Tidy button:**

◆

**See also:**

◆ Graphics Presentation: How to...

## ◆ **Tools menu: Generate crosstabs...**

Choose "Generate cross-tabs..." to produce a cross-tabulation from a stack's answer sheet data.

Click the command to open the ◆ "Cross tabulations" dialogue.

**Tool Tidy button:**

◆

**See also:**

◆ Graphics Presentation: How to...

## ◆ **Tools menu: Plot Graph from Question Table**

Choose this command to plot a graph of the responses in any Question Tables on your Form.

Click the command to open the ◆ "Plot Graph From Table of Questions" dialogue.

**Tool Tidy button:**

◆

**See also:**

◆ Graphics Presentation: How to...

## ◆ **Tools menu: Quick Analysis**

Choose this command to undertake a quick analysis of the responses to all, or a large number of, questions before undertaking an in-depth analysis.

Click the command to open the ◆ "Quick Graphs" dialogue.

**Tool Tidy button:**





## ◆ **Tools menu: Load/Save Setups**

Choose this command to open the ◆ Load/Save Setups palette.  
This allows you to save and load different Worksheet configurations. If you have set up a sort or choosing sheet criteria, you can also save these. The configurations are independent of the current Worksheet, and can therefore be applied to any Worksheet which is opened.

**Tool Tidy button:**



**Note:** The Load/Save Setups Palette stays in the Worksheet foreground, and can be removed by clicking the Load/Save Setups button in the Tool Tidy again, or, by re-selecting Load/Save Setups from the Tools menu.

## ◆ **Window menu: Tile**

The number and type of document windows that you can have open or minimised to icons in PinPoint's application window is limited only by your computer's memory. To arrange windows and icons so that you can see them all, choose

- ◆ "Tile" to scale open windows to fit next to each other *OR*
- ◆ "Cascade" to cause open windows to overlap so that each of their title bars is visible *AND*
- ◆ "Arrange Icons" to line up all icons along the lower edge of the desktop.

**Hint:** You can navigate quickly around a crowded application window from the keyboard. Press and hold down CTRL, then press TAB repeatedly to 'cycle' through each open document window and icon in turn.

### **See also:**

- ◆ Work in progress

## ◆ **Window menu: Cascade**

The number and type of document windows that you can have open or minimised to icons in PinPoint's application window is limited only by your computer's memory. To arrange windows and icons so that you can see them all, choose

- ◆ "Tile" to scale open windows to fit next to each other *OR*
- ◆ "Cascade" to cause open windows to overlap so that each of their title bars is visible *AND*
- ◆ "Arrange Icons" to line up all icons along the lower edge of the desktop.

**Hint:** You can navigate quickly around a crowded application window from the keyboard. Press and hold down CTRL, then press TAB repeatedly to 'cycle' through each open document window and icon in turn.

### **See also:**

- ◆ Work in progress

## ◆ **Window menu: Arrange Icons**

The number and type of document windows that you can have open or minimised to icons in PinPoint's application window is limited only by your computer's memory. To arrange windows and icons so that you can see them all, choose

- ◆ "Tile" to scale open windows to fit next to each other *OR*
- ◆ "Cascade" to cause open windows to overlap so that each of their title bars is visible *AND*
- ◆ "Arrange Icons" to line up all icons along the lower edge of the workplace.

**Hint:** You can navigate quickly around a crowded application window from the keyboard. Press and hold down CTRL, then press TAB repeatedly to 'cycle' through each open document window and icon in turn.

### **See also:**

- ◆ Work in progress

## ◆ **Window menu: Close All**

Choose "Close All" to close all open and minimised document windows. PinPoint will prompt you to save or abandon your work before closing a window.

## ◆ **Window menu: Work in progress**

The titles of up to nine open or minimised document windows will appear in the "Work in progress" list under the Window menu. Click on a window's title to switch to it directly.

"More Windows..." appears if more than nine windows are open or minimised. Chose this command to open the "Select Window" dialogue box. Choose a window title to switch to from the list, then click "Ok".

## ◆ **File menu: Delete this Presentation**

Choose "Delete this Presentation" from the File menu to remove a previously saved graphics presentation from a project. Open the presentation you wish to remove (choose "Open presentation..." from the File menu), and then choose "Delete this Presentation".

PinPoint will ask you to confirm or cancel your action. Choose "Yes" and the presentation will be removed from your project.

**Note** that you can "Save" a deleted presentation again (under the same or a different name) while its Presentation Editor window remains open. A deleted presentation is no longer recoverable once its window has been closed.

## ◆ **View Menu: Answer Sheets**

Choose "Answer Sheets" to switch your view of your project to the individual answer sheets.

### **From a Worksheet window**

The first sheet of the stack will be displayed, and the Worksheet will be closed.

### **From a Form Editor window**

◆ If you have been working on a new form a Sheet Editor will open onto the first (blank) sheet of a new stack *OR*

◆ If you have been working on the form of a project already containing answer sheets, a Sheet Editor will open onto the first sheet of the existing stack.

### **Significant changes**

If a form has been edited substantially, that is if

- ◆ Any questions/fields are deleted
- ◆ Or any new questions/fields are added
- ◆ Or the order of questions on the page is changed
- ◆ Or the answer type of questions is changed
- ◆ Or new choices are added to choice type questions

then the existing answer sheets in the project's stack may need to be updated.

### **Save changes and update sheets?**

PinPoint will prompt you to save your changes, and will ask you to confirm, twice, that you wish to ◆ update all the sheets in the current stack.

If you choose "Yes" then all the completed sheets will be updated accordingly. The information currently held in the sheets will be preserved wherever possible.

### **See also:**

- ◆ Save



## ◆ **View Menu: Show Printable Area**

Use this command before attempting to print the worksheet to check that the print will fit on the paper loaded in your active printer - the area of the worksheet beyond the width of the paper will be given a grey background. If there are columns that will not fit on the paper, you have several choices:

- ◆ Use a different or smaller font. From the View menu, choose
- ◆ Font and choose a new font or size from the Font dialogue.
- ◆ Reduce the
- ◆ width of the columns on the worksheet.
- ◆ If your printer is able, select a different, wider, orientation of the paper in the printer. From the File menu, choose Printer Setup.
- ◆ Select a printer that uses wider paper. From the File menu, choose Printer Setup.
- ◆ Remove some of the
- ◆ columns on the worksheet.

**Note:** The display of the printable area is approximate, especially if you are using a font which is not available on the active printer. In such cases, the closest matching font available on the printer is used but this may vary in size slightly from the font used on screen.

### **See also:**

- ◆ Worksheet configuration

## ◆ **Analysis Worksheets: Edit Menu**

The edit menu provides commands to delete many sheets in a single operation or to copy data to the Windows clipboard - copying data to the clipboard for transfer to another application can be quicker than saving the data to a file.

Answer sheets are copied to the clipboard in both Comma Separated Value (CSV) and Tab Separated Value (to a word processor, plain text) formats. Most word processors and spreadsheets are able to recognise these formats and paste the information from the clipboard intelligently.

1. Select the ◆ individual sheets to copy or delete.
2. If only some of the answers are to be *copied* either:
  - ◆ Remove the columns for those answers which are not to be copied from the worksheet.
  - or -
  - ◆ Choose the answers to be copied by selecting the required column titles by clicking on the column titles.
3. Choose:
  - Copy to copy the selected sheets and answers to the clipboard.
  - Cut to copy the selected sheets and answers to the clipboard and then deleted the selected sheets from the project.
  - Delete to delete the selected sheets from the project.

Deleting sheets cannot be undone - you will be given a single warning.

◆ Questionnaire Menu: Make Question Group

Use this command to group together a number of questions, such as 'Name and Address' or 'Insurance Claim Details', which belong in the same category. The resulting Question Group has the following features:

- ◆ The questions are kept together on the Form and are grouped within a box.
- ◆ All the questions in that group are asked before any other questions.
- ◆ In the Worksheet view, all the questions in the Group are kept together.
- ◆ The Group can contain some introductory text such as an explanation or heading.

To group the questions together use Shift clicking to select those you wish to include, then click the "Make a Question Group" command to open the ◆ "Make Question Group" dialogue.

**Note:** Question Groups can be edited by choosing the ◆ "Advanced..." option in the "Question Details" dialogue.

## ◆ Questionnaire Menu: Number Questions

Choose "Number Questions" to automatically number all the questions on your Form. PinPoint provides a variety of numbering schemes and styles of presentation for you choose from.

You may number or renumber questions at any time after they have been written. It is often best to automatically number questions after they have all been written but before you make the final adjustments to the presentation of the Form.

Questions which are in groups or tables may be numbered as part of the overall numbering sequence or within their own sequence.

To number the questions on your Form automatically, click on the "Number Questions" command to open the ◆ "Number Questions" dialogue.

**Note:** Questions are not numbered automatically as they are written and are not automatically renumbered if they are moved around the form.

## ◆ **Questionnaire Menu: Show Routing**

Use this command to display any routes which have been set up on the Form. The routing is shown by coloured lines and a small circle is displayed at the destination. There are four kinds of lines that correspond to the four types of routing:

- ◆ **Ask for answer if** routing is shown by a blue dotted line.
- ◆ **Always goto question** is shown by a solid green line.
- ◆ **Goto question(s) depending on answer(s)** is shown by a solid blue line.
- ◆ **Ask no more questions** is shown by a solid red line.

## ◆ **Sheet Menu: Show Routing**

Use this command to test any routing you have defined - all possible routes which have been set up on the Form will be shown. The routing is shown by coloured lines and a small circle is displayed at the destination. There are four kinds of lines that correspond to the four types of routing:

- ◆ Ask for answer if - **routing is shown by a blue dotted line.**
- ◆ Always goto question - **is shown by a solid green line.**
- ◆ Goto question(s) depending on answer(s) - **is shown by a solid blue line.**
- ◆ Ask no more questions - **is shown by a solid red line.**

## ◆ **Questionnaire menu: Paper setup...**

A new form is created as a single page of the size and orientation as described by the active printer. The active printer is the printer described as the Default Printer in Control Panel or the printer most recently selected in the current session with PinPoint using the Printer Setup command.

You may change any of these attributes at any time. Choose the "Paper setup..." command and specify your page formatting choices from the many options available in the ◆ "Paper setup" dialogue box.

### **See also:**

- ◆ Add page
- ◆ Delete last page

## ◆ Questionnaire menu: Add page

Choose "Add page" to append another page to your form. Pages are laid out vertically on screen, with a horizontal line drawn between them to denote a 'page break'.

### **Moving between pages**

With the mouse, the vertical scroll bar can be used to scroll up and down through the pages. You may also use your keyboard's UP and DOWN cursor and PAGE UP and PAGE DOWN keys to move between pages.

### **Page layout**

It is often important (and it is usually preferable) that page layout remains consistent throughout a multi-page form. Use a combination of PinPoint's design guides, 'Zoomed' views and copy/paste functions to achieve this.

### **See also:**

- ◆ Delete last page



## ◆ **Questionnaire menu: Delete last page**

Choose "Delete last page" to remove the last page that you appended to your paper.

**Note** that a deleted page and its contents can be retrieved by choosing "Add page" again at any time until you next save your form. The next use of "Save" will delete the page and its contents entirely.

**See also:**

◆ Add page

