

MacSurvey User's Guide

**A Survey Analysis Program for the Macintosh®
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Introduction

MacSurvey is a simple to use, time-saving input and analysis software tool designed for use with opinion surveys that have no more than 150 closed-end types of questions. Any of the questions can be used as a basis for analysis of the survey data. All questions can have up to 10 response choices. The number of questionnaires the program can analyze is limited only by the amount of disk space available from where the program was started.

Features

- *Supports up to 150 questions per survey questionnaire.*
- *Generates questionnaire form.*
- *Produces complete analysis reports, including questions and responses.*
- *Calculates statistical means.*
- *Allows cross reference analysis of any question against all responses.*

Requirements

- *A Macintosh Plus or higher with at least one megabyte of random-access memory*
- *Macintosh system software version 6.0.4 or higher (including System 7)*
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One floppy drive; a hard drive is recommended

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An existing questionnaire that contains no more than 150 questions, each of which allows only one selection to be made from up to 10 possible choices.

Shareware Notice

MacSurvey is shareware software. Therefore, if you use it you should pay for it. Registered users will receive any updates or bug fixes direct from CompStat Software at no additional cost. Suggestions, critiques and praises are all welcome. Please send your \$20 registration fee as a check or money order to:

CompStat Software
401 Wildwood Drive
Enterprise, AL 36330

Installing MacSurvey

Before operating MacSurvey on a Macintosh with only a floppy disk system, you should make a working copy of the program and use that copy whenever you want to start the program.

If MacSurvey will be installed on a hard disk, it is suggested that it be placed in its own folder. The MacSurvey Help file must be in the same folder as the application.

Starting MacSurvey

Double-click on the MacSurvey application icon to start the program. The "About MacSurvey..." window will be displayed. Press any key or click the mouse and the window will disappear. If you do nothing, the window will disappear after about 4 seconds. After the window disappears, MacSurvey will open its main operating window which will be blank.

When using System 7, MacSurvey can also be started by dragging any MacSurvey document icon on top of the MacSurvey application icon. If the document is an analysis report, it will be opened and become the active window. If the document is not an analysis report a dialog box will be displayed indicating MacSurvey cannot open the document. After closing the dialog box, MacSurvey will open its main operating window which will be blank.

Creating Your First Survey Definition

Most of your work with MacSurvey involves working with survey definitions. A survey definition stores information about your questionnaire and controls the entry of response data. You can create as many survey definitions as you want, but MacSurvey works with only one definition at a time.

When you use MacSurvey for the first time, no survey definitions exist. By selecting Define New Survey from the Survey menu (or by pressing ⌘-D), you can create a survey definition.

You define a new survey by creating a filename, choosing a folder to hold the definition, and answering questions about the questionnaire.

The survey definition's filename must follow Macintosh file naming rules except that it cannot contain more than 30 characters. The definition's filename is used by MacSurvey as a naming template for other control files linked to the definition, therefore MacSurvey must always have available the maximum length possible for filenames which is 31 characters. If after a definition is created you later change the definition's filename, the definition will be rendered unusable. See the chapter titled [MacSurvey Files](#) to see how a definition's filename is related to other files created by MacSurvey.

After creating a name for the definition you will be prompted for the number of questions on the questionnaire and the number of response choices for each one of the questions.

Figure 1. Define New Survey - Number of Questions

The questionnaire used for the survey must contain at least two questions and can have

a maximum of 150. Each question on the survey questionnaire must have at least two response choices and can have a maximum of 10.

Figure 2. Define New Survey - Number of Responses

Based on your answers, a series of screens will then be displayed for entry of each question's text and the text of its response choices. Each screen will contain an edit window for a question's text and separate edit windows for each one of its response choices.

Up to 256 characters can be entered in a question's edit window. Only the first 120 characters of the question's text will be displayed during data entry.

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figure 3. Define New Survey - Text of Questions and Choices

After entry of a question's text, use the Tab key or the mouse to move to the response choice edit windows. A one-line edit window is provided for each of the response choices. Up to 120 characters can be entered in each of the response choice edit windows. However, only the first 60 characters of each choice will be displayed during data entry. MacSurvey is designed to be used with only closed-end types of questions (multiple-choice, yes-no, true-false). If your questionnaire had any "fill-in-the-blank" or any open-end types of questions, then group **expected** responses into similar categories (no more than 10) before creating the definition. Use these anticipated responses as the basis for the text of that question's response choices.

At any time during creation of the new survey you can stop the definition process. A dialog box will appear to confirm your request and will remind you that, if you stop, none of the definition will be saved. If you choose **not** to stop, you will be returned to the definition process. If you choose to stop, none of the definition will be saved and you will be returned to the menu bar.

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figure 4. Edit Questionnaire

After a definition is completed, and before questionnaire data can be entered into its database file, the definition must be activated by choosing Load Survey from the Survey menu. After a definition is loaded, the text of the questions and response choices can be edited by choosing Edit Questionnaire from the Survey menu. However, the number of questions and the number of response choices cannot be changed.

If you complete a survey definition and there is something that is not correct, other than the text of the questions or responses, you must load and delete the survey definition and then redefine the survey. **Note:** If you delete a survey definition after entry of any data, the data will also be deleted.

Loading a Survey Definition

Before any activity can be carried out by MacSurvey with a survey definition, the definition must be activated by choosing Load Survey from the Survey menu (or by pressing ⌘-L).

Only one definition at a time can be **active** in MacSurvey. A definition can be loaded at any time, even if another one is already loaded. In such a case, the active definition will be unloaded automatically by MacSurvey before loading another one. Since it automatically saves database entries and revisions to the definition as they are made, MacSurvey won't lose any data or revisions in one definition when another one is loaded.

After it is loaded, the definition's name is displayed in the main operating window's title bar. The number of questionnaires in the definition's database appears after the definition's name.

Only **after** a definition is loaded can the following activity be requested from the Survey menu:

- Questionnaire data can be entered by choosing Input Data ⌘-I
- Questionnaire data from a different definition can be merged into the active definition's database by choosing Merge Data Files ⌘-M
- Questionnaire text can be edited by choosing Edit Questionnaire ⌘-E
- Questionnaire text can be saved to a printable document by choosing Generate Questionnaire ⌘-G
- The definition can be copied by choosing Clone Loaded Survey (no data is copied)
- The definition can be deleted by choosing Delete Loaded Survey (all data is deleted)

Only **after** a definition is loaded **and** questionnaire data has been entered can the following activity be requested from the Survey menu:

- Create Crosstab Report ⌘-R
- Create Filtered Report ⌘-F
- Create Totals Report ⌘-T

Questionnaire Data Input

Once a definition is loaded, you can enter questionnaire responses by selecting Input Data from the Survey menu (or by pressing ⌘-I).

Questionnaires are entered into the definition's database file one at a time. MacSurvey will display the questionnaire's first question and its choices next to selection buttons. The first 120 characters of the question and the first 60 characters of each choice will be displayed.

Figure 5. Questionnaire Input Data

Response choices are made by clicking a selection button or by typing the button's

letter. Only one choice can be made for each question. If a respondent either failed to answer a question or was not qualified to answer a question based on a response to an earlier question, click the last button marked **NA**, or type the letter **N**. After a button is clicked or its letter is typed, the next question will be displayed.

While entering responses, you can choose at any time to stop working on a questionnaire by clicking the **Cancel** button at the bottom of the screen. If you click **Cancel**, a dialog box will appear to confirm your request. If you choose to stop, none of the response entries for this questionnaire will be saved and you will be returned to the menu bar. If you choose **not** to stop, you will be returned to the questionnaire to continue data entry.

After choices have been entered for all the questions from the one questionnaire, an overall view of the questionnaire will be displayed with each letter choice listed next to its respective question number. If an NA choice had been selected for a question, the letter N will be next to that question number. After review, you can either save or revise the entries. By clicking on an entry that needs revision, that question with its response choices will be redisplayed for a new response selection. After each revision the overall questionnaire will be redisplayed for review until you save the entries either by clicking on the **Save** button or typing the letter **S**.

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Figure 6. Verify Questionnaire Data Input

If you want to stop working on a questionnaire during the review process, first click on

one of the entries to revise it. When that question is redisplayed, click **Cancel** and confirm your request to stop.

After choosing to save the entries, all the selections will be saved to the survey database file. You will then be asked if you want to enter another questionnaire. If so, click **Yes**. If you do not want to enter another questionnaire's responses, click **No**.

The number of questionnaires in the database file is displayed in the main operating window's title bar during all questionnaire data input. The total does not include the questionnaire being entered until after it is saved.

Creating Crosstab Reports

By selecting Create Crosstab Report from the Survey menu (or by pressing **⌘-R**), you will be able to create an analysis report of the survey based on the response choices of any one of the survey's questions. You will be prompted to select a number from a popup menu that represents the question you want to act as the basis for the overall analysis.

After selecting a question number, a dialog box will offer a group of options for the report's output.

Figure 7. Create Crosstab Report

- If you want only a portion of the survey questions analyzed by the selected question's responses, you can choose to analyze a series of questions that are in consecutive

order by entering inclusive starting and ending numbers. To analyze only one question use the same number for both ends of the series.

- Up to four tables can be created for each question analyzed: one that counts the number of responses for all possible response choices (including NAs), one that calculates the percentage of responses by columns, another that calculates the percentage of responses by rows, and one more that calculates the percentage of responses overall. You can direct MacSurvey to create all four tables, or only the count table. A set of radio buttons offers the option. The pre-selected button is Only Count Tables.

- You also have the option to include the text of questions and response choices above their respective tables. A set of radio buttons offers the option. The pre-selected button is No text.

- Another option allows you to tell MacSurvey whether to include any responses in the NA row in the totals that are used when the percentage values are calculated. A set of radio buttons offers the option. The pre-selected button is No NAs in the percentage calculations.

After selecting the options, you must name the report. To aid in identifying the many reports that you might create when analyzing the survey, filenames should be patterned after the question number or the text of the question used as a basis for the report. For example, a report based on the first question could be named Q1 or something similar. If you try to name a report with a filename that already exists in the folder where you want to save the report, MacSurvey will offer a dialog box asking if you want to replace the existing file.

After naming the report, the Macintosh will begin “thinking” about the questionnaires. After the Macintosh starts thinking, you can stop the data analysis by clicking **Cancel**. Any part of the report that had been created before canceling the analysis will be saved to the file.

Table 1 shows what Question #1 of a hypothetical questionnaire would look like in a crosstab report that had been analyzed based on Question #3 (which had two response choices). The column headings for the report represent the response choices to Question #3. In the example the options selected were: include all data tables; not to include text of questions and responses; and not to include responses in the NA row in percentage calculations. If Question #3 had asked the respondents to indicate their sex and choice A was male, then 13 males and 11 females responded to the survey.

1. How often do you read the HERALD?

A. Every issue

B. Most issues

C. Seldom

D. I don't read it

Results tabulated by Question 3's choices

| | Q3A | Q3B | Q3N | TOTAL |
|----|-----|-----|-----|-------|
| A | 6 | 5 | 0 | 11 |
| B | 3 | 2 | 0 | 5 |
| C | 2 | 3 | 0 | 5 |
| D | 1 | 1 | 0 | 2 |
| NA | 1 | 0 | 0 | 1 |
| | 13 | 11 | 0 | 24 |

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COMPLETE RESPONSES = 23 RESPONSE RATE = 95.8%

Mean = 1.91 (NA row factored out)

Mean = 2.04 (NA row factored in)

Question 1 (NA row not factored into percentages)

Results by column based on Question 3's choices

| | Q3A | Q3B | Q3N | TOTAL |
|---|------|------|-----|-------|
| A | 50.0 | 45.5 | 0.0 | 47.8 |
| B | 25.0 | 18.2 | 0.0 | 21.7 |
| C | 16.7 | 27.3 | 0.0 | 21.7 |

always add up 100% due to
rounding variations.

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| | | | | |
|---|-----|-----|-----|-----|
| D | 8.3 | 9.1 | 0.0 | 8.7 |
|---|-----|-----|-----|-----|

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| | | | |
|-------|-------|-----|-------|
| 100.0 | 100.0 | 0.0 | 100.0 |
|-------|-------|-----|-------|

Question 1 (NA row not factored into percentages)
Results by row based on Question 3's choices

| | Q3A | Q3B | Q3N | TOTAL |
|---|------|------|-----|-------|
| A | 54.5 | 45.5 | 0.0 | 100.0 |
| B | 60.0 | 40.0 | 0.0 | 100.0 |

Note: All rows will not

| | | | | |
|---|------|------|-----|-------|
| C | 40.0 | 60.0 | 0.0 | 100.0 |
|---|------|------|-----|-------|

| | | | | |
|---|------|------|-----|-------|
| D | 50.0 | 50.0 | 0.0 | 100.0 |
|---|------|------|-----|-------|

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| | | | |
|------|------|-----|-------|
| 52.2 | 47.8 | 0.0 | 100.0 |
|------|------|-----|-------|

Question 1 (NA row not factored into percentages)
Results overall based on Question 3's choices

| | Q3A | Q3B | Q3N | TOTAL |
|---|------|------|-----|-------|
| A | 26.1 | 21.7 | 0.0 | 47.8 |
| B | 13.0 | 8.7 | 0.0 | 21.7 |

Note: Rows and columns

| | | | | |
|---|-----|------|-----|------|
| C | 8.7 | 13.0 | 0.0 | 21.7 |
|---|-----|------|-----|------|

| | | | | |
|---|-----|-----|-----|-----|
| D | 4.3 | 4.3 | 0.0 | 8.7 |
|---|-----|-----|-----|-----|

| | | | |
|-------|------|-----|-------|
| ===== | | | |
| 52.2 | 47.8 | 0.0 | 100.0 |

Table 1. Crosstab Report

All reports can be viewed or printed from within MacSurvey by selecting the appropriate File menu command. If a report is larger than 32 kilobytes MacSurvey will not display the entire report.

All reports are saved as plain text files so that a word processing or desktop publishing program can be used, if desired, to polish reports. If a report is saved in a format other than plain text, MacSurvey will no longer be able to display or print the report. When editing any MacSurvey report, a monospace font similar to Monaco or Courier should be used to maintain proper alignment of numerical totals and column headings.

Creating Filtered Reports

By using two questions as the basis for analysis, detailed three-way crosstab reports can be created by selecting Create Filtered Reports from the Survey menu (or by pressing ⌘-F).

The first step after making the above menu selection is to select a number from a popup menu that represents the question you want to act as the primary basis for the report.

The second step is to select one of the other questions from a popup menu that the primary question's totals are to be filtered through. If you select the same question in both steps, MacSurvey will use the next question number as the filtering question.

Figure 8. Select Filtered Report Variables

The third step is to make a selection from one of the second question's choices as the variable that will control the filter.

For example, let's say you want an overall report to be based on Question #2 (which asked the age of the respondents) with Question #3 (which asked the sex of the respondents) acting as the filtering question. After first selecting Question #2, you would then select Question #3. Once these selections had been made, either the "Male" or "Female" response choice must be selected as the controlling variable. Whichever one of the question's selections is picked will represent the only values that will be tabulated for this "age" analysis report. If male had been selected, then only the males would be tabulated and totaled under the column headings of the age response choices to Question #2.

After completing the above selections, you must make the option choices about the number of questions, the number of tables wanted, whether to include the text of the questions and whether to include responses in the NA row in percentage calculations.

After selecting the options, you must name the report. To aid in identifying the many reports that you might create when analyzing the survey, filenames should be patterned after the selections used to create the report. Using the above example, Q2 Filtered by Q3 Male could be used as the filename. If you try to name a report with a filename that already exists in the folder where you want to save the report, MacSurvey will offer a dialog box asking if you want to replace the existing file.

After naming the report, the Macintosh will begin "thinking" about the questionnaires. After the Macintosh starts thinking, you can stop the data analysis by clicking **Cancel**. Any part of the report that had been created before canceling the analysis will be saved to the file.

If in the above example no males had responded to the survey, then a dialog box would be displayed with the message that no respondents had made this selection.

Table 2 shows what Question #1 of a hypothetical questionnaire would look like in a filtered report that had been analyzed based on Question #2 (which had four possible response choices) and had been filtered by Question #3's response choice A. The options selected were: include only count tables; and not to include text of questions

and responses.

Question 1 results tabulated by Question 2's choices
Filtered by Question 3's choice A

| | Q2A | Q2B | Q2C | Q2D | Q2N | TOTAL |
|----|-----|-----|-----|-----|-----|-------|
| A | 6 | 0 | 0 | 0 | 0 | 6 |
| B | 1 | 2 | 0 | 0 | 0 | 3 |
| C | 0 | 0 | 2 | 0 | 0 | 2 |
| D | 0 | 1 | 0 | 0 | 0 | 1 |
| NA | 1 | 0 | 0 | 0 | 0 | 1 |
| | 8 | 3 | 2 | 0 | 0 | 13 |

COMPLETE RESPONSES = 12 RESPONSE RATE = 92.3%

Mean = 1.83 (NA row factored out)

Mean = 2.08 (NA row factored in)

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Table 2. Filtered Crosstab Report

Using the above example, Table 2 shows how Question #1 was answered by only those respondents who indicated they were male (those who selected choice A in Question #3). The column headings represent the four age groups offered as choices in Question #2. If you look back to Table 1 you will see that 13 males responded to the survey of which only 12 answered Question #1. The male who did not answer Question #1 indicated he was in the first age group offered as a choice in Question #2.

Creating Totals Reports

By selecting Create Totals Reports from the Survey menu (or by pressing $\hat{\text{A}}\text{E}\sim\text{T}$), you will be able to create an analysis report of the survey that calculates only the overall response totals.

After making option choices about the number of questions, the number of tables wanted (selecting all data tables will only produce the count and the percentage by columns tables), whether to include the text of the questions and whether to include responses in the NA row in percentage calculations, and then naming the report, you must click **OK** to begin the analysis. You can stop the data analysis after it starts by clicking **Cancel**. Any part of the report that had been created before canceling the analysis will be saved to the file.

Table 3 shows a totals report for Question #1 of a hypothetical questionnaire. The

options selected were: include all data tables; not to include text of questions and responses; and to include responses in the NA row in percentage calculations.

(NOTE: Tables will not be produced side-by-side as shown.)

Question 1 Question 1 (NA row factored into percentages)

| <u>TOTAL</u> | | <u>TOTAL</u> | |
|--------------|----|--------------|-------|
| ---- | | ---- | |
| A | 11 | A | 45.8 |
| B | 5 | B | 20.8 |
| C | 5 | C | 20.8 |
| D | 2 | D | 8.3 |
| NA | 1 | NA | 4.2 |
| ===== | | ===== | |
| | 24 | | 100.0 |

COMPLETE RESPONSES = 23 RESPONSE RATE = 95.8%

Mean = 1.91 (NA row factored out)

Mean = 2.04 (NA row factored in)

Table 3. Totals Report

[Cloning a Loaded Survey Definition](#)

Cloning a loaded survey definition involves creating a filename and choosing a location to hold the new definition.

The survey definition's filename must follow Macintosh file naming rules except that it cannot contain more than 30 characters. The definition's filename is used by MacSurvey as a naming template for other control files linked to the definition, therefore MacSurvey must always have available the maximum length possible for filenames which is 31 characters. If after a definition is cloned you later change the definition's filename, the definition will be rendered unusable. See the chapter titled [MacSurvey Files](#) to see how a definition's filename is related to other files created by MacSurvey.

A cloned definition will have all the characteristics of the original except that there will be no data in its database file and the questionnaire counter will be set to zero.

After a definition is cloned, and before questionnaire data can be entered into its database file, the cloned definition must be activated by loading it into MacSurvey.

Deleting a Loaded Survey Definition

By selecting Delete Loaded Survey from the Survey menu you can delete the active survey definition. A dialog box will offer you one chance to change your mind.

When a definition is deleted its database, questionnaire text and questionnaire counter files are also deleted.

Any report files or questionnaire document files that were created with the deleted definition will **not** be deleted when using this command. Those files must be either dragged to the trash or deleted by selecting Delete Document from the File menu.

Opening and Printing Documents

You can open a document by selecting Open... from the File menu (or by pressing ⌘-O).

MacSurvey will display a standard file dialog box. After selecting a document, click **Open**. MacSurvey opens documents for viewing and printing only. Any changes made to an open document **cannot** be saved or printed.

If a document is larger than 32 kilobytes it will not be displayed entirely, but all of it **can** be printed. You should use a word processor program to view the entire document.

MacSurvey displays each open document in a separate window. Open document windows are listed at the bottom of the Window menu. If you have more than one document open, only the top window will be active. To make another window active choose the document name from the Window menu, or click a visible part of the window. To make the main operating window active, choose MacSurvey from the Window menu.

To close the active document window, click the close box in the upper-left corner of the window or select Close from the File menu or press ⌘-W. The main operating window cannot be closed.

A request to print the active document can be made by selecting Print... from the File menu (or by pressing ⌘-P).

Depending on your printer, you will then be shown one or more dialog boxes. After making the appropriate selections for your equipment configuration, the **entire** document will be printed. You can stop the printing by holding down the ⌘-period keys.

Since all MacSurvey documents are saved as plain text files, any word processing or desktop publishing program can open them. If a MacSurvey document is saved by

another program, MacSurvey will no longer be able to display or print it.

When editing any MacSurvey documents, a monospace font similar to Monaco or Courier should be used to maintain proper alignment of numerical totals and column headings.

After opening a MacSurvey document with another program, if the text of the column headings and the numbers in the rows and columns do not line up properly, you should select all the text and apply a monospace font.

Deleting Documents

The document in the active window can be deleted by selecting Delete Document from the File menu.

A dialog box will be displayed that offers you one chance to change your mind before deleting the document. After the document is deleted, it will be removed from the screen.

If you have more than one document open, only the active document can be deleted. To make another document active, choose that document's name from the Window menu, or click on a visible part of that document.

Merging Data Files

To speed data entry, a cloned definition can be used by a second Macintosh that also contains a copy of MacSurvey. When a loaded definition is cloned, the clone should be saved to a floppy (see the chapter titled [Cloning a Loaded Survey Definition](#)).

Although not required by MacSurvey, it is advisable that all data entry to the cloned definition be done directly to the floppy by the second Macintosh. After completing data entry to the cloned definition on the floppy, insert it into the Macintosh that contains the original definition. Load the original definition.

Select Merge Data Files from the Survey menu (or press ⌘-M). MacSurvey will display a standard file dialog box. Select the cloned definition on the floppy and choose **Open**. After MacSurvey verifies that the definition on the floppy was cloned from the loaded survey definition, the database file on the floppy will be merged with the loaded one and saved in the loaded definition's database file. The number of questionnaires in the loaded database file will be updated and displayed in the main operating window's title bar.

MacSurvey Files

When defining a survey, the filename entered in the standard file dialog as the first step in the definition process is used by MacSurvey as a naming template for the four files linked to the definition. For example, if SENTINEL is entered as the definition's filename, then the following files will be created:

- SENTINELQ will contain the text of the **questions** and the text of the response choices
- SENTINELD will contain the response choices entered during **data** input
- SENTINELC will contain the **counter** for the number of questionnaires entered during data input
- SENTINEL will contain the number of questions and the number of each question's response choices

When Delete Loaded Survey is selected from the Survey menu, these four files will be erased.

Data Entry Tip

Entering survey data from questionnaires can be time consuming when done alone. Having someone read the responses out loud helps speed up the process. The reader rhythmically calls out the responses in groups of four or five letters using any form of a phonetic alphabet to aid in letter recognition. For example, Alpha could be used for A, Bravo for B, Charlie for C, etc.

Report Formatting Tip

Reports can be made more readable. Many of the columns may contain quite a few zeros. Use the "Search and Replace" capability of most word processor software to find all the "0" (zero) values in the count tables that have a blank space on each side, and then replace each one with three blank spaces. This technique guards against replacing the zero at the end of a number like 10 or in the middle of a number like 104.

This same technique can be used on the percentage tables to find all the "0.0" values that have a blank space on each side, and then replace each one with five blank spaces.

Using Reports with Excel

The plain text report files can be easily imported into other statistical number crunching or charting programs.

When importing, you must keep in mind that the columns of text and numbers are separated by spaces, not tabs. Usually only the count tables will be useful for other number crunching since most statistical programs use whole numbers in their formulas.

If you were using Microsoft Excel, one of the reports would first have to be opened as a file from within Excel. Since each row of the table will be in one cell of the spreadsheet, data parsing operations must be performed.

The parsing should begin on the first row of possible responses to the question (choice A), not the column headings. Using this row will provide the best template for parsing the other rows and eventually the column headings.

With this cell (choice A) selected, choose Parse... from the Data menu (the Full Menu option must be active). When the Parse Line dialog box appears, choose Guess. If you had opened the report in Table 1, the screen would look similar to Figure 9.

After accepting the template by choosing **OK** or pressing **Return**, you will create a template that can be used on the other rows. If you parsed all the other rows using the template; then formatted all the columns to a width of 7; selected right alignment for the column and row titles; and deleted the rows with dashed lines, the spreadsheet would look similar to Figure 10 and be ready for other formula applications or creation of charts as in Figure 11.

Figure 9. Parsing a MacSurvey Document File Using Excel

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figure 10. Formatted MacSurvey Document File Using Excel

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Figure 11. Chart of MacSurvey Document File Using Excel

See copyright and warranty information in next chapter. Click on the bottom left hand corner of this window to pop up the table of contents.