

About WinSurvey

WinSurvey is shareware

If you use this software, please send in the voluntary \$20 registration fee. A registered user will receive a free copy of any upgrades or bug fixes.

Please send your \$20 check or money order to:

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Introduction

WinSurvey is a simple to use, time-saving input and analysis software tool designed for use with opinion surveys that have no more than 200 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 available space on any of the disk drives attached to the computer. To find out how many questionnaires are needed for a survey, read the tutorial documentation on opinion surveys that accompanies the WinSurvey Software System.

WinSurvey Requirements

- MS-DOS or PC-DOS, version 3.1 or later and **Microsoft Windows 3.1** or later
- A personal computer with an 80286 processor (or higher) and one megabyte or more of memory (640K conventional memory and 384K of extended memory)
- A hard disk with one megabyte of free disk space, and at least one floppy disk drive
- A monitor that is supported by Windows
- A printer that is supported by Windows if you want to print with Windows
- A mouse that is supported by Windows. Though it is not required, a mouse is highly recommended so that you can take full advantage of Window's easy-to-use graphical interface
- An existing questionnaire that contains no more than 200 questions, each of which allows only one selection to be made from up to 10 possible choices

Installing WinSurvey

When you run the program to install WinSurvey on your computer you will be asked to verify the directory where you want to store WinSurvey.

You can install WinSurvey from Windows or DOS using any floppy drive. The example shows how using the A drive.

To install from Windows:

1. Put the WinSurvey disk in the A drive.
2. In the File Manager, choose Run from the File menu.
3. Type **a:install** and press ENTER.
4. Follow the installation instructions on the screen.

To install from DOS:

1. Put the WinSurvey disk in the A drive.
2. Switch to that drive by typing **a:** and press ENTER.
3. Type **win install** and press ENTER.
4. Follow the installation instructions on the screen.

Note: Do not try to install WinSurvey by copying the files from the program disk. The files are compressed and are converted into usable files during the installation process.

After the program files are installed, you will be asked whether or not to create a group for WinSurvey. By deciding to create a group for WinSurvey, the program will automatically be added to Windows without having to run Setup.

Starting WinSurvey

At the DOS prompt, type **win** and press ENTER.

After the Windows desktop appears, open the WinSurvey group icon. Double-click the WinSurvey icon or select the icon and press ENTER.

WinSurvey will load and display its logo and the CompStat Software copyright statement. The logo and statement will disappear as soon as you click the mouse anywhere on the screen or make a menu selection.

You are ready now to either define a new survey definition or load an existing survey definition.

Defining a New Survey

By choosing **Define New Survey** from the Survey menu (or by pressing **Ctrl + N**), you can create a survey definition. Defining a survey involves choosing a filename and location to hold the definition, and answering questions about the questionnaire used by the respondents.

- The survey definition's filename must follow DOS file naming conventions. The filename's prefix can contain a maximum of 8 characters. The filename must end with the 3-character extension DEF. If you try to change, or accidentally change, the filename extension when defining a new survey, WinSurvey automatically revises the extension to DEF before saving the definition. If after a definition is saved you later change the extension outside of WinSurvey, the definition will be rendered unusable. The

filename's prefix is used above the menu bar to identify the definition when it has been loaded.

- The questionnaire used for the survey must have at least two questions and can have a maximum of 200.
- Each question on the questionnaire used for the survey must have at least two response choices and can have a maximum of 10.

During the definition process you will enter the text of each of the questions and the text of each one of the response choices for each of the questions. WinSurvey 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 starting the definition. Use these anticipated responses as the basis for the text of that question's choices.

A scrollable window is provided for input of each survey question. Any text wider than the window will automatically wrap to the next line. Although the question's text can be positioned inside the window using carriage returns or the space bar, the layout will not be saved that way. Final formatting of text in analysis reports should be done with Windows Write or some other word processor program.

Below the question's entry window is a one-line window for each of the response choices. An unlimited amount of text can be entered on each of the lines, however the text will be cut off after about 100 characters when reports are created.

At any time during creation of the new survey you can stop the definition process. A dialog box 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, you will be returned to the menu bar.

If you complete a survey definition and there is something that is not correct, other than the text of the questions and the responses, then you should immediately load and then delete the survey definition and define the survey again. Deleting a survey definition after entry of any questionnaire data will also cause the data to be deleted.

After a survey definition is completed, 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 response choices cannot be changed.

After a definition is completed, and before questionnaire data can be entered into a survey database file, the survey's definition must be activated by loading it into WinSurvey.

Loading a Survey Definition

By choosing **Load Survey Definition** from the Survey menu (or by pressing **Ctrl + L**), you can load a survey definition. However, only one definition at a time can be active in WinSurvey. Since it automatically saves all database activity as you're working with a survey definition,

WinSurvey won't lose any data when you load another one.

Once loaded, the name of the active definition is displayed above the menu bar. The number of questionnaires in the database file of the active definition appears after the survey's name. If no survey definition has been activated then the word WinSurvey appears above the menu bar by itself.

Questionnaire Data Input

Once a survey definition has been loaded, you can enter responses from questionnaires by choosing **Input Data** from the Survey menu (or by pressing **Ctrl + I**). Questionnaires are entered one at a time. The number of questionnaires already in the database file is displayed at the top of the window. The total does not include the questionnaire being entered.

WinSurvey will display the text of the first question and its choices in a list box. Only one choice can be selected from the list box for each question. A choice can be made by clicking on a list item with the mouse pointer, or by typing the letter of the choice, or by using the up arrow or down arrow to highlight the choice. To complete a selection, choose OK or press enter and the next question will be displayed (a selection can also be made and completed by double-clicking on a list item). If a respondent either neglected to answer a question or was not qualified to answer a question based on a response to an earlier question, type the letter X or select the last list item marked with the "No response" choice.

If you want to stop working on a questionnaire, choose Cancel or press ESC while on any question. A dialog box will be displayed to remind you that, if you choose to stop, none of the selections made on the questionnaire being entered, if any, will be saved to the currently loaded survey database file. Only the questionnaire being entered will be affected by stopping. All other questionnaires will remain part of the database file. If you choose to stop, you will be returned to the menu bar. If you choose not to stop, you will be returned to the questionnaire.

After selections have been entered for all the questions from the one questionnaire, an overall view of the questionnaire will be displayed with each letter choice next to its respective question number. If "No response" had been selected for a question, a blank will be next to that question number.

If any of the choices do not agree with what you selected or what was entered on the questionnaire, choose No or hold down ALT and type the letter N in response to the question, Are these the correct responses? Next choose the button next to the question number of the incorrect entry. After then choosing OK or pressing ENTER, that question will be redisplayed with its current choice highlighted. Make a selection and choose OK or press ENTER. The overall view of the questionnaire will be redisplayed after each revision until you choose Yes or hold down ALT and type the letter Y in response to the question, Are these the correct responses?

If you want to stop working on a questionnaire during the review

process, first choose No or hold down ALT and type the letter N in response to the question, Are these the correct responses? Next choose any one of the option buttons next to the question numbers. When that question is redisplayed, choose CANCEL. A dialog box will remind you that, if you stop, none of the responses will be saved to the currently loaded survey database file. If you choose to stop, you will be returned to the menu bar. If you choose not to stop, you will be returned to the review of the questionnaire.

To save this questionnaire's choices to the survey database file, choose Yes or hold down ALT and type the letter Y in response to the question, Are these the correct responses? A dialog box will appear to ask whether or not you want to enter another questionnaire. If you do, the input process will be repeated for another questionnaire's responses. If not, you will be returned to the menu bar.

Creating Crosstab Reports

By choosing **Create Crosstab Report** from the Survey menu (or by pressing **Ctrl + R**), you can create an analysis report based on the response choices of any one of the survey's questions.

WinSurvey will display a dialog box asking you to enter the question number you want to act as the basis for the overall analysis. The number can either be typed in or the drop-down list box can be scrolled to the desired question number.

After selecting and confirming a question number, a report creation dialog box will be displayed for entry of a filename. The 3-character filename extension WRI is the default for all reports. However, you can change the filename extension if you so desire. The report can be saved to any directory or drive on your computer. If you try to save a report with a filename that already exists in a directory, WinSurvey will offer you the option to either overwrite the file or pick a different filename, directory, or drive. 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 twenty-first question could be named Q21.WRI or something similar.

After selecting a filename and storage location, WinSurvey will display a report settings dialog box. You can move through the dialog box by pressing TAB, by clicking with the mouse, by pressing the UP ARROW or DOWN ARROW, or by holding down ALT and typing any of the underlined letters.

If you want only a portion of the survey questions analyzed by the selected question's response choices, you can choose to analyze a series of questions that are in consecutive order by selecting inclusive starting and ending numbers. To analyze only one question, use the same number for both ends of the series. The preselected series includes all the survey questions. Question numbers can either be typed in or the drop-down list box can be scrolled to a question number.

Two versions of the Mean (average) of a question's responses are always calculated: one with any responses in the NA row factored out and one with any responses in the NA row included.

Up to four crosstab tables can be created for each question: one that counts the number of responses for all possible response choices (including NA responses), 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 WinSurvey to either create all four tables, or only the count table. The preselected option button is Only Count Tables in the report.

You also have the option to include the text of questions and response choices above their respective tables. The preselected option button is No text.

Another option allows you to tell WinSurvey whether to include any responses in the NA row in the totals that are used when the percentage values are calculated. The preselected option button is No responses in the NA rows.

By choosing OK or by pressing ENTER the computer will begin "thinking" about the questionnaires. After the computer starts thinking, you can stop the analysis by choosing Cancel or by pressing ESC. Any part of the report that had been created before stopping the analysis will be saved to the file.

The table below 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 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.

Question 1 results tabulated by Question 3's choices

	Q3A	Q3B	Q3X	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

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 columns based on Question 3's choices

Q3A	Q3B	Q3X	TOTAL
-----	-----	-----	-------

	Q3A	Q3B	Q3X	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
D	8.3	9.1	0.0	8.7
	100.0%	100.0%	0.0%	100.0%

Note: All columns will not always add up to 100% due to rounding variations.

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

	Q3A	Q3B	Q3X	TOTAL
A	54.5%	45.5%	0.0%	100.0%
B	60.0	40.0	0.0	100.0
C	40.0	60.0	0.0	100.0
D	50.0	50.0	0.0	100.0
	52.2%	47.8%	0.0%	100.0%

Note: All rows will not always add up to 100% due to rounding variations.

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

	Q3A	Q3B	Q3X	TOTAL
A	26.1%	21.7%	0.0%	47.8%
B	13.0	8.7	0.0	21.7
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%

Note: Rows and columns will not always add up due to rounding variations.

Creating Filtered Reports

By choosing **Create Filtered Report** from the Survey menu (or by pressing **Ctrl + F**), you can create a detailed crosstab report by using two questions as the basis for analysis.

WinSurvey will display a dialog box asking you to enter the question number you want to act as the primary basis for the overall analysis report. This is similar to the type of selection made when creating crosstab reports. The question number can either be typed in or the drop-down list box can be scrolled to the desired question number.

WinSurvey will display a second dialog box asking you to select one of the other questions that the primary question's totals are to be filtered through.

WinSurvey will display a third dialog box asking you to choose one of this 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 that selection had been made, either the "Male" or "Female" response choice must be selected as the controlling variable. Whichever one of the selections you choose will represent the only values that will be tabulated for this "age" analysis report. If "Male" was chosen, 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, a report creation dialog box will be displayed for entry of a filename. The 3-character filename extension WRI is the default for all reports. However, you can change the filename extension if you so desire. The report can be saved to any directory or drive on your computer. If you try to save a report with a filename that already exists in a directory, WinSurvey will offer you the option to either overwrite the file or pick a different filename, directory, or drive. 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. Using the above example, the report could be named Q2_Q3_A.WRI, representing the questions involved and the response choice that is the filter.

After selecting a filename and storage location, WinSurvey will display a report settings dialog box. You can move through the dialog box by pressing TAB, by clicking with the mouse, by pressing the UP ARROW or DOWN ARROW, or by holding down ALT and typing any of the underlined letters.

After naming the report and making 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, you must choose OK or press ENTER to begin the analysis.

The computer will begin "thinking" about the questionnaires. After the computer starts thinking, you can stop the analysis by choosing Cancel or by pressing ESC. Any part of the report that had been created before stopping the analysis will be saved to the file.

If in the above example no males had responded to the survey, then a dialog box indicating such would be displayed. No report would be created.

The table below 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 include text of questions and responses (selecting either to include or not to include responses in the NA row in percentage calculations has no effect since only the count tables were requested).

1. How often do you read the SENTINEL?
 - a. Every issue
 - b. Most issues

- c. Seldom
- d. Never

Results tabulated by Question 2's choices
 Filtered by Question 3's choice a

	Q2A	Q2B	Q2C	Q2D	Q2X	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)

Using the above example, the table shows how Question #1 was answered by only those respondents who said they were male (those who chose A in Question #3). The column headings represent the four age groups offered as choices in Question #2. If you look at the table used as an example in Creating Crosstab Reports you will see that 13 males had 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 choosing **Create Totals Report** from the Survey menu (or by pressing **Ctrl + T**) you can create an analysis report of the survey that calculates only the overall response totals.

A report creation dialog box will be displayed for entry of a filename. The 3-character filename extension WRI is the default for all reports. However, you can change the filename extension if you so desire. The report can be saved to any directory or drive on your computer. If you try to save a report with a filename that already exists in a directory, WinSurvey will offer you the option to either overwrite the file or pick a different filename, directory, or drive.

After selecting a filename and storage location, WinSurvey will display a report settings dialog box. You can move through the dialog box by pressing TAB, by clicking with the mouse pointer, by pressing the UP ARROW or DOWN ARROW, or by holding down ALT and typing any of the underlined letters. Selecting all data tables will only produce the count and the percentage by column tables.

After naming the report and making 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, you must choose OK or press ENTER to begin the analysis.

The computer will begin "thinking" about the questionnaires. After the

computer starts thinking, you can stop the analysis by choosing Cancel or by pressing ESC. Any part of the report that had been created before stopping the analysis will be saved to the file.

The table below 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 (tables will not be produced side-by-side as shown)

Question 1 Question 1 (NA row factored into percentages)

TOTAL		TOTAL	
-----		-----	
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)

Cloning a Loaded Survey Definition

By choosing **Clone Loaded Survey Definition** from the Survey menu, you can copy a survey definition. Cloning a loaded survey definition involves choosing a filename and location to hold the new definition.

The new definition's filename must follow DOS file naming conventions. The filename's prefix can contain a maximum of 8 characters. The filename must end with the 3-character extension DEF. If you try to change, or accidentally change, the filename extension when cloning a loaded survey, WinSurvey automatically revises the extension to DEF before saving the definition. If after a definition is cloned you later change the extension outside of WinSurvey, the definition will be rendered unusable. See the next chapter on how a survey definition's filename is related to other files created by WinSurvey.

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

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

Deleting a Loaded Survey Definition

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

When a definition is deleted, all the data in its database file and its questionnaire are also deleted.

Analysis report files that were created using this survey definition will not be deleted.

Opening Reports

By choosing **Open Report** from the File menu (or by pressing **Ctrl + O**), you can open an analysis report. WinSurvey uses Windows Write to open and print analysis reports. If you do not have Write installed or it is not in the path set by your AUTOEXEC.BAT file, an error message will be displayed and the file will not be opened.

You can, however, use any word processor or desktop publishing program to open analysis reports created by WinSurvey. But, these programs must be run outside the WinSurvey environment.

When you start to open a report from within WinSurvey, a dialog box automatically appears reminding you to use a monospace font, like Courier, to ensure the column headings and the report totals align properly. If after opening an analysis report the text of the column headings and the numbers in the rows and columns do not line up properly, you must select all the text and apply a monospace font to the report. A monospace font must also be used with any other program that opens WinSurvey analysis reports.

The same dialog box asks whether or not you want to convert the text to the Microsoft Write format. If you will use Write to format and save the reports, then choose Yes. However, if you want to simply view the reports or print the reports, but will use some other program to format the reports for final printing, then choose No.

NOTE: If you make a mistake in selecting to convert or not to convert, simply quit Write without saving the report and the report will be restored to its original status.

WinSurvey automatically appends the 3-character extension WRI to its analysis reports. If after opening an analysis report with Write you try to open another report before quitting Write, you must type *.WRI in the File Name box to see all the WinSurvey reports. If you created analysis reports with an extension other than WRI, you must type that extension with the asterisk in the File Name box to see them listed.

When you are finished with an analysis report then quit Write and you will be returned to WinSurvey.

Merging Data Files

To speed data entry, a cloned definition can be used by a second computer that also contains a copy of WinSurvey. When the original definition is cloned, it should be saved to a floppy. Although not required by WinSurvey, it is advisable that all data entry to the cloned definition be done directly to the floppy by the second computer.

After completing data entry to the cloned definition on the floppy, insert it into the computer that contains the original definition. Load the original survey definition from the hard drive. Choose **Merge Data Files** from the Survey menu (or press **Ctrl + M**) and WinSurvey will display a file dialog box. Select the cloned definition on the floppy

and choose Open. After WinSurvey verifies that the definition on the floppy was cloned from the survey definition loaded, the database file on the floppy will be merged with the loaded one.

After merging, it is advisable to delete the cloned definition on the floppy to prevent any additional inadvertent merges.

Generating Questionnaire Forms

After loading a survey definition, a questionnaire form for use by survey respondents can be created by choosing **Generate Questionnaire** from the Survey menu (or by pressing **Ctrl + G**). The form can be opened and printed the same as analysis reports. The 3-character filename extension WRI is the default for all questionnaire forms.

Tips and Techniques

WinSurvey Files

All files created by WinSurvey are saved as plain text (ASCII) documents. The program is contained in one application file that was created using Microsoft Visual Basic (Version 2).

After a survey definition is saved, four files are created that all have the survey's name as their prefix. These four files must always be located in the same subdirectory.

- A file that has the extension DEF contains the name of the survey and the number of questions and the number of each question's response choices.
- A file that has the extension QTX contains the text of the questions and the text of the response choices.
- A file that has the extension DTA will hold the response choices entered during data input.
- A file that has the extension CTR counts the number of completed questionnaires entered during data input.

When a survey is deleted from the disk by selecting Delete Loaded Survey Definition from the Survey menu, these four files are erased.

If you were to open the DEF file with any word processor software, you would see the survey's name and a list of numbers.

If you had completed a survey definition, and had used Sentinel as the name of the definition and had indicated that your survey questionnaire looked like this:

- the questionnaire had three questions
- the first two questions each had four response choices
- the last question had two response choices

then the survey's DEF file would look like this:

```
SENTINEL      (name of survey being defined)
3             (number of questions in the questionnaire)
4             (number of response choices for question #1)
4             (number of response choices for question #2)
2             (number of response choices for question #3)
```

Unless you really know what you are doing, it is best to not edit the DEF file. The consequences of making a mistake here would be jumbled and incorrect analysis reports.

If you were to open the QTX file with any word processor software you would see a list of sentences or phrases that comprise the survey questionnaire. All the questions would be arranged in sequence ahead of all the response choices.

If you had just completed a survey definition, and you had indicated during the process that your survey questionnaire looked like this:

- the first question asked, "How often do you read the SENTINEL?"
- the second question asked, "What is your age?"
- the third question asked, "What is your sex?"
- the first question's choices were Every issue, Most issues, Seldom, and Never.
- the second question's choices were 12-17, 18-30, 31-40, and Older.
- the third question's choices were Male and Female

then the QTX file would look like this:

```
How often do you read the SENTINEL? (text of question #1)
What is your age?                    (text of question #2)
What is your sex?                    (text of question #3)
Every issue                          (response choice A for question #1)
Most issues                          (response choice B for question #1)
Seldom                               (response choice C for question #1)
Never                                (response choice D for question #1)
12-17                                (response choice A for question #2)
18-30                                (response choice B for question #2)
31-40                                (response choice C for question #2)
Older                                (response choice D for question #2)
Male                                 (response choice A for question #3)
Female                               (response choice B for question #3)
```

The text in the QTX file can be edited by selecting Edit Questionnaire from the Survey menu. However, only the text of the question and its response choices can be changed. Editing does not allow for addition or deletion of the number of questions, or the addition or deletion of the number of response choices to a question.

If, after entering some questionnaire data, you were to open the DTA file with any word processor software you would see a string of uppercase letters, each one inside a set of quotation marks.

Using the above DEF file for this example, if two respondents had completed their questionnaires and the first one had answered the first two questions by selecting each question's first choice (A) and had answered the third question by selecting its second choice (B), and the second respondent had answered the first question by selecting its first choice (A) and had answered the next two questions by selecting each question's second choice (B), the DTA file would look like this:

```
"A"          (first respondent's choice to question #1)
"A"          (first respondent's choice to question #2)
"B"          (first respondent's choice to question #3)
"A"          (second respondent's choice to question #1)
"B"          (second respondent's choice to question #2)
"B"          (second respondent's choice to question #3)
```

Opinion survey data can be created outside the program for use by WinSurvey. You would have to ensure that it had been formatted in the same style as above with quotation marks around each response, and a carriage return and line feed after each response choice. All responses would have to be uppercase letters which fell within the range of possible response choices.

If you do attempt to import data into WinSurvey, ensure that the number of lines in the imported file is an exact multiple of the number of questions in your questionnaire, e.g. if the questionnaire has 20 questions, the imported file would have to have 20, or 40, or 60, etc. lines. The file must end with only one carriage return at the end of the last line of data.

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%" or "0.0" values that have a blank space on each side, and then replace each one with six or five blank spaces, respectively.

Importing Reports into Other Programs

The plain text report files can be easily imported into other

statistical number crunching or graphing 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 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.

After accepting the template by choosing OK or pressing ENTER, you will have created 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 then be ready for other formula applications or creation of charts.

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