WinSurvey Help

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Open Report

WinSurvey uses Microsoft Windows Write to open and print analysis reports and questionnaire forms. 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 or questionnaire forms created by WinSurvey.   But, these programs must 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.   *HINT:* 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.

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See also
  Delete Report
  Generate Questionnaire

For example, if the path statement in your AUTOEXEC.BAT file looked like this:

```
path C:\;C:\windows
```

Write would have to be either in the root directory or in the WINDOWS subdirectory before WinSurvey can use it to open and print report files.

Each character in a monospace font is the same width, like the characters on a typewriter.

`Courier is a monospace font and it looks like this.`

Delete Report

Deletes an analysis report.   After selecting a report to delete, WinSurvey will offer you one chance to change your mind.

Load Survey Definition

Before questionnaire data can be entered into a survey database file, the survey's definition must be activated by loading it into WinSurvey.   Only one definition at a time can be active in WinSurvey.   If a survey definition is active when you load another definition, the first one will be deactivated and unloaded automatically before loading the second 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 WinSurvey appears above the menu bar by itself.

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See also

Define New Survey
Delete Loaded Survey Definition

Generate Questionnaire

After loading a survey definition, a questionnaire form can be created for use by survey respondents.   A questionnaire form can be opened or printed in the same way as reports.

WinSurvey automatically appends the 3-character extension WRI to its questionnaire forms.   If after opening a questionnaire form with Write you try to open another questionnaire form before quitting Write, you must type ***.WRI** in the File Name box to see all the WinSurvey questionnaire forms.   If you created a questionnaire form 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 a questionnaire form then quit Write and you will be returned to WinSurvey.

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See also
Open Report

Define New Survey

Defining a new 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.
- How many questions were in the questionnaire used for the survey? (at least two, maximum of 200)
- How many response choices were available to make a selection from for each question on the survey questionnaire? (at least two, maximum of 10)
- What is the text of each one of the questions?   What is the text of each one of the response choices for each one 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 single lines, however the text will be cut off after about 100 characters when analysis 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 (see Load Survey Definition   and Delete Loaded 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 the number of 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.

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See also
Input Data

Input Data

Once a survey definition has been loaded (see <u>Load Survey Definition</u>), you can enter responses from questionnaires into its database file.   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.

Merge 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.   Select Merge Data Files from the Survey menu.   WinSurvey will display a file selection 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 loaded survey definition, 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.

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See also
Clone Loaded Survey Definition

Create Crosstab Report

A crosstab analysis report can be based on the response choices offered by 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 question 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 first question could be named `Q1.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 pointer, 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 data 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 possible 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; 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 JOURNAL?
a. Every issue
b. Most issues
c. Seldom
d. Never

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
     -----------------------------
A    50.0%  45.5%   0.0%   47.8%    Note: All columns will
B    25.0   18.2    0.0    21.7     not always add up to
C    16.7   27.3    0.0    21.7     100% due to rounding
D     8.3    9.1    0.0     8.7     variations.
     =============================
    100.0% 100.0%   0.0%  100.0%
```


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%    Note: All rows will
B    60.0   40.0    0.0   100.0     not always add up to
C    40.0   60.0    0.0   100.0     100% due to rounding
D    50.0   50.0    0.0   100.0     variations.
     =============================
     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    Q3X   TOTAL
     -----------------------------
A    26.1%  21.7%   0.0%   47.8%    Note: Rows and columns
B    13.0    8.7    0.0    21.7     will not always add up due
```

```
C    8.7    13.0    0.0    21.7          to rounding variations.
D    4.3     4.3    0.0     8.7
    ============================
    52.2%   47.8%   0.0%  100.0%
```

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See also
 <u>Open Report</u>
 <u>Create Filtered Report</u>
 <u>Create Totals Report</u>

Create Filtered Report

By using two questions as the basis for analysis, detailed crosstab reports can be created by WinSurvey.

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 then be selected as the controlling variable. Whichever one of the question's selections you choose will represent the only values that will be tabulated for this "age" analysis report.   If "Male" had been 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 pointer, 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 data 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 with the message that no respondents had made this selection 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).

Using the above example, the table 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 at the table used as an example in Create Crosstab Report 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.

```
1. How often do you read the JOURNAL?
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)
```

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See also
 Open Report
 Create Crosstab Report
 Create Totals Report

Create Totals Reports

By selecting Create Totals Report you will be able to 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 data 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%      Note: The column will
B       5           B     20.8       not always add up to
C       5           C     20.8       100% due to rounding
D       2           D      8.3       variations.
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)
```

_____
See also
  <u>Open Report</u>
  <u>Create Crosstab Report</u>
  <u>Create FIltered Report</u>

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

 A cloned definition will have all the characteristics of the original definition 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.

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See also
 Load Survey Definition
 Define New Survey

Delete Loaded Survey Definition

You can delete the definition of the active survey (indicated above the menu bar).   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.   Any report files that were created using this survey definition will not be deleted.

See also
Load Survey Definition
Delete Report
Clone Loaded Survey Definition

Register 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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Indianapolis, IN   46216