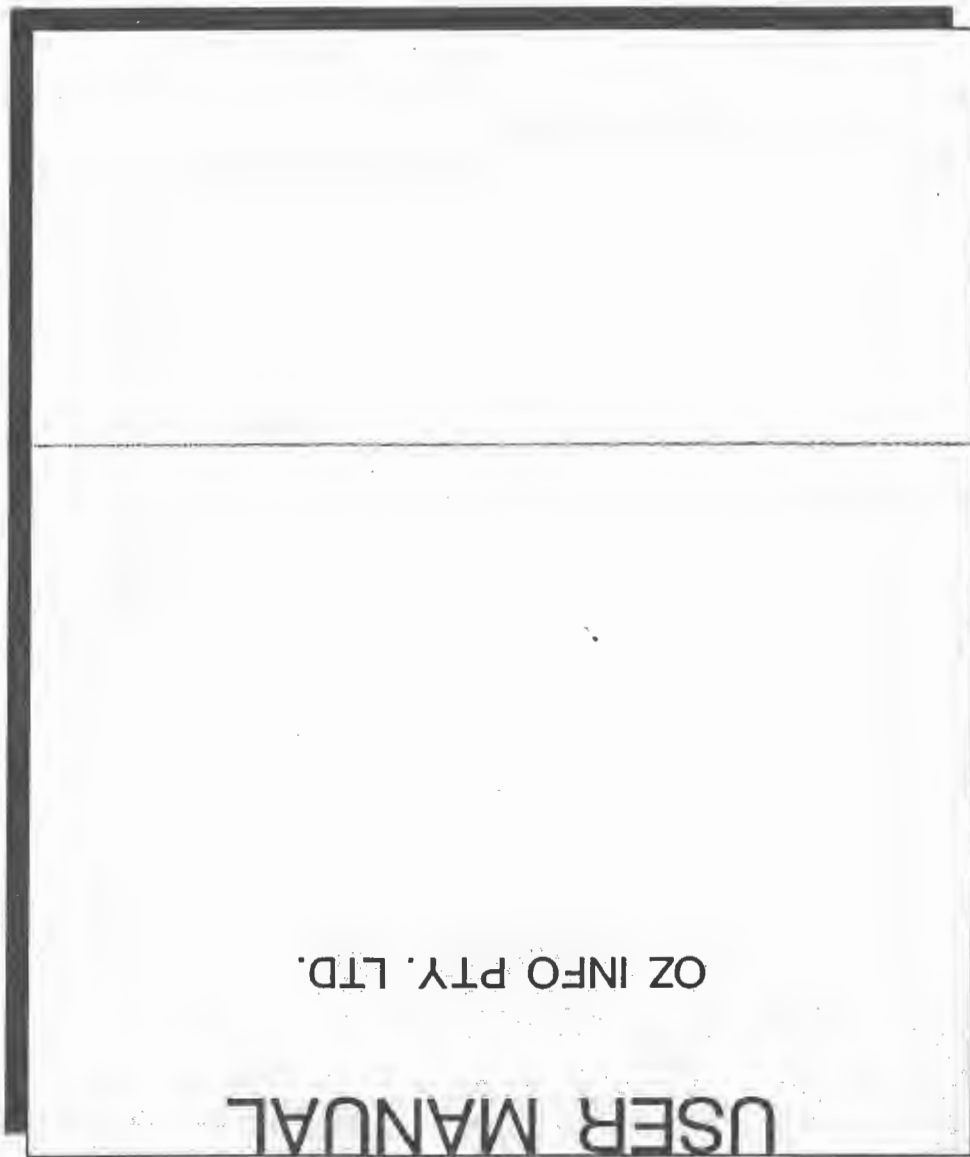


TABGEN

A TABLE GENERATOR



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Serial No:

Standalone copy

Network Master
Network Node

Personalised

Unique

TABLE OF CONTENTS

CHAPTER 1 – TABGEN AN OVERVIEW	5
What is TABGEN?	5
What Can TABGEN do?	5
CHAPTER 2 – INSTALLATION	7
System Requirements.	7
Standalone installation.	7
Network Installation.	7
Starting the program.	8
CHAPTER 3 – RUNNING TABGEN	9
CHAPTER 4 – SELECT NEW FILE	12
CHAPTER 5 – DISPLAY QUESTION	13
Enter Keyword/Phrase.	14
[F2] List.	14
[F3] Filters.	14
[ESC] To Reverse.	14
Profiling	15
CHAPTER 6 – FILTERS	16
What is a Filter?	16
Entering a Filter.	17
Code Frame Conjunctions.	19
Question Conjunctions:	20
CHAPTER 7 – CREATE TABLES	21
What is a Table?	21
How to create a Table.	22
The ACROSS question.	22
The DOWN question.	22
The FILTER question.	22
Stored Options	23
TOTAL Columns.	23
ROW Sorting.	23
COLUMN Totals and SUBGROUP TOTALS.	24
COLUMN Widths.	24
MEAN Averages.	25
SIGNIFICANCE testing (Z score)	26
OUTPUT Types.	26
PERCENTAGE Type.	26
Saving the Options	27
Generating the table.	27

TABLE OF CONTENTS

CHAPTER 8 – BATCH PROCESSING	29
Batch Instruction Format.	29
Keyword Searching in Batch Mode.	30
Creating A Batch File	30
Reading A Batch File	30
Writing Multiple Tables To A File	31
Generating Column Averages	31
Abbreviations	31
Using Stored Filters	31
Stopping A Macro	31
How to run a Macro	32
The Batch Editor	32
CHAPTER 9 – THE SAVE MENU	34
CHAPTER 10 – SAVE TABLE FOR LATER USE	35
CHAPTER 11 – CREATE EXPORT FILE	36
CHAPTER 12 – PRINT TABLE	38
CHAPTER 13 – RESUME ANALYSIS	40
CHAPTER 14 – REGENERATE TABLE	41
CHAPTER 15 – EXIT TO MAIN MENU	42
CHAPTER 16 – CREATE QUESTION	43
Linking.	43
Merging.	44
Linking/Merging Created Questions.	45
Linking Uncoded Questions.	45
Step Through Method of Creating a Question.	46
CHAPTER 17 – RECALL TABLE	50
CHAPTER 18 – SELECT WEIGHT QUESTION	51
CHAPTER 19 – CONSTRUCT NEW DATA	54
CHAPTER 20 – CHANGE TEXT COLOURS	55
Text and Background Colours	55
Cursor Colours	55
CHAPTER 21 – EXIT	56

TABLE OF CONTENTS

APPENDIX 1 - SPECIAL KEY USAGE	57
↑ ↓ ← → The cursor keys.	57
[PG UP] [PG DN] The Page Up and Down keys.	57
[RET] The Return key.	57
[ESC] The Escape key.	57
[DEL] The Delete Key.	57
[P] The Character P - PRINT/FILE	57
[F1] Function 1 key. - HELP	58
[F2] Function 2 key. - LIST	58
[F3] Function 3 key - FILTERS	58
[F4] Function 4 key - Reserved	59
[F5] Function 5 key - TYPE	59
[F6] Function 6 key - RESERVED	59
[F7] Function 7 key - NULL	59
[F8 - F9] Function 8-9 keys - RESERVED	59
[F10] Function 10 key - VIEW	59
 APPENDIX 2 - FILES USED IN TABGEN	60
Standalone File Naming Conventions:	60
Network File Naming Conventions:	61
 APPENDIX 3 - CREATING A NEW PRINTER DEFINITION FILE	63
HELP.001	64
HELP.002	65
HELP.003	66
HELP.004	67
HELP.005	68
HELP.006	69
HELP.007	70
HELP.008	71
HELP.010	72
HELP.011	73
HELP.012	74
HELP.013	77
HELP.014	79
HELP.015	80
HELP.016	81
HELP.017	82
HELP.018	83
HELP.019	84
HELP.020	88

TABLE OF CONTENTS

LIST OF FIGURES

Figure 1 – Starting Screen	9
Figure 2 – The Select File Screen	10
Figure 3 – The Main Menu	11
Figure 4 – An F1 Explanation screen	12
Figure 5 – Display Question Screen	13
Figure 6 – An Example of a Display Question	14
Figure 7 – Displaying the Filter question	17
Figure 8 – The filter question element display	18
Figure 9 – The Help Screen for Filters	18
Figure 10 – An Example of a Generated Table Display	28
Figure 11 – The Save Menu	34
Figure 12 – Create Question Name	43
Figure 13 – Questions to be Added	46
Figure 14 – Selecting Elements of a Question	46
Figure 15 – An Example of Code Selection	47
Figure 16 – Adding the Elements of Sex	48
Figure 17 – The Full Selection of Age and Sex	48
Figure 18 – The New Question AAA Displayed	49
Figure 19 – The Recall Table Screen	50
Figure 20 – Select Screen for Weight Question	51
Figure 21 – Confirmation of supplied weights	51
Figure 22 – Screen after entering Target Weights	52
Figure 23 – Example of a weighted question displayed	52
Figure 24 – An example of a weighted table	53
Figure 25 – The questions asked in ESCSEQ.EXE	63

CHAPTER 1 - TABGEN AN OVERVIEW

What is TABGEN?

TABGEN has been designed and written by OZ Info in response to many requests by our customers for a method of analysing tabular data. This program had to be both comprehensive and easy to use. The users of tabular data, whilst able to understand and fully comprehend the tables created by the research companies, are often delayed in getting additional answers out of their research supplier. The problem is caused by research companies using very powerful systems (eg. Microtab) to gather, analyse and tabulate data, and to do this use specially trained Specification Programmers to carry out this work. As these programmers work with these systems' day in and day out they become very familiar with these tools. The customer who receives this data would only use these powerful and intricate systems occasionally. This makes it difficult for them to get "inside" the program quickly to do additional tabular analysis as it is too time consuming to relearn the procedures required.

What Can TABGEN do?

We then set about designing and writing a package that performs all the necessary manipulations that most researchers want.

- Provide a filtering system that is both comprehensive yet simple to understand and use.
- The ability to join questions together.
- Display individual questions with the ability to filter on other questions.
- Handle weighted data.
- Weight data for means or averages.
- Easily create your own cross tabulations.
- Display Row or Column Percentages or Both on a table.
- Display the data sorted on the total column.
- Print or file these tables for future reference.
- Export data into Spreadsheets (eg. Lotus 123 or Quattro).

- Export either raw or percentage data into graphics files (eg. Harvard Graphics).
- The ability to control the column widths on output.
- Select the No. of Decimal Places in Percentages
- Access multiple data files (eg. tracking studies).

This package will be most appreciated by researchers who want additional information from their data sets immediately in a form that is easily manipulated on the screen and exported to their favourite spreadsheet or graphics package.

OZ Info will ensure that TABGEN is kept continually updated and that new features will be implemented in future releases resulting from feedback from our customers.

CHAPTER 2 - INSTALLATION**System Requirements.**

TABGEN requires an IBM PC or compatible with a minimum of 512K. of RAM and either a 360K, 720K, 1.2MB or a 1.4MB FDD. Some form of Hard Disk Drive is preferable. The diskette is set up to automatically download itself onto your machine into the directory that you are logged into. TABGEN also has a network version on Novell networks.

Standalone installation.

1. Load diskette into Drive A.
2. Make sure that you are in the root directory of the hard disk drive that you wish to load TABGEN (eg C:\ or D:\).
3. Type **A:SINSTALL**
4. The install program will create a directory called TABGEN and load files into that directory.

Network Installation.

1. Get the network supervisor to log in as supervisor on any workstation.
2. Load diskette into drive A:
3. Get the network supervisor to create you a directory called TABGEN and to map you a Pseudo Drive Letter for it (eg. map t:=sys:tabgen). Ensure that you are in this directory.
4. type **A:NINSTALL**
5. The netinst program will load files into this directory and will flag these files nonshareable read/write. The files loaded will be as in the standalone version.

Starting the program.

1. To execute the TABGEN program go to the TABGEN directory then type **TABGEN** and the program will begin execution. If using a network version then the program will ask you for your initials (2 characters). These must be unique between users as files will be saved with these initials.
2. The program will first remind you that you will need certain minimum files in order for it to work. An example of these files are provided in job TEST.xxx. Normally these files will be provided by your market research company that processes your data using the package Microtab.
3. The ????????.INV file is an inverted file structure that is created by your supplier.
4. The ????????.SP file is the specification file containing the titles and code labels of all the questions in your survey also all the special constructed questions that you requested including the Standard Analysis banners used in your hard copy reports.
5. The ????????.WT file is the weights used for global weighting that you can use or not use depending on your requirements.
6. The program, once running will produce other files and these will be explained as we come across them.
7. The program is self explanatory once you start and is menu driven.
8. So to begin a test session answer **Y** and proceed to enjoy yourself.

CHAPTER 3 – RUNNING TABGEN

On typing TABGEN the following screen will appear:

```
*** TABLE GENERATOR ***
Written By John Nielsen.
(C) OZ INFO PTY LTD. 1990.

This program enables a user to produce tables from Microtab output.
Before using, ensure that the following files are on your directory ...

A) The required SPEC FILE ( {filename}.SP ).
B) The required INVERTED FILE(S) ( {filename}*.INV ).

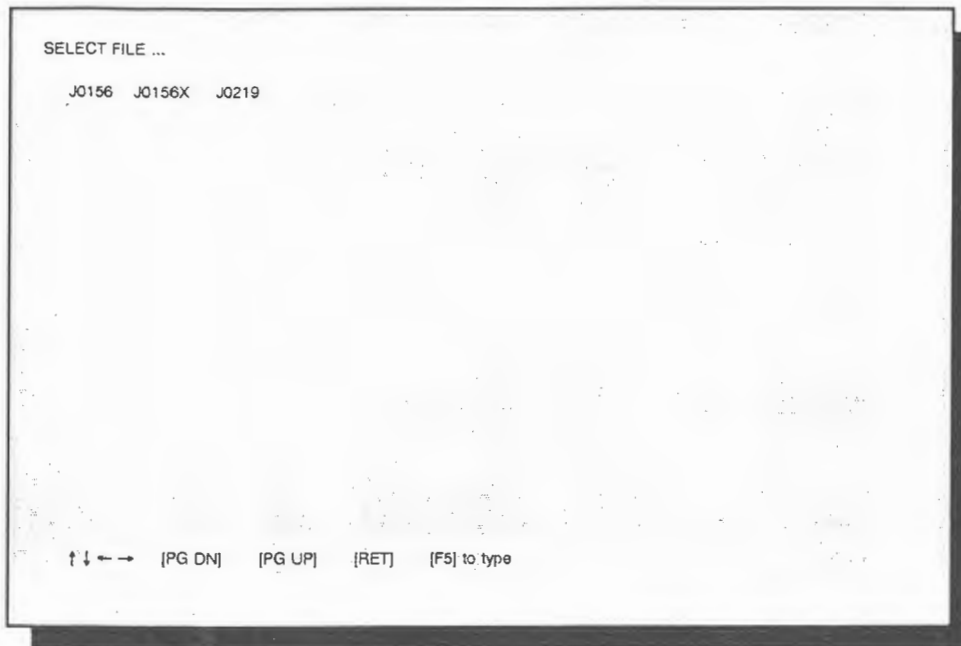
Continue? YES NO
```

This is an

Figure 1 – Starting Screen

information screen to show the copyright message as well as a prompt that you have the appropriate files set up in the TABGEN directory. If all is well press the ENTER key as the default is YES. If the files are not there after the next step, consult your data supplier.

On answering YES the following screen type will appear: 



The file
n a
Figure 2 – The Select File Screen

mes on your screen may differ from those shown here but these will be the data file names of the surveys you have currently in your directory.

Down at the bottom of the screen on the last line is the help or prompt line that informs you of the options available to you on this screen. These tell you that you can use the cursor keys to move the highlight around the screen, so that you can select the file you wish to use. If there are more files than appear on the screen you can use the [PAGE UP] or [PAGE DOWN] keys. When the highlighted job is the one wanted press [ENTER] to select that job.

Using the FUNCTION 5 [F5] key allows you to enter the full DOS Pathname for the file required.

At any time you wish to return to the previous command or screen press the [ESC] key.

If all is well the next screen will be the main menu: 

```
*** TABLE GENERATOR ***      JOB: TEST

Written By John Nielsen          170 High Street
(C) OZ INFO PTY LTD 1992        Prahran 3181
Version 2.05                     (03) 521-1311

1.      Select new file
2.      Display question
3.      Create table
4.      Create question
5.      Recall table
6.      Select weight question
7.      Construct new data
8.      Change text colours
9.      Exit
```

Figure 3 - The Main Menu

You can now select which item you wish to execute by either:

- Moving the cursor bar to the item required then press [ENTER] or,
- Type the number of the item required and then press [ENTER].

We will now examine each of these menu items in turn...

CHAPTER 4 – SELECT NEW FILE

The Select New File item will display the same screen as in Figure 2. It is used when you have finished using the file that you started with and now wish to change to another survey without restarting the TABGEN program.

When the file is selected and [ENTER] is pressed the program will now display the main menu (fig. 3).

At any time there is a need for an explanation of the help items on the bottom of the screen press [F1]. An example of the [F1] key explanation on Figure 2, the select new file screen, is as follows.

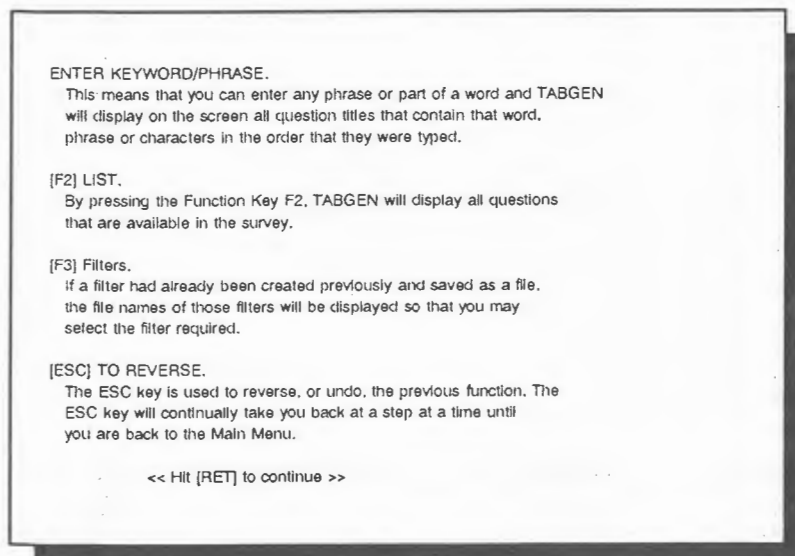
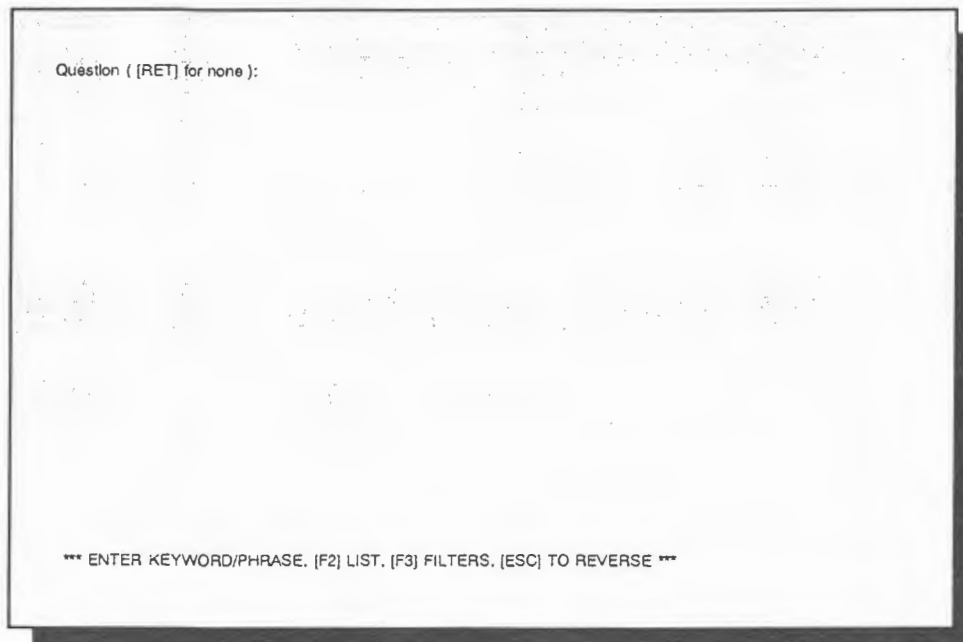


Figure 4 – An F1 Explanation screen

CHAPTER 5 - DISPLAY QUESTION

On selecting the Display Question on the Main Menu screen the following screen will appear



At this point

Figure 5 - Display Question Screen

it will allow you to be able to display any question in your survey that has been set up. This question has to be either an original question or a question constructed by the data supplier (eg a standard analysis question) or it can be a question set up by yourself using the Create Question item on the Main Menu.

This question will be displayed showing the variable names and both data values and percentages. If you are using a survey which is weighted and you have already selected the weight question before in the select weight question on the main menu, TABGEN will display both the weighted and unweighted variables and their data values and percentages.

It is also possible to filter the results of this question based on another question variable or other questions and their variables:

Example: You may wish to display a rating question filtered on the question **sex** variable **male** and the question **age** variables **18 to 25, to, 41 to 49** that is aged 18 to 49. (See chapter 6 on Filtering) At the bottom of the screen, as shown in Figure 5, you will see a series of prompts. Let us now discuss each of these in turn:

Enter Keyword/Phrase.

This means that you can enter any phrase or part of a word and TABGEN will display on the screen all question titles that contain that word, phrase or characters in the order that they were typed. (eg if you typed age then all questions that contain the letters "age" will be displayed. Questions like "q1 AGE OF RESPONDENT" and "q45 PERCENTAGE OF MILK DRUNK".

[F2] List.

By pressing the Function Key F2 TABGEN will display all questions that are available in the survey (see Special Key Usage in Appendix 1).

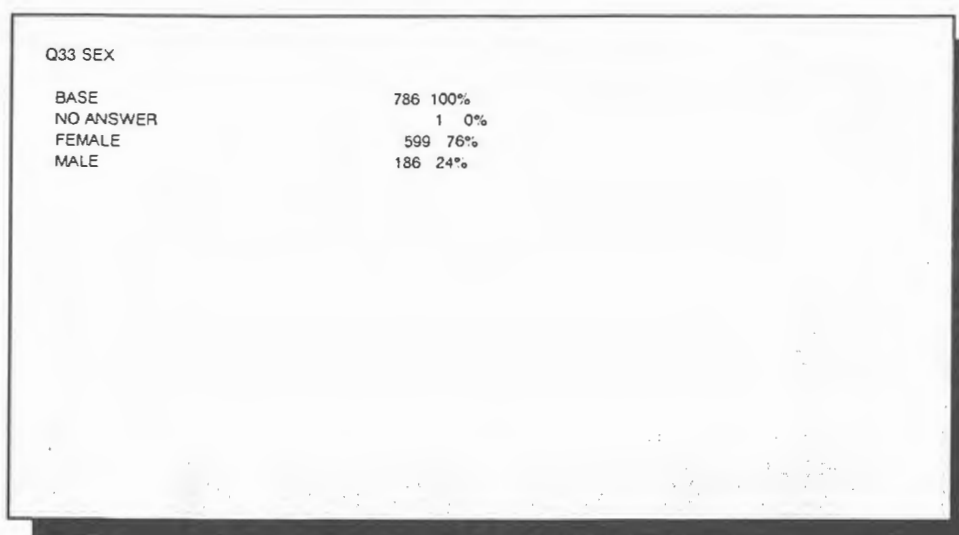
[F3] Filters.

If a filter had already been created previously and saved as a file (See chapter 6 on Filtering), the file names of those filters will be displayed so that you may select the filter required. This is very useful if using a filter, which may be quite complex, on a continuing basis in different tables.

[ESC] To Reverse.

The ESC key is used to reverse, or undo, the previous function. The ESC key will continually take you back at a step at a time until you are back to the Main Menu.

An example of a displayed question is as follows:



Q33 SEX	
BASE	786 100%
NO ANSWER	1 0%
FEMALE	599 76%
MALE	186 24%

Figure 6 - An Example of a Display Question

For a description of all special keys displayed at the bottom of the screens see Appendix 1 - Special Key Usage.

Profiling

Information concerning individual respondents can be obtained by choosing the LIST option in the display question module. Multiple data fields can also be produced by linking questions together with the CREATE QUESTION module.

When using CREATE QUESTION for this purpose, do not bother specifying code labels as this will be ignored; just hit [RET] for all.

Coded and uncoded data can be listed simultaneously.

eg.

CREATED QUESTION: NAME (Uncoded), SEX (Coded), AGE (Coded).

RESULT:	Mary Citizin	(Uncoded)
	Female	(Coded)
	18-24	(Coded)

As well as displaying this information on the screen, you can also print it or write it to a file. When written to a file the data adopts a format that can be read by a database.

eg.

"Mary Citizin","Female","18-24"

Multiple responses for a single question are separated by the '\ ' character, as the comma is a standard record delimiter.

eg.

"Bob's your aunty's De Facto\A fool and his mother are better than none"

NOTE: When combining coded and uncoded questions the results can only be displayed in LIST mode for obvious reasons.

CHAPTER 6 - FILTERS**What is a Filter?**

Probably the most important aspect of TABGEN is the filter system, for it is with this facility that the researcher can really break down their data. It allows you to be able to tabulate data based on the results of other variables. An example of this may be:-

I wish to display **Q3** filtered on **females aged 18-39** who live in Adelaide and never use public transport as a method of travel.

Question 3 - People who are chocolate eaters

- code 1 - Regular eater
- code 2 - Fairly regular eater
- code 3 - Occasional eater
- code 4 - Never eat chocolate

Question 10 - Sex of respondent

- code 1 - Male
- code 2 - Female

Question 12 - Age of respondent

- code 1 - under 18 years
- code 2 - 18 - 29 years
- code 3 - 30 - 39 years
- code 4 - 40 - 49 years
- code 5 - 50 or more years

Question 14 - Location of Residence

- code 1 - Melbourne
- code 2 - Sydney
- code 3 - Brisbane
- code 4 - Adelaide
- code 5 - Perth
- code 6 - Hobart
- code 7 - Canberra

Question 16 - Methods of Transport (Multi Response)

- code 1 - Public Transport
- code 2 - Car
- code 3 - Motor bike
- code 4 - Taxi
- code 5 - Pushbike
- code 6 - Walk

Entering a Filter.

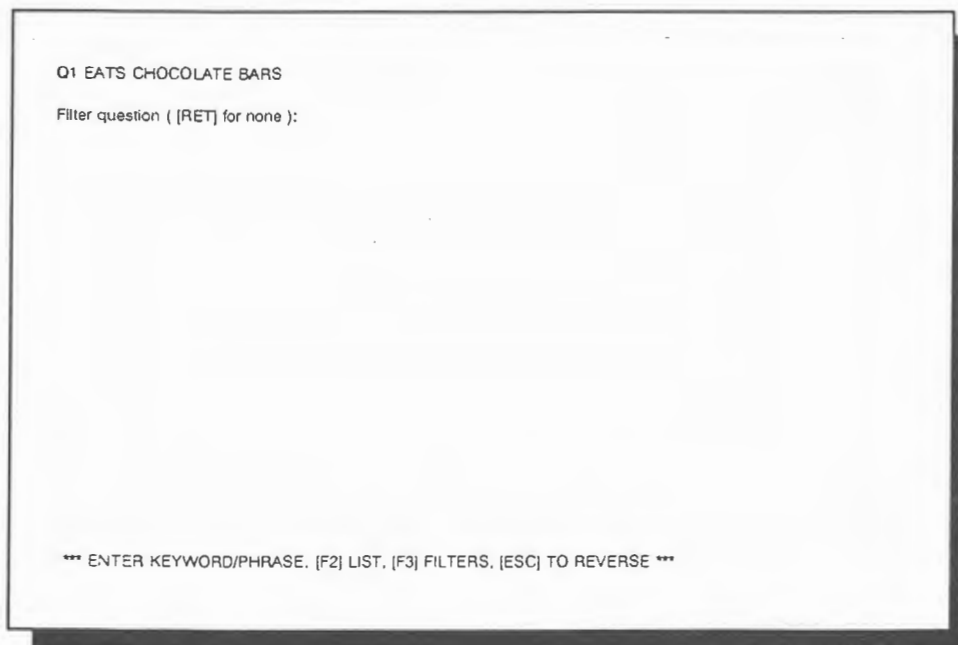
When ever the screen displays:-

Filter Question [RET] for none:

At this point you can type in the question or phrase as in the Question screen, or you can press [F2] to display a list of questions available. At this point there is another option you can use. By pressing [F3] the screen will display any Filter questions you may have built previously. This facility is very good if you have a complicated filter that you will be using often.

Once you have selected your question on which you wish to filter the screen will display the codes or elements of the question that you may select from. At this stage there is a help screen to remind you of the syntax needed to select the codes.

So after you have selected your question to be displayed (in this case "Q1 EATS CHOCOLATE BARS" the screen will look like the following:



The
s
c
r
e
e
n
Figure 7 - Displaying the Filter question

is now asking for the question you wish to filter on. The procedure for this is and the Help keys at the bottom of the screen are as for the Display Question screen (Fig. 5).

The main difference on this screen is [F3]. This is used , as described earlier, to display any previously created filter files that have been saved. The method of saving these files will be described a little further on.

On selecting the question on which you wish to filter (in this case sex) you then display the following screen.

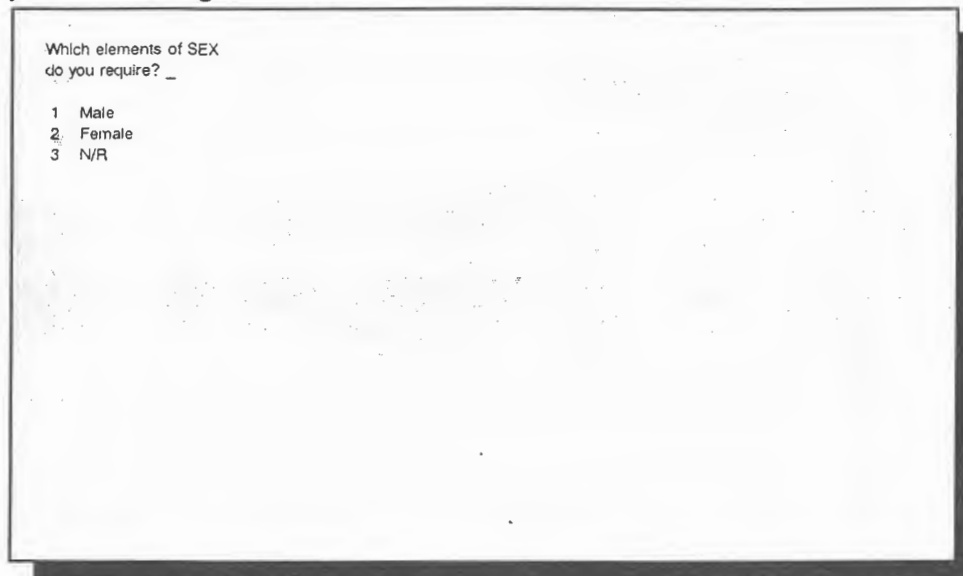


Figure 8 - The filter question element display

This display now asks you for the element of sex that you require.

It is necessary at this point to return to our discussion of filters at the start of this chapter. It is at this point that a new help key [F1] is available at the bottom of the screen. When F1 is used the following screen appears:

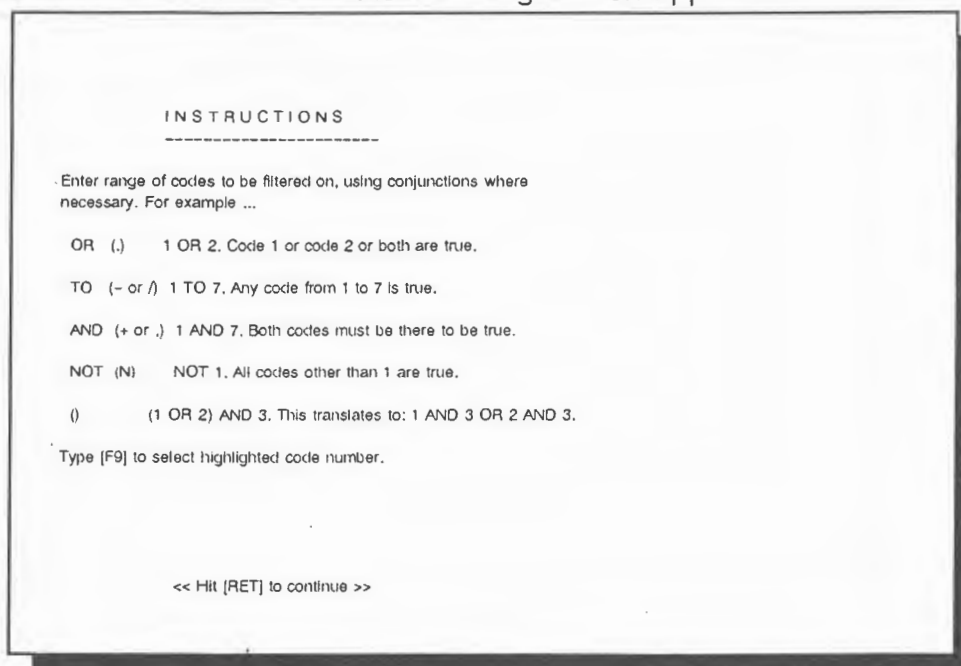


Figure 9 - The Help Screen for Filters

This screen is a very important screen as it describes the syntax used throughout

TABGEN for all filtering conditions.

Code Frame Conjunctions.

The types of conjunctions allowed in TABGEN are:

OR	.	This means code 1 OR code 2 or both will be true.
TO	-	Meaning code 1 TO code 7. Any code from 1 to 7 is true.
AND	,or+	Meaning code 1 AND code 7. Both codes must be there to be true.
NOT	N	Negates the code, NOT 5 . All codes other than 5 are true.
()		(1 OR 2) AND 3 translates to 1 AND 3 OR 2 AND 3.
""		Filter on UNCODED data. (eg. INTERVIEWER = "KARIN").
[F2]		Select a question from the question list. The question you select must contain the same value as the one you are filtering on for the condition to be true.

NOTE: If you use AND without any brackets in the string it assumes that the values either side of the AND are in brackets.

For example:

1 OR 2 AND 5 OR 6 means 1 OR (2 AND 5) OR 6

If you require it to mean (1 OR 2) AND (5 OR 6) you must use brackets.

You may use either the long form of conjunction or the short form.

You can select the code with F9 but you have to type in the conjunctions needed to separate these codes. The string you create will appear after the words

... do you require?

At the completion of the filter needed for that question you then hit the [ENTER] key and the screen displays, in long form, what it interpreted and then displays the string

Question Conjunctions:

NONE AND OR

If you select **NONE** then TABGEN assumes that you have finished filtering for this table or display question and proceeds to ask you if you wish to give this filter or sets of filters a name for later use. If you use a name that already exists it will prompt you as to whether to overwrite or select another name.

If you do not wish to keep the filter then just hit the [ENTER] key and the question to be displayed or the table created will be displayed.

If you select **AND** then TABGEN realises that you wish to continue filtering on another question and that the two sets of filters, joined by the AND must both be true in order for the overall filter to be true. When selected the screen displays the same string as when you first started filtering until it gets to this point again.

If you select **OR** then TABGEN realises that you wish to continue filtering on another question and that the two sets of filters, joined by the OR need only to be true in one or the other set in order for the two to be true.

You can create by combinations of these conjunctions a very complicated set of filters to be applied to the display question or table that you are generating.

CHAPTER 7 - CREATE TABLES

What is a Table?

The most powerful feature of TABGEN is the ability to create tables.

The definition of a Table is the setting up of a matrix of two questions, one across the top and one down the page.

One must also have the ability to be able to filter this table by other combinations of questions. Other features needed are:

- Create TOTAL columns.
- Sort the rows (the down the page question codes) into descending order.
- Control the column widths.
- Apply weighting (both overall and mean averages).
- Percentage down or across or both.
- Exploring data on the screen (using cursor keys to examine data that may be off the screen without losing the titles of that data).
- File or print the table.
- Save the table in different formats so as to export the data into other packages.
- Finally to print the data on your own printer.

How to create a Table.

The first question to appear on the screen is:

Tabulation Mode: INTERACTIVE BATCH

When using the TABGEN to create tables as you go you will select INTERACTIVE. The rest of this chapter assumes you have selected this.

If you require the system to carry out multiple table generation or a set of instructions for the production of multiple tables or exportable files the you could choose BATCH. BATCH Processing is explained in the next chapter. The default for this question is INTERACTIVE

The ACROSS question.

After selecting INTERACTIVE, the message on the screen reads:

ACROSS question: sex

This is asking for the name of the question you wish to use across the page. This screen has help codes the same as DISPLAY QUESTION discussed earlier (see Special Key Usage in Appendix 1). Let us assume that you type SEX.

The DOWN question.

The screen now displays:

SEX

DOWN question: age

This is the same as for the ACROSS question except this is the question that will be displayed DOWN the page. Let us assume that you type AGE.

The FILTER question.

The screen now displays:

**SEX
BY
AGE**

Filter question ([RET] for none):

At this stage the filter rules apply as discussed in Chapter 6 FILTERS note that you can use F3 to display and then use filters that have been previously stored.

Stored Options

If you have previously stored options into a file TABGEN will now ask

Select (or delete) stored options? YES NO

This now gives you the option of selecting a previously saved option or to create a new one or to delete one that is no longer used. If you select a previously saved option then the following screen is displayed...

Option: f/name1 f/name2 f/name3

Select the option required and press [RET] or select the option to delete and press [DEL].

If you select a previously saved option then the next display will ask if you require averages. This is the only option that will be asked for before generating the table.

TOTAL Columns.

On hitting the [ENTER] key the screen now displays:

Include TOTAL column? YES NO

You would select NO if the ACROSS question already had a TOTAL column constructed within the table or that you do not want a TOTAL column at all. You need to select YES if there is no TOTAL column when you require ACROSS PERCENTAGING.

ROW Sorting.

Now the screen displays:

Sort ROWS in descending order? NO YES

In order to sort rows in descending order there has to be a TOTAL column. The table will be displayed with the rows in descending percentage sequence based on the TOTAL column.

COLUMN Totals and SUBGROUP TOTALS.

If you select YES for Column Totals the total number of responses in the DOWN Column will be displayed at the bottom of each Column. This value may well differ from the BASE if the DOWN Question allowed Multiple Responses.

This option will also produce BASES and SUB-TOTALS for any SUB-GROUPS in the DOWN QUESTION. For example, the created question SEXAGE may generate:

BASE	100	
BASE	100	
MALES	25	
FEMALES	75	
TOTAL	100	
BASE	100	
18-24		35
25-34		40
35+	25	
TOTAL	100	
TOTAL	200	

COLUMN Widths.

The screen will display:

Use default column widths (Margin = 20 Columns = 10)? YES NO

this facility allows the user control of the column widths of each element of the across question including the row labels. This enables control of page layout for both screen display and printing. If you select YES (the default) it will allow 20 characters for the ROW labels on the left and each column will be 10 characters wide. If you select NO another screen display will appear as follows:

Enter required COLUMN WIDTHS

SEX	
MALE	?12
FEMALE	?10
N/R	?[RET]

This screen asks you to enter the widths wanted for each element of the question. Note in the example above we typed 12 for Male, 10 for Females and hit the [ENTER] key for the Not Registered code. The reasons for these codes are 12 for the first rather than 10 means it creates an illusion of a block of data if the first in a group is larger than the rest of the group. We then typed 10 for the second element and by hitting the [ENTER] key for the third element meant we

get 10 characters or the same as the last selected number. If you press [F4] at one of these it reverses, or undoes the previously selected number so that you can select another number.

MEAN Averages.

Now the screen displays:

Do you require mean averages? NO YES

By typing NO (the default) TABGEN assumes no weighting of the down question. On typing YES it asks:

Should means be weighted? NO YES

By typing NO (the default) TABGEN assumes that the weights for each code is the actual code (i.e. code 1 will have weight of 1 code 2 a weight of 2 etc.). By typing YES the program will then ask for the weighting factor for each code and you may then give each code a weight factor. These weight factors may be both positive or negative nos. (eg. -3 for negative weight factor 3 for positive weight factor) you may also give a decimal factor (eg. 6.5 or -2.75 etc.). The method of entry is the same as Column Widths described before, the same rules apply and [F4] is the reversal or undo code. [F7] is used to null or not include this element in the calculation, usually used for D/K or N/A elements.

Use Auto-weighting facility? NO YES

If you select YES, TABGEN will search each label for the appropriate weight. There are two types of weight search: the ACTUAL VALUE search and the MID-POINT search. The difference is that the MID-POINT search extracts two figures from the label and calculates the middle value (eg. OVER 20, UNDER 30: Mid-point = 25). Whenever a value can't be determined, the user is asked to intervene.

SIGNIFICANCE testing (Z score)

The next screen display is

Include significance test (Z score): NO YES

This test compares the proportion of each table cell to its column base with the same proportion for the rest of the sample. If these two proportions differ significantly, the cells are highlighted as below:

+	cell proportion higher	95.0% confidence
++	cell proportion higher	99.0% confidence
+++	cell proportion higher	99.9% confidence
-	cell proportion lower	95.0% confidence
--	cell proportion lower	99.0% confidence
---	cell proportion lower	99.9% confidence

This test is not applied if either the column base or the remainder sample base is less than 30.

OUTPUT Types.

The next screen displays:

Output types: BOTH RAW FIGURES PERCENTAGES

This controls the screen and printing output you will see. By selecting RAW FIGURES means that the table will display the actual aggregates in the table (ie. the counts of respondents with no percentaging). By selecting PERCENTAGES you will get only the percentages displayed in the table. If you select BOTH (the default) you will get both the raw figures and the percentages displayed.

PERCENTAGE Type.

Now the screen displays:

Percentage types: COLUMN ROW BOTH

By selecting COLUMN (the default) means that you wish to display down percentaging against the base at the top of the column. Row percentaging is based on the TOTAL column down the left side. If this is not there the program can still percentage across. Selecting BOTH allows for down and across percentaging.

At this point the system allows you to nominate the no. of decimal points that you require. The screen displays:

Decimal places for percentages? ([RET] = 0)?

NOTE: Be careful if using more than 2 decimal points that you have sufficient column width to handle them.

Saving the Options

The question....

Option filename ([RET] for none)

allows you to enter a name for the options list that you have just asked for. If that name exists then the system verifies that you wish the existing filename is to be overwritten or not.

Generating the table.

The screen clears and displays:

```
Generating table ...
██████████████████ 1000
██████████████████ 2000
██████████
2321
```

TABGEN displays a ■ for each 100 idents, that is questionnaires processed and when finished displays the total number of idents processed.

The screen now displays the table you have generated: 

SEX				
	TOTAL	Male	Female	N/R
AGE				
BASE	202	103	99	0
	100%	100%	100%	100%
	100%	51%	49%	0%
18-24	108	60	48	0
	53%	58%	48%	0%
	100%	56%	44%	0%
25-39	57	22	35	0
	28%	21%	35%	0%
	100%	39%	61%	0%
40+	37	21	16	0
	18%	20%	16%	0%
	100%	57%	43%	0%
MEAN	29.42	29.26	29.58	0.00
↑ ↓ ← → [PG UP] [PG DN] [F2] View filter [ESC]				

This Figure 10 – An Example of a Generated Table Display
 s
 tabl

e can be moved up, down or across without losing the titles by using the cursor keys or the page up or page down keys. A description of the keys at the bottom of the screen can be found in Appendix 2 (HELP.006).

CHAPTER 8 - BATCH PROCESSING

In the last chapter the first option in CREATE TABLE was The Tabulation Mode Option. This option allowed INTERACTIVE OR BATCH.

If you select BATCH MODE, the Tabulation instructions can be read from an ASCII text file. This enables you to be able to create a file either within TABGEN using the TABGEN EDITOR (See instructions later in this chapter) or creating the file external to TABGEN using your own editor or word processing package.

Batch Instruction Format.

The format of the BATCH Instruction is as follows:

```
AAA X DDD-FFF[CCC], OOO; SSS FFF
(Note OOO can be a file called DEFLT.OPT)
```

<u>COMMAND</u>	<u>DESCRIPTION</u>
AAA	ACROSS Question
DDD	DOWN Question
FFF	FILTER Question
CCC	FILTER Codes (eg. 1.2-3,N4 ...etc)
OOO	OPTIONS File-name
SSS	SAVE, FILE, EXPORT FILE TYPE or PRINT

For example, the following instructs TABGEN to cross Q1a by q1b filtered on females. It uses the table options stored in a file called OPTIONS and writes the result to a test file called OUTPUT ...

```
Q1a X Q1b-sex[2], Options; FILE Output
```

In addition to SAVE(ing) and FILE(ing) your table you can PRINT and/or EXPORT it.

```
eg. Q1a X Q1b-Sex[2] AND Age[3]; HG3 htestfle WP wptstfle PRINT
```

The above command instructs TABGEN to cross Q1a by Q1b Filtered on Females aged 35 plus and to write the resulting table to a HG3 macro called htestfle and to a Word Perfect macro called wptstfle as well as printing the table.

You will notice, in this case, the OPTIONS file has not been specified. When this has been done TABGEN automatically looks for an OPTIONS file called DEFLT.OPT.

(NOTE: If the DEFLT.OPT is not present and another file has not been specified the TABGEN macro will cease.)

Keyword Searching in Batch Mode.

In INTERACTIVE mode, TABGEN provides a list of all questions that match the specific KEYWORD or PHRASE. In BATCH mode, however, the FIRST question that matches the KEY is selected. Therefore, it is necessary to be VERY SPECIFIC.

Alternatively, you may reference your questions using the MICROTAB question numbers.

eg.	Q1S	Q1a Statements For Rating
	Q2F	Q1b Rating
	Q3F	Sex
	Q4F	Age

1 X 2-3[2] AND 4[3]; Lotus Name

To do this, you would need a printout of the MICROTAB specifications as stored in the ?.SP file for the job.

It may be more convenient to insist at the beginning of a job that ALL QUESTIONS in the SPECIFICATIONS file are given a UNIQUE LABEL.

For example, you may ask that QUESTION NUMBERS are used throughout, even in the DEMOGRAPHICS.

Creating A Batch File

Using an ASCII editor, create a file called ...

{Jobname}\{Filename}.TGM

Enter your command lines in the desired sequence and SAVE the file.

Reading A Batch File

TABGEN will translate each command line into a sequence of key-strokes and perform each function before your eyes.

If it encounters a FORMAT ERROR, the offending line will be written to a file called...

{Jobname}\{Filename}.ERR

and then batch file reading will continue as normal. The ERROR FILE can be later accessed and repaired.

Writing Multiple Tables To A File

If you have selected the FILE option and the specified file ALREADY EXISTS, TABGEN will automatically choose the APPEND option. This way, MULTIPLE TABLES can be written to the one file for later printing.

Generating Column Averages

If you place an [A] after the OPTIONS file, the MEAN, MEDIAN, STD DEV and STD ERR will be generated.

eg. Q1 X AGE, Deflt A3; SAVE Name

The above line generates AVERAGES for AGE with DECIMAL PLACES set to THREE.

Weights CAN NOT be specified in the BATCH file, so TABGEN will do one of two things ...

1. If averages for the DOWN question have been generated before, the SAME WEIGHTS will be used as last time.
2. If NO WEIGHTS have EVER been specified for this question, the CODE NUMBERS will be used as WEIGHTS.

(NOTE: When requesting averages, an OPTIONS file must always precede the [A#].)

Abbreviations

FILTER CONJUNCTIONS and OUTPUT COMMANDS may be abbreviated as follows ...

Q1a X Q1b- Q2[2] A Q3[3] O Q5[6]; P S Name F Name H Name

Full names need only be used for self documentation.

Using Stored Filters

If the SQUARE BRACKETS DO NOT APPEAR in the filter specification, TABGEN assumes that you have entered the file name of a stored filter.

eg. Q1a X Q1b- Name; Print

Stopping A Macro

If you wish to stop a macro while it is running, press [ESC].

How to run a Macro

- Select CREATE TABLES at the main menu
- At the tabulation mode prompt - select BATCH.
- At the Create/Edit macro file prompt select ...
YES if you want to create or edit a macro.
NO if you wish to run an already created macro.
- If selected NO above the macro will be executed.
If selected YES above the prompt Macro File ([F3] list) will appear.
Pressing [F3] will list any available saved macro files for editing. If there are no files you can now create one by typing in a name you wish to use for the macro.
- You will then be in the TABGEN Macro Editor (See later)
- Once the file is created you will hit [ESCAPE] and the prompt SAVE QUIT EDIT will appear.
Selecting SAVE will save the macro, selecting quit will exit the macro and selecting edit will re-enter the macro editor.
- After SAVE or QUIT the next prompt is SELECT MACRO FILE.
This is for selecting the macro file you wish to execute. The file selected will be executed in front of your eyes. Any errors incurred will be placed in a file called macroname.ERR

The Batch Editor

This is an inbuilt editor in TABGEN for the purpose of creating MACRO files without having to go outside TABGEN and use an editor. The commands for the editor are explained below.

CONTROL ARROWS.

Move cursor through titles without shifting or deleting characters.

[BACK] THE BACKSPACE KEY.

Erase the last character that was entered.

[DEL] THE DELETE KEY.

Erase character.

[CTRL + BACK]

Backspace to the beginning of the line.

[CTRL + D]

Erase all characters from the cursor position to the end of the line.

[CTRL + HOME]

Go to top of file.

[CTRL + END]

Go to end of file.

[F10] NEXT WORD

Advance to the next word.

[F9] LAST WORD

Go back a word.

[F2] LIST QUESTIONS OR CODE LABELS

Displays the available questions. If you select a question using the highlighter, that question is written to the batch file in the form of a reference number (which is actually the MICROTAB reference number).

[F6] BLOCK

Switch the highlighter ON/OFF. If you wish to COPY or DELETE a section of the file, PRESS [F6] and then use the CURSOR CONTROLS to highlight the desired section. PRESS [F6] A SECOND TIME to SET the BLOCK, and then once more to UNBLOCK.

[INS] COPY

Copy BLOCK to cursor position.

[CTRL + R]

Erase BLOCK from file.

[ESC] THE ESCAPE KEY

Save the macro file.

CHAPTER 9 – THE SAVE MENU

This is the second level menu that is displayed after some of the items of the main menu have been executed and have created some form of output.

This menu will be displayed on the screen as follows:

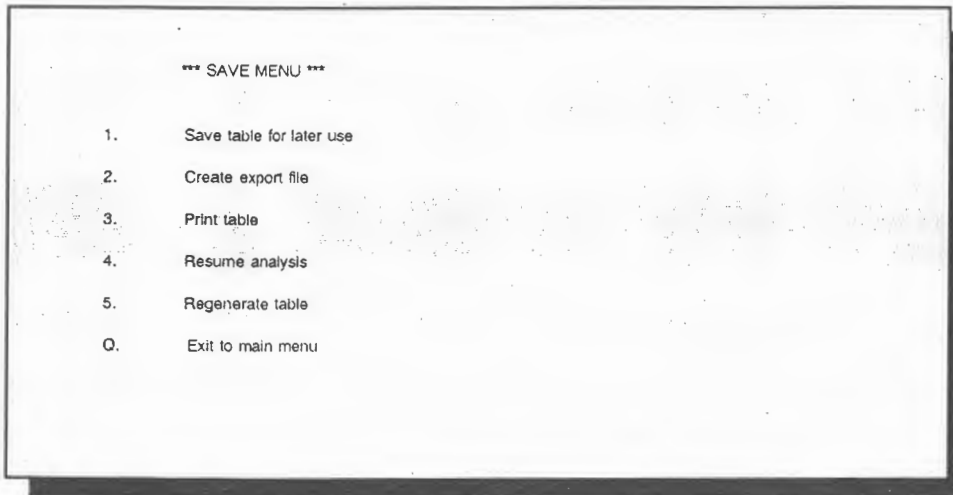


Figure 11 – The Save Menu

The
Save

Menu has a list of items that handle either the output generated or a method of further reanalysis of the data.

The items will be discussed in the next few chapters.

CHAPTER 10 - SAVE TABLE FOR LATER USE

This item is selected when you wish to save the output generated on the screen into a file that can be edited by a normal DOS editor or manipulated by any program that expects TEXT type data.

This is the output file type that is best used to import data into word processing packages (eg Word Perfect or Microsoft Word etc.).

The screen will first display:

Output file name:

You can now type an 8 character filename for the file and TABGEN will append a suffix of .TAB and file this output to a directory below the TABGEN directory with the name of job (eg. if job is J01234 the file name we give it is aaa then the file will be in c:\tabgen\j01234\aaa.tab).

If the file aaa.tab already exists then the screen will display:

J01234/aaa.TAB already exists. Replace? YES NO

If you select **YES** the file aaa.TAB will be overwritten with the current table. If you select **NO** the screen reverts back to the Save Menu.

CHAPTER 11 - CREATE EXPORT FILE

TABGEN allows users to export data in different formats to enable importing into the most popular spreadsheet and graphics packages. The packages supported currently are Quattro Pro, Lotus 123, Excel. For both Word Perfect 5.1 and Harvard Graphics V3.0 TABGEN will create MACROS that are directly usable by these programs.

Once you select which package you require, TABGEN then prompts for a name of the file and then stores the data in \tabgen\Jobname\filename.(SPD for a spreadsheet file, WPM for a Word Perfect macro or MA3 for a Harvard Graphics macro.)

This OTHER item in the menu will take the table that has been created and convert it to a data file that can be imported into a lot of the common spreadsheet programs available. The program allows you a few methods of data separation to conform to many of the requirements of different programs. The most common forms of separator are the comma delimited file with the literals enclosed in quote marks.

When first selecting this item the screen displays:

Enclose strings in quotation marks? YES NO

This is asking if we wish to enclose the literal labels in quotation marks. Spreadsheet programs like Quattro and Lotus 123 require this form of delimiter. Even programs like Dbase and Excell require it as well as the mapping system that Oz Info supplies Atlas*Graphics.

Once we select the above then the screen asks...

0 **Value separator: COMMA SEMI-COLON SPACE**

Depending on the type of program that you are exporting to you will require some form of separator between the different values. The most common separator is COMMA.

Once selected the screen then displays the question:

Output file name?

Now you type in the name you wish to assign to the file and the system appends the suffix **.SPD**. If a file of this name already exists the system will display:

aaa.SPD already exists. Replace? YES NO

At this point you have the option to replace the file with a new name (select NO and when output name comes up put in a new name like bbb) or if you say YES the previous file aaa.SPD will be overwritten.

Once the name is accepted TABGEN generates the file.

CHAPTER 12 - PRINT TABLE

This item is selected when you are ready to output your table onto the printer or alternatively to place it into a file. Putting the data into a file can be a better way of capturing the data as you can then do a lot of tables and append them into one file that can be printed at a later date.

On selecting this item the screen displays:

Output to: PRINTER FILE

You have the option to select to go direct to the printer or to store into a file.

When you select PRINTER The following Prompt occurs:

Printer: LJET STAR

This can be a list of printers that you use and have previously setup with the program ESCSEQ.EXE. The next screen is:

FONTS: 10 (chars/inch) 12 (chars/inch) 17 (chars/inch)

If you select 10 then the page width should be 80 for portrait, 100 landscape.
If you select 12 then the page width should be 96 for portrait, 120 landscape.
If you select 17 then the page width should be 136 for portrait, 160 landscape.
The next option is orientation of the page:

PORTRAT LANDSCAPE

You select which page orientation that you require.

If you selected FILE back further the prompts start from here. The next prompts are for both.

Page width ([RET] = 160 chars.):

This allows you to select the no. of characters that your printer can print across the page. TABGEN is initially set up for a HP Laserjet using lineprinter font which takes 160 chars in landscape mode.

when selected the screen then displays:

Line per page ([RET] = 45 lines):

Use 45 lines in landscape mode and 55 lines in portrait mode.

The next screen displays:

Title ([RET] for none):

This allows you to type in your own title for the table you have created. This title should not be greater than the page width and when printed this title will be centred at the top of the page.

The table will now print if PRINTER was selected earlier, but, if FILE was selected, then the screen displays:

Output file name:

Once again this is asking for a file name which it will then append the suffix .PRN to. If this file exists the following question will be asked:

aaa.PRN already exists: REPLACE APPEND NEITHER

The system is asking whether you wish to REPLACE the file called aaa with the contents of the table or do you wish to APPEND this table to the back of the last table in the file. The selection of NEITHER will put you back to the SAVE MENU so that you can start again.

CHAPTER 13 - RESUME ANALYSIS

This item when selected will display the last table you were using in the current session. This is used after you have output the table somewhere and now you wish to look at something on that table.

EG. Suppose you have created a spreadsheet file then decided that you wish to look at some figures on the table you would use this option to refresh the screen with the previously displayed table.

CHAPTER 14 - REGENERATE TABLE

This is an important item as it allows you to reset the table with different options without respecifying the whole table. This is especially useful if you wish to regenerate a table because you forgot to change the decimal places, or you wish to have across and down percentaging.

Once you select this option the screen will begin displaying the questions as per CHAPTER 7 - CREATE TABLES starting at the display:

Include TOTAL column? YES NO

The screen will continue as for CREATE TABLE and then regenerate a new table based on these answers.

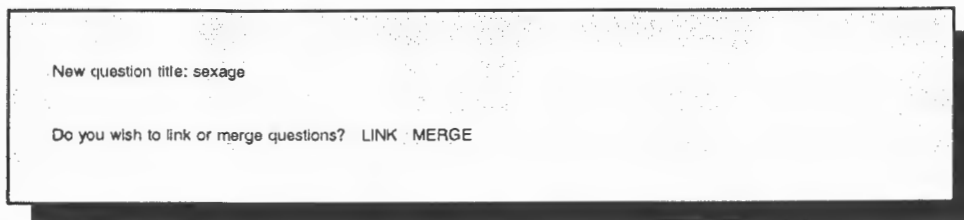
CHAPTER 15 - EXIT TO MAIN MENU

This item is selected when you are finished with this menu and wish to return to the MAIN MENU. This item can be selected as can all the items with cursor control or you can type **Q** to select it or alternatively type **ESC** which will place the highlight over this item.

CHAPTER 16 - CREATE QUESTION

The CREATE QUESTION option in TABGEN allows the user to construct a question from elements of other questions. This option is very useful for selecting information for transfer to word processing packages or for creating banner questions.

Once selected the screen displays:



```
New question title: sexage

Do you wish to link or merge questions? LINK MERGE
```

Figure 12 - Create Question Name

This screen is asking for a name for the new question you are about to create. This name can be any name that does not already exist. If the name exists TABGEN informs you that this question exists and to hit [ENTER] to start again. To use the same name you need to delete the question that already exists. NOTE: you cannot delete an originally supplied question (even if you try).

Once you have selected a name (eg. AAA) the screen then prompts you as to whether you wish to **LINK** or **MERGE**.

Linking.

If you choose the LINK option, the questions you select will be strung together, creating one long question.

eg. QUESTION TITLE: SEX/AGE

Questions to be added to SEX/AGE:

```
SEX
  MALE
  TO
  FEMALE
AND
AGE
  18-24
  AND
  35-49
```

Result:

SEX/AGE

MALES	25%
FEMALES	75%
18-24	10%
35-49	40%

When selecting code labels, you may use ...

The AND operator (, or +)

The TO operator (- or /)

[RET] to use EVERY code label in the question.

Merging.

The steps required to MERGE two or more questions are identical to those steps used in LINKING. But the results of the above procedure would be as follows ...

SEX/AGE II

MALES/18-24	3%
FEMALES/18-24	7%
MALES/35-49	12%
FEMALES/35-49	28%

The questions are broken down within each other enabling multi-dimensional analysis.

The resulting question can be used in ...

QUESTION DISPLAYS
TABULATION
FILTERING

When filtering, however, any LOOP HIERARCHIES will be IGNORED. In other words, it will NOT be treated as a MATCHED filter.

Linking/Merging Created Questions.

You may create a question using other created questions.

eg. SEX/AGE
 MALES
 TO
 35-49
 AND
 SEX/AGE II
 MALES/18-24
 TO
 FEMALES/35-49

Result:

MALES	25%
FEMALES	75%
18-24	10%
35-49	40%
MALES/18-24	3%
FEMALES/18-24	7%
MALES/35-49	12%
FEMALES/35-49	28%

Linking Uncoded Questions.

An uncoded question may be joined to other uncoded questions or to a CODED question.

eg. QUESTION TITLE: PERSONAL DATA

Questions to add to PERSONAL DATA:

NAME OF RESPONDENT (UNCODED)
 AND
 ADDRESS OF RESPONDENT (UNCODED)
 AND
 POST CODE (UNCODED)
 AND
 PHONE NUMBER (UNCODED)
 AND
 SEX (CODED)
 MALE
 TO
 FEMALE

Using DISPLAY QUESTION, you can route this information to a COMMA-DELIMITED FILE, or to the SCREEN/PRINTER.

eg. Creating DATA.FLE ...

```
"JOE BLOW","26 Crazy Place","5555","068 427 1322","MALE"
"MAY CITIZIN","44 Elm Street","6666","02 423 3131","FEMALE"
```

..etc.*

When performing a LIST operation with coded data, the code labels are printed instead of the raw data.

Step Through Method of Creating a Question.

Once selected either LINK or MERGE the screen displays...

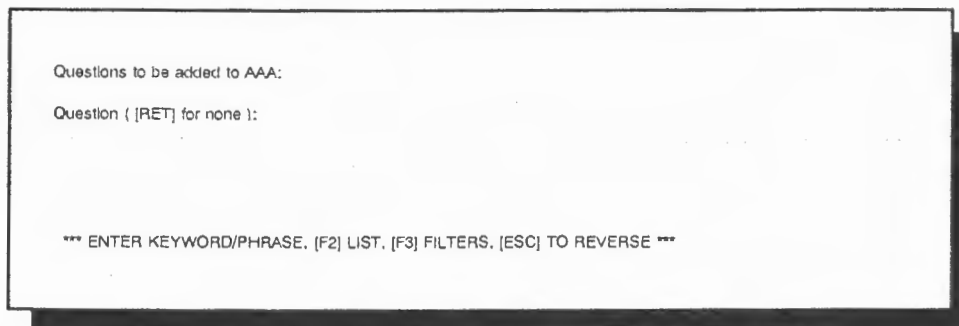


Figure 13 – Questions to be Added

TABGEN is now asking for the first question that you would like to use. You can select a question using [F2] or see Special Key Usage in Appendix 1. for the other help keys. In this example the Age Question is selected.

The screen now displays:

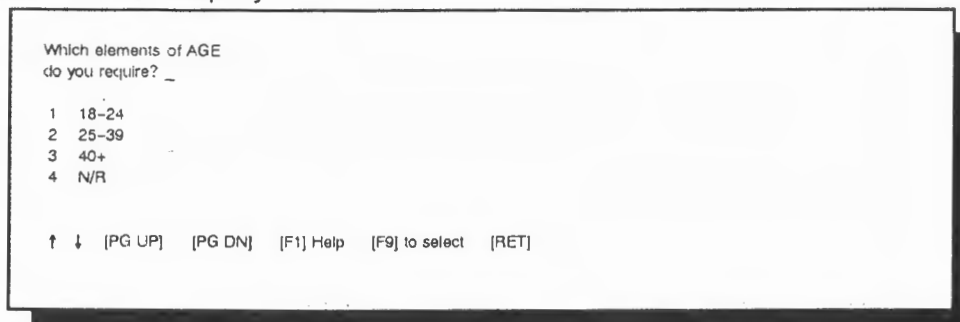


Figure 14 – Selecting Elements of a Question

It is at this point that you select the elements or codes that you require for your new question from this particular question before getting the next question if required. The procedure for selection is explained by hitting the [F1] (help) key.

The syntax is as follows:

AND or , or + used to select individual elements
 TO or / or - used to select range of elements

Pressing [RET] or the Enter Key will select all elements of the question.

F9 Selects the highlighted code

It is necessary for you to insert the conjunction between codes:

Examples -

1TO3 or 1-3 or 1/3 means include codes 1, 2 and 3.

1AND4AND6 or 1,4,6 or 1+4+6 means include codes 1,4 and 6.

Suppose you wish to select codes 1 and 2 and 3 from the age question. Type 1-3 and hit [ENTER] the screen will display:

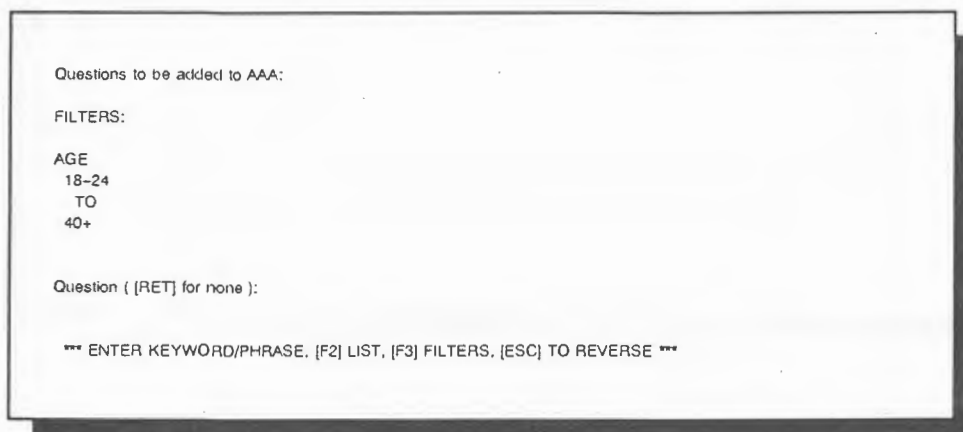


Figure 15 - An Example of Code Selection

The screen shows the codes selected and is now asking for the next question you wish to add to this new question.

You want to add sex to the codes so the following will appear:

```

Which elements of SEX
do you require? 1-2_

1  Male
2  Female
3  N/R

↑ ↓ [PG UP] [PG DN] [F1] Help [F9] to select [RET]

```

Figure 16 – Adding the Elements of Sex

We only wish to get Males and Females so select 1–2. After the selection we then get on the screen:

```

Questions to be added to AAA:

FILTERS:

AGE
- 18-24
  TO
  40+
AND
SEX
Male
  TO
  Female

Question ( [RET] for none ):

*** ENTER KEYWORD/PHRASE. [F2] LIST, [F3] FILTERS, [ESC] TO REVERSE ***

```

We Figure 17 – The Full Selection of Age and Sex

n o
w

Press [RET] (the [ENTER] key) and the question AAA is now stored for future use. This question can be deleted if you wish in the future at any time you display all the questions (Using [F2] for example).

If you display this question AAA this is what shows on the screen.

AAA		
BASE	202	100%
18-24	108	53%
25-39	57	28%
40+	37	18%
Male	103	51%
Female	99	49%

↑ ↓ [PG UP] [PG DN] [P] Print/Title [F2] Filter [ESC]

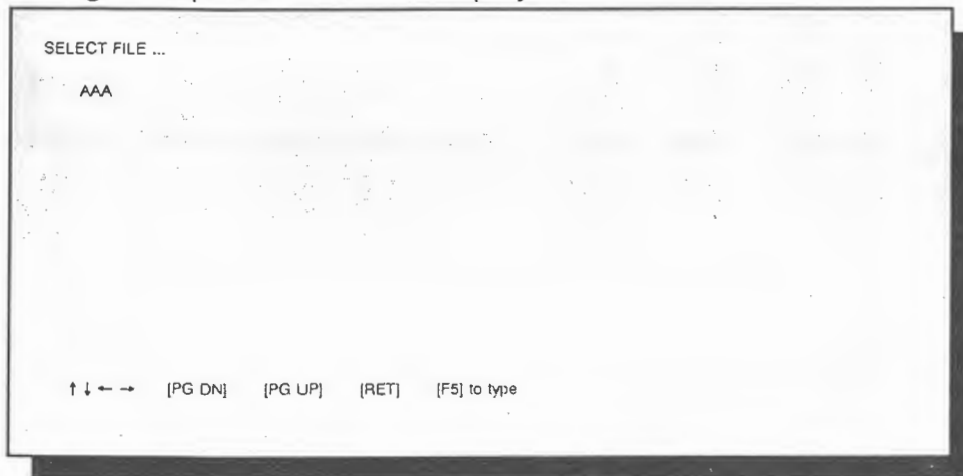
Figure 18 - The New Question AAA Displayed

CHAPTER 17 - RECALL TABLE

This item on the menu is purely a means of recalling past tables that you had created and thence to be able to enter the SAVE MENU (see chapter 14).

When you save a table in the save menu as an ASCII file it gets saved with a suffix of ????????.TAB and it is these files that you can select with this option.

On selecting this option the screen displays:



You Figure 19 - The Recall Table Screen
m a

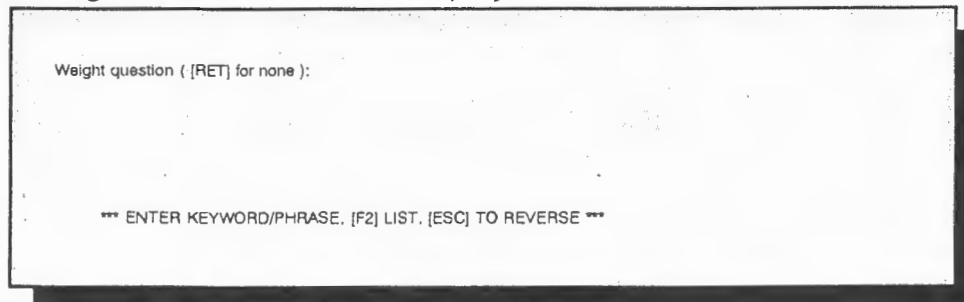
y now select the file you require to display on the screen and then resave that file in another format using the SAVE MENU options. For information on the Special Keys see Appendix 1.

CHAPTER 18 - SELECT WEIGHT QUESTION

This item is used to select the question, that has been created by the research company, that holds the global overall weighting matrix for the survey. This question is identified by an * beside the question number when you display the list of questions. All the other questions are displayed as the system allows you to apply a target weight on elements of any **one** question.

NOTE: Be very careful how you use this facility as it affects the whole table and stays in place until it is removed.

On selecting this item the screen displays:



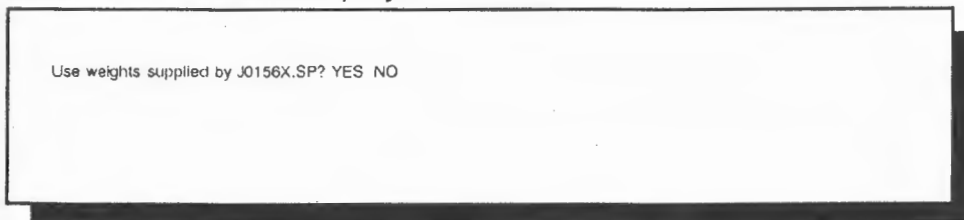
The screenshot shows a text-based interface. At the top, it says "Weight question ([RET] for none):". Below this is a large empty space for input. At the bottom, it says "*** ENTER KEYWORD/PHRASE, [F2] LIST, [ESC] TO REVERSE ***".

Figure 20 - Select Screen for Weight Question

This is

the time that you type in the question name if you know it or select it using F2 and look for the question with an * beside it. We will select the question sex as it has the * beside it.

Once selected the screen displays:



The screenshot shows a text-based interface with a single line of text: "Use weights supplied by J0156X.SP? YES NO".

Figure 21 - Confirmation of supplied weights

This screen informs us that there is a supplied weight with this question and asks us if we wish to use it. If you select **YES** the program will assign the weights that will then be applied to all questions and return to the select weight question screen. At this stage you press the ESC key to return to the main menu or select another question to weight. If another question is selected this is added to any previous questions used so be careful that you use correct targeting procedures to ensure that the data is correctly weighted. On displaying any data after selecting weight questions both the unweighted and weighted figures for each element will be displayed. When you remove the present weights the program removes all weighting questions.

If you selected **NO** the program then assumes that you wish to apply your own target weights to the elements of the question and the screen will appear as follows:

```

Enter Required TARGET WEIGHTS ([F4] Reverse, [RET] Repeat):

18-24                ? 200
25-39                ? 200
40+                  ? 200
N/R                  ? 0
  
```

Figure 22 - Screen after entering Target Weights

You will enter the target weights a code at a time (eg. 200 for the first) you can then either hit the [ENTER] key and the previous weight will be entered for that element or you may retype it. If you make a mistake you can press F4 to reverse the entry and this enable you to retype the correct weight.

To check that the weights have worked you can either display that question or F2 list it, then select it and then use F10 to display it. Either way the screen will then display the question in the unweighted and weighted form as shown below:

```

Weight question

                UNWEIGHTED  WEIGHTED
202 100%  600 100%
18-24      108  53%   200  33%
25-39       57  28%   200  33%
40+        37  18%   200  33%
N/R         0   0%    0   0%

↑ ↓ [PG UP] [PG DN] [P] Print/file [F3] Filter [ESC]
  
```

Figure 23 - Example of a weighted question displayed

If
you

used the supplied weighted question (Sex) and created a table the result would be like this screen display:

SEX				
	TOTAL	Male	Female	N/R
AGE				
BASE	202	103	99	0
WGTED BASE		503	206	297 0
	100%	100%	100%	100%
18-24	264	120	144	0
	52%	58%	48%	0%
25-39	149	44	105	0
	30%	21%	35%	0%
40+	90	42	48	0
	18%	20%	16%	0%

↑ ↓ ← → [PG UP] [PG DN] [F3] View filter [ESC]

As Figure 24 – An example of a weighted table you

can see the table displays both the unweighted and weighted bases and the percentaging is then carried out on the weighted base.

Another form of weighting is often used by the research suppliers of data and this entails a special weight question (which will not have an * against it) that contains weighted data items, that is the data is already weighted. This special weight question will be specially labelled and you should consult your supplier on its use.

CHAPTER 21 - EXIT

the selection of this item terminates the TABGEN program and restores you back to the DOS operating environment.

APPENDIX 1 - SPECIAL KEY USAGE

TABGEN uses a lot of special keys for various function that appear at the bottom of the screen on most displays. These keys, being fairly self explanatory, will be categorised here in order.

↑ ↓ ← → The cursor keys.

These are the cursor keys labelled as such on your keyboard. They are used for moving around the screen and for moving the highlight bars around the screen.

[PG UP] [PG DN] The Page Up and Down keys.

These keys scroll the screen both up and down.

[RET] The Return key.

This is the RETURN or [ENTER] key and is used to send the command to the memory. This key is used to activate the item you are on or to activate the string of characters you may have entered for a filter etc..

[ESC] The Escape key.

This key is used to go back or undo a command. The continued pressing of this key can bring you back to the main menu.

[DEL] The Delete Key.

This key is used to delete items. In lists it can delete created questions. The program will not allow you to delete original questions.

[P] The Character P - PRINT/FILE

This character is used when a display question is on the screen and you want to either print it or file it away for later. It first asks if you want to:

Output to: PRINTER FILE

If you select FILE it will ask for the Output file name. Then put a suffix of .QSN and then if it already exists will ask you if you wish to REPLACE, APPEND or do NEITHER.

If, on the other hand you wish to PRINT it. TABGEN will ask if you want PORTRAIT or LANDSCAPE and will then proceed to print the output.

[F1] Function 1 key. - HELP

This key invokes a help screen, currently used when needing help in filter construction.

[F2] Function 2 key. - LIST

The list key is used to display the list of questions available in the survey for you to select from.

When this list is displayed it may be noted that there is a bracketing or series of brackets linking questions together. It is very important that you understand the meaning of these brackets as they indicate loop structures or grid questions. Grid questions are used in the questionnaire for answering a series of questions containing the same code frames. An example of a grid question may be:

Q1. For each product please rate it for taste

Apples - 1. very good 2. fairly good 3. bad
Pears - 1. very good 2. fairly good 3. bad
Lemons - 1. very good 2. fairly good 3. bad

The grid in this situation would consist of 4 questions in the F2 list with brackets around them. The first of the four questions would possibly be labelled FRUIT TYPES RATED then the following 3 questions in the group would be labelled Q1/1 Apples rating, Q1/2 Pears rating and lastly Q1/3 Lemons rating.

The reasons these are bracketed is to inform you that these are grid or NESTED types of questions and that if you wish to use these rating questions they will need to be filtered against the appropriate element of the first question in order to make sense. For example, if I wish to use the question Q1/3 Lemon rating, I would have to filter this on the FRUIT TYPES RATED question using the element lemon.

[F3] Function 3 key - FILTERS

This key has 2 uses. When the filter question comes up it can be used to list the earlier saved filter constructions that you have filed. The other use is when the table is displayed you can use it to toggle between the table and the filter description. This is done so that the screen is not cluttered by a lot of description. When the table is printed, though, the filter description is also printed correctly.

[F4] Function 4 key - Reserved

This key is not presently used.

[F5] Function 5 key - TYPE

This is used when F2 has displayed a list of files. By pressing F5 the screen displays : **[ENTER] KEY:** and you may type in a string or no. that may further target in on what you are looking for. If it is the only one it will select it.

[F6] Function 6 key - RESERVED**[F7] Function 7 key - NULL**

This key is used in the means weighting screen to enable you to insert a NULL code so that the element is not included in the mean calculation. This is usually used for Don't Know codes or Not Applicable etc..

[F8 - F9] Function 8-9 keys - RESERVED

These keys are not presently used.

[F10] Function 10 key - VIEW

This key is used to view the contents of a question that is listed on the screen after using F2.

APPENDIX 2 - FILES USED IN TABGEN

There are 2 types of files used in TABGEN, Temporary files and Data files. Temporary files are created in the Tabgen directory during the execution of the program and may be removed or changed by the program. Data files are files that are created relative to the job and are stored in a directory created by TABGEN with the name of the job (eg. If we create a spreadsheet in the job TEST then TABGEN will create a directory TEST below the tabgen directory and place the file in this directory.

Files created by TABGEN in the network version will have the 2 character initials embedded in the file name when filed away. The standalone versions do not use this facility.

Standalone File Naming Conventions:

The files that TABGEN use are as follows:

TABGEN.EXE	This is the main program file.
XXXXXAAA.INV	This is the inverted file that contains the data for your job. XXXXX should be the Job Name AAA is the name related to that file (eg JAN for January data FEB for february data etc.)
XXXXX.SP	This is the main job name (note that it is 5 chars.long) that is used by TABGEN to be the master job name. this file is also the specification file containing the question and code titles.
XXXXXZ.WT	This is the global weight file supplied by the Research Co. It is necessary that this file contains only W specs. The Z parameter is not necessary but can be there so that the Research Co knows which weight spec it supplied.
PPPPPPPP.ESC	This is the printer escape sequence file. There may be a few of these files and the P parameters are the printer name that is displayed when asked to select a printer. There is a program supplied with TABGEN that is called ESCSEQ.EXE that enables you to add additional printers to this set.

COLOUR.REF	This file is created by TABGEN and can be changed using the "Change Screen Colours" option in the main menu.
OUTPUT.REF	These are the parameters stored for the use of the program to determine column and page sizes.
TITLE.FLE	This is a file used by TABGEN to hold the main menu items.
TABLE.FLE	This is a work file that holds the last table used.
FILT.FLE	This is a work file that holds the last filter parameters used.

The above files are located in the master TABGEN directory. The following files are created in the JOBNAME directory that is created when operating on a particular job. The reason for this is so you can keep various outputs of different jobs in segregated directories.

The files created are as follows:

?????????.QSN	The name given to the output file from the display question. The ?????????? parameter is any 8 character name you wish. As with all these files you do not need to add the suffix.
?????????.PRN	The name given to the output of created tables file.
?????????.TAB	The name given to the saved table in ASCII format.
?????????.FLT	The name given to a saved filter.
?????????.SPD	The name given to a Spreadsheet file.
?????????.GRF	The name given to a output graphics file.
QSPECS.REF	The name of the file that stores all the created questions that you generate.
CREAT.REF	The name given to the file that holds the data for the QSPECS.REF file.
WEIGHTS.REF	The file that holds the global weights.

Network File Naming Conventions:

The file naming conventions for network versions are similar except that the users unique 2 character initials are stored in the suffix. This is necessary so that files do not get mixed up between users.

The files are the same as in the standalone versions so I will display the original with the network version beside them. Note the prefix is the same.

AAAAAXXX.INV	The same (file provided)
AAAAA.SP	The same (file provided)
AAAAAX.WT	The same (file provided)
PPPPPPPP.ESC	The same
COLOUR.REF	COLOUR.II
OUTPUT.REF	OUTPUT.II
TITLE.REF	TITLE.II
TABLE.REF	TABLE.II
FILT.FLE	FILT.II

And in the JOBNAME directory:

?????????.QSN	?????????.IIQ
?????????.PRN	?????????.IIP
?????????.TAB	?????????.IIT
?????????.FLT	?????????.IIF
?????????.SPD	?????????.IIS
?????????.GRF	?????????.IIG
QSPECS.REF	QSPECS.II
CREAT.REF	CREAT.II
WEIGHTS.REF	WEIGHTS.II

APPENDIX 3 - CREATING A NEW PRINTER DEFINITION FILE

There is a program supplied call ESCSEQ.EXE that can be used to create a new printer definition file. All that is required is the printer manual for the appropriate printer that you wish to add to the system. As there are hundreds of different printers in use we have not at this time built a lot of definitions. the main printer used by most of the existing base are HP Laserjet type or STAR or EPSON printers which are similar. To build a definition is quite easy but if you are having a problem please feel free to contact OZ Info and we will give you all the assistance necessary to build your particular type.

The following figure shows you the questions asked so that you may obtain the data needed to answer them before you start.

```
*** PRINTER ESCAPE SEQUENCE GENERATOR ***
Written by John Nielsen. 1990.

This program was written for use with TABGEN output procedures.

Continue? YES NO

<< Hit [DEL] to restart >>

Enter escape sequence - 10 chars/inch:
Enter escape sequence - 12 chars/inch:
Enter escape sequence - 17 chars/inch:

Do you require PORTRAIT/LANDSCAPE option? YES NO

Enter escape sequence - PORTRAIT:
Enter escape sequence - LANDSCAPE:

Write sequences to file? YES NO

File name ( [RET] = PRINTER.ESC ):
```

When Figure 25 - The questions asked in ESCSEQ.EXE

enter

typing in the escape sequences you only need to type the keys required. For example if you have to type the ESCAPE character just hit the escape key and a symbol will appear (a backwards arrow) and the program will know that it is the escape key.

APPENDIX 4 - HELP SCREENS

At most stages in TABGEN you can get help by pressing [F1] and the HELP SCREENS are displayed. At the bottom left corner of the screen a number is displayed of the HELP SCREEN. The following is a printout of all the HELP SCREENS

HELP.001**ENTER KEYWORD/PHRASE.**

This means that you can enter any phrase or part of a word and TABGEN will display on the screen all question titles that contain that word, phrase or characters in the order that they were typed.

[<->] CONTROL ARROWS.

Move cursor through title without shifting or deleting characters.

[BACK] THE BACKSPACE KEY.

Erase the last character that was entered.

[DEL] THE DELETE KEY.

Erase the highlighted character.

[CTRL + BACK]

Backspace to the beginning of the line.

[CTRL + D]

Erase all characters from the cursor position to the end of the line.

[RET] THE RETURN KEY.

Accept all changes.

[F2] LIST.

By pressing the Function Key F2, TABGEN will display all questions that are available in the survey.

[F3] Filters.

If a filter had already been created previously and saved as a file, the file names of those filters will be displayed so that you may select the filter required.

[ESC] TO REVERSE.

The ESC key is used to reverse, or undo, the previous function. The ESC key will continually take you back at a step at a time until you are back to the Main Menu.

HELP.002**[RET] THE RETURN KEY.**

Select the highlighted file.

[DEL] THE DEL KEY.

Delete the highlighted file. If you are at the job selection phase, you will be given an opportunity to delete this job and all of its related files.

[ESC] THE ESCAPE KEY.

Exit this module.

[INS] THE INSERT KEY.

Load a new job from an external source (eg. Disk Drive A, B, etc.). All files will be copied down from the external source, so ensure that only required files are present.

[F5] FUNCTION 5 KEY.

Enter a key at this point, and a new list will be presented, showing all files that commence with the selected key (eg. ENTER KEY: JOB has the same effect as DIR JOB*.*).

HELP.003**[RET] THE RETURN KEY.**

Select the highlighted question.

[DEL] THE DELETE KEY.

Delete this question. Only CREATED questions - those questions marked with a '+' - may be deleted from the list.

[F10] THE FUNCTION 10 KEY.

Display the contents of the highlighted question, including all values and code labels.

[F5] THE FUNCTION 5 KEY.

You may enter a keyword or phrase at this point to reduce the number of questions listed.

HELP.004

1. SELECT NEW FILE.
Select SPEC and DATA files that are to be read by TABGEN.
 2. DISPLAY QUESTION.
Display the values and labels associated with a single question.
 3. CREATE TABLE.
Cross one question by another, placing the results in a table.
 4. CREATE QUESTION.
Select labels - and corresponding values - from various other questions and combine them into one question.
 5. RECALL TABLE.
If a table has been saved, it may be recalled for further study.
 6. SELECT WEIGHT QUESTION.
If the data requires weights, they may be entered manually or loaded in from an external file.
 7. CONSTRUCT NEW DATA.
Enter data construction module.
 8. CHANGE TEXT COLOURS.
Change the text, background and highlighter colours.
- Q. QUIT
Exit TABGEN. This function can also be called using [ESC] or [PG DN].

HELP.005

[RET] THE RETURN KEY.

Repeat the last value that was entered.

[F4] THE FUNCTION 4 KEY.

Go back to the previous code, so that its value may be changed.

[F7] THE FUNCTION 7 KEY.

If you are entering average weights at this point, this code will be excluded from the mean and median calculations.

HELP.006**[F3] THE FUNCTION 3 KEY.**

Display the filter that was used for this table.

[ESC] THE ESCAPE KEY.

Exit to the SAVE MENU, so that the table may be stored, printed, or exported to a spreadsheet. You may continue to view the file after this has been done.

[CTRL] + [->].

Move to the right hand side of the table.

[CTRL] + [<-].

Move to the left hand side of the table.

HELP.007**1. SAVE TABLE FOR LATER USE.**

Store table in a file. Table may be RECALLED at a later date.

2. CREATE EXPORT FILE.

Table may be output in formats that are recognised by various other programs. (eg. LOTUS, QUATTRO, etc.).

3. PRINT TABLE.

Table will be output to a printer or file. Filters and necessary page-breaks will be included in the output.

4. RESUME ANALYSIS.

This will enable you to continue observing the table's contents.

5. REGENERATE TABLE.

The table's values remain constant, but you are able to change the output options (eg. column widths, averages, etc.).

Q. EXIT.

Returns you to the main menu.

TITLING:**[<->] CONTROL ARROWS.**

Move cursor through title without shifting or deleting characters.

[BACK] THE BACKSPACE KEY.

Erase the last character that was entered.

[DEL] THE DELETE KEY.

Erase the highlighted character.

[CTRL + BACK]

Backspace to the beginning of the line.

[CTRL + D]

Erase all characters from the cursor position to the end of the line.

[RET] THE RETURN KEY.

Accept all changes.

HELP.008

LEFT AND RIGHT ARROW KEYS.

Change background colours.

UP AND DOWN ARROW KEYS.

Change text colours.

[RET] RETURN KEY.

Accept alteration.

[ESC] ESCAPE KEY.

Exit this module.

HELP.010

I N S T R U C T I O N

Enter range of codes to be filtered on, using conjunctions where necessary. For example ...

AND (+ or ,) 1 AND 2. Extract codes 1 and 2 from source question.

TO (- or /) 1 TO 7. Extract codes 1 through to 7 from source question.

[RET] Extracted all codes from source question.

[F9] Select highlighted code number.

HELP.011

I N S T R U C T I O N S

Enter range of codes to be filtered on, using conjunctions where necessary. For example ...

OR (.) 1 OR 2. Code 1 or code 2 or both are true.

TO (- or /) 1 TO 7. Any code from 1 to 7 is true.

AND (+ or ,) 1 AND 7. Both codes must be there to be true.

NOT (N) NOT 1. Any code other than one is true.

() (1 or 2) AND 3. This translates to: 1 AND 3 OR 2 AND 3.

[RET] Select highlighted code if nothing has yet been selected (ie. entry line is empty) or finish.

"" "33" AND "PROSPECT". Response includes both alphabetic strings.
eg. 1/33 PROSPECT AVE.

[F2] Select question that must contain the same result as this question. (This can be used with conjunctions, parenthesis and NOT).

[F9] Select highlighted code number.

HELP.012

Here it is possible to join two or more questions together, selecting only those codes that you wish to appear in the created question.

LINKING.

If you choose the LINK option, the questions you select will be strung together, creating one long question.

eg. QUESTION TITLE: SEX/AGE

Questions to be added to SEX/AGE:

SEX
MALE
TO
FEMALE
AND
AGE
18-24
AND
35-49

Result:

SEX/AGE

MALES	25%
FEMALES	75%
18-24	10%
35-49	40%

When selecting code labels, you may use ...

The AND operator (, or +)

The TO operator (- or /)

[RET] to use EVERY code label in the question.

MERGING.

The steps required to MERGE two or more questions are identical to those steps used in LINKING. But the results of the above procedure would be as follows ...

SEX/AGE II

MALES/18-24	3%
FEMALES/18-24	7%
MALES/35-49	12%
FEMALES/35-49	28%

The questions are broken down within each other enabling multi-dimensional analysis.

The resulting question can be used in ...

QUESTION DISPLAYS
TABULATION
FILTERING

When filtering, however, any LOOP HIERARCHIES will be IGNORED. In other words, it will NOT be treated as a MATCHED filter.

LINKING/MERGING CREATED QUESTIONS.

You may create a question using other created questions.

eg. SEX/AGE
MALES
TO
35-49
AND
SEX/AGE II
MALES/18-24
TO
FEMALES/35-49

Result:

MALES	25%
FEMALES	75%
18-24	10%
35-49	40%
MALES/18-24	3%
FEMALES/18-24	7%
MALES/35-49	12%
FEMALES/35-49	28%

LINKING UNCODED QUESTIONS.

An uncoded question may be joined to other uncoded questions or to a CODED question.

eg. QUESTION TITLE: PERSONAL DATA

Questions to add to PERSONAL DATA:

NAME OF RESPONDENT (UNCODED)
AND
ADDRESS OF RESPONDENT (UNCODED)
AND
POST CODE (UNCODED)
AND
PHONE NUMBER (UNCODED)
AND
SEX (CODED)
MALE
TO
FEMALE

Using DISPLAY QUESTION, you can route this information to a COMMA-DELIMITED FILE, or to the SCREEN/PRINTER.

eg. Creating DATA.FLE ...

"JOE BLOW","26 Crazy Place","5555","068 427 1322","MALE"
"MAY CITIZIN","44 Elm Street","6666","02 423 3131","FEMALE"

..etc.

When performing a LIST operation with coded data, the code labels are printed instead of the raw data.

HELP.013**USE PREVIOUS WEIGHTS.**

This question has been used in a table before, and was given a set of weights to be used in MEAN/MEDIAN calculation. If you wish, you may re-use these weights.

USE AUTO-WEIGHTING FACILITY.

Actual values or midpoints based on information within the code label can be generated automatically.

eg. MID-POINTS

18-24 (20)	? 21
25-34 (30)	? 29.5
35-44 (40)	? 39.5
45-54 (50)	? 49.5
55-64 (60)	? 59.5
65-74 (70)	? 69.5
75-84 (80)	? 79.5
85+ (95)	? (Can't calculate)

A mid-point is generated for the FIRST TWO non-isolated numbers detected - NON-ISOLATED meaning NOT IN BRACKETS.

ACTUAL VALUES would be generated as follows ...

ACTUAL VALUES

18-24 (20)	? 20
25-34 (30)	? 30
35-44 (40)	? 40
45-54 (50)	? 50
55-64 (60)	? 60
65-74 (70)	? 70
75-84 (80)	? 80
85+ (95)	? 95

If there is a number in brackets, this number is ALWAYS used as the ACTUAL VALUE.

If there is NO number in brackets, the ACTUAL VALUE will be the FIRST number detected.

eg. ACTUAL VALUES

10.55 kgs	? 10.55
20.36 kgs	? 20.36
45.96 kgs	? 45.96

..etc.

If a code label contains insufficient information, and a value CANNOT be generated, the procedure will stop momentarily and you will be asked to enter the value yourself.

HELP.014

The macro produced by the HARVARD 3.0 export writes all data and labels into a NEW CHART or TEMPLATE.

FORMAT

The ACROSS question code labels become the X-AXIS DATA LABELS. The DOWN question labels become the SERIES TITLES which appear in the LEGEND.

COLUMN WIDTHS

The column widths specified in table generation affect the macro produced. For example, any width causing column/row labels to WRAP AROUND, will TRUNCATE the label in HARVARD.

eg. TABGEN

HARVARD 3.0

ALL BANKS ARE PATH
ETIC AND USELESS

ALL BANKS ARE PATH

So make sure this is taken into consideration. Before exporting your data, choose the REGENERATE TABLE option and adjust column widths where necessary.

DATA

The HARVARD 3.0 export module produces either RAW FIGURES or PERCENTAGES, but not both. If you have selected BOTH as an output option, only the RAW FIGURES will be exported.

FOOTNOTE

This could be useful if you wish to enter a FILTER DESCRIPTION; otherwise, just hit [RET] for none.

IMPORTING THE MACRO

The first function performed by the HG3 macro is to select ...

2. EDIT CHART

... so before running the macro you must first CREATE a chart OR IMPORT a TEMPLATE. Having done this, type ...

[F10] (NOT [F6])

... to return to the main menu, and execute the TABGEN macro.

HELP.015**LEFT MARGIN**

This refers to the column containing code labels for the DOWN question. It's default is 20 characters, but you may set it to any width 10 characters or more. If you enter nothing here it will automatically be set to 10 characters.

SETTING COLUMN WIDTHS

If you enter a value at the prompt, ALL COLUMNS in the ACROSS question. will be set to this VALUE.

Otherwise you may enter NOTHING here, and set the width of each column INDIVIDUALLY.

HELP.016**SAVING OPTIONS**

If you enter a file name at the following prompt ...

Option file name ([RET] for none):

... the OUTPUT OPTIONS that you have set for this table will be STORED for use with another table. OUTPUT OPTIONS include ...

ROW/COLUMN PERCENTAGES
COLUMN WIDTHS
TOTAL COLUMN
SIGNIFICANCE TEST

..etc.

RETRIEVING OPTIONS

You will be asked if you wish to SELECT or DELETE stored options. If you choose [YES], ALL OPTION FILES that you have created will be presented on the screen. You may then DELETE any files that you no longer wish to use, or you may SELECT the required file by pressing [RET].

The options stored in the selected file will be used in table generation.

HELP.017**COLUMN TOTALS**

The total number of RESPONSES in the DOWN question will be displayed at the BOTTOM of each COLUMN. This value will differ from the BASE if the down question allowed MULTIPLE RESPONSES.

SUB-GROUPS

The GENERATE COLUMN TOTALS option also produces BASES and SUB-TOTALS for any sub-groups in the DOWN question.

For example, the created question SEX/AGE may generate this ...

BASE	100
BASE	100
MALES	25
FEMALES	75
TOTAL	100
BASE	100
18-24	35
25-34	40
35+	25
TOTAL	100
TOTAL	200

HELP.018

This module creates a WORDPERFECT MACRO. To access this macro from WORDPERFECT, hold down ...

[ALT]

... and press ...

[F10]

Then enter the FULL PATH NAME of the macro you have created.

The macro will create a table and write each value into the cells.

HELP.019**BATCH MODE**

Tabulation instructions can be read from an ASCII text file.
The instructions must be written in the following format ...

AAA X BBB-CCC[DDD], EEE; SAVE FFF

COMMAND	DESCRIPTION
-----	-----
AAA	ACROSS question
BBB	DOWN question
CCC	Filter question
DDD	Filter codes (eg. 1.2-3,N4 .. etc.)
EEE	Option file
FFF	Name of file to be saved

For example, the following instructs TABGEN to cross Q1a by Q1b filtered on females. It uses the table options stored in file OPTIONS and writes the result to a text file called OUTPUT ...

Q1a X Q1b-SEX[2], Options; FILE Output

In addition to SAVING and FILING your table you can PRINT or EXPORT it.

eg. Q1a X Q1b-SEX[2] AND AGE[3]; HG3 Name WP Name PRINT

The above command writes the resulting table to a HARVARD 3 macro, a WORD PERFECT macro and to the PRINTER.

You will notice that in this case, the OPTIONS file was omitted. When this is done, TABGEN automatically selects a file called DEFLT.OPT.

(NOTE: If DEFLT.OPT is not present and another file has not been specified, the TABGEN macro will cease.)

KEYWORD SEARCHING IN BATCH MODE

In INTERACTIVE mode, TABGEN provides a list of all questions that match the specified KEYWORD or PHRASE. In BATCH mode, however, the FIRST question that matches the key is selected.

Therefore, it is necessary to be VERY SPECIFIC.

Alternatively, you may reference your questions using the MICROTAB question numbers.

eg. Q1S	Q1A STATEMENTS
Q2F	Q1B RATING
Q3F	SEX
Q4F	AGE

1 X 2-3[2] AND 4[3]; LOTUS Name

To do this, you would require a PRINT-OUT of the specifications.

It may be more convenient to insist at the beginning of a job that ALL QUESTIONS in the SPECIFICATIONS file are given a UNIQUE LABEL. For example, you may ask that QUESTION NUMBERS are used throughout, even in the DEMOGRAPHICS.

CREATING A BATCH FILE

Using an ASCII editor, create a file called ...

{Jobname}\{Filename}.TGM

Enter your command lines in the desired sequence and SAVE the file.

READING A BATCH FILE

TABGEN will translate each command line into a sequence of key-strokes and perform each function before your eyes.

If it encounters a FORMAT ERROR, the offending line will be written to a file called ...

{Jobname}\{Filename}.ERR

and then batch file reading will continue as normal. The ERROR FILE can be later accessed and repaired.

WRITING MULTIPLE TABLES TO A FILE

If you have selected the FILE option and the specified file ALREADY EXISTS, TABGEN will automatically choose the APPEND option. This way, MULTIPLE TABLES can be written to the one file for later printing.

GENERATING COLUMN AVERAGES

If you place an [A] after the OPTIONS file, the MEAN, MEDIAN, STD DEV

and STD ERR will be generated.

eg. Q1 X AGE, Deflt A3; SAVE Name

The above line generates AVERAGES for AGE with DECIMAL PLACES set to THREE.

Weights CAN NOT be specified in the BATCH file, so TABGEN will do one of two things ...

1. If averages for the DOWN question have been generated before, the SAME WEIGHTS will be used as last time.
2. If NO WEIGHTS have EVER been specified for this question, the CODE NUMBERS will be used as WEIGHTS.

(NOTE: When requesting averages, an OPTIONS file must always precede the [A#].)

ABREVIATIONS

FILTER CONJUNCTIONS and OUTPUT COMMANDS may be abbreviated as follows ...

Q1a X Q1b- Q2[2] A Q3[3] O Q5[6]; P S Name F Name H Name

Full names need only be used if you want your command lines to be self-documenting.

USING STORED FILTERS

If the SQUARE BRACKETS DO NOT APPEAR in the filter specification, TABGEN assumes that you have entered the file name of a stored filter.

eg. Q1a X Q1b- Name; Print

STOPPING A MACRO

If you wish to stop a macro while it is running, press [ESC].

EDITING COMMANDS
CONTROL ARROWS.

Move cursor through titles without shifting or deleting characters.

[BACK] THE BACKSPACE KEY.

Erase the last character that was entered.

[DEL] THE DELETE KEY.

Erase character.

[CTRL + BACK]

Backspace to the beginning of the line.

[CTRL + D]

Erase all characters from the cursor position to the end of the line.

[CTRL + HOME] Go to top of file.

[CTRL + END] Go to end of file.

[F10] NEXT WORD

Advance to the next word. '

[F9] LAST WORD

Go back a word.

[F2] LIST QUESTIONS OR CODE LABELS

Displays the available questions. If you select a question using the highlighter, that question is written to the batch file in the form of a reference number.

[F6] BLOCK

Switch the highlighter ON/OFF. If you wish to COPY or DELETE a section of the file, PRESS [F6] and then use the CURSOR CONTROLS to highlight the desired section. PRESS [F6] A SECOND TIME to SET the BLOCK, and then once more to UNBLOCK.

[INS] COPY

Copy BLOCK to cursor position.

[CTRL + R]

Erase BLOCK from file.

[ESC] THE ESCAPE KEY

Save the macro file.

HELP.020

At any stage during the running of this program, you may press the [F1] key and obtain a HELP window relating to the task you are performing.