





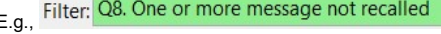






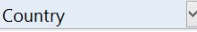
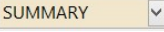


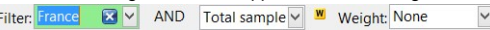

<b>Key tips to get you started</b>	<i>Start a new project with your data</i>	<ol style="list-style-type: none"> <li>1. <b>File ► Data Sets ► Add to Project ► From File</b></li> <li>2. Select Automatically detect data file structure</li> <li>3. (Optional) Choose from among <b>Advanced</b> options</li> </ol>
	<i>Modify the table</i>	In the <b>Outputs</b> tab choose the questions you want to show in the blue and brown question menus 
	<i>Duplicate the table</i>	 Push the Duplicate table button in between the blue and brown drop down menus to make new tables
	<i>Manipulate the table</i>	<ul style="list-style-type: none"> <li>• Drag-drop categories and columns to move them and merge them</li> <li>• Right-click to bring up menu of options (dependant on where you click)</li> <li>• Highlight multiple categories with Shift or Ctrl, and then right-click</li> </ul>

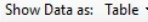


<b>What to do when you cannot figure out how to use Q</b>	<i>Right-click on whatever it is you are trying to change</i>	
	<i>Type into Search</i>	 Search features and data
	<i>Get help interpreting a table</i>	<b>Help ► Interpret This Table</b>
	<i>Read the wiki</i>	<b>Help ► Q Wiki (Online Reference Manual)</b>
	<i>Do some training modules</i>	<b>Help ► Online Training</b>
	<i>Contact support</i>	<a href="mailto:support@q-researchsoftware.com">support@q-researchsoftware.com</a>

<b>Data files and file management</b>  When you analyze data in Q you are always using two files:  <ul style="list-style-type: none"> <li>• Project file (.Q): this contains all the work you have done in Q.</li> <li>• Data file (e.g., .sav): this contains your survey data; Q does not change the raw data.</li> <li>• A Q Pack (.QPack) is an archive of your Project and your Data</li> </ul>	<i>Start a new project</i>	<ol style="list-style-type: none"> <li>1. <b>File ► Data Sets ► Add to Project ► From File</b></li> <li>2. Select <b>Automatically detect data file structure</b></li> <li>3. (Optional) Choose from among <b>Advanced</b> options</li> </ol>
	<i>Starting using a QPack</i>	<ol style="list-style-type: none"> <li>1. Double-click on the QPack or <b>File ► Open ► Existing Project</b></li> <li>2. <b>File ► Save</b></li> <li>3. Read any messages carefully (as you may destroy work)</li> </ol>
	<i>Opening a project</i>	<b>File ► Open ► Existing Project or Recent Projects</b>
	<i>Share projects</i>	<b>File ► Share</b> This sends the project and data files (as a Q Pack)
	<i>Update the data in a project</i>	<b>File ► Data Sets ► Update</b>
	<i>Merge different projects</i>	Open two copies of Q and drag and drop tables and variables from one project to another
	<i>Merge data files</i>	<b>Tools ► Merge Data Files</b>
	<i>Stack data</i>	<b>Tools ► Stack SPSS Data File</b>
	<i>Panel data (e.g., occasion-based data)</i>	<ol style="list-style-type: none"> <li>1. Stack the data (if necessary)</li> <li>2. <b>File ► Data Sets ► Add to Project ► From File</b></li> <li>3. <b>File ► Data Sets ► Edit Relationships</b></li> </ol>

<b>What to do when the data looks wrong</b>	<i>Contact the person that set up the project (if you did not do it yourself)</i>	
	<i>Check the base</i>	
	<i>Check n and base n</i>	<b>Statistics – Cells ► n or Base n</b>
	<i>Check statistical testing</i>	Show significance:  <b>Edit ► Project/Table Options ► Statistical Assumptions</b>
	<i>Check that the Question Type setting makes sense on the Variables and Questions tab</i>	Either go to the <b>Variables and Questions</b> tab and find the data, or, press  to the right of the relevant dropdown menu
	<i>Check that the Filter is correct</i>	E.g., 
	<i>Check that the Weight is appropriate</i>	E.g., 
	<i>Check that the correct rules are applied and, try and remove the rules</i>	If a Rule has been applied, a pink Rules tab will appear at the bottom of the table. Control when applied using the <b>Apply</b> dropdowns 
	<i>Hide or unhide variables</i>	On the <b>Variables and Questions</b> tab, press <b>H</b>
	<i>Check if empty rows/columns are are hidden</i>	Check to see if  is depressed (this hides empty rows and columns)
	<i>Review the Value Attributes</i>	Right-click on a row or column heading and select <b>Values</b>
	<i>Review how a variable has been constructed</i>	<ol style="list-style-type: none"> <li>1. Go to the <b>Variables and Questions</b> tab</li> <li>2. Find the variable</li> <li>3. Right-click: <b>Edit Variable</b></li> </ol>
	<i>Contact support</i>	<b>File ► Share ► Send To Support (encrypted)</b> and indicate which table and which cells in the table look wrong and why

<b>Tables and plots</b>	
<p>Note that the one of the main ways of modifying a table is to change the data in the table, and when this is done all other tables using the same data will also change (see <a href="#">Manipulating Data</a>)</p>	<p><i>View additional statistics</i></p> <p>Right-click: <b>Statistics – Cells/Right/Below ▶</b></p>
	<p><i>Duplicate a table</i></p> <p> Duplicate Push the Duplicate table button in between the blue and brown drop down menus to make new tables</p>
	<p><i>Changing the data</i></p> <p>Choose the questions you want to show in the blue and brown question menus</p> <p> Country  SUMMARY</p>
	<p><i>Create plots in Q</i></p> <p>Select from <b>Show Data As</b> (top middle of the screen)</p>
	<p><i>Customizing the look and feel of tables</i></p> <p><b>Edit ▶ Project Options ▶ Customize and Table Styles</b></p>
	<p><i>Lock the dropdowns used to select data on a table</i></p> <p>Right-click on table(s) in the <i>Report</i> and select <b>Lock</b></p>
	<p><i>Create folders</i></p> <p>Right-click on a table in the <i>Report</i> and <b>Add group</b></p>
	<p><i>Create lots of tables</i></p> <p><b>Create ▶ Tables ▶ Banner Tables</b> (this also automatically creates banners and flattens data – see <a href="#">Manipulating Data</a>)</p>
<p><i>Simultaneously change lots of tables/plots</i></p> <p>Select them all at the same time and then modify as normal (e.g., apply filters, right-click and <b>Statistics – Cells</b>)</p>	


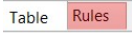

<b>Weights and filters</b>	
<p>Weights and filters can be applied to the entire project or to selected tables and plots.</p>	<p><i>Applying filters and weights</i></p> <p>In the <b>Outputs</b> tab highlight a table/chart in the report tree and then select from the Filter or Weight menus. If applied, the filter/weight will be indicated in green.</p> <p></p>
	<p><i>Creating a weight</i></p> <p><b>Create ▶ Variables and Questions ▶ Variable(s) ▶ Weight</b></p>
	<p><i>Allowing variables to be selectable as weights and filters</i></p> <p>In the <b>Variables and Questions</b> tab, press <b>F W</b></p>
	<p><i>Creating simple filters</i></p> <p><b>Automate ▶ Browse Online Library ▶ Filtering ▶ Create Filters from Selected Data</b></p>
	<p><i>Creating filters from a table</i></p> <p>Create a table, select the relevant cells and press </p>
<p><i>Creating complicated filters (eg: filters involving more than 2 variables, with OR, NOT and AND statements)</i></p> <p><b>Create ▶ Variables and Questions ▶ Variable(s) ▶ Binary – Complicated Filter</b></p>	



<b>Visualizations</b>	
<p><i>Convert a table into a plot</i></p> <p>1. Select a <b>Table</b>. 2. Choose an option from the <b>Show Data As</b> menu. </p>	
<p><i>Interactive and Advanced Visualizations</i></p> <p>1. <b>Create ▶ Charts ▶ Visualizations ▶ ...</b> 2. Select the new R object in the Report Tree.  3. On the right hand-side in the Object Inspector, link it to a table or variables</p> <p></p> <p>4. Click <b>Calculate</b> (hint: you can set Calculate to 'automatic' so it automatically updates if you change the input table/variables)</p>	



<b>Viewing raw data</b>	
<p><i>Seeing the raw data for a question</i></p> <p>In the <b>Outputs</b> tab <b>Brown dropdown menu: RAW DATA</b></p>	
<p><i>Seeing raw data for lots of variables in Excel</i></p> <p>1. Select the variables in the <b>Variables and Questions</b> tab 2. Right-click: <b>Export variables to Excel</b> 3. In Excel: <b>VIEW ▶ Freeze Panes ▶ Freeze Top Row</b> 4. In Excel: <b>DATA ▶ Filter</b></p>	
<p><i>Seeing all the raw data in Q</i></p> <p>All the raw data is viewable on the <b>Data</b> tab. You can sort columns, show filters and re-order the columns (this is done on the <b>Variable and Questions</b> tab)</p>	

<b>Exporting</b>	
<p>Any chart templates that you create in Excel, PowerPoint and Word, are available in the <b>Format</b> dropdown that appears when exporting. See also <a href="#">Viewing raw data</a>.</p>	<p><i>Export to PDF</i></p> <p><b>File ▶ Export ▶ To PDF</b></p>
	<p><i>Export to Excel, PowerPoint and Word</i></p> <p></p>
	<p><i>Automatically update Office exports</i></p> <p>Ensure the Office document is open and export the relevant tables/charts again. If Q can detect them as being already exported to the document, it will give you the option to Update. See the Q wiki for more details on automatic updating.</p>
<p><i>Setting default chart types for Office</i></p> <p>1. Create <i>Chart Templates</i> using Excel, Word or PowerPoint 2. <b>Edit ▶ User Options ▶ Export Chart Defaults</b></p>	

<p><b>Manipulating data</b></p> <p>There are lots of tools for manipulating data. These are only some of the more commonly-used basic tools.</p>	<i>Merging</i>	In the <b>Outputs</b> tab: Drag and drop, or, right-click: <b>Merge</b>
	<i>Creating NETs</i>	In the <b>Outputs</b> tab: Right-click: <b>Create NET</b>
	<i>Sorting/Re-ordering categories</i>	In the <b>Outputs</b> tab: <ul style="list-style-type: none"> <li>• Drag and drop</li> <li>• Right-click: <b>Sort By</b></li> <li>• See <i>Using Rules</i> on how to automate the sorting of categories on a table</li> </ul>
	<i>Removing a category and rebasing</i>	In the <b>Outputs</b> tab: <ul style="list-style-type: none"> <li>• Right-click: <b>Remove</b> (only for mutually exclusive options)</li> <li>• Filtering: Create a NET and right-click on it: <b>Create filter</b></li> </ul>
	<i>Removing a category without rebasing</i>	In the <b>Outputs</b> tab: Right-click: <b>Hide</b>
	<i>Switch between % and averages as main statistics on a table</i>	In the <b>Outputs</b> tab: <ol style="list-style-type: none"> <li>1. Right-click on the row or column headers on the table</li> <li>2. Select the question (its name will appear near the bottom of the menu)</li> <li>3. Select <b>Restructure data</b> and the appropriate option</li> </ol>
	<i>Creating a 2<sup>nd</sup> version of a question</i>	In the <b>Outputs</b> tab: Right-click on table row/column heading: <b>Duplicate Question</b>
	<i>Banding numeric variables</i>	<ol style="list-style-type: none"> <li>1. See <i>Creating a 2nd version of a question</i> above</li> <li>2. See <i>Switch between % and averages as main statistics on a table</i> above</li> <li>3. Merge the rows together according to the desired bands – See <i>Merging</i> above</li> </ol>
	<i>Recoding (changing Value Attributes)</i>	In the <b>Outputs</b> tab: Right-click on table row/column heading, select <b>Values</b> and change the numbers in the <b>Value</b> column
	<i>Create a banner</i>	In the <b>Outputs</b> tab: <ol style="list-style-type: none"> <li>1. Create a new table</li> <li>2. <b>Create ► Banner ► Drag and Drop</b></li> </ol>
	<i>Create a new variable</i>	<ul style="list-style-type: none"> <li>• <b>Variables &amp; Questions</b> tab: <b>Create ► Variables and Questions ► Variable(s) ► JavaScript Formula ► Numeric</b></li> <li>• Search the Q Wiki for "JavaScript variables" to see examples of basic code</li> </ul>
<i>Recoding into a different variable</i>	In the <b>Variables &amp; Questions</b> tab: <ol style="list-style-type: none"> <li>1. Right-click: <b>Copy and Paste Variable(s) ► Exact copy</b></li> <li>2. Modify the variable as per your needs</li> </ol>	
<i>Standard mathematical functions</i>	In the <b>Variables &amp; Questions</b> tab: <b>Insert Ready-Made Formula(s) ► Mathematical Functions (by Case)</b>	
<i>Creating a binary variable</i>	Follow the steps for creating filters in <a href="#">Weights and Filters</a>	














<p><b>Automation in Q</b></p> <p>Q brings efficiencies to your quantitative workflow in many ways.</p> <p>For more information, search the Q wiki and blogs for 'Automatic'</p>	<i>Using Rules</i> 	<ul style="list-style-type: none"> <li>• Example: <b>Automate ► Online Library ► Sorting and Reordering ► Sort Rows (Automatically Updates when Data Changes)</b></li> <li>• If a Rule has been applied, a pink Rules tab will appear at the bottom of the table </li> </ul>
	<i>Using QScripts</i> 	Example: <b>Automate ► Online Library ► Create New Variables ► Create Top 2 Category Variables</b>
	<i>Updating your analysis</i>	<b>File ► Data Sets ► Update</b> (and replace the datafile)
	<i>Automatic Updating of PowerPoint</i>	See: <a href="#">Exporting</a>
	<i>Automatic Updating of R</i>	<ul style="list-style-type: none"> <li>• R objects in the Report Tree will turn <b>grey</b> if out of date (if the source changes)</li> <li>• If you want the output to update automatically, tick the <b>Automatic</b> box</li> <li>• If you want to run your calculation manually, leave the box un-ticked</li> </ul>

<p><b>Doing Calculations in R</b></p> <p>You can use R to do custom calculations, and many options below also use R.</p> <p></p>	<i>Prepare the data</i>	<p><b>Question Type</b> and <b>Variable Type</b> determine how variables will be used in R calculations:</p> <ul style="list-style-type: none"> <li>• For <i>Numeric</i> variables, choose <b>Number</b>, <b>Number – Multi</b>, or <b>Pick Any</b></li> <li>• For <i>Factors</i>, choose <b>Pick One</b> or <b>Pick One – Multi</b></li> <li>• For <i>Ordered Factors</i>, also change the <b>Variable Type</b> to <b>Ordered Categorical</b></li> </ul>
	<i>Custom Calculations</i>	<p><b>Create ► R Output</b></p> <p>Refer to variables and tables by name to use them in your calculation:</p> <ul style="list-style-type: none"> <li>• For variables, check the <b>Name</b> column in the <b>V&amp;Q</b> tab</li> <li>• For tables, right-click in the <i>Report</i> and select <b>Reference name</b></li> </ul>
	<i>Standard R</i>	Items in the <b>Create</b> menu marked with  use R to run the analysis
	<i>Automatic Updating</i>	<ul style="list-style-type: none"> <li>• If you want the output to update automatically when the data changes, tick the <b>Automatic</b> box</li> <li>• If you want to run your calculation manually, leave the box un-ticked</li> </ul>

<p><b>Advanced Analyses</b></p> <p>All are found under the <b>Create</b> menu.</p> <p>Many advanced analyses use R and show the  symbol. Some advanced analyses do not use R.</p>	<i>The advanced analyses that use </i>	<ul style="list-style-type: none"> <li>• Link the analysis up to source data (table, variables), as per the steps in <i>Interactive and Advanced Visualizations</i></li> <li>• In the Object Inspector on the right, you can view and edit the R Code. Go to <b>Properties &gt; R Code</b></li> </ul>
	<i>Further documentation, videos and worked examples are available on the wiki: <a href="http://wiki.q-researchsoftware.com">wiki.q-researchsoftware.com</a> as well as the Displayr Blog: <a href="http://www.displayr.com/blog">www.displayr.com/blog</a></i>	

# Question Types

The way that Q presents data is determined by the underlying **Question Type** of the data. Question types are set automatically when importing data and can be modified in the **Variables and Questions** tab.

Question Type	Description	Example																
 <b>Text</b>	Each observation in the data file contains text.	What is your name? _____																
 <b>Text – Multi</b>	Multiple related fields of text for each observation in the data file.	Please type in the names of your three favorite soft drinks 1.____ 2. ____ 3.____																
 <b>Pick One</b>	A set of mutually exclusive and exhaustive categories (i.e., <i>nominal</i> or <i>ordinal</i> scales).	Are you... <input type="radio"/> Male <input type="radio"/> Female																
 <b>Pick One – Multi</b>	A series of <b>Pick One</b> questions sharing the same scale points.	Please rate your satisfaction with the following airlines:  <table border="0"> <thead> <tr> <th></th> <th>Low</th> <th>Med</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>United</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>British Airways</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Qantas</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Low	Med	High	United	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	British Airways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qantas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Low	Med	High															
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British Airways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
Qantas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
 <b>Number</b>	A numeric variable (i.e., <i>interval</i> or <i>ratio</i> scale).	How many glasses of wine did you drink last night? ____																
 <b>Number – Multi</b>	A series of numeric variables measured on the same scale.	Next to the brands below, please indicate how many times you have purchased them in the past week Coke ____ Pepsi ____ Fanta ____																
 <b>Pick Any</b>	What is usually referred to in market research as a multiple response or multi question. Respondents are asked to pick all that apply from a list of options.	Which of the following have you bought in the past week?  <input type="checkbox"/> Coke <input type="checkbox"/> Pepsi <input type="checkbox"/> Fanta																
 <b>Pick Any – Compact</b>	Same as <b>Pick Any</b> but stored in a more compact format (see the <i>Q Reference Manual</i> ).																	
 <b>Pick Any – Grid</b>	A set of binary variables that can be thought of as being ordered in two dimensions (e.g., a <b>Pick Any</b> question asked in a loop).	Which of these brands are cool? <input type="checkbox"/> Coke <input type="checkbox"/> Pepsi <input type="checkbox"/> Fanta Which of these brands are young? <input type="checkbox"/> Coke <input type="checkbox"/> Pepsi <input type="checkbox"/> Fanta Which of these brands are sexy? <input type="checkbox"/> Coke <input type="checkbox"/> Pepsi <input type="checkbox"/> Fanta																
 <b>Number – Grid</b>	A question requiring numeric responses, where the variables can be thought of as being ordered in two dimensions (e.g., a <b>Number – Multi</b> question asked in a loop).	In the past month, how many <i>economy flights</i> did you take on... Qantas ____ United ____ Delta ____ ...and how many <i>business class flights</i> did you take on... Qantas ____ United ____ Delta ____																
 <b>Date</b>	A question containing a date.	What is your date of birth? ____ / ____ / 19____																
 <b>Ranking</b>	Multiple numeric variables that represent a ranking, where the highest number is most preferred and ties are permitted.	Rank the following brands according to how much you like them... Coke ____ Pepsi ____ Fanta ____																
 <b>Experiment</b>	A <b>Number</b> , <b>Number – Multi</b> , <b>Ranking</b> , <b>Pick One</b> or <b>Pick One – Multi</b> question, where the alternatives presented were varied using an experimental design.	Which of these would you buy?  <table border="1"> <tbody> <tr> <td>Coke \$2.00 Can</td> <td>Pepsi \$4.20 Bottle</td> <td>Fanta \$3.20 Flask</td> </tr> </tbody> </table>	Coke \$2.00 Can	Pepsi \$4.20 Bottle	Fanta \$3.20 Flask													
Coke \$2.00 Can	Pepsi \$4.20 Bottle	Fanta \$3.20 Flask																