







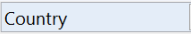
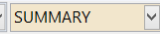
Cheat Sheet

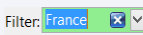
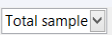
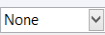

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| Key tips to get you started | Start a new project with your data | <ol style="list-style-type: none"> 1. File ► Data Sets ► Add to Project ► From File 2. Select Automatically detect data file structure 3. (Optional) Choose from among Advanced options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

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





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



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| What to do when the data looks wrong | Contact the person that set up the project (if you did not do it yourself) | |
| | Check the base | base n = 0; total n = 13; 13 missing; 88% filtered out; |
| | Check n and base n | Statistics – Cells ► n or Base n |
| | Check statistical testing | Edit ► Project/Table Options ► Statistical Assumptions Show significance: Compare columns |
| | Check that the Question Type setting makes sense on the Variables and Questions tab | Either go to the Variables and Questions tab and find the data, or, press  to the right of the relevant dropdown menu |
| | Check that the Filter is correct | E.g., Filter: Q8. One or more message not recalled |
| | Check that the Weight is appropriate | E.g., Weight: None |
| | Check that the correct rules are applied and, try and remove the rules | If a Rule has been applied, a pink Rules tab will appear at the bottom of the table. Control when applied using the Apply dropdowns  |
| | Hide or unhide variables | On the Variables and Questions tab, press H |
| | Check if empty rows/columns are hidden | Check to see if  is depressed (this hides empty rows and columns) |
| | Review the Value Attributes | Right-click on a row or column heading and select Values |
| | Review how a variable has been constructed | Go to the Variables and Questions tab Find the variable Right-click: Edit Variable |
| Contact support | File ► Share ► Send to Support (encrypted) & indicate which table and which cells in the table look wrong and why | |



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

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| Weights and filters Weights and filters can be applied to the entire project or to selected tables and plots. | Applying filters and weights | In the Outputs 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. Filter:  AND  Weight:  |
| | Creating a weight | Create ► Variables and Questions ► Variable(s) ► Weight |
| | Allowing variables to be selectable as weights and filters | In the Variables and Questions tab, press F W |
| | Creating simple filters | Automate ► Browse Online Library ► Filtering ► Create Filters from Selected Data |
| | Creating filters from a table | Create a table, select the relevant cells and press  |
| | Creating complicated filters (eg: filters involving more than 2 variables, with OR, NOT and AND statements) | Create ► Variables and Questions ► Variable(s) ► Binary – Complicated Filter |

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| Visualizations | Convert a table into a plot | 1. Select a Table . 2. Choose an option from the Show Data As menu.  |
| | Interactive and Advanced Visualizations | 1. Create ► Charts ► Visualizations ► ...  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  |

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| | | 4. Click Calculate (hint: you can set Calculate to 'automatic' so it automatically updates if you change the input table/variables) |
| Viewing raw data | Seeing the raw data for a question | In the Outputs tab Brown dropdown menu: RAW DATA |
| | Seeing raw data for lots of variables in Excel | <ol style="list-style-type: none"> 1. Select the variables in the Variables and Questions tab 2. Right-click: Export variables to Excel 3. In Excel: VIEW ► Freeze Panes ► Freeze Top Row 4. In Excel: DATA ► Filter |
| | Seeing all the raw data in Q | All the raw data is viewable on the Data tab. You can sort columns, show filters and re-order the columns (this is done on the Variable and Questions tab) |
| Exporting | Export to PDF | File ► Export ► To PDF |
| | Export to Excel, PowerPoint and Word |  |
| | Automatically update Office exports | 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. |
| | Setting default chart types for Office | <ol style="list-style-type: none"> 1. Create Chart Templates using Excel, Word or PowerPoint 2. Edit ► User Options ► Export Chart Defaults |
| Manipulating data | Merging | In the Outputs tab: Drag and drop, or, right-click: Merge |
| | Creating NETs | In the Outputs tab: Right-click: Create NET |
| | Sorting/Re-ordering categories | <p>In the Outputs tab:</p> <ul style="list-style-type: none"> • Drag and drop • Right-click: Sort By • See Using Rules on how to automate the sorting of categories on a table |
| | Removing a category and rebasing | <p>In the Outputs tab:</p> <ul style="list-style-type: none"> • Right-click: Remove (only for mutually exclusive options) • Filtering: Create a NET and right-click on it: Create filter |
| | Removing a category without rebasing | In the Outputs tab: Right-click: Hide |
| | Switch between % and averages as main statistics on a table | <p>In the Outputs tab:</p> <ol style="list-style-type: none"> 1. Right-click on the row or column headers on the table 2. Select the question (its name will appear near the bottom of the menu) 3. Select Restructure data and the appropriate option |
| | Creating a 2 nd version of a question | In the Outputs tab: Right-click on table row/column heading: Duplicate Question |
| | Banding numeric variables | <ol style="list-style-type: none"> 1. See Creating a 2nd version of a question above 2. See Switch between % and averages as main statistics on a table above 3. Merge the rows together according to the desired bands – See Merging above |
| | Recoding (changing Value Attributes) | In the Outputs tab: Right-click on table row/column heading, select Values and change the numbers in the Value column |
| | Create a banner | <p>In the Outputs tab:</p> <ol style="list-style-type: none"> 1. Create a new table 2. Create ► Banner ► Drag and Drop |
| | Create a new variable | <ul style="list-style-type: none"> • Variables & Questions tab: Create ► Variables and Questions ► Variable(s) ► JavaScript Formula ► Numeric • Search the Q Wiki for "JavaScript variables" to see examples of basic code |
| | Recoding into a different variable | <p>In the Variables & Questions tab:</p> <ol style="list-style-type: none"> 1. Right-click: Copy and Paste Variable(s) ► Exact copy 2. Modify the variable as per your needs |
| | Standard mathematical functions | In the Variables & Questions tab: Insert Ready-Made Formula(s) ► Mathematical Functions (by Case) |
| Creating a binary variable | Follow the steps for creating filters in Weights and Filters | |
| Automation in Q | Using Rules  | <ul style="list-style-type: none"> • Example: Automate ► Online Library ► Sorting and Reordering ► Sort Rows (Automatically Updates when Data Changes) • If a Rule has been applied, a pink Rules tab will appear at the bottom of the table  |
| | Using QScripts  | Example: Automate ► Online Library ► Create New Variables ► Create Top 2 Category Variables |
| | Updating your analysis | File ► Data Sets ► Update (and replace the datafile) |
| | Automatic Updating of PowerPoint | See: Exporting |
| | Automatic Updating of R | <ul style="list-style-type: none"> • R objects in the Report Tree will turn grey if out of date (if the source changes) • If you want the output to update automatically, tick the Automatic box • If you want to run your calculation manually, leave the box un-ticked |

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














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



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 | | | | | | | | | | | | | | | | |
|--|--|---|--------------------------|---------------------------|--------------------------|------|--------|--------------------------|--------------------------|--------------------------|-----------------|--------------------------|--------------------------|--------------------------|--------|--------------------------|--------------------------|--------------------------|
|  Text | Each observation in the data file contains text. | What is your name? _____ | | | | | | | | | | | | | | | | |
|  Text – Multi | 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.____ | | | | | | | | | | | | | | | | |
|  Pick One | A set of mutually exclusive and exhaustive categories (i.e., nominal or ordinal scales). | Are you... <input type="radio"/> Male <input type="radio"/> Female | | | | | | | | | | | | | | | | |
|  Pick One – Multi | A series of Pick One questions sharing the same scale points. | Please rate your satisfaction with the following airlines: <table border="0" style="width: 100%; text-align: center;"> <tr> <td></td> <td>Low</td> <td>Med</td> <td>High</td> </tr> <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> </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 | | | | | | | | | | | | | | | |
| 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"/> | | | | | | | | | | | | | | | |
|  Number | A numeric variable (i.e., interval or ratio scale). | How many glasses of wine did you drink last night? ____ glasses | | | | | | | | | | | | | | | | |
|  Number – Multi | 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 ____ | | | | | | | | | | | | | | | | |
|  Pick Any | 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 | | | | | | | | | | | | | | | | |
|  Pick Any – Compact | Same as Pick Any but stored in a more compact format (see the Q Reference Manual). | Same as Pick Any but stored in a more compact format (see the Q Reference Manual). | | | | | | | | | | | | | | | | |
|  Pick Any – Grid | A set of binary variables that can be thought of as being ordered in two dimensions (e.g., a Pick Any 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 | | | | | | | | | | | | | | | | |
|  Number – Grid | A question requiring numeric responses, where the variables can be thought of as being ordered in two dimensions (e.g., a Number – Multi question asked in a loop). | In the past month, how many economy flights did you take on... Qantas ____ United ____ Delta ____ ...and how many business class flights did you take on... Qantas ____ United ____ Delta ____ | | | | | | | | | | | | | | | | |
|  Date | A question containing a date. | What is your date of birth? ____ / ____ / 19____ | | | | | | | | | | | | | | | | |
|  Ranking | 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 ____ | | | | | | | | | | | | | | | | |
|  Experiment | A Number , Number – Multi , Ranking , Pick One or Pick One – Multi question, where the alternatives presented were varied using an experimental design. | Which of these would you buy? <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Coke \$2.00 Can</td> <td>Pepsi \$4.20 Bottle</td> <td>Fanta \$3.20 Flask</td> </tr> </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 | | | | | | | | | | | | | | | | |