Table title

- Enter or edit the title for the current table in the **Table title** field.

- Table titles can have up to 1000 characters and will display on up to four lines.

- Text automatically wraps, but you can specify where the text will wrap by entering multiple lines in the **Table title** window. Pipe symbols (|) are inserted in the table title for that table in the job file (**View|Job File**) automatically when multiple lines are entered. Keep in mind that regardless of how many characters you enter on each line, text will wrap based on the **Table title width** specified on the **Table Presentation** tab of **Setup|Job Settings** for **Plain Text Reports** or on the **Enhanced Text Reports** tab of **Setup|Job Settings** for **Enhanced Text Reports**. For example, if you enter 50 characters on the first line and 50 characters on the second line and your table title width is set at 40, the text will wrap at 40 characters and then wrap again at the end of the first line, then wrap at 40 characters from the second line and again for the remaining 10 characters of the second line, resulting in 4 lines of row text. Alternatively, you can specify where words should break by inserting a pipe symbol (|) at the point where you want the break to occur.

- Alternatively, you can specify a break by inserting a vertical bar (|) at any point you want a break to appear. The **Table title** is left justified, unless you choose centering in **Setup|Job Settings|Table Presentation**.

Select **Add Table(s)** from the **Setup Tables** dialog to add a table. You assign a **Starting table name** and can add more than one table at a time.

Starting table name

- Enter a starting table name for the table(s) you want to add.

- You can enter any number or letter.

- You can have duplicate or non-sequential numbers.

- You can change those numbers to sequential numbers using **Override|Table Numbering** in **Run|Tables**.

- There is a limit of 11 characters per **Starting table name**.

Number of tables to add

To add more than one new table, enter the **Number of tables to add**. This feature can save you time if you know the number of tables you want to add.

USE Rows

Add Table(s) in **Setup|Tables** has a **USE Rows** option that lets you use already-created rows in a new table; you can 'borrow' text, logic and the **Table title** from existing tables.

For example, say you're creating 20 tables based on the same satisfaction rating scales for 20 different brands; the rows for all 20 tables will be 'Use Every Day,' 'Use Sometimes' and 'Never Use'. Rather than having to enter the text and logic for each row, you can create the first table, then use **USE Rows** to quickly specify the rows for all 19 of the other tables.

To use this option:

- Select **Setup|Tables**.

- In the **Tables** list box, select the table that has the rows you want to duplicate, then choose **Add Table**.

- **USE Rows** lets you copy from the chosen table and from any table preceding that table in the list box.

USE Rows

The **USE Rows** dialog box displays information for existing tables. It shows information for the table you highlighted in the **Tables** list box and for all tables before that table.

Tables

The **Tables** list box displays the tables from which you can choose rows. Choose the desired table. If the table you want is not included, exit **USE Rows** and highlight that table in the **Tables** list box of **Setup|Tables**.

Rows

Rows lists the rows available for the currently selected table. Select another table in the **Tables** list box to view rows for that table.

For Variable files:

Variables (rather than **Logic positions**)

The **Variables** list box displays all the variables for the selected table. Many tables are based on just one variable, but if there are multiple variables they are all displayed.

Variable increment (rather than **Position increment**)

- You can use **Increment** to define new variables that are contiguous or in the same order as the existing variables.

- Select **Increment** to increment the displayed variable. If you want to increment by more than one variable, first enter that factor in the **Variable increment** field.

- When there is more than one variable for a table, **Increment** affects all those variables.

- Only the first variable in a row can be incremented. For rows that have more than one variable connected by an operator (for example, **AND**) only the first variable is incremented. To avoid such situations, use the **Glossary Variable** commands to create a variable that represents both positions. Then **Increment** will affect all positions represented by the variable.

- **USE Rows** automatically applies the proper field width and any **Scan** (**S**) or **Everywhere** (**E**) notations that were used to define the variable.

- If you want to define a new variable that is not contiguous or not in the same order as the old variable, double-click on the old variable in the **Variables** list box. The **Edit USE Logic** dialog box opens and you can enter new logic.

USE statement:

You can modify the **USE** statement logic here.

Generate USE statement from:

Allows you to create **USE** tables that use the **Table name, when possible** or the **Table index** of the selected tabled in the **USE** statement generated by WinCross.

- **Table name, when possible** is the WinCross default.

- **Table names** can only be used in **USE** statements when the table name is alphanumeric.

- If the table name is numeric, WinCross will use the **Table index** when generating **USE** statements.

For ASCII files:

Logic positions

The **Logic positions** list box displays all the logic positions (record/column) for the selected table. Many tables are based on just one record/column position, but if there are multiple positions, they are all displayed.

Position increment

- Use **Position increment** to define new logic positions that are contiguous or in the same order as the existing logic positions.

- Select **Increment** to increment the displayed position. If you want to increment by more than one column position, first enter that factor in **Position increment**.

- For example, if the current position is 1/4 and the **Position increment** is 1, **Increment** changes the position to 1/5. If the **Position increment** is 2, **Increment** changes position 1/4 to 1/6.

- When there is more than one position for a table, **Increment** affects all those positions.

- Only the first position for a row can be incremented. For rows that have more than one position connected by an operator (for example, **AND**), only the first position is incremented. To avoid such situations, use the **Glossary Variable** commands to create a variable that represents both positions. Then **Increment** will affect all positions represented by the variable.

- **USE Rows** automatically applies the proper field width and any **Scan** (**S**) or **Everywhere** (**E**) notations that were used to define the original position.

- If you want to define a new logic position that is not contiguous or not in the same order as the old logic position, double-click on the old logic position in the **Logic positions** list box. The **Edit USE Logic** dialog box opens and you can enter new logic.

USE statement:

You can modify the **USE** statement logic here.

Generate USE statement from:

Allows you to create **USE** tables that use the **Table name, when possible** or the **Table index** of the selected tabled in the **USE** statement generated by WinCross.

- **Table name, when possible** is the WinCross default.

- **Table names** can only be used in **USE** tables when the table name is alphanumeric.

- If the table name is numeric, WinCross will use the **Table index** when generating **USE** statements.

More about **USE Rows**:

- The **Table title** of the original table is assigned to the new tables created by **USE Rows**. The **Table titl**e for the new tables can be edited in the **Table title** field.

- A table created by **USE Rows** cannot have its row text edited.

- When you select a table that was created using **USE Rows**, the logic indicates the table name or table index (for example, USE=Q2A or USE=3) and the row options cannot be selected (the buttons are grayed out) on the **Setup Tables** dialog box.

- You *can* make changes to filters, table options and table statistics.

Advanced Features for **USE Rows**:

The basic **USE Rows** procedure substitutes variables (or record/columns) from the used table each time the variable (or record/column location) changes.

You can use an advanced method, substituting variable names or record/column values. However, one statement cannot use both methods. The advanced method lets you specify the variable name or record/column from the used table, an equal sign (=) and then the variable name or record/column you want substituted for it in the new table:

USE = table name, used variable=new variable, used variable=new variable...

or

USE = table name, used record/col=new record/col, used record/col=new record/col...

USE = table index, used variable=new variable, used variable=new variable...

or

USE = table index, used record/col=new record/col, used record/col=new record/col...

The order of the variable or record/columns in the table being used is not important. The variable or record/column specified on the right of an equal sign is substituted for the variable or record/column from the table being used on the left side of the equal sign, even when complex logic statements are included. Variables or record/columns in the table being used that do not have a match in the USE statement are used 'as is' in the new table.

Example 1:

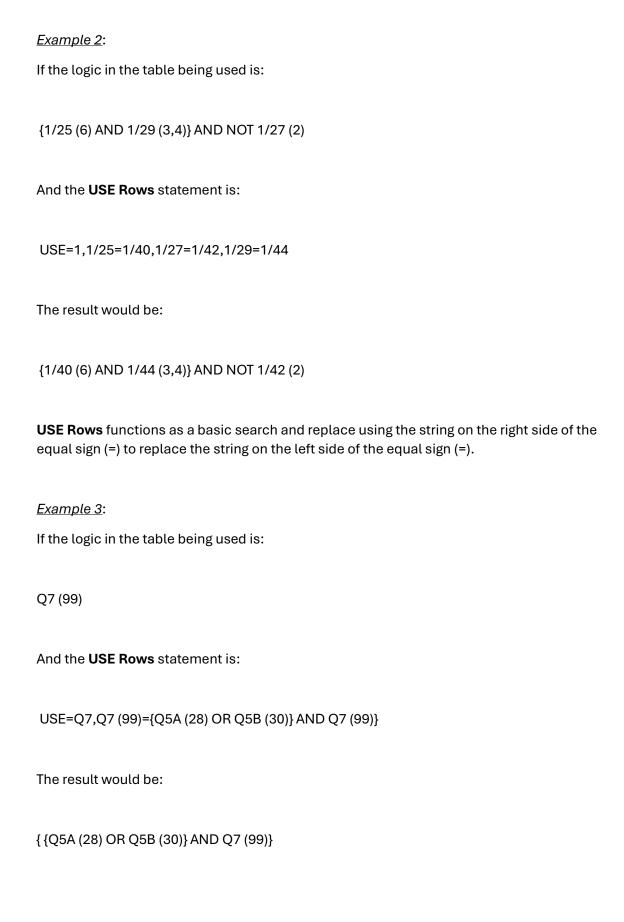If the logic in the table being used is:

{Q3_1 (6) AND Q5_1 (3,4)} AND NOT Q4_1 (2)

And the **USE Rows** statement is:

USE=Q3A,Q3_1=Q3_2,Q4_1=Q4_2,Q5_1=Q5_2

The result would be:

{Q3_2 (6) AND Q5_2 (3,4)} AND NOT Q4_2 (2)

Example 2:

If the logic in the table being used is:

{1/25 (6) AND 1/29 (3,4)} AND NOT 1/27 (2)

And the **USE Rows** statement is:

USE=1,1/25=1/40,1/27=1/42,1/29=1/44

The result would be:

{1/40 (6) AND 1/44 (3,4)} AND NOT 1/42 (2)

USE Rows functions as a basic search and replace using the string on the right side of the equal sign (=) to replace the string on the left side of the equal sign (=).

Example 3:

If the logic in the table being used is:

Q7 (99)

And the **USE Rows** statement is:

USE=Q7,Q7 (99)={Q5A (28) OR Q5B (30)} AND Q7 (99)}

The result would be:

{{Q5A (28) OR Q5B (30)} AND Q7 (99)}

As with the basic **USE Rows** feature, you do not specify width (:), the **Scan** (**S**) feature or the **Everywhere** (**E**) feature, since these are specified in the table being used and are automatically included when the **USE Rows** statement is interpreted.

Writing the Advanced Statement:

Write the advanced statement similar to the way you use the basic feature.
From **Setup|Tables**, select **Add Table** and select **USE Rows**. Select a table to use. Do not increment the variable or record/column position(s). Choose **OK** to go back to the **Add Table** dialog box, then choose **OK** again to return to the **Setup|Tables** dialog box.

The **Row edit** box displays the current logic, for example:

USE=10,Q1_1,Q2_1,Q3_1

or

USE=10,1/25,1/26,1/27

Enter the desired equivalencies in the **Row logic** field, for example:

USE=Q1,Q1_1=Q4_1,Q2_1=Q5_1,Q3_1=Q6_1

or

USE=Q1,1/25=2/30,1/26=2/31,1/27=2/32

Substituting code values:

You can also use equivalencies for substituting code values. Do this with caution: do not specify an equivalence that affects areas other than those you want to substitute.

For example, say you have a top-two box summary table with 50 attributes and three of those attributes are:

Variable Label	Variable Logic
Attribute 1	Q1 (4,5)
Attribute 2	Q2 (4,5)
Attribute 3	Q3 (4,5)

Now you want to create a bottom-two box summary table of the same 50 attributes. You can use an equivalency statement to avoid retyping labels or logic. For example, you can simply enter:

USE=Q1,(4,5)=(1,2)

There are no variable or record/column specifications in the statement. You want to use the same variables or record/columns, so it is not necessary to reference them. The above statement means, 'Substitute (1,2) for (4,5).' If you were to write out these rows, the logic would be:

Variable Label	Variable Logic
Attribute 1	Q1 (1,2)
Attribute 2	Q2 (1,2)
Attribute 3	Q3 (1,2)

Substituting characters in row logic:

You can also substitute all or part of row logic with the use of double quotation marks.

For example, you may have a table defined as:

Variable Label	Variable Logic
Attribute 1	Q1_SALES_SUPPORT (1)
Attribute 2	Q2_SALES_SUPPORT (1)
Attribute 3	Q3_SALES_SUPPORT (1)

You want to use the same Attribute descriptions (row text). The only part of the logic that is different is a portion of the variable names for the USE table (Q1_TECHNICAL_SUPPORT, Q2_TECHNICAL_SUPPORT AND Q3_TECHNICAL_SUPPORT). You only need to substitute "SALES" with "TECHNICAL". Your USE statement would look like this:

USE=Q1,"SALES"="TECHNICAL" (where Q1 is a table name)

or

USE=10,"SALES"="TECHNICAL" (where 10 is the index number of the Q1 table)

For the **USE** table, the logic of Q1_SALES_SUPPORT (1) will become Q1_TECHNICAL_SUPPORT (1), Q2_SALES_SUPPORT (1) will become Q2_TECHNICAL_SUPPORT (1), etc.

You can use this substitution along with the other methods described above. For example:

USE=Q1,(4-5)=(1-2),"SALES"="TECHNICAL" (where Q1 is a table name)

or

USE=10,(4-5)=(1-2),"SALES"="TECHNICAL" (where 10 is the index number of the Q1 table)

VERSION] Section of the Job File

The **[VERSION]** section of the job file contains the WinCross version number. Using the WinCross user interface, the version number is inserted in the job file when you choose **File|New Job** or **Setup|Express Tables from Variable Data** when no job file is open.

This section has one line. For example:

[VERSION]

17.0

[PREFERENCES] Section of the Job File

> **Note:** *Although you can change the* **Preferences** *using a text editor, we recommend using the WinCross user interface dialogs to modify these settings.*

The **[PREFERENCES]** section of the job file contains the job preferences. Preferences are established when you create a new job using the **File|New Job** and select a **Profile Setting**.

Default preferences are stored in the *PROGRAM.INI* file located in your *C:\Documents and Settings\Username \Application Data\WinCross* or *C:\Users\Username\AppData*

Roaming\WinCross folder, depending on your operating system. This file is updated each time WinCross is used. While it is permissible to leave this section blank, you must have a **[PREFERENCES]** section title in your job file.

This section appears as follows in the *EXAMPLE-VARIABLE.JOB* file:

[PREFERENCES]

132,120,25,60,1,2,3,4,5,6,7,8,1,2,3,4,5,1,8,360,648,360,648,9,10,11,6,25,120,3,7,99,12, 720,720,1,0,Courier New,13,14,15

NB,PC,TC,CT,TT,BC,CF,SC,SH,^-,%-,CB,T3,LA,BL,QA,BS,FH,MH,TF

MEAN,MEDIAN,STANDARD DEVIATION,STANDARD ERROR,N,Grouped Median

STATISTIC BASE,MODE,1ST QUARTILE,3RD QUARTILE,CHI-SQUARE|SIGNIFICANCE,MINIMUM,MAXIMUM,EFFECTIVE SAMPLE SIZE

TOTAL,TOTAL ANSWERING,NO ANSWER,SIGMA,UNWEIGHTED BASE,EFFECTIVE SAMPLE SIZE,#C PERCENTILE

OW,OR,OV,OB,S2,P1,V2,SA,SP

TOTAL^TN^0

Required line (blank line for this example)

A **[PREFERENCES]** section must have six lines (although default wording physically occupies lines 3-5 in the example above, it is only counted as a single line for this

discussion). Each line is explained as follows, with actual values from *EXAMPLE-VARIABLE.JOB* shown in parentheses:

<u>Line 1</u>

The numbers in the first line denote report width (132), table title width (120), row width (25) and lines per page (60). The next eight numbers represent a portion of the original statistic order (1-8), followed by the original summary row order (1-5), then the records per case (1) and default font size (8). The left, right, top and bottom margins for XML report output (in twips; 1440=1 in.) represent the next four values (360,648,360,648), followed by three statistic (9,10,11) positions, the last original summary row order (6), an unused position (*formerly used for the default row text width for XML report formatting)* (0) and default table title width (120) for XML report formatting. The next four numbers represent significance line count (3), last summary row position (7), sig items per line (99) and another statistic row position (12). The ASCII print left margin (720) and the ASCII print top margin (720) in twips represent the next two values. The next three values are font print options, font style (1), font color (0) and font type (Courier New). The last three values are the last 3 statistic row options.

<u>Line 2</u>

The second line denotes the summary row formatting options (NB), and other table preferences (NB,PC,TC,CT,TT,BC,CF,SC,SH,^-,%-,CB,T3,LA,BL, QA,BS,FH,MH,TF) described next.

Summary Row Options

FP = Show filter on every page (first page of table)

FB = Show filter on bottom of page (top of page)

TP = Show total answering on every page (first page of table)

TB = Show total answering on bottom of page (top of page)

NP = Show no answer on every page (first page of table)

NB = Show no answer on bottom of page (top of page)

SP = Show sigma on every page (first page of table)

SB = Show sigma on bottom of page (top of page)

QP = Show total on every page (first page of table)

QB = Show total on bottom of page (top of page)

UP = Show unweighted total on every page (first page of table)

UB = Show unweighted total on bottom of page (top of page)

XP = Show effective sample size on every page (first page of table)

XB = Show effective sample size on bottom of page (top of page)

<u>Other Table Preferences</u>

PN = No page numbers

PC = Page number continuously

PR = Restart page numbering with each table

TC = Table of contents

CT = Center table

TT = Center table titles

CB = Center table filter titles

BC = Center banner titles

CF = Center banner filter titles

PO = Portrait

LA = Landscape

BH = Hide Table grid lines (XML output)

FH = Hide Frequency grid lines

MH = Hide Marginal grid lines

BL = Show blank lines between rows

BS = Show table grid lines (XML output)

FS = Show Frequency grid lines

MS = Show Marginal grid lines

SH = Show Blank Cell Characters

SD = Show date of run

ST = Show time of run

PM = Show time of run as AM/PM

SC = Show dashes

SK = Show dashes in every line of cell

SN = Suppress table number

HT = Suppress blank tables

RP = Treat weights as replicates

RU = Round up decimal values of 5 or more

T1 = Table number left justified

T2 = Table number center justified

T3 = Table number right justified

TF = Shrink all tables by same amount

TS = Shrink only tables that are too wide

TW = Do not shrink tables

QA = Sort quartiles ascending

QD = Sort quartiles descending

QM = Compute Medoid for Median and Quartile options

^- = Blank cell character (default)

%- = Blank column character (default)

Small Sample Size

DDO = Denote display of column values

DOV = Suppress display of column values

DCF# = Denote/Suppress display of column values when the Frequency (base) equals #

DCE# = Denote/Suppress display of column values when the Effective sample size equals #

DCP# = Denote/Suppress display of column values when the Horizontal percent equals #

DDE = Denote display of cell values

DEV = Suppress display of cell values

DFS# = Denote/Suppress display of cell values when the Frequency equals #

DPV# = Denote/Suppress display of cell values when the Vertical percent equals #

DPH# = Denote/Suppress display of cell values when the Horizontal percent equals #

DPC# = Denote/Suppress display of cell values when the Constant percent equals #

DIZ = Show suppression text for blank cells

DLD# = Display text in denoted/suppressed cells (# = text to display)

DFN = Show footnote about denoted/suppressed cells

SOV = Suppress statistical testing for columns

SCF# = Suppress statistical testing for columns when the Frequency (base) equals #

SCE# = Suppress statistical testing for columns when the Effective sample size equals #

SCP# = Suppress statistical testing for columns when the Horizontal percent equals #

SEV = Suppress statistical testing for cells

SFS# = Suppress statistical testing for cells when the Frequency equals #

SPV# = Suppress statistical testing for cells when the Vertical percent equals #

SPH# = Suppress statistical testing for cells when the Horizontal percent equals #

SLD# = Display text in suppressed statistical testing cells (# = text to display)

SFN = Show footnote about suppressed statistical testing

Significance Indicator Order

SOO = Alphabetically within each comparison group

SOC = Aphabetically across all groups

SOS = Order by significance level

Lines 3 through 5

Counted as a single entity, the third through fifth lines contain the wording for rows WinCross supplies for statistics rows and summary rows labels. The order of the labels must be as it is in the example, each separated by a comma. Adding **#c**, **#C**, **#n** or **#N** to the default wording for PERCENTILE is optional. The **Setup|Job Settings|Wording for Rows** or **Setup|Profile Settings|Wording for Rows** topics describe these options.

Line 6 (considered line 4)

This line (OW,OR,OV,OB,S2,P1,V2,SA,SP) denotes table presentation (see **Setup|Job Settings|Table Presentation** or **Setup|Profile Settings|Table Presentation**). See **Options - Job File Codes** for a list of all table option codes.

Line 7 (considered line 5)

This is the filter (TOTAL^TN^0) shown in filters (see **Setup|Job Settings|Filters** or **Setup|Profile Settings|Filters**. The filter title is followed by a caret (^) and the filter or logic, followed by another caret and a number indicating the filter type: TOTAL = 0; TOTAL ANSWERING = 1 and SIGMA = 2.

Line 8 (considered line 6)

This line is required and contains the character specified as the **Delimiter to use between significance indicators** in **Setup|Job Settings|Statistics** or **Setup|Profile Settings|Statistics**. If no character is specified, this line will be blank.

[GLOSSARY] Section of the Job File

The **[GLOSSARY]** section includes any commands you want to use to define, recode, assign and/or compute new and existing variables. Using the WinCross user interface, such statements are entered using **Setup|Glossary Variables**. When you use **Run|Tables**, WinCross first reads the glossary variables and applies them to your table and banner logic.

Although it is permissible to leave this section blank, there must be a **[GLOSSARY]** section title in your job file.

This section appears as follows in the *EXAMPLE-VARIABLE.JOB* file:

[GLOSSARY]

* COMMENT LINE

* USE ASSIGN TO PUT NEW DATA INTO A FIELD

* ASSIGN VALUES FOR MALE AND FEMALE WEIGHTS

IF GENDER (1) ASSIGN WEIGHT = (1.42857)

IF GENDER (2) ASSIGN WEIGHT = (0.76923)

* USE RECODE TO CHANGE DATA IN A FIELD

IF RESP (17) RECODE Q1 (1=8)

* USE DECLARE TO CREATE A NEW VARIABLE WITH A WIDTH OF 1

DECLARE HEAVYUSER:1

IF Q1 (4-7) ASSIGN HEAVYUSER = (1)

* USE TEST TO FIND RESPONDENTS WITH SPECIFIC ANSWERS

* FIND RESPONDENTS WHERE Q1 = 8

TEST Q1IS8 = Q1 (8)

* USE DECLARE TO ADD/SUB/MULT/DIV INTO A NEW VARIABLE WITH A WIDTH OF 2

DECLARE Q6_TOT:2 = Q6A_1 A7

* INDEX STATEMENTS

*   I1   I2

INDEX {Q2_1,Q3_1}

INDEX {Q2_2,Q3_2}

INDEX {Q2_3,Q3_3}

INDEX {Q2_4,Q3_4}

INDEX {Q2_5,Q3_5}

INDEX {Q2_6,Q3_6}

INDEX {Q2_7,Q3_7}

INDEX {Q2_8,Q3_8}

INDEX {Q2_9,Q3_9}

INDEX {Q2_10,Q3_10}

There is a separate line for each glossary statement. Blank lines are ignored and are included to aid in human readability. A comment line is denoted by beginning a new line with an asterisk (*), followed by your comment.

[TABLES] Section of the Job File

The **[TABLES]** section lists information for each table, in order of table appearance. Using the WinCross user interface, table information is entered using **Setup|Tables**.

Note that, like the section title, table numbers (e.g., T1^1) are not indented.

This section, as it appears in *EXAMPLE-VARIABLE.JOB*, is shown below. An explanation of each line follows, with actual values from *EXAMPLE-VARIABLE.JOB* shown in parentheses:

[TABLES]

T1^2

OW,OV,OR,OB,SA,SP,P1

Gender

TOTAL^TN^0

Male^   GENDER (1)^

Female^   GENDER (2)^

T2^3

OW,OV,OR,OB,P1,SM,SV,SR,SA,SP,S2,V2

Q.1 On average, how many hours per week do you spend participating in outdoor activities at Arizona parks?

TOTAL ANSWERING^TN^1

Less than 1 hour per week (.5)^   Q1 (1)#.5^

1-3 hours per week (2)^   Q1 (2)#2^

4-6 hours per week (5)^   Q1 (3)#5^

7-9 hours per week (8)^   Q1 (4)#8^

10-15 hours per week (12.5)^   Q1 (5)#12.5^

16-20 hours per week (18)^   Q1 (6)#18^

More than 20 hours per week (25)^   Q1 (7)#25^

Line 1

The first line displays the table number (T1^2). It must start with a "T" in column 1, followed by the table number. A table number can have up to 11 alphanumeric characters.

After the caret (^), you can add an index number used by the **USE Rows** option (2). **USE Rows** index numbers must be unique. For tables *not* defined with the **USE Rows** option, you do not need to include these index numbers; Win Cross automatically supplies them when the job file is opened. Index numbers are not saved until the job file is saved using **File|Save Job** or **File|Save Job As** in WinCross.

See the explanation of *Lines 5 and subsequent lines* to learn how the **USE** command provides equivalent **USE Rows** functionality when using a text editor to create or edit job files.

Line 2

The second line contains table and filter option codes (OW,OV,OR,OB,SA,SP,P1), each separated by a comma. Options can appear in any order. See **Options - Job File Codes** for a list of table and filter options.

Line 3

The third line contains the table title (Gender); table titles can have up to 480 characters.

Line 4

This line contains the filter (base) for the table (TOTAL^TN^0). The first part of the line is the filter title (TOTAL), which can have up to 480 characters, followed by a caret (^). Next, the filter logic is shown (TN); this can be TN for "total" or can be more restrictive logic (up to 1024 characters). This is followed by another caret (^), then the filter type, represented by one of three codes:

0= TOTAL

1= TOTAL ANSWERING

2= SIGMA

For example, to change the above filter to reflect only those respondents answering a question, you would change the filter type from 0 to 1 to get: TOTAL^TN^1.

Line 5 and subsequent lines

Beginning with line five, there are as many lines as there are table rows: (***Note:*** *Limit of 6000 rows per table in WinCross*)

Male^   GENDER (1)^

Female^   GENDER (2)^

Each line has row text (e.g., Male), which can be up to 480 characters, followed by a caret (^). Next is the row logic (GENDER (1)), which can also be up to 1024 characters. The logic is followed by a second caret (^), after which row options can follow. For example:
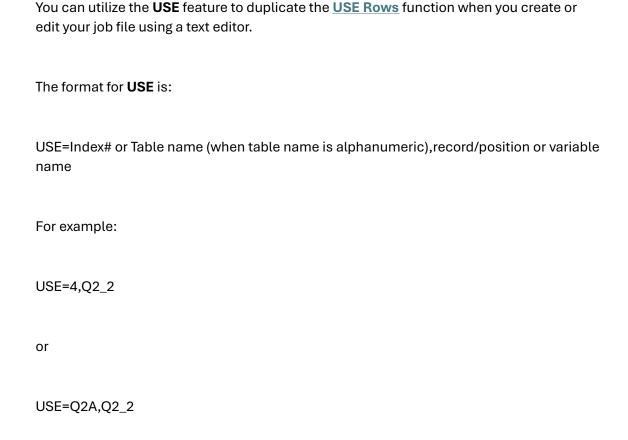
INTEREST^Q5_1 (1-5)^SM,SV,SR,SB

or

READABILITY^Q5_2 (1-5)^SM,SV,SR,SB

A number after the caret on the row indicates a change to the base from which the row will be percentaged.

See **Options - Job File Codes** for a list of row options.

You can utilize the **USE** feature to duplicate the **USE Rows** function when you create or edit your job file using a text editor.

The format for **USE** is:

USE=Index# or Table name (when table name is alphanumeric),record/position or variable name

For example:

USE=4,Q2_2

or

USE=Q2A,Q2_2

means, "use the rows from the table with index 4 (or table name Q2A), replacing variable Q2_1 with variable Q2_2." Tables 4-12 in E*XAMPLE-VARIABLE.JOB*, are examples of rows created by the **USE** feature.

[BANNERS] Section of the Job File

The **[BANNERS]** section lists information for each banner. Using the WinCross user interface, banner information is entered using **Setup|Banners**.

Listed in the banner order, the following is an example of a **[BANNERS]** section:

[BANNERS]

*Banner 1

SW:1,7,1,7,1,7,1,7,1,7,1,7,1,7,1,7,1,7,1,7,1,7,1,7,1,7

HP:1,1,1,1,1,1,1,1,1,1,1,1,1

CP:0,0

SL:A,B,C,D,E,F,G,H,I,J,K,L,M

ST:1,2/3,4,5,6,7,8,9,10^MI,03^PZ,0348

WT:

OP:W200

BT:

BF:

PT:13,1

TN^W70

GENDER (1)^W70

GENDER (2)^W70

INCOME (1)^W70

INCOME (2)^W70

INCOME (3)^W70

INCOME (4)^W70

INCOME (5)^W70

INCOME (6)^W70

INCOME (7)^W70

INCOME (8)^W70

INCOME (9)^W70

INCOME (10)^W70

```
.......  ............. ..................................................................
         Gender                                     Income
         --------------  ------------------------------------------------------------------
.......  ....... ....... .......  ....... ....... ....... ....... ....... ....... ....... ....... .......
                          $30K    $40K    $50K    $60K    $75K    $100K   $150K   $200K
                  Under   to      to      to      to      to      to      to      to
  TOTAL   Male   Female  $30K    $39K    $49K    $59K    $74K    $99K    $149K   $199K   $249K   $250K+
```

Line 1

The first line is the banner name (*Banner 1), which can have up to 480 characters. The asterisk (*) informs WinCross this is the start of a new banner.

Beginning with line 2, all subsequent banner lines must be indented one space.

Line 2

The second line contains spacing/width values for each banner column. It starts with SW:, followed by pairs of values. Each pair represents the number of spaces preceding the banner column, followed by its width.

There are thirteen pairs of values in the above example, representing 13 banner columns. Each column is to be preceded by 1 space and have a width of 7.

Line 3

This line starts with HP: (for Horizontal percent). Each number that follows corresponds to the base column off of which each column is to be horizontally percentaged. If the banner is run against a table having the **Horizontal percent** option engaged, the table uses the columns indicated for the horizontal percent bases.

Following this is a value corresponding to each banner column. This represents the column number off of which that column is to be horizontally percentaged. In the above example, all columns are horizontally percentaged off the first column, TOTAL. If the line read: HP:1,1,1,2,2,2,2,2,2,2,2,2,2; the INCOME banner columns would be percentaged off the second banner column, MALE.

Line 4

This line starts with CP: (for Constant percent). Each number that follows corresponds to either the **Constant value** specified or the **Banner column/Filter row** location specified for constant percentaging. (CP:0,0 represents None for no constant percentaging.) If the line read: CP:25.00; and if the banner is run against a table that has the **Constant percent** option selected, the constant percents for that table would be calculated using a constant value of 25.00.

Line 5

Starting with SL:, significance item labels for each banner column are entered on this line. (SL:A,B,C,D,E,F,G,H,I,J,K,L,M represents the significance item label of A for banner column 1, B for banner column 2, C for banner column 3, etc.).

You can change the significance indicator shown in the **Column (n) significance indicator** field (where **n** = the **Column** number from the **Columns** list box) (up to 3 characters per banner column) or leave the default significance indicator as shown. For more information on changing the significance indicator, see **Comparison Groups tab (Edit Banner)**.

Line 6

Starting with ST:, significance testing options are entered on this line. Three data sets appear after the colon, each set separated from another by a carat (^):

1) **Comparison Groups**

These are banner columns to be compared against one another. A slash separates one group from another. In the example, (1,2/3,4,5,6,7,8,9,10), two groups are to be compared; the first group compares banner columns 1 and 2, while the second compares banner columns 3-10.

Note: *In the example above, TOTAL is banner column 0.*

If a comparison group has a total column designated, the comparison groups might look like this:

ST:0T,1,2/3,4,5,6,7,8,9,10^MI,03^PZ,0348 where the "0T" designates banner column 0 as the total column. See **Setup|Banners** for more information about designating a total column.

2) **Mean Test**

The two-character alpha code indicates a mean test (MI), followed by its options (,03).

3) **Percent Test**

The two-character alpha code indicates a percent test (PZ), followed by its options (,0348).

See **Options - Job File Codes** for a list of banner **Mean** and **Percent** options.

Line 7

Starting with WT:, this required line contains weighting information, even if no weights are to be used. In the example, tables will be unweighted since no values follow the WT: (weight) code.

Below is an example of a line containing weights:

WT:5,0,WEIGHT,WEIGHT,WEIGHT,WEIGHT,,WEIGHT

The first value is the number of implied decimal places (5). The second value is internal to WinCross. The weight fields follow, separated by a comma, and include each banner column position. An unweighted column within weighted columns, is indicated by double commas.

In the preceding example, all but the second-to-last banner column would be weighted by the value in variable WEIGHT, with 5 implied decimal places. The second-to-last column would be unweighted.

Line 8

This line will only exist if other banner options are specified and will begin with OP:. Some examples of options that can be specified are, SB (**Display Banner Title Above Table Title**), SL (**Display Banner Title Below Table Title**), HD (deselect **Show Underlines in Banner**), or W# (width specified in pixels for total banner column text). In the example above, the OP: is followed by W200 (total banner column text is 200 pixels wide). If no other banner options are specified, this line is optional.

Line 9

Starting with BT:, this line will indicate if a banner title **(Banner title)** was specified for this banner. In the example above, there is nothing following the BT: indicating no banner title was specified for this banner. If no banner title is specified, this line is optional.

Line 10

Starting with BF:, this line will indicate if a banner filter **(Filter title/Filter logic)** was specified for this banner. In the example above, there is nothing following the BF: indicating no banner filter **(Filter title/Filter logic)** was specified for this banner. If no banner filter **(Filter title/Filter logic)** is specified, this line is optional.

Line 11

The first position on this line represents the number of banner points (columns), hence the PT: designation. The second value represents the banner column number against which any designated tables will be ranked.

In the example above (PT:13,1), there are 13 banner columns and any tables run by this banner are to be ranked on banner column 1, when the ranking option is selected.

Line 12 and as many subsequent lines as there are banner columns

Following line eleven, there should be a line containing the logic for each banner column. Since there are 13 banner columns in the example (also shown below), lines 12 through 24 contain the banner column logic. **** Banner column logic can have up to 1024 characters.**

TN^

GENDER (1)^W70

GENDER (2)^W70

INCOME (1)^W70

INCOME (2)^W70

INCOME (3)^W70

INCOME (4)^W70

INCOME (5)^W70

INCOME (6)^W70

INCOME (7)^W70

INCOME (8)^W70

INCOME (9)^W70

INCOME (10)^W70

If **Enhanced text report** was selected as the **Report viewing format** on the **Run Tables** dialog box when **Run|Tables** is selected and the banner columns have been adjusted using **Setup|Banners**, the W# option will display at the end of the banner column logic to indicate how wide the banner column is specified in screen pixels (e.g. GENDER (1)^W70).

Last lines: Banner column text

Following the banner logic is the banner column text:

```
.......  ..............  ...............................................................
       Gender                              Income
       ---------------  -----------------------------------------------------------------
.......  ......  .......  .......  .......  .......  .......  .......  .......  .......  .......
                         $30K     $40K     $50K     $60K     $75K     $100K    $150K    $200K
                Under    to       to       to       to       to       to       to       to
 TOTAL   Male   Female  $30K     $39K     $49K     $59K     $74K     $99K     $149K    $199K    $249K    $250K+
```

The dotted lines in the banner column text example above represent the identification of merged cells for the Banner Editor Interface (**Setup|Banners|Edit Banner**) and care should be taken to preserve these lines when editing the job file.

If there is more than one banner, the second banner begins immediately following the first banner column text line. Its first line begins, *BANNER 2, set flush left. This is followed by the SW:, HP: and subsequent lines, each indented one space.

** WinCross logic using variable names is converted to record/column location when evaluating the length. In most cases the 1024 character logic limit when converted to record/column location will be different than the original number of characters using variables names. If the record/column location conversion results in more than 1024 characters, a syntax error will be issued indicating the logic is more than 1024 characters.

[TITLE] Section of the Job File

The **[TITLE]** section lists the job title to be printed on the table. Using the WinCross Interface, job title information is entered using **Setup|Job Settings|Job Title**.

The **[TITLE]** section from *EXAMPLE-VARIABLE.JOB* follows:

[TITLE]

 Arizona Parks and Recreation Study^TL

 Prepared by: The Analytical Group, Inc.|~TN ~PN|~TM ~DA^TC

The title section can include two lines, of which only the section title is <u>required</u>.

Line 1

The first line can be up to 480 characters and is the title to appear on top of the page. A caret (^) follows the title text, followed by one of three justification codes:

TL   =   Left justify

TC   =   Center justify

TR   =   Right justify

Line 2

The second line can be up to 480 characters and is the text to appear at the bottom of the page. A caret (^) follows the title text, followed by one of three justification codes:

TL   =   Left justify

TC   =   Center justify

TR   =   Right justify

Other options can be specified in the job title to display table number, page number, date and time on each table. If options are specified on *Line 1* of the **Job Title**, table number, page number, date and time will print on the top of the page. If options are specified on *Line 2* of the **Job Title**, table number, page number, date and time will print at the bottom of the page.

~TN =   Print table number on each table

~PN =   Print page number on each table

~DA =   Print date on each table

~TM =   Print time on each table

Table Filter

Every table created must have a filter (*filter* is used interchangeably with *base*). The filter is the set of qualifications that must be met for a case to be included in the table. The filter is typically shown as a table's first row. The filter row reports the counts for the cases that qualify for each of the banner columns.

To specify the filter row for a table, choose the **Filter** option on the **Setup Tables** dialog box.

Filter type:

Total

If you choose **Total** and don't enter additional filter logic, all cases in the data file are included, even those that have no data for the table.

Total answering

If you choose **Total answering** and don't enter additional filter logic, all cases in the data file are included. 'No answers' are included on the table, but they aren't in the filter so they are *not* included in percents.

Sigma

Choose **Sigma** when multiple answers per case exist and you want the filter row to report the number of total responses for the specific variable being tabulated.

Net Total (Indexed)

If you are using **Indexed Variables** and want a filter row that is respondents and not responses, use the **Net Total (Indexed)** option. If you choose **Net Total (Indexed)** and don't enter additional filter logic, all cases in the data file are included, even those that have no data for the table.

Rows to exclude from:

- **Rows to exclude from** lets you specify rows to exclude from **Total Answering** and **Sigma**.

- Select **Total Answering** or **Sigma** and the dialog box displays the available rows.

- If **Total answering** is the table filter, excluded rows are represented with a '*TX'* in the WinCross job file (**View|Job File**) and are not included in the percent.

- Excluded rows from **Sigma** are represented with a '*GX'* in the WinCross job file (**View|Job File**).

Filter title

- Filter title text is supplied automatically when you choose a filter type. You can edit this text in any way you like.

- Filter titles can have up to 480 characters on up to 4 lines when the **Filter title** is printed under the table title. Text automatically wraps, but you can specify where the text will wrap by entering multiple lines in the **Filter title** window. Pipe symbols (|) are inserted in the filter title for that table in the job file (**View|Job File**) automatically when multiple lines are entered. Keep in mind that regardless of how many characters you enter on each line, text will wrap based on the **Table title width** specified on the **Table Presentation** tab of **Setup|Job Settings** for **Plain Text Reports** or on the **Enhanced Text Reports** tab of **Setup|Job Settings** for **Enhanced Text Reports**. For example, if you enter 50 characters on the first line and 50 characters on the second line and your table title width is set at 40, the text will wrap at 40 characters and then wrap again at the end of the first line, then wrap at 40 characters from the second line and again for the remaining 10 characters of the second line, resulting in 4 lines of row text. Alternatively, you can specify where words should break by inserting a pipe symbol (|) at the point where you want the break to occur.

- When the **Filter title** is printed on the filter row, the number of lines depends on the **Row text width** specified in **Setup|Job Settings|Table Presentation** (*for Plain Text Reports*) or the **Row Text** column width specified in **Setup|Banners** (*for Enhanced Text Reports*). You can specify where the text will wrap by entering multiple lines in the **Filter title** dialog. Pipe symbols (|) are inserted in the filter title of the job file (**View|Job File**) automatically when multiple lines are entered. Keep in mind that regardless of how many characters you enter on each line, text will wrap based on the row text width. For example, if you enter 50 characters on the first line and 50 characters on the second line and your row text width is set at 40, the text will wrap at 40 characters and then wrap again at the end of the first line,

then wrap at 40 characters from the second line and again for the remaining 10 characters of the second line, resulting in 4 lines of row text. Alternatively, you can specify where words should break by inserting a pipe symbol (|) at the point where you want the break to occur.

- If you want the same filter title to appear on all of your tables, you can specify that text in **Setup|Job Settings|Wording for Rows**.

- You can override the **Filter title** for any table by editing the automatically-supplied text.

Filter logic

The code '*TN*' is supplied automatically for all filter types. You can overwrite this code with any other logic you want to use for your filter. Filter logic is identical to table and banner logic.

You can use one or more of the following items to further customize your table:

Frequency

Displays the number of cases for each 'cell' (a 'cell' is the intersection of a row and a banner column).

Vertical percent

Displays the percent of a cell based to the banner column total.

Horizontal percent

Displays the percent of a cell based to the row total.

Constant percent

Displays the percent of a cell based to a constant (either a specified constant value or the intersection of a specified banner column and row (**Total**, **Total Answering** or **Sigma**). Specify the **Constant value** or **Banner column** and **Row** (**Total**, **Total Answering** or **Sigma**) intersection using **Setup|Banners|Edit Banner|Horizontal/Constant Percents**.

Hide filter

The filter row does not display or print on your table.

Show percent sign (%)

Displays a percent sign on percents for the filter row.

If weighted, show unweighted filter

Displays the unweighted filter when tables are weighted.

If weighted, show effective sample size used for statistics

Creates a row on your table to display the effective sample size used when calculating Z-scores for significance testing for proportions (percents) when tables are weighted.

Volumetric filter

If your table uses volumetric data (such as the number of cars owned or total employees) you can choose **Volumetric filter** to have the filter row show total volume, rather than the count of cases. See **Volumetric Tables** for additional information.

Filter title options:

Show filter title under table title

Displays the filter title text *under* the table title. The text for the actual filter will also appear on the filter row (for example, 'TOTAL ANSWERING'). When you choose this option, the filter title also appears in the report table of contents.

Show filter title on filter row

Displays the filter text *on* the filter row, the first row of the table.

Table Options

In **Setup|Tables**, select **Table Options:**

> **Note:** *You can choose one or more summary row type. Any filter type that was chosen for your table filter cannot also be chosen as your summary row type:*

Summary rows:

WinCross automatically supplies the row text for the summary row. You can edit that text using **Setup|Job Settings| Wording for Rows** and specify where the summary rows should appear using **Setup|Job Settings|Summary Rows**.

Total

Show all cases in the data file, even those that have no data for the table.

Total Answering

Show any case that has data for the table, except those with no answers or missing data for the table.

Sigma

Multiple answers per case exist and you want the summary row to report the number of total responses for the table.

No Answer

Automatically include a 'No Answer' row as the last row of the table. A 'No answer' is defined as any case not accounted for by the rows of the table.

Frequency

Displays the number of cases for each 'cell' (intersection of a row and a banner column).

Vertical percent

Displays the percent of a cell based to the filter row total.

Horizontal percent

Displays the percent of a cell based to a banner column.

Constant percent

Displays the percent of a cell based to a constant (either a specified constant value or the intersection of a specified banner column and row (**Total**, **Total Answering** or **Sigma**). Specify the **Constant value** or **Banner column** and **Row** (**Total**, **Total Answering** or **Sigma**) intersection using **Setup|Banners|Edit Banner|Horizontal/Constant Percents**.

> ***Important*: **Constant percent** *must be selected in a banner*
> *(see* **Horizontal/Constant Percents tab (Edit Banner)**) *AND selected for a table*.

Hide blank rows

Hides rows without data.

Suppress weighting

Turn off weighting for a table.

Indent levels

Indents each level of netting. Indentation helps accentuate a table's nets and subnets. Indent levels works for net rows specified with the **NET** instruction and subtotal rows specified with the **SUB** instruction. You can also indent such rows manually by preceding row text with blanks.

- You have the option of selecting the number of spaces to indent for levels of netting.
- You can choose between *1* and *5* spaces from the dropdown menu.
- The WinCross default is *2* spaces.

Show percent sign (%)

Displays percent signs on all percents on the row.

Show dollar sign ($)

Displays dollar signs on tables with dollar values.

Show comma (,)

Displays commas for frequency cells.

Append next table

- Select **Append next table** if you want a table to print immediately after the previous table rather than start on a new page. You might want to use this option when you have two tables you want to appear together, but the rows in each table have very different options. You can set the tables up separately and append them.

- For the second table, use **Hide filter** within **Filter** in **Setup|Tables**.

- Additionally, use the same **Table title** you specified for the first table in **Table title** in **Setup|Tables**.

Frequency decimal places

- If you are weighting data, you can specify the number of decimal places you want reported.

- Select *0*, *1*, *2* or *3* from the dropdown list.

- Unweighted counts are always whole numbers.

Percent decimal places

- Specify the number of decimal places you want shown on all percents.

- Select *0*, *1*, *2* or *3* from the dropdown list.

Percentage Off

Subtitle

- Select **Subtitle** if you want to add extra text to the table title.

- You can enter up to 480 characters and will display on up to 4 lines.

- Text automatically wraps, but you can specify where the text will wrap by entering multiple lines in the **Subtitle** window. Pipe symbols (|) are inserted in the subtitle for that table in the job file (**View|Job File**) automatically when multiple lines are entered. Keep in mind that regardless of how many characters you enter on each line, text will wrap based on the **Table title width** specified on the **Table Presentation** tab of **Setup|Job Settings** for **Plain Text Reports** or on the **Enhanced Text Reports** tab of **Setup|Job Settings** for **Enhanced Text Reports**. For example, if you enter 50 characters on the first line and 50 characters on the second line and your table title width is set at 40, the text will wrap at 40 characters and then wrap again at the end of the first line, then wrap at 40 characters from the second line and again for the remaining 10 characters of the second line, resulting in 4 lines of row text. Alternatively, you can specify where words should break by inserting a pipe symbol (|) at the point where you want the break to occur.

- The **Subtitle** appears below the **Table title**, wherever the **Table title** appears on the page.

- If you want a blank line displayed between the **Table title** and the **Subtitle**, enter a vertical bar (|) at the beginning of the subtitle.

Footnote

- Select **Footnote** if you want a footnote to appear on the bottom of each page of the table.

- A footnote can have up to 480 characters and will display on up to 4 lines.

- Text automatically wraps, but you can specify where the text will wrap by entering multiple lines in the **Footnote** window. Pipe symbols (|) are inserted in the footnote for that table in the job file (**View|Job File**) automatically when multiple lines are entered. Keep in mind that regardless of how many characters you enter on each line, text will wrap based on the **Table title width** specified on the **Table Presentation** tab of **Setup|Job Settings** for **Plain Text Reports** or on the **Enhanced Text Reports** tab of **Setup|Job Settings** for **Enhanced Text Reports**. For example, if you enter 50 characters on the first line and 50 characters on the second line and your table title width is set at 40, the text will wrap at 40 characters and then wrap again at the end of the first line, then wrap at 40 characters from the second line and again for the remaining 10 characters of the second line, resulting in 4 lines of row text. Alternatively, you can specify where words should break by inserting a pipe symbol (|) at the point where you want the break to occur.

- Alternatively, you can use the vertical bar (|) to indicate where you want text to break.

Ranking options:

- Select **Rank** to specify ranking for a table.

- Ranking can be based on frequencies, percents, means or by a previous table. If you choose ranking you must specify whether you want to rank **By frequencies/means**, **By percents/means** or **By a previous table**.

- When ranking **By a previous table**, choose the table to use as the ranking table. Both tables need to have similar structures including the same number of rows. Row text can be different, but it is up to the user to choose the appropriate table as the ranking table.

- If you select **By frequencies/means** or **By percents/means**,you must specify the **Order** for ranking, choose either **Descending** or **Ascending** order.

- Rows that are hidden using the **Hide row** option of **Setup|Tables|Row Options** are not included in ranking and will not be assigned a rank number when using the **Show rank number in all cells** option.

In most cases, ranking by frequencies and percents achieves the same results. However, when a table's rows have different bases, the results of ranking by percent can be quite different than those of ranking by frequencies.

Note: *You cannot rank on horizontal percent.*

If the table is composed of mean summaries, the table is ranked automatically by means.

When ranking is selected on a table with nets or subtotals, the items within the net or subtotal are ranked if the **NET** or **SUB** instructions are used to specify the rows. If several nets or subtotals appear on a table with ranking, they are ranked within each net or subtotal and then ranked overall. To force an entire net or subtotal to rank high or low, choose **Row Options** in **Setup|Tables** and select the row with the **NET** or **SUB** logic. Then choose **Ranking** and specify **High**, **Low** or **Neither, let rank determine**.

Row(s) can be excluded from ranking within the table. See the **If ranking, force row to rank** option of **Row Options** for more information on excluding rows from ranking.

Show rank number in all cells

Choose **Show rank number in all cells** if you want the rank number to be printed in all cells.

Table Statistics

A table statistic automatically generates a row for the chosen statistic, using the table's rows as the basis for the computation. Table statistics are calculated based on one value for each row. If row values are ranges, you must use row statistics (see **Row Options**).

- Use **Setup|Profile Settings|Statistics** to specify default table statistics settings to be applied to every table for a new job.

- Use **Setup|Job Settings|Statistics** to specify default table statistics settings to be applied to every new table for an existing job.

- Use **Setup|Tables|Statistics** or **Setup|Globally Modify Tables|Table Statistics** to modify table statistics settings for pre-existing tables in an existing job.

- **Setup|Profile Settings|Wording for Rows** or **Setup|Job Settings|Wording for Rows** let you modify the default wording for statistic rows (text is automatically applied to these rows). **Setup|Profile Settings| Statistics Rows** or **Setup|Job Settings|Statistics Rows** let you modify the order in which the rows should print.

In **Setup|Tables**, select **Statistics:**

Sample size for statistic base

Displays the base for statistics, which is the total sample minus any 'no answers' and any rows specifically excluded from the statistic base.

Mean

- Specifies the values to use in calculating any descriptive statistics: the mean, standard deviation and standard error. The mean is the sum of the values divided

by the number of values, so the values in all rows are used in calculating these statistics for tables.

- When row values are defined with ranges, you must use a row mean. You specify a row mean using **Row Options**.

Mean confidence interval - lower

Displays the lower mean confidence interval based on the selected confidence interval level specified using the **Select Level** option. The confidence interval level specified is used for calculating _both_ the lower and upper mean confidence interval.

Mean confidence interval - upper

Displays the upper mean confidence interval based on the selected confidence interval level specified using the **Select Level** option. The confidence interval level specified is used for calculating _both_ the lower and upper mean confidence interval.

Standard deviation

Measures variance from the mean for a set of values.

Standard error

Measures the standard error of means. It is calculated by dividing the standard deviation by the square root of the sample size.

Median

Reports the middle value of all values; half the values of the variable fall below the median and half fall above. For tables with ranges of values, use a grouped median.

> _**Note:** The_ **Median** _does interpolate if the value falls at exactly 50%. The_ **Grouped median** _does interpolate if you are using ranges._

Changing values for statistics

Grouped median

When row values are defined with ranges, you can specify a grouped median. If the values are not in a range and you want to do a group median, you can edit the row logic and use the at symbol (**@**) to change a single value to a range.

The **@** symbol is used only for grouped medians. The grouped median is used on tables that have a range of values represented by a single value.

The regular median is used on tables where the median can be calculated on the actual values. The regular median might be used, for example, on a table that represents a question in which a respondent was asked to state his or her age in years. The **@** is not used for the regular median. When a regular median is calculated, it uses the value in parentheses (or the **#** sign, described above, can be used to specify a different value for the calculation).

The grouped median is used on tables, for example, where a respondent is asked the range in which his or her age falls. Another example of a question type that would call for a grouped median in a table is income, where respondents are asked to indicate an income range, rather than a precise dollar value.

To calculate the grouped median, you need to specify mutually exclusive ranges with the **@** sign. For example, for the following five age categories, we could use ranges in place of the original category values (1-5):

UNDER 25	1/79 (1)	@15-24.9
25-34	1/79 (2)	@25-34.9
35-44	1/79 (3)	@35-44.9
45-54	1/79 (4)	@45-54.9
55+	1/79 (5)	@55-64.9

For example, UNDER 25 would use the range 15-24.9 rather than the original value of 1; 25-34 would use the range 25-34.9 rather than the original value of 2 and so on.

To calculate both the grouped median and use a different value for the mean (described above), we could specify:

UNDER 25	1/79 (1)	#17.5 @15-24.9
25-34	1/79 (2)	#29.5 @25-34.9
35-44	1/79 (3)	#39.5 @35-44.9
45-54	1/79 (4)	#49.5 @45-54.9
55+	1/79 (5)	#59.5 @55-64.9

1st Quartile

Represents the value where 25% of the values fall below that value and 75% of the values fall above it.

3rd Quartile

Represents the value where 25% of the values fall above that value and 75% of the values fall below it.

Mode

Reports the value that occurs the most often.

Minimum

Shows the minimum value.

Maximum

Shows the maximum value.

> ***Note:*** *The **Minimum** and **Maximum** options are most meaningful when specified on a table defined using a* **Frequency Row(s)***.*

Effective sample size for statistic base

Creates a row on your table displaying the effective sample size used when calculating T-scores for significance testing on means.

Mean number of mentions

Creates a row on your table displaying the total number of responses divided by the total number of respondents.

Percentiles

- Select the **Percentiles** (from 0 to 99) that you would like to show on your table.

- **Percentiles** show the value where the selected percentage of the values fall below and the remainder fall above.

- For example, if you select the 10th Percentile, this will display the value where 10% of the values fall below and 90% fall above.

Show dollar sign ($)

For tables with dollar variables, displays dollar signs.

Show comma (,)

For tables, displays commas.

Scaling

When values are too large to fit in a cell, you can choose to scale all statistics.

- Choose one of the scaling options (**Divide by 10** (move the decimal point one place), **Divide by 100**, **Divide by 1,000** or **Divide by 10,000**).

Statistical testing

- You select statistical tests for banner columns when you use **Setup|Banners**.

- You must choose at least one test if you want statistical testing on the table: **Means**, **Percents** and **Chi-Square**.

- Your selection applies only to the current table.

- For banner columns, you must select the test you want to conduct from the **Statistical Testing** dialog box in **Setup|Banners**.

> **Statistical testing must be selected for a banner _AND_ selected for a table.**

To select statistical testing for a banner, use **Setup|Banners**. To select statistical testing for a table, use any of the following:

- **Setup|Job Settings|Statistics**

- **Setup|Tables** and choose **Statistics**

- **Setup|Globally Modify Tables|Table Statistics**

Decimal places

- You can define the decimal precision for all statistics when selecting **Plain text report** or **Enhanced text report** as the **Report viewing format** option in **Run|Tables**.

- **Central tendency** applies to **Mean**, **Median** and **Mode** and other table statistics (**Minimum**, **Maximum**, **1st Quartile**, etc.). You can select _0_, _1_, _2_ or _3_ decimal places from the dropdown. The default for **Central tendency** decimal precision is 2 decimal places.

- **Variability** applies to **Standard deviation** and **Standard error**. You can select _0_, _1_, _2_ or _3_ decimal places from the dropdown. The default for **Variability** decimal precision is 2 decimal places.

Select rows, if any to exclude from statistics

Every row in a table is included in the statistic base (except rows indicated as net rows by **NET** or as subtotal rows by **SUB**). Select rows you want to exclude (they are then highlighted).

Setup|Banners

Setup|Banners lets you add a new banner, create banners from tables, edit existing banners, specify statistical testing and preview banners.

Setup|Tables describes how to define tables, rows and their filters. **Run|Tables** details how banners and tables are combined to run reports. You can run tables even if you have not created banners. A default banner with a single total column automatically runs against the tables.

To experiment using **Setup|Banners**, choose **File|Open|Open job**, then select _EXAMPLE-VARIABLE.JOB_ (installed with WinCross).

New

- Select a banner to make it the current banner (if applicable).
- Choose **New** to display the **Add Banner** dialog.
- Enter the **Banner name**. The **Banner name** must be unique.
- Choose **OK** when you're finished, or choose **Cancel** to exit and not save your changes. The new banner will be added after the current banner selected.

Rename

- Select **Rename**.
- Edit the existing name on the **Rename Banner** dialog.
- Choose **OK** when you're finished, or choose **Cancel** to exit and not save your changes.
- Banner names can have up to 480 characters, including blanks.

Move Up/Move Down

Use **Move Up** and **Move Down** to reposition the order of banners in the **Banners** list box.

Cut

Use **Cut** to delete an existing banner from the **Banners** list box. The banner is still available in the WinCross memory buffer (this is separate from the Windows Clipboard).

Copy/Paste

- Highlight a banner in the **Banners** list box and select **Copy**.
- **Paste** will copy the banner below the selected banner and assign a unique banner name to the copied banner.

Delete

Use **Delete** to delete an existing banner from the **Banners** list box. The banner is not saved in the WinCross memory buffer so use this option with care.

Find a banner

Allows you to enter search criteria to locate a specific banner. This is especially useful when there are many banners in your job file and you only want to select a specific banner.

Edit Banner

Create Banners from Tables

Apply Options to Similar Banners

<u>Enhanced text reports: banner preview</u>

- Provides a preview of how each banner will look when your **Report viewing format** is **Enhanced text report** on the **Run Tables** dialog.

- Allows you to set the banner column width (in pixels) for each column of the banner including **Row Text** for **Enhanced text reports**.

<u>Columns</u>

Choose the banner column(s) or **Row Text** for assigning **Width (in pixels)**.

> *Note:* This column width is respected when creating Excel (**.xlsx*) output from **Run|Tables|Excel Options** or using **File|Save|Save Report As** (**.xlsx*).

<u>Select All</u>

Choose **Select All** to select all banner columns including **Row Text**.

<u>Deselect All</u>

Choose **Deselect All** to deselect all previously selected banner columns.

<u>Width (in pixels)</u>

Enter the **Width (in pixels)** for the selected column(s).

<u>Apply</u>

Select **Apply** to change the banner column width for the selected banner columns.

<u>Auto apply</u>

When **Auto apply** is selected, the **Enhanced text reports: banner preview** portion of the **Setup Banners** dialog will automatically reflect changes to banner column widths.

File|Open|Open Job

Open Job opens an existing job file. The job file is an ASCII file containing the specifications created by the WinCross interface.

A job file requires a *.job* extension. Job files automatically appear in the dialog box when you choose **File|Open |Open Job** and navigate to the folder containing the desired *.job* file. WinCross supports long-character filenames.

<u>**From Local Sources:**</u>

- Opens your job file from a local or network folder of your choice.

- You can choose from the **Recent folders** dropdown list to locate a desired folder.

- Or, select the **Drive**, **Directory** and folder that contains the desired job file.

- When you select a **File type** from the dropdown list, only those file types in the selected folder are displayed, with the exception of **ASCII fixed (*)** which displays all file types.

- If you want to manually enter a filename, click anywhere within the **File name:** field and type the name. You will need to include the full filepath if the job file resides in a folder other than that displayed.

Having navigated to the desired folder containing your *.job* file, you can single-click any file shown to display it in the **File name:** field, then select **Open** (or double-click on a filename).

It is best to have all the files related to a single job within the same folder. When you open a job file, its folder becomes the current folder. This can cause confusion and require extra effort if you have stored other files related to the same job in multiple folders.

Weights tab (Edit Banner)

Weighting is a standard practice for survey data analysis. See **Weighting example** for an example of how weighting is used.

<u>Weights can be created in any of the following ways</u>:

1. Weight variables can be a part of your original data file.

2. Weight variables can be added to your original data file or a new data file using **Simple Weighting** or **Sample Balancing**.

3. Use **Glossary Variables** to create weighted variables.

4. Specify an actual value for a weight when you set up banners.

<u>The following is an example of using the glossary variable method:</u>

To create a weight for the GENDER variable using **Setup|Glossary Variables**, use **ADDLEN** to add columns to the end of your data. You will have had to already calculate the weights you want to apply. When determining field width, make sure to include a position for the decimal point. Assuming GENDER (1) = Male and GENDER (2) = Female, you might enter the following in the **Setup Glossary Variables** dialog box:

ADDLEN 10

IF GENDER (1) ASSIGN WEIGHT = (1.250)
IF GENDER (2) ASSIGN WEIGHT = (0.833)

The gender weights will now be stored in the variable WEIGHT. In this example, the WEIGHT variable already existed in the original data file.

Whichever method you use to create them, all weights are specified on the **Weights** tab in **Setup|Banners|Edit Banner**:

- Weights can be specified with an actual weight value or with the variable name or record/column location that holds the actual weight value.

- An actual weight can have up to 12 digits, can be positive or negative and can have decimal places.

- Weight variables must be a minimum width of 5.

Select the **Weights** tab from **Setup|Banners|Edit Banner**:

- Select the column(s) for weighting in the **Columns** list box.

- Enter the actual value or the variable name or record/column location for the weight variable in the **Weight variable** field.

- If you specify a variable name or record/column location rather than an actual weight and you do not have implicit decimals in the data, you must specify the number of decimals to be implied in the weight variable.

- Enter the number of decimal places in the **Implied decimal places in weight** field. This option lets you specify the decimal place when your data variable *does not* include an actual decimal point.

- Choose **Apply to Selected Column(s)** to apply the weight entered to the selected columns. The number of weighted columns is displayed so that you know how many of your banner columns are weighted.

- Choose **Apply to All Columns** to apply the weight entered to all banner columns without having to select columns from the **Columns** list box.

- The **Columns** list box will display a "[w]" next to each weighted column for easier identification of those columns in the banner that are weighted.

Remove Weights from Selected Columns

- Select the column(s) for removing weights in the **Columns** list box.

- Select the **Remove Weights from Selected Columns** button to remove weights from the selected banner columns.

Basic logic syntax

The most basic syntax of a logic statement includes the variable name or record number, column location and the value in this format:

VARIABLE (VALUE) or RECORD/COLUMN (VALUE)

For example:

AGE (7) or 1/5 (7)

represents, 'the variable AGE, a value of 7, or record 1, column 5, a value of 7.' Most variables are more complex than the above example. The more complete syntax of a logic statement is:

AGE (VALUE1-VALUE2, VALUE3, VALUE4...) or RECORD/COLUMN:WIDTH (VALUE1-VALUE2, VALUE3, VALUE4...)

In the above syntax, 'WIDTH' accommodates fields whose values are stored in more than one column, such as the value '123,' which would be stored in a 3-column field. The maximum WIDTH is 12; you don't need to specify widths of 1.

Variable data does not require syntax that includes the 'WIDTH' parameter (i.e. AGE (VALUE1-VALUE2, VALUE3, VALUE4...).

When working with ASCII, you can specify logic without specifying the record each time. You can use 'record image' or 'offset mode.' For example, the record image: 1/20 can be represented as: 20. If you have two records, each with 80 columns and you want to refer to the second record, tenth position, the record image would be: 2/10 and the offset mode would be: 90.

(VALUE) can be 0-9, A-Z (upper case only), negative numbers and decimal numbers.

When creating rows for a table whose rows all use the same variable or record/column location, you need only specify the variable or record/column location for the first row. Subsequent rows can include just the value.

Use of optional spacing:

For readability, adding one or more spaces between the variable and value or the position and the value is optional. For example:

GENDER(1) and GENDER (1)

or:

1/5(7) and 1/5 (7)

are equivalent.

About "records"

Some ASCII files have multiple records for each case. For all other files that have only a single record per case, you can omit the record number when writing logic. Both statements are equivalent for files having a single record per case:

   1/5(7)   5(7)

Following are a variety of examples of basic logic statements:

Multi-position fields are indicated by a colon:

Example:

   1/5:2(12)

represents "record 1, starting in position 5, field width of 2, value 12" (the number following the colon indicates the field width). When no colon is included, a single position field width is assumed.

A range of values is indicated by a dash:

Example 1:

   MARKET (12-14)

represents "variable MARKET, value of 12 or 13 or 14." The dash between values indicates that a range of values will satisfy this statement. The dash represents OR logic, discussed later in this section.

Example 2:

   1/5:2 (12-14)

represents "record 1, positions 5 and 6 (the field width is 2 starting at position 5), value of 12 OR 13 OR 14." The dash between values indicates that a range of values will satisfy this statement. The dash represents OR logic, discussed later in this section.

Example 3:

   SEGMENT (A-D)

represents "variable SEGMENT, value of A or B or C or D." The dash between values indicates that a range of values will satisfy this statement. The dash represents OR logic, discussed later in this section.

> ***Note****: When the range of values involves alpha-numeric code values, the code value on both sides of the hyphen must be the same number of characters. (For example, WinCross can correctly evaluate SEGMENT (A-D) or SEGMENT (AA-DD) but CANNOT correctly evaluate SEGMENT (A-DD) or SEGMENT (AA-D)). Care should be taken to check table results when using the range of values in logic where the code values are alpha-numeric.*

Nonconsecutive values are separated by commas:

Example 1:

   3/23:2(3,13-20,23)

represents "record 3, positions 23 and 24 (represented by the field width 2), value of 3 OR 13 OR 14 OR 15 OR 16 OR 17 OR 18 OR 19 OR 20 OR 23."

Example 2:

INCOME(2,7)

represents "variable INCOME, value of 2 OR 7."

Example 3:

Q1(,9)

represents "variable Q1, value of blank OR 9."

Blanks Indicated by Spaces

Example:

5:2( )

represents, "record 1 (this is implied when there is no / separating the record number from the position), positions 5 and 6 (field width 2), a blank value." Use a space in parentheses when testing a blank value. Only one space is required for fields having multiple positions.

Offset Mode

When working with ASCII, you can specify logic without specifying the record each time. You can use "record image" or "offset mode". For example, the record image: 1/20 can be represented as: 20.

This notation, also referred to as "position orientation," can be quite useful for data files having multiple records per case. If you have two records, each with 80 positions and you want to refer to the second record, tenth position, the record image would be: 2/10 (1). Its offset mode would be: 90 (1).

You know the offset notation refers to record 2 by subtracting 80 (the possible number of positions per record) from the total (90); therefore 90 (1) *must* refer to the 10th position of record 2—the equivalent of 2/10 (1).

When writing glossary variables, you can use the offset mode only with **DEFINE** statements and **IF** conditions.

Braces

Braces **{ }** are used to indicate which expressions should be evaluated together and the order in which they should be considered. Expressions become "nested" within statements, so this is called "nested logic." One set of braces can appear within another and you can use an unlimited number of brace pairs within a statement. There must be an equal number of left and right braces within any single statement; any statement with a missing brace will not pass the syntax check when you run tables.

TN logic

'TN' is logic that is used to represent '*Total n*' in WinCross and is generally used for **Table filter** logic and **Banner column** logic. Typically, a banner's first column is 'Total'.

To designate a table filter of total, enter 'TN' in the logic field for the table filter. To designate a 'Total' column, enter 'TN' in the logic field for the banner column.

Logic tab (Edit Banner)

Select **Setup|Banners|Edit Banner** and choose the **Logic** tab to specify banner logic.

- Select a column from the **Columns** list box.

- Enter the logic for the selected column in the **Banner logic for selected column** field.

- Logic is entered for each column in the **Columns** list box.

The logic represents the variable name or record/column location and value of the data. Typically, a banner's first column is 'Total'. To designate a 'Total' column, enter 'TN' in the **Banner logic for selected column** field for that column. 'TN' is logic that is used to represent '*Total n*' in WinCross and is generally used for **Table filter** logic and **Banner column** logic.

If the banner uses **SUB** (subtotal) logic, the banner column with the **SUB** logic must precede the columns being summed. You can use **SUB-** logic to define a banner column that follows (rather than precedes) the columns being summed.

** Logic can have up to 1024 characters.

** WinCross logic using variable names is converted to record/column location when evaluating the length (for example, GENDER (1) might be converted to 1/5:1 (1)). In most cases the 1024-character logic limit when converted to record/column location will be different than the original number of characters using variables names. If the record/column location conversion results in more than 1024 characters, a syntax error will be issued indicating the logic is more than 1024 characters.

ffset mode

For **DEFINE** and **IF** statements, when working with ASCII data, you can specify logic without specifying the record each time. You can use 'record image' or 'offset mode' (also called 'position orientation'). For example, the record image: 1/20 can be represented as: 20. Also, if you have two records, each with 80 columns and you want to refer to the second record, tenth position, the record image would be: 2/10 and the offset mode would be: 90.

For example, you can write:

DEFINE Q20 = 1/32 (record image)

or

DEFINE Q20 = 32 (offset mode)

When writing glossary variables, you can use the offset mode only with **DEFINE** statements and **IF** conditions.

The CALC Instruction

The **CALC** instruction lets you perform calculations on your table results. **CALC** can be used in row or column logic, with the calculation result being placed in the specified row or column. **CALC** can be performed on frequencies, vertical percents, horizontal percents, constant percents, means, standard deviations and standard errors on rows or columns.

> ***IMPORTANT*:**
>
> 1. *You cannot use a* **CALC** *statement to reference another row that uses a* **CALC** *statement*.
>
> 2. *Significance testing does not work on a row that uses a* **CALC** *statement*.
>
> 3. *You cannot percentage a row off of another row that uses a* **CALC** *statement*.
>
> 4. *You cannot suppress blank* **CALC** *rows.*

The syntax of the CALC instruction is:

CALC Tn operator Tn

or

CALC Tn operator number

or

CALC SQRT Tn operator Tn

or

CALC SQRT Tn operator number

SQRT = Square root

T = V (Vertical Percent)

H (Horizontal Percent)

C (Constant Percent)

F (Frequency)

M (Means)

D (Standard Deviation)

E (Standard Error)

n = row number or column number

operator = +, -, *, /

number = real number

For example, the banner logic:

CALC V1 + V2

means 'Calculate the vertical percent of column 1 plus the vertical percent of column 2.'

The n (row or column number) refers to the *original* row number (when written in row logic) or column number (when written in banner logic) on your table. It does not refer to any report row or column number, for these may vary due to hidden rows or columns or ranking.

An expression can have both frequencies and percents. You can have to up three calculations per cell. Each expression must be separated by a comma.

The **CALC** instruction can be used with row and column means. Because a table mean is not a physical row, but is generated by WinCross, you cannot use the table means in a **CALC** instruction.

You can create complex expressions with braces {} to indicate which expressions should be evaluated together, as well as the order in which the expressions should be considered. You can have an unlimited number of 'nested' expressions (one expression within another).

Example 1: CALC in Banner and Row logic

CALC V3 - V2

In banner logic:

If the above example is the logic for banner column 4, the result in banner column 4 would be the vertical percent of banner column 3 minus the vertical percent of banner column 2.

In row logic:

If the above example is the logic for table row 4, the result in table row 4 would be the vertical percent of table row 3 minus the vertical percent of table row 2.

Example 2: CALC SQRT in Banner and Row logic

CALC SQRT {V3 - V2}

In banner logic:

If the above example is the logic for banner column 4, the result in banner column 4 would be the square root of the vertical percent of banner column 3 minus the vertical percent of banner column 2.

In row logic:

If the above example is the logic for table row 4, the result in table row 4 would be the square root of the vertical percent of table row 3 minus the vertical percent of table row 2.

Example 3: Add the frequency of 10 consecutive variables in a CALC statement for Banner and Row logic

CALC F1 A10

In banner logic:

If the above example is the logic for banner column 11 the result in banner column 11 would be the frequency of banner columns 1-10 added together.

In row logic:

If the above example is the logic for table row 11, the result in table row 11 would be the frequency of table rows 1-10 added together.

Example 4: CALC with braces and using real numbers

CALC {V1 + V2 + V3 + V4 + V5} / 5

Expressions in braces are evaluated first. In this example, the vertical percent for banner columns or table rows 1, 2, 3, 4 and 5 would first be added, then divided by the real number 5.

Example 5: Mixing percents and frequencies

CALC V1 / F6

CALC {V1 + V2 + V3 + V4 + V5} / F6

CALC V1 * 1.345

Shown above are examples of mixing percents and frequencies within an expression.

Example 6: Multiple expressions

CALC F5 - F4, V5 - V4, H5 - H4, C5 - C4

Shown above is an example of multiple expressions for one cell, each separated by a comma. You can have the result of up to four calculations (as depicted in this example) per cell.

Scan Feature

Scan lets you test for one or more values across several variables or fields, so it takes the place of **OR**. As with all OR logic, at least one condition must be true. You write an **S** in your logic statement to invoke **Scan**.

Example 1:

For example, if the information is in variable Q1A and there are 7 variables that you want to scan, you would write:

Q1A S7 (99)

to scan starting with variable Q1A, across 7 variables, for value 99. This statement will scan across 7 variables (Q1A, Q1B, Q1C, Q1D, Q1E, Q1F, Q1G) for value 99.

Example 2:

For ASCII data, if the information is on record 1, starts in column 5 and there are 7 fields (each with 2 columns) that you want to scan, you would write:

1/5:2 S7 (33)

to scan record 1, starting in column 5, across 7 fields (each with 2-columns), for value 33. This statement will scan across 7 fields (columns 5-6, 7-8, 9-10, 11-12, 13-14, 15-16 and 17-18) for value 33.

Example 3:

You can **Scan** single columns. For example:

1/35 S3 (Y)

Example 4:

You can **Scan** for multiple values. For example:

Q10 S3 (98,99)

scans starting with variable Q10, across 3 variables (Q10, Q11, Q12) for value 98 or 99

or

1/35 S3 (6,7)

scans record 1, starting in column 35, across 3 columns (35, 36, 37) for value 6 or 7.

Using Skip (+) with Scan

Example 5:

You can **Scan** columns or fields that aren't contiguous, but they must be separated by the same number of columns or fields to 'skip'. You specify the number of columns or fields between each column to be tested, using the + symbol to indicate the number of columns to skip before the next scan. For example:

2/15 S3+1 (9)

means, 'scan for the value 9 on record 2, starting in column 15, across 3 columns, skip one between each.' The columns tested would be 15, 17 and 19 (the one between each would be skipped (16 and 18). The following example scans multi-column fields:

1/21:3 S4+2 (23)

meaning, scan for the value 23 on record 1, starting in column 21, across 4 fields, skip 2 between (the fields are three columns wide). The fields tested would be the columns 21-23; 26-28, 31-33; and 36-38.

For fields or columns being scanned that start on one record and continue to another, you need only specify the first record number.

Example 6:

You can use the **Skip** feature to skip to a different record for data with multiple records per respondent. For example, to scan a location in both the first record and second record for a respondent, you would check the record length of your data file using **View|Data File**

Information. Assuming the length of your longest record is 167 columns, you would then write:

IF 1/40 S2+166 (1-7) ASSIGN 15/45 = (1)

meaning, "scan record 1, starting in position 40, across two fields, skip 166 columns between." The fields tested would be the positions 1/40 and 2/40 because there are 167 columns per record. The +166 would skip from position 40 of record 1 to position 40 of record 2.

Example 7:

When the **Skip** option is used with variable labels it refers to columns, not to variable labels. Variables must be the same length. For example, to scan VAR1A and VAR2A:

Variable label	Location:Width	Referring to
VAR1A	1/98:2	answer 1, brand 1
VAR1B	1/100:2	answer 1, brand 2
VAR2A	1/102:2	answer 2, brand 1
VAR2B	1/104:2	answer 2, brand 2

You would write:

 VAR1A S2+2 (1)

meaning, 'scan the variable VAR1A across 2 variables, skip 2 columns between (the variables are 2-columns wide). The variables tested would be in columns 98-99 and 102-103.'

Everywhere Feature

Everywhere lets you test for values across every specified column or field, taking the place of AND logic. As with all AND logic, all conditions must be true.

"E" in your logic statement represents **Everywhere**.

Example 1 (Variable data): To test if a series of 3 questions have a value of Y. The responses are in variables Q2_1, Q2_2 and Q2_3:

Q2_1 E3 (Y)

Example 2 (ASCII data): To test if a series of 3 questions have a value of Y. The responses are in columns 35, 36 and 37 on record 1:

1/35 E3 (Y)

Example 3: You can use **Everywhere** across multiple fields:

1/35:3 E3 (122)

meaning, 'starting on record 1, check columns 35-37, 38-40 and 41-43, all for value 122.' To be included, there must be a 122 value in columns 35-37 AND 38-40 AND 41-43.

Example 4 (Variable data): You can use **Everywhere** for multiple values:

Q3A E3 (1,2)

meaning, 'check variables Q3A AND Q3B AND Q3C for value 1 or value 2.' To be included, there must be a 1 value or a 2 value in variables Q3A AND Q3B AND Q3C.

Example 5 (ASCII data): You can use **Everywhere** for multiple values:

1/35 E3 (1,2)

meaning, 'starting on record 1, check columns 35 AND 36 AND 37 for value 1 or value 2.' To be included, there must be a 1 value or a 2 value in columns 35 AND 36 AND 37.

You need only specify the first record number for fields or columns being scanned that start on one record and continue to another.

***Using Skip (+) with* Everywhere**

Example 6 (ASCII data):

You can use **Everywhere** for positions or variables that are noncontiguous, but they must be separated by the same number of positions or fields to skip. You specify the number of positions or fields between each position to be tested, using the **+** symbol to indicate the number of positions to skip.

1/35 E3+2 (1)

meaning, "starting on record 1, check positions 35 and skip 2, three times, for value 1." To be included, there must be a 1 value in position 35 **AND** 38 **AND** 41.

Example 7 (ASCII data):

The following example looks for multi-position fields:

1/21:3 E4+2 (23)

meaning, "starting in record 1, position 21, across four fields, skip two positions between fields (the fields being three positions wide) for the value 23." The fields tested would be the positions 21-23, 26-28, 31-33 **AND** 36-38.

Example 8 (Variable data):

When the **Skip** feature is used with variable labels, it refers to positions rather than variable labels. Variables must be the same length. For example, to test the following "A" variables:

Variable label	Location:Width	Referring to
VAR1A	1/98:2	answer 1, brand 1
VAR1B	1/100:2	answer 1, brand 2
VAR2A	1/102:2	answer 2, brand 1
VAR2B	1/104:2	answer 2, brand 2

you would write:

VAR1A E2+2 (1)

meaning, "test the variable VAR1A on record 1, starting in position 98, across two fields, skip two between (the fields being two positions wide)." The fields tested would be the positions 98-99 and 102-103.

Count feature

You can count the number of responses for a group of codes across a set of columns of data or variables. This lets you specify row logic based on the total number of responses.

> **_IMPORTANT:_** _The_ **Count** _feature should not be used for rows that are part of a_ **NET** _or for rows that are using the_ **# (Pound Symbol)**. _You_ _cannot_ _use the_ **Count** _feature in banner column logic or in the_ **Glossary**.

Example 1: Count the total number of responses that are codes 2 through 9 across two contiguous variables

 Q2_1 C2 (2-9)

meaning, 'Count the total responses that are codes 2 through 9 across variable Q2_1 and variable Q2_2.'

Example 2: Count the total number of responses that are codes 2 through 9 across three non-contiguous variables

 Q2_1 C1 (2-9) OR Q7_1 C1 (2-9) OR Q10_1 C1 (2-9)

meaning, 'Count the total responses that are codes 2 through 9 from variable Q2_1 or variable Q7_1 or variable Q10_1.'

Example 3: Count the total number of responses that are codes 2 through 9 across two columns of data

 1/25 C2 (2-9)

meaning, 'Count the total responses that are codes 2 through 9 across record 1, columns 25 and 26.'

Example 4: Using additional base with logic to count the number of code 1's across 10 variables

 GENDER (1) and Q2_1 C10 (1)

meaning, 'If the variable GENDER is a code 1 then count the code 1 responses in variables Q2_1 through Q2_10. For example, if the response was 1 in variables Q2_1 and Q2_5, the result would be a value of 2.'

Example 5: Using additional base with logic to count the number of code 1's across 10 columns of data

 1/79 (1) and 2/10 C10 (1)

meaning, 'If record 1, column 79 is a code 1 then count the code 1 responses in record 2, columns 10 - 19. For example, if the response was 1 in columns 11 and 15, the result would be a value of 2.'

NET/IDXNET Logic

Often you'll want a 'net' row. This is a row that reports the total cases for several rows. You can specify such rows with basic logic, or you can use the **NET** instruction if the net row is to be printed above the rows it is netting or the **NET-** instruction if the net row is to be printed below the rows it is netting.

If your table is defined using **Indexed Variables** and you want a true net count, you can use the **IDXNET** instruction in place of the **NET** instruction.

> ***IMPORTANT:*** *The* **Count** *feature should not be used for rows that are part of a* **NET/IDXNET** *or* **NET-/IDXNET-** *instruction*.

When you use the **NET/IDXNET** or **NET-/IDXNET-** instructions (rather than basic logic) WinCross recognizes the row as a net row and does each of the following:

- automatically excludes the rows with the **NET/IDXNET** or **NET-/IDXNET-** instruction from any statistics specifications

- automatically indents the rows based on any indentation specifications

- automatically ranks items within the net rows based on any ranking specifications

There are *two* ways to program rows using "**NET/IDXNET**" logic:

1st method:

NET 3

or

IDXNET 3

This logic produces a row showing the net of the next three rows below. If you add or remove rows from the **NET/IDXNET**, you must remember to change the number after the **NET/IDXNET** command.

2nd method:

NET

Row 1

Row 2

Row 3

ENDNET

or

IDXNET

Row 1

Row 2

Row 3

ENDNET (there is no **ENDIDXNET** command; the **ENDNET** command works for both **NET** and **IDXNET**)

For this method you will program a row with the logic "NET" or "IDXNET" above the rows you want to include and then a row with the logic "ENDNET" after the rows. The benefits of using the **NET/ENDNET** or **IDXNET/ENDNET** logic is that you can add or remove rows from within the logic without the need to change the **NET** or **IDXNET** logic row.

You can use either **NET** method to set up a 'subnet' to net rows within rows that are part of another net.

There is *one* way to program rows using "**NET-/IDXNET-**" logic:

NET-3

or

IDXNET-3

This logic produces a row showing the net of the three previous rows. If you add or remove rows from the **NET-/IDXNET-,** you must remember to change the number before the **NET-/IDXNET-** command.

You can use the **NET-/IDXNET-** instruction to set up a 'subnet' to net rows within rows that are part of another net.

SUB Feature

For tables that report responses to multiple-response questions, you can use the **SUB** or **SUB-** instruction to report the total number of mentions for a group of rows. In such tables, a net row shows the number of respondents who answered the question. The sub row shows the total number of responses and reflects the fact that respondents were permitted multiple responses. For single-response questions, **NET** and **SUB** are equivalent.

There are *two* ways to program rows using "**SUB**" logic:

1st method:

To use the **SUB** instruction, write SUB followed by the number of rows to include.

For example:

SUB 3

means, 'sub the next 3 rows.' SUB can refer only to rows that immediately follow the sub row.

You can use **SUB** with banner column logic.

For example:

Banner Text		**Banner Logic**
TOTAL RESPONDENTS	250	TN
TOTAL TEAMS WATCHED	277	**SUB 4**
SPARROWS	41	Q25 (1)

RATTLE SNAKES	22	Q26 (1)
LADY BUGS	74	Q27 (1)
JACK RABBITS	140	Q28 (1)

2nd method:

SUB

Row 1

Row 2

Row 3

ENDSUB

For this method you will program a row with the logic "SUB" above the rows you want to include and then a row with the logic "ENDSUB" after the rows. The benefit of using the **SUB/ENDSUB** logic is that you can add or remove rows from within the logic without the need to change the SUB logic row.

You can use either **SUB** method to set up a 'sub' to add rows within rows that are part of another sub.

There is *one* way to program rows using "**SUB-**" logic:

To use the **SUB-** instruction, write SUB- followed by the number of rows to include.

For example:

SUB-3

means, 'sub the previous 3 rows.' SUB- can refer only to rows that immediately precede the sub row.

You can use **SUB-** with banner column logic.

For example:

Banner Text		Banner Logic
TOTAL RESPONDENTS	250	TN
SPARROWS	41	Q25 (1)
RATTLE SNAKES	22	Q26 (1)
LADY BUGS	74	Q27 (1)
JACK RABBITS	140	Q28 (1)
TOTAL TEAMS WATCHED	277	**SUB-4**

Ranking (Sorting) **SUB** *Rows*:

You can rank (sort) **SUB** rows. Rows within SUB rows are ranked and then the SUB rows themselves are ranked. For example, the previous subtotal, when ranked, might look like:

SUB:	TOTAL TEAMS WATCHED	277
	JACK RABBITS	140
	LADY BUGS	74
	SPARROWS	41
	RATTLE SNAKES	22

You specify ranking by table using **Setup|Tables|Table Options**. You can rank in ascending or descending order.

SUB *with mean summaries:*

You can use **SUB** with mean summaries to get a grand mean. This method makes it easy to get the useful grand mean, by dividing the total value of responses by the number of responses. For example:

		Row Logic	**Row Options**
SUB:	Grand Mean for Brand A	SUB3	SM (Mean)
	Mean Fit for Brand A	BRANDA_FIT (1-5)	SM (Mean)
	Mean Cost for Brand A	BRANDA_COST (1-5)	SM (Mean)
	Mean Style for Brand A	BRANDA_STYLE (1-5)	SM (Mean)

This results in the calculation of the grand mean for 'Brand A'.

Indexed Variables

Indexed variables let you stack and align data, eliminating the need to derotate data or to assign specific columns for different variables. You create indexed variables using the **INDEX** statement. IDX and I# let you access indexed variables defined in the **Glossary**.

Typical uses of indexed variables include:

- Side-by-side product tests where a respondent is asked the same questions for two or more products (see Indexed variables examples).

- Combination tables where you want to combine a series of similar questions or tables into one table where the rows are the codes and the columns are the

questions, or the rows are the questions and the columns are codes (see Indexed variables examples).

- Situations where a limited number of variables are used for aligned data and where you want to create variable-specific tables (see Indexed variables examples).

With indexed variables, data for similar questions are stacked atop one another and referred to by a composite variable name. When indexed variables are used together, individual levels are aligned so that a code value found in one indexed variable pulls out codes on only that same level in the other indexed variable.

The INDEX Instruction

Use the **INDEX** instruction to create indexed variables in the glossary. First, you define the variables, 'stacking' similar variables together. Variables stacked atop each other must be the same width. You write INDEX, followed by the variables in braces:

INDEX {variable 1, variable 2, . . .}

INDEX {variable 3, variable 4, . . .}

INDEX {variable 5, variable 6, . . .}

results in variables 1, 3 and 5 stacked atop each other and variables 2, 4 and 6 stacked atop each other.

I# Notation

After the variables have been defined, they can be referred to by an I (upper case) followed by the variable number:

I#

where # refers to the order in which the variable appears in the **INDEX** statement.
The I# notation can be used in any logic statement for table, banner or glossary logic.

For example, the first group of variables in the above example (1, 3 and 5) can be referred to as I1. The second group of variables (2, 4 and 6) can be referred to as I2.

Continuing with the example, when I1 is used in a row run against I2 in a banner, filter or in the same row, the levels in that composite variable are matched up. For example, the statement:

I1(4) AND I2 (35)

is true only if there is a:

4 in variable 1 AND a 35 in variable 2

or

4 in variable 3 AND a 35 in variable 4

or

4 in variable 5 AND a 35 in variable 6.

IDX Notation

To refer to individual levels in indexed variables, use an **IDX** followed by the level number(s) in parentheses:

IDX (Level#-Level#, Level#)

You can indicate consecutive levels using hyphens (for example: IDX(1-3)) and separate multiple levels with commas (for example: IDX (2,4,7)).

For example, to refer to only codes of 4 in variable I1 on levels 2 and 3, you would write:

I1 (4) AND IDX (2,3)

The 2 and 3 refer to the second and third INDEX statement.

> **Note:** You _cannot_ use more than one reference to IDX in complex logic (for example, {IDX (1) AND Q1 (1)} OR {IDX (4) AND Q2 (1)})

Using Indexed Variables with RECODE, ASSIGN, and COMPUTE Statements

Indexed variables can be manipulated with
the **RECODE**, **ASSIGN** and **COMPUTE** statements. When indexed variables are used with
these statements, many blocks of glossary statements can be reduced.

You can use the **Repeat** feature with **INDEX**. Repeat lets you apply an **INDEX** command to
multiple columns.

See Indexed variables examples for examples of **RECODE** and **ASSIGN**.
See **COMPUTE** and **Repeat** for examples of those features with indexed variables.

Indexed variables *cannot* be used with the **DECLARE** instruction or used
within **IF/ELSE** or **Looping logic**.

Special Value Features

There are two special symbols for using a value different than what is represented when
calculating statistics and volumetrics for a table:

- The **#** (pound symbol) lets you use a value different from the value in parentheses
  for volumetric rows and summary statistics.

- The **#** (pound symbol) can also be used to assign values to blank positions.

- The **@** (at symbol) lets you select a range for use in the calculation of grouped
  medians.

The # (Pound Symbol)

> *Important:* The **Count (C)** *feature should not be used for rows that are using the **#**
> **(Pound Symbol)**.*

In row or table statistics, if the values are not what you want to use in the calculation of
summary statistics, you can use the #symbol to change them.

Table statistics use the value in parentheses as the calculation value. For example, if the
current logic for the five rows of a given table is:

RATING_1 (1)

RATING_1 (2)

RATING_1 (3)

RATING_1 (4)

RATING_1 (5)

values in parentheses are used in table statistics (1 in the variable RATING_1; 2 in the variable RATING_1; and so on).

You can specify values for statistics different from those in parentheses by using the **#** symbol. For example:

RATING_1 (1)#5

RATING_1 (2)#4

RATING_1 (3)#3

RATING_1 (4)#2

RATING_1 (5)#1

means, "use value 5 for 1 in the variable RATING_1; use value 4 for 2 in the variable RATING_1; and so on." You write the **#** symbol and the new value in row logic.

For row statistics such as mean summaries or volumetric rows, you can use the **#** symbol with an **=** symbol to signify which values should use a different value for statistics.

For example:

Q6A   (1-5) #1=5,2=4,4=2,5=1

Q6B   (1-5) #1=5,2=4,4=2,5=1

Q6C   (1-5) #1=5,2=4,4=2,5=1

Q6D   (1-5) #1=5,2=4,4=2,5=1

means, "use value 5 for 1, 4 for 2, 2 for 4 and 1 for 5 in the variable Q6A; use value 5 for 1, 4 for 2, 2 for 4 and 1 for 5 in the variable Q6B; and so on." It is not necessary to use the **#** symbol for other values that will not use a different value, such as when 3=3 in the above example.

Tables 2 and 64 of the EXAMPLE files (installed with WinCross) illustrate the use of the **#** symbol (refer to *Appendix E: Example Files* for more information).

Using the # (pound symbol) with volumetric tables:

You can use the **#** (pound symbol) with volumetric tables. For example, if Question 11A is the number of "Children under 5 in the household," and your logic is:

{Q11A (0-99)} AND QX(1) #1=0

Q11A is the volume question, and QX is a base on the row. Using the braces ({}) and "#1=0" recodes QX(1) to "0" for the volumetric row, while keeping Q11A (0-99) values for the number of "Children under 5 in the household." The braces keep the value "1" from Q11A(1) from being counted as 0.

Using the # (pound symbol) to assign values to blank positions:

You can use the **#** (pound symbol) to assign values to blank positions. For example, if your logic includes:

=6

any blank in the designated column is assigned a value of 6.

The @ (at Symbol)

The **@** symbol is used only for grouped medians. The grouped median is used on tables that have a range of values represented by a single value.

The regular median is used on tables where the median can be calculated on the actual values. The regular median might be used, for example, on a table that represents a question in which a respondent was asked to state his or her age in years. The **@** symbol is not used for the regular median. When a regular median is calculated, it uses the value in parentheses (or the **#** symbol, previously described, can be used to specify a different value for the calculation).

The grouped median is used on tables, for example, where a respondent is asked the *range* in which his or her age falls. Another example of a question type that would call for a grouped median in a table is income, where respondents are asked to indicate an income range, rather than a precise dollar value. The grouped median uses interpolation to find the point in the range where 50% occurs.

To calculate the grouped median, you need to specify mutually exclusive ranges with the **@** symbol. For example, for the following five age categories, you could use ranges in place of the original category values (1-5) :

UNDER 25	AGE (1) @15-24.9
25 - 34	AGE (2) @25-34.9
35 - 44	AGE (3) @35-44.9
45 - 54	AGE (4) @45-54.9
55+	AGE (5) @55-64.9

For example, UNDER 25 would use the range 15–24.9 rather than the original value of 1; 25–34 would use the range 25–34.9 rather than the original value of 2; and so on.

To calculate both the grouped median *and* use a different value for the mean (described above), you could specify:

UNDER 25	AGE (1) #17.5 @15-24.9
25 - 34	AGE (2) #29.5 @25-34.9
35 - 44	AGE (3) #39.5 @35-44.9
45 - 54	AGE (4) #49.5 @45-54.9
55+	AGE (5) #59.5 @55-64.9

Table 64 of the EXAMPLE files (installed with WinCross) illustrates the use of a grouped median and the **@**symbol.

Relational logic operators

Row, **Filter** and **Banner** logic can use the following relational (Boolean) operators:

> (greater than)

< (less than)

>= (greater than or equal to)

<= (less than or equal to)

For example, the statement:

Q5 <= (5)

is true if the value of the variable Q5 is less than or equal to 5.

And, the statement:

1/10 > (1)

is true if the value in record 1, column 10 is greater than 1.

Logic can Compare field code values.

Expressions

Logical operators let you build complex logic statements. These logical operators link basic logic statements to create conditions based on more than one criterion. These combined statements are referred to as expressions.

AGE (1) AND INCOME (2)

GENDER (1) OR EDUCATION (2)

1/10 (2) AND 1/20 (6)

2/22:2 (36) OR 2/32 (1)

AND

OR

NOT

AND NOT

Nested logic

You can create logic statements that have more than one expression. Use braces { } to indicate which expressions should be evaluated together and the order in which the expressions should be considered. Expressions become 'nested' within statements, so this is called 'nested logic.'

One set of braces can appear within another and an unlimited number of braces may be used in a statement. There must be an equal number of left and right braces in a statement; a statement missing a brace won't pass the syntax check when you run tables.

Expressions in braces are evaluated first, with all evaluation occurring left to right, within braces and across expressions.

Example 1 (Variable data):

{GENDER (1) AND INCOME (3)} OR Q1 (44)

Example 2 (ASCII data):

{1/5 (1) AND 1/66 (3)} OR 1/32:2 (44)

Using **NOT** (**?**) with nested logic permits an additional level of control. When you precede an expression with **NOT**, it changes the statement to test for a condition _not_ to exist.

For example, if you put braces around the first statement and precede it with **NOT**:

NOT {MALE AND {OVER_44 OR CHICAGO}}

it would look for respondents who are _NOT_ males over 44 or males living in Chicago.

Symbolic representation of expressions

    AND   =   &

OR	=	!
NOT	=	?
AND NOT	=	&?

Related topics:

Extract month, day or year from a variable

WinCross provides a way to extract the month, day or year elements from a formatted date variable. This allows the individual elements of the date to be assigned to a declared variable within the **Glossary**.

SPSS Date Variables:

If you have a date variable called STARTDATE, you can use the expressions STARTDATE:_MONTH, STARTDATE:_DAY and STARTDATE:_YEAR2 to refer to the individual elements within the date. For a four-digit year, use STARTDATE:_YEAR4.

Numeric Variables (SPSS or non-SPSS):

The WinCross date extraction can also be used to extract the month, day and year from numeric data variables, provided the values are formatted in an acceptable format.

The functions can be used directly when numeric variables are of the form DDMMYY or DDMMYYYY.

For example: Consider a numeric variable called MYDATE that contains the data value 31122014. The construct MYDATE:_YEAR2 returns "14", MYDATE:_YEAR4 returns "2014", MYDATE:_MONTH returns "12", and MYDATE:_DAY returns "31".

> *Tip*: If your data variable contains values in the form MMDDYYYY (or MMDDYY), you can still extract the month, day and year, but because WinCross assumes DDMMYYYY format, the MONTH function would need to be used to extract the day, and the DAY function would extract the month.

Strings Variables (SPSS or non-SPSS):

The WinCross date extraction can also be applied to string variables that contain date expressions. Both two-digit and four-digit years are supported, and all types of separators (dashes, slashes, dots, etc.) can be used.

The functions can be used directly when string variables are of the form DDMMYY or DDMMYYYY.

For example: Consider a string variable called ENDDATE that contains the string value 31-12-2014. The construct ENDDATE:_YEAR2 returns "14", ENDDATE:_YEAR4 returns "2014", ENDDATE:_MONTH returns "12", and ENDDATE:_DAY returns "31".

> **Tip**: If your data variable contains values in the form MMDDYYYY (or MMDDYY), you can still extract the month, day and year, but because WinCross assumes DDMMYYYY format, the MONTH function would need to be used to extract the day, and the DAY function would extract the month.

_YEAR4, *_YEAR2*, *_MONTH* and *_DAY* are all **WinCross Reserverd Key Words**.

The variable used for extracting date information can be a variable defined in the **Glossary** but the same WinCross formatting assumptions apply.

Incrementing logic for VAR+/LOC+ banners and tables

For **VAR+** or **LOC+** banners:

table row and filter logic can be incremented by enclosing logic inside the following characters [+] .... [+].

Example 1:

[+]Q2A (1) AND Q3A (1)[+]

would increment both Q2A and Q3A

Example 2:

[+]Q2A (1)[+] AND Q3A (1)

would increment only Q2A

Example 3:

[+]Q2A (1) AND Q3A (1) AND Q4A (1)[+]

would increment Q2A, Q3A and Q4A

Example 4:

[+]{Q2A (1) AND Q3A (1)} OR Q4A (1)[+]

would increment Q2A, Q3A and Q4A while the braces indicate the evaluation order of the logic

table row and filter logic can be *excluded* from being incremented by enclosing logic inside the following characters [X] .... [X].

Example 1:

[+]Q2A (1) OR Q3A (1) OR [X]Q4A (1)[X] OR Q5A (1)[+]

would increment Q2A, Q3A and Q5A and exclude Q4A from being incremented

Example 2:

[+]{Q2A (1) AND Q3A (1)} OR [X]{Q4A (1)[X] AND Q5A (1)}[+]

would increment Q2A, Q3A and Q5A and exclude Q4A from being incremented while the braces indicate what order to evaluate the logic

For **VAR+** or **LOC+** tables:

banner column logic can be incremented by enclosing logic inside the following characters [+] .... [+].

> ***Note:* Banner filter** *logic is never incremented.*

Example 1:

[+]Q2A (1) AND Q3A (1)[+]

would increment both Q2A and Q3A

Example 2:

[+]Q2A (1)[+] AND Q3A (1)

would increment only Q2A

Example 3:

[+]Q2A (1) AND Q3A (1) AND Q4A (1)[+]

would increment Q2A, Q3A and Q4A

Example 4:

[+]{Q2A (1) AND Q3A (1)} OR Q4A (1)[+]

would increment Q2A, Q3A and Q4A while the braces indicate the evaluation order of the logic

banner column logic can be *excluded* from being incremented by enclosing logic inside the following characters [X] .... [X].

Example 1:

[+]Q2A (1) OR Q3A (1) OR [X]Q4A (1)[X] OR Q5A (1)[+]

would increment Q2A, Q3A and Q5A and exclude Q4A from being incremented

Example 2:

[+]{Q2A (1) AND Q3A (1)} OR [X]{Q4A (1)[X] AND Q5A (1)}[+]

would increment Q2A, Q3A and Q5A and exclude Q4A from being incremented while the braces indicate what order to evaluate the logic

Including logic for row/column statistics

For table row statistics:

table row logic can be included in the calculations for row statistics by enclosing the logic you want to include inside the following characters [S] .... [S].

Example 1:

^[S]Q2A (1-99)[S] AND Q3A (1)^SM

would *only* include Q2A (1-99) in the calculation for row mean

Example 2:

^GENDER (1) AND Q22A (1) AND [S]Q33A (1-10)[S]^SM

would *only* include Q33A (1-10) in the calculation for row mean

For banner column statistics:

banner column logic can be included in the calculations for banner statistics by enclosing the logic you want to include inside the following characters [S] .... [S].

Example 1:

^[S]Q2A (1-99)[S] AND Q3A (1)^SM

would *only* include Q2A (1-99) in the calculation for column mean

Example 2:

^GENDER (1) AND Q22A (1) AND [S]Q33A (1-10)[S]^SM

would *only* include Q33A (1-10) in the calculation for column mean

Including logic for volumetric rows

For volumetric table rows:

table row logic can be included in volumetric calculations by enclosing the logic you want to include inside the following characters [V] .... [V].

Example 1:

^[V]Q6_1 (0-99)[V] AND Q7_1 (1)^VO

would _only_ include Q6_1 (0-99) in the volumetric calculation for the row

Example 2:

^[V]Q6_1 (1-10) OR Q7_1 (1-10)[V]^VO

would include _both_ Q6_1 (1-10) and Q7_1 (1-10) in the volumetric calculation for the row

Example 3:

^GENDER (1) AND Q5_1 (1) AND [V]Q33A (1-10)[V]^VO

would _only_ include Q33A (1-10) in the volumetric calculation for the row

Job File Codes

Table Options

OQ = Show the Total row

OO = Show the Total answering row

OS = Show the Sigma row

OW = Show the No answer row

ON = Table type is normal

OR = Show Frequencies

OV = Show Vertical percents

OH = Show Horizontal percents

CP = Show Constant percents

OB = Hide blank rows

DW = Do not weight the table

OI = Indent levels on NET and SUB rows

O% = Show percent sign on percents

O$ = Show dollar sign on frequencies

OC = Show comma (,) - thousands separator

OT = Append next table - do not display the banner/new page between this table and the next table

ST = Table has a Subtitle

OF = Table has a Footnote

S = Subtitle row

F = Footnote row

F1 = Show one decimal place on frequencies

F2 = Show two decimal places on frequencies

F3 = Show three decimal places on frequencies

P0 = Show no decimal places on percents

P1 = Show one decimal place on percents

P2 = Show two decimal places on percents

P3 = Show three decimal places on percents

Rank

OD = Rank descending

OA = Rank ascending

R% = Rank by percents/means (Default: Rank by frequencies/means)

RA = Display ranking order beneath every cell on the table, in all columns

RT# = Rank according to a previous table (# = the index number of the previous table)

Filter Options

Rows to exclude from:

TX = Total answering

GX = Sigma

BR = Show Frequency on filter row

RR = Do not show Frequency on filter row

BV = Show Vertical percent on filter row

RV = Do not show Vertical percent on filter row

BH = Show Horizontal percent on filter row

RH = Do not show Horizontal percent on filter row

BC = Show Constant percent on filter row

RC = Do not show Constant percent on filter row

FU = Hide the filter row

F% = Show % sign on percents on filter rows

SF = If banner is weighted, show unweighted filter row in addition to weighted filter row

EF = If banner is weighted, show Effective sample size filter row used for statistics

VF = Show filter row as volumetric

SU = Show table filter title under table title instead of on filter row

Statistics Options

SB = Show Sample size for statistic base

SM = Show Mean

CL# = Show Mean confidence interval (lower) # = the Confidence level of 99, 98, 95, 90, 80, 70, 60 percent

CU# = Show Mean confidence interval (upper) # = the Confidence level of 99, 98, 95, 90, 80, 70, 60 percent

SV = Show Standard deviation

SR = Show Standard error

SD = Show Median

SG = Show Grouped median

Q1 = Show 1st Quartile

Q3 = Show 3rd Quartile

SO = Show Mode

SN = Show Minimum

SX = Show Maximum

ES = Show Effective sample size for statistic base

MM = Show Mean number of mentions

S$ = Show dollar sign ($) on statistics

CO = Use comma (,) to separate thousands on statistics

P00-P99 = Show Percentiles (0-99)

Scale Statistics

D1 = Display statistics as divided by 10

D2 = Display statistics as divided by 100

D3 = Display statistics as divided by 1000

D4 = Display statistics as divided by 10000

Statistic Decimal Places

S0 = (Central tendency) Show no decimal places on statistics (except Standard deviation and Standard error)

S1 = (Central tendency) Show one decimal place on statistics (except Standard deviation and Standard error)

S2 = (Central tendency) Show two decimal places on statistics (except Standard deviation and Standard error)

S3 = (Central tendency) Show three decimal places on statistics (except Standard deviation and Standard error)

V0 = (Variability) Show no decimal places on Standard deviation and Standard error

V1 = (Variability) Show one decimal place on Standard deviation and Standard error

V2 = (Variability) Show two decimal places on Standard deviation and Standard error

V3 = (Variability) Show three decimal places on Standard deviation and Standard error

Statistical Testing

SA = Perform Mean significance testing, if there are Means

SP = Perform Percent significance testing, if there are Percents

SC = Perform Chi-square significance testing

Job Title Options

~TN = Print table number on each table

~PN = Print page number on each table

~DA = Print date on each table

~TM = Print time on each table

Row Options

Select rows, if any, to exclude for statistics

SX = Exclude row from statistics

AF = Denotes a Frequency row

OD = Rank Descending (Frequency row only)

OA = Rank Ascending (Frequency row only)

OR = Show Frequency

DR = Do not show Frequency

OV = Show Vertical percent

DV = Do not show Vertical percent

OH = Show Horizontal percent

DH = Do not show Horizontal percent

OC = Show Constant percent

DC = Do not show Constant percent

Statistics options

SB = Show Sample size for statistic base

SM = Show Mean

CL# = Show Mean confidence interval (lower) # = the Confidence level of 99, 98, 95, 90, 80, 70, 60 percent

CU# = Show Mean confidence interval (upper) # = the Confidence level of 99, 98, 95, 90, 80, 70, 60 percent

SV = Show Standard deviation

SR = Show Standard error

SD = Show Median

Q1 = Show 1st Quartile

Q3 = Show 3rd Quartile

SO = Show Mode

SN = Show Minimum

MX = Show Maximum

ES = Show Effective sample size for statistic base

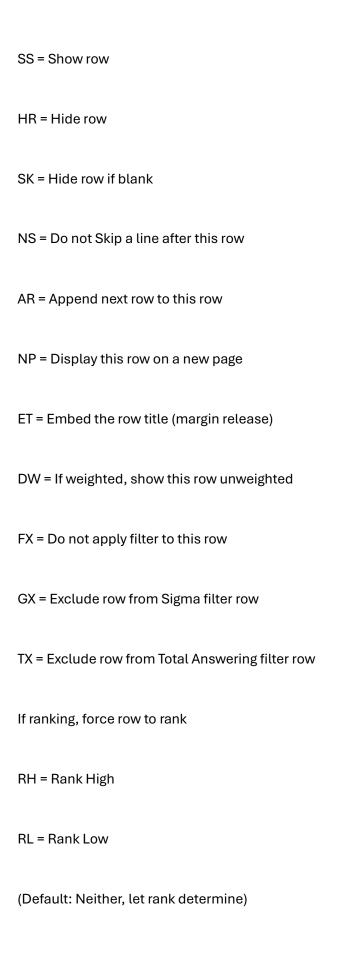MM = Show Mean number of mentions

P00-P99 = Show Percentiles (0-99)

VO = Show row as Volumetric

SS = Show row

HR = Hide row

SK = Hide row if blank

NS = Do not Skip a line after this row

AR = Append next row to this row

NP = Display this row on a new page

ET = Embed the row title (margin release)

DW = If weighted, show this row unweighted

FX = Do not apply filter to this row

GX = Exclude row from Sigma filter row

TX = Exclude row from Total Answering filter row

If ranking, force row to rank

RH = Rank High

RL = Rank Low

(Default: Neither, let rank determine)

If ranking, group rows together

SETn = Group together in n group (where n = a group number, e.g. SET1)

Underline character

==== = Equal sign

------- = Dash

____ = Underscore

**** = Asterisk

++++ = Plus sign

Underline length

U = Length of last line

L = Length of longest line

R = Width of entire row

Threshold

TP# = Percent (where # = Threshold limit)

TF# = Frequency (where # = Threshold limit)

TW = Overall Threshold for the entire table

Percentage off

^# = (where # = Row number to percentage off of)

Frequency Decimal Places

F0 = Show no decimal places on frequencies

F1 = Show 1 decimal place on frequencies

F2 = Show 2 decimal places on frequencies

F3 = Show 3 decimal places on frequencies

Percent Decimal Places

P0 = Show no decimal places on percents

P1 = Show 1 decimal place on percents

P2 = Show 2 decimal places on percents

P3 = Show 3 decimal places on percents

Statistics Decimal Places

S0 = Show no decimal places on statistics

S1 = Show 1 decimal place on statistics

S2 = Show 2 decimal places on statistics

S3 = Show 3 decimal places on statistics

Variability Decimal Places

V0 = (Variability) Show no decimal places on Standard deviation and Standard error

V1 = (Variability) Show 1 decimal place on Standard deviation and Standard error

V2 = (Variability) Show 2 decimal places on Standard deviation and Standard error

V3 = (Variability) Show 3 decimal places on Standard deviation and Standard error

Banner Options

SW = Spacing and width values for each banner column

HP = Base column for horizontal percentaging of each banner column

CP = Constant value or Banner Column/Filter Row location for Constant percentaging (also known as "Corner" percentaging)

SL = Significance item label for each banner column

ST = Statistical testing options (Comparison Groups, Mean Test, Percent Test)

WT = Weighting information

OP = Other banner options

SB = Display Banner Title Above Table Title

SL = Display Banner Title Below Table Title

TL = Do not center Banner Title (Banner Title will be left-justified)

FL = Do not center Banner Filter Title (Banner Filter Title will be left-justified)

HD = Do not show Underline in Banner

W# = Width specified in pixels for total banner column text

BF = Banner Filter

PT = Number of banner columns, banner column for ranking

Banner Column Options

SB = Show statistic base

SM = Show mean

SV = Show standard deviation

SR = Show standard error

SD = Show median

HB = Hide column

OS = Show sigma

HF = Hide frequency

HV = Hide vertical percent

HH = Hide horizontal percent

HC = Hide constant percent

PB = Insert page break before column

W# = Width (in pixels) of column for Enhanced Text Reports

Banner Statistics Options

Mean Options

MW = WinCross selects T-Test

MI = Independent T-Tests

MC = Independent T-Tests – (based on test for equal variances

MM = Dependent Paired/Overlap T-Test (Multi)

MO = Dependent Paired/Overlap T-Test (LOC+/VAR+)

ML = Least-significant difference

MS = Student Newman Keuls

MB = Kramer-Tukey B

MT = Kramer-Tukey

MH = Scheffe

Percent Options

PW = WinCross selects Z-Test

PZ = Z-Test (Independent using unpooled proportions or Dependent Paired/Overlap (LOC+/VAR+)

PM = Dependent Paired/Overlap Z-Test (Multi)

PU = Z-Test (Independent using pooled proportions)

CH = Chi-Square

Confidence Level Options

Each option is only valid for those test types displayed to its right:

1 = 99% MI,MC,MM,MP,ML,MS,MB,MT,MH,

MW,PZ,PM,PU,PW

2 = 98% MI,MC,MM,MP,MW,PZ,PM,PU,PW

3 = 95% MI,MC,MM,MP,ML,MS,MB,MT,MH, MW,PZ,PM,PU,PW

4 = 90% MI,MC,MM,MP,ML,MS,MB,MT,MH, MW,PZ,PM,PU,PW

5 = 80% MI,MC,MM,MP,MW,PZ,PM,PU,PW

6 = 70% MI,MC,MM,MP,MW,PZ,PM,PU,PW

7 = 60% MI,MC,MM,MP,MW,PZ,PM,PU,PW

0 = Show annotation under banner MI,MC,MM,MP,MW,PZ,PM,PU,PW

8 = Harmonic Mean ML,MS,MB,MT,MH

8 = Exclude cells that are 0% from analysis PZ,PU,PW

B = Unequal variances MI

D = Dependent Paired/Overlap PZ,PM,PU

9 = Suppress significance footnote MI,MC,MM, MP,ML,MS, MB,MT,MH,MW,PZ,PM,PU,PW