

Getting Started

Use one of the practice data files from the Data Examples pull-down menu to run analyses and explore AcaStat.

Explore

The Explore tab displays the Options Panel. Summary output is displayed and the complete analysis is recorded in the Output Log. Click the AcaStat logo or (<) button to view the simplified Explore control features.

Explore will display charts for some procedures. Click on the chart to open chart preview for copying, saving, or printing.

Statistical Procedures

Most statistical procedures will display options when the Options Panel is visible. Some options will create new variables for the data file. Click the Calculate toolbar button to run the procedure.

Variable List

Select variables for analysis and drag and drop or click the list box header to copy variables to the analysis list box.

Analysis List

Drag variables from the Variable List to the list boxes for the selected statistical technique. To delete variables, select the variable and click the list box header or double-click the variable.

Controls

Drag a variable to the control box. Select the operator and enter the control value.

Data Spreadsheet

The Data tab displays the data used for analysis and a variable format module. Click a column to format that variable's numerical values. Click the Set button after editing a variable's format.

Data Entry

Begin entering data in row one/column one. This will add a variable to the variable list box. At least one data value must be entered to format or recode data. Use the arrow keys to move between cells. Do not enter commas or currency symbols in the data.

When possible, limit data entry to numerical values instead of strings (e.g., use 1 for "Male" and 2 for "Female"). This simplifies data entry and data manipulation.

Save Data

After creating or changing a data file, use "Save Data File As" to create an AcaStat system data file. This file will also save formatting.

Open Data

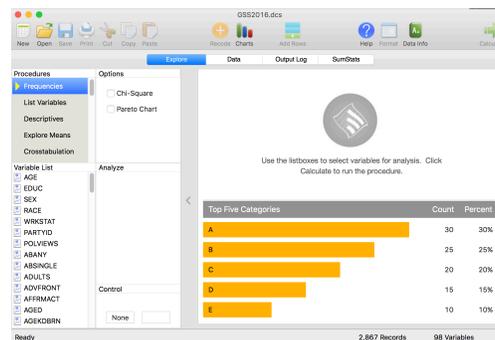
"Open Data File" opens an AcaStat data file for display in the data spreadsheet or drag and drop a file into the spreadsheet.

Import Data

Import tab or comma delimited data text files with the import option under the File pull-down menu or drag and drop a delimited file into the spreadsheet. Text files must have variable names in the first row to populate column headings and the variable list.

Paste Data

Paste data copied from a spreadsheet or table. The data must have variable names in the first row to populate column headings and the variable list. Pasting data replaces all spreadsheet contents.



Export Data

Export tab or comma delimited data text files with the export option or use the copy data button. Text files may be opened by spreadsheet or word processing software. An exported file will not save formatting.

Format Variables and Values

Use the Format Variables module to create labels for the variable and the variable values. The formatting will be applied to the results of the analysis to improve data presentation. Always save the data file after formatting. Formatting may be copied and pasted from one variable to another.

Missing Values

Use the Format module in the Data tab to assign missing values. During analysis, any observation with a missing value will be excluded. Blank cells will automatically be skipped during analysis.

Decimals

Use the Format Variables module to reduce the number of decimal places displayed in the data. The change is permanent when the data are saved.

Recode Variables

Use the values of selected variables to create new variables. Hold the Control button (Mac Command button) to select multiple variables. There are six options: Recode, Compute, Combine, Replace, Trim, Strings.

Recode is used to convert a variable with many values into fewer categories (e.g., years education into 1="< 12," 2="12 Years," 3="> 12"). Select the variable to recode, select the operation to conduct, enter a new variable name, enter a new value, click the Recode button. A new variable will be added to the data. Repeat to cover all categories. Click "Reset" only when starting a new variable recode.

Compute, Combine, Trim, and String operations also create a new variable. Replace edits the selected variable.

Output Log

Each analysis creates an output record. Click on the Output Log to select and view the output.

Copying/Pasting Output

After copying and pasting output into other software, highlight the pasted output and format to Courier (9 point font). This will ensure proper alignment of the tables.

Save Output

Click "Save Output As" to save all output as a text file. Hold the control button (Windows) or command button (Mac) to select multiple individual output items for saving.

Open Output File

Use "Open Output File" to import an output file.

Print Output

Use "Print Output" to print output.

SumStats

Select a statistical procedure and click the Example Data button for an example of data entry. Click Calculate to run the procedure. Click the New toolbar button to clear the fields.

The output is appended to the Output Log. Some output has more statistics in the log than is displayed in the SumStats tab.