

Getting Started

Use a practice data file from the Data Examples pull-down menu to explore AcaStat. View the Format and Recode modules, run analyses, view and print output and save data.

Data Grid

The data tab displays the data used for analysis. The spreadsheet will display up to 60 variables. Several hundred variables may be imported for analysis.

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 makes data entry and data manipulation more efficient. Format numerical values in the Format Variables Module.

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 all formatting.

Open Data

“Open Data File” opens an AcaStat data file for display in the data spreadsheet.

Import Data

Import tab or comma delimited data text files with the import option under the File pull-down menu. Text files must have variable names in the first row to populate column headings and the variable list. Although the spreadsheet only displays 60 variables, additional variables will be imported and available for analysis.

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. Edit Column headings (variable names) with the Format Variables module. Pasting data replaces all spreadsheet contents.

Export Data

Export tab or comma delimited data text files with the export option under the File pull-down menu. Text files may be opened by spreadsheet or word processing software. An exported file will not save formatting.

Format Variables and Values

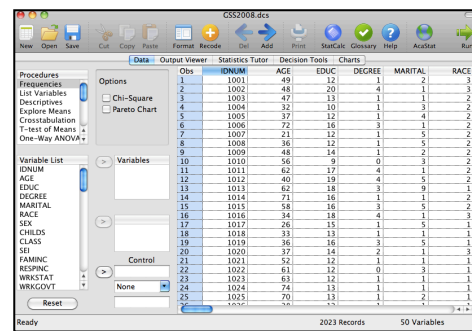
Use the Format Variables module to create labels for the variable and the variable values. The formatting will be applied to the results of the analysis to improve data presentation. Always save the data file after formatting.

Missing Values

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



	Obs	IDNUM	AGE	EDUC	DEGREE	MARITAL	RACE
1	1001	49	12	1	2	1	3
2	1002	48	20	4	1	1	3
3	1003	47	13	1	1	1	2
4	1004	32	10	1	3	2	2
5	1005	37	12	1	4	2	2
6	1006	22	16	3	1	2	2
7	1007	21	12	1	5	2	2
8	1008	36	12	1	1	5	2
9	1009	48	14	1	2	2	2
10	1010	56	9	0	3	2	2
11	1011	62	17	4	1	2	2
12	1012	40	19	4	5	2	2
13	1013	69	18	3	9	1	2
14	1014	71	16	1	1	2	2
15	1015	58	16	3	5	2	2
16	1016	34	18	4	1	3	2
17	1017	26	15	1	5	1	1
18	1018	33	13	1	1	1	1
19	1019	36	16	3	5	1	1
20	1020	37	14	2	1	1	1
21	1021	52	12	1	1	1	1
22	1022	61	12	0	3	1	1
23	1023	63	12	1	1	1	1
24	1024	74	13	1	1	1	1
25	1025	70	13	1	2	1	1

Recode Variables

Use the values of one variable to create a new variable. There are four options: Recode, Compute, Combine, Replace.

Recode: Generally used to convert a variable with many values into fewer categories (e.g., years education into “< 12,” “12 Years,” “>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: Select the variable to manipulate, select the operation to conduct, enter a new variable name, click the Compute button. A new variable will be added to the data.

Combine: Select two variables to combine, select the operation to conduct, enter a new variable name, click the Combine button. A new variable will be added to the data.

Replace: Select the variable to search, enter the value to replace, enter the new value, click the Replace button. This permanently changes the selected variable when the data are saved.

Output Viewer

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 saved output.

Print Output

Use “Print Output” to print all output. Hold the control button (Windows) or command button (Mac) to select multiple individual output items for printing.

Statistical Procedures

Select the statistical procedure. Each procedure will display options. Some options will create new variables for the data file. Once the variables are selected, click the Run Procedure toolbar button.

Variable List

Select variables for analysis and click the right arrow button to copy variables to the analysis lists.

Analysis List

Copy variables from the Variable List to the appropriate list boxes for the selected statistical technique. To delete variables, select the variable and click the left arrow button or double-click the variable.

Controls

Use the right arrow button to add a control variable. Use the pull-down menu to select the operator and enter the control value. If no operator is selected, the analysis will provide output for each value of the control variable. Only numerical variables are allowed. Use the Recode module to convert a string variable to numerical.