

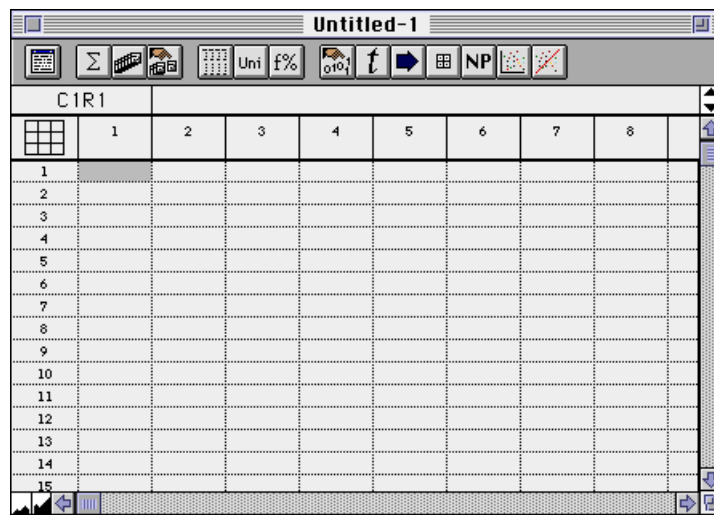
# Chapter Three

## Working with Data Files

### Overview

FLO•STAT data files consist of a series of rows and columns, with rows representing cases or individuals and columns representing variables.

When open, each data file has a spreadsheet-like appearance, called the data matrix, with each cell in the matrix holding one piece of information, for instance, a person's age. That information (age) is stored in the same column for each person in the data set.



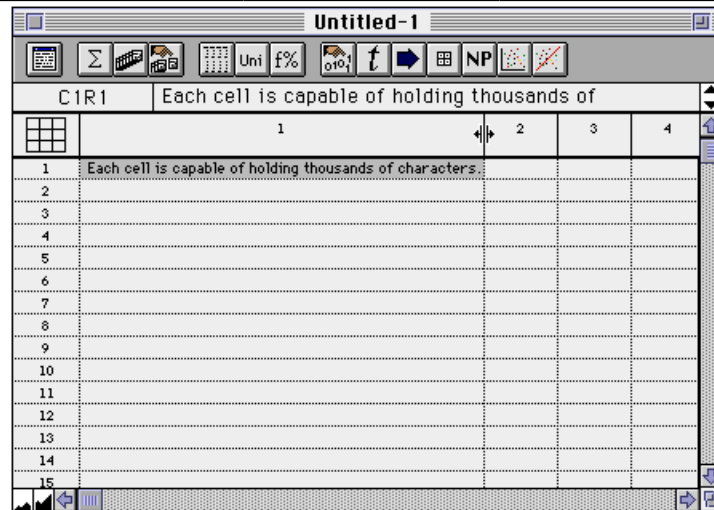
When analyses are performed on these data, the program reads through each row one at a time accumulating information on the variables selected for that analysis.

The data matrix is what holds the variable information for each case in the data set. Individual data items can be entered, deleted and modified at anytime by clicking on a single cell and keying in the data.

Other parts of the matrix can be viewed by clicking on the scroll bars at the right and bottom of the window.

Each cell in the spreadsheet will hold several thousand characters, i.e., numbers, letters, special characters.

The width of each column can be expanded by clicking and dragging on the bar separating each column's heading.



To quickly navigate the data matrix, click in the corresponding area of the matrix navigator situated in the upper left corner of the data window.

## Creating new data sets

A new 'untitled' data set is created each time FLO•STAT is launched. The matrix of each new data set defaults to 50 rows and 35 columns in size. The matrix can be reduced or enlarged by using the **Add Row**/**Add Column** or the **Insert/Delete** items found in the **Edit Menu**.

New data sets can also be created following selection of **New** from the **File** menu.

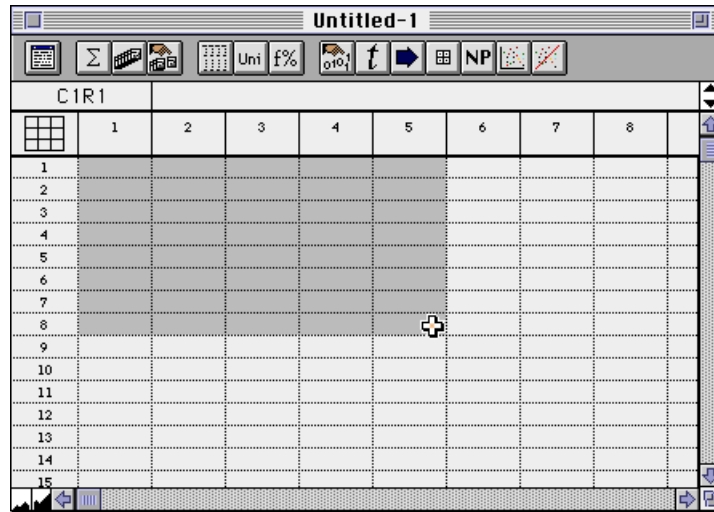


## Selecting a portion of the data

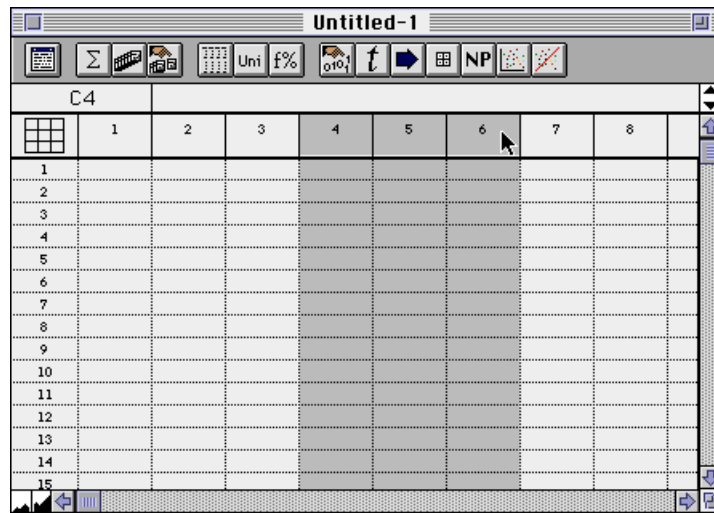
There are several simple methods for selecting a portion of the data to copy, cut, clear or move data.

Clicking on a cell and slowly dragging the mouse selects a group of cells.

Selecting a cell and then holding the Shift key while clicking another cell selects the rectangular group of cells between those two points (see below).



Double click on the column number to select the entire column of data. Contiguous columns can be selected by holding down the shift key while clicking on other column headings.



To select all cells in the data set , pull down the **Edit** menu and choose **Select All**.

### Cut, copy, paste and clear

Select that portion of the table you wish to cut, copy, paste or clear and either select the appropriate menu item from the **Edit** menu or type the command-key equivalents.

As in all Macintosh applications, information can be copied to the temporary holding place in memory called the clipboard and then pasted to another application such as a word processor or spreadsheet.

When data are copied to the clipboard from FLO•STAT, a tab is inserted between each field and a carriage return placed at the end of each row, the same

as when fields of data are copied from a Microsoft Excel spreadsheet, for example.

When Pasting data into FLO•STAT, be sure to select the cell where the paste is to begin.

## Saving the data file

To save changes to an existing data file or to save a new file, select **Save** from the **File** menu. To save an existing file under a new name, select **Save As...** from the **File** menu.

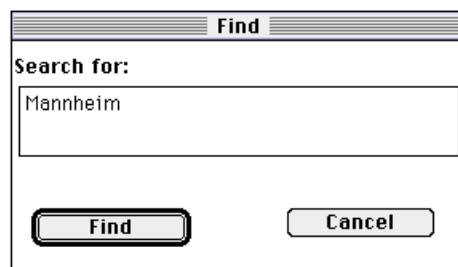
## Opening and closing the data file

To open an existing data file, either double click on that file name or select the **Open** item from the **File** menu. Multiple data files can be open in Flo•Stat. The number of files simultaneously open is limited only by available memory.

To close a data file, select **Close Data File** from the **File** menu.

## Locating information in the data file

**Find** and **Find Next** are used to quickly locate and move to the cell containing a specific string of characters. For example, to locate any cells containing the word, "Mannheim," select **Find** from the **Edit** menu and enter the appropriate character string. To locate the next occurrence of "Mannheim" select **Find Next**.



Each search is conducted from the point of the currently selected cell. If the last cell in the matrix were selected and a **Find** command were issued, it is unlikely a matching string would be found since the search would be conducted on the last cell only. To search the entire matrix, first select the top, left-most cell in the matrix.

## Importing and exporting data

The import and export features can be used to quickly move existing data in and out of the data matrix. The student version of Flo•Stat allows you to both import and append simple, tab-delimited, ASCII (or text) files. A tabbed delimited text file consists of the series: variable, tab, variable, tab, variable, tab, etc. followed by a carriage return, for each case in the data file. The file must be saved as a text file. All Macintosh word processor, spreadsheet and database applications write and save tab-delimited text files. Flo•Stat similarly exports a tab-delimited text file.

To import or append (i.e., attach to the bottom of the existing data file) a text file, select **Import** from the **File** menu and select the desired file from the dialog window.

To export a tab-delimited text file, select **Export** from the **File** menu. Your exporting choices include choosing the variables, their order of export, whether or not to include variable names, and whether the variables are to listed as a rectangular data file, like the data matrix itself, or, variable by variable, in one long column. The variable by variable format is useful when exporting verbatim text material collected in a social survey to a word processor. The case by case listing is the default option and should be used for most exports..

