
CREATING TABLES WITH *Beyond 20/20*TM



INTRODUCTION

The *BEYOND 20/20*TM BROWSER enables you to quickly tabulate data to create your own custom tables. You can create a table by opening an extract and choosing up to 8 variables to work with at a time, and manipulating two or more of them in a single table layout. The buttons displayed above serve as a legend and are referred to within this document.

CREATING YOUR OWN TABLES

Opening an Extract

To locate and open an *BEYOND 20/20*TM Extract:

- 1) Choose the **Open** command from the **File** menu or click on the **File Open** button.
- 2) Set the List Files of Type box to Extract Files (*.ivx)
- 3) Select the extract you want and click on **OK**.

As soon as you've opened an extract, the BROWSER displays an empty table view and the **source field tiles** to the right.

Viewing the Microdata

- 1) You can view **source field notes** by selecting a source field and choosing **Source Field Summary** from the **Data** menu.
- 2) Double click on the tile to see the categories or the range associated with the field, depending on whether it is character or numeric. The categories are those defined by the database, and the bands shown are those defined automatically by *BEYOND 20/20*TM (see *Define Recode* and *Define Bands*, below).
- 3) **Extract notes** can be viewed by choosing **Extract Summary** from the **Data** menu.

Positioning Tiles for Dimensions

Note: At least two dimensions must be defined before the data can be loaded (see *Generating the Table*). To select tiles for dimensions:

- 1) To locate a source field tile quickly, choose the **Find Source Field** command from the **Data** menu. Highlight the topics you want to browse. Then highlight the source field you want to use (one at a time).
- 2) Click on **OK**, and that source field tile will be located.

At this point, it is necessary to apply any modifications to the field, if desired, using the functions *Define Recode*, *Define Bands*, *Define Derived Fields*, or *Record Constraints*, below.

- 3) Drag the tile into the row dimension area at the left side of the table. When that area is highlighted, release the left mouse button.
- 4) Locate and drag a second source field tile into the column dimension at the top of the table.
- 5) Drag and drop up to six more source field tiles into the Dimension bar, which is the area above the column headings.
- 6) Character fields have both codes and labels. To switch between codes and labels, select the desired row or column and click the **Change Labels** button.

Define Recode

This option lets you create an new source field which combines categories (items) of an original character source field:

- 1) Locate and select the source field tile you want to modify and choose **Define Recode** from the **Data** menu.
- 2) If desired, enter a different New Source Field Name from the one suggested.

-
- 3) Type in the new code title and then highlight the codes you wish to include within that new code. Select them or deselect them using the **Add** and **Remove** buttons. The new code is automatically saved when you begin to type another new code title.
 - 4) Select and enter the remaining Available Codes using the **Use As Is** feature in the Members area. This step must be completed in order to activate the OK button.
 - 5) Click on **OK**. The new source field tile is created (scroll to find it). Double-click on your new source field tile in order to view the changes you have made within the .ivd file.

Define Bands

This option lets you create a new source field by changing the bands of an original numeric source field:

- 1) Locate and select the source field tile you want to modify and choose **Define Bands** from the **Data** menu.
- 2) If desired, enter a different New Source Field Name from the one suggested.
- 3) Under Initialize, enter a value for **Start** and a value for **Increment**.
- 4) Click on **Apply** in order to see the new bands. Scroll through the new bands to see the result.
- 5) Click on **OK**. You will receive a prompt saying, 'You are about to create a new field. Do you want to continue?'. Simply press **OK**. Scroll down to view your new field.

Define Derived Fields

This option lets you create a new source field by applying mathematical operations to one or more existing source field tiles.

- 1) Click on **Define Derived Field** under the **Data** menu.
- 2) One at a time, click on the Available fields that you want to use and press **Insert** to enter them in the formula.
- 3) Enter any mathematical operation in the Formula area so that it contains the formula you wish.
- 4) Enter the New Source Field Name you would like to use.
- 5) Click on **OK**.

Set Record Constraints

This option lets you create a table subject to a constraint on a field:

- 1) Choose **Record Constraints** from the **Data** menu.
- 2) Drag and drop the source field tile for which you would like a constraint.
- 3) Double-click on the text in the Criteria row. The Numeric Constraint (numeric field) or the Constraint field (character field) dialog box appears.
- 4) In the **Numeric Constraint** dialog box, select a range or comparison in the Type of Constraint area. In your select Range, enter the minimum and maximum values to be included in the constraint. If you select Comparison in the Value box, enter the value you want to use as the constraint.
- 5) In the **Constraint Field** dialog box, select one or more codes by positioning the mouse pointer over the appropriate code and clicking on the left mouse button. To select more than one adjacent code, click on and hold the left mouse button and drag the mouse until the codes you want are selected. To select non-adjacent codes, press the **CTRL** key, and click on the left mouse button.
- 6) Click on **OK**.
- 7) Repeats Steps 2-5 for each source field you want to impose constraints on. As you drag and drop the tiles, a single vertical line separates the columns that are filled. This indicates that the Browser will search for records that match all the constraints in each of the columns, indicating an "And" condition. Clicking on the **Or** button inserts a separation line to the right of the selected column. This indicates that the Browser will find all records that match all the constraints in either column, indicating an "Or" condition.
- 8) To limit the source field data that will be loaded into a table, click on **OK**. If you want to create a new extract containing a subset of the records according to the specified constraints, click on **Subset**. Save this extract and enter a new name. This new extract is independent of the original extract.

Applying a Weighting Factor to the Data

- 1) Choose **Set Weight Field** from the **Data** menu. All the numeric source fields, including the weight fields, are now listed. The different weights are listed first with a _ before the weight name.
- 2) Select the field you want to use as a weighting factor.
- 3) Click on **OK**.

Filling a table with Numeric Source Field Values

You can fill a table with values that are sums or averages of numeric source fields instead of counts:

- 1) Drag and drop the source field tile that you want values for into the cell area of the table view. The source field's type must be numeric. The BROWSER presents the **Edit Unit Item** dialog box.
- 2) The **Calculated As** area contains the statistical values you can use. Select the one you want to apply.
- 3) The **Item Name** shows the statistical method you have chosen followed by the name of the source field. Unless you change the Item name, it will be used for the new source field. Change the name if you wish.
- 4) Click on **OK**. An asterisk appears on the source field tile to indicate that the BROWSER has created a new item in the "Units" dimension.

Generating the Table

Once the table has been defined, the next step is to load the data. Simply click on the **Go** button or select **Go** from the **Data** menu. At this point you may continue to work with your table or save it for later use (see the next set of instructions, including Saving a Table).

WORKING WITH *Beyond 20/20™* TABLES



file
open



find
table



Tile



Pre-
vious
item



Next
item



change
labels



Print



Search
dimen-
sions



sort
dimen-
sions



Display
active
dimen-
sion



display
chart



go



Change
lan-
guage

WORKING WITH BROWSER TABLES

The following instructions are based on the *BEYOND 20/20™* Browser Quickstart Guide.

Opening a Table

- 1) To open a table, click on the **Find** table button or choose Find from the **File** menu. A Find window appears.
- 2) Specify the location of the table in the directory section. A list of tables will be displayed.
- 3) Select a table and choose **OK**.

Table Browsing with 3 or more dimensions

- 1) You can browse through the items in any dimension. Select the **Active Dimension** by clicking on your choice of dimension in the Dimension bar (the area above the column headings). The dimension is now shown in the **Active Dimension** box located in the toolbar.
- 2) Click on the **Previous Item** button or the **Next Item** button to browse through the items in that dimension. Note that the active dimension tile shows the code or label of the item whose data is currently displayed.

Switching Table Dimensions

You can switch the column and row dimensions of a table by clicking and dragging the row or column and dropping it on the other.

Nesting Table Dimensions

With the left mouse button depressed, slowly drag the desired dimension tile (one that is not already occupying a row or column) from the Dimension bar to the top or bottom edge of the column labels, or to the right or left edge of the row labels, until a thick line (or highlight) appears. Release the mouse button, and the dragged dimension will be nested.

Selecting Data from a Table

You can perform the following operations by first selecting data: display only the selected data by choosing **Show** from the **Item** menu; hide the selected data from your current view by choosing **Hide** from the **Item** menu (to display the hidden data choose **Show all** from the **Dimension** menu); **chart** the data; or **copy** your selection to the clipboard and move it to another application.

- 1) To select a row or column of data, click on the corresponding row or column heading.
- 2) To select adjacent rows or columns, drag the mouse across the row or column headings.
- 3) To select non-adjacent rows and/or columns, press the CTRL key while you click on the row or column headings.

All of these operations can also be accessed by clicking on the right mouse button to display the shortcut menu.

Charting Data

- 1) Select the rows and/or columns that you want to chart.
- 2) Click on the **Display Chart** button in the Tool bar.
- 3) To change the current chart type, choose the **Chart Options** command from the **View** menu, or with the mouse pointer in the chart view, click on the right mouse button to see the Charting shortcut menu.
- 4) Make a selection and click on **OK** to return to the chart view.

Chart Browsing

The ChartBrowsing™ feature lets you create a series of charts in rapid succession. With the mouse pointer in the chart view, click on one of the headings in the title of the chart to make that dimension active. Use the **Previous Item** and **Next Item** buttons to chart the previous or next item.

Printing a Table or Chart

To print a table or chart view, select **Print** from the **File** menu or click on the **Print** button.

Saving a Table

To save the table:

- 1) Choose **Save As** from the **File** menu.
- 2) Specify the directory and file name you want to save it under. Click on **OK**.
- 3) The **BROWSER** prompts you to enter summary information. Enter the Table Title and Category which will be displayed in the **Find** dialog box. If you wish, enter Keywords and Table Notes to help you find the table later.
- 4) Click on **OK**.

You can save *BEYOND 20/20™* table data in several other formats including Database files (*.dbf) and Worksheet files (*.wks). When saving to any non-*BEYOND 20/20™* format, you'll need to nest all the dimensions along the rows or columns before you save, if you want to retain the data for all dimensions (see *Nesting Table Dimensions*).