

## **Q** Cheat Sheets

What to do when you cannot figure out how to use Q	Right-click on whatever it is you are trying to change	
	Get help about the screen you are on	Help 🕨 Help
	Get help interpreting a table	Help ► Interpret This Table
	Read the wiki	Help 🕨 Q Reference Manual
	Search the wiki	Help  Online Documentation Search
	Do some training modules	Help ▶ Online Training
	Contact support	support@q-researchsoftware.com

What to do when the data looks wrong	Contact the person that set up the projec	t (if you did not do it yourself)
	Check the base	base n = 0; total n = 13; 13 missing; 88% filtered out;
	Check n and base n	Statistics – Cells 🕨 n or Base n
	Check statistical testing	Show significance: Compare columns -
		Edit  Project/Table Options  Statistical Assumptions
	Check that the Question Type setting makes sense on the Variables and Questions tab	Either go to the <b>Variables and Questions</b> tab and find the data, or, press to the right of the relevant dropdown menu
	Check that the Filter is correct	E.g., Filter: Q8. One or more message not recalled
	Check that the <b>Weight</b> is appropriate	E.g., Weight: None
	Check that the correct rules are applied and, try and remove the rules	If a Rule has been applied, a pink Rules tab will appear at the bottom of the table. Control when applied using the <b>Apply</b> dropdowns
	Hide or unhide variables	On the Variables and Questions tab, press H
	Check if empty rows/columns are are hidden	Check to see if 🧐 is depressed (this hides empty rows and columns)
	Review the Value Attributes	Right-click on a row or column heading and select Values
	Review how a variable has been constructed	<ol> <li>Go to the Variables and Questions tab</li> <li>Find the variable</li> <li>Right-click: Edit Variable</li> </ol>
	Contact support	File ► Send Pack ► To Support and indicate which table and which cells in the table look wrong and why

Data files and file management When you analyze data in Q you are always using two files: • Project file (.Q): this	Start a new project	<ol> <li>File ► Import New Data File (New Project)</li> <li>Either click Yes to all questions, or, use a special-purpose QScript for cleaning</li> <li>Tools ► QScripts ► Online Library ► Preliminary Project Setup scripts</li> </ol>
	Starting using a QPack	<ol> <li>Double-click on the QPack or File ▶ Open Existing Project</li> <li>File ▶ Save Project</li> <li>Read any messages carefully (as you may destroy work)</li> </ol>
contains all the work you	Opening a project	File Depen Existing Project or Recent Projects
have done in Q.	Share projects	File Send Pack This sends the project and data files
• Data file (e.g., . sav): this	Update project with new data	File ▶ Import Updated Data File (Current Project)
contains your survey data; Q does change the raw data.	Merge different projects	Open two copies of Q and drag and drop tables and variables from one project to another
	Merge data files	Tools ▶ Merge Data Files
	Stack data	Tools 🕨 Stack SPSS Data File
	Panel data (e.g., occasion-based data)	<ol> <li>Stack the data (if necessary)</li> <li>File ► Add Data to Project</li> <li>File ► Edit Data File Relationships</li> </ol>

Weights and filters Weights and filters can be applied to the entire project or to selected tables and plots.	Applying filters and weights	Filter: France 🛛 🗸 🗸 AND Total sample 🗸 💆 Weight: None 🗸
	Creating a weight	Create ► Variables and Questions ► Variable(s) ► Weight
	Allowing variables to be selectable as weights and filters	On the Variables and Questions tab, press F
	Creating simple filters	Automate ► Online Library ► Create New Variables ► Create Filters from Selected Questions
	Creating filters from a table	Create a table, select the relevant cells and press $oldsymbol{Y}$
	Creating complicated filters	Find filters created from a table on the Variables and Questions tab (V&Q), right-click: Edit variable

Tables and plots	View additional statistics	Right-click: Statistics – Cells/Right/Below >
Note that the one of the main ways of modifying a table is to change the data in the table,	Save a copy of a table	<b>6</b>
	Changing the data	Country SUMMARY Y
and when this is done all other	Create plots in Q	Select from Show Data As (top middle of the screen)
tables using the same data will also change (see Manipulating Data)	Customizing the look and feel of tables	File Project Options and Table Styles
	Lock a table so the data cannot be changed	Right-click on table(s) in the <i>Report</i> and select Lock
	Create folders	Right-click on a table in the Report and Add group
	Create lots of tables	Automate ► Online Library ► Create Tables – Banner Tables (this also automatically creates banners and flattens data – see Manipulating Data)
	Simultaneously change lots of tables/plots Exporting	Select them all at the same time and then modify as normal (e.g., apply filters, right-click and <b>Statistics – Cells</b>

Viewing raw data	Seeing the raw data for a question	Brown dropdown menu: RAW DATA
	Seeing raw data for lots of variables in Excel	<ol> <li>Select the variables in the Variables and Questions tab</li> <li>Right-click: Export variables to Excel</li> <li>In Excel: VIEW ► Freeze Panes ► Freeze Top Row</li> <li>In Excel: DATA ► Filter</li> </ol>
	Seeing all the raw data in Q	All the raw data is viewable on the <b>Data</b> tab. You can sort columns, show filters and re-order the columns (this is done on the <b>Variable and Questions</b> tab)

Exporting Any chart templates that you create in Excel, PowerPoint and Word, are available in the Format dropdown that appears when exporting.	Export to PDF	File ► Export to PDF
	Create online report	File ▶ Share as Dashboard
	Export to Excel, PowerPoint and Word	
	Automatically update Office exports	
	Setting default chart types for Office	<ol> <li>Create Chart Templates using Excel, Word or PowerPoint</li> <li>Edit ► User Options ► Export Chart Defaults</li> </ol>
	Exporting variables to Excel	Select the variables on the Variables and Questions tab, right-click and select Export Variables to Excel

Manipulating data There are lots of tools for manipulating data. These are only some of the more commonly-used basic tools.	Merging	Drag and drop or right-click: Merge
	Creating NETs	Right-click: Create NET
	Reproducing merging and creating NETs on other similar questions	Automate ► Online Library ► Modifying Rows and Columns - Use a Question as a Template for Modifying Other Questions
	Re-ordering categories/sorting	<ul> <li>Drag and drop</li> <li>Right-click: Sort By</li> <li>Automate &gt; Online Library and search for sort</li> </ul>
	Removing a category and rebasing	<ul> <li>Right-click: Remove (only for mutually exclusive options)</li> <li>Filtering: Create a NET and right-click on it: Create filter</li> </ul>
	Removing a category without rebasing	Right-click: Hide
	Switch between % and averages as main statistics on a table	V&Q: Change Question Type from Pick One / Pick One – Multi to/from Number / Number - Multi
	Creating a 2 <sup>nd</sup> version of a question	Right-click on table row/column heading: Duplicate Question
	Creating a question from a variable	<ol> <li>Go to the Variables and Questions tab</li> <li>Select the applicable variable</li> <li>Right-click: Copy and Paste Variable(s) ► Exact copy</li> </ol>
	Comparing two questions (e.g., pre and post)	<ol> <li>Go to the Variables and Questions tab</li> <li>Select the questions</li> <li>Right-click: Copy and Paste Variable(s) ► Exact copy</li> <li>Select the newly-created copies</li> <li>Right-click: Set Question</li> <li>Choose an appropriate Question Type</li> <li>Pick One – Multi if combining two categorical questions</li> <li>Number – Multi if combing two numeric variables</li> <li>Number – Grid if comparing multiple response questions</li> </ol>
	Banding numeric variables	1. See Creating a 2nd version of a question
		2. See Switch between % and averages as main statistics on a table
	Recoding (changing Value Attributes)	Right-click on table row/column heading, select Values and change the numbers in the Value column
	Flatten (i.e., change a grid to a single column)	Automate ► Online Library ► Modifying Rows and Columns – Flatten
	Create a banner	<ol> <li>Create a new table</li> <li>Create ▶ Banner and then select the banner in the brown drop-down menu</li> </ol>

Nest one variable within the variables in a Pick One – Multi (i.e., grid)	<ul> <li>Automate ► Online Library ► Create New Variables - Filter One Question by Another Question, or</li> <li>Stack the data: Tools ► Stack SPSS .sav File</li> </ul>
Create a numeric variable	On the Variables and Questions tab, right-click: Insert Variable(s)  JavaScript Formula  Numeric
	uals",    means "or", and && means "and": ) && gender == 1) 1; else 2;
<pre>Shorthand if statement age &gt; 39 ? 1 : 2;</pre>	
<pre>Multi-line expression var respondent_age = d1; var respondent_gender = d2 var age_by_gender = respon age_by_gender;</pre>	; dent_age + 100 * respondent_gender;
Create a categorical variable	1. See <i>Create a numeric variable</i> 2. Change the <b>Question Type</b> to <b>Pick One</b>
Recoding into a different variable	<ol> <li>Right-click: Copy and Paste Variable(s) ► Exact copy</li> <li>Modify the variable as per your needs</li> </ol>
Standard mathematical functions	V&Q: Insert Ready-Made Formula(s) ► Mathematical Functions (by Case)
Creating a binary variable	Follow the steps for creating filters Weights and Filters

Automation	Automatically creating variants of a derived variable	V&Q: Insert Ready-Made Formula(s) ► Use as Template for Replication
	Creating a custom QScript	<ol> <li>Find a similar QScript in Automate ► Online Library</li> <li>Press More Information at the bottom of the description</li> <li>Copy the code in the box</li> <li>Open a text editor, paste, and modify as per your needs</li> <li>Save with a file extension of .QScript</li> <li>Automate ► Run QScript (Macro) from file</li> </ol>
	Creating a custom Rule	<ol> <li>Find a similar Rule in Automate ► Online Library</li> <li>Press More Information at the bottom of the description</li> <li>Copy the code in the box</li> <li>Automate ► Custom Rule ► Edit JavaScript</li> <li>Paste the code and modify as per your needs</li> <li>Press Close, Yes and OK</li> </ol>
	Automatic dashboard updating	web-q.com/API

Factor analysis / Principal Components Analysis	Standard Principal Components Analysis (PCA)	<ol> <li>Create a single Number - Multi question with all the variables that you wish to include</li> <li>Create ▶ Traditional Multivariate Analysis ▶ Principal Components Analysis</li> <li>Re-run the analysis with different numbers of components (if desired). It can be useful to delete the components that are created.</li> </ol>
	Non-linear Principal Components Analysis	Create ► Map ► Type of Analysis ► Use the questions selected below (multiple correspondence analysis)
	Saving factors from non-linear PCA	Choose Save factors on the dialog box

Brand association analysis	Brand Maps	<ol> <li>Create a table of the data (e.g., a SUMMARY table of a Pick Any – Grid question)</li> <li>Create ► Map ► Type of Analysis ► Use the current table: Correspondence Analysis</li> <li>Choose your preferred Plotting option</li> </ol>
	Driver analysis	<ol> <li>Stack the data</li> <li>Use one of the methods described below for Regression</li> </ol>
	Residual analysis	<ol> <li>Create a table of the data (e.g., a SUMMARY table of a <b>Pick Any – Grid</b> question)</li> <li>Statistics – Cells ► z-Statistics, which shows normalized residuals (i.e., a score of more than 1.96 is significantly high at the 0.05 level, ignoring multiple comparison issues)</li> </ol>

Max-Diff and Choice Modeling Please note that Q does not currently create experimental designs, but plan to launch this capability in 2015	Importing the experimental design into a project	Automate ▶ Online Library ▶ Max-Diff Setup from an Experimental Design, or, Automate ▶ Online Library ▶ Choice Modeling		
	Viewing statistics	1. Right-click and select Statistics – Cells 2. Select all the cells on the table (except headings) and press $\alpha$		
	Segmentation	Create Segments and press OK (see Segmentation)		
	Coefficients for each respondent	<ol> <li>Set the Case IDs in the Data tab</li> <li>Create segments, or, another mixture model (Create ► Segments ► Advanced)</li> <li>Right-click on a segment and select Save Individual-Level Parameter Means and Standard Deviations</li> <li>Select RAW DATA in the Brown dropdown menu</li> </ol>		
	Profiling the results	Create crosstabs with the <i>Question</i> created when the experimental design was imported (i.e., this is vastly superior to using the individual-level coefficients)		

Correlation, Regression and Driver Analysis	Correlation	Select Number or Number – Multi questions in the Blue and Brown dropdowns	
	Linear regression	<ol> <li>Ensure that the Dependent Variable has a Question Type of Number</li> <li>If you are planning to use stepwise regression, ensure that variables that you wish grouped together are in the same question, and variables that you want treated separtely are in separate questions</li> <li>Ensure that any numeric independent variables are Number or Number – Multi and any that you wish to treat as categorical are a categorical Question Type</li> <li>Create ► Traditional Multivariate Analysis ► Regression</li> </ol>	
	Binary logit	Same as linear regression, except with a <b>Pick One</b> dependent variable with two categories	
	Ordered logit	Same as linear regression, except with a <b>Pick One</b> dependent variable that has <b>Variable Type</b> of <b>Ordered Categorical</b>	
	Multinomial Logistic	Same as linear regression, except with a <b>Pick One</b> dependent variable that has <b>Variable Type</b> of <b>Categorical</b>	
	MNL, Rank-Ordered Logit, Latent Class Logit, Random Parameters Logit	<ol> <li>Setup the regression as an Experiment (i.e., this is what is done when you setup a Max-Diff or Choice Modeling experiment)</li> <li>Create ► Segments ► Advanced</li> </ol>	
	Automating large numbers of regressions	Setup the regression as an <b>Experiment</b> (i.e., this is what is done when you setup a Max-Diff or Choice Modeling experiment), and then create tables, each which will contain regressions	
	Shapley regression, Kruskal Driver Analysis, etc.	Automate  Online Library and search for Driver	

Segmentation	Preparing the data	Create appropriate derived variables (see the earlier section). E.g., • Show rating scales as Top 2 Boxes (i.e., <b>Pick Any</b> ) • Show rating scales <b>Number – Multi</b> • Show rating scales as <b>Ranking</b> • Automate ▶ Online Library ▶ Segmentation – Standardize Data by Case • Principal Components Analysis
	Create the segments	<ol> <li>Create ➤ Segments</li> <li>Select the desired questions in Questions to Analyze</li> <li>Ensure that Form segments by is set to splitting by individuals (latent class analysis, cluster analysis, mixture models)</li> <li>Press Advanced and you have additional options. Note that the defaults in segmentation are generally pretty useful, but if you modify advanced options you can quite easily create invalid analyses.</li> <li>Re-Run the analysis with:         <ul> <li>Different input variables</li> <li>Different number of segments (Create ➤ Segments ➤ Number of segments per split ➤ Manual</li> </ul> </li> </ol>
	Profiling the segments	Create ► Smart Tables

© Numbers International Pty Ltd 2015

## **Question Types**

The way that Q presents data is determined by the underlying **Question Type** of the data. Question types are set automatically when importing data and can be modified in the **Variables and Questions** tab.

Que	stion Type	Description	Example			
a	Text	Each observation in the data file contains text.	What is your name?			
a	Text – Multi	Multiple related fields of text for each observation in the data file.	Please type in the names of your three favorite soft drinks 1 2 3			
0	Pick One	A set of mutually exclusive and exhaustive categories (i.e., <i>nominal</i> or <i>ordinal</i> scales).	Are you O Male O Female			
00	Pick One – Multi	A series of <b>Pick One</b> questions sharing the same scale points.		sfaction with the follo Low Med H	owing banks High □ □	
2	Number	A numeric variable (i.e. <i>, interval</i> or <i>ratio</i> scale).	How many glasses of wine did you drink last night?			
2	Number – Multi	A series of numeric variables measured on the same scale.	Next to the brands below, please indicate how many times you have purchased them in the past week Coke Pepsi Fanta			
2	Pick Any	What is usually referred to in market research as a multiple response or multi question. Respondents are asked to pick all that apply from a list of options.	Which of the following have you bought in the past week?			
	Pick Any – Compac	Same as <b>Pick Any</b> but stored in a more compact format (see the <i>Q Reference Manual</i> ).				
	Pick Any – Grid	A set of binary variables that can be thought of as being ordered in two dimensions (e.g., a <b>Pick Any</b> question asked in a loop).	Which of these brands are cool?  Coke Pepsi Fanta Which of these brands are young? Coke Pepsi Fanta Which of these brands are sexy? Coke Pepsi Fanta			
222	Number – Grid	A question requiring numeric responses, where the variables can be thought of as being ordered in two dimensions (e.g., a <b>Number –</b> <b>Multi</b> question asked in a loop).	Qantas and how many bus	United Siness class flights did	<i>lights</i> did you take on SAS 1 you take on SAS	
<mark>0-0</mark> 31	Date	A question containing a date.	What is your date of birth? / / 19			
123	Ranking	Multiple numeric variables that represent a ranking, where the highest number is most preferred and ties are permitted.	Rank the following brands according to how much you like them         CokePepsi Fanta			
X	Experiment	A Number, Number – Multi, Ranking, Pick One or Pick One – Multi question, where the alternatives presented were varied using an experimental design.	Which of these woul Coke \$2.00 Can	d you buy? Pepsi \$4.20 Bottle	Fanta \$3.20 Flask	