

QTAFI Paper

Instructions for Installation

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Outline

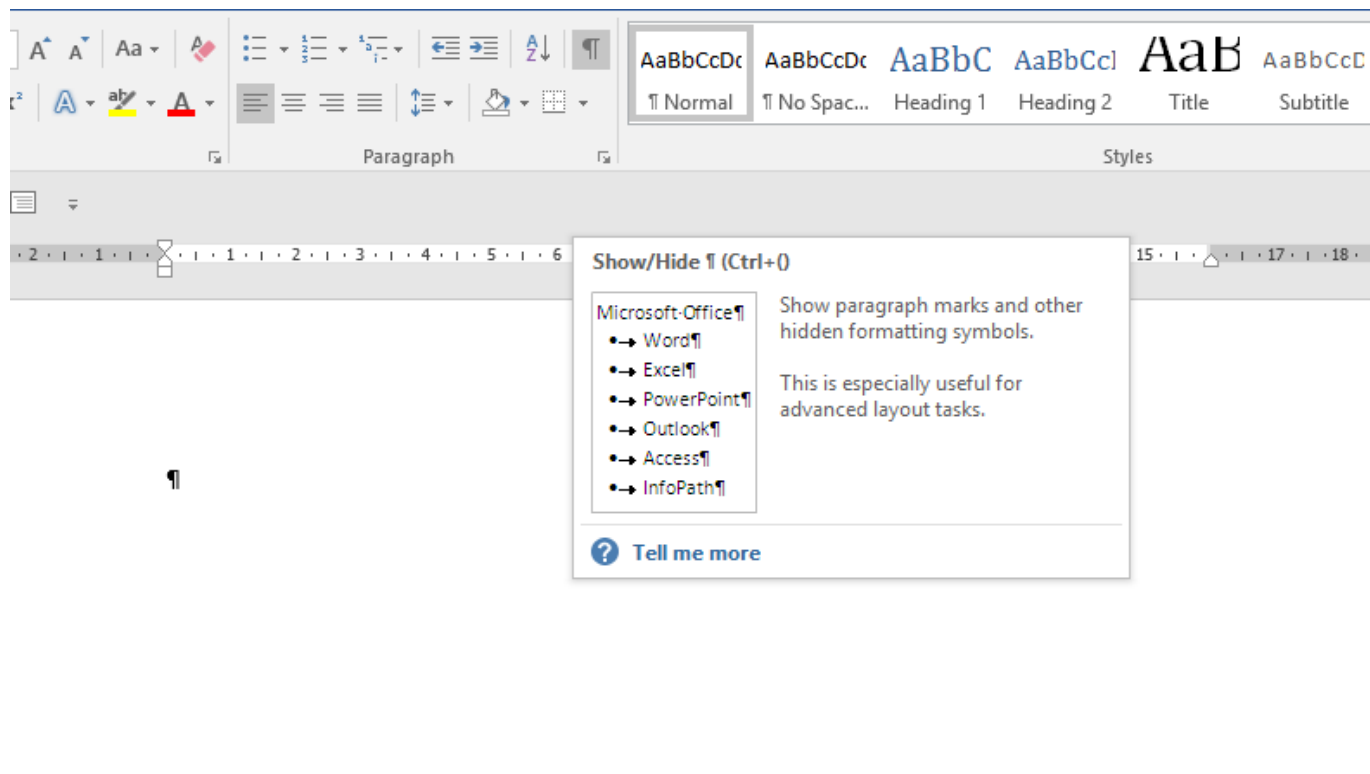
1. Customise Word
2. Copy the QTAFI Files into your Normal.dotm Template
3. Create a Smiley for Easy Access
4. Test the Programme

1. Customise Word
2. Copy the QTAFI Files into your Normal.dotm Template
3. Create a Smiley for Easy Access
4. Test the Programme

1. CHANGE SOME SETTINGS/OPTIONS IN WORD

Word Settings (1)

- Start Word with a blank document
- 1. Make the hidden formatting symbols visible



Word Settings (2)

1. Select → File → Options → Display

Word Options

The screenshot shows the 'Word Options' dialog box with the 'Display' tab selected. The left sidebar lists various categories: General, Display (selected), Proofing, Save, Language, Ease of Access, Advanced, Customize Ribbon, Quick Access Toolbar, Add-ins, and Trust Center. The main area contains the following settings:

- Change how document content is displayed on the screen and when printed.**
- Page display options**
 - Show white space between pages in Print Layout view ⓘ
 - Show highlighter marks ⓘ
 - Show document tooltips on hover
- Always show these formatting marks on the screen**
 - Tab characters →
 - Spaces ...
 - Paragraph marks ¶
 - Hidden text abc
 - Optional hyphens -
 - Object anchors ⚓
 - Show all formatting marks

Word Settings (3)

1. Select → File → Options → Advanced

Set the style area pane width to about 2 cm

The screenshot shows the Microsoft Word Options dialog box with the 'Advanced' tab selected. The 'Display' section is highlighted, and the 'Style area pane width in Draft and Outline views' is set to 2.12 cm.

Language

Ease of Access

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

Font substitution...

Expand all headings when opening a document ⓘ

Display

Show this number of Recent Documents: 25 ⓘ

Quickly access this number of Recent Documents: 4

Show this number of unpinned Recent Folders: 50

Show measurements in units of: Centimeters ▾

Style area pane width in Draft and Outline views: 2.12 cm

Show pixels for HTML features

Word Settings (4)

1. Select → File → Options → Trust Center
Click to Trust Center Settings

Word Options

? ×

The screenshot shows the 'Word Options' dialog box with the 'Trust Center' option selected in the left-hand menu. The main content area displays the 'Microsoft Word Trust Center' settings. At the top, there is a red shield icon and the text: 'Help keep your documents safe and your computer secure and healthy.' Below this, a section titled 'Security & more' contains the text: 'Visit Office.com to learn more about protecting your privacy and security.' and a link to 'Microsoft Trustworthy Computing'. Another section titled 'Microsoft Word Trust Center' contains the text: 'The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.' A button labeled 'Trust Center Settings...' is located in the bottom right corner of the dialog box.

Word Settings (5)

Enable all macros

Click to *Trust Access to the VBA project object model*

Trust Center

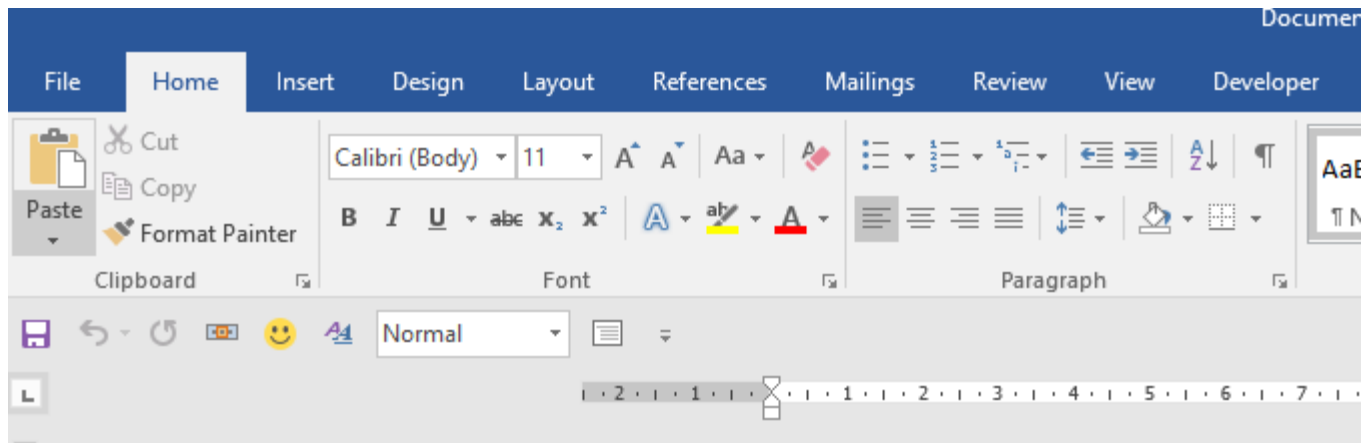
Trusted Publishers	
Trusted Locations	
Trusted Documents	
Trusted Add-in Catalogs	
Add-ins	
ActiveX Settings	
Macro Settings	Macro Settings
Protected View	<input type="radio"/> Disable all macros without notification
Message Bar	<input type="radio"/> Disable all macros with notification
File Block Settings	<input type="radio"/> Disable all macros except digitally signed macros
Privacy Options	<input checked="" type="radio"/> Enable all macros (not recommended; potentially dangerous code can run)
	Developer Macro Settings
	<input checked="" type="checkbox"/> Trust access to the VBA project object model

1. Customise Word
2. Copy the QTAFI Files into your Normal.dotm Template
3. Create a Smiley for Easy Access
4. Test the Programme

2. COPY THE QTAFI FILES INTO YOUR NORMAL.DOTM TEMPLATE

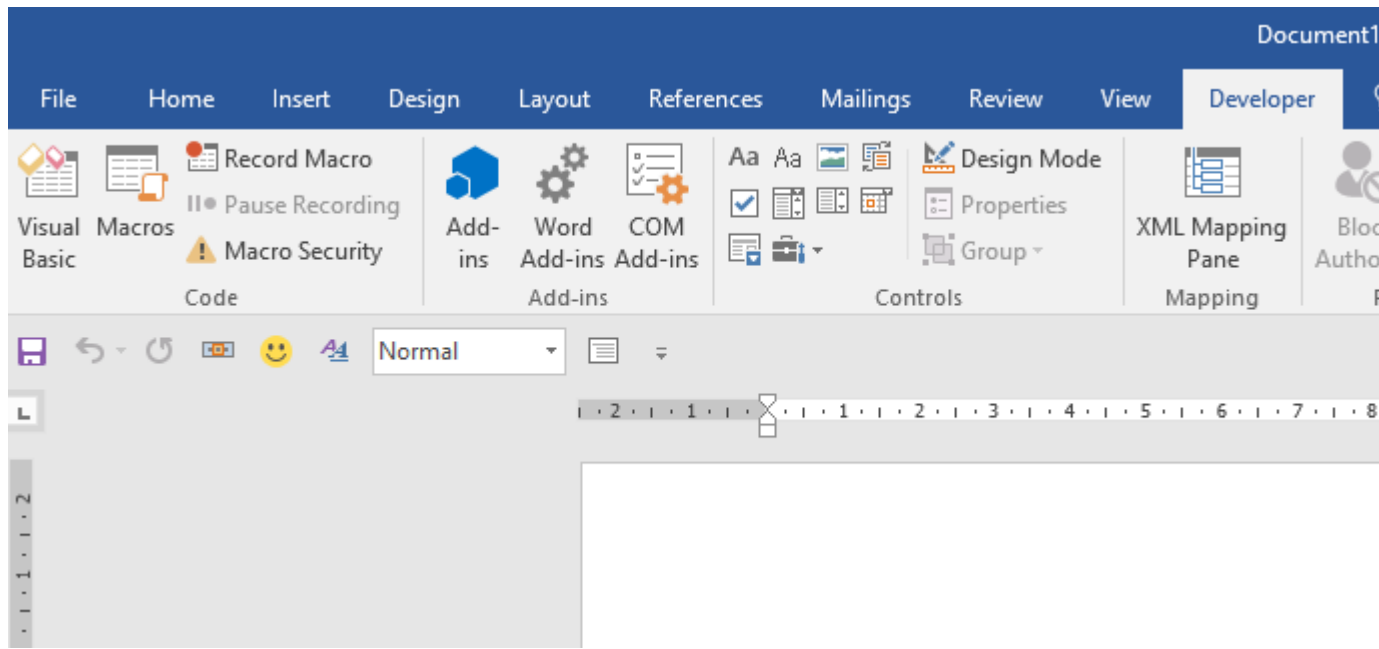
Open the Developer

- Click on → **Developer**

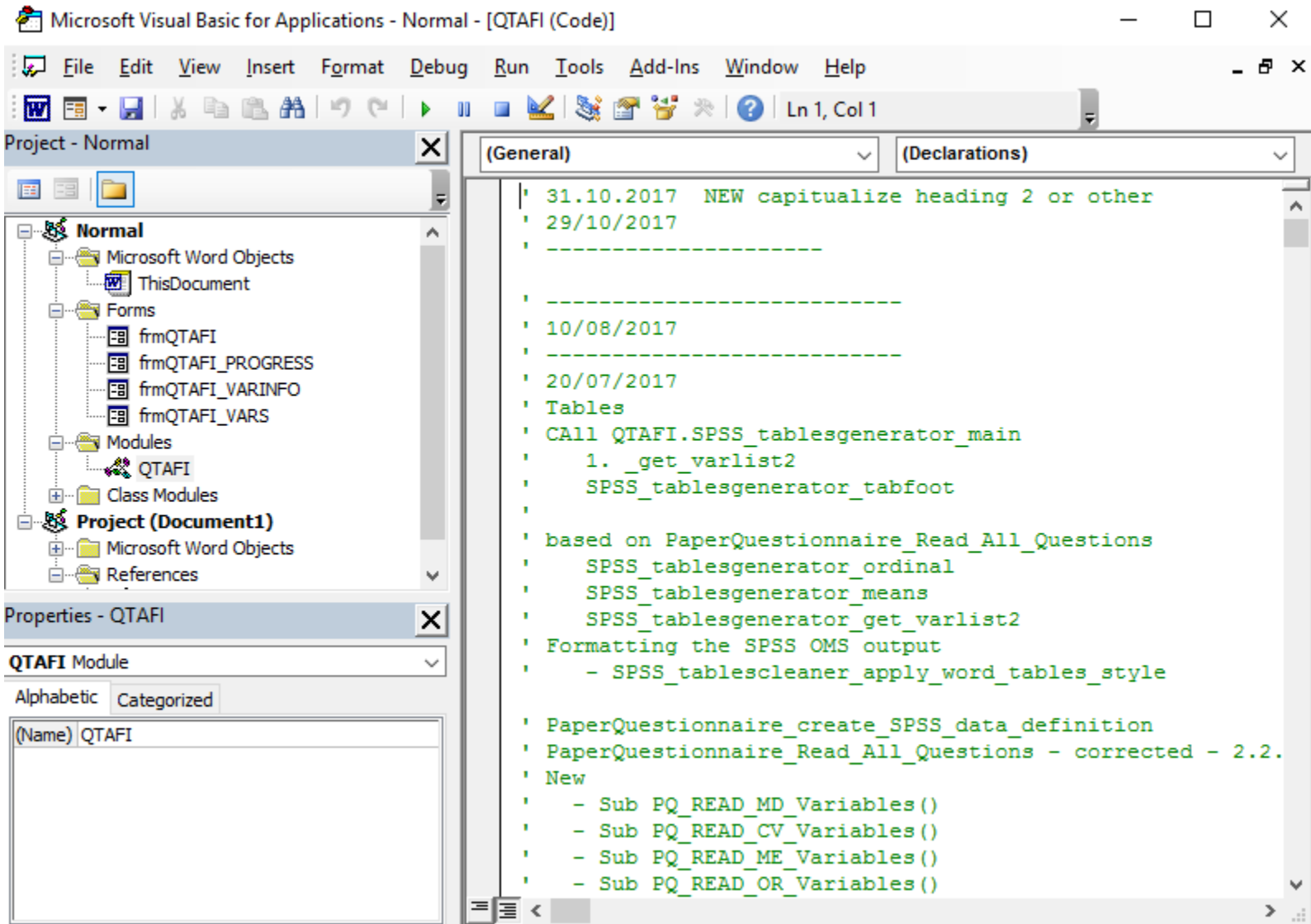


Open Visual Basic

- Click on → **Visual Basic**

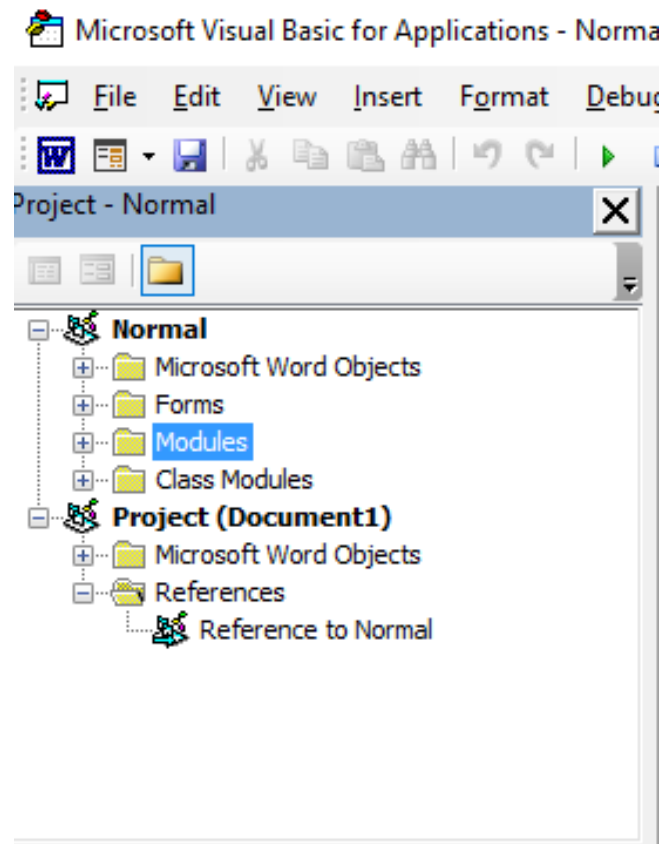


Open Visual Basic

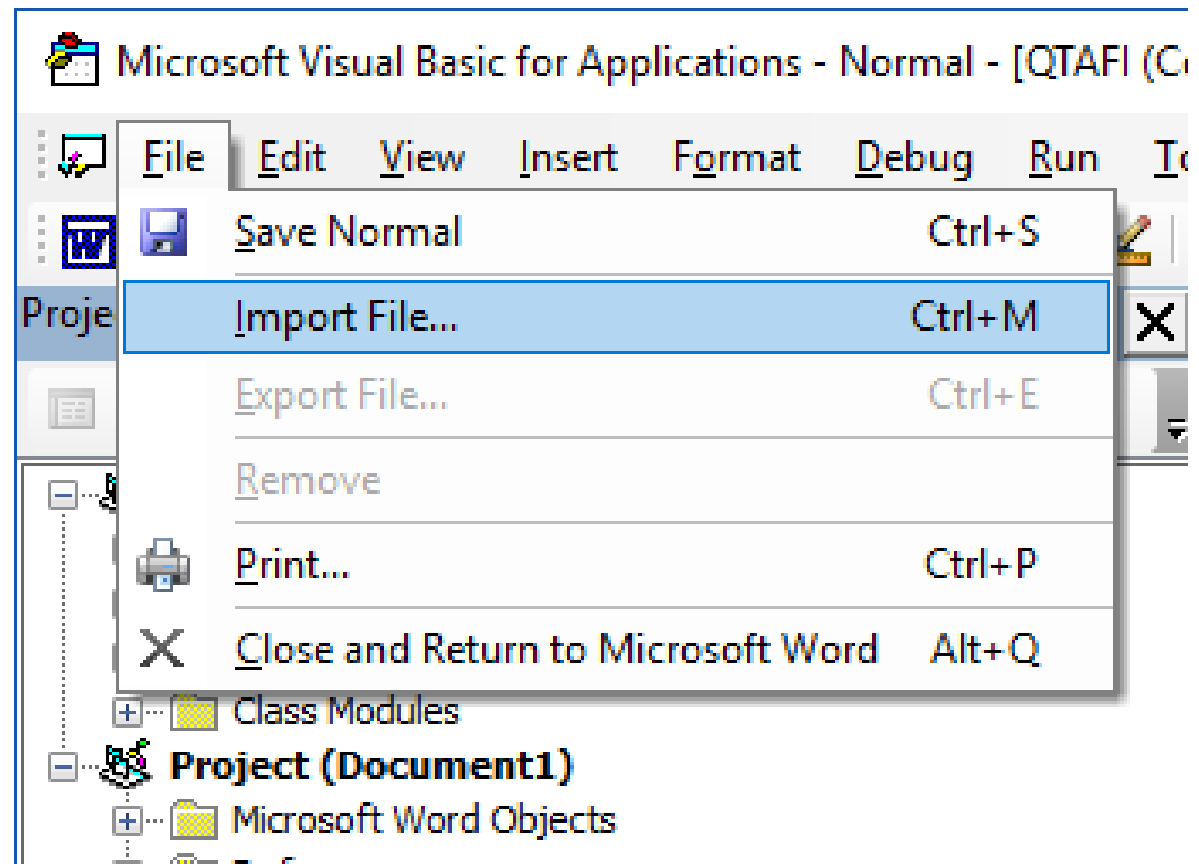


Visual Basic: Project Normal

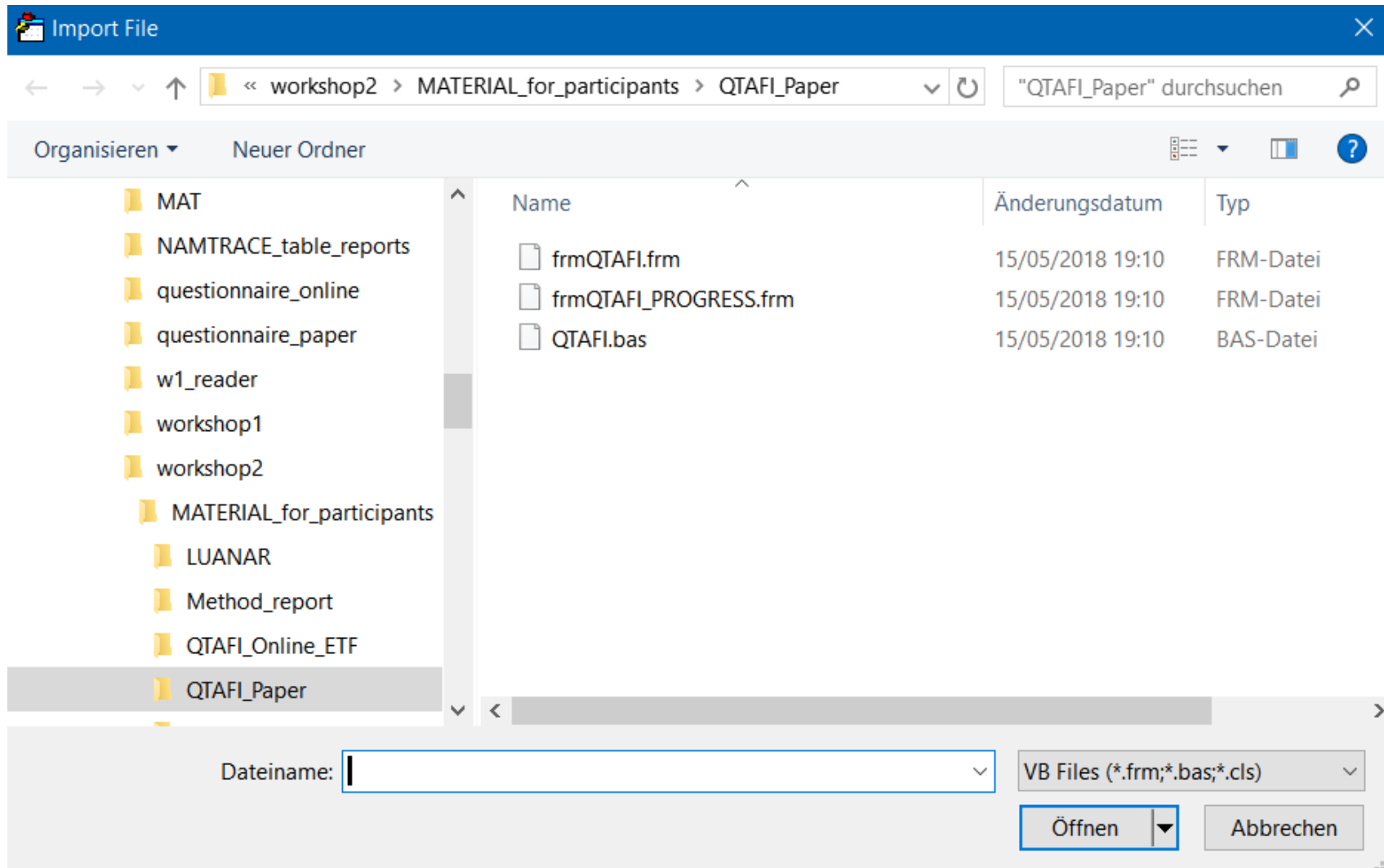
- Select → Normal



Visual Basic: → File



Visual Basic: File → Import File ... → Import the three files



The QTAFI Files

▼ e:\###18_SDP_MALAWI\#ACE2\workshop2\MATERIAL_for_participants\QTAFI_Paper*.*

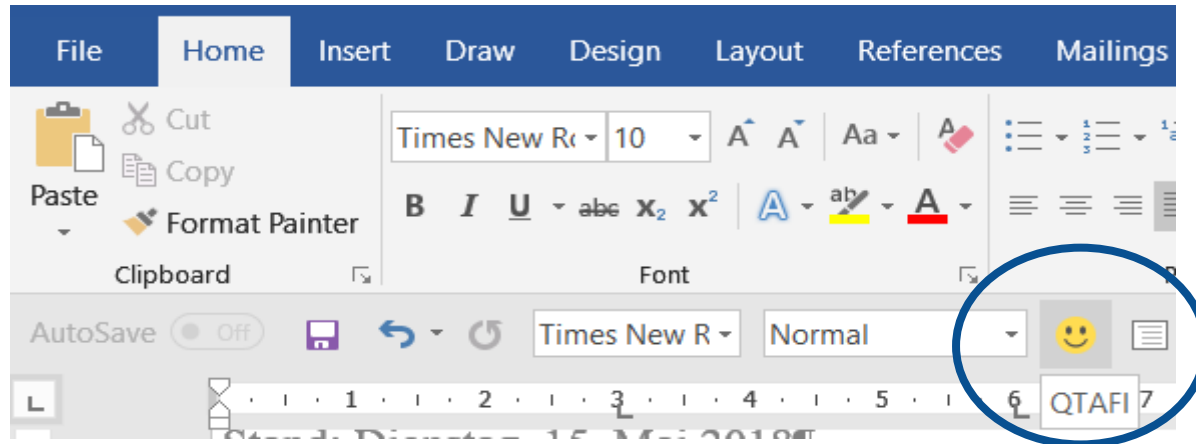
Name	Ext	Size	↓ Date	Attr
🏠 [..]		<DIR>	15/05/2018 19:10	----
📄 QTAFI	bas	1,866,491	15/05/2018 19:10	-a--
📄 frmQTAFI_PROGRESS	frm	601	15/05/2018 19:10	-a--
📄 frmQTAFI_PROGRESS	frx	3,096	15/05/2018 19:10	-a--
📄 frmQTAFI	frm	114,803	15/05/2018 19:10	-a--
📄 frmQTAFI	frx	86,552	15/05/2018 19:10	-a--

- Download address:
<http://www.qtafi.de>

1. Customise Word
2. Copy the QTAFI Files into your Normal.dotm Template
3. Create a Smiley for Easy Access
4. Test the Programme

3. CREATE A SMILEY FOR EASY ACCESS

3. Smiley for Easy Access



- File·→·Options·→·Customize·Quick·Access·Toolbar¶¶
- Select·Choose·commands·from·→·Makros¶¶
- Select·Normal.QTAFI.Main¶¶
- Press·Add>>¶¶
- Click·on·Modify¶¶
- Select·the·Smiley¶¶
- Type·the·display·name:·QTAFI¶¶
- Click·→·OK¶¶

1. Customise Word
2. Copy the QTAFI Files into your Normal.dotm Template
3. Create a Smiley for Easy Access
4. Use the Programme

4. USE THE PROGRAMME

The QTAFI Screens: File

QTAFI - Questions, Tables and Figures, Version May 2018, Harald Schomburg (h.schomburg@qtafi.de)

File | Paper questionnaire | Online questionnaire | Data definition | SPSS Tables | Layout/styles

QTAFI - Questions, Tables, and Figures

Project

Title of the project (1)

Title of the project (2)

Work folder (where the questionnaire and the QTAFI output should be stored)

Template folder (where the NORMAL.DOTM is stored)

Language of your questionnaire or report

English
 German
 Indonesia
 Spanish

System information

Operating system	System language	Resolution (h x v)
<input type="text" value="Windows NT"/>	<input type="text" value="English (United Kingdor"/>	<input type="text" value="1920 X 1080"/>
Decimal separator	<input type="text" value="."/>	Page width (cm) <input type="text" value="21"/>

Last used

The QTAFI Screens

2. Paper questionnaire

QTAFI - Questions, Tables and Figures, Version May 2018, Harald Schomburg (h.schomburg@qtafi.de)

File **Paper questionnaire** | Online questionnaire | Data definition | SPSS Tables | Layout/styles

Tools to create and format a paper questionnaire (=active document).

The different types of questions will be copied into your active document. Variable names (like V001), internal question identification (like Q001), subjects (= title of the tables), filters and other technical elements are added as hidden text.

Tools to create a questionnaire

Create the styles for a paper questionnaire

Examples of questions

Survey title (TH)

X Section title (SE)

X1 Categorical question (CV)

X2 Multiple replies (MD)

X3 Scale question (OR)

X4 Metric question (ME)

X5 Open text answers (TE)

Front page

Second page: explanations

Last page

**Complete questionnaire
(12 pages)**

Tools to add technical elements

Add question numbers and variable names

Question numbers

Variable names

Values

Add to all questions

First character of question ID and variable names

Question ID **Q**

Variable names **V**

Add element numbers

Variable names according Q-ID? (Q001 = V001)

Apply styles

Technical elements

Boxes, values and labels

Question first & second row

Subjects, filter, textvars

Adjust the columns of the tables

Assign the table layout 01

Apply styles for single question

Hide technical text

Show technical text

Info and test

Read all questions

Number of questions

0

Number of variables

0

Cancel

The QTAFI Screens

3. Online questionnaire

QTAFI - Questions, Tables and Figures, Version May 2018, Harald Schomburg (h.schomburg@qtafi.de) ✕

File | Paper questionnaire | **Online questionnaire** | Data definition | SPSS Tables | Layout/styles

From QTAFI online questionnaire (XML) to paper questionnaire

Create paper questionnaire from online questionnaire (XML)

Selection of output files (*.doc)

<input checked="" type="checkbox"/> List of variables	Name of the output file
<input checked="" type="checkbox"/> List of questions	Name of the output file
<input checked="" type="checkbox"/> List of subjects	Name of the output file

Create QTAFI 3 (ETF) online questionnaire (XML)

QTAFI 3 ETF -Create online questionnaire from paper questionnaire

Name of the online questionnaire

Get the question text from the xml questionnaire

Get the VARIABLES from the xml questionnaire

Get the SUBJECTS from the xml questionnaire

The QTAFI Screens

4. Data Definition

QTAFI - Questions, Tables and Figures, Version May 2018, Harald Schomburg (h.schomburg@qtafi.de) ✕

File | Paper questionnaire | Online questionnaire | **Data definition** | SPSS Tables | Layout/styles

Options for SPSS data definition

Name of the output file

Data list Missing values Insert VARCOPY macro
 Variable labels Variable levels Recode multiple reply variables
 Value labels Sorted list of variables

Name of the output file

Creation buttons:

- Create SPSS data definition from paper questionnaire
- Create data documentation (*.doc files)

Selection of output files (*.doc)

Write list of variables Name of the output file
 Write list of subjects Name of the output file
 Write list of questions Name of the output file

Variables

Path of output files **Path**

Clean QTAFI raw data

Help

Cancel

The QTAFI Screens

5. SPSS Tables

QTAFI - Questions, Tables and Figures, Version May 2018, Harald Schomburg (h.schomburg@qtafi.de)

File | Paper questionnaire | Online questionnaire | Data definition | **SPSS Tables** | Layout/styles

SPSS syntax for tables

Table options

Only frequencies (no break)

Parenthesis for count (n)

Options for ordinal variables (OR)

Per cent for 4+5 (one row)

Per cent for 1+2 (one row)

Per cent for 1+2, 3, 4+5 (3 rows)

Options for metric variables (ME)

Arithmetic mean

Median

Standarddeviation

Minimum value

Maximum value

Valid N

Significance test

Chi-square

Create SPSS CTABLES syntax

Create SPSS TABLES syntax

Formatting tables (WORD)

Basic layout of tables

Width of table (cm)

Position of first tabulator (cm)

Maximal number of tabulators to be defined

Alignment of tabulators

Left Decimal Centered Right

Page layout

Margins (cm)

Top

Left Right

Bottom

Font

Font size

Apply the new styles for tables

Create all table style Number of tabulators

Format SPSS OMS tables output (WORD)

Cancel