

QTAFI Paper

Instructions for Installation

Harald Schomburg, Senior Consultant, Germany

h.schomburg@qtafi.de

www.qtafi.de

Outline

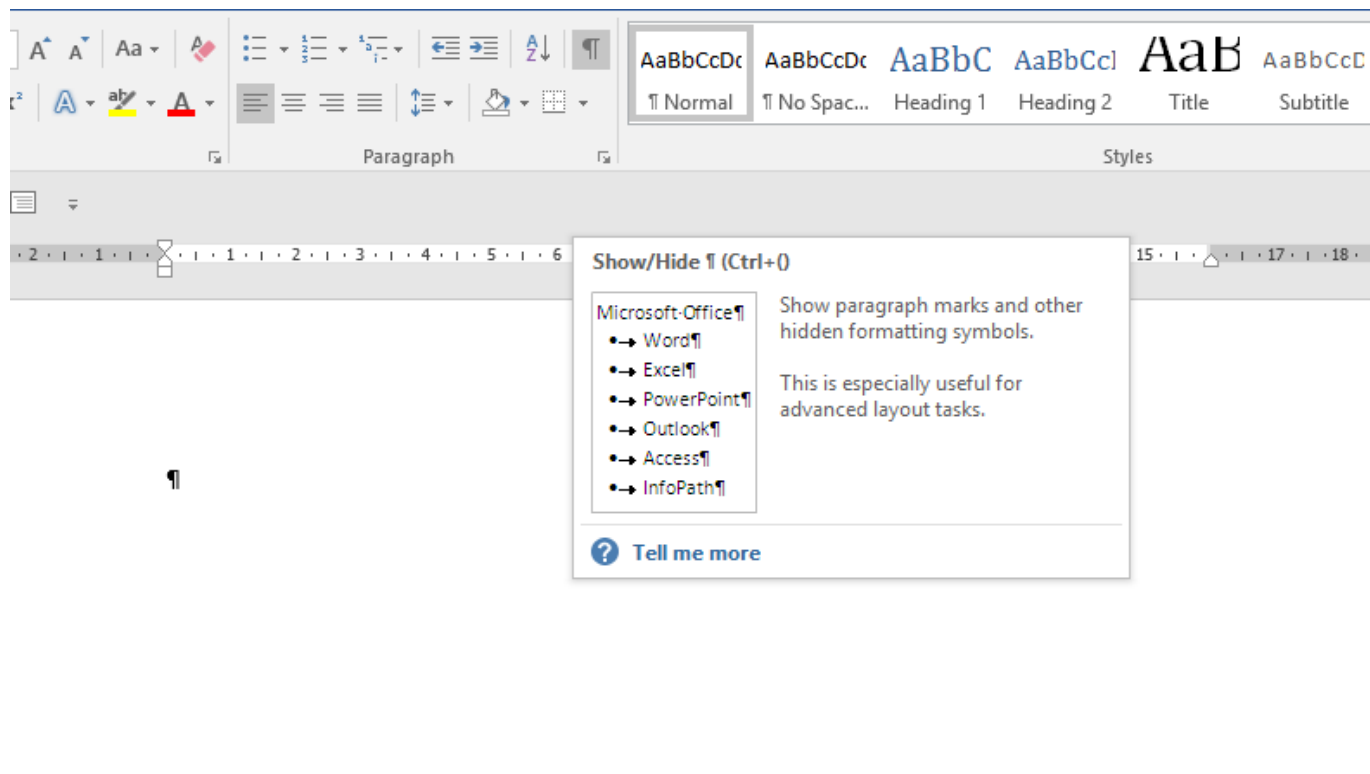
1. Customise Word
2. Copy the QTAFI Files into your Normal.dotm Template
3. Create a Smiley for Easy Access
4. Test the Programme

1. Customise Word
2. Copy the QTAFI Files into your Normal.dotm Template
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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, showing the following settings:

- Font substitution: [Font substitution...]
- Expand all headings when opening a document ⓘ
- 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 a link to 'Visit Office.com to learn more about protecting your privacy and security.' and a link to 'Microsoft Trustworthy Computing'. The 'Microsoft Word Trust Center' section 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.' and a button labeled 'Trust Center Settings...'. The 'Trust Center' option in the left-hand menu is highlighted with a dotted border.

Word Settings (5)

Enable all macros

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

Trust Center

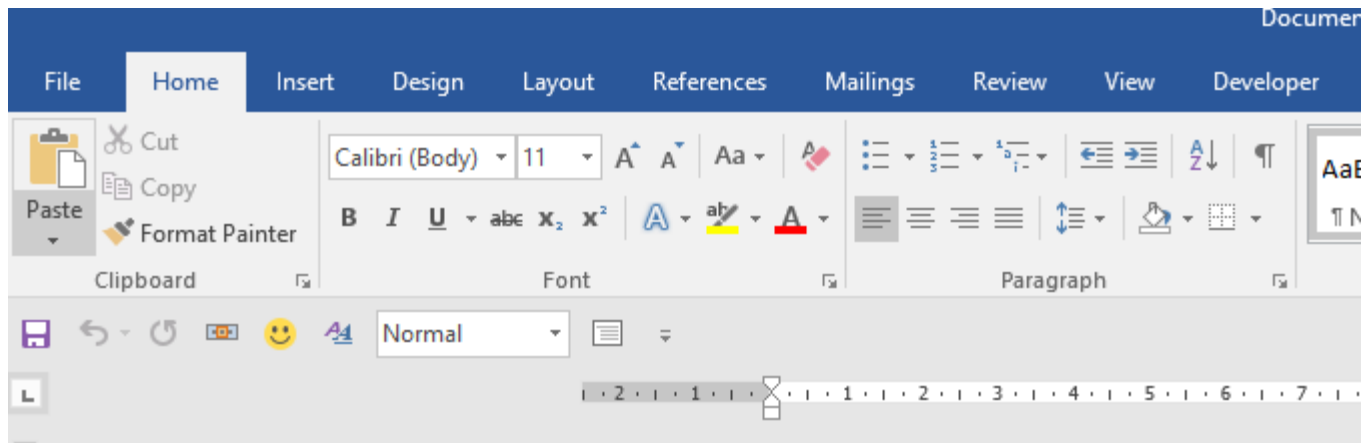
Trusted Publishers	
Trusted Locations	
Trusted Documents	
Trusted Add-in Catalogs	
Add-ins	
ActiveX Settings	
Macro Settings	Macro Settings
Protected View	<input type="radio"/> Disable all macros without notification
Message Bar	<input type="radio"/> Disable all macros with notification
File Block Settings	<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

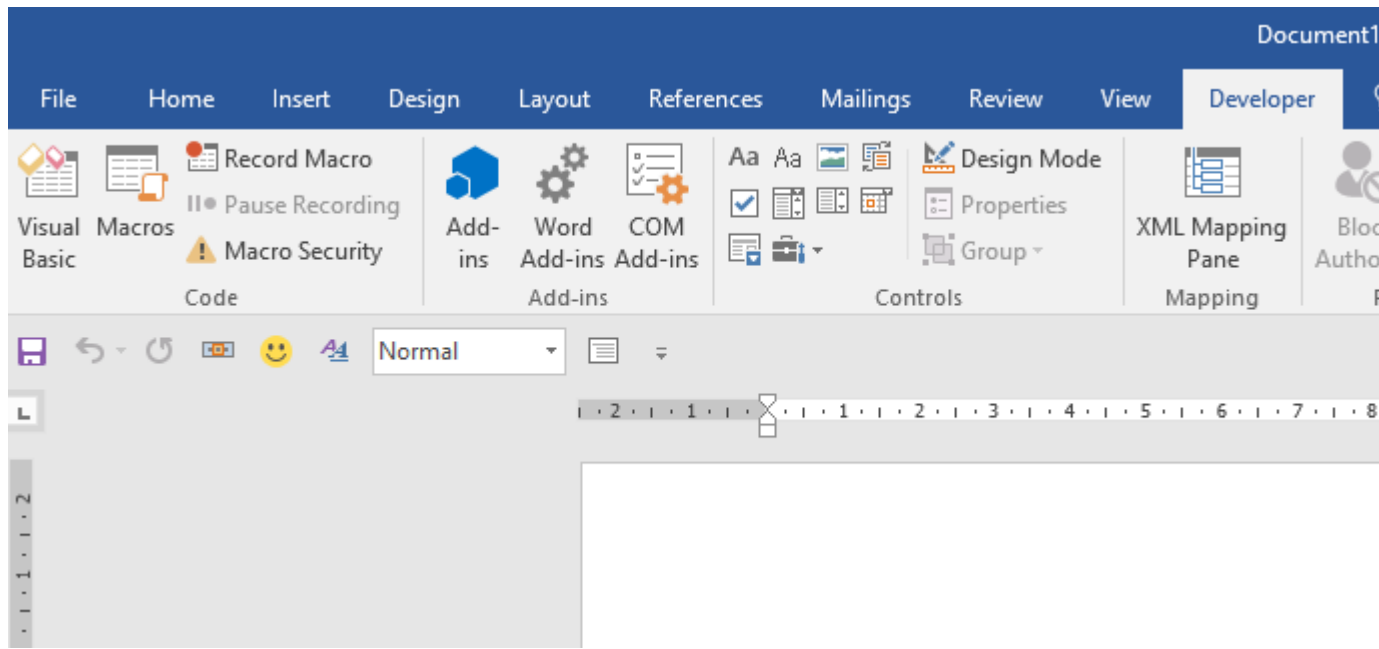
Open the Developer

- Click on → **Developer**

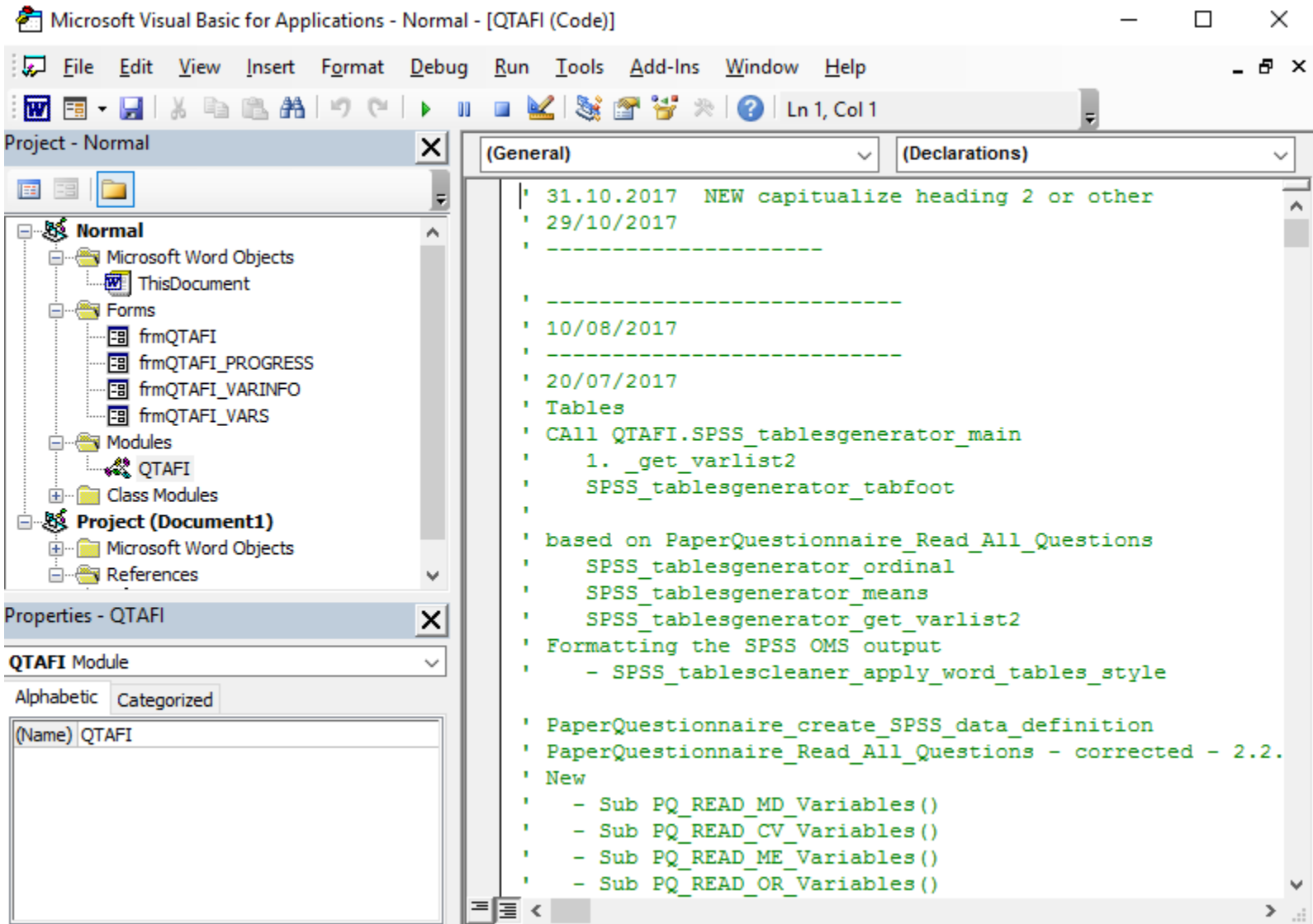


Open Visual Basic

- Click on → **Visual Basic**

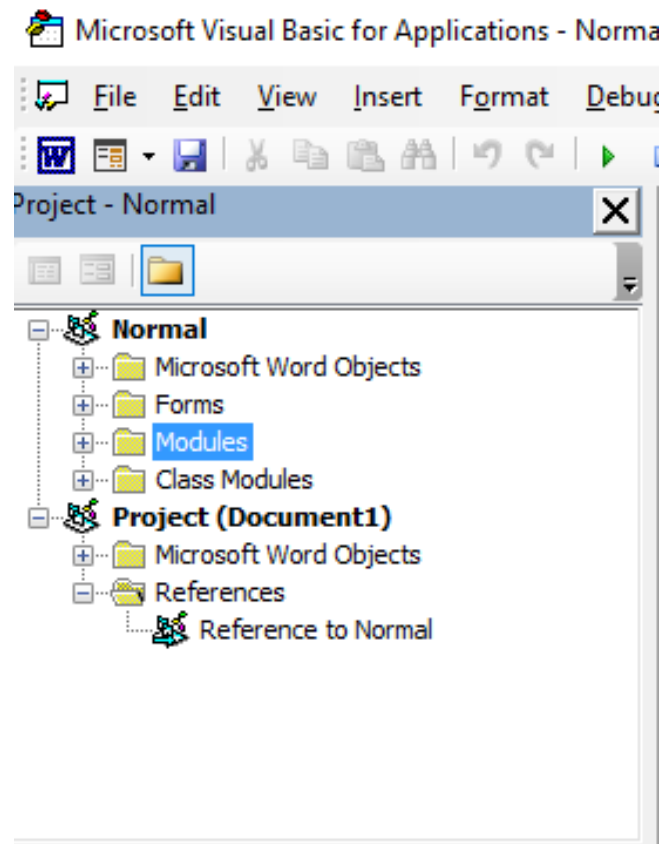


Open Visual Basic

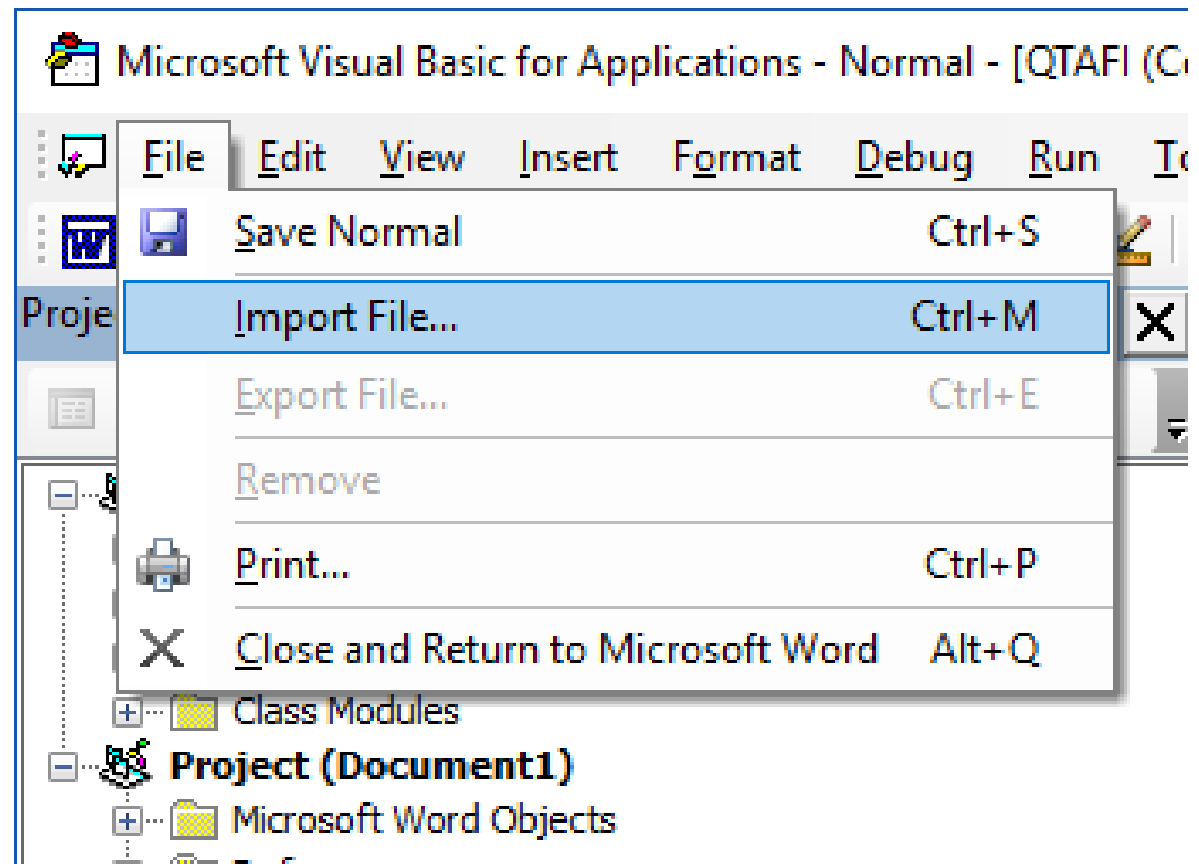


Visual Basic: Project Normal

- Select → Normal



Visual Basic: → File



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

▼ f:\###QTAFI\2019_06_26*.*

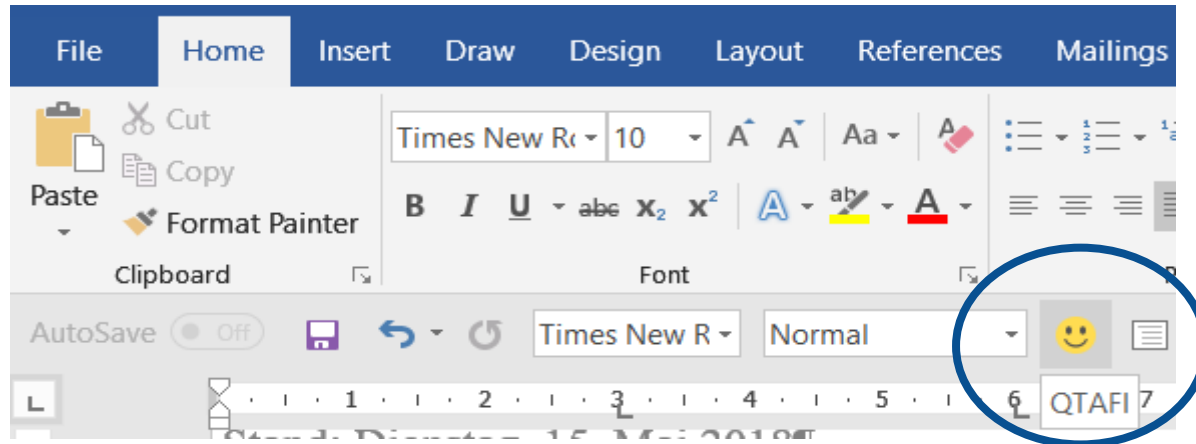
Name	Ext	Size	↓ Date
↑ [..]		<DIR>	26/06/2019 13:47-
frmQTAFI	frm	110,010	26/06/2019 14:04-
frmQTAFI	frx	89,624	26/06/2019 14:04-
frmQTAFI_PROGRESS	frm	574	26/06/2019 13:47-
frmQTAFI_PROGRESS	frx	3,096	26/06/2019 13:47-
QTAFI	bas	1,966,305	26/06/2019 13:46-

- 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: 1. Questionnaire

QTAFI - Questions, Tables and Figures, Version June 2019, Harald Schomburg (h.schomburg@qtafi.de)

Questionnaire | SPSS Tables

Tools to create a questionnaire

Create the styles for a paper questionnaire

Examples of questions

Survey title (TH)

Section title (SE)

Categorical question (CV)

Multiple replies (MD)

Ordinal scale question (OR)

Metric question (ME)

Open text answers (TE)

Other open text answers (TE)

Front page

Second page with explanations

Last page

Select a work folder

Work folder: f:\###19_namibia\workshop_2019\questionnaires

Template folder: F:\##Template

Add technical elements

Question numbers

Variable names

Values

Add values - single question

Apply styles for questions

Technical elements

Show technical text

Hide technical text

Boxes, values and labels

Assign the table layout 01

Adjust the columns

Language of your questionnaire or report

English German Indonesian

Info and test

Read all questions

Number of questions: 0

Number of variables: 0

Mass production

Create online questionnaire from paper questionnaire

Create paper questionnaire from online questionnaire (XML)

Create SPSS data definition from paper questionnaire

Cancel

The QTAFI Screens: 2. SPSS Tables

QTAFI - Questions, Tables and Figures, Version June 2019, Harald Schomburg (h.schomburg@qtafi.de)

Questionnaire | **SPSS Tables**

A. 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

B. Word document: Cleaning and formatting of tables

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 styles

Format SPSS OMS tables ouput (WORD)

Cancel