



**VERGE**  
CONSULTING

# Using Reporter



## Using Reporter

### Copyright © 2008 by Verge Consulting

All rights reserved. No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system, without prior written permission of Verge Consulting.

Trademarked names may appear in this book. Rather than use a trademark symbol with every occurrence of a trademark name, we use the names only in an editorial fashion and to the benefit of the trademark owner, with no intention of infringement of the trademark.

For additional information please contact Verge Consulting directly at 4146 Sherel Lane, Cincinnati, OH 45209. Phone 513-282-3762, fax 866-822-9333 or visit <http://www.VergeConsulting.com>.

The information in this book is distributed on an “as is” basis, without warranty. Although every precaution has been taken in the preparation of this work, neither the author(s) nor Verge Consulting shall have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the information contained in this work.

Note: All data results shown in this manual are fictional, automatically generated data and should not be used to create any real reports.

Version: R4 (Dimensions 5.0)

## Table of Contents

Chapter 1. Introduction to Analyzing Data .....	1
The Big Picture of Attitudinal Data .....	1
What can you gain from attitudinal data?.....	2
Reporter Overview.....	2
Where to get Help.....	2
Goals for this Course .....	3
Chapter 2. Creating Basic Tables .....	5
Opening Datasets with Desktop Reporter .....	5
Opening Datasets on the DimensionNet Server with Desktop Reporter .....	6
Using the Web-Based Option of Reporter .....	7
Working with the Variables .....	9
Printing Variable Descriptions .....	9
Sorting Variables .....	9
Searching Variables.....	9
Organizing Variables with Folders .....	9
Variable Icon Definitions.....	10
Previewing Variable Results.....	11
Designing Tables .....	11
Changing the look of your Results Window.....	13
Using Multiple Variables in one Table .....	14
Add or Nest in a Table.....	14
Basic Table Creation Actions you need to know.....	15
To exchange the side and top positions .....	15
To Delete a variable from the table .....	15
To Create a new table .....	15
Adding a table in a specific position .....	15
Organizing your tables with Folders .....	15
Creating multiple tables with the same top axis simultaneously .....	15
Viewing the results of one table.....	16
Viewing the results of all tables.....	17

Saving Tables Documents .....	18
Using Tables Documents with New Datasets .....	18
Exercise 1 .....	19
Chapter 3. Filtering Tables.....	21
Table Specific Filters .....	21
Creating complex conditions .....	24
Filter Toolbar.....	24
Filter Syntax .....	25
Saving Filters .....	25
Global Filters .....	26
Interview Filters .....	26
Exercise 2 .....	27
Chapter 4. Reviewing Respondent Level Data.....	29
Removing profile data when saving tables.....	29
Chapter 5. Enhancing Variables.....	31
Modifying Variables .....	31
Moving categories .....	32
Change category text.....	32
Combining categories into one.....	32
Creating Nets .....	33
Combine and keep .....	35
Removing categories.....	39
Hiding the base .....	42
Inserting additional elements.....	43
Creating ranges for numeric variables.....	44
Where to Make Modifications.....	46
Table-Specific Modifications.....	46
Variable-Specific Modifications .....	46
Making copies of variables .....	46
Making reusable copies of the top /side of your table.....	47
Chapter 6. Creating New Variables.....	49
Creating a new base for the Variable .....	53

Giving others access to the new variables.....	55
Exercise 3 .....	56
Chapter 7.    Table Options and Properties .....	57
Cell Contents.....	59
Display Options .....	64
Sorting Options .....	64
Not Sorting certain elements in a table .....	65
Headers and Footers.....	67
Global Headers and Footers .....	68
Weighting.....	69
Charting.....	69
Exercise 4 .....	71
Chapter 8.    Working with Grid Variables.....	73
Displaying Grids as a Whole.....	74
Individual Tables from a Grid.....	76
Filtering with Grids.....	77
Modifying Grid Variables .....	78
Chapter 9.    Statistical Testing .....	79
Summary Statistics in Variables.....	79
Statistics for Categorical Variables .....	79
Statistics for Numeric Variables.....	82
Statistics for Tables .....	84
Column Proportions/Column Means Test .....	84
Weighting with Statistics .....	88
Viewing the Effective Base.....	89
Reviewing Detailed Statistical Output .....	89
Exercise 5 .....	90
Chapter 10.    Exporting Tables.....	91
Microsoft Excel Export .....	92
Microsoft PowerPoint.....	94
Microsoft Word.....	96
HTML.....	98