



How To Delete Respondents From A Project

Problem

You wish to delete some respondents from your project.

Steps to solve

1. In the **Tables** tab observe the value of *Total n* at the bottom of the screen.
2. Create a filter that selects the respondent you wish to delete (and that does not select any other respondents). If you are not sure how to achieve this see the *Q Reference Manual* or *Online Training : Fundamentals: Filters : Complicated Filters*.
3. Go to the **Data** tab and apply the filter by selecting it from the **Filter** menu at the bottom of the screen. Observe that the rows to which the filter applies have turned green.
4. Right-click and select **Delete Rows Matching Filter (Green)**.
5. In the **Tables** tab observe that *Total n* at the bottom-right of the screen is smaller than the value observed in Step 1. The difference is the number of respondents deleted in Step 4.

Additional reading

Terms shown in italics and bold can be found in the index of the *Q Reference Manual*, the *Quick Start Manual* and via the **Help** menu within Q.

What to do if the problem is not solved

If these instructions are insufficient, please email us (**Help | Email Support...**) with a detailed description of what in the instructions is not working for you and we will either provide you with more comprehensive instructions, or, upon your request, we can do the analysis for you in your file (fees apply) .