



How To Format a .csv File in Q

Problem

You have your data in a .csv format and want to analyse it using Q. To do this you will have to format the variable labels, value labels and question types.

Steps to solve

1. Select **Import New Data File (new project) ...** from the **File** menu.
2. You will be asked “Does this file include column labels on the first row?”, if it does click **Yes**.
3. Copy the variable labels from their source file and then go back to Q.
4. In the **Variables and Questions** tab, click on row 1 of the **Label** column.
5. Using the scroll bar, go to the last row in the **Variables and Questions** tab. Hold down your **Shift** key and click on the last cell in the **Label** column. Your **Label** column should now be highlighted.
6. From the **Edit** menu, select **Paste Labels**.
7. Locate variables that contain the same **Values**.
8. Select all the variables that contain the same values. To select variables from one contiguous group, click on the row of the first variable, hold down the **Shift** key and click on the last variable. To also select data from a non-contiguous group of variables, hold down the **Ctrl** key and click on the next group of variables.
9. Once all the variables with the same values have been selected, click on the **Values** button. Type in the correct value labels (e.g., 0 = Not selected and 1 = Selected).
10. Click on the **Values** button for each of the remaining variables and type or paste in the correct value labels.
11. Next, we have to combine variables to create multiple response questions. Q may have already grouped some variables as questions, repeating this process will ensure you have the correct **Question Type** and **Question** name.
12. Select the rows that correspond to the first multiple response question.
13. Right click and select **Create Question**. Ensure that the question type and name of the question are correct. Click **OK**.
14. Click on the **Value** box to check the correct values are still being counted.

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) .

