Beyond 20/20 Browser
Version 5.0
User's Guide

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Before You Begin

About this Book

This book, the Beyond 20/20 Browser User's Guide, explains the capabilities of the Beyond 20/20 Browser™, and teaches you how to browse Beyond 20/20™ tables and create new tables using Beyond 20/20 extracts.

To use the Browser and to make the most out of this book, we assume that:

- You have access to Microsoft Windows on your workstation and are familiar with its operation.

- You have access to all of the Microsoft Windows user's documentation.

- The Browser has been installed on your workstation, and its operation has been verified by searching for, and accessing, the sample Beyond 20/20 table files PEOPLE.IVT and PRODUCTS.IVT, and the sample Beyond 20/20 extract files SURV.IVX and SURVF.IVX.

What is in the Book

This book is comprised of the following chapters:

This section, "Before You Begin," provides an overview of this book. It explains the assumptions that were made in preparing the book, and introduces you to the information in it.

Chapter 1, "Working in the Browser Window," introduces you to the Browser – a Windows-based program for browsing and creating Beyond 20/20 tables. It gives you an overview of the Browser and summarizes its menus and file system. It also describes parts of the Browser application window and how to change the appearance of the application window.

Chapter 2, "A Quick Tour of the Browser," gives you an idea of the kinds of things you can do with the Browser. It demonstrates the most common browsing and extract activities, and familiarizes you with the Browser's physical and functional characteristics.

Chapter 3, "Finding and Opening Tables and Extracts," guides you through searching large volumes of information and focusing on the data you want. This chapter explains how to find relevant tables and extracts quickly when you are not sure where to begin.

Chapter 4, "Browser Basics," explains how to change appearance of the table view and describes various browsing techniques.

Chapter 5, "Working With Data," explains how to change the way data is displayed in a table view. It also provides information about worksheets, importing, saving, exporting, copying, and printing data.

Chapter 6, "Charts," describes how to display a chart that is based on the data you select from the columns and rows of a table. Sections about how to format and style the chart view are included.

Chapter 7, "Maps," describes how to display table data in a map. The chapter includes information about how to interpret the view, and how to change the map options.

Chapter 8, "Extracts," describes how to create your own tables from an extract. It also describes how to create custom table dimensions based on source fields from the extract.

Chapter 9, "Customizing Tables and Extracts," explains how to make a table more informative. Activities such as adding groups, creating fields and labels, saving views, and documenting a table are covered.

A Word about the Beyond 20/20 Demonstration Files

Two table files, PRODUCTS.IVT and PEOPLE.IVT, and two extract files, SURV.IVX and SURVF.IVX (the French version of SURV.IVX), are distributed with the Beyond 20/20 Browser. These files are featured in the examples throughout this book.

Conventions in this Book

The conventions used in this book are similar to the ones used in the Microsoft Windows user's documentation. As you go through the book, you will notice that the following text conventions are used:

Convention	What it means
Bold	Highlights tips and notes.
CAPITALS	Gives the names of dimensions, and Beyond 20/20 tables and extracts.

Convention	What it means
Initial Capital	Highlights proper nouns such as: window titles, dialog box titles, dialog box options, menu names, command names, button names, icon titles, and application program names.
➢	The stylized arrowhead indicates where a Browser procedure starts. Browser procedures contain numbered instructions for you to follow.

Using What You Already Know

If you are already familiar with Microsoft Windows, you will find the Browser easy to use. The Browser incorporates many of the same features, so you will be able to navigate the display based on previous experience. Any spreadsheet experience you have will be put to good use too; the Browser integrates many of the same concepts, so you should feel right at home.

Because the Beyond 20/20 Browser has a windowing interface, the instructions in this book assume you will be using the mouse pointer to select objects and to choose commands. However, the Browser also supports Microsoft Windows key combinations and key sequences to make selections, choose commands, and navigate within the Browser window.

Instead of opening a menu and choosing a command with the mouse pointer, you can press a key sequence to open a menu, and you can press a key combination to carry out an action. You can also use key combinations to select dialog box options. Your Microsoft Windows User's Guide describes the keyboard techniques in detail.

Using the Browser On-line Help

The Browser On-line Help can be accessed after you start the Browser. You can open its contents by choosing Contents from the Help menu. To choose a topic from the Contents list, click on the topic name. Alternatively, pressing F1 at any time provides you with context sensitive help.

Finding Help Quickly

The Browser provides you with a number of ways to find information quickly. You can choose the way you like best.

Searching by Subject

The Search function is the most widely used feature for finding information about a particular subject in the Browser On-line Help.

To access the Search function once you are in the Browser On-line Help window, click the Search button at the top of the window.

The Search function lets you specify a word or phrase that relates to the subject you want more information about, then it links the subject you have specified to the relevant section(s) in the Browser on-line documentation.

At this point, you can select the section that is most likely to have the information you are looking for. It is the quickest way to find the information you need at random.

While You are Using the Browser

You can access context sensitive help even while you are using the Browser.

For menu commands, select the command and, while holding down the left mouse button, press F1.

For dialog boxes, when the dialog box is open, press F1 or click the Help button in the dialog box (if one is available).

What is New in the Browser 5.0

There are a number of new features in this version of the Beyond 20/20 Browser.

Summary Indicator

The existence of dimension and item summaries is now indicated by an underlined dimension name or item heading. To access a summary, double-click on the underlined name or heading.

Summary Dialog Boxes Display an HTML Viewer

Summaries are now displayed in an embedded HTML viewer. Any underlined text in the summary notes represents a link to another application, file, document or web page on the Internet.

Edit Summary

There are Edit File Summary, Edit Dimension Summary, Edit Item Summary, Edit Extract Summary, and Edit Source Field Summary commands which invoke the version 4.1-style Summary dialog boxes.

Table Titles

The limit for the Title in the Summary dialog box is now 255 characters.

Computed Groups

Computed groups allow Browser users to create items by applying basic arithmetic operations on existing items. For example, one item can be divided by another and multiplied by 100 to create a new item that contains percentages.

Define Group

There is a message box asking "Do you want to calculate now?" after the Define Group command has completed processing an Total or Computed Group. This message does not appear for Protected Groups. Selecting Yes will immediately calculate all groups.

Dimension Profiles

A dimension profile is a subset of items from a particular dimension that is given a name and is stored in a profile file (*.ivp). Profiles are used to quickly recall a frequently used selection of items. When a profile is loaded, users can either select or show the items belonging to the profile in the table view.

Number of Items Along a Dimension Expanded to 64,000

Browser users can now work with dimensions that contain up to 64,000 items.

Language Button

The Language button simultaneously switches both the language of the table and the user interface from English to French or vice versa. The Language button combines the functionality of the Change Language command and the Preferred Language option in the Preferences dialog box. The Language button can be found on the Beyond 20/20 toolbar.

Decimal Places

Items along a dimension can now display varying numbers of decimal places. For example, items of a dimension representing international currencies could display the appropriate number of decimal places for each specific currency.

Viewing Long Labels or Dimension Names

Positioning the pointer over a heading or dimension tile whose name cannot be fully viewed will reveal its full description or name.

Printing

The former side-by-side nesting format of a printed table has been replaced with indented nesting to improve readability.

Insert Bar

The insert bar has been removed and all editing is now done in-place.

Worksheets

The View Worksheet command allows you to create a working copy of all or part of the current view of a table. This option allows you to manipulate part of the table, without affecting the original table, by placing the selected data into a worksheet. Any table operations may be made on the worksheet, such as group calculations, data imports, saving data to a table, etc. These operations may be made even if the original table is read-only.

Distributions

This command now creates a separate window.

Saved Views

Normally, any changes you make to the layout of the table view are lost when you close the table; however, a saved view allows you to keep those changes. A saved view is a personalized snapshot of a table that allows you to quickly recall a specific table layout without having to redefine its attributes. You can save as many views of the table as you wish, and then later display the table according to a particular saved view.

Complete Language Functionality in Extracts

Full language support is now included in extract files.

Numeric Indicator in Source Field Tiles

A small number sign is now displayed in the lower left corner of the source field tile to indicate a numeric source field.

Extract File Remains Open after Building a Table

After building a table from an extract, the extract file now remains open. This allows the user to build additional tables without re-opening the extract file.

Export to SAS and SPSS from Extracts

Extracts may now be exported to SAS and SPSS file formats.

Logging Features

Unrecognized errors will now be sent to a log file (*.log) and will be displayed to the user to facilitate remote support.

Chapter 1: Working in the Browser Window

Overview

This chapter describes the objects you see on the screen and provides step-by-step procedures which explain how to change the appearance of a document window.

What is the Browser?

The Beyond 20/20 Browser is a Windows-based program used to browse Beyond 20/20 tables and extracts.

Browsing is a collective term that is used to describe the dynamic way you look at and manage the information the Browser presents. Browsing begins the moment you start the Browser, and it ends as soon as you are satisfied that your view contains the information you are looking for.

In general, browsing involves:

- Opening one or more tables or extracts.

- Examining their contents.

- Identifying the relevant data.

These activities are carried out from within the Browser window. The Browser window provides the tools you need to browse tables and extracts and work with the information in them. It contains features that are common to all Microsoft Windows applications.

Beyond 20/20 Browser Files

The following information briefly describes the files associated with the Beyond 20/20 Browser.

Table File (*.ivt)

This file holds all the data and textual information associated with a table, as well as information on how the table is displayed.

Extract File (*.ivx)

An extract file is used to create a personalized table. It includes textual information: the name, type, description, and category of the extract, and the dimension definition file references for each source field in the extract.

Dimension Definition File (*.ivd)

A dimension definition file defines a dimension of a table or a source field of an extract. It generally contains information about the dimension (i.e., its name, description and type), and the codes and labels associated with the items of the dimension. It can optionally contain notes, a hierarchical structure, language specific information, or a link to a map file.

When an extract is created, a dimension definition file is generated for each source field in the extract. In addition to the information described above, a dimension definition file associated with an extract contains the data associated with each item in the source field.

Profile File (*.ivp)

This file contains the dimension name and an ordered set of codes associated with a profile. A profile is a user-defined collection of items. These items can be selected or shown when the profile is loaded.

Browser Menus

The Browser commands have been logically grouped into menus according to their purpose. The menu bar is dynamic and reflects the menus that are appropriate to your current view.

The File, Edit, Window, and Help menus are similar to those in most Windows-based applications and provide access to basic Windows functions. Additionally, the File and Edit menus provide you with access to unique Beyond 20/20 features, and the Window menu's Preferences command allows you customize the user interface.

The commands in the View menu control what is shown in your current view. You can create map and chart views using the View menu. The Dimension and Item menus assist you in performing tasks specific to dimensions and items.

The Data menu concentrates on tasks that affect the output of the table creation process and contains commands that initiate the table creation process.

Note: A shortcut menu is one that is shown when you click the right mouse button from the active window. The Browser incorporates shortcut menus in the current view when appropriate, and their contents vary depending on the current activity.

The Toolbar

The toolbar is comprised of the Active Dimension box, the Previous and Next Item buttons, and the toolbar buttons.

Active Dimension Box

The Active Dimension box identifies the dimension that is currently selected. A dimension must be active if you want to do something with it (e.g., sort, search, view, or change labels). To set the active dimension, select the desired dimension from the drop-down list box.

Previous Item and Next Item Buttons

The arrow buttons on either side of the Active Dimension box are called the Previous Item and Next Item buttons. They let you step through the items in a dimension.

Clicking the Previous Item or Next Item button when the column or row dimension is active moves the cursor along the column or row. When the active dimension is positioned in the dimension bar, the buttons are used to sequentially display the data associated with the next item.

Toolbar Buttons

Toolbar buttons provide you with shortcuts to some of the most-often-used menu commands. A summary of the function of each toolbar button is provided below:

Button	Name	Function
	Open File	Lets you select and open a table or an extract by entering its location and file name. Clicking the Open File button does the same thing as choosing Open from the File menu.
	Find	Opens the Find dialog box which lets you search for, identify, and open a table or an extract. Clicking the Find button does the same thing as choosing Find from the File menu.
	Tile Documents	Arranges all open documents into a tile pattern. Clicking the Tile Documents button does the same thing as choosing Tile from the Window menu.

Button	Name	Function
	Change Labels	When the active dimension contains two or more fields, the Change Labels button moves from one field to the next, displaying the new text for each item as it steps through the fields. Clicking the Change Labels button does the same thing as choosing Change Labels from the Dimension menu.
	Print View	Prints the active view. Clicking the Print View button does the same thing as choosing Print from the File menu.
	Search Dimension	Lets you enter text or a numeric range that the Browser will search for in the active dimension. A search can either expand or reduce the number of items in the view, or it can find an item. Clicking the Search Dimension button does the same thing as choosing Search from the Dimension menu.
	Sort Dimension	Sorts the items in the active dimension in ascending or descending order. Clicking the Sort Dimension button does the same thing as choosing Sort from the Dimension menu.
	Display Fields	Opens a window on the field information associated with the active dimension. Clicking the Display Fields button does the same thing as choosing Dimension from the View menu.
	Display Chart	Creates a chart view based on the items you select in a table view. Clicking the Display Chart button does the same thing as choosing Chart from the View menu.
	Display Map	Displays a map view that corresponds to the active table view. Clicking the Display Map button does the same thing as choosing Map from the View menu.
	Go	Performs the Load Data operation to create a table. Clicking the Go button does the same thing as choosing Go from the Data menu.
	Language	Simultaneously changes the language of a multilingual table and the user interface. Clicking on the Language button does the same thing as selecting a language in the Preferences dialog box (Window menu). **Note:** The table must contain descriptive components in two or more languages.

The Document Window and Presentation Options

Objects in the Document Window

The Browser window changes, depending on whether you are working with a table or an extract.

The following Browser window contains the four-dimensional demonstration table, PRODUCTS. The REGION dimension is along the rows and the TIME PERIOD dimension is across the columns. The UNITS and the COOKIE TYPE dimensions are positioned in the dimension bar.

The following Browser window contains the demonstration extract, SURV.
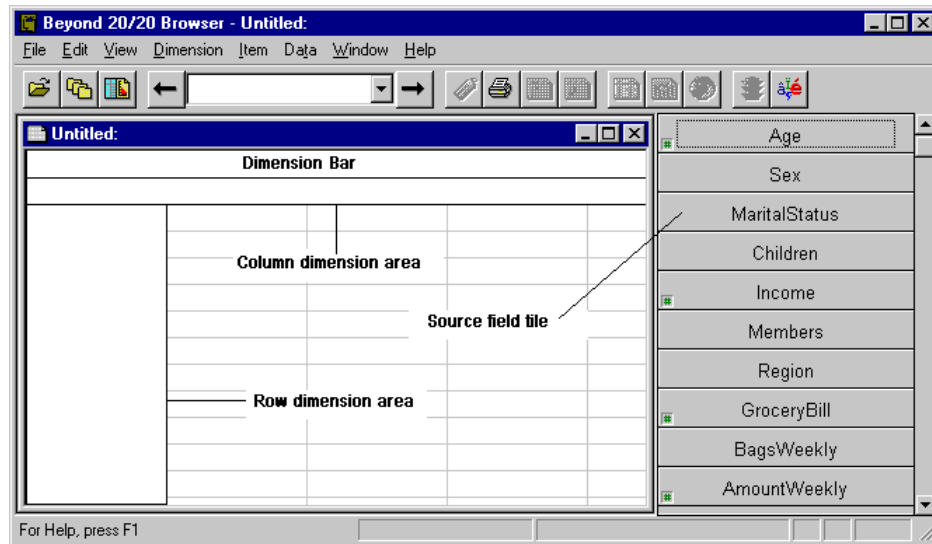
Each document window has its own Control-menu box, title bar, Minimize and Maximize buttons, and vertical and horizontal scroll bars, regardless of whether an extract, a table, a chart, a map or a dimension view is displayed in it.

Row Dimension Area

The row dimension area is the area where source field tiles can be positioned to create the row dimension.

In an extract, this area is initially blank. To create a table, a source field tile is dragged into the row dimension area and consequently becomes the row dimension.

Column Dimension Area

The column dimension area is the area where source field tiles can be positioned to create the column dimension.

In an extract, this area is initially blank. To create a table, a source field tile is dragged into the column dimension area and consequently becomes the column dimension.

Dimension Bar

The dimension bar is where source field tiles can be positioned to create dimensions other than the column and row dimensions.

In an extract, this area is initially blank. To create a table, a source field tile is dragged into the dimension bar area and consequently becomes a dimension in the dimension bar.

Source Field Bar

The source field bar contains a list of source field tiles from which you can create a table. It appears, when appropriate, down the right-hand side of the screen. A small number sign in the lower left corner of the source field tile indicates a numeric source field. The source field bar can only be seen when an extract is open.

Status Bar

The status bar provides information about the active view and the current or selected item(s).

Scroll Bars

Vertical and horizontal scroll bars appear in the document window when columns and rows in a maximized table view expand beyond the size of the workspace. Use them to scroll to items you cannot see, or to scroll to any windows or icons that have been moved outside of the workspace.

Changing the Language of a Table

A multilingual table is one whose descriptive components are available in more than one language.

When a multilingual table is initially opened, it is displayed in the language of preference as defined in the Preferences dialog box. The status bar always indicates the current language of a multilingual table.

The following list defines the language abbreviations used in the status bar:

Abbreviation	Language
DAN	Danish
DEU	German
ENG	English
ESN	Spanish
FIN	Finnish
FRA	French
ISL	Icelandic
ITA	Italian
NLD	Dutch
NOR	Norwegian
PTG	Portuguese
SVE	Swedish

➢ **To view a multilingual table in one of its alternate languages**

1. Do one of the following:

   • Press F9.

   • From the View menu, choose Change Language.

   Note: Subsequent selections of the Change Language command or function key display the table in its next available language.

Changing the Table and User Interface Languages

The Language button on the toolbar changes the language of a multilingual table and the user interface.

Note: The multilingual table must contain descriptive components in two or more languages. To view any additional languages, press F9.

➢ **To change the language of a table and the interface simultaneously**

1. Click the Language button on the toolbar.

   The descriptive components of the table and the user interface are changed to the language you selected.

Displaying a Table Title in the Window Header

You have the option of displaying either the one-line table title or the table name in the title bar of the table view. By default, the one-line title is displayed.

➢ **To display the table name in the table view header**

1. From the Window menu, choose Preferences.

   The Preferences dialog box appears.

2. Clear the Display Table Title in Document Window Title Bar check box.

3. Click OK.

   The table name is displayed in the title bar of the table view.

Selecting Colors for a Table View

You can change the color of the dimension tiles and item headings. You can also select a color to indicate which tile and/or heading is currently active.

➢ **To select a dimension color and a selection color**

1. From the Window menu, choose Preferences.

2. In the Dimension Color box, select a color for all tiles and headings.

3. In the Selection Color box, select a color to represent selected objects.

4. Click OK.

   The table view contains the colors you selected.

Resizing Dimension Tiles and Headings

When a table is initially opened, the width of the row headings are automatically adjusted to accommodate the longest item. However, when you change labels or switch dimension tiles, the space provided in a heading may be too wide or not wide enough to accommodate the text in the heading.

➢ **To alter the width of a heading**

1. Click on one of the following: the border of the first heading in the column dimension, the border of any heading in the row dimension, or the border of a tile in the dimension bar.

2. Do one of the following:

   • To increase the width of the heading, drag the border to the right.

   • To decrease the width of the heading, drag the border to the left.

   As you drag the mouse, shadow line(s) indicate how far the border has moved.

3. Release the mouse button.

   The width of the headings are altered.

Tiling and Cascading Document Windows

The Browser can display document windows side-by-side in a tile arrangement, or one behind the other in a cascade arrangement. Arranging the windows this way lets you see how many windows are open and provides immediate access to all of the windows. To access a document window, click on it to make it active.

➢ **To tile all document windows**

1. Do one of the following:

   • Click the Tile Documents button on the toolbar.

- From the Window menu, choose Tile.

The Browser arranges all of the document windows side-by-side.

Tip: You can automatically tile all chart and map windows. From the Window menu, choose Preferences and select the Automatically Tile Windows on Creation check box.

➢ **To cascade all document windows**

1. From the Window menu, choose Cascade.

   The Browser arranges all of the document windows one behind the other, leaving the title bar of each showing.

Closing Document Windows

You can close a window by double-clicking on the window's Control-menu box. However, the effects will differ, depending on whether the window contains a table view, a dimension view, a chart view, or a map view.

To close all files and document windows associated with them, from the Window menu, choose Close All.

To close all document windows associated with a table, including map and chart windows, double-click on the Control-menu box of a table window, or from the File menu, choose Close.

To close only a dimension view, chart view, or map view, double-click on the Control-menu box of that window.

Chapter 2: A Quick Tour of the Browser

Overview and Prerequisites

In this section we will explore the step-by-step procedures used to browse a table and to create a simple table from an extract. This guided tour is in four parts:

Part 1   Starting a Browser Session

Part 2   Working With Tables

Part 3   Working With Extracts

Part 4   Ending a Browser Session

Before you begin you need to know where the Beyond 20/20 sample files are located on your system. If necessary, check with your system installer.

Part 1 - Starting a Browser Session

When the Beyond 20/20 software was installed on your workstation, a program group containing the Beyond 20/20 Browser application was created in the Microsoft Windows Program Manager window.

➢ **To start the Beyond 20/20 Browser**

1. Start Microsoft Windows.

2. Open the Beyond 20/20 program group.

3. Double-click on the Beyond 20/20 Browser icon.

    The interface is loaded and the Find dialog box appears.

Part 2 - Working With Tables

Finding and Opening a Table

When you first start the Browser, the Find dialog box is automatically displayed to provide you with the easiest and quickest way to find and open a table or an extract.

Note: You can control whether the Find dialog box automatically appears when you open the Browser. To suppress the display of the Find dialog box, from the Window menu, choose Preferences, and clear the Display the Find dialog box on Start Up check box.
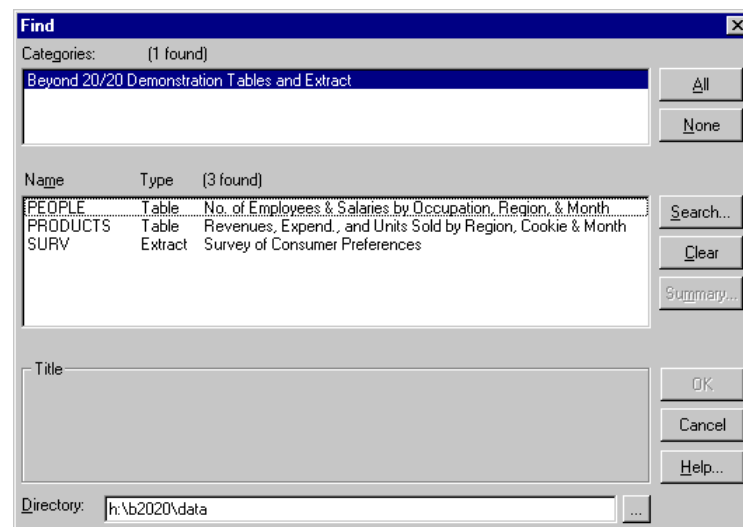
➢ **To open a table**

1. In the Category box, confirm that the 'Beyond 20/20 Demonstration Tables and Extract' category is selected.

   Two table names and one extract name are displayed in the Name/Type box. They are assigned to the Beyond 20/20 Demonstration Tables and Extract category.

2. In the Name/Type box, select 'PRODUCTS.' The full table title is displayed in the Title area.

3. Click Summary for an extended description of the table.

4. Click Cancel to return to the Find dialog box.

5. Do one of the following:

- Double-click on 'PRODUCTS.'

- Click OK.

The PRODUCTS table appears. The window fills the workspace; the title of the table is added to the information in the window title bar.

Browsing the Table

Browsing Through Items

The Next Item and Previous Item buttons on the toolbar can be used to sequentially display the items in the active dimension. If the column dimension or row dimension is active, the cursor simply moves along a column or row. However, if a dimension in the dimension bar is active, the Browser displays the data associated with the next or previous item in that dimension.

➢ **To browse through items**

1. Do one of the following:

- Click on the COOKIE TYPE dimension tile.

- In the Active Dimension box, select COOKIE TYPE.

2. Click the Next Item button on the toolbar.

The view changes to show the data associated with the next item, 'Ginger Zings.'

3. Continue clicking the Next Item button.

There are six items in the COOKIE TYPE dimension. Each time you click the Next Item button, a new view for a single item is displayed.

Opening a Dimension View

Dimensions comprise a number of fields: the code field, data field, and optionally, one or more label fields. If you are not familiar with the fields that make up a dimension, open a view of the dimension to determine its contents.

When you open a dimension view, the Browser displays the code field and the label fields associated with that dimension's items. Data cannot be seen in a dimension view; they can only be displayed in a table view.

➢ **To open a dimension view**

1. Click on the COOKIE TYPE dimension.

2. Do one of the following:

    - Click the Display Fields button on the toolbar.

    - From the View menu, choose Dimension.

    The COOKIE TYPE dimension view appears.

3. Double-click on the Control-menu box of the dimension view to close the dimension view.

    Tip: You can search a dimension's fields from inside a table view. For more information about searching fields, refer to "Searching Items" on page 50.

Changing the Labels of Dimension Tiles and Headings

The symbols and/or text that make up a dimension's codes and labels can be displayed (one field at a time) in a dimension tile, or in the headings associated with the column and row dimensions. As long as the display of a label field has not been suppressed by the Builder, you can choose which field the Browser displays in the table view.

➢ **To change labels**

1. Click on the REGION dimension.

2. Do one of the following:

    - Click the Change Labels button on the toolbar.

    - From the Dimension menu, choose Change Labels.

    The Browser displays the next available label field for the REGION dimension.

When the active dimension contains two or more fields, subsequent selections of the Change Labels command or toolbar button displays the next label field.

Tip: Sometimes the space in a heading is not wide enough to accommodate the entire length of a code or label. To change the width of a heading, refer to "Resizing Dimension Tiles and Headings" on page 15.

Switching Dimensions

You can have two dimensions change places in the table view. You do this by dragging and dropping one dimension tile on top of another dimension tile.

➢ **To switch two dimensions**

1. Click on the COOKIE TYPE dimension tile and hold down the left mouse button.

2. Drag and drop the tile on top of the TIME PERIOD dimension tile, or over any of the headings in the column dimension.

   The first item in the TIME PERIOD dimension, Jan1991, is displayed in the dimension bar. All of the items in the COOKIE TYPE dimension are displayed in the column dimension.

   Tip: You can switch any single item from the column or row dimension into the dimension bar by dragging and dropping its heading into the dimension bar. For more information, refer to "Switching Dimensions" on page 43.

Nesting Dimensions

You can display more than one dimension along the columns or rows. You do this by dragging and dropping a dimension tile into the column or row dimension area.

> ➢ **To nest a dimension**

1. Click on the TIME PERIOD dimension tile and hold down the left mouse button.

2. Drag the tile over the upper border of the headings in the column dimension.

   The upper border of the column dimension area is highlighted.

3. Drop the dimension tile.

   A new set of headings is created in the table view where you dropped the tile.

Searching Items

In a typical scenario, you may want to look at a specific aspect of data. To do this, you can use the Search command.

In this exercise, you will use the Search command to determine which regions enjoy the greatest volume of cookie sales.

Position the TIME PERIOD dimension in the column dimension area, and the REGION dimension in the row dimension area. Nest the COOKIE TYPE dimension below the TIME PERIOD dimension. Select the Revenues($000) item in the UNITS dimension located in the dimension bar.

To compare the regions that have the highest volumes of sales, specify a minimum revenue figure, and direct the Browser to reduce the display of items to show items that are higher than the specified minimum.

➢ **To search items**

1. Click on the REGION dimension tile.

2. Click on a cell in the All Cookie Types column.

3. Do one of the following:

    •   Click the Search Dimension button on the toolbar.

    •   From the Dimension menu, choose Search.

    The Search dialog box appears.
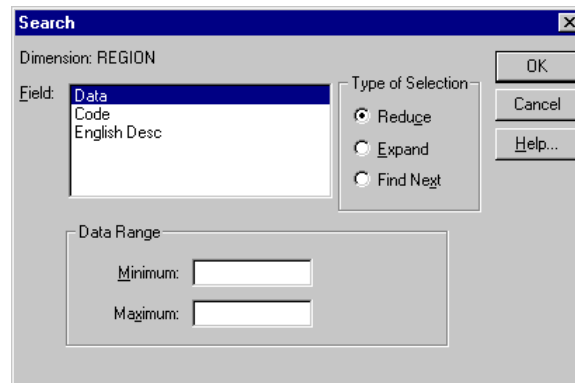
4. In the Field box, confirm that 'Data' is selected.

5. In the Type of Selection area, confirm that the Reduce option button is selected.

6. In the Minimum box, enter '700.'

7. Click OK.

The revenues that are lower than the specified minimum are hidden. The status bar reads that 7 out of 15 items in the REGION dimension are displayed.

Tip: You can search the code field or any of the available label fields. The Browser can decrease or increase the number of items on display, or it can find and display the item you specify. For more information about searching, refer to "Searching Items" on page 50.

Sorting Items

You can sort items according to the value of their data.

In this exercise, you will sort the items in the TIME PERIOD dimension to see which months are associated with the highest sales revenue.

➢ **To sort items**

1. Click on the TIME PERIOD dimension tile.

2. Do one of the following:

   • Click the Sort Dimension button on the toolbar.

   • From the Dimension menu, choose Sort.

   The Sort dialog box appears.
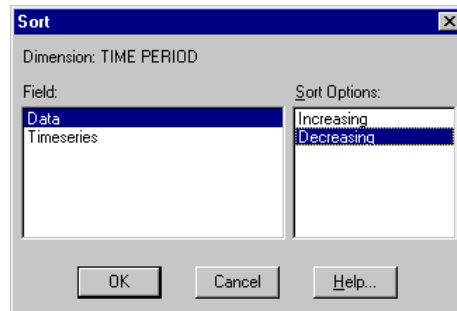
3. In the Field box, select 'Data.'

4. In the Sort Options box, select 'Decreasing.'

5. Click OK.

    The Browser sorts the items in the TIME PERIOD dimension in decreasing order. The cursor remains fixed on the item it was on prior to the sort.

    The greatest single revenue associated with the All Cookie Types item is displayed in the left-most column, and the remaining data values are sorted in decreasing order as you scroll right. If you scroll to the right, past the first items in the TIME PERIOD dimension, you will see that the three best months are Mar1994, Dec1993 and Nov1993. As you scroll, the position indicator in the window displays the codes of the items in the TIME PERIOD dimension as you scroll past them.

Changing Group Levels

The items in the REGION dimension are assigned to groups. You can inspect groups one level at a time.

➢ **To change group levels**

1. Click on the REGION dimension tile.

    The status bar displays the letter 'T' to indicate that the active cell North America comprises a group of items.

2. From the Dimension menu, choose Zoom In.

    As you change group levels, the headings in the active dimension change. The three items Canada, United States, and Mexico are displayed.

    The 'T' in the status bar indicates that the active cell, Canada, defines a group and the 'M' indicates that it is also a member of a group.

3. From the Dimension menu, choose Zoom In.

There are four items in the Canada group: Maritimes, Quebec, Ontario, and Western Canada. The 'M' in the status bar indicates that each of these items is a member of the group Canada.

Hiding Items

There are two quick ways to hide items. You can hide an item explicitly or implicitly. To hide an item explicitly, select its heading and from the Item menu, choose Hide.

➢ **To hide items implicitly**

1. Drag the COOKIE TYPE dimension into the dimension bar.

2. Drag the pointer across the first three headings in the column dimension, Mar1994, Dec1993, and Nov1993.

3. Do one of the following

    •   Click the right mouse button. Choose Show.

    •   From the Item menu, choose Show.

        The items you selected remain on display and the items you did not select are hidden.

Displaying a Chart

You can chart the items you select in the table view and change the default chart type to a pie, a line, or a scatter plot chart, among others. The Browser also provides options for styling the elements in the chart view.

You can display a new view for a single item, step through the codes and labels, open a dimension view, change group levels, or search the items.

In addition, you can replace the items in the horizontal axis and in the legend after a chart view has been created. This feature allows you to add more items from the same dimension, or switch the dimension currently on display. The Browser updates the corresponding labels automatically. For more information on charts, refer to Chapter 6, "Charts," on page 71.
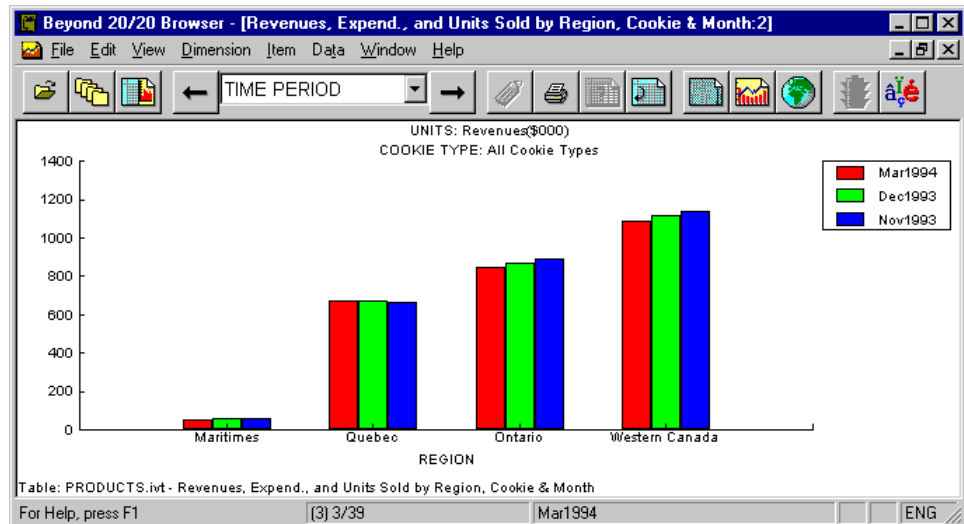
> **To display a chart view**

1. In the column dimension of the table view, select the three items: Mar1994, Dec1993, and Nov1993.

2. Do one of the following:

    *   Click on the Display Chart button on the toolbar.

    *   From the View menu, choose Chart.

    A chart view appears.

3. Double-click on the Control-menu box to close the chart view.

Displaying a Map

If a table has geographical information associated with it, you can view the table data in a map.

You can select the colors that are used to identify which regions and cities have the highest, middle, and/or lowest data values on record. You can also select whether labels and/or data values are displayed in a map view. The Browser can display maps with or without numbers, region names and/or cities.

When you select a title caption, the associated dimension is made active. You can then look at one item at a time by choosing the Next Item and Previous Item buttons on the toolbar. As you browse through items in the map view, the regions labels change to reflect the new information, or a new region is displayed. You can zoom in or out of a region, or you can search the codes or

labels. For more information about maps, refer to Chapter 7, "Maps," on page 85.
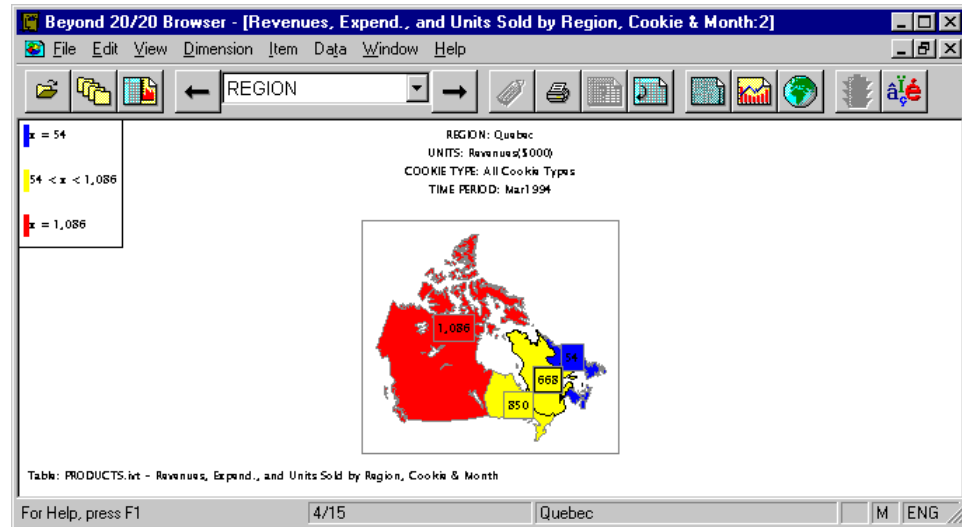
> **To display a map view**

1. Do one of the following:

   - Click the Display Map button on the toolbar.

   - From the View menu, choose Map.

   A map view appears.

2. Double-click on the Control-menu box to close the map view.

Part 3 - Working With Extracts

You can create a Beyond 20/20 table from an extract file. In this exercise you will create a table from the sample extract SURV.IVX.

Finding and Opening an Extract

> **To open an extract**

1. Do one of the following:

   - Click the Find button on the toolbar.

   - From the File menu, choose Find.

2.   The Find dialog box appears.

Find	
Categories: (1 found)	
Beyond 20/20 Demonstration Tables and Extract	All
	None
Na_me Type (3 found)	
PEOPLE Table No. of Employees & Salaries by Occupation, Region, & Month	Search...
PRODUCTS Table Revenues, Expend., and Units Sold by Region, Cookie & Month	
SURV Extract Survey of Consumer Preferences	Clear
	Summary...
Title	OK
	Cancel
	Help...
Directory: h:\b2020\data ...	
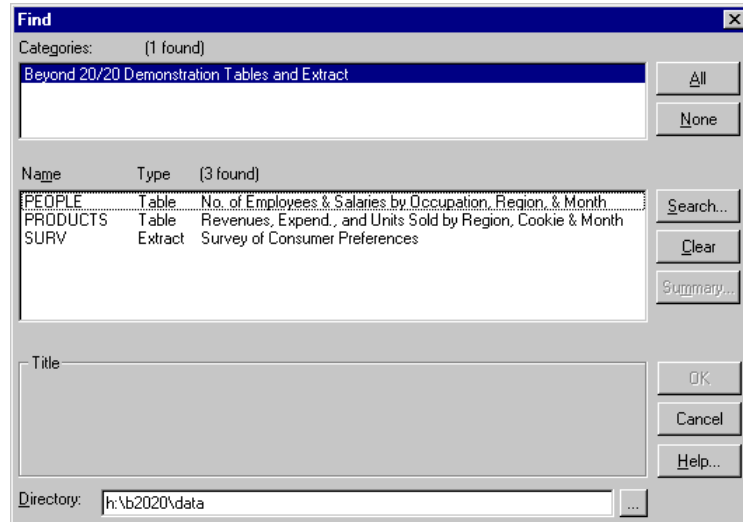
3.   In the Categories box, confirm that the 'Beyond 20/20 Demonstration
       Tables and Extract' category is selected.

       The sample extract and two table names are displayed in the Name/Type
       box. They are assigned to the Beyond 20/20 Demonstration Tables and
       Extract category.

4.   In the Name/Type box, select 'SURV.' The full extract title is displayed in
       the Title area.

5.   Click Summary for an extended description of the extract.

6.   Click Cancel to return to the Find dialog box.

7.   Do one of the following:

       •   Double-click on 'SURV.'

       •   Click OK.

       The Browser displays an empty table view containing SURV.IVX.

       For more information about opening an extract, refer to "Opening Tables
       and Extracts" on page 37.

Positioning Table Dimensions

To create a multi-dimensional table, you must define what the dimensions of
the table will be and where they will be positioned. You position dimensions by

dragging and dropping source field tiles into the row, column, and dimension bar areas of the table view.

➢ **To position dimensions**

1. Click on the Region source field tile and hold down the left mouse button.

2. Drag the tile into the row dimension area.

3. Release the mouse button.

    The dimension tile appears in the table view and the Region tile is dimmed in the source field bar.

    Similarly, use the following information to position the remaining source field tiles into their corresponding dimension areas:

Source field tile	Dimension area
RateZings	Column dimension area
Criteria	Dimension bar
AmountWeekly	Dimension bar

    You have just defined a four-dimensional table. For more information about positioning source field tiles, refer to "Positioning Tiles for Dimensions" on page 108.

Loading Data into the New Table

Once you have defined a table by dragging a minimum of two source field tiles into the dimension areas, you can load the data into the table.

➢ **To load data into the table**

1. Do one of the following:

    *   Click the Go button on the toolbar.

    *   From the Data menu, choose Go.

For more information about extracts, refer to Chapter 8, "Extracts," on page 97.

Naming and Saving the Table

➢ **To name and save the table**

1. From the File menu, choose Save As.

    The Save As dialog box appears.

2. In the File Name box, enter 'SAMPLE.IVT.'

3. Click OK.

Documenting the Table

The Summary dialog box can be accessed at any time by choosing the File command from the Summary cascade menu in the Edit menu. A table summary contains general information about the table and assists Browser users in understanding the contents of the table.

Here is a sample of a table summary.

➢ **To document the table**

1. Using the sample table summary as a guide, enter the following information:

Box	Summary Information
Title	A description of the table.
Category	A subject area classification for the table.
Author	The author of the table.
Keywords	Words a Browser user can enter to search for the table.
Notes	Any notes you wish to associate with the table that may be helpful to Browser users.

Summary

You have just created and documented a four-dimensional table called SAMPLE.

Part 4 - Ending a Browser Session

You can quit a Browser session at any time.

➢ **To quit the Beyond 20/20 Browser**

1. Close any open dialog boxes.

2. From the File menu, choose Exit.

   The Browser user interface is unloaded.

Chapter 3: Finding and Opening Tables and Extracts

Overview

Tables and extracts can be located through the Find or the Open dialog box. The Find dialog box assists you in finding the table or extract you want to open by allowing you to select categories, search fields, and view summaries. The Open dialog box directly opens a table or an extract.

Finding a Table or an Extract by Category

You can search for tables and extracts by category using the Find dialog box. By default, the Find dialog box is displayed automatically when a Browser session begins. The Find dialog box may also be manually opened at any time during a Browser session.

Note: To suppress the display of the Find dialog box on start up, from the Window menu, choose Preferences, and clear the Display the Find dialog box on Start Up check box.

➢ **To open the Find dialog box manually**

1. Do one of the following:

    - Click the Find button on the toolbar.

    - From the File menu, choose Find.

    The Find dialog box appears.
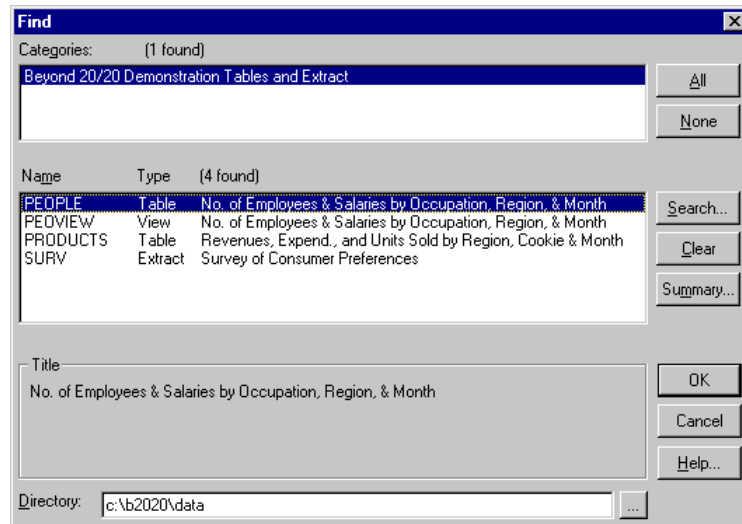
With the Find dialog box open, you can:

- Change directories to see tables and extracts that are stored elsewhere.

- Select one or more categories to create a list of the tables and extracts assigned to those categories.

- Search for tables and extracts according to the criteria you specify.

- View a table or an extract summary.

- Open a table or an extract directly from those presented.

Changing Directories

In some cases, not all tables and extracts are stored in one directory. If you do not see the table or extract you want to open, you can manually enter the correct directory, or use the Browse button to change directories.

➢ **To change directories**

1. From the Find dialog box, click the ⬚ (Browse) button.

   The Directory dialog box appears.

2. In the Drives box, select the drive where directory is located.

3. In the Directories box, select the directory (and subdirectories) where the table or extract is stored.

4. Click OK to return to the Find dialog box.

Selecting Categories to Find Tables or Extracts

When tables and extracts are prepared, part of the procedure is to assign a category name to each table and extract. The Categories box displays all of the category names that are assigned to the tables and extracts in the current directory.

When you open the Find dialog box, the first category displayed is automatically selected. The Name/Type box provides you with a list of all of the tables and extracts assigned to that category. This list contains table and extract names, their titles, and indicates whether the file is a table or an extract.

➢ **To select one or more categories**

1. In the Categories box, select the category name that interests you.

2. To select more than one category, do one of the following:

   • Click on and hold the left mouse button while dragging the pointer along the category names.

   • Hold the Ctrl key down and click on the category names.

   Each time you add a new category to those selected, the Browser adds the associated tables and extracts to the Name/Type box.

➢ **To see a list of all the tables and extracts in the current directory**

1. From the Find dialog box, click All.

   All of the table and extract categories are selected. Consequently, all of the tables and extracts in the current directory are displayed in the Name/Type box.

   Tip: To clear the selection of all categories, click None.

Next Steps:

To search for a specific table or extract, proceed to "Searching for Relevant Tables and Extracts" on page 35.

To open a specific table or extract, double-click on its name in the Name/Type box.

Searching for Relevant Tables and Extracts

Beyond 20/20 tables and extracts have descriptive components which tell you something about the contents. These descriptive components can be searched to help you locate the table or extract you are looking for.

➢ **To search the descriptive components of a table or an extract**

1.   From the Find dialog box, click Search.

The Search Components dialog box appears.
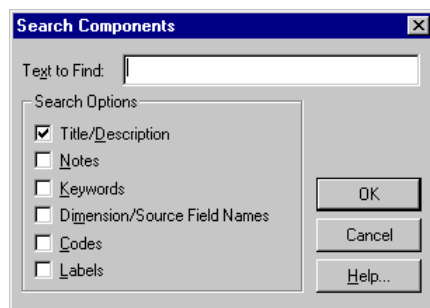
2.   In the Text to Find box, enter the symbols or text you want to search for.

Note: The Browser compares the symbols or text you specify to the text stored in the table or extract's descriptive components.

3.   In the Search Options area, select the options you want to search.

Component	What kind of text it contains
Title/Description	A brief description of the table or extract.
Notes	An extended description of the table or extract.
Keywords	A list of individual words or phrases that are associated with the table or extract.
Dimension/Source Field Names	The names assigned to the dimensions of a table or the source fields of an extract.
Codes	A code is a symbolic value that uniquely identifies an item. A code can be an abbreviation, or a combination of numbers and letters.
Labels	A label is an optional word or phrase that describes an item, or the code which identifies that item. It can be the name of a person, place, object, or time value.

4.   Click OK.

The Browser searches the tables and extracts currently listed in the Name/Type box.

If a match is found, the table and/or extract name is displayed in the Name/Type box. In addition, a message showing the total number of tables and/or extracts found is displayed above it.

If a match is not found, the Name/Type box is empty and the message "0 found" is displayed above it. In this case, you may want to clear the search result and try a different search.

➢ **To clear the results of all searches**

1. From the Find dialog box, click Clear.

   The Find dialog box is reset.

Next Steps:

To view an extended description of a table or extract, proceed to "Viewing a Summary" on page 37.

To open a specific table or extract, double-click on its name in the Name/Type box.

Viewing a Summary

A table or an extract summary contains information which may help you locate a particular table or extract.

➢ **To view a summary from the Find dialog box**

1. Select the table or extract that contains the extended description you want to view.

2. Click Summary.

   The Summary dialog box appears displaying the table or extract summary.

3. Click Cancel to return to the Find dialog box.

Next Steps:

To open a specific table or extract, double-click on its name in the Name/Type box.

Opening Tables and Extracts

You can open tables and extracts through the Find dialog box or the Open dialog box.

➢ **To open a table or an extract from the Find dialog box**

1. Do one of the following in the Find dialog box:

   • Double-click on the table or extract name.

- Select the table or extract name. Click OK.

➢ **To open a table or an extract from the Open dialog box**

1. Do one of the following:

   - Click the Open File button on the toolbar.

   - From the File menu, choose Open.

   The Open dialog box appears.
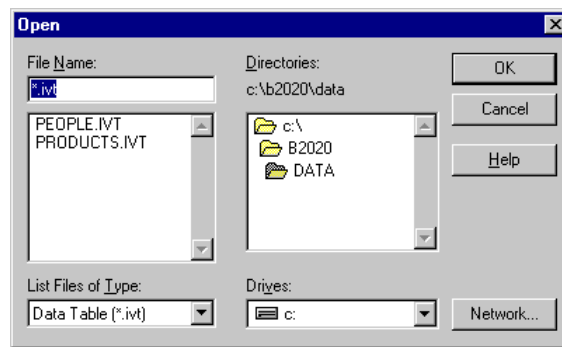
2. Select the table or extract you want to open.

   If you do not see the file you want to open, select a different drive, directory or file type to locate the file.

3. Click OK.

   A table or extract is displayed in a new document window.

Chapter 4: Browser Basics

Overview

This chapter provides step-by-step procedures on how to:

- Use fundamental browsing techniques such as selecting, hiding, showing, nesting, and switching.

- Use features directly related to items and dimensions.

- View table descriptions.

Browsing Fundamentals

Browsing Items

When a dimension is displayed in the dimension bar, the Next Item and Previous Item buttons are used to sequentially display its items. When you choose either of these buttons, the column and row data are updated each time you move to a new item.

➢ **To browse through the items associated with a dimension**

1. Select the dimension you want to browse.

2. Do one of the following:

    - Click the Next Item button on the toolbar to see the next item in the dimension.

    - Click the Previous Item button on the toolbar to see the previous item in the dimension.

    Your view of the data changes to show the data associated with the next or previous item in the active dimension.

3. Continue clicking on the Next Item or Previous Item button until you see the item you want.

Tip: If you are working with a large table, the fastest way to display a different item may be to search that dimension. For information about searching items in a table, refer to "Searching Items" on page 50.

Selecting Objects

Selecting an object indicates which part of the table you want to work with. (Selecting an object makes it active.) For example, if you want to reposition a dimension, copy an item to another application, or sort the items in a dimension, you must first select the related object. In general, click on an object to select it.

➢ **To select a dimension tile**

1. Do one of the following:

    • Click on the dimension tile you want to use.

    • Click on the Active Dimension box. Select the name of the dimension you want to use.

    Notes: When you select a dimension in the dimension bar, the dimension and the single item on display are both selected.

    The dimension tile is selected and highlighted in the selection color. The corresponding dimension is now 'active' and its name appears in the Active Dimension box.

➢ **To select a dimension tile using the keyboard**

    Note: To force the Browser to release control of the keyboard at any time during the following procedure, press Esc.

1. Press Alt, V.

    The View menu drops down.

2. Do one of the following:

    • Using the down arrow key, move the cursor to the Set Active Dimension command. Press Enter.

    • Press A.

    The Set Active Dimension dialog box appears.

3. Do one of the following:

    • Using the up or down arrow keys, move the cursor to the name of the dimension you want to make active.

- Enter the first letter of the dimension name that you want to make active.

4. Press Enter.

The dimension tile is selected and highlighted in the selection color. The corresponding dimension is now 'active' and its name appears in the Active Dimension box.

➢ **To select a single heading**

1. Click on the row or column item heading you want to use.

The item heading, all of its associated data, and the corresponding dimension tile are highlighted.

➢ **To select multiple adjacent headings**

1. Position the cursor over the heading of the first item you want to use. Click on and hold the left mouse button.

2. Drag the pointer along the headings of the items you want to use.

3. Release the left mouse button.

The item headings, all of their associated data, and the corresponding dimension tile are highlighted.

➢ **To select multiple non-adjacent headings**

Note: This technique lets you select headings from the same dimension, as well as headings from other dimensions.

1. Click on the heading of the first item you want to use.

2. Hold the Ctrl key down and click on the heading of the next item.

3. Repeat Step 2 until the headings of all of the items you want to select are highlighted.

The item headings and all of their associated data are highlighted. The Active Dimension box displays the dimension name of the item selected last.

➢ **To select all of the item headings in a dimension**

1. Select the dimension you want to use.

2. From the Item menu, choose Select All.

➢ **To select a cell**

1. Click on the cell you want to use.

    A box appears around the selected cell. This is called the cursor.

    Tip: The arrow keys can be used to move the cursor from one cell to the next in the same column or row. Alternatively, you can click the Next Item or Previous Item buttons on the toolbar to move the cursor from one cell to the next (one at a time) along a column or row.

Hiding and Showing Items

When a table is initially opened all items are shown. Depending on the number of items in these dimensions, your view could be quite large. You can make the view more manageable by hiding the items you do not need.

Notes: Hiding items does not delete them. You can return items to the view at any time.

You can use the Search command as an alternate way to hide items. When an item does not match the search criteria you specify, it is hidden from the table view. For more information, refer to "Searching Items" on page 50.

➢ **To hide selected items from a table view**

1. Select the headings of the items you want to hide.

2. Do one of the following:

    • Click the right mouse button. Choose Hide.

    • From the Item menu, choose Hide.

    The items you selected disappear from the view.

    Note: To return the hidden items to the table view, select the dimension and from the Dimension menu, choose Reset.

➢ **To show only the items you select**

1. Select the heading(s) of the items you want to display.

2. Do one of the following:

    • Click the right mouse button. Choose Show.

    • From the Item menu, choose Show.

    The items you did not select disappear from the view.

➢ **To display the reverse set of items on display**

1. Select the dimension that contains the hidden items you want to see.

2. From the Dimension menu, choose Reverse.

     All of the items in the view are replaced by the ones that were hidden.

➢ **To show all of the items in a dimension**

1. Select the dimension that contains the hidden items you want to see.

2. Do one of the following.

     • Click the right mouse button. Choose Show All.

     • From the Dimension menu, choose Show All.

     All of the active dimension's items are displayed in the table view.

Switching Dimensions

Switching dimensions involves dragging a dimension tile from the dimension bar into the table, or dragging a heading from the column or row dimension areas into the dimension bar. When the tile or heading is dropped, the two dimensions change places. Column and row dimensions can be also be interchanged.

➢ **To switch dimensions**

1. Select the dimension you want to move.

2. Do one of the following:

     • Drag and drop the tile on the row headings if you want to replace the row dimension.

     • Drag and drop the tile on the column headings if you want to replace the column dimension.

     • Drag and drop the tile on a dimension in the dimension bar if you want to replace one of the dimensions in the dimension bar.

Nesting Dimensions

Nesting lets you display more than one dimension along the columns or rows. It involves positioning a dimension tile over the border of existing headings in the column or row dimension. When the tile is released, new headings are added to the column or row areas.

In the following figure, the OCCUPATION dimension is nested along the rows.

➢ **To nest dimensions**

1. Select the dimension, in the dimension bar, you want to nest.

2. Do one of the following:

- • Drag and drop the dimension tile onto the outer or inner border of the row headings to nest along the rows.

- • Drag and drop the dimension tile onto the top or bottom of the border of the column headings to nest along the columns.

The border of the row or column headings becomes highlighted when the dimension tile is ready to be dropped.

Switching and Nesting Dimensions Using the Keyboard

The Move Dimensions command provides a keyboard alternative for moving a dimension tile.

➢ **To move a dimension tile using the keyboard**

Note: To force the Browser to release control of the keyboard at any time during the following procedure, press Esc.

1. Select the tile you want to move.

2. Press Alt, V.

The View menu drops down.

3. Do one of the following:

    •   Using the down arrow key, move the cursor to the Move Dimensions command. Press Enter.

    •   Press V.

4. Press the Tab key repeatedly until the area you want to move the tile to is highlighted.

    The Browser may highlight another tile or one of the heading areas (to switch), a border of the heading area (to nest), or the border of a tile in the dimension bar (to rearrange the order of the tiles in the dimension bar).

5. Press Enter.

    The Browser switches or nests the dimension you selected into the area that was highlighted.

Working With Items and Dimensions

Before using any of the techniques described below, you must select the dimension you want to use, thereby making it active. To select a dimension, either click on the dimension tile, or click on the Active Dimension box and select the dimension name.

Displaying a Dimension View

If you are not familiar with the fields that comprise a dimension, you can open a view on the dimension to determine its contents. When you open a dimension view, the Browser displays the code field and any label fields associated with that dimension. Data is not available in a dimension view.

➢ **To open a dimension view**

1. Select the dimension whose dimension view you want to display.

2. Do one of the following:

    •   Click the Display Fields button on the toolbar.

    •   From the View menu, choose Dimension.

    The dimension view appears.

Displaying Alternate Labels

The fields that make up a dimension of a table are created when the table is prepared. The Browser derives the codes or labels you see in the dimension tiles and item headings from this field information.

A dimension always contains one field of codes, and may contain one or more fields of labels. Each code uniquely identifies an item. Labels help to define the code, or they can provide additional information about the item itself.

If at least one label field is available for the active dimension, you can display the code field or the label field(s) in the table view.

➢ **To step through available code and label fields**

1.   Select a dimension.

2.   Do one of the following:

   •   Click the Change Labels button on the toolbar.

   •   From the Dimension menu, choose Change Labels.

The displayed codes or labels are replaced with the next available field of codes or labels.

As you continue changing labels, the Browser steps through all of the available fields one at a time.

Examining Group Levels

A group is an item that has an underlying hierarchical structure assigned to it. When a dimension contains groups, you can zoom in and out to explore this hierarchical structure.

To learn how to define a group, proceed to "Groups" on page 121.

Example: The PEOPLE demonstration table has three levels built into the OCCUPATION dimension. The All Occupations item defines the highest level of the group. It comprises a group of three items: Marketing, Production, and Distribution. The following figure shows the members of the All Occupations group.

The items Marketing, Production, and Distribution are also groups made up of the occupations associated with those departments. The items contained in the Marketing group are shown in the following figure.

➤ **To display the members of a group**

1. In the column or row dimension area, select the item that defines the group you want to display.

    Note: To determine whether an item is a group, select the item and check the status bar. If it contains the letter T, P, or C, the item defines a group.

2.   From the Dimension menu, choose Zoom In.

The items assigned to the active item are displayed.

➢   **To display the item that defines a group**

1.   In the column or row dimension area, select any item that is a member of a group.

Note: To determine whether an item is a member of a group, select the item and check the status bar. If it contains the letter M, the item is a member of a group.

2.   From the Dimension menu, choose Zoom Out.

The Browser displays the item that defines the group along with any other items that are on the same level of the hierarchy as the group.

Note: To view all of the items of a dimension, from the Dimension menu, choose Show All.

Dimension Profiles

Dimension profiles are user-defined collections of dimension items. If you work with certain items frequently, you can save these items as a profile and give the profile a name and description. You can also create a profile by importing a list of codes from an ASCII file. Later, you can load the profile and either select or show only those items belonging to the profile.

➢   **To create a dimension profile**

1.   Select the items you want to use to create the dimension profile.

2.   From the Dimension menu, choose Save Profile.

The Save Dimension Profile dialog box appears.
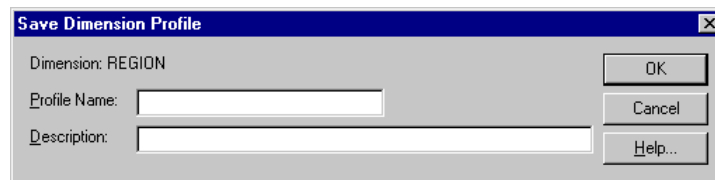
3.   In the Profile Name box, enter a name for the dimension profile.

4.   In the Description box, enter a description for the dimension profile.

5.   Click OK.

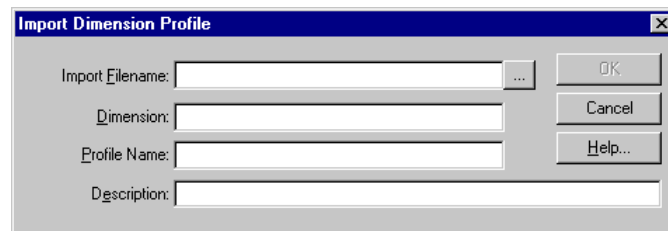The items you selected are saved as a dimension profile (*.ivp).

Next Steps:

To select or show only the items belonging to the dimension profile, proceed to "To load a dimension profile" on page 49.

➢ **To import a dimension profile**

1. From the File menu, choose Utilities, Import Profile.

    The Import Dimension Profile dialog box appears.

2. Do one of the following:

    •   In the Import Filename box, enter the name of the ASCII file you wish to import.

    •   Click Browse to locate and select the ASCII file for import.

3. In the Dimension box, enter the name of the dimension you want to associate the profile with.

4. In the Profile Name box, enter the name you want to give the profile.

5. In the Description box, enter a description of the profile.

6. Click OK.

    The profile is now associated with the dimension, and will appear in the Load Profile dialog box.

Next Steps:

To select or show only the items belonging to the dimension profile, proceed to "To load a dimension profile" on page 49.

➢ **To load a dimension profile**

1. From the Dimension menu, choose Load Profile.

    The Load Profile dialog box appears.
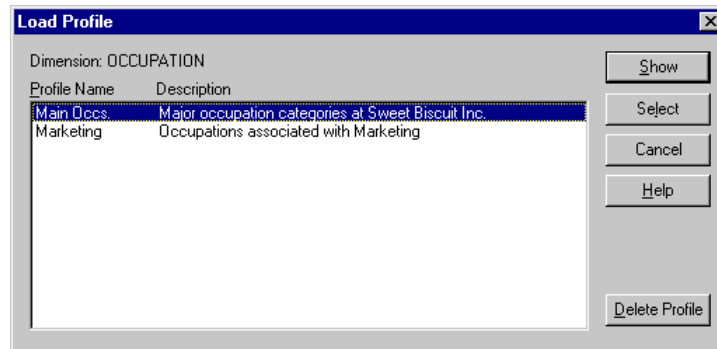
2. In the Profile Name/Description box, select the profile you want to use.

3. Do one of the following:

    •   Click Select to select the items belonging to the profile group.

    •   Click Show to display only those items belonging to the profile group.

➢   **To delete a dimension profile**

    Note: Deleting a profile does not delete the items in a dimension.

1. From the Dimension menu, choose Load Profile.

    The Load Profile dialog box appears.

2. In the Profile Name/Description box, select the profile you want to delete.

    •   Click Delete Profile to delete the dimension profile.

    You are prompted to confirm the deletion.

3. Click Yes.

    To delete another profile, repeat from Step 2.

4. Click Cancel.

Searching Items

The Browser's dimension search capability allows you to display only the items you need. This feature allows you to:

•   Reduce the number of items in a view.

•   Expand the number of items in a view.

•   Move the cursor to the item you specify.

To use the search feature efficiently, it helps to be familiar with the fields of a dimension. (The Search command requires that you specify the name of the

field you want to search.) You can open a dimension view to look at the fields of a dimension. To learn how to open a dimension view, refer to "Displaying a Dimension View" on page 45.

Searching the Code Field or a Label Field

This type of searching should be performed when you know a word or phrase that describes the items you are looking for.

➢ **To search the code field or a label field**

1. Select the dimension you want to search.

2. Do one of the following:

    •   Click the Search Dimension button on the toolbar.

    •   From the Dimension menu, choose Search.

    The Search dialog box appears.
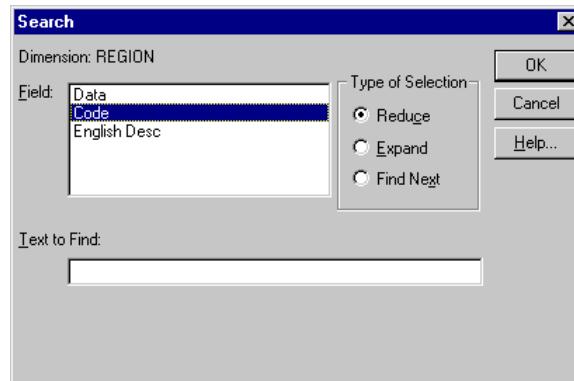
3. In the Field box, select Code, or the name of a label field.

4. In the Text to Find box, enter the code, word, phrase, or abbreviation you want to search for.

    Tip: The Browser will find this text or code whether it is at the beginning, in the middle, or at the end of a series of characters. Bearing this in mind, try to be as specific as possible.

5. In the Type of Selection area:

Select	To
Reduce	hide all items that do not match. Previously hidden items remain hidden.
Expand	display all hidden items that match. Previously displayed items remain displayed.

Select	To
Find Next	search through the displayed items and move the cursor to the first item that matches the search. Hidden items are ignored, even if they match.
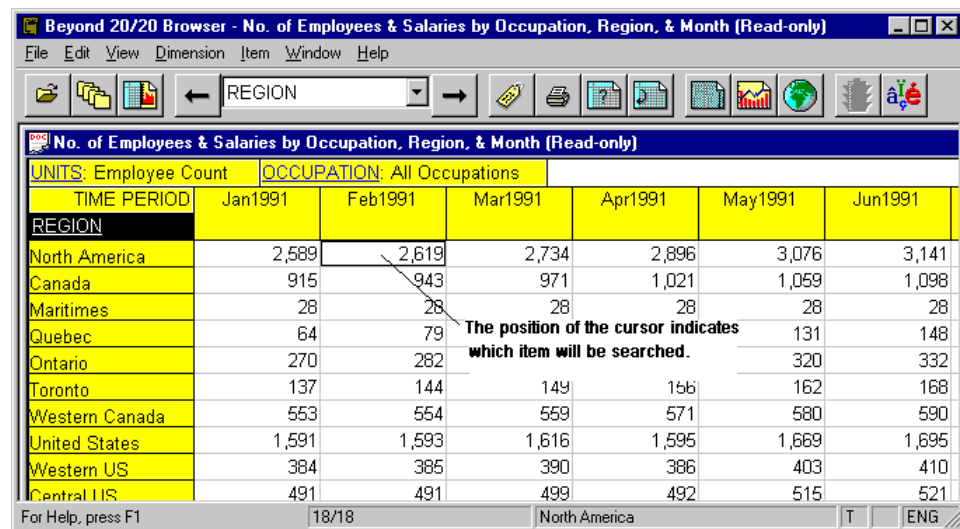
6. Click OK.

    The Browser determines whether the field you selected contains the text you specified and displays the results as specified by your type of selection.

Searching Data

Before you can search data, you must move the cursor to one of the items in the column or row dimension, whichever is currently inactive. The position of the cursor defines which item in the inactive dimension will be searched.

Example: In the figure below, the REGION dimension is active. The position of the cursor focuses the search on the data associated with all of the items in the REGION dimension, but only Feb1991 of the TIME PERIOD dimension. In this example, a search on the regions is restricted to the employee count records taken in February 1991 for all occupations.

Note: In the case of nested dimensions, the position of the cursor still focuses the search on a single item.

➢ **To search the data**

> **Note:** The data associated with a dimension can only be searched in a table view. (In a dimension view, only code and label fields are available.)

1.   Select the dimension you want to search.

2.   Do one of the following:

   •   Click the Search Dimension button on the toolbar.

   •   From the Dimension menu, choose Search.

   The Search dialog box appears.
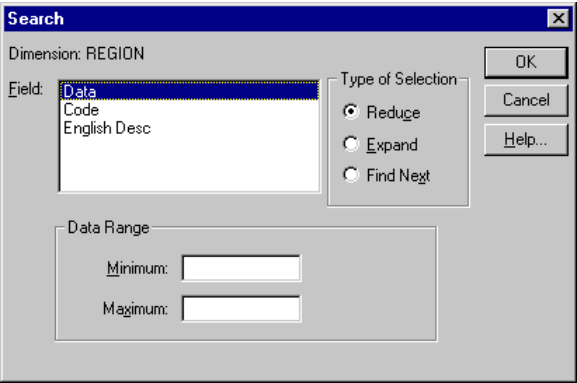
3.   In the Field box, select Data.

4.   In the Type of Selection box:

Select	To
Reduce	hide all items that do not match. Previously hidden items remain hidden.
Expand	display all hidden items that match. Previously displayed items remain displayed.
Find Next	search through the displayed items and move the cursor to the first item that matches the search. Hidden items are ignored, even if they match.

5.   Do one of the following:

   •   In the Minimum box, enter a number to represent the lowest (minimum) data value to be included in the search result.

   •   In the Maximum box, enter a number to represent the highest (maximum) data value to be included in the search result.

   Tip: To limit the search result even further, specify both a minimum and maximum value.

6.   Click OK.

   The Browser determines whether any data in the table meets your criteria and displays the results according to your specifications.

Searching the Time Series Dimension

A time series search displays only those items that were recorded during a specific time span. The time span is specified in the Search dialog box.

➢ **To search the time series dimension**

1. Select the time series dimension.

2. Do one of the following:

   • Click the Search Dimension button on the toolbar.

   • From the Dimension menu, choose Search.

   The Search dialog box appears.
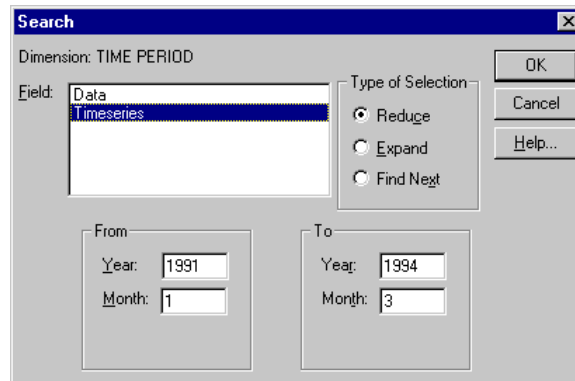
3. In the Field box, select Timeseries.

4. In the From area, enter the starting year and month that you want to search from.

   Note: In the From and To areas, a month must be indicated by the number that refers to its chronological order in the calendar year.

5. In the To area, enter the ending year and month that you want to search to.

6. In the Type of Selection area:

Select	To
Reduce	hide all items that do not match. Previously hidden items remain hidden.
Expand	display all hidden items that match. Previously displayed items remain displayed.
Find Next	search through the displayed items and move the cursor to the first item that matches the search. Hidden items are ignored, even if they match.

7. Click OK.

The Browser determines whether the time series field contains the time
span you specified and displays the results according to your type of
selection.

Note: Searching time series data searches the base frequency of the data
regardless of the time series aggregation displayed.

Sorting and Rearranging Items

A table can be sorted numerically by its data or alphabetically by its codes or
labels. The items in a dimension can also be manually rearranged.

➢ **To sort items**

Notes: If you want to sort by data value, you must be in a table view.

If you want to sort a particular set of labels, ensure that they are displayed
in the table view.

1. Select the dimension you want to sort.

2. If you are sorting items that are displayed along the rows or columns of a
table, select a cell that lies in the row or column that you want to sort.

3. Do one of the following:

  • Click the Sort button on the toolbar.

  • From the Dimension menu, choose Sort.

The Sort dialog box appears. The Field box displays the fields of the
dimension.
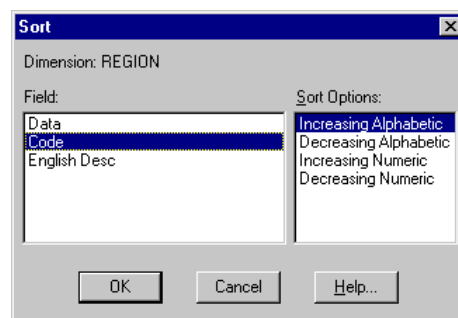
4. In the Field box, select the field you want to sort.

The Sort Options box displays the options for the selected field.

5. In the Sort Options box:

Select	If you want to sort using
Increasing	data by ascending value.
Decreasing	data by descending value.
Increasing Alphabetic	the sort key 0-9, A-Z, a-z.
Decreasing Alphabetic	the sort key z-a, Z-A, 9-0.
Increasing Numeric	the sort key 0-9. All alphabetic codes or labels will be presented first.
Decreasing Numeric	the sort key 9-0. All alphabetic codes or labels will be presented last.

6. Click OK.

The items in the current view are displayed in the order specified.

Note: To undo the most recent sort, from the Dimension menu, choose Reset.

➢ **To change the order of items**

1. Select the dimension containing the items you want to re-order.

2. Do one of the following:

   • Click the Display Fields button on the toolbar.

   • From the View menu, choose Dimension.

   The dimension view appears.

3. Hold the Shift key down and click on the index number of the item you want to move.

4. Drag and drop the item to a new location.

   The item is displayed in its new position.

   Note: To restore the items to their original order, select the dimension and from the Dimension menu, choose Reset.

Viewing Table Descriptions

Every Beyond 20/20 table contains descriptive information about the table. This descriptive information, called metadata, can be found in the file summary, dimension summaries, and item summaries.

The summary views contain an HTML viewer. The following toolbar buttons are found in all summary views:

Button	Name	Function
🏠	Home	Displays the specified home page (provided you have access to the Internet).
◀	Back	Displays the previous page in the history list. A history list references the pages you have previously displayed.
▶	Forward	Displays the next page in the history list.
		Note: You must use the Back button to display a preceding page prior to using the Forward button.
🖨	Print	Prints the Summary view.
🌐	Open URL Location	Allows you to enter the URL of a page to display in the Summary view.

Table Summaries

A table's summary tells you something about the contents of a table. Part of it is generated automatically by the Browser, and the remainder (if any) is added during the preparation of the table.

➢ **To view the summary information of a table**

1. From the File menu, choose Summary.

    The Summary view appears.

    No. of Employees & Salaries by Occupation, Region, & Month:2

    Summary for table c:\b2020\data\PEOPLE.ivt

    Title: No. of Employees & Salaries by Occupation, Region, & Month

    File Name: PEOPLE.ivt
    Directory: c:\b2020\data\
    Category: Beyond 20/20 Demonstration Tables and Extract
    Author: Ivation

    Notes:
    This table is one of two demonstration tables IVATION Datasystems Inc. has included with the Beyond 20/20 Browser software. This table PEOPLE, and the other table PRODUCTS, both belong to the "Beyond 20/20 Demonstration Tables and Extract" category. They contain fabricated information about a fictional cookie manufacturing company.

    "Sweet Biscuit Inc." is the name of this fictional company. It's an international firm with operations in Canada, the United States, and Mexico. Sweet Biscuit Inc. employs roughly 4,233 people in three

2. Double-click on the Control-menu box to return to the table view.

Dimension Summaries

Dimension summaries are added during the preparation of a table. These summaries are optional, and may include information about any classification systems being used, where and how the source data was collected, a contact name, or reasons for any anomalies in the data.

➢ **To view a dimension summary**

> **Note:** When the name in a dimension tile is underlined, a summary is associated with that dimension.

1. Select the dimension whose summary you want to view.

2. Do one of the following:

    •   Double-click on the dimension tile.

    •   Click the right mouse button. Choose Dimension Summary.

    •   From the Dimension menu, choose Summary.

    The Dimension Summary view appears.

3. Double-click on the Control-menu box to return to the table view.

Item Summaries

Item summaries are added during the preparation of a table. These summaries are optional and typically provide an extended description of the active item.

➢ **To view an item summary**

> **Note:** When an item heading is underlined, a summary is associated with that item.

1. Select the item whose summary you want to view.

2. Do one of the following:

    •   Double-click on the item heading.

    •   Click the right mouse button. Choose Item Summary.

    •   From the Item menu, choose Summary.

    The Item Summary view appears.

3. Double-click on the Control-menu box to return to the table view.

Chapter 5: Working With Data

Overview

The main component of a table is the data it contains. The Browser allows you to:

- Change the way numbers are displayed in a cell.

- Display row and/or column distributions of the data.

- Create a working copy of all or part of a table.

- Update the data displayed in a table.

- Save only a portion of a table, or save it to a different file format.

Changing the Data Display

You can customize your view of table data by changing the way numbers are displayed in the cells.

You can do this by:

- Increasing or reducing the number of decimal places.

- Suppressing the display of zero values.

- Changing the method used to summarize data of a time series dimension (i.e., the aggregation method).

- Changing the unit of time used to display data of a time series dimension (i.e., the display frequency).

Displaying Decimals

The Browser can display data values as integers or as decimal fractions. The level of accuracy needed in the data determines whether integers or fractions are stored in a table. In some cases (e.g., when the data in a time series

dimension is aggregated), the Browser generates and displays fractions based on the calculations it performs on stored integers.

Decimal places can be set for a single item, for multiple items along one dimension, or for the entire table.

➢ **To change the number of digits displayed after the decimal point**

1. Do one of the following:

   - Select one or more item headings in a dimension to set the decimal places along those items.

   - Select a dimension tile, or a single cell in the table to set decimal places for the entire table.

2. From the View menu, choose Decimals.

3. From the cascading submenu, choose the number of decimal places you want to display.

   A check mark appears beside the selected number.

   The decimal setting remains in effect until you change it or close the table without first saving the view.

   To save the view, refer to "To save the current view" on page 134.

The Display Zeros Option

You can suppress the display of zero values by displaying them as empty cells. In a table that has many zero values this option helps to make the table more readable.

➢ **To suppress the display of zeros in a table**

1. From the Window menu, choose Preferences.

   The Preferences dialog box appears.

2. Clear the Display Zeros check box.

3. Click OK.

   From this point on, the Browser displays blank table cells when data values are equal to zero.

Time Series Options

Time series options provide a number of aggregation methods for summarizing data according to the display frequency you select.

The Browser is capable of displaying data at an annual, semi-annual, quarterly, monthly, weekly, or daily base frequency. You have the option to aggregate the data and display it at any frequency that is lower than the base frequency.

For example, an annual, semi-annual, quarterly, or monthly display frequency can be selected when weekly or daily data is stored in a table. An annual, semi-annual, or quarterly display frequency can be selected when monthly data is stored in the table.

Initially, when you open a table, time series data are displayed according to the actual frequency at which it is stored in the table. This frequency is called the base frequency. You can aggregate the data and display it at any display frequency that is lower than the base frequency and you can select how the data should be aggregated.

Example: The following sample of data was recorded at a monthly base frequency and was redefined and displayed at a quarterly frequency. Here is how three of the aggregation methods would influence the data if it were displayed at a quarterly frequency.

Jan1991	Feb1991	Mar1991
2,589	2,619	2,734
915	943	971

Last values

1Q1991
2,734
971

Averages

1Q1991
2,647
943

Totals

1Q1991
7,942
2,829

➢ **To select the display frequency and aggregation method**

1. From the View menu, choose Time Series.

    The Time Series dialog box appears.
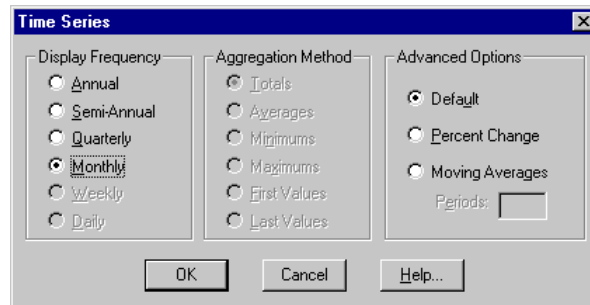
2. In the Display Frequency area, select a display frequency option button that is lower that the current base frequency.

   Note: Dimmed option buttons are unavailable. They represent frequencies that are higher than the base frequency.

3. In the Aggregation Method area:

Select	To
Totals	display the sum of all of the values associated with each of the underlying items for each time interval.
Averages	display the quotient obtained by dividing the sum of each of the underlying items by the total number of underlying items for each time interval.
Minimums	display the lowest data value obtained from any one of the underlying items for each time interval.
Maximums	display the highest data value obtained from any one of the underlying items for each time interval.
First Values	display the value that was recorded first (chronologically) out of those associated with the underlying items for each time interval.
Last Values	display the value that was recorded last (chronologically) out of those associated with the underlying items for each time interval.

4. Click OK.

   The Browser performs the time series aggregations and displays the result according to the display frequency you selected.

➢ **To select advanced time series options**

1. From the View menu, choose Time Series.

   The Time Series dialog box appears.

2. In the Advanced Options area:

Select	To
Percent Change	calculate each value as the percentage increase since the previous time interval. The calculated value is derived from two consecutive intervals of time. The Browser finds the difference between the two values, divides it by the value associated with the first interval, and displays the result as a percentage.
Moving Averages	calculate each value as an average that is derived from a number of values associated with an earlier time span. This has the effect of smoothing out fluctuations in the data. You can combine up to 16 values.

Note: If you select the Moving Averages option button, in the Periods box, enter the number of items the Browser should combine to make up the new value.

3. Click OK.

The time series calculations are performed and the result are displayed.

Note: If any of the values used to calculate percentage differences or moving averages are unavailable or missing, a hyphen (-) is displayed for the affected time interval.

Defining the Fiscal Year

The month you choose for the beginning of a fiscal year defines which month the Browser uses to start obtaining 12-month blocks of data for time series calculations.

➢ **To select the start of the fiscal year**

1. From the View menu, choose Fiscal Year.

The Fiscal Year dialog box appears.

2. Select the start month of the fiscal year.

3. Click OK.

    Depending on the display frequency, you may notice a difference in the data and/or headings.

Calculating Distributions

Distribution percentages are based on your current view of a table. You can calculate row, column and/or total distributions and include them as a new dimension in a new table view.

➢ **To calculate distributions**

1. From the View menu, choose Distributions.

    The Distributions dialog box appears.
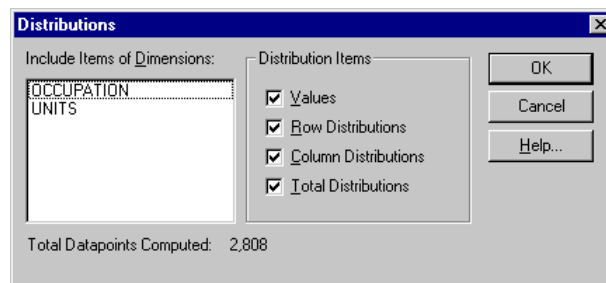
2. In the Include Items of Dimensions box, select those dimension(s) you want to include in the distribution calculation. Note that the row and column dimensions are automatically included in the distribution calculation. The dimensions listed in the Include Items of Dimensions box are only those dimensions positioned in the dimension bar. If these dimensions are not selected, only those current items that appear in the dimension bar will be included in the distribution.

3. In the Distribution Items area, clear any check boxes for those items you want to exclude from the new distribution dimension.

4. Click OK.

    A distributions dimension with one to four items, depending on your selection(s) in the Distribution Items area, is introduced into a new table view. The new window has the same name as the original table, prefixed with 'Distributions:'.

    Tip: To return to the original table view simply close the Distributions window.

Notes: If any dimensions have been nested, the sum of the data, for a particular item, across the nested dimensions is used as the base for the distribution calculation.

If you have hidden any items, only the items displayed in your view are used in the distribution calculation.

If there are groups in your view, and any group members have been hidden, the Browser calculates the distribution based on the remaining group members. The group total appears as a dash.

Creating a Working Copy of a Table

Beyond 20/20 allows you to create a working copy of all or part of the current view of a table. This option allows you to manipulate part of a table, without affecting the original table, by placing the selected data into a worksheet. Any table operations may be made on the worksheet, such as group calculations, data imports, saving data to a table, etc. These operations may be made even if the original table is read-only.

➢ **To create a worksheet from a table**

1. Select the items you want to appear in the worksheet or, using the Hide and Show commands, display only those items you want to appear in the worksheet.

2. From the View menu, choose Worksheet.

    The View Worksheet dialog box appears.
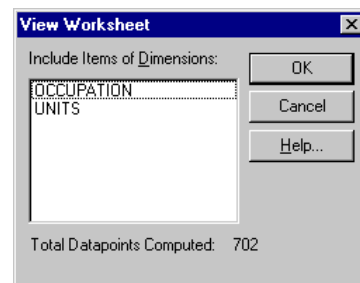
3. In the Include Items of Dimensions box, select the dimension(s) you want to include in the worksheet. Note that the row and column dimensions are automatically included in the worksheet. The dimensions listed in the Include Items of Dimensions box are only those dimensions positioned in the dimension bar of the open table. If these dimensions are not selected, only those current items that appear in the dimension bar will be included in the worksheet.

4.   Click OK.

A new table view appears with the same title as the original table, prefixed with 'Worksheet:'.

Note: When the worksheet is created, if a timeseries dimension is placed anywhere other than in the column dimension of the original table, it will be converted to a normal dimension and timeseries operations will not be available.

Tip: There is currently a limit of 8000 columns during the creation of a worksheet. If you require more columns, place the columns in the row dimension area before creating the worksheet, and then move them back to the column dimension area after the worksheet has been created.

Warning: When a worksheet is closed, it will not be saved. To save a worksheet, save it to a table prior to closing the worksheet. When it is opened again, it will appear as a normal table.

Importing Table Data

Beyond 20/20 allows an existing table to be updated from another Beyond 20/20 table. For example, information providers can distribute monthly update tables that their customers can import into existing tables containing historical data. To import one table into another the dimensions of both tables must be the same. If any new items are encountered as part of the update process they will be added into the existing table.

➢ **To import one table into another**

1.   Open the table you want to update.

2.   From the File menu, choose Import.

The Import dialog box appears.
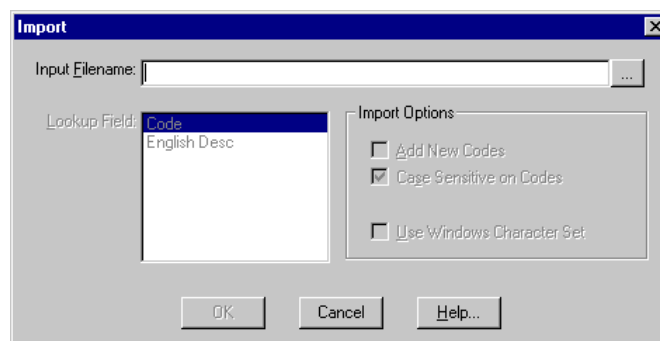
3. Do one of the following:

    •   In the Input Filename box, enter the name of the updating table.

    •   Click Browse to locate and select the updating table file name.

4. Click OK.

    Data from the updating table is loaded into the active table.

Saving Table Data

Data from a Beyond 20/20 table can be:

•   Saved to another Beyond 20/20 table. This is typically done when you want to work with a subset of a large table.

•   Exported into a different file format.

•   Copied into another application.

Saving Data into a New Table

You can create your own version of an existing table or a portion of one by saving it as a new table. This is useful if you want to work with a subset of a large table or if you want to make changes to a read-only table.

➢   **To create a new Beyond 20/20 table from an existing one**

1. Open a Beyond 20/20 table.

2. If required, limit the information in the table view by hiding, searching, or switching items. For more information on any of these topics, refer to Chapter 4, "Browser Basics," on page 39.

3. From the File menu, choose Save As.

    The Save As box dialog box appears.
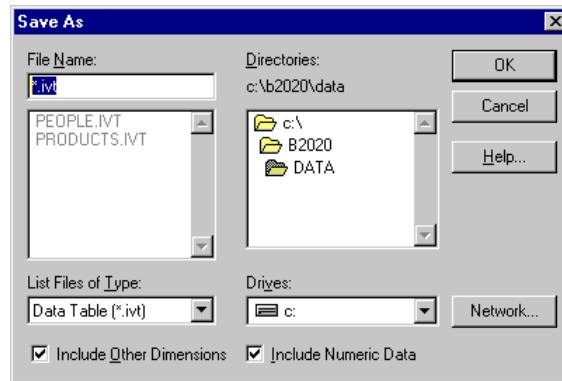
4. In the File Name box, enter the name of the new table.

    If necessary, select a different drive or directory.

5. Clear the Include Other Dimensions check box, if you do not want to save the dimensions in the dimension bar.

6. Click OK.

Exporting Data to a New File Format

If you want to move information from a Beyond 20/20 table to another application, you can export data by saving it to another file format. You can choose from a number of common file formats.

Format	Description
Comma-separated value (*.csv)	Plain text file with a comma delimiter for each column value, and a carriage return followed by a line feed character to identify the end of each row.
Text file (*.txt)	Plain text file.
WKS worksheet (*.wks)	Lotus 1-2-3 Release 1A file format.
WK1 worksheet (*.wk1)	Lotus 1-2-3 Release 2 file format.
dBASE File (*.dbf)	dBASE III file format.
Aremos TSD (*.tsd)	Aremos file format.

➢ **To export Beyond 20/20 table data**

Note: Any dimensions in the dimension bar whose items you want to export must be nested before exporting. When exporting to a dBASE file, ensure that any nesting occurs only along the rows.

Tip: If you do not need to export the complete set of data from the existing table, reduce the number of columns and rows in the view before exporting.

1.   Open the table you want to export.

2.   Reduce the data in the table view by hiding items, searching for items, or switching items into the dimension bar. For more information on any of these topics, refer to Chapter 4, "Browser Basics," on page 39.

3.   If necessary, nest any dimensions from the dimension bar whose items you want to export.

4.   From the File menu, choose Save As.

     The Save As box dialog box appears.

5.   In the File Name box, enter the name of the file you want to save.

6.   In the List Files of Type box, select the file type that corresponds to the file format you want to create.

     If necessary, select a different drive or directory.

7.   Click OK.

     The data is saved in the file format you selected.

Copying Data to Another Application

A selection of data can be transferred to another Windows application such as a word processor or a desktop publishing product through the Windows Clipboard.

➢   **To copy data to the Clipboard**

1.   Select the cell or the items that you want to copy.

2.   Do one of the following:

     •   Click the right mouse button. Choose Copy Cell.

     •   From the Edit menu, choose Copy.

     The Browser copies the selected cell or items to the Windows Clipboard.

     To paste the cells into another application, open a document in that application, make the necessary selections, and choose the Paste command from the Edit menu.

Printing Data

Table information can be printed from the table view and the dimension view. The printed copy resembles the view you see on the screen.

The header at the top of a table printout includes the table's title and the dimensions from the Dimension bar.

If there are columns that extend past the visible area to the right of the document window they are printed on separate sheets of paper.

➢ **To print table information**

1. Select the table view or the dimension view you want to print.

    Note: To learn how to open a dimension view, refer to "Displaying a Dimension View" on page 45.

2. If necessary, limit the information in the view by hiding, searching, and sorting the items until you have only the information you want to print.

3. Nest any dimensions you want to include in the printed copy.

    Note: If any dimensions are left in the dimension bar, only the single item associated with the tile is printed.

4. Do one of the following:

    - Click the right mouse button. Choose Print.

    - From the File menu, choose Print.

    The Print dialog box appears.

5. Select the printing options you require.

    The options you can select from the Print Setup are common to all Microsoft Windows applications.

6. Click OK.

    The Browser sends the print job to the printer.

Chapter 6: Charts

Overview

As an alternative to a table view, you can display data in a graphic format. This chapter outlines how to:

- Display a chart view.
- Browse through items while either dynamically updating the chart or keeping the chart constant.
- Select a different type of chart.
- Format a chart view.
- Copy and print a chart.

Displaying a Chart

When you display a chart, the Browser creates a new window and displays the default chart in it.

➢ **To display a chart view**

1. Select the cell or the items you want to display in a chart view.

   The current arrangement of the table view and the objects you select in it determine how the information is reflected in the chart.

2. Do one of the following:

   - Click the Display Chart button on the toolbar.
   - From the View menu, choose Chart.

   A chart view opens displaying the default chart.

Identifying Chart Elements

By default, the Browser creates a two-dimensional, bar chart view from the column and row dimensions. In addition to the data representation, a chart view can contain four other components: title captions, a legend, a vertical axis, and a horizontal axis. You can select, manipulate and rearrange these elements.

The following chart was created by selecting multiple columns and rows.
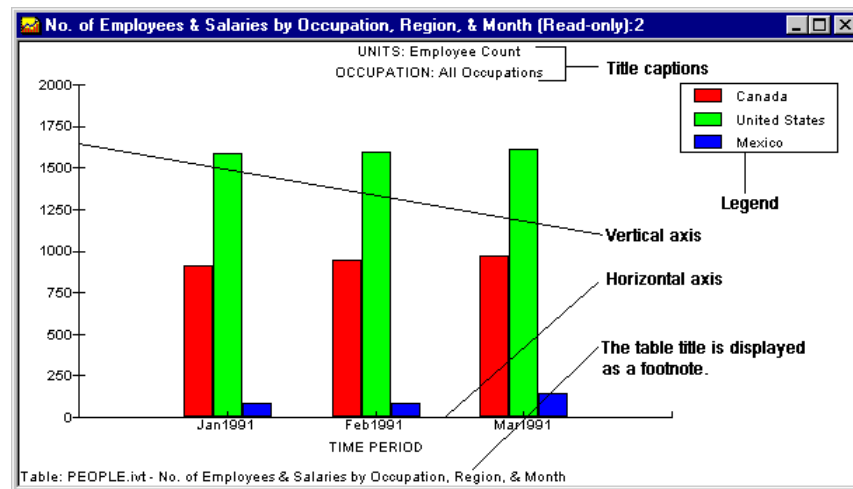
Title Captions

One or more title captions are displayed at the top of the chart view. Initially, each caption contains the codes or labels associated with the dimensions and items you did not select for display. When you select a title caption, the associated dimension tile is highlighted in the table view.

Legend

A legend is created when you select multiple items for display. When multiple rows are selected, or when rows and columns are selected, row labels are displayed in the legend. When multiple columns are selected, column labels are displayed in the legend.

Vertical Axis

The units of measure on the vertical axis are scaled automatically to accommodate the highest and lowest data values associated with the items on display. To learn how to change the vertical axis, refer to "Editing Axes" on page 82.

Horizontal Axis

The labels displayed on the horizontal axis can vary according to whether you selected a cell, an item, or multiple items for display. The Browser displays as many labels as possible in the space provided. If more space is required, you can extend the horizontal axis by resizing the width of the window.

The name of the dimension associated with the horizontal axis is displayed below the horizontal axis. When you select the dimension name, the associated dimension tile is highlighted in the table view.

ChartBrowse

When you click on a title caption, the associated dimension tile is highlighted in the table view; however, the chart view document window remains active.

Once you have selected a dimension in the chart view, you can perform any of the following operations in the chart view by choosing the appropriate menu command or toolbar button. The Browser mirrors your activity in the table view.

- Display the next or previous item.

- Open a dimension view.

- Display any available labels associated with the item.

- Inspect a group hierarchy (if the item defines or is a member of a group).

- Find and display the item that matches the text you specify.

Note: Only the code field and any available label fields can be searched in a chart view. Searches on the data must be done from a table view. Also, expand and reduce type searches are best done from a table view.

Linking and Unlinking Dimensions

You can hold an aspect of the data constant, or keep the current chart from changing while browsing the corresponding table view. To do either, you need to unlink the associated dimension(s) in the chart view.

Note: With the exception of the dimension in the horizontal axis (which is always held constant), an unlinked dimension can be linked again at any time.

> ➢ **To link or unlink a dimension in a chart view**

1.   In the chart view, do one of the following:

- Click the right mouse button. Choose Chart Link.

- From the View menu, choose Chart Link.

The Chart Link dialog box appears. The Dimensions area displays the
names of all of the table's dimensions. The check boxes that correspond to
the two dimensions plotted along the vertical and horizontal axes of the
chart are unavailable.
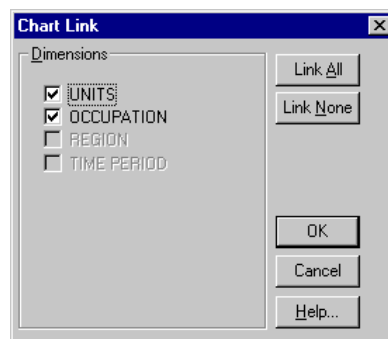
2.   Do one of the following:

- In the dimensions area, select a check box to link that dimension.

- In the dimensions area, clear a check box to unlink that dimension.

- Click Link All to link all of the dimensions.

- Click Link None to unlink all dimensions.

3.   Click OK.

The dimensions are linked or unlinked. From this point on, the dimensions
will either be dynamically updated in the chart view or held constant,
according to your specifications.

Switching Items in a Chart View

After a chart view has been created, you can replace the items in the horizontal
axis and the legend. You can also add more items from the same dimension, or
switch the dimension currently on display. The corresponding labels are updated
automatically.

Note: Switching dimensions in the chart view does not change the linking
information. The dimension that was initially displayed in the horizontal axis

remains unlinked. All other dimensions remain linked unless you explicitly unlink them.

➢ **To switch new items into a chart view**

> **Notes:** A dimension tile can be switched into the legend or into the horizontal axis.
>
> Any time a single item is switched into a legend, the Browser replaces the legend with a title caption.

1. Do one of the following:

   - Click the Tile Documents button on the toolbar.

   - From the Window menu, choose Tile.

2. In the table view, drag the dimension or items from the column or row dimension, or from the dimension bar, into the chart view.

3. Do one of the following:

   - Drop the dimension or items over the data in the middle of the chart view to replace the dimension associated with the legend.

   - Drop the dimension or items below the horizontal axis to replace the items on display in the horizontal axis.
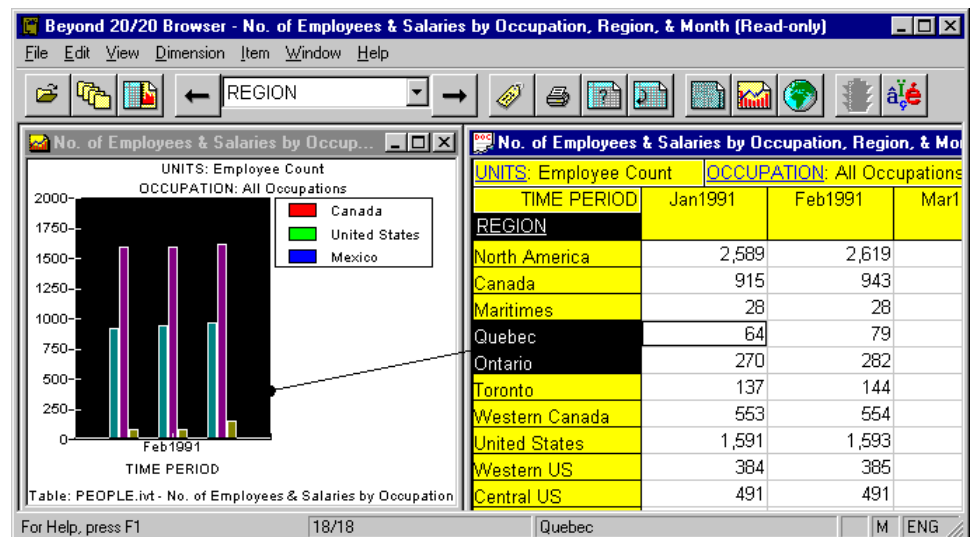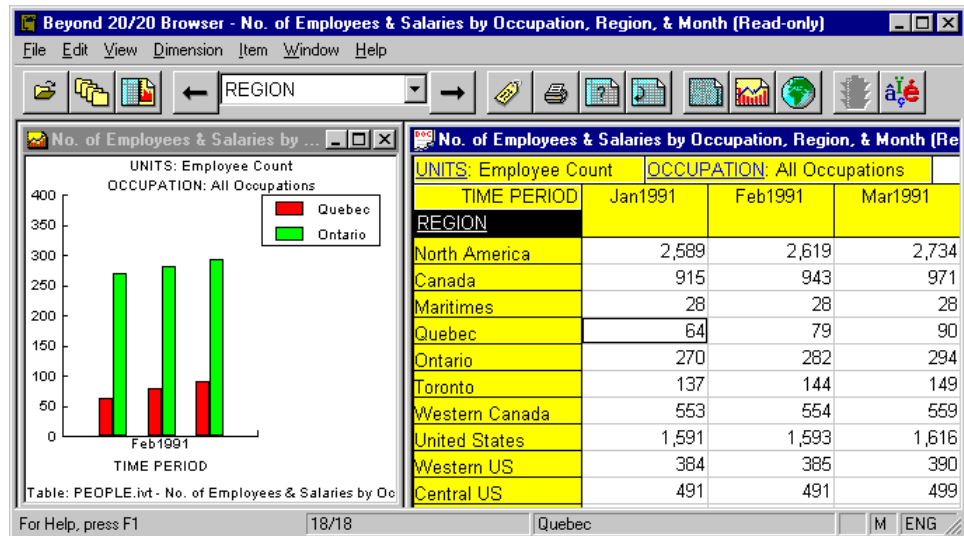
The items that were on display in the chart view have been replaced by the object(s) you dragged into the chart view. The labels and data have been updated to reflect the switch. If you switched a new dimension into the horizontal axis, the new title caption is displayed.

Selecting Chart Options

The chart options let you change the format of the active chart view from the default bar chart to another format. You can display the data in a bar chart, a line chart, or a pie chart.

Initially, the Browser displays a two-dimensional vertical bar chart, or a two-dimensional vertical grouped bar chart depending on whether you selected one or more items. You can select among the various chart types to change the format of the active chart view.

➢ **To change the chart type**

1. In the chart view, do one of the following:

   • Click the right mouse button. Choose Chart Options.

   • From the View menu, choose Chart Options.

   The Chart Options dialog box appears. The options that are available depend on whether you selected one or more items from the column and row dimensions.
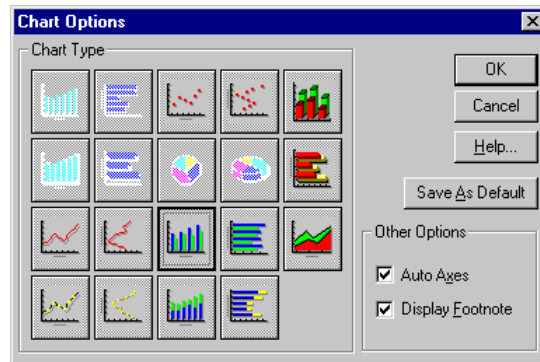
2. Select the chart type you want to display.

3. Do one of the following:

   - Click Save As Default to apply the current selections to any future charts you create.

   - Click OK.

   The Browser resets the chart type and displays the results according to the options you selected.

Bar Charts

The following types of bar charts are available when you select a single row or column in the table view:

Chart type	Description
	Vertical bar chart – Creates a vertical, two-dimensional bar to represent each item in the horizontal axis.
	Horizontal bar chart – Creates a horizontal, two-dimensional bar to represent each item in the vertical axis.
	Three-dimensional vertical bar chart – Creates a vertical, 3D bar to represent each item in the horizontal axis.
	Three-dimensional horizontal bar chart – Creates a horizontal, 3D bar to represent each item in the vertical axis.

The following types of bar charts are available when you select more than one row or column in the table view:

Chart type	Description
	Vertical grouped bar chart – Creates a group of vertical, two-dimensional bars to represent a group of data points for each item in the horizontal axis.
	Horizontal grouped bar chart – Creates a group of horizontal, two-dimensional bars to represent a group of data points for each item in the vertical axis.
	Three-dimensional vertical grouped bar chart – Creates a group of vertical, 3D bars to represent a group of data points for each item in the horizontal axis.
	Three-dimensional horizontal grouped bar chart – Creates a group of horizontal, 3D bars to represent a group of data points for each item in the vertical axis.
	Vertical stacked bars – Creates a group of vertical, two-dimensional bars to represent a group of data points for each item in the horizontal axis.
	Horizontal stacked bars – Creates a group of horizontal, two-dimensional bars to represent a group of data points for each item in the vertical axis.

Every bar has the same color, hatch style and border assigned to it. You can change these attributes through the Bar Chart dialog box.

Line Charts

Chart type	Description
	Vertical line chart – Creates a vertical line to join all of the X-Y coordinates plotted for each item in the vertical axis.
	Horizontal line chart – Creates a horizontal line to join all of the X-Y coordinates plotted for each item in the horizontal axis.
	Vertical line marker – Creates a vertical line with markers to join all of the X-Y coordinates plotted for each item in the vertical axis.

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Chart type	Description
	Horizontal line marker – Creates a horizontal line with markers to join all of the X-Y coordinates plotted for each item in the horizontal axis.
	Vertical scatter plot – Creates a marker at each X-Y coordinate plotted for each item in the vertical axis.
	Horizontal scatter plot – Creates a marker at each X-Y coordinate plotted for each item in the horizontal axis.
	Stacked line – Creates a horizontal line to join all of the X-Y coordinates plotted for each item in the horizontal axis. **Note:** This option is only available when multiple items are selected.

You can select line attributes, spline setting, and area characteristics for line charts through the Line Plot dialog box. Line and marker attributes for line marker charts can be changed through the Line Marker dialog box. Marker attributes for scatter plot charts are assigned through the Scatter Plot dialog box.

Pie Charts

Pie charts are only available when you select one item from the column or row dimension. When one item is selected in the row dimension, multiple items in the column dimension can be selected.

Chart type	Description
	Pie chart – Creates a two-dimensional pie chart with each section representing one item in the column or row dimension, whichever dimension is inactive.
	Three-dimensional pie chart – Creates a 3D pie chart with each section representing one item in the column or row dimension, whichever dimension is inactive.

Pie charts contain one section for each item in the inactive dimension. Each section has a unique color, hatch style and border assigned to it. You can change these attributes through the Pie Chart dialog box.

Displaying Footnotes

You can display the table title as a footnote at the bottom of the chart.

 ➤ **To display footnotes**

 1. In the chart view, do one of the following:

    • Click the right mouse button. Choose Chart Options.

    • From the View menu, choose Chart Options.

    The Chart Options dialog box appears.

 2. In the Other Options area, select the Display Footnote check box.

 3. Do one of the following:

    • Click Save As Default to make all future charts reflect the current selection.

    • Click OK.

    The chart view is displayed a with footnote.

Styling and Formatting a Chart View

Once you have selected the chart type you want, you can style the view through the styling options particular to the type of chart you selected. Each chart type has its own unique set of styling options. Access styling options by double-clicking on the object you want to format.

Selecting Styling Options

Because each chart type has its own set of unique styling options, a different dialog box is displayed for formatting bars, pie sections, lines, markers, and line markers.

 ➤ **To style a chart**

 1. Do one of the following:

    • Double-click on the object you want to style.

    • Double-click on the associated color in the legend if a legend is available.

    The dialog box with the styling options particular to the active chart type appears.

 2. Select the options you want to use.

 3. Click OK.

    The chart is displayed according to the options you selected.

Selecting Fonts

The Browser provides you with a number of choices for assigning presentation attributes to the text in a chart view. You can change the point size, font, and color, or apply styles such as bold and italics to text.

➤ **To change the font of the text in a chart view**

1. Double-click on the text you want to format.

    The Font dialog box appears.
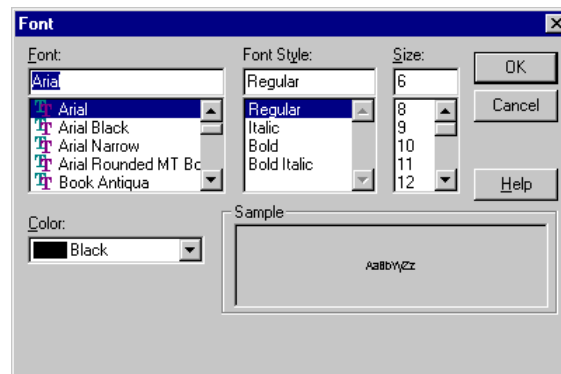
2. Select the formatting options you want to use.

3. Click OK.

Moving a Legend

The legend can be repositioned anywhere in the chart view. When you move it to the top or bottom of the view, the legend is extended across the width of the view.

➤ **To move the legend in a chart view**

1. Click on any part of the legend that is not being used to display text or the color scheme.

2. Drag and drop the legend to the preferred location.

    The legend is displayed in the new location.

Adjusting the Scale of Measurement

You can manually edit the axes of a chart or use the automatic option to adjust the scale along the axes.

Editing Axes

You can change the settings of the axis containing the units of measurement (usually the Y-axis).

➢ **To edit the axis**

  Note: The Edit Axis option does not apply to pie charts.

1. In a chart view, double-click on the axis containing the units of measurement.

  The Edit Axis dialog box appears.
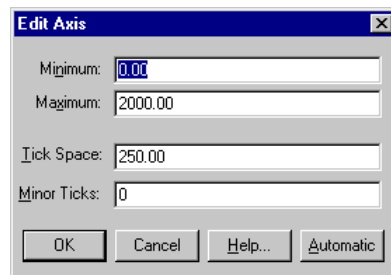
2. In the Minimum box, enter the desired lower limit for the axis.

3. In the Maximum box, enter the desired upper limit for the axis.

4. In the Tick Space box, enter the desired width between major ticks on the axis.

5. In the Minor Ticks box, enter the number of minor ticks you want to appear between major ticks.

6. Click OK.

  The chart view is displayed with the edited axis. If the coordinate for an item exceeds the capacity of a chart, it is either cut off at the point where the measurement ends (for bar charts), or it is plotted outside the confines of the chart (for line, marker, and scatter plot charts).

Setting Axes Automatically

You can automatically adjust the scale that is used to measure data values. The adjustment accommodates both the highest and the lowest data values so that all of the selected data points can be displayed at once. This feature is useful when comparing charts side-by-side.

You can automatically set the axis through the Edit Axis dialog box or the Chart Options dialog box. If you have defined minor tick spaces and use the Edit Axis dialog box, the tick spaces remain in the new axis.

➢ **To set the axis automatically through the Edit Axis dialog box**

1. In the chart view, double-click on the axis containing the units of measurement.

    The Edit Axis dialog box appears.

2. Click Automatic to set the axis automatically.

➢ **To set the axis automatically through the Chart Options dialog box**

Note: When the Auto Axes check box is clear, the scale that was applied to the chart you created previously is used.

1. In the chart view, do one of the following:

    • Click the right mouse button. Choose Chart Options.

    • From the View menu, choose Chart Options.

    The Chart Options dialog box appears.

2. In the Other Options area, select the Auto Axes check box.

3. Do one of the following:

    • Click Save As Default to make all future charts reflect the current selection.

    • Click OK.

Switching Axes

You can switch the dimension currently on display in the horizontal axis with the dimension displayed in the legend.

➢ **To switch the axes in a chart view**

1. In the chart view do one of the following:

    • Click the right mouse button. Choose Switch Axes.

    • From the View menu, choose Switch Axes.

    The data is displayed in the chart view with the horizontal and legend labels interchanged.

Copying a Chart

A copy of a chart can be transferred to another Windows application such as a word processor or a desktop publishing product through the Windows Clipboard.

➢ **To copy a chart to the Clipboard**

1. In the chart view, do one of the following:

    - Click the right mouse button. Choose Copy.

    - From the Edit menu, choose Copy.

    The Browser copies the chart you selected to the Windows Clipboard.

    To paste the chart view into another application, open a document in that application, make the necessary selections, and choose the Paste command from the Edit menu.

Printing a Chart

When a chart is printed, the Browser adjusts the aspect ratio of the view automatically. This means that the printed chart view is as wide as the printed page, and the height of the chart is adjusted automatically in proportion to its width.

➢ **To print a chart**

1. In the chart view, do one of the following:

    - Click the right mouse button. Choose Print.

    - From the File menu, choose Print.

    The Browser sends the print job to the printer.

Chapter 7: Maps

Overview

As an alternative to a table view, you can present table data in a geographic context – provided a map file is available with the table. This chapter details how to:

- Display a map view.

- Represent data values on a map.

- Magnify and view composite regions of a map.

- Format a map view.

- Copy and print a map.

Displaying a Map

All maps provide a representation of the geographic dimension. You do not need to make a particular selection in the table view to display a map. Each item in a geographic dimension automatically corresponds to a single region or city on a map. Any region that corresponds to a hidden item is dimmed in the map view.

A map can only be displayed when a Beyond 20/20 map file is available with the table.

➢ **To display a map**

1. In the table view, do one of the following:

    - Click the Display Map button on the toolbar.

    - From the View menu, choose Map.

    The map view is displayed.

Identifying Map Elements

The map view contains title captions, a legend, the data values associated with each region, and a footnote. You can select, manipulate, and rearrange these elements.
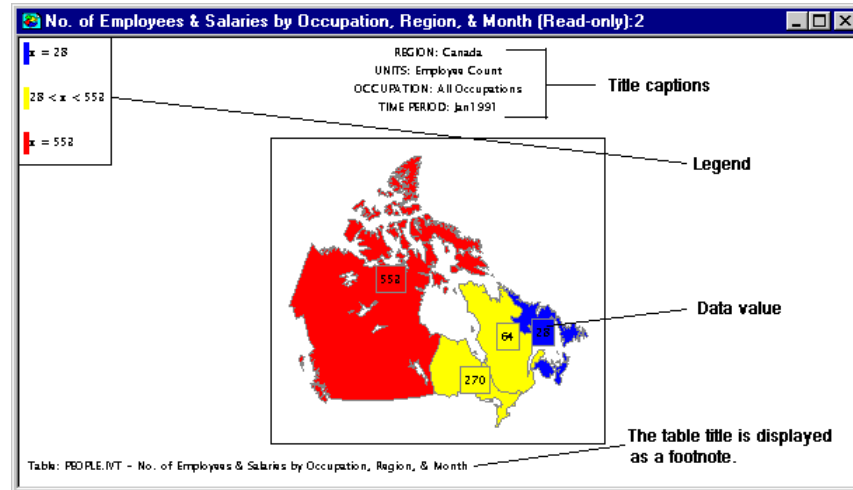
Title Captions

One or more title captions are displayed at the top of the map view. The captions contain dimension names and labels corresponding to the intersecting items associated with the current position of the cursor in the table view.

Legend

The legend shows you which colors are currently assigned to represent the three ranges of data, as determined by the range definition. You can assign a different color to represent each range. For more information, refer to "Selecting Range Colors" on page 89. The legend also indicates the specific range of values that meet the current range definition. The legend is updated automatically.

Data Values

By default, there is one data value displayed per region. Data values are derived from the item that corresponds to that region and are influenced by the range definition.

Range Colors

The Browser uses color to represent the three ranges of data (low, middle, and high). To classify the data values into a range, the Browser evaluates the data

according to the Range Definition options you select. As a result, the associated items are classified into one of the low range, middle range, or high range, according to the relative significance of their data. For more information on selecting ranges, refer to "Assigning Range Definitions" on page 88.

MapBrowse

When you click on a title caption, the associated dimension tile is highlighted in the table view; however, the map view document window remains active.

Once you have selected a dimension in the map view, you can perform any of the following operations in the map view by choosing the appropriate menu command or toolbar button – the Browser mirrors your activity in the table view.

- Open a dimension view.

- Display any available labels associated with the item.

- Inspect the hierarchy of groups.

- Find and display the item that matches the text you specify.

    Note: Only the code field and any available label fields can be searched in a map view. Searches on the data must be done from the table view. Also, expand and reduce type searches are best done from the table view.

Selecting Map Options

Each region and city has a label, a data value, and a color to indicate the assigned range definition.

You can select map options to determine:

- The method used to evaluate data and assign a range definition to the corresponding items.

- The colors used to represent the three data ranges.

- Whether cities are displayed.

- Whether labels, data values and a footnote are displayed.

- How the range definition is applied to select which range of region labels are displayed.

- Whether the map view is updated.

The options you select apply only to the current map view.

Assigning Range Definitions

The Browser evaluates the data associated with each item according to the current setting of the Range Definition options. At the conclusion of the evaluation phase, each item is assigned a range definition (low, middle, or high). The range definition determines the color of a region (and/or the area around a city), and it classifies the item's label and data values for display purposes.

In all cases, the region or city associated with the highest data value is highlighted in the high range color, and the region or city associated with the lowest data value is highlighted in the low range color. The color that is applied to the regions and cities with middle range values varies according to the range definition you selected.

In most cases, during the evaluation phase, the Browser calculates the average of all values to adjust the distribution of colors for middle range values. A middle range value is assigned a color according to whether it is higher or lower than the average.

➢ **To assign range definitions**

1. In the map view, do one of the following:

    • Click the right mouse button. Choose Map Options.

    • From the View menu, choose Map Options.

    The Map Options dialog box appears.
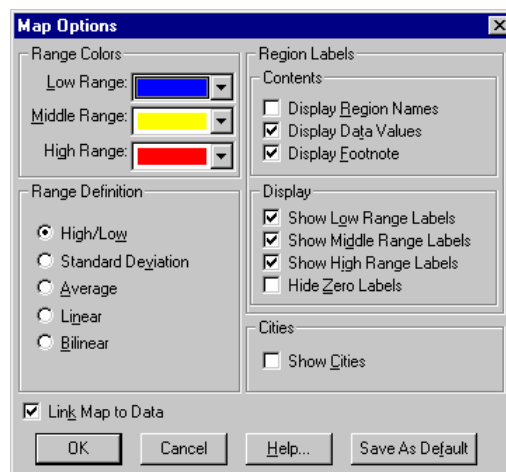
2. In the Range Definition area:

Select	To
High/ Low	highlight the regions with the highest data in the High Range color and the regions with the lowest data in the Low Range color. All data that falls in between is highlighted in the Middle Range color.
Standard Deviation	highlight all regions whose data falls within one standard deviation of the average in the middle range color. All regions with data values greater than the average are highlighted with the high range color. All regions with data values less than the average are highlighted with the low range color.
Average	compare the data values to the average value (which was derived from all values). All values higher than the average are highlighted with the high range color. All values lower than the average values are highlighted with the low range color. Only data values that match the average exactly (if any exist) are highlighted with the middle range color.
Linear	highlight all regions with a blend of high and low range colors. The middle range color is not used. All regions whose data values are greater than the average have a higher proportion of the high range color. All regions whose data values are less than the average have a greater proportion of the low range color.
Bilinear	highlight all regions with a blend of high, middle and low range colors. Regions whose data values are closest to the highest data value have the highest proportion of the high range color. Regions whose data values are closest to the middle value have the highest proportion of the middle color. Regions whose data values are closest to the lowest data value have the greatest proportion of the low range color.

3. Click OK.

The Browser calculates the average of all values and adjusts the distribution of colors for the range values according to the definition option you selected.

Selecting Range Colors

You can select a color to represent the highest value (high range color), the lowest value (low range color), and all of the data in between (middle range color). The Browser adjusts the distribution of these colors automatically according to the evaluation method you select in the Range Definition area. For

more information about Range Definition Options, refer to "Assigning Range Definitions" on page 88.

➢ **To select range colors**

1. In the map view, do one of the following:

   • Click the right mouse button. Choose Map Options.

   • From the View menu, choose Map Options.

   The Map Options dialog box appears.

2. In the Range Colors area, select the colors you want to use to define the low, middle and high ranges.

3. Click OK.

   The distribution of colors is adjusted according to your selections.

Displaying Region Labels

➢ **To display region labels**

1. Open the map view you want to change.

2. Do one of the following:

   • Click the right mouse button. Choose Map Options.

   • From the View menu, choose Map Options.

   The Map Options dialog box appears.

3. In the Contents area:

Select	To
Display Region Names	display labels associated with the regions on the map.
	Note: Select the Show Cities check box to display labels associated with cities, provided the information is available.
Display Data Values	display data values associated with the regions on the map.
	Note: Select the Show Cities check box to display data values associated with cities, provided the information is available.
Display Footnote	display the table title as a footnote.

Note: When you select an option in the Contents area, you must also select one or more options in the Display area to qualify it.

4. In the Display area:

Select	To
Show Low Range Labels	display the label or data value associated with every region that falls into the low range definition.
Show Middle Range Labels	display the label or data value associated with every region that falls into the middle range definition.
Show High Range Labels	display the label or data value associated with every region that falls into the high range definition.
Hide Zero Labels	hide labels displaying a zero value.

Note: The Browser does not let you make any selections in the Display area until you make a selection in the Contents area.

5. Click OK.

The map view displays the selections you specified.

Displaying Cities

Each city has a label (city name) and a data value. If you want to see the labels and/or data values associated with cities, you must select the corresponding options from the Contents and Display areas in the Map Options dialog box. The selections you make for cities in the Region Labels and in the Range Colors areas affect the way colors, labels, and data values for all other items are displayed. For more information, refer to "Displaying Region Labels" on page 90.

Note: The Show Cities option is only effective when cities are associated with the table.

➢ **To display cities**

1. In the map view, do one of the following:

   • Click the right mouse button. Choose Map Options.

   • From the View menu, choose Map Options.

   The Map Options dialog box appears.

2. In the Cities area, select the Show Cities check box.

3. Click OK.

The map view displays the labels and/or data values for any cities.

Linking and Unlinking a Map

When you link a map to a table, the map view is automatically updated as you browse the table. For example, from the table view, if you move to the next item of a dimension in the dimension bar, the appropriate title caption and display of the map will reflect the new item.

➢ **To link or unlink a map**

1. In the map view, do one of the following:

    •   Click the right mouse button. Choose Map Options.

    •   From the View menu, choose Map Options.

2. Do one of the following:

    •   Select the Link Map to Data check box to link the map view to the table view.

    •   Clear the Link Map to Data check box to unlink the map view from the table view.

3. Click OK.

    Depending on your selection, the map view is either held constant or is updated as you browse through items in the table.

Changing the Layout of a Map

Zooming In or Out of a Region

The items in a geographic dimension are typically structured into groups – smaller regions or cities are grouped to comprise a larger region.

Initially, the smaller areas are not visible in the map view – only the larger areas are displayed. However, you can zoom into a region that comprises smaller areas to see the data associated within the constituent areas. When you are looking at a number of smaller regions, you can zoom out to view the larger region.

➢ **To zoom into a region**

1. Select a region that has constituent regions assigned to it.

    Note: To determine whether the active region contains groups (constituent regions), select the region and check the status bar. If the letter T, P, or C is displayed, the region contains a total, protected, or computed group. For

more information on groups, refer to "Examining Group Levels" on page 46.

2. Do one of the following:

    *   Double-click on the region that interests you.

    *   Click the right mouse button. Choose Zoom In.

    *   From the View menu, choose Zoom In.

    The Browser displays the constituent regions that are assigned to the active region.

➢ **To zoom out of a region**

1. Select any region that is part of a larger region.

    Note: To determine whether the active region is part of a larger region, select the region and check the status bar. If the letter M is displayed, the region is part of a larger region. For more information on group members, refer to "Examining Group Levels" on page 46.

2. Do one of the following:

    *   Double-click on any white space surrounding the map.

    *   Click the right mouse button. Choose Zoom Out.

    *   From the View menu, choose Zoom Out.

    The Browser displays the larger region and all of the surrounding areas.

Magnifying Part of a Map View

If you have zoomed in on a region as much as possible and you want to get a closer look, you can magnify a portion of the map view. A magnified view gives you a better idea of where the boundaries of a region are.

➢ **To magnify part of a map view**

1. Hold the Shift key down and click on the part of the map you want to magnify.

2. Drag the cross-hair pointer across the part of the map you want to magnify.

3. Release the mouse button and the Shift key.

    The Browser magnifies the area you selected.

    Tip: To quickly magnify a region so that it fills the display area, hold the Shift key down and click on the region that interests you.

➢ **To restore a magnified map view to normal size**

1. Do one of the following:

    •   Click the right mouse button. Choose Restore.

    •   From the View menu, choose Restore.

    The map is restored to its original view.

Moving a Legend

The legend can be moved anywhere in the map view.

➢ **To move the legend**

1. Click on any part of the legend that is not being used to display text or the color scheme.

2. Drag and drop the legend to the preferred location.

    The legend is displayed in the new location.

Moving Region Labels

Region labels can be moved anywhere inside the border of the map view, except on top of the legend.

➢ **To move a region label**

1. Position the mouse pointer over the region label you want to move.

2. Hold the Shift key down and drag and drop the region label to a new position.

Copying a Map

A copy of a map can be transferred to another Windows application such as a word processor or a desktop publishing product through the Windows Clipboard.

➢ **To copy a map to the Clipboard**

1. Click on the map you want to copy.

2. Do one of the following:

    •   Click the right mouse button. Choose Copy.

- From the Edit menu, choose Copy.

The Browser copies the map you selected to the Windows Clipboard.

To paste the map view into another application, open a document in that application, make the necessary selections, and choose the Paste command from the Edit menu.

Printing a Map

When a map is printed, the Browser adjusts the aspect ratio of the view automatically. This means that the printed map view is as wide as the printed page, and the height of the map is adjusted automatically in proportion to its width.

➢ **To print a map**

1. Click on the map you want to print.

2. Do one of the following:

    - Click the right mouse button. Choose Print.

    - From the File menu, choose Print.

    The Print dialog box appears.

3. Select the print options you require.

    The Browser sends the print job to the printer.

Chapter 8: Extracts

Overview

An extract is an encoded and compressed form of a source file. Extracts are used to create multi-dimensional tables.

When working with extracts, you can:

- Locate, and browse the contents of an extract.

- Customize source fields prior to creating a table by: applying record constraints, redistributing items, redefining ranges, and applying arithmetic operations.

- Fill a table with values that are sums or averages of a numeric source field, or values that are weighted.

- Create and save a table.

- Export an extract to a new file format.

Finding and Opening Extracts

To create your own table, you must first locate and open an extract. You can find and open an extract using the Find command from the File menu. For more information, refer to Chapter 3, "Finding and Opening Tables and Extracts" on page 33.

Viewing an Extract Summary

An extract summary contains textual information which describes the contents of the extract. Some of this information is provided by the extract creator and the rest is generated automatically by Beyond 20/20.

➢ **To browse an extract summary**

1. From the Data menu, choose Extract Summary.

   The Extract Summary view appears.
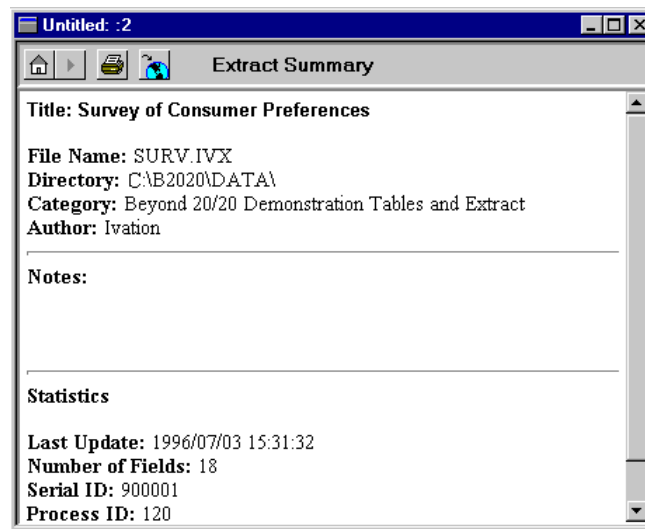
2. Double-click on the Control-menu box to return to the extract.

Finding Source Fields

Source fields are the components of an extract from which you create a table. When source fields are positioned into an empty table view, they become dimensions.

From within an extract you can view the contents of a source field (i.e., its dimension view) by double-clicking on the source field you want to explore.

➢ **To open the Find Source Field dialog box**

1. From the Data menu, choose Find Source Field.

   The Find Source Field dialog box appears.
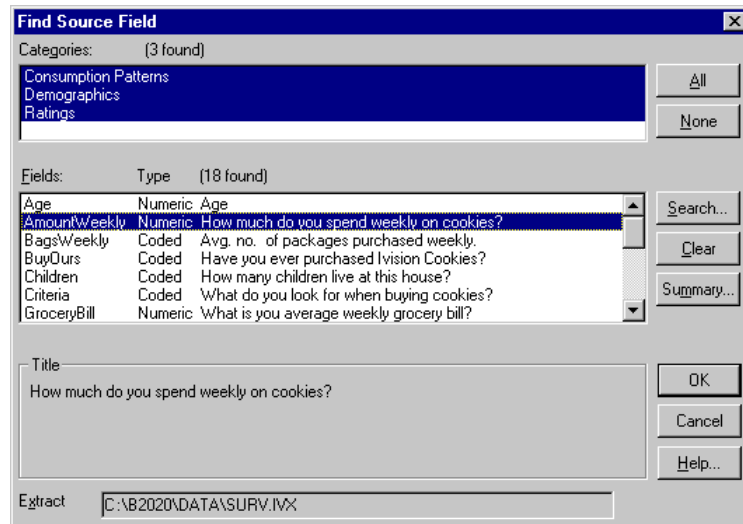
With the Find Source Field dialog box open you can:

- Select one or more categories to create a list of source fields assigned to those categories.

- Search for source fields according to criteria you specify.

- View a source field summary.

- Find a source field.

  If you know exactly which source field you are looking for, proceed to "Locating a Source Field" on page 101.

Selecting Categories to Find Source Fields

When you open the Find Source Field dialog box, the Categories box displays all of the category names that are assigned to the source fields. The Fields/Type box provides you with a list of all of the source fields assigned to that category.

➢ **To select one or more source field categories**

1. In the Categories box, select the category name that interests you.

2. To select more than one category, do one of the following:

   - Click on and hold the left mouse button while dragging the pointer along the category names.

   - Hold the Ctrl key down and click on the category names.

Each time you add a new category to those selected, the Browser adds the associated source fields to the Fields/Type box.

Searching for Relevant Source Fields

Each source field has descriptive components that provide information about the contents of the source field.

The descriptive components correspond to several fields of text. You can search the text in these fields to find a source field that contains the information you are looking for.

➢ **To search a source field's descriptive components**

1. From the Find Source Field dialog box, select one or more categories you want to search.

2. Click Search.

    The Find Source Field Search dialog box appears.
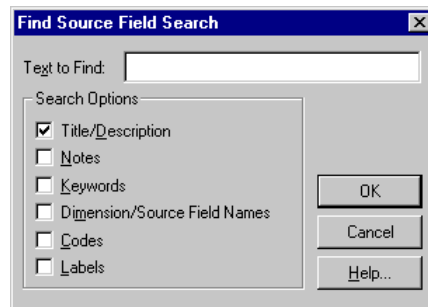
3. In the Text to Find box, enter the symbols or text you want to search for.

4. In the Search Options area, select the fields you want to search.

Component	The kind of text it contains
Title/Description	A brief description of the source field.
Notes	An extended description of the source field.
Keywords	A list of individual words or phrases that relate to the contents of the source field.
Dimension/Source Field Names	The name of the source field.
Codes	The codes associated with the source field. A code is a symbolic value that uniquely identifies an item.

Component	The kind of text it contains
Labels	The labels associated with the source field. A label is a word or phrase that describes an item, or the code which identifies that item.

5. Click OK.

The Browser compares the symbols or text you specified to the text stored in the source field's descriptive components. Any matching source fields are displayed in the Fields/Type box and the total number found is displayed above the box.

If a match is not found, the Field/Type box is empty and the message '0 found' is displayed above it. In this case, you may want to clear the result in the Find Source Field dialog box, and try a different search.

Viewing a Source Field Summary

➢ **To view a source field summary**

1. From the Find Source Field dialog box, in the Fields/Type box, select the source field you want more information about.

2. Click Summary.

The Source Field Summary dialog box appears.

3. Click OK to return to the Find Source Field dialog box.

Tip: You can view a source field summary at any time. To do this, select the source field tile and from the Data menu, choose Source Field Summary.

Locating a Source Field

➢ **To locate a source field**

1. Do one of the following in the Find Source Field dialog box:

- In the Fields/Type box, double-click on the source field you want to locate.

- In the Fields/Type box, select the source field you want to find. Click OK.

The source field tile is highlighted on the source field bar.

Creating Custom Source Fields
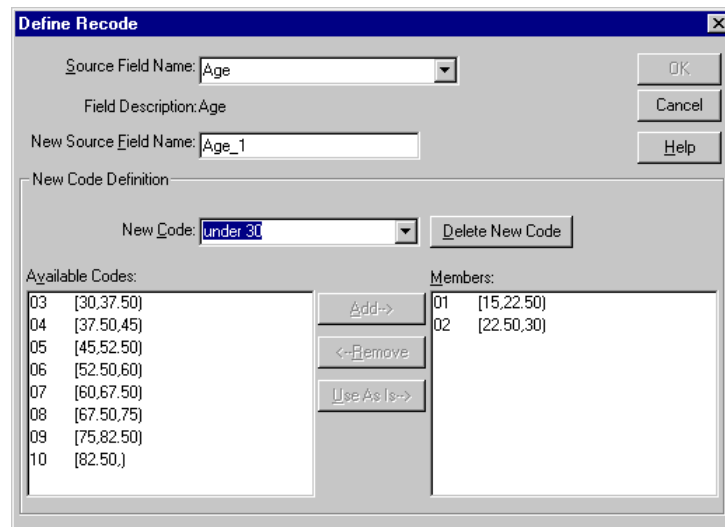
You can create your own source fields based on the source fields provided in an extract. Once created, these new source fields become part of the extract and remain in the extract until you delete them. You can use these custom source fields to create custom dimensions in tables of your own design. Each of the following operations creates a new source field.

Recoding Source Fields

Recoding a source field allows you to create a new source field which contains a redistribution of the items from the original source field. For example, if the original source field contains items for small geographic regions (e.g., states or provinces), you can recode the items to create a new source field for larger geographic regions (e.g., the Midwest or Atlantic region).

Note: When recoding a source field, all codes in the original source field must be assigned to the recoded source field.

The Define Recode dialog box allows you to create a new source field and enter the new codes.

> **To recode a source field**

1. Do one of the following:

    • Click the right mouse button on the source field tile you want to recode. Choose Define Recode.

- From the Data menu, choose Define Recode.

The Define Recode dialog box appears and the active source field displays in the Source Field Name box.

Note: If the Source Field Name box does not contain the field you want to recode, select the appropriate field from the Source Field Name drop-down list box.

2. In the New Source Field Name box, enter a name for the new source field, or use the default name displayed.

The existing codes for the source field are displayed in the Available Codes box.

3. In the New Code box, enter a name for the new item.

4. Define or modify the codes that will make up the new item.

To	Select
Add members	the codes in the Available Codes box. Click Add.
Remove members	the codes in the Members box. Click Remove.

Tip: To select non-consecutive codes, hold the Ctrl key down and click on each code. To select consecutive items, click on the first code, hold the Shift key down, and click on the last code.

5. Repeat from Step 3 for each item in the new source field.

6. If codes remain in the Available Codes box that are not to be recoded, select them and click Use As Is.

7. When all available codes have been reassigned, the OK button becomes available. Click OK.

You are prompted to confirm the creation of a new field.
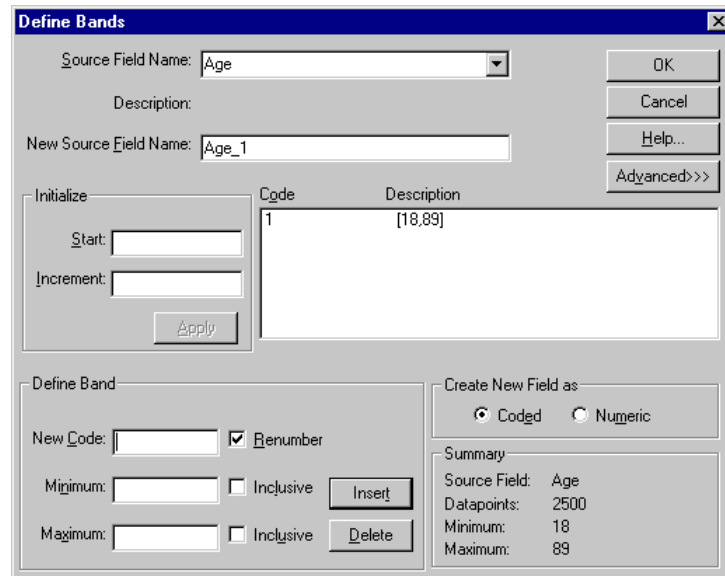
8. Click OK.

A new source field tile appears in the source field bar.

Creating New Bands for Numeric Source Fields

When an extract is created, default numeric bands are assigned to all numeric source fields without an associated dimension definition file. You can modify these bands with the Define Bands command. For example, if an original age source field contains 5-year age bands it can be rebanded to produce 10-year bands.

The Define Bands dialog box allows you to reband an existing numeric source field.

➢ **To create bands of equal size**

1. Do one of the following:

   - Click the right mouse button on the numeric source field you want to reband. Choose Define Bands.

   - From the Data menu, choose Define Bands.

   The Define Bands dialog box appears.

   Notes: If the Source Field Name box does not contain the field you want to reband, select the appropriate field from the Source Field Name drop-down list box.

   The Code/Description box displays one code containing the true minimum and maximum values of the source field.

2. In the New Source Field Name box, enter a name for the new source field, or use the default name displayed.

3. If you want to create custom bands or modify existing bands, proceed to "To create custom bands" on page 105.

4. In the Start box, enter a value that is equal to or less than the lowest value in the Code/Description box.

5. In the Increment box, enter a value to be used as the constant width for all bands.

Note: When you enter a value in the Start or Increment box, the OK button dims to prevent you from creating a new source field before the bands are applied.

6. Click Apply.

    The Browser assigns the bands necessary to contain all values in the source field and displays them in the Code/Description box.

7. If you want to modify these bands, proceed to "To create custom bands" on page 105.

8. Click OK.

    You are prompted to confirm the creation of a new field.

9. Click OK.

    A new source field tile appears in the source field bar.

➢ **To create custom bands**

1. From the Define Bands dialog box, click Advanced.

    The Define Band area is displayed at the bottom of the dialog box.

2. In the Define Band area, enter the following options:

In the	Type
New Code box	a character combination representing the new code.
Minimum box	the value that will be the lower threshold of the band.
Maximum box	the value that will be the upper threshold of the band.

3. Select the following check boxes:

Select	If you want the Browser to
Renumber	sequentially renumber the numeric codes.
Inclusive	include the value in the minimum or maximum box in the band. If you want all but the value to be included, clear the Inclusive check box.

    Note: In the display of a band, an inclusive endpoint is denoted by a square bracket and an exclusive endpoint is denoted by a round bracket.

4. In the Create New Field as area, select the option button corresponding to the field type for the new source field. Select numeric if you subsequently want to reband or perform operations on the new field.

5. Click OK.

    You are prompted to confirm the creation of a new field.

6. Click OK.

    A new field tile appears in the source field bar.

Deriving New Source Fields Using Arithmetic Operations

You can derive new source fields by combining arithmetic operations and existing source fields in formulae. The formulae can include 'if,' 'then,' 'else,' and 'endif' expressions to allow for conditional constructs. The result of a formula is a numeric field.

There are a number of rules which must be followed when designing these formulae:

*   The following arithmetic operators may be used: +(add), -(subtract), *(multiply), /(divide), and ^(raise to the power).

*   The following relational operators may be used: <(less than), <=(less than or equal to), =(equal to), >=(greater than or equal to), >(greater than), and <>(not equal to).

*   In an expression, ^ is evaluated before * and / which are in turn evaluated before + and -. Otherwise, evaluation proceeds in a left to right order.

*   Round brackets ( ) are used to alter the order of execution.

*   If, then, else, and endif constructs are used to create more complex formulae. All four words (if, then, else, endif) must be included in your constructs.

*   Square brackets must be used around source field names containing special characters (e.g., blanks or _). For example, [Field One].

*   You may use coded fields in the condition of an if, then, else construct, but you must use quotes around the code (e.g., Sex ="1").

Here are some examples of formulae:

Formula	New field contains
Salary*1.1	Salary multiplied by 1.1
(Age+20)/2	(Age plus 20) divided by 2
if Age >40 then Salary*1.05 else Salary*1.15 endif	If Age is greater than 40, then Salary is multiplied by 1.05; if Age is less than or equal to 40, Salary is multiplied by 1.15.
if Sex = "1" then 0 else Salary*1.1 endif	If Sex = code 1, zero; otherwise Salary is multiplied by 1.1

The Define Derived Field dialog box allows you to create a new source field by combining arithmetic operations with existing source fields.
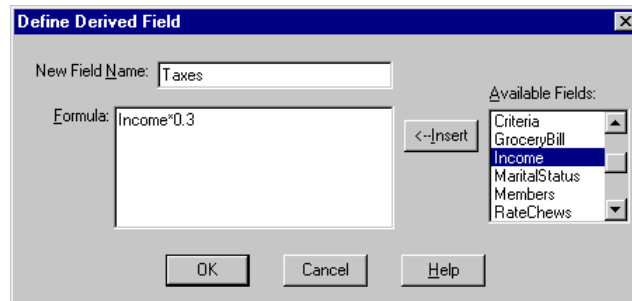
➢   **To derive a new source field**

1.   From the Data menu, choose Define Derived Field.

     The Define Derived Field dialog box appears.

2.   In the New Field Name box, enter a name for the new field.

3.   In the Formula box, enter an expression to describe how the new field is to
     be calculated.

     Tip: To include an existing source field in your formula, double-click on
     the appropriate field name in the Available Fields box or highlight the field
     name you want to include and choose Insert.

4.   Click OK.

     You are prompted to confirm the creation of a new field.

5.   Click OK.

     A new source field tile appears in the source field bar.

Creating a Table from an Extract

Planning a Table

The following points outline some of the things you should consider before
creating a table:

•   Determine what purpose the table will serve and what questions it should
    answer. This will help you decide what the dimensions should be and if you
    want to create any customized source fields.

•   Decide on the order of the dimensions. The order you set determines the
    default view when a table is opened.

- Determine if there is textual information available that describes the table and/or the dimensions and items.

Positioning Tiles for Dimensions

To position source fields as dimensions, drag and drop the source field tiles into the row, column, and dimension bar areas of the table view.

➢ **To position tiles**

Notes: A table can have to up ten dimensions. Place the first dimension in the row dimension area, the second in the column dimension area, and the rest on the dimension bar. Dimensions can be rearranged any time before you click the Go button.

If there is a date field in your source file, you should place it in the column dimension area to take advantage of Beyond 20/20's time series features.

1. Click on the source field tile you want to appear in the table and hold down the left mouse button.

2. Drag the tile into a dimension area.

3. Release the mouse button.

   The dimension tile appears in the table view and the corresponding source field tile is dimmed in the source field bar.

4. Repeat from Step 1 for each source field that you want to appear in the table.

Filling a Table With Numeric Source Field Values

You can fill a table with values that are sums or averages of numeric source fields instead of counts or weighted counts.

➢ **To fill a table with numeric source field values**

1. Drag and drop a numeric source field into the cell area of the table view.
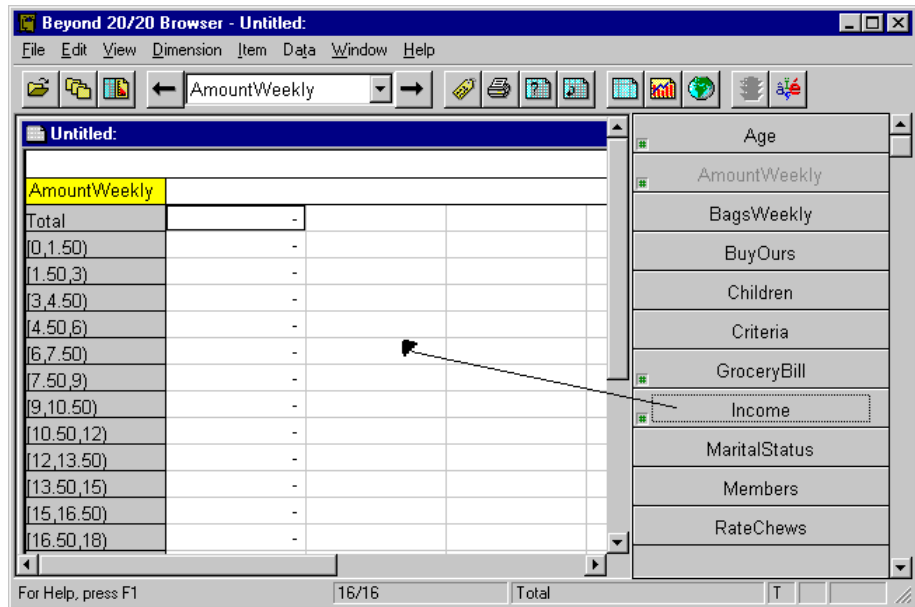
The Edit Unit Item dialog box appears. The name of the source field you dragged into the cell area is displayed as the Based on Field.
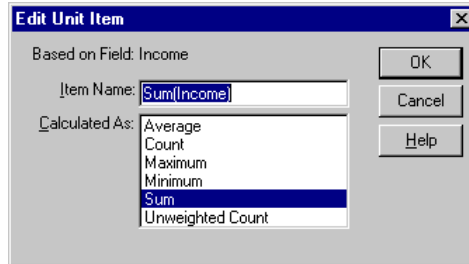
2. In the Item Name box, confirm or change the name you want to give the new item.

3. In the Calculated As box, select the statistical method you want to apply.

An asterisk appears in the source field tile to indicate that the Browser has created a new item in the "Units" dimension based on this source field.

Tip: You can use the same source field several times to calculate different units for that field. Or, you can fill the table with several source fields by dragging them individually and dropping them into the table. An individual item is created in the Units dimension for each combination of source field and statistical method you include.

Setting Record Constraints

When you want to limit the source records that are loaded into a table, or create a new extract whose underlying data has been constrained, you can apply record constraints.

The Record Constraints view allows you to:

- Impose one or more constraints on all records during the creation of a table.

- Impose one or more constraints before creating a new extract.
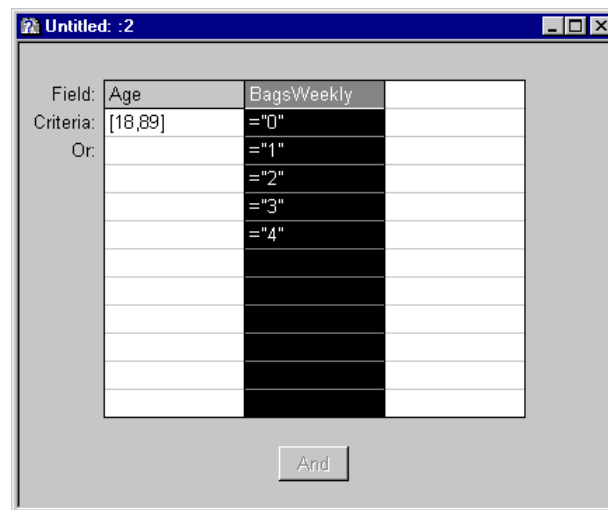
> ➢ **To set record constraints**

1. From the Data menu, choose Record Constraints.

    The Record Constraints view appears. It consists of columns, each potentially representing a constraint.

2. Select the source field you want to use to create a constraint and drag it into the first empty column in the view. If the non-numeric field does not have a dimension definition file associated with it you are prompted to confirm the creation of one.

    The source field name appears in the Field row.

    Notes: If the source field is numeric, the lowest and highest data values appear in square brackets in the Criteria row (e.g., [18, 89]).

    If the field is coded, the codes related to the source field appear in quotation marks preceded by an equal sign in the Criteria row (e.g., ="4").

3. Double-click on the text in the Criteria row.

- If the text you select is numeric, the Numeric Constraint dialog box appears.
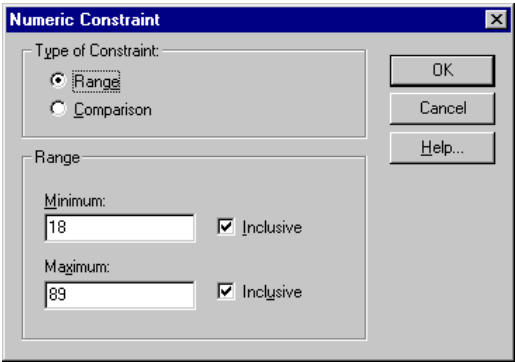
- If the text you select is coded, the Constraint Field dialog box appears.

4.

In the	Select
Numeric Constraint dialog box	a range or comparison constraint.
	Notes: If you select a range constraint, enter the minimum and maximum values to be included in the constraint. Select Inclusive to indicate that the range used to constrain the source field is inclusive of the minimum and maximum values.
	If you select a comparison constraint, choose a comparison operator and, in the Value box, enter the value you want to use as the constraint.

In the	Select
Constraint Field dialog box	the codes you want to include in the constraint.
	Tip: To select non-consecutive codes, hold the Ctrl key down and click on each code. To select consecutive codes, click on the first code, hold the Shift key down, and click on the last code.

5. Click OK.

   The Record Constraints view appears.

6. Repeat from Step 2 for each source field you want to impose constraints on.

   Tip: If you make a mistake, simply drag the source field back to the source field bar.

   Note: As you drag and drop the source fields into the columns, a single vertical line separates the columns that are filled. This indicates an And condition, where the Browser will search for records that match all of the constraints in each of the columns.
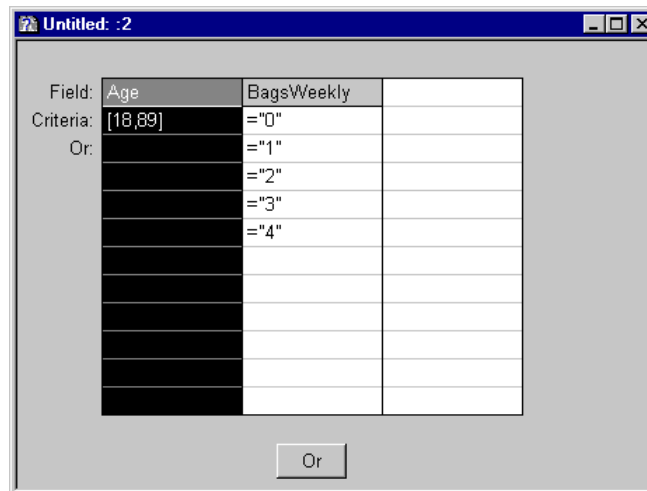
7. If you want to indicate an Or condition, select a column and click Or. A separation and the word Or appear to the right of the selected column indicating that the Browser will search for records that match the constraints in either column (or group of columns).
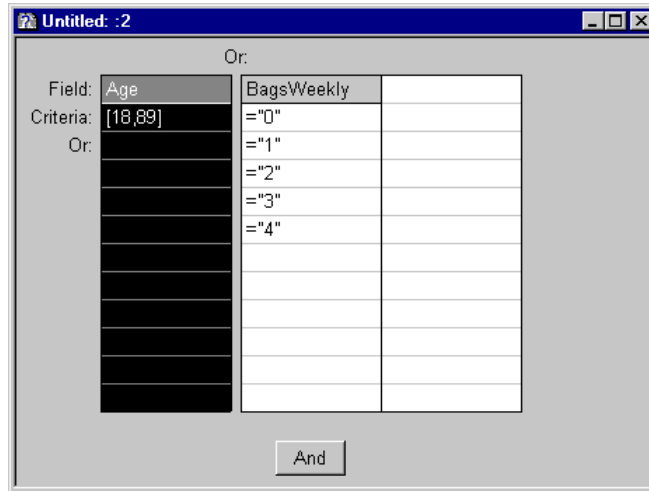
Note: To change the Or condition back to an And condition, click And.

8. If you want to constrain the data that will be loaded into the table, close the view.

    The constraints are applied and are detailed in the notes section of the table summary when the table is created.

    Note: Constraints may be modified at any time before the table is created.

9. If an extract is open and you want to create a new extract that contains records according to the constraints specified, from the File menu, choose Save Extract As.

    The Save As dialog box appears.

10. Save the new extract.

    An extract containing only the data that satisfies the constraints is created and an associated set of dimension definition files are saved. The new extract is independent of the original extract.

Applying a Weighting Factor to the Data

If you are working with an extract that represents data collected from a survey there will probably be at least one field that contains weights. These weights are used to generate population-based tables from sample survey data. An extract is pre-weighted if one of the weight fields is dimmed in the Source Field bar. Tables built from a pre-weighted extract will automatically contain weighted values.

You can use any numeric source field as a weighting factor during table creation.

The Set Weight Field dialog box allows you to select the field that contains the weighting factors to use.

➢ **To set a weight field**

1. From the Data menu, choose Set Weight Field.

   The Set Weight Field dialog box appears. Only numeric fields from the source file are displayed.

2. Select the Use Weight Field check box.

3. Select the field that you want to use as the weight field.

4. Click OK.

   The source field selected to weight the data appears dimmed in the source field bar indicating it is unavailable for use as a dimension.

   Note: When a weighted table is created the notes section of the table summary indicates which field was used as the weight field.

Setting Processing Options

With the Table Options command, you can control whether a table supports missing values, is multilingual, and whether or not Browser users can modify the table.l

The Table Options dialog box allows you to enable missing values, make the table read-only for Browser users, and define the language(s) for a multilingual table.
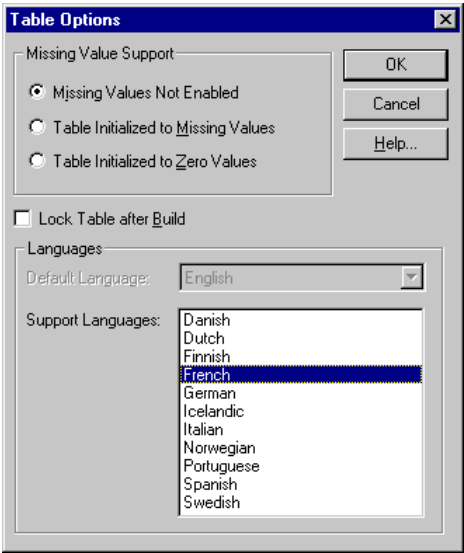
> ➢ **To set table options**

1. From the Data menu, choose Table Options.

   The Table Options dialog box appears.

2. If you want to enable missing values, in the Missing Values Support area:

Select	If you want the Builder to
Missing Values Not Enabled	display zeros in the cells of the table to indicate that no source data for that cell was found.
Table Initialized to Missing Values	initialize all cells of the table to dashes before the source file is processed.
Table Initialized to Zero Values	initialize all cells of the table to zeros before the source file is processed.

   Once a table is created, you cannot change the missing values support. To determine if the missing values option was enabled when the table was built, check the table's summary statistics.

3. If you are creating a multilingual table, proceed to "To set the default language" on page 115.

4. Click OK.

> ➢ **To set the default language**

1. From the Data menu, choose Table Options.

The Table Options dialog box appears.

2. In the Default Language drop-down box, select the language the table should be opened in.

   You are prompted to confirm the default language.

3. Click Yes.

   You are prompted that once you set the default language you cannot change it.

4. Click OK.

➢ **To add support for additional languages**

1. From the Data menu, choose Table Options.

   The Table Options dialog box appears.

2. In the Support Languages box, select one or more additional languages for the table.

   Selected languages are highlighted.

3. Click OK.

   Notes: To remove a language, in the Support Languages box, click on the language to clear the selection.

   You cannot remove the default language.

Loading Data Into the Table

Once you have defined the table by positioning a minimum of two source field tiles as dimensions and optionally filling the table with numeric source values, you are ready to create the table.

Note: Since tables created from extracts are processed in memory, the size of the table is limited by the amount of available memory.

➢ **To create the table**

1. Do one of the following:

   • Click the Go button on the toolbar.

   • From the Data menu, choose Go.

   The table is created and the table view is displayed.

Note: The extract file remains open, allowing you to build additional tables.

Next Steps:

To provide additional descriptive information about the table, refer to "Documenting a Table" on page 135.

To add fields, labels, items or groups to a dimension, refer to Chapter 9, "Customizing Tables and Extracts," on page 121.

To save the table, proceed to "Saving the Table" on page 117.

Saving the Table

➢ **To name and save the table**

1. From the File menu, choose Save As.

    The Save As dialog box appears.

2. In the File Name box, enter the name of the table.

    If necessary, select a different drive or directory.

3. In the List Files of Type box, select Data Table (*.ivt).

4. Click OK.

Next Steps:

To provide additional descriptive information about the table, refer to "Documenting a Table" on page 135.

To add fields, labels, items, or groups to a dimension, refer to Chapter 9, "Customizing Tables and Extracts," on page 121.

Utilities

Sorting Source Field Tiles

Source field tiles are listed in the source field bar. Each of the tiles represents a source field which can be used as a dimension or a unit of measurement during the creation of a table. These tiles can be listed either alphabetically, or in the order in which they were created by the Builder.

➢ **To sort source field tiles**

1. From the Window menu, choose Preferences.

The Preferences dialog box appears.

2. Do one of the following:

    •   Select the Sort Source Field Tiles Alphabetically check box to display the source field tiles in alphabetical order.

    •   Clear the Sort Source Field Tiles Alphabetically check box to display the source field tiles in the order in which they were created.

3. Click OK.

    The source field tiles are sorted according to your specifications.

Deleting a Source Field

You can delete source fields that you no longer require.

➢ **To delete a source field from an extract**

    Warning: Once a source field is deleted, you cannot retrieve it.

1. Select the source field you want to delete.

2. Do one of the following:

    •   Click the right mouse button. Choose Delete Source Field

    •   From the Data menu, choose Delete Source Field.

    The Browser asks you to confirm that the field you have selected is really the one you want to delete.

3. Click OK.

    The source field is permanently deleted.

Recreating an Extract

If you receive a message trying to open an extract indicating that the Browser cannot find a file associated with the extract, you must recreate the extract.

You can recreate an extract from either the extract file or one of its constituent dimension definition files.

➢ **To recreate an extract**

1. From the File menu, choose Utilities, then Recreate Extract.

    The Recreate Extract dialog box appears.

2. In the File Name box, enter or select the name of the extract file, or one of its constituent dimension definition files, that you want to recreate.

    If you do not see the file you want to recreate, select a different drive or directory to locate the file.

3. Click OK.

    Tip: If you have the extract open when you recreate it, you must close and reopen it to get an updated copy.

Exporting an Extract to a New File Format

The Browser allows you to export a Beyond 20/20 extract to another file format. This facilitates the transfer of source field data into other software packages.

If you have applied any constraints, the Browser allows you to save only those records that match the constraints.

You can choose from these file formats.

Format	Description
dBase File (*.dbf)	dBase III file format.
SAS File (*.sas)	SAS file format.
SPSS File (*.sps)	SPSS file format.

➢ **To export an extract to a new file**

1. Open the extract you want to save as a new file.

2. From the File menu, choose Save Extract As.

3. In the File Name box, enter the new file name.

    If necessary, select a different drive or directory.

4. Click OK.

    The Export Extract dialog box appears.

5. In the Available Fields box, select the fields you want to export.

6. If you have applied any constraints and want to save only those records that match the constraints, select the Apply current constraints check box.

7. Click OK.

    Note: When exporting an extract to a SAS or SPSS file format, two files are created. The text file (.txt) contains the data and the SAS (.sas) or SPSS (.sps) file contains the file layout and description information.

Chapter 9: Customizing Tables and Extracts

Overview

After creating or browsing a table, you may want to customize it to better suit your needs. The following Browser activities provide you with the tools to do this:

- Create groups of items to establish a hierarchy or create totals.

- Add fields to a dimension and either manually add or import labels.

- Save one or more views of the table.

- Document a table by adding table, dimension and item summaries.

Groups

A group is an item that has an underlying hierarchy associated with it. A total group is one whose data values have been created by summing those members of the group. A protected group defines a hierarchy, however its data values are independent of the items in the group. A computed group is calculated by applying formulas to selected items.

When the cursor is on a cell that either defines a group or is a member of a group, the status bar displays a T, P, or C indicating a total, protected, or computed group, and an M for a member of a group. When groups are members of other groups a multi-level hierarchy is defined.

By default, groups appear at the end of a dimension. If you want to specify where the group is to be placed, you can add an item for the group.

Adding and Deleting Items

The Insert Item dialog box allows you to create a new coded item for a dimension.

➢ **To add an item**

1. Select the dimension that you want to add an item to.

2. Position the cursor on the item that is to be before or after the new item.

3. From the Item menu, choose Insert.

   The Insert Item dialog box appears.

4. In the Item Code box, enter the code for the new item.

5. In the Where to Insert area, select the option that indicates where the new item should be placed.

6. Click OK.

   The new item displays in the current view.

➢ **To delete an item**

   Warning: Once an item is deleted, you cannot retrieve it.

1. Select the item to be deleted.

2. From the Item menu, choose Delete Item.

   You are prompted to confirm the deletion.

3. Click OK.

   Note: If you delete an item that belongs to a group, the values of the group total do not change until you rerun the Calculate command. Refer to "To calculate group totals" on page 126.

Defining a Group

➤ **To define a total or a protected group**

1. Select the items in the dimension that you want to become members of the group. To select non-adjacent items, refer to "To select multiple non-adjacent headings" on page 41.

   Tip: If you want to create a group that is made up of all items in a dimension, make that dimension active and leave all items unselected.

2. From the Item menu, choose Define Group.

   The Define Group dialog box appears.
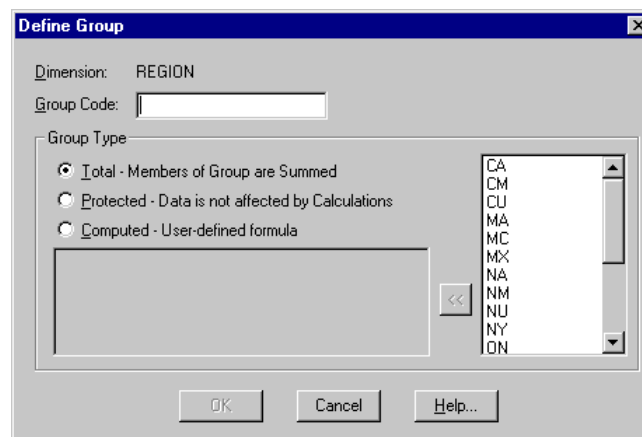
3. In the Group Code box, enter a unique name or item code to represent the group.

4. In the Group Type area:

Select	To
Total	sum the data values of the members of the group.
Protected	define a group hierarchy while leaving the data as is (i.e., the data will not be affected by the Calculate command).

5. Click OK.

   If you are defining a total group, you are prompted to proceed with the calculation of the groups.

Click	To
Yes	calculate all groups.
No	calculate groups at a later time.

The new group code appears in the current view. The status bar displays a T or P indicating the group type.

Next Steps:

To calculate group totals, if not already calculated, proceed to "Calculating Group Totals" on page 125.

To add labels to the group, refer to "To add labels manually" on page 129.

➢ **To define a computed group**

1. From the Item menu, choose Define Group.

   The Define Group dialog box appears.

2. In the Group Code box, enter a unique name or item code to represent the group.

3. Select the Computed option button.

4. In the Formula box, enter a expression to describe how the new group is to be calculated.

   Tip: To include existing items in your formula, double-click the appropriate item name in the Items box or highlight the item name you want to include and click ⟨⟨ (Insert).

   The outlined syntax should be followed when constructing your formula:

   • The following arithmetic operators may be used: +(add), -(subtract), *(multiply), /(divide), and ^(raise to the power).

   • The following relational operators may be used: <(less than), <=(less than or equal to), =(equal to), >=(greater than or equal to), >(greater than), and <>(not equal to).

   • In an expression, ^ is evaluated before * and / which are in turn evaluated before + and -. Otherwise, evaluation proceeds in a left to right order.

   • Round brackets ( ) are used to alter the order of execution.

   • If, then, else, and endif constructs are used to create more complex formulae. All four words (if, then, else, endif) must be included in your constructs.

   • Square brackets must be used around item names containing special characters (e.g., blanks or _). For example, [Field One].

5. Click OK.

   You are prompted to proceed with the calculation of the groups.

Click	To
Yes	calculate all groups.
No	calculate groups at a later time.

The new group code appears in the current view. The status bar displays a C indicating the group type.

Next Steps:

To calculate group totals, if not already calculated, proceed to "Calculating Group Totals" on page 125.

To add labels to the new group, refer to "To add labels manually" on page 129.

Selecting the Members of a Group

An item that is a member of a group is represented by the letter M in the status bar. Select Group is used to confirm a group's members or to quickly select the items that belong to a group.

➢ **To select a the members of a group**

1. Select the group item whose members you want to select.

2. From the Item menu, choose Select Group.

    The items that are members of the group are highlighted in the current view.

Removing a Group

When removing a group, the item and its data values are not deleted. Only the group definition is removed.

➢ **To remove a group**

1. Select the item whose group definition you want to remove.

2. From the Item menu, choose Remove Group.

    The group type indicator is removed from the status bar.

Calculating Group Totals

Tip: When calculating group totals, it saves time to define all groups in all dimensions before you run the Calculate command.

➢ **To calculate group totals**

1. From the View menu, choose Calculate.

    The Browser calculates and displays the group totals.

Fields

Fields are the components of a dimension. All fields of a dimension can be displayed in a dimension view. You can add, edit, delete, hide or show fields.

A field can be assigned a language so that, in a multilingual table, the appropriate language of the dimension displays.

Fields can contain codes that uniquely identify an item, labels that describe an item, and coded links to a map file.

Adding a Field

Before you can add labels to a dimension, you must first add a field.
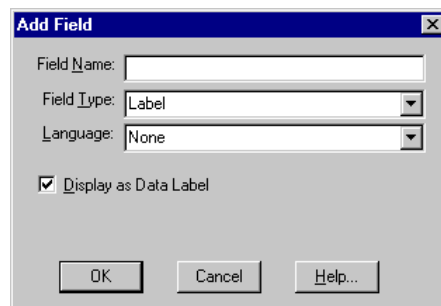
➢ **To add a field to a dimension**

1. Select the dimension that fields are to be added to.

2. Do one of the following:

    • Click the Display Fields button on the toolbar.

    • From the View menu, choose Dimension.

    The dimension view appears.

3. From the Dimension menu, choose Add Field.

    The Add Field dialog box appears.

4. In the Field Name box, enter the name that you want to give the new field.

Note: If you are adding a field to import labels, the field name must be identical to the field name in the import file.

5.   In the Field Type box, select Label.

6.   If you are in a multilingual table, enter or select the language of the field you want to add.

Note: If you select a language other than that of the current table, the field is added to the appropriate table view and can only be seen when you are in that table or dimension view of that language.

7.   Do one of the following:

- Select the Display as Data Label check box to display this field as a label in the table view.

- Clear the Display as Data Label check box to prevent Browser users from seeing this field in the table view.

8.   Click OK.

The field is added to the dimension view.

Next Steps

If you are adding a field that is going to contain labels, proceed to "Labels" on page 129.

Deleting a Field

➢   **To delete a field from a dimension**

Important: You cannot delete the Code field. The Browser needs the Code field to uniquely identify each item in the dimension.

1.   Select the dimension that contains the field you want to delete.

2.   Do one of the following:

- Click the Display Fields button on the toolbar.

- From the View menu, choose Dimension.

The dimension view appears.

3.   Position the cursor in the field to be deleted.

4.   From the Dimension menu, choose Delete Field.

You are prompted to confirm the deletion.

5.   Click OK.

Editing a Field

➢ **To edit a field in a dimension**

1. Select the dimension containing the field you want to edit.

2. Do one of the following:

   • Click the Display Fields button on the toolbar.

   • From the View menu, choose Dimension.

   The dimension view appears.

3. Position the cursor in the field to be edited.

4. From the Dimension menu, choose Edit Field.

   The Edit Field dialog box appears.

5. In the Field Name box, enter a new field name.

6. If your table is multilingual, in the Language box, enter or select the language of the field.

7. Modify the Display as Data Label and Band Field options as required.

8. Click OK.

Hiding and Showing Fields

You can control which fields are displayed in the table and dimension views by hiding and showing fields.

➢ **To hide or show fields**

1. Select the dimension containing the fields you want to hide or show.

2. From the Dimension Menu, choose Hide/Show Fields.

   The Hide/Show Fields dialog box appears.
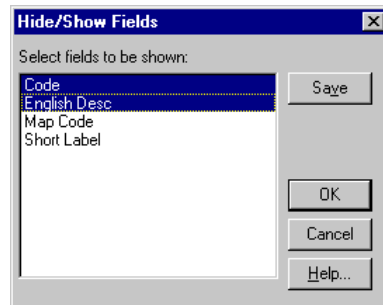
3. In the Select fields to be shown box, select the fields you want to be visible, and deselect the fields that are to be hidden.

4. Do one of the following:

    - Click Save to save the selections for future sessions.

    - Click OK to save the selections for the current session only.

Labels

Labels can be entered manually or imported from a comma-separated value file, or a dimension definition file. You must prepare a comma-separated value file before importing labels into a dimension view.

Adding Labels Manually

➢ **To add labels manually**

1. Select the dimension you want to add labels to.

2. Do one of the following:

    - Click the Display Fields button on the toolbar.

    - From the View menu, choose Dimension.

3. If required, add a label field to the dimension that requires labels. Refer to "To add a field to a dimension" on page 126.

4. In the label field, select the cell that requires a label. Enter the label and press Enter.

    Tips: You can set the action of the cursor on pressing Enter. To move the cursor down instead of across after pressing Enter, from the Window menu choose Preferences, select Cursor Down after Cell Edit.

> To edit a label after it has been entered, select the label and press F2. The item is highlighted. Make any required changes and press Enter.

5. Repeat Step 4 for each cell in the field that requires a label.

Next Steps:

To make this label field the default label, proceed to "Setting the Default Label Field" on page 133.

Preparing Labels in Comma-Separated Value Format

Another way to import labels into a dimension, is to prepare a comma-separated value file and import it into the field of a dimension view. Comma-separated value files are prepared outside of Beyond 20/20 and must have a .csv extension.

The comma-separated value file you create must contain a field whose values match those in a field that is already in the dimension view. This field is called the lookup field and is normally the Code field. The first line of the comma-separated value file should be the case sensitive names of the fields in the dimension, one of which must be the lookup field.

For each row in the comma-separated value file, the Browser takes the field that you identify and uses it to search for a match in the lookup field of the dimension. When the Browser finds a match, it takes the corresponding label from the same row of the comma-separated value file and places it in the matching fields of the dimension that is being updated.

You can use any editor or spreadsheet to create a comma-separated value file. These files contain the same number of fields in each row entry (as specified by the first line), delimited by commas, and each entry has a carriage-return and linefeed character at the end of it. Most spreadsheets packages allow you to save active spreadsheets in comma-separated value format.

You can import more than one set of labels by including several sets in the comma-separated value file.

Here is an example of a comma-separated value file:

Code,English Desc
NA,North America
CA,Canada
MA,Maritimes
QU,Quebec
ON,Ontario
TO,Toronto
WC,Western Canada
US,United States
WU,Western US
CU,Central US
NU,Northeast US
NY,New York
SU,Southeast US
MX,Mexico
NM,North Mexico
CM,Central Mexico
MC,Mexico City
SM,South Mexico

➢ **To prepare a comma-separated value file from a spreadsheet**

1. In the first row of your spreadsheet, enter the field names as they appear in the dimension view of the field you are importing labels into (i.e., the lookup field).

    Example: Enter Code in cell A1 and English Desc in cell B1.

2. In the Code column, enter the complete set of item codes for the dimension you are importing labels into.

3. In the Label column, enter the corresponding labels.

4. From the File menu, choose Save As.

    The Save As dialog box appears.

5. In the File Name box, enter or select the file you want to save.

    If you do not see the file you want, select a different drive or directory to locate the file.

6. Select comma-separated value (*.csv) as the file type.

7. Click OK.

Importing Labels

You can bring labels into a field of a dimension view from a comma-separated value file, or a dimension definition file.

Before using the Import command, you must first prepare a file for import. For information on preparing a .csv file, refer to "To prepare a comma-separated value file from a spreadsheet" on page 131.

In all cases, it is important to remember that the lookup field name (i.e., the field name in the dimension containing values) must match a field name in the input file (i.e., the comma-separated value file containing the labels to be imported).

The Import dialog box allows you to enter the name of the file that contains the labels, and to specify the lookup field, and import file options.
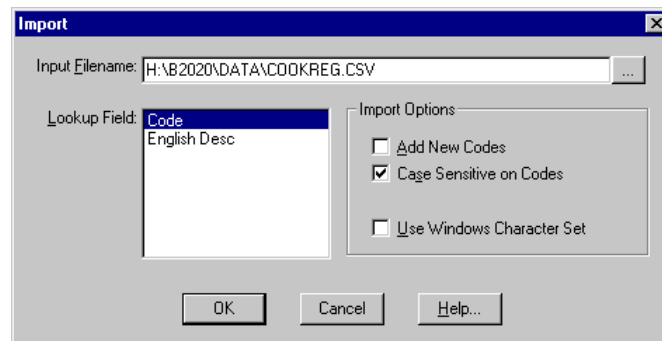
➢ **To import labels**

   Note: You must be in a dimension view to import labels.

1. If required, add a label field to the dimension that requires labels. Refer to "To add a field to a dimension" on page 126.

    Note: The new field name in the dimension must be identical to the field name in the input file that contains the labels you are importing.

2. From the File menu, choose Import.

3. Do one of the following:

    •   In the Input Filename box, enter the path and file name of the file to import.

    •   Click Browse to locate and select the file to import.

4. In the Lookup Field box, select the field the Browser should use to match items with those in the input file.

5.   In the Import Options area:

Select	If you want the Browser to
Add New Codes	add new codes from the input file into the dimension.
Case Sensitive on Codes	import only those items that are an exact match to the codes in the lookup field.
Use Windows Character Set	import the file as ANSI standard characters rather than OEM (DOS) characters.

6.   Click OK.

The label field is filled with labels for those items in the input file that are also in the dimension.

Next Steps:

To make this label field the default label, proceed to "Setting the Default Label Field" on page 133.

Setting the Default Label Field

When you set a field as the default label field, you are controlling which labels are seen when a table is first opened.

➢   **To set the default label field**

1.   Select the dimension you want to set default label fields for.

2.   Do one of the following:

   •   Click the Change Labels button on the toolbar.

   •   From the Dimension menu, choose Change Labels.

If you save the view, the next time you open this table, this dimension displays the set of labels you selected.

To save the view, refer to "To save the current view" on page 134.

Saved Views

A saved view is a particular view of a table that is stored in the table file (*.ivt) and defines how the table is displayed. It is a personalized snapshot of a table that allows you to quickly recall a specific table layout without having to redefine its attributes.

A Beyond 20/20 view consists of the following:

Attribute	Description
Language	The language in which to display the table.
Dimension Information	For each dimension, the dimension information consists of: the sort order of items, the items that are shown, the first item to display, the label field to use for each language in the table, the width of the row dimension label, and the width of the dimension bar dimension label.
Row Dimensions	The list of row dimensions in the order in which they are nested.
Column Dimensions	The list of column dimensions in the order in which they are nested.
Dimension Bar Dimensions	The list of the dimensions in the dimension bar, in the order (left to right) that they appear on the screen.
Column Width	The width of the data columns.
Decimals	The number of decimals to display.
Time Series Information	The time series type, periodicity, method, and number of periods.
Fiscal Month	The current fiscal month.

➢ **To save the current view**

Note: To permanently change the default view of a table, you must have permission to modify the table.

1. Arrange the table information in the layout you wish to save.

2. From the View menu, choose Save.

    The next time you open the table, the saved view will automatically appear.

Note: If you are in a read-only table, if you do not want to permanently modify the default view of the table, or if you wish to save multiple views of the same table, you can save the current view without affecting the original view of the table.

1. Arrange the table information in the layout you wish to save.

2. From the File menu, choose Save As.

    The Save As dialog box appears.

3. In the File Name box, enter the name of the file you want to save.

4. If necessary, select a different drive or directory.

5. Clear the Include Numeric Data check box.

6. Click OK.

The current view of the table is saved as a new table file.

Notes: Data is not saved with the view. When the view is opened from another table, Beyond 20/20 checks the consistency of the view with the current table. If consistent, the current table view is replaced with the view being opened.

Saved views can be located through the Find dialog box or the Open dialog box. Refer to "Finding and Opening Tables and Extracts" on page 33.

Next Steps:

To recall a view saved in this fashion, proceed to "To open a saved view" on page 135.

➢ **To open a saved view**

1. From the View menu, choose Open.

The Open dialog box appears

2. Select the view file you want to open.

3. If you do not see the file you want to open, select a different drive or directory to locate the file.

4. Click OK.

Beyond 20/20 checks the consistency of the view with the current table. If consistent, the current view is replaced with the view being opened.

➢ **To restore the current view to the last saved view**

1. From the View menu, choose Reset.

Any changes you made to the current view are lost and the table view is restored to the last saved view.

Documenting a Table

Once a table has been created, it is important to document it for future sessions. To document a table, you should enter a table summary, dimension and item summaries, and labels.

For information on adding labels, refer to "Labels" on page 129.

Table Summary

A table summary contains general information about a table and is helpful in understanding the contents of the table. It can include information about where the data came from, how it was collected, or the name of people you can contact who can supply further information and explain any anomalies in the data.

The Summary dialog box can be accessed at any time by choosing the File command from the Summary cascade menu in the Edit menu.

The Summary dialog box allows you to enter general information about the table.
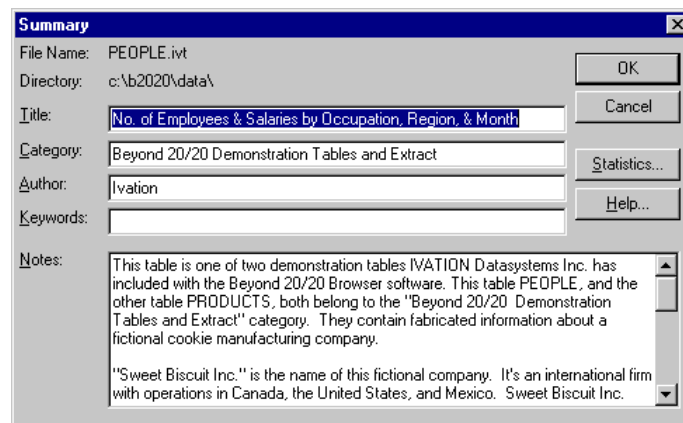
➢ **To create a table summary**

1. From the Edit menu, choose Summary, then File.

   The Summary dialog box appears.

2. Enter the following information:

Box	Summary information
Title	A description of the table.
Category	A subject area classification for the table.
Author	The author of the table.
Keywords	Words a that can be entered to search for the table.
Notes	Any notes you wish to associate with the table that may make the table more understandable. If you wish, you can enter the notes in HTML format.

3. Click OK.

Dimension Summary

A dimension summary contains textual information, or notes, about a dimension.

➢ **To enter a dimension summary**

1. Select the dimension you want to add notes to.

2. From the Edit menu, choose Summary, then Dimension.

    The Dimension Summary dialog box appears.

3. Enter any notes you wish to associate with the dimension that may make the dimension more understandable. If you wish, you can enter the notes in HTML format.

4. Click OK.

    The dimension name in the tile is underlined to indicate that summary information exists.

Item Summary

An item summary contains textual information, or notes, about a specific item within a dimension. It may explain any anomalies in the data, or give specific details about the item.

➢ **To enter an item summary**

1. Select the item you want to add notes to.

2. From the Edit menu, choose Summary, then Item.

    The Item Summary dialog box appears.

3. Enter any notes for you wish to associate with the item that may make the item more understandable. If you wish, you can enter the notes in HTML format.

4. Click OK.

    The item name is underlined to indicate that summary information exists.

Glossary

active

Currently selected. Any window and/or object that is currently selected is active. When an object is active, the Browser highlights it to show that it is selected. Browser commands affect the active object.

aggregate

To calculate a single data value which summarizes the data associated with more than one consecutive period of time.

ANSI character set

The American National Standards Institute 8-bit character set.

application

A computer program such as a word processing program or spreadsheet program.

application window

The window that contains your workspace, the menu bar, and (if available) a toolbar. Document windows are displayed in the workspace.

band

A range of numeric values associated with a numeric source field.

base frequency

The actual frequency at which the data is recorded in the table.

category

> A name that is used to classify similar Beyond 20/20 tables, extracts and source fields of an extract according to subject.

cell

> The smallest unit of data in a table view. The number that is displayed in a cell is common to all of the items on display, including the items in the Dimension bar and the intersecting items in the column and row dimensions.

check box

> A small square box that is displayed beside an option in a dialog box. It can either be selected or cleared. When an option is selected, a check mark appears in the check box.

Clipboard

> A temporary storage area for transferring data between documents and applications. The Copy command is used to move data to the Clipboard.

code

> A symbolic value that uniquely identifies an item. A code can be an abbreviation, or a combination of numbers and letters.

column

> A sequence of numeric values related to the column dimension of a table view. A column contains one value for each row in the view.

column dimension

> The dimension whose items are currently on display in the columns of a table view.

Control-menu box

> The box to the left of a window's title bar. It contains the Control menu, which provides commands for manipulating the window. To open the Control menu, click on the Control-menu box.

Control Panel

The Windows program that controls the settings for your monitor. You can run the Control Panel from the Main program group in the Program Manager.

current directory

The directory from which you are currently opening files from, or saving files to. The path in the Open dialog box names the current directory.

cursor

The border that highlights the active cell in a table view. You can move the cursor from one cell or item to the next using the Previous Item and Next Item buttons.

data type

A classification of the data in a source field. The data in a source field is classified as either "Coded" or "Numeric". A coded source field contains one code for each record of the source file, and each code has a specific meaning. An example of a coded field is Sex (Code '1'=Male, Code '2'=Female). A numeric source field contains a numeric value for each record of the source file and each value can be different. An example of a numeric field could be 'Salary'.

defaults

The (start up) options that are preselected in the Browser software. You can override the default settings by specifying new ones after you start the Browser for the first time.

desktop

The background of the screen, on which all application windows and icons appear.

dialog box

A window that the Browser displays to request information. Dialog boxes have options you can select to influence the outcome of a command.

dimension

An aspect of the data (such as sex or region), which is broken down into one or more items (such as male and female, or Canada and U.S.). A dimension can be displayed in a dimension tile, or along the columns or rows of a table view.

dimension definition file

A file containing the codes and labels associated with either a dimension of a table or a source field of an extract. If related to a source field, this file also contains all the data associated with the source field. These files can also contain complete classification systems for the dimensions or source fields they represent. These files have an (.ivd) extension.

dimension view

A window which shows all codes and labels that are associated with a dimension of a table or with a source field of an extract.

dimmed

Unavailable or disabled. A dimmed button or command is displayed in gray to show that it cannot be selected.

directory

A named area in the file storage structure on a disk. Directories are used to organize groups of related files. A directory can contain subdirectories.

display frequency

The selected interval of time between consecutive items on display in a time series dimension.

document window

A window inside the application window. A document window can contain a table view, a dimension view, a chart view, or a map view.

drag

>To move an object on the screen from one area to another, or to select multiple choices or objects from a dialog box option or a view.
>
>To drag, position your cursor over the object you want to relocate or select. Click on and hold the left mouse button, then move the mouse. As the mouse is moved, either the object is repositioned on the screen, or multiple choices/items are selected.

drive

>A device that is used to store and retrieve the information on a disk. Letters (for example, C: and H:) are used to identify the drives that are available on your computer and/or network.

drop

>To release the left mouse button after an object has been repositioned on the screen. When the button is released, the object is displayed wherever the mouse pointer is currently pointing.

export

>To extract data from an existing file format and translate it into a different format.

extension

>The period character and up to three characters at the end of a file name. An extension can identify the kind of information a file contains. For example, Beyond 20/20 tables are named with the '.ivt' extension.

extract

>A set of files created by the Beyond 20/20 Builder which is optimized to create rapid table creation with the Beyond 20/20 Browser. An extract is comprised of one extract file (.ivx) and one dimension definition file (.ivd) for each source field associated with the extract.

extract file

An ASCII file containing summary documentation about the extract as well as references to each of the dimension definition files associated with each source field related to the extract.

field

A set of codes or a set of labels for all of the items in a dimension.

file format

The way information is structured inside a file. To access the data in a file, an application must be able to read and interpret the file format.

file name

The name of a file. A file name can contain up to eight characters, followed by an optional file name extension.

font

The size and common design attributed to a set of letters, numbers, punctuation marks, and symbols.

group

An item in a dimension that has an underlying hierarchical structure.

highlight

To make an object on the screen stand out by displaying it in reverse video or in color. Highlighting indicates that an object is selected, and that it will be affected by the next command.

icon

A graphic object that represents an application, a document, or a minimized window.

import

To bring new data into an existing file format.

index numbers

> The sequential numbers in the column on the left side of the dimension view window. There is one index number for each item in the dimension.

item

> An element of a dimension. An item can be identified by its unique code. It may have one or more labels assigned to it.

keyword

> A word that you can search for (using the Search Components dialog box) to locate relevant tables quickly.

label

> A word or series of words that name a person, object, or place. A label could also be a time value (such as day, month, quarter, or year), a symbolic value (such as a combination of letters and numbers, or an abbreviation), or a unit of measurement.

local

> Directly connected to one of the ports on your computer.

maximize

> To enlarge a window to its maximum size, or to turn the selected icon into the active window by choosing the Maximize command from the icon's Control menu.

minimize

> To collapse a window or a document into an icon by choosing the Minimize button, or by choosing the Minimize command from the window's Control menu.

mouse pointer

> The object on the screen that follows the movement of a mouse and indicates which area of the screen will be affected when you click on the mouse button.

multilingual table

A table that has more than one language associated with it. Multilingual tables are prepared by the Builder user who determines which languages are associated with the table.

nest

To display more than one dimension along the columns or rows in a table view.

network

A group of computers and devices which are connected so that they can exchange information and share drives and printers.

object

A general term that refers to any graphic on the screen you can drag.

option

A choice in a dialog box.

path

The route the operating system follows through the directory structure to locate a directory or a file.

profile

A profile is a user-defined collection of items for a dimension. These items can be selected or shown when the dimension is selected and the profile is loaded.

public directory

The directory into which the Beyond 20/20 tables were copied when the Beyond 20/20 software was installed. Changing the path in the Find dialog box overwrites the path to the public directory.

read-only file

A file that cannot be changed.

recode

The action of assigning one or more codes in an existing source field to one or more new items.

record

The basic logical unit of a data base containing all source fields.

row

A sequence of numeric values related to the row dimension of a table view. A row contains one value for each column in the view.

row dimension

The dimension whose items are currently on display in the rows of a table view. More than one dimension can be nested in the row dimension area.

saved view

A particular view of a table that is stored in the table file and defines how the table is displayed.

scroll

To move through a window, a document, or the choices in an option to see a part of a file or part of a list that is currently not visible.

search result

The list of tables or items that match the search criteria you specify.

select

To click on an object or on a choice so that a subsequent action can be carried out on it.

session

The time between when you start the Browser and when you quit the Browser.

shortcut key

A key combination that can be used as an alternative to the mouse for choosing a command from a menu.

shortcut menu

Any menu that is displayed in a document window when the right mouse button is pressed.

source field

A subset of a record describing one complete variable comprised in the record. For example, Sex and Salary could be source fields of a human resources data base record.

subdirectory

A directory within another directory.

switch

To exchange the position of one dimension with another.

table

An integrated presentation of multi-dimensional data and descriptive text.

table file

A file that contains descriptive components, dimension field information, and data values. When the file is opened, the Browser presents the data in a table view.

table view

The main display of a table. It is a window which shows the dimensions of a table, along with the cells and corresponding data from the source file.

tile pattern

A way of arranging open windows so that no windows overlap but all windows are visible.

weight

A number indicating the logical number of times this record of the sample is to be included in a tabulation to obtain estimates of measures for the population.

Windows application

Any application that has been designed to run after Microsoft Windows has been started.

worksheet

A working copy of a table. Data in a worksheet may be manipulated without affecting the original table. Any table operations may be made on the worksheet even if the original table is read-only.

workspace

The area of the application window where you work with documents. You can move document windows anywhere within the workspace.

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