How to get results from the SDA (http://sda.berkeley.edu) or DAS (http://icpsr.umich.edu) web based data analysis systems into a word processing file.

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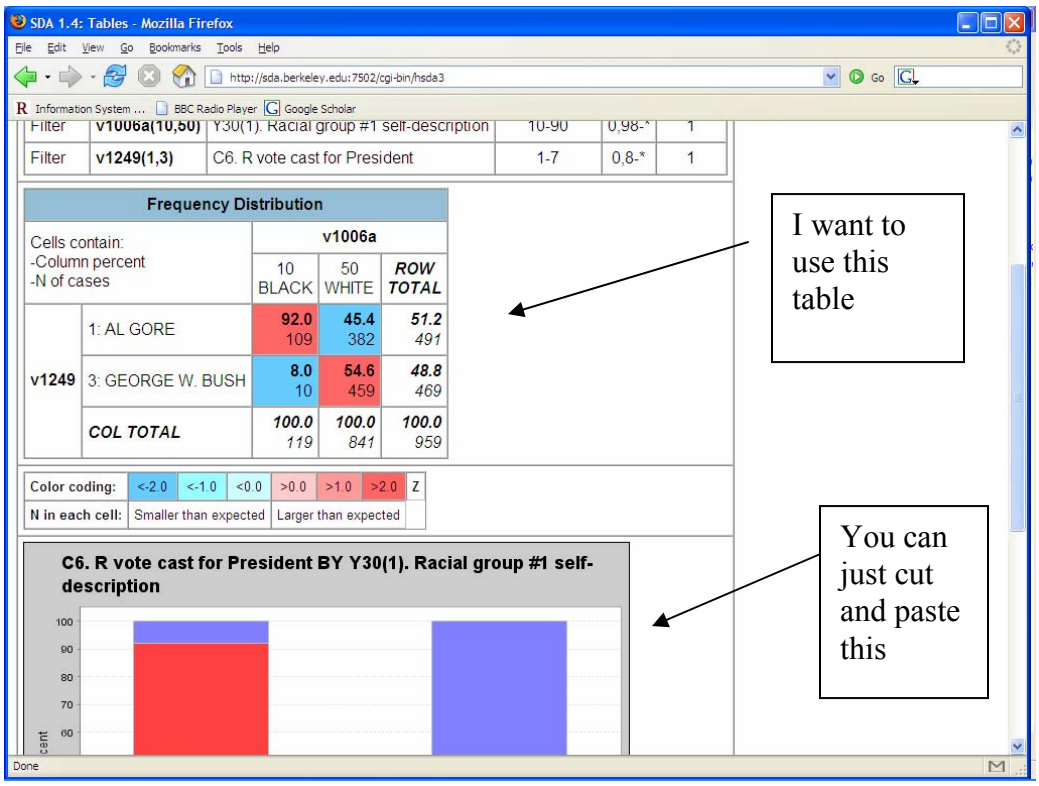
The SDA data analysis system is extremely useful for providing students a way to quickly and easily analyze survey data. However, recent changes in web browsers for both the PC and Macintosh has made it more difficult to get the results from SDA easily into a word processing system.

This guide provides a number of "two-step" methods for converting tabular results from SDA into formats accessible via a word processor. As much as possible, the guide concentrates on "cut and paste" methods that will be easy to teach to the novice user.

The problem: Getting this table into a word processor (note that you can easily get the graphic into a word processor by simply right clicking on the graphic, cutting, and pasting it as a picture into Word).



TECHNIQUE ONE: Use Internet Explorer on a Windows system
If you are using a Windows computer, you can still use the cut and paste method. Simply highlight the table, right click, select "copy" or "cut", then go to Word, and choose "Paste Special" from the "Edit" menu. You will be presented with a set of choices, to paste the text as either:

Formatted Text (RTF)
Unformatted text
HTML Format
Unformatted Unicode Text

You should choose "Formatted Text (RTF)". (RTF mean "rich text format," which is a cross platform compatible format promoted by Microsoft). For our purposes, using RTF assures that the document will easily save as a Word formatted document.

Here is what the table looks like after the paste. The top cell needs a bit of formatting, but this looks just fine.

Frequency Distribution				
Cells contain: -Column percent -N of cases		v1006a		
		10 BLACK	50 WHITE	***ROW TOTAL***
v1249	1: AL GORE	**92.0** 109	**45.4** 382	***51.2*** *491*
	3: GEORGE W. BUSH	**8.0** 10	**54.6** 459	***48.8*** *469*
	COL TOTAL	***100.0*** *119*	***100.0*** *841*	***100.0*** *959*

This does not work with the Firefox browser. This does not work with any browsers (Internet Explorer, Safari, or Firefox) on a Macintosh.

TECHNIQUE TWO: Save the output as HTML and open the HTML document into Word.

I think this is the preferred technique for Macintosh users. It requires you to save the SDA output page as an HTML file, then open it in the Word program.

If you are using Firefox, the file is always called "hsda3". For a Mac, I suggest you save this file on the desktop. On a Windows machine, save the file in the "My Documents" or another convenient folder.

Note: if you are on a Mac, you will have to select "all files" since the system defaults to Word format files only (the file "hsda3 will be greyed out). You may need to do the same on a PC, but my system defaults to showing "all files" when opening a file in Word.

The problem with this technique is that, once you open the results, you are now editing in HTML format. This is inconvenient for many users (who may not even realize that this is what they are doing).

The best thing to do is to immediately "save as", give the file a new name, and make sure you select "Microsoft Word" format. Then re-open the file and you'll be working with a Word document.

Below, I show the results.

Frequency Distribution				
Cells contain: -Column percent -N of cases		v1006a		
		10 BLACK	50 WHITE	***ROW TOTAL***
v1249	1: AL GORE	**92.0** 109	**45.4** 382	***51.2*** *491*
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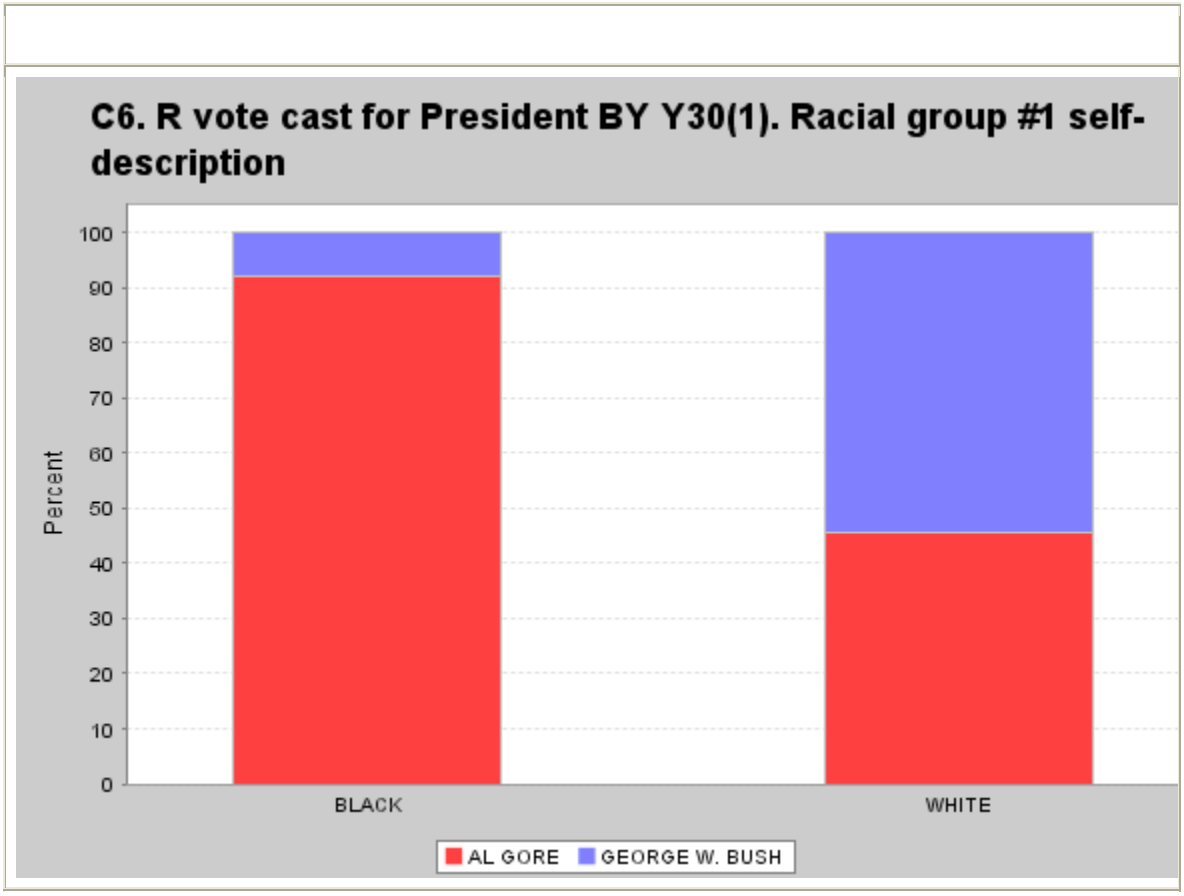
	COL TOTAL	***100.0***	***100.0***	***100.0***



TECHNIQUE THREE: Save the output as a PDF File, select the table in Adobe Acrobat, and paste it into Word

A third method also involves saving the output, but this time you save the file as an Adobe Acrobat (PDF) format file. PDF is a portable document format that can be displayed on almost any computer. By using the freeware Acrobat Reader, you can then select just that portion of the results that you want, and paste this into Word.

The problem with this technique is that the table is saved as a picture and you cannot edit the results.

How to do it: select "File / Print" from your browser's menu, and choose "Acrobat Distiller" (on a PC) or "PDF / Save as PDF" (on a Mac). The file will be named "hsda3.pdf".

Open the PDF file in Acrobat. Using the "select" tool, highlight the table, copy it, then paste it into Word.

The results of this technique are shown here:

Frequency Distribution				
Cells contain: -Column percent -N of cases		v1006a		
		10 BLACK	50 WHITE	***ROW TOTAL***
v1249	1: AL GORE	**92.0** 109	**45.4** 382	***51.2*** *491*
	3: GEORGE W. BUSH	**8.0** 10	**54.6** 459	***48.8*** *469*
	COL TOTAL	***100.0*** *119*	***100.0*** *841*	***100.0*** *959*