Chapter 105

The Output Window

Introduction

This chapter discusses the operation of the **NCSS** *Output Window*, one of the four main windows of the **NCSS** statistical analysis system. The other three windows are the *Data Window*, the *Procedure Window*, and the *Procedure Navigator Window*. These are described in other chapters. **NCSS** sends all statistics and graphics output to its built-in output viewer from where they can be viewed, edited, printed, or saved. Reports and graphs are saved in rich text format (RTF). Since RTF is a standard document transfer format, these files may be loaded directly into your word processor for further processing.

The Output Window is comprised of five main items: the *Output Document*, the *Navigation Pane*, the *Menu*, the *Main Toolbar*, and the *Bottom Bar*. Each of these components will be described in the sections that follow.

Output and Gallery Documents

The **NCSS** output system maintains two documents: *Output* and *Output Gallery*. Although both of these documents allow you to view your reports, the *Output* document serves as a viewer while the *Output Gallery* document serves as a recorder.

You can load additional documents as well. For example, you might want to view the output from a previous analysis to compare the results with the current analysis. To do this, you open a third document that has been saved from a previous analysis.

All **NCSS** documents are stored in the RTF format. This is a common format that is used by most word processors, including Microsoft Word. When you save an **NCSS** report, you will be able to load that report directly into your own word processor. All text, formatting, and graphics will appear in your word processor ready for further editing. You can then save the document in your word processor's native format. In this way, you can easily transfer the output of an **NCSS** procedure to almost any format you desire.

Output Document

The Output document displays the output report from the current analysis. Whenever you run an **NCSS** procedure, the resulting reports and graphs are displayed in the Output document. Each new run clears the existing Output document, so if you want to save a report, you must do so before running the next report.

The Output document provides four main functions: display, print, add to gallery document, and save as an RTF file.

Output Gallery Document

The Output Gallery document provides a place to store a permanent record of your analysis. Since the Output document is erased by each new analysis, you need a place to store your permanent work. The Output Gallery document serves this purpose. When you have a report or graph that you want to keep, copy it from the Output document to the Output Gallery document.

The Output Gallery document provides four main word processing functions: load, display and edit, print, and save. When you load a file into the Output Gallery document, you can add new output to it. In this way, you can record your work on a project in a single file, even though your work on that project is spread out over several days.

Add Output to Gallery

The *Add Output to Gallery* button in the main toolbar copies the contents of the Output document to the Gallery document. The Output document remains unchanged. This allows you to save the current output document for further use.

Auto Add Output to Gallery

The *Auto Add* option in the main toolbar controls whether output written to the Output document is automatically written to the Output Gallery document as well. The Output document remains unchanged. If you want to keep a copy of all the output that has been placed in the Gallery document, you will still need to save it manually.

Navigation Pane

The *Navigation Pane* is a tree outline that is gives the user quick access to major sections of the output.

The plus and minus buttons at the top can be used to expand and contract the entire tree, respectively. The arrow button at the top right can be pressed to hide the entire Navigation Pane.

Pressing any node of the navigation tree will scroll the output to the top of that section. Clicking anywhere in the output will highlight the corresponding section title in the navigation pane.

You can right-click the nodes to go to a location or cut, copy, or delete a section of the output.

Menus

We will now discuss the various options that appear in the Output Window menus.

File Menu

The File Menu is used for opening, saving, and printing **NCSS** word processor files. All options apply to the currently active document (the document whose title bar is selected). We will now discuss each of the options on this menu.

- **New (Clear This Window)**

  This option clears the output document.

- **Open**

  This option opens a saved document. This option is only available on the Gallery document window and on additional document windows. You cannot open a saved report into the Output document window.

- **Recent**

  This option opens a saved document from the list of recently saved documents. This option is only available on the Gallery document window and on additional document windows. You cannot open a saved report into the Output document window.

- **Open a New Report Window**

  This option opens an empty document. You might use this when you want to start a new project.

- **Open a Report File in a New Window**

  This option opens a saved document in a new window.

- **Add Output to Gallery**

  Selecting this option copies the contents of the Output document to the Gallery document. The Output document remains unchanged. This allows you to save the current output document for further use.

- **Auto Add Output to Gallery**

  When *Auto Add* is on, the contents of the Output document are automatically copied to the Gallery document. The Output document remains unchanged. If you want to keep a copy of all the output that has been placed in the Gallery document, you will still need to save it manually.

  This function allows you to automatically save all output for further use.

- **Save**

  This option lets you save the contents of the currently active document. This option is only available on the Gallery document window and on additional document windows.

- **Save As**

  This option lets you save the contents of the currently active document to a designated file using the RTF format. Note that only the active document is saved. Also note that all file names should have the "RTF" extension so that other systems can recognize their format.

- **Export**

  This option lets you save the contents of the currently active document to a designated file using the RTF, doc, docx, pdf or other formats.

- **Print**

  This option lets you print the entire document or a range of pages. When you select this option, a Print Dialog box will appear that lets you control which pages are printed.

- **Print Preview**

  This option displays the output report as it will appear on the printed page. Use it to preview your report before printing it out.

- **Create Page Breaks During Procedure Run**

  Check this option to create page breaks at the end of each page of the report. This aids in formatting the report for printing.

- **Report Options**

  This option displays the system options window. The Reports tab is used to set up the pages of the output for procedure runs. These options take effect when a procedure is run. Examples of options are titles, page numbers, font, page breaks, page size, and page orientation.

- **Hide This Window**

  This option minimizes the document that is currently being viewed. Note that this option does not clear the document, it simply minimizes it.

- **Exit NCSS**

  This option exits the NCSS system. All documents, spreadsheets, and procedure windows are closed.

Edit Menu

This menu contains options that let you edit a document.

- **Undo**

  This item reverses the last edit action. It is particularly useful for replacing something that was accidentally deleted.

- **Redo**

  This item un-reverses the last edit action.

- **Cut**

  This item copies the currently selected text to the Windows clipboard and erases it from the document. You can paste the information from the clipboard to a different location in the current document, into another document, into a datasheet in the spreadsheet, or into another application. The selected text is erased.

- **Copy**

  This item copies the currently selected text from the document to the Windows clipboard. You can paste this information from the clipboard to a different location in the current document, into another document, into a datasheet in the spreadsheet, or into another application. The selected text is not modified.

- **Paste**

  This item copies the contents of the clipboard to the current document at the insertion point. This command is especially useful for moving selected information from the Output document to the Log document.

- **Font**

  This option is used to specify the font of the currently selected text region.

- **Delete**

  This option deletes the currently selected region.

- **Select All**

  This item selects the entire document. Although you can select a portion of the document using the mouse or a shift-arrow key, this is much faster if you want to select the entire document.

- **Insert Page Break**

  This option inserts a page break at the current cursor location.

- **Find**

  This item opens the Search dialog box. You can specify text that you want to search for. This is especially useful when you are looking for a certain topic or data value in a large report.

- **Replace**

  This item opens the Search and Replace dialog box. This allows you to make repetitive changes. For example, you might want to change the name of one of the variables to a more useful name.

View Menu

This menu lets you designate the views of the output page.

- **Main Toolbar**

  This option controls whether the toolbar at the top is displayed.

- **Navigation Pane**

  This option controls whether the navigation pane at the left is displayed.

- **Bottom Bar**

  This option controls whether the bar at the bottom is displayed.

- **Horizontal Ruler**

  This option controls whether the ruler and tabs bar is displayed. The ruler displays the physical dimensions of the document and lets you set the margins and tabs of your document. Only the currently selected part of your document is affected by a change in the tabs and margins.

- **Expand Navigation Headings**

  This option expands all headings in the navigation pane to show sub-headings (if the navigation pane is showing).

- **Collapse Navigation Headings**

  This option collapses all headings in the navigation pane to show only headings (if the navigation pane is showing).

- **Page Layout**

  Click here to show the output divided into the pages as specified in the System Options when the procedure was run.

- **Continuous Page**

  Click here to show the output as a single, continuous page.

- **Maintain Page Size**

  If this option is selected, the size of the document remains unchanged when the Output window is resized.

- **Fit to Width**

  If this option is selected, the size of the document grows or shrinks to fit the width of the window when the Output window is resized.

- **Fit to Width and Height**

  If this option is selected, the size of the document grows or shrinks to fit the width and height of the window when the Output window is resized.

- **Zoom (Report Scale)**

  Use this option to specify a specific viewing size for the report. You can also enlarge the tables and/or the text throughout the entire **NCSS** application using the zoom options.

- **Zoom (Application Scale)**

  Use this option to specify a specific viewing size for the text throughout the entire **NCSS** application.

- **Previous/Next Page**

  Click to move backward/forward one page.

Analysis and Graphics Menus

These menus load the corresponding procedure windows.

Tools Menu

From this menu you can load various statistical calculators, data procedures, and the macro command center window. You can also play the active macro from this menu.

Window Menu

This menu lets you transfer to one of the other **NCSS** windows such as the Output window or one of the currently open procedure windows.

Help Menu

From this menu you can launch the **NCSS** Help System and view documentation, tutorials, and references. From this menu you can also view licensing information.

Toolbars

The toolbars are provided for single-click access to the most commonly used menu options. You will find that each of the options on the toolbar can also be found in the menus. The *Main Toolbar* is located at the top of the screen just under the menus. On the left, the main toolbar contains buttons and options related to the Output Window. On the right, the main toolbar contains navigation buttons to help you quickly move among windows in the system and load procedures. The *Bottom Bar* is located at the bottom of the screen. The bottom bar contains options that help you navigate and adjust the output document view. The bottom bar also contains a zoom tool at the right that lets you adjust the size of text that is displayed.