

PsychData

rev.

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CHAPTER 1

Introduction

PsychData.com specializes in online data collection for the social science community. To meet the unique needs of this community, we have developed a collection of software tools, including our Research Manager and Survey Editor, that put the power to design, manage, and use online data collection directly in your hands.

These tools give you access to the major functions of PsychData;

- create your survey components (questions, formatting, instructions)
- control multiple surveys from a centralized location
- control access to your surveys
- view and download survey-generated data
- manage all aspects of your account information and your survey options

This online help provides basic information for your use of the PsychData.com website. If you can't find your answer here, please contact us at support@PsychData.com (mailto:support@psychdata.com).

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Overview

PsychData.com specializes in online data collection for the social science community. To meet the unique needs of this community, we have developed a collection of software tools, including our Research Manager and Survey Editor, that put the power to design, manage, and use online data collection directly in your hands.

These tools give you access to the major functions of PsychData;

- create your survey components (questions, formatting, instructions)
- control multiple surveys from a centralized location
- control access to your surveys
- view and download survey-generated data
- manage all aspects of your account information and your survey options

This manual provides basic information for your use of the PsychData.com website. If you can't find your answer here, please contact us at support@PsychData.com (mailto:support@psychdata.com).

About this manual

The online help explains PsychData's functions and provides instructions for its use. It does not include information about the design of survey instruments or their interpretation. The **Library** (<http://www.psychdata.com/content/library.asp>.) section of PsychData.com contains links to and lists of reference materials appropriate for researchers.

The online help assumes that you are familiar with basic procedures required for the use of Windows-based computer programs and with procedures common to accessing and navigating Web sites on the Internet.

In addition, we presume you are using a browser equal to Internet Explorer >5.0 or Netscape >4.7. We recommend Internet Explorer 5.5 and above to access all editing features.

Your view of PsychData.com

When you sign in to PsychData.com (see *Sign in to PsychData.com* (on page 12)) you have access to a variety of tools that let you manage your account, build and edit surveys, download your data, and a host of other features.

The two major tools: **Research Manager** and **Survey Editor**.

Research Manager

This is your home base at PsychData.com. Here you will find key information about your account, including--

- access to edit surveys in your account
- number of Questions available in surveys
- number of Participants available
- Time span for use in your surveys
- Time span purchased for your account.

In addition, the Research Manager provides easy access to all surveys and data in your account and a variety of **Account and Survey Tools** for managing your account (i.e., purchasing services, printing your surveys, downloading your data, and more).

Survey Editor

The **Survey Editor** provides access to tools that allow you to build your secure online survey by--

- entering and editing questions
- entering and editing text
- formatting questions
- editing question logic

--and more.

Your participants' view of PsychData.com

When you identify your participants you distribute to them the URL (the Internet address) for the survey they are about to take and the password (if you chose one).

Participants use any reasonably current browser to access PsychData.com over the Internet and insert the password (if you chose one) to open the survey.

Only 50 questions are presented to participants at a time. This is done to avoid long load times if participants use a dial-up Internet connection.

The survey itself opens in a secondary browser window. PsychData.com keeps a status page open in the main window.

At the bottom of each page of your survey, participants click either **Save and Exit** or **Continue**. (See *Save and Return* (on page 15) for more information.)

When participants click **Submit** to finish the survey and record data, the secondary browser window closes and the main PsychData.com window opens an acknowledgment and thank-you page.

Security

Keeping your data secure is one of our primary commitments. Examples of our security measures include the following:

- **Secure Socket Layer (SSL) technology.** This allows encryption of information on a web page to avoid interception of sensitive data. All surveys and pages with sensitive information on the PsychData.com site are encrypted. The URL (or web address) of an encrypted web page begins with “HTTPS” instead of the usual “HTTP.” The extra ‘s’ stands for secure. In addition, your browser may display a padlock icon in the status bar and may notify you with a message in a pop-up window.
- **Password protection:**
 - All member accounts require a unique username and password for access.
 - Access to user surveys can be password-restricted.
- **Robust, centralized, and enterprise-level database:** All database transactions utilize TSQL stored procedures for increased database security and efficiency. In addition, our database has been carefully constructed to achieve architecture efficiency and conforms to the Second Normal Form (2NF).
- **Time-limited server-side session variables.** This technology does not leave any information on your local computer and will close your account automatically if you forget to sign out.
- **Clean URLs.** Some websites include usernames or passwords in their URL’s as you browse through the site. In this way, third parties can intercept sensitive information. Our URLs contain no sensitive information.
- **Secure Survey Environment:** All surveys at PsychData.com display in a secured pop-up window that prohibits participants and others from "backing up" and viewing previously entered data. Furthermore, upon completion of a survey, the pop-up window automatically closes, eliminating the small risk of someone else viewing previously entered data.
- **...and much more:** If you have additional concerns or questions – just ask: support@PsychData.com (mailto:support@psychdata.com).

Secure Survey Environment (SSE)

PsychData.com hosts all surveys in a specially designed browser window to protect your participants' privacy. The features of this survey window:

- **Encrypted data transmission (128-bit SSL)** -- All surveys are encrypted with the same technology used to process credit cards online.
- **Secure Survey Results** -- A variety of strategies are employed to ensure that a participant's responses are not retrievable from their computer.
- **Minimized Participant Error** - Our SSE dramatically reduces the potential of participant errors associated with online research.

CHAPTER 2

Using PsychData.com

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Getting Started

In this section find guidance and procedures on the following topics:

- Signing in
- Purchasing survey resources
- Building a survey
- Turning surveys on and off
- Check survey-generated data
- Edit a survey
- Download data

Signing In

All member accounts at PsychData.com are password protected. To sign in and out of PsychData.com, your browser's settings must include "Javascript enabled" (the default setting). (See **Browser Settings** (on page 39) for more details).

User session


As a security measure (one of several) the PsychData.com server assigns you a **user session** when you log in. As long as you keep moving through the site, your user session remains active. However, if you make no actions for a period of approximately twenty (20) minutes (or you forget


to sign off) the server automatically terminates your session and logs you out.

This feature protects your account and your data from unauthorized access. While it may be a mild annoyance on a home computer, it provides a critical level of security on public computers. In the event that you are signed off and wish to continue working on the site, re-enter your email address and password.

Sign in to PsychData.com

- 1 In the PsychData.com main page, enter your email and password in the upper left corner.



- 2 Click **Remember Me** to cause your browser to make a record of this site and fill in your email address automatically. For security purposes, you always have to enter your password.
- 3 Click **Sign In**.
- 4 Click the  to:
 - Retrieve your password.
 - View your password clue.

Purchasing survey resources

In your PsychData.com account, you purchase survey resources, including:

duration—time you expect the research to extend, in months

questions—total questions for all surveys, in blocks of 50

participants—total participants for all surveys, in blocks of 50


Then you build surveys and allocate resources among surveys.

You can purchase additional resources at any time they are needed.

PsychData.com allows you to purchase using a credit card, check, or purchase order. Credit card orders can be processed instantly through the Research Manager (below), while other orders will require contacting us at support@PsychData.com (mailto:support@psychdata.com).

To purchase survey resources

- 1 Sign-in to your account.
- 2 In the Research Manager, on the Account Tools drop down list, click Purchase Services.

Product	Quantity	Cost
1. Account Duration \$25 per month	Select ▾	\$0.00
2. Number of Questions \$0.35 each (increments of 50)	Select ▾	\$0.00
3. Number of Participants* \$0.35 each (increments of 50)	Select ▾	\$0.00
Student Discount (-10%)	<input type="checkbox"/>	-\$0.00
Methods of Payment:	TOTAL COST	\$0.00
		<input type="button" value="Reset"/> <input type="button" value="Purchase"/>

*Participants are provided by the researcher

- 3 Choose the quantity of survey resources that you need and click the Purchase button.
- 4 Enter all requested information, double check your information, and click Purchase one time.

PsychData.com records the purchase to your account, presents a receipt (which you can print using your browser Print option), and emails a copy of the receipt to your account address.

About survey design

The design of a survey instrument is a complex, critical task that precedes the use of the **Survey Editor**. These help topics do not include instruction on the design of survey instruments. For information and examples of surveys see materials listed in the online **Library** (<http://www.psychdata.com/content/library.asp>) of PsychData.com.

To build a new survey

- 1 Sign in to PsychData.com

- 2 In **Research Manager** locate the name of the survey you want to build and click **Edit**.
Survey Editor opens with a note that the survey contains no questions.
- 3 Click **Add Questions** to this Survey or **Insert Question** in an existing survey.
- 4 Click the question type you would like to insert.

Note: Hovering over a question type will display an example on the right.

- 5 For more information about question types see *Question types* (see "Question types detail" on page 32).
- 6 PsychData.com opens an editor appropriate to the question type selected.

CHAPTER 3

Save and Return

The “Save and Return” survey option allows your participants to save their progress in a survey and return at a later time to finish. This option requires that all participants register (with the information you specify) in order to participate. You may choose to have participants register anonymously via a nickname or with identifying information via their email address.

This feature allows you to keep track of who has started your survey and who has finished it. When participants complete a survey they are not be able to start it again with the same email address or nickname.

The registration data that your participants provide is viewed and downloaded separately from your survey data, but can be linked to survey data via the Login ID.

Save and Return for participants:

- is uni-directional only. Participants *cannot* go backwards in a survey – they can only continue forward from the point they left off;
- is by page. Participants must complete their current page in a survey, and at the bottom of the page click either **Save and Exit** or **Continue**. Save and Exit bookmarks their place, and instructs them how to return; Continue moves to the next page.

Research Manager-Save and Return

The Research Manager provides a list of all surveys in your account.

If a survey has the “Save and Return” feature activated AND participants have registered, two numbers display in the “Participants” column.



The first number refers to the surveys participants have *completed*.

The second number refers to the surveys users have *started* and not completed.

Surveys are considered “started” when participants have registered AND have submitted the first page of questions in a survey.

Activity Report

Directly under the participant count (completed/started) in the Research Manager is the “View Report” link. Click on this link to see an abbreviated report of who has started and completed your survey.

Data Handling

The registration data that your participants provide is viewed and downloaded separately from your survey data. Registration data resulting from the “Save and Return” feature can be viewed using the survey tools, “View Registrant Data” or “Download Registrant Data” available from the Survey Tools drop down menu in the Research Manager.

Registration data is deleted simultaneously when the Survey Data is deleted.

Login ID

The “Log-in ID” is a common data field for all surveys that are linked together and can be used as a “key” field to connect a participant’s responses between surveys.

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To activate Save and Return

➤ *To activate Save and Return:*

- 1 In Research Manager, in the list of surveys, locate the survey you want to change and click **Options**.
- 2 In the Survey Options page, go to option (3), click the **Update to:** drop down list to select **ON**.
- 3 Click **Submit Changes** to activate the feature and return to Research Manager.

About Question Logic

PsychData.com offers Question Logic (for Multiple Choice, Single Select question types only) so that you can carefully define how participants move through your survey -- so that they only see questions relevant to them, or branch off to separate surveys depending on the answers they give. Essentially, question logic allows you to define a series of “if-then”

statements for each answer of a given question that define a destination for each answer choice. For example:

- If the participant responds, “no” to Question 1, then skip to question 10.
- If the participant responds, “yes” to Question 1, then go to Question 2.

Question Logic represents a more advanced and powerful form of online survey construction. Our system is designed to be as user-friendly and mistake-proof as possible, but we ask that you take extra time to test your survey when using Question Logic to be absolutely certain you have programmed it correctly.

Note: any question containing logic will necessarily be the last question displayed on that page of your survey, from the Participant’s point of view.

To Add Question Logic

- 1** Return to the **Survey Editor** *after* you have added at least one Multiple Choice, Single Select question.
- 2** Locate the question you would like to add logic to, and click **Add Logic**.
- 3** Click the answer you would like to add logic to.
- 4** Select the survey you that contains the target question/element you wish to use as a target.
- 5** Select the question/element to send participants to, who choose the answer you selected in step #3.

Selecting “GO TO THE END OF THE SURVEY” will send your participants to the very end of your survey. If it is not linked to any other surveys the survey will close and participants will go to your thank you page. If the survey is linked, they will immediately begin the next survey.

- 6** Click **Submit**.

To Edit Question Logic:

Return to the **Survey Editor** *after* you have defined logic for at least one Multiple Choice, Single Select question.

- 1** Locate the question you want to edit the logic for, and click **Edit Logic**.
- 2** Click the answer you would like to edit the logic for.
- 3** Select the survey you that contains the target question/element you want to use as a target.

- 4 Select the question/element to send participants to, who choose the answer you selected in step #3.
- 5 Click Submit.

To remove Question Logic for one question

- 1 Return to the Survey Editor *after* you have defined logic for at least one Multiple Choice, Single Select question.
- 2 Locate the question you want to remove the logic for, and click Edit Logic.
- 3 Click Remove Logic from this question.

To Remove Question Logic for All Questions

- 1 Return to the Research Manager.
- 2 On the Survey Tools menu, choose Remove Question Logic .
- 3 Select the survey you wish to remove all question logic from.
- 4 Click Submit.

View a Structural Summary of Question Logic

- 1 Return to the Research Manager.
- 2 On the Survey Tools menu, choose View Question Logic.
- 3 Select the survey you wish to view the logic for.
- 4 Click Submit.

About formatting elements

Almost all surveys require some degree of formatting, from descriptive text to inserting the Respondent ID# and a print link. PsychData.com includes a special form to add and edit these elements.

Note: Advanced formatting features in the text editor for descriptive text are only available to users using Internet Explorer 5.5 or newer.

To add formatting elements

- 1 Sign in to PsychData.com
- 2 Click Edit for the survey you want to edit in the Research Manager.

3 On the Select Question page select “Insert: Text, Page Break, Respondent ID, Image, & more”.

4 Select an item and click Submit.

PsychData enters the element in the survey and re-opens the Add Question page.

About editing a survey

Editing a survey can involve a wide variety of additions or alterations to an existing survey (i.e., adding/deleting/moving/editing questions or formatting elements).

You can edit your survey at any time without affecting the data associated with a survey. However, we recommend that you turn your survey off while editing to (1) ensure that your participants see the desired survey version and (2) questions added to a survey that is ON are permanently used while adding questions to a survey that is OFF are not permanently used until the survey is turned both ON.

To edit survey formatting or question text

1 Sign in to PsychData.com.

2 In **Research Manager**, in the list of surveys click **Edit** for the survey you want to change.

PsychData.com loads the survey into the **Survey Editor**.

3 In **Survey Editor** locate the formatting elements or questions you wish to change. Each question or formatting element will have these buttons (except for the instructions for Matrix questions which will only have the first two buttons):



- Click **Edit** to alter the text of any given survey element.

- Click **Delete** to remove the element from your survey.

4 Click **Move** to move the element anywhere in your survey.

Clicking this button allows you to specify where in your survey to move the element(s). Matrix questions are moved as a group.

5 When you have selected the destination for your element, click **Move**.

To edit a survey's options

- 1** Sign in to PsychData.com.
- 2** In the Research Manager listing, locate the survey you want to edit.
- 3** In the Survey column click Options.
PsychData.com opens the Survey Options page.
- 4** Enter a title.
The title will be displayed on the first page of your survey and will be visible by your participants..
- 5** Enter a password, if you choose
A password will secure access to your survey on the Internet to password holders. It is not required.
- 6** Choose whether to include the unique IP addresses of your participant's computer in your data file.
IP addresses can be useful for tracking participation but may also be a concern if anonymity is your goal. (See page 30)
- 7** Choose whether to display (on the Thank You page) and record the unique Respondent ID# of your participants in your data file.
Respondent ID numbers are automatically generated by PsychData for each survey. When displayed to the participant on the thank you page, a link is also displayed to enable participants to print the page. This can be used as an automated confirmation page that provides participants with a number that can be linked to your data set (i.e., if they bring their confirmation sheet to you) – but the data remains anonymous.

Please note that a separate and unique Respondent ID is assigned for each participant in each survey. Respondent ID's are not transferred between linked surveys and therefore cannot be used to link participant data in two separate surveys.

- 8** Choose a form of survey linking (Direct or Random) if needed.
You can only link to surveys on your account.
Select Direct Link to link this survey immediately to another survey. Participants access the linked survey immediately and seamlessly at the completion of this survey to provide, for example, identifying information.
Choose Random Assignment to randomly direct participants, at the completion of this survey, to one of several surveys on your account. You will be prompted to choose the surveys, on your account, to be included in the random distribution.
- 9** Enter your Survey Conclusion Text.
This text will be displayed when the Secure Survey Environment window is closed and your participant is returned to their browser window. This is a good place to put thank you text, additional instructions, contact information, helpful links, and more. This

feature is also a convenient way to create a debriefing page that will be displayed after the survey has been fully completed and closed.

- 10** Select survey Status, On or Off.

If using Survey Linking, be sure to activate ALL surveys being linked

On	Participants can view and complete the survey
Off	Available for editing but unavailable to participants

- 11** Click Submit Changes to record edits to the survey options.

To change survey status

Participants cannot access an online survey until the survey is **ON**.

Note: Turning a survey ON permanently uses any questions created since the survey was last turned on.

➤ **To turn a survey ON:**

- 1 Sign in to PsychData.com
- 2 In **Research Manager**, locate the survey title in the list and in the **Survey** column click **Options**.
- 3 In the **Survey Options** dialog box, item 5, in the drop down **Survey Status** list, click **ON**.
- 4 Click **Submit Changes**.

➤ **To turn a survey OFF:**

- 1 Sign in to PsychData.com
- 2 Locate the survey title in **Research Manager** listing and in the **Survey** column click **Options**.
- 3 In the **Survey Options** dialog box, item 5, in the drop-down **Status** list click **OFF**.
- 4 Click **Submit Changes**.

Manage survey-generated data

After a survey is activated and participants have been furnished with the URL and password (if necessary), data begin to accumulate in the database as participants complete the survey.

Survey Participants and Responses

Research Manager lists the number of responses stored for each survey is listed under the column heading, **Stored Responses**.

It is your responsibility as researcher to monitor the number of participant responses for all your surveys. When the number of **Participants Remaining** reaches zero (0), no survey in your account will be able to accept new participants.

- To purchase more participants, choose Purchase Services from the **Account Tools** drop down list (or click Purchase in the nav bar at the left).

If you would like to arrange for an open-ended billing option (large projects only), please contact us at support@PsychData.com (mailto:support@psychdata.com).

To view data

Note: The View function is only intended for small datasets (several hundred participants). For larger surveys, use the **Download Data** feature in the **Account Tools** drop down list.

- 1 Sign in to PsychData.com
- 2 In Research Manager, on the **Account Tools** drop down list, click **View Data**.
- 3 In the **View Survey Data** list click the title of the survey whose data you want to view.
Data display is a spreadsheet format.

To download data

You can download data from your survey responses at any time that your account has hosting time.

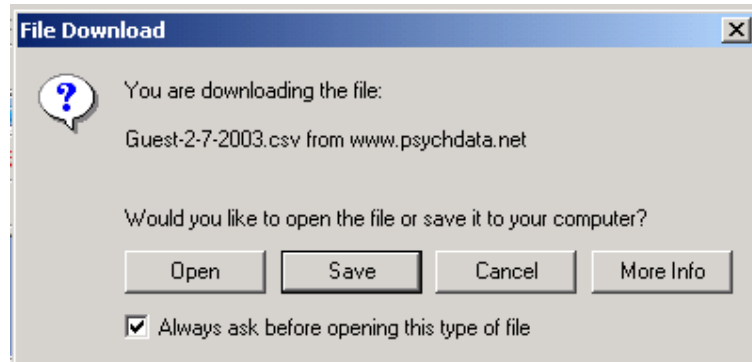
If your account expires, your data is deleted.

- 1 Sign in to PsychData.com
- 2 On the **Account Tools** drop down list, click **Download Data**.
- 3 On the **Download** page:
 - Select the survey for which you want to download data.
 - Select your preferred File Format: CSV (Comma Separated Value) or TAB delimited. CSV files are immediately recognized by Excel. Excel can be confused if your participants use commas and quotation marks in their responses to free-response questions.

TAB delimited files are more easily imported into a wider variety of statistical programs, and are generally not affected by the content of free response questions.

- Choose your preference regarding the inclusion of a header row with your questions (i.e., variable names) as the first row of your data file.

4 Click Download.



5 In the File Download dialog box click Save.

PsychData forms a default filename using a combination of your name and the date.

6 Specify a secure location for the data file and click OK.

CHAPTER 4

Reference

In this section find additional detailed information on the following items:

- Research Manager survey and data listings
- Question type table
- Formatting options
- Browser settings

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Research manager sections

Separate sections track your account status and individual surveys.

Account status

Hosting	Quantity
Start: 01/19/2003	Questions: 4995
End: 01/02/2010	Participants: 4985

Hosting -- The date when your contract with PsychData.com begins and ends.

Participants – number remaining of the total purchased in your account.

Questions – number remaining of the total purchased in your account.

Survey listings

My Surveys	
Survey # and Title Survey URL (Tip: To preview without storing data, click title.)	Status
#23: Learning, Memory, Mapping ... https://www.psychdata.net/surveys.asp?SID=23	ON

#nn -- An ID number assigned by PsychData.com

Title -- Assigned by you in **Survey Options**

URL -- Used by participants to access the survey on the Internet, either directly or through a password (that you assign in **Survey Options**)

Preview – Click on the survey Title to preview your survey as participants will experience it when they access it over the Internet. (Data entered while previewing a survey are not recorded.)

Survey access

Edit -- Open **Survey Editor** where you add, delete, or modify questions, text, and other formatting elements in your survey.

Options -- Configure survey properties; see next page for details.

Survey options

Survey Title – Appears at the top of the first page of the survey and at the end of your survey above the **Survey Conclusion Text**.

Survey Password – Allows you to limit survey access only to password holders.

Save and Return -

IP Addresses – Optionally choose to record participants' IP addresses in your data file. If you choose this option, IP addresses are included when you download or **View Data** (see "View survey data" on page 29).

Respondent ID# –Choose to record, and display for participants on the Thank You page, the unique Respondent ID# that is automatically assigned by PsychData. If you choose this option, Respondent ID#s are included when you download or **View Data**. (see "View survey data" on page 29)

Please note that a separate and unique Respondent ID is assigned for each participant in each survey. Respondent ID's are not transferred between linked surveys and therefore cannot be used to link participant data in two separate surveys.

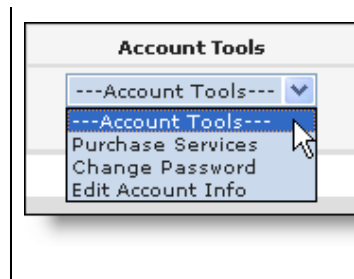
Survey Linking – Enable participants, at the conclusion of this survey, to immediately begin (1) a second survey (i.e., Direct Link) or (2) one of several surveys on a random basis (i.e., Random Assignment). Choose the type of link you need and then select the survey(s) you want to link to. Use linked surveys, for example, to separate research data from identifying information by collecting the data in two separate surveys.

Survey Conclusion Text. This text will be displayed when the Secure Survey Environment window is closed and your participant is returned to their browser window. This is a good place to put thank you text, additional instructions, contact information, helpful links, and more. This feature is also a convenient way to create a debriefing page that will be displayed after the survey has been fully completed and closed.

Survey status–

On	Survey can be edited and participants can complete survey and submit data
Off	Survey can be edited but it is unavailable to participants
Expired	Contract period expired or access suspended

Account Tools



The drop down list presents tools to manage your account:

Purchase Services

Change Password

Edit Account Information

Purchase

Use this option to change the duration, or add to the number of questions or participants in your account.

Edit User Info

Required fields include First Name and Email address.

When you purchase survey resources, additional information is required.

Change Password

When you set or change your password, remember that good passwords have combinations of letters and numbers and are not derived from birth dates or other personal data.

The Password Clue should be a reminder that will allow you to remember your password.

Survey Tools

Create a New Survey

This option creates a new survey in Research Manager. The new survey appears at the bottom of your list as Untitled Survey.

After you create the survey you can edit it for content, formatting, title, and change the survey options, such as title.

View/Print Survey

This view mode is display only.

Use this mode to view and print a survey from beginning to end, without page breaks.

Delete Survey

This mode allows you to select one or more surveys from your list to delete the survey and its associated data from the PsychData.com server.

Select one or more surveys and click **Delete Survey(s)**.

PsychData.com lists the previously selected surveys by Survey ID and asks you to confirm the deletion.

Note: This action is not reversible.

Cancel returns you to Research Manager without deleting surveys.

Data Tools

Download Data

Use this option at any time during a survey to copy one survey-generated dataset from the PsychData.com server to your local computer.

Note: Data you download is not deleted from the PsychData.com servers. Data remains available until you delete it (or your account expires).

Delimiter — choose Tab or comma separated values (CSV)

Header Row – choose to include a first row with variable names or not
View Data

This function allows you to view data gathered for a survey in a table format.

In the list of current surveys, click one.

View survey data

PsychData.com displays the data in a tabular format.

The screen shot below shows a portion of a table, which includes (in this case) participants' IP addresses.

Survey #:	5680
Survey title:	Training cards #1
Survey owner:	PsychData User Support
Stored responses:	41 (number of participants stored in database)
Total responses:	41 (total participants including stored & deleted)
Participants remaining:	493 (how many more people may take this survey)
Survey status:	Active

Date	IP Address	question
7/3/2003 9:28:00 AM	132.177.171.46	3
7/3/2003 9:33:00 AM	132.177.170.102	3
7/3/2003 9:34:00 AM	132.177.171.46	3
7/3/2003 9:39:00 AM	132.177.170.102	3
7/3/2003 12:02:00 PM	66.152.251.222	
7/3/2003 12:03:00 PM	66.152.251.222	1
7/3/2003 12:03:00 PM	66.152.251.222	4
7/3/2003 12:04:00 PM	66.152.251.222	3
7/3/2003 12:04:00 PM	66.152.251.222	3

Delete Data

Survey-generated data for all the surveys in your account are stored on our servers. This function allows you to delete that data for one or more surveys.

This function does not delete the survey itself—questions and formatting—only the data.

Select one or more surveys and click **Delete Data**. PsychData.com lists the previously selected surveys by Survey ID and asks you to confirm the deletion of the data.

This action is not reversible.

Cancel returns you to Research Manager without deleting data.

Data section FAQs

Question: How do I open a data file?

Data files from PsychData.com are CSV (Comma Separated Values) files, character-based text files that use commas to separate fields within

the file. All spreadsheets and statistical programs can open or import CSV files. Open a CSV data file in one of several ways:

Double click the file.

Open the viewing program (i.e., Microsoft Excel), then from that program's **File** menu choose **Open** and in the browse dialog box locate the data file.

--In the browse dialog box set the "Files of type" field to "All file types" to see the CSV data file.

Question: What if I see "#####" in a column of my data file?

An Excel-specific function. If the default column width is not sufficient to display the data in a column the data are replaced with a character like the # sign. If this occurs, widen the column in which this occurs.

Question types

Question types list

The Survey Editor begins with a question type drop-down list that offers a choice of question types. Choose a question type from the list to open the editor for that question type. Each question type includes limits on elements that can be edited after the question has been created.

Multiple Choice

- Single Select (vertical)
- Single Select (horizontal)
- Drop Down Menu, Single Select
- Multiple Select (vertical)
- Multiple Select (horizontal)

Matrix Multiple Choice

- Single Select (vertical)
- Single Select (horizontal)
- Single Select with Poles (vertical)
- Single Select with Poles (horizontal)
- Drop Down Menu, Single Select (vertical)
- Drop Down Menu, Single Select (horizontal)
- Multiple Select (vertical)
- Multiple Select (horizontal)
- Free Response (10 character limit) (vertical)
- Free Response (10 character limit) (horizontal)

Free Response

- One Line Answer (2 character limit)
- One Line Answer (10 character limit)
- One Line Answer (100 character limit)
- Multiple Line Answer (1000 character limit)
- Essay Answer (8000 character limit)

Additional Question Types

- Rank Order
- Constant Sum

Find detailed information about question types and limits *here*. (see "Question types detail" on page 32)

Question types detail

All question types are available when you choose to insert a new question in the Survey Editor.

Question type formats are detailed below. Click an item to see examples.

Multiple Choice These question types allow you to create one question at a time. Questions may be **required** and some may ask for **another** response.

Single Select
(vertical)

Radio Buttons, Vertical - allows one answer to be chosen:

Answer 1

Answer 2

Answer 3

Other (Please Specify)

Single Select
(horizontal)

Radio Buttons, Horizontal- allows one answer to be chosen:

Answer 1 Answer 2 Answer 3

Drop Down Menu

Drop down menu - allows one answer to be chosen:

Multiple Select
(vertical)

Checkbox answers, vertical - **more** than one answer allowed:

Answer 1

Answer 2

Answer 3

Multiple Select
(horizontal)

Checkbox answers, horizontal- **more** than one answer allowed:

Answer 1 Answer 2 Answer 3

Matrix Matrix question types allow you to create many multiple-choice questions simultaneously, which all use the same response format. We recommend breaking your multiple-choice questions into smaller groups so that your participants can see the column headers. All matrix questions allow you to insert **instructions** at the time you create the question.

Single Select
(horizontal)

	Answer 1	Answer 2
Question 1	<input type="radio"/>	<input type="radio"/>
Question 2	<input type="radio"/>	<input type="radio"/>
Question 3	<input type="radio"/>	<input type="radio"/>

Single Select
(vertical)

Question 1
 Answer 1
 Answer 2
 Answer 3

Question 2
 Answer 1
 Answer 2
 Answer 3

Question 3
 Answer 1
 Answer 2
 Answer 3

Single Select with
Poles (vertical)

Question 1
Pole 1
 Answer 1
 Answer 2
 Answer 3
Pole 2

Question 2
Pole 1
 Answer 1
 Answer 2
 Answer 3
Pole 2

Single Select with
Poles (horizontal)

20)	Question 1 Pole 1 <input type="radio"/> Answer 1 <input type="radio"/> Answer 2 <input type="radio"/> Answer 3 Pole 2
21)	Question 2 Pole 1 <input type="radio"/> Answer 1 <input type="radio"/> Answer 2 <input type="radio"/> Answer 3 Pole 2

Drop Down Menu
(vertical)

Question 1
 Heading 1
 Heading 2
 Heading 3

Question 2
 Heading 1
 Heading 2
 Heading 3

Question 3
 Heading 1
 Heading 2
 Heading 3

Drop Down Menu
(horizontal)

	Heading 1	Heading 2
Question 1	-Select- ▾	-Select- ▾
Question 2	-Select- ▾	-Select- ▾
Question 3	-Select- ▾	-Select- ▾

Multiple Select
(vertical)

Question 1	<input type="checkbox"/> Answer 1
	<input type="checkbox"/> Answer 2
	<input type="checkbox"/> Answer 3
Question 2	<input type="checkbox"/> Answer 1
	<input type="checkbox"/> Answer 2
	<input type="checkbox"/> Answer 3
Question 3	<input type="checkbox"/> Answer 1
	<input type="checkbox"/> Answer 2
	<input type="checkbox"/> Answer 3

Multiple Select
(horizontal)

Question:	Answer 1	Answer 2
Question 1	<input type="checkbox"/>	<input type="checkbox"/>
Question 2	<input type="checkbox"/>	<input type="checkbox"/>

Free Response
(10 char) (vertical)

Question 1	<input type="text"/>	Answer 1
	<input type="text"/>	Answer 2
	<input type="text"/>	Answer 3
Question 2	<input type="text"/>	Answer 1
	<input type="text"/>	Answer 2
	<input type="text"/>	Answer 3
Question 3	<input type="text"/>	Answer 1
	<input type="text"/>	Answer 2
	<input type="text"/>	Answer 3

Free Response (10 char) (horizontal)	Answer 1	Answer 2
Question 1	<input type="text"/>	<input type="text"/>
Question 2	<input type="text"/>	<input type="text"/>
Question 3	<input type="text"/>	<input type="text"/>

Free Response Free response question types allow your participant to type in any answer text. Each question type has a limit on the number of characters a participant can type.

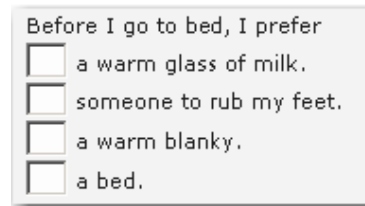
Single Line Answer (2 char)	Free Response: Single Line Answer (2 char) <input type="text"/>
Single Line Answer (10 char)	Free Response: Single Line Answer (10 char) <input type="text"/>
Single Line Answer (100 char)	Free Response: Single Line Answer (100 char) <input type="text"/>
Multiple Line Answer (1000 char)	Free Response: Multiple Line Answer (1000 char) <input type="text"/>
Essay Answer (8000 char)	Free Response: Essay Answer (8000 char - approx. 5-6 double-spaced lines) <input type="text"/>

Rank Order Participants arrange items in order.

Participants rank order a series of items.

Note: When the rank order question type is set to **required**, the internal engine validates that the participant has ranked every item and that all answers use a distinct number between 1 and x (x=total number of answers).

Rank Order



Before I go to bed, I prefer

a warm glass of milk.

someone to rub my feet.

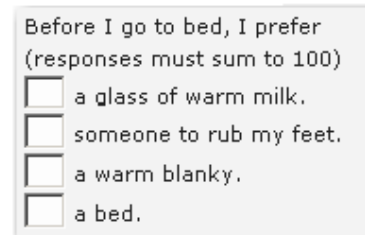
a warm blanky.

a bed.

Constant Sum Participants assign a point value to items in a list. More powerful than rank order.

Participants assign a specified number of points to each item in a series of items. (More powerful than a rank order).

Constant Sum



Before I go to bed, I prefer
(responses must sum to 100)

a glass of warm milk.

someone to rub my feet.

a warm blanky.

a bed.

Formatting options

In **Survey Editor**, when you choose “Insert Text, Link, Image, & More” on the **Question Type** drop down list, PsychData.com opens a form where you can edit and format descriptive text and insert formatting elements.

Note: Internet Explorer 5.5 or higher is required to display the full text editor and access advanced formatting options (e.g., bold, italic, indented, aligned) for descriptive text. Netscape and earlier versions of IE do not support the full text editor.

(Participants can use any browser to view all survey materials, including descriptive text and formatting produced in the text editor.)

Insert Text, Link, Image, & More

This form allows you to insert and edit text, links, images, and other formatting materials. Elements of the form are described below.

Insert: Text, Page Break, Unique ID#, Image, and more.
 Note: None of the following count towards your question total.

Select One:

Descriptive Text (Read Tip) -- Type or copy-and-paste your text.

Arial 1 (8 pt) **B** *I* U | [List Icons] | [Text Icon] [Image Icon] [Link Icon]

Enter up to 8000 characters.

Page Break --adds a single page break

Display Unique Respondent ID Number & Printable Link

Image --We recommend that you first [email](#) us your image. We will place it on our secure server. Doing this will ensure that your survey will not generate a browser alert regarding "nonsecure content" in your survey. We will then email you the image link to insert below. (i.e. https://www.psychdata.com/images/navtop_logo.gif)

URL Link --i.e. <http://www.yahoo.com>

Email Link --i.e. yourname@yahoo.com

Horizontal Line --adds a line which is 75% width of page, followed by a carriage return

Carriage Return --adds a single carriage return

Descriptive Text – Insert text such as instructions, URLs, informed consent statements, debriefing statements.

The editor supports text controls (font, size, bold, italic, alignment, lists). In addition:



--opens an **Insert Image** search function to specify the location of an image to insert in the text area.



--opens the editor in a separate window

Page break – Insert a web page break. Participants must click a “Continue” button to go to the next page.

Horizontal Line – Insert a thin black line approximately 80% of the width of the survey screen.

URL Link – Insert a web link.

Email Link – Insert an email link.

Use, for example, to allow participants to send questions or comments to the survey owner.

Image – Insert images for a survey:

—Place them on your own server and link them to PsychData.com --or--

—Email them to support@PsychData.com (mailto:support@psychdata.com); we place them on our server and provide you with a list of links to use in your survey. Your server may generate warning messages to participants about “insecure” content— which our server does not.

Carriage Return – Insert a blank line, for spacing.

Browser Settings

All browsers come with default settings that can be configured to fit your preferences. The following are the preferred browser settings for PsychData.com website visitors. All of these are the default settings for most browsers and can be found in your browser's options, preferences, or security settings.

- Enable cookies.
- Cookies are small elements of data that a website can send to your browser and store on your computer. Cookies may only be read by the web site that creates them. PsychData.com allows you to voluntarily choose to set a cookie that will "remember" your login preferences; that's all it does. You do have control over cookies. Most

browsers can be set to notify you when a cookie is being placed on your computer. You can also set most browsers to refuse to accept cookies, although this may negatively affect your Internet experience. You can also erase cookies that are already on your computer. For more information on working with cookies, you should consult the User Manual, FAQ, or Help function of your specific browser and operating system software.

- Enable JavaScript.

Javascript is a commonly used Internet programming language.

- Set cache to "always check the server for changes"

The browser cache saves copies of pages to use the next time you request the same URL. The PsychData.com website generates pages dynamically. If your computer does not check for the most recent version, your browser displays the stored page—which may be inaccurate.

- Enable stylesheets

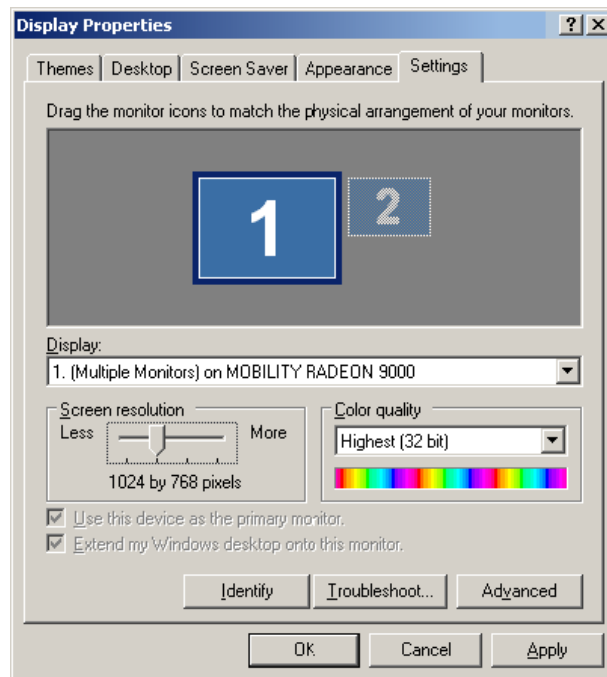
PsychData.com uses stylesheets to control the web site formatting.

- Do not override colors

- Set your monitor resolution to at least 800 by 600 pixels.

A lower resolution (like 640 x 480) may force you to scroll constantly to see the entire page. To change resolution on a Windows-based computer, do the following:

1. Right click the Desktop, choose Properties, and click Settings.
2. Drag the Screen Area pointer until it reads 800 x 600 pixels or larger.
3. Click OK and Yes as needed to close dialog boxes.



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