

Idealist Database Input FlowChart

Phase 1 - typing

Translate / Type in Questionnaire, using blank questionnaire

Save as xxxx SAFE and LOCK the file using Get Info on the File menu.

Tick the SAFE box on the Progress chart, indicating where the file lives (i.e. which computer and filename)

Make a copy named xxxx WORK. Remove the header (Format menu).

Tick the WORK box on the Progress chart, indicating where the file lives (i.e. which computer and filename). GO TO Phase 2

Phase 2 - editing

Use the xxxx WORK file!
Insert the lines:

-Heading

(<- blank line)

-Subhead

(<- blank line)

-Responses

-Respondent

!MON07

-HHAsked

18

-QuestNo

...immediately before the start of each question, using Copy and Paste (quicker using the key combinations apple-C and apple-V). Make sure the file starts with :Responses and that there are no spaces between the : or the - and the beginning of the line and the field name.

Save the file.

Starting at the bottom of the file and working up, insert the line:
\p-Question\p
immediately after the question number and before the text of the question, eg:

Q5.8 \p-Question\p What services, if any, do you gain from lamas, shamans or other religious specialists and what do you give in return?

When all questions are done, do a global search & replace on the file, replacing the text " \pQuestion\p" with the same thing in the Change box; the \p will be interpreted as a newline and insert the appropriate lines), eg:

Q5.8

-Question

What services, if any, do you gain from lamas, shamans or other religious specialists and what do you give in return?

Save the file.

Insert the line:
\p-Answer\p
between the text of the question and the answer and do a global search & replace, as before, when finished.

Save the file.

Spell-check the file; use ClarisWorks spellings where there are alternatives. Save the file.

Save the file as Text, using Save as... from the File menu:

- 1) add TXT to the end of the filename;
- 2) select Text from the Save as... pulldown menu and hit return.

Tick the EDIT box on the Progress chart, indicating where the file lives (i.e. which computer and filename). GO TO Phase 3

Phase 3 -Importing

Quit ClarisWorks

Open the Idealist database for this Case Study Site

Select Import from the File menu, click on From file.... and select the TXT file for import

Make sure that the Strip trailing blanks and Convert tabs to spaces check boxes are crossed

Click OK and wait while the records are imported

Was there a problem reported by Idealist during the import?

YES

NO

Select Delete from View, Hit List to erase any records partly imported and quit Idealist.

You are now looking at the records just imported. Go through them one by one, checking for mistakes (eg. two question records imported as a single record). Are the errors serious?

YES

NO

Open the ClarisWorks file and correct the errors; go back to Phase 2-4

Correct the errors "by hand"; i.e. within Idealist and check through again thoroughly.

Congratulations !

The records have been imported successfully.
Tick the DONE box on the Progress chart, indicating where the file lives (i.e. which computer and filename). Quit Idealist and start on the next questionnaire.....