

## Instructions for storing data

### DATA

The data material is to be saved as ASCII with fixed length, i.e. fixed format, fixed positions. (Fixed format looks like columns without commas. It should not be misaligned).

It should not be separated by tabulators or be delimited (variables are not to be separated by commas, semicolons or the equivalent).

### Using Stat Transfer

Data run in Stata, SAS, GAUSS or EXCEL can be transferred to ASCII using Stat Transfer.

- Choose the programme that has been used in Input file.
- Highlight the file to be transferred using browse.
- Choose ASCII – fixed format (S/T Schema) in Output file.
- Choose location (folder/catalogue) where the ASCII file is to be saved using browse.

In Stat Transfer, a file is also automatically created with a list of variables and positions. If SAS-data contains labels that describe the contents of the respective variable, these will also be included in the generated list of variables.

### Using statistics programmes

#### In Stata

- Open the data file and execute the command "compress", which transforms and compresses the data file so that no variables have more positions than what is necessary.
- Save the file with the command "out file using file name,wide" without file extension, for example out file using D:data/file name,wide

#### In SAS

SAS has an export function. However, it is better to export using Stat Transfer.

#### In GAUSS

```
indata = "name of data file" ;  
open fl = ^inddata;  
X= readr(fl,rowsf(fl));  
output file = ut.txt reset;  
X;  
Output off;
```

### **Information/description of item**

Create a text file, with information about the origins of the data (for example surveys, Händel, Ams...), in which programme the analysis has been done and other explanations that you consider to be relevant.

Save the file as text with line breaks, for example in MS-Word you choose the alternative "Unformatted text", as the file format. Enter line break.

Also create a file describing the item (text with line breaks) with the name postbeskr.txt. The file is to contain name of variable, type of variable, start and end position for each variable, exact column length, description of the contents of the variable and other possible information to describe the item.

NB! The description of the item and the information can be saved in the same file.

### **Programme**

Programme codes (for example "do files", SAS programme editor, the equivalent in GAUSS).

### **Transmission of data**

Save the data material in a folder with the Reg No of the project. Anahid creates the folder under /Aramesh/alla-ifau/Arkivet, when the project is being terminated.

Those who do not have access to Aramesh can send the information electronically or save it on CD/DVD.