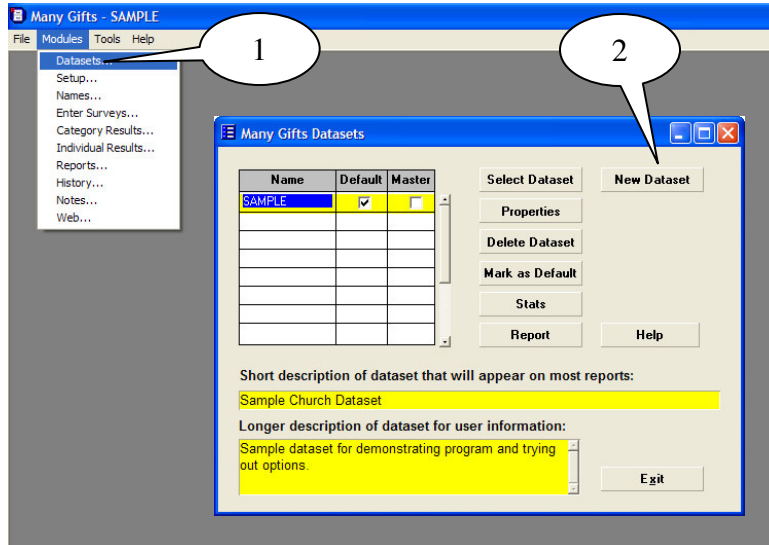


Creating a New Dataset

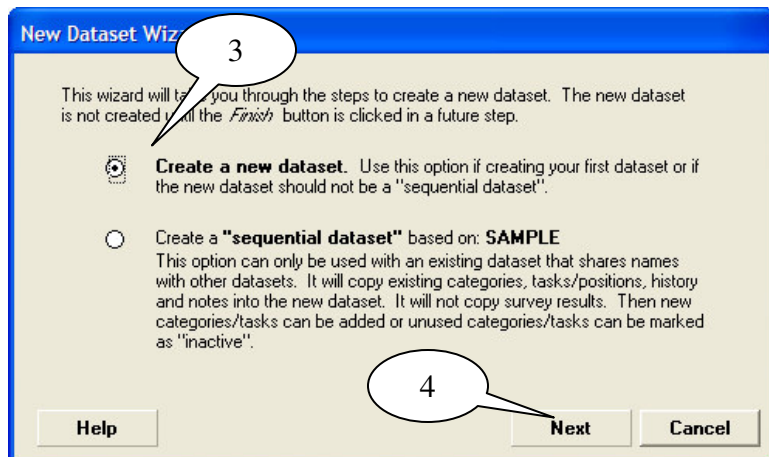
1. Select the *Datasets* option in the *Modules* menu.



2. Click on the *New Dataset* button.

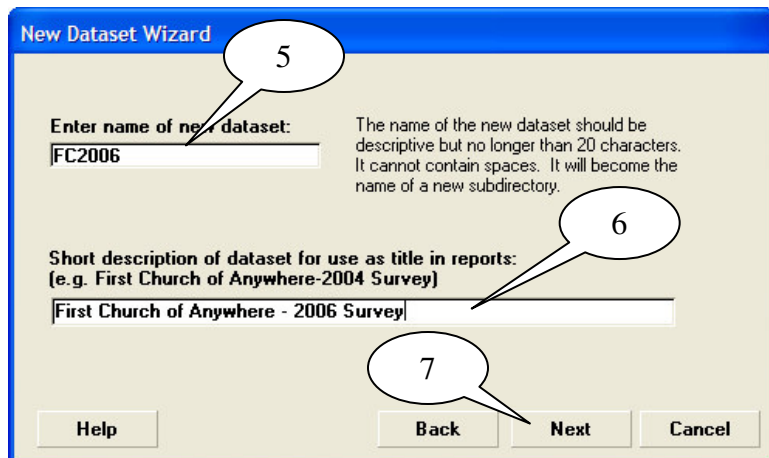
3. Select the *Create a new dataset option* if this is your first dataset.

(In the future you may want to use the "sequential dataset" option.)



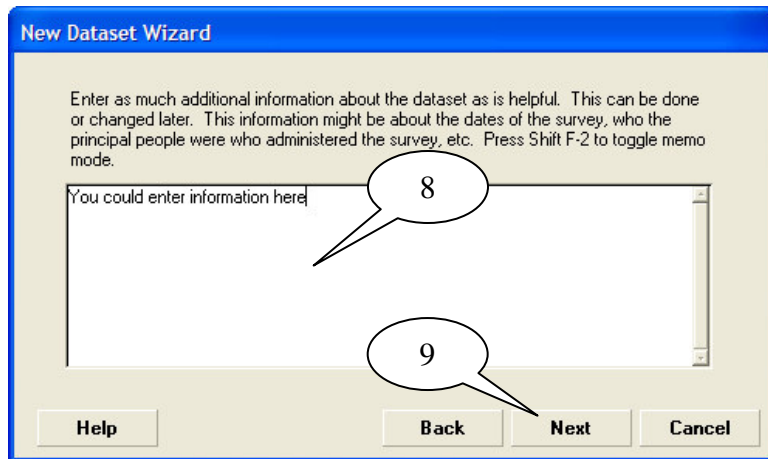
4. Click on *Next*.

5. Fill in a short name for the dataset. Including the year of the survey is helpful.
6. Fill in a longer description that serves as a title on many reports.



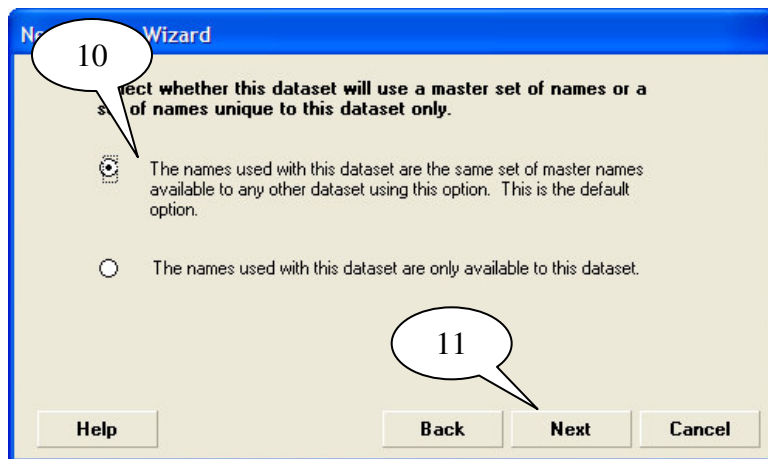
7. Click on *Next*.

8. If desired, fill in additional information about the dataset.



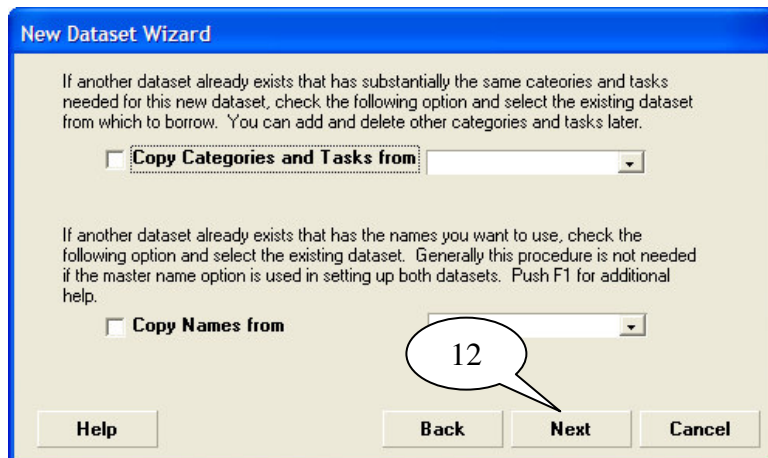
9. Click on *Next*.

10. Decide whether the dataset will use a master set of names. Generally this is the preferred option. More information is available by clicking on *Help*.

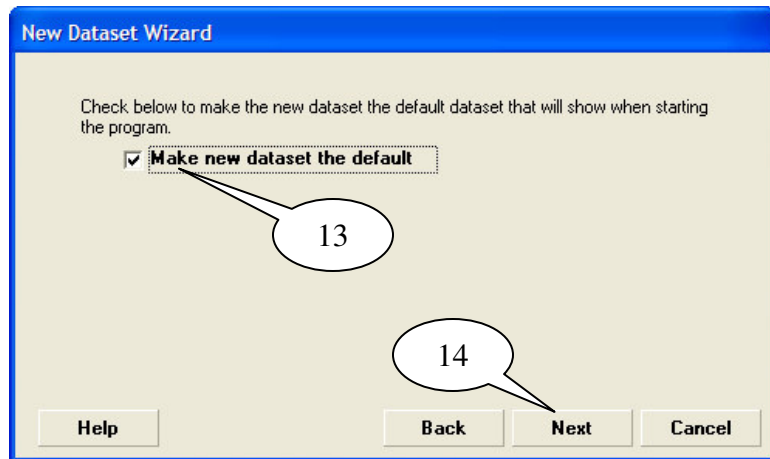


11. Click on *Next*.

12. Click on *Next*.
- (In the future you may want to base a new dataset on categories, tasks, and even names from a pre-existing dataset. Most likely, however, you would select *sequential dataset* in step 3.)

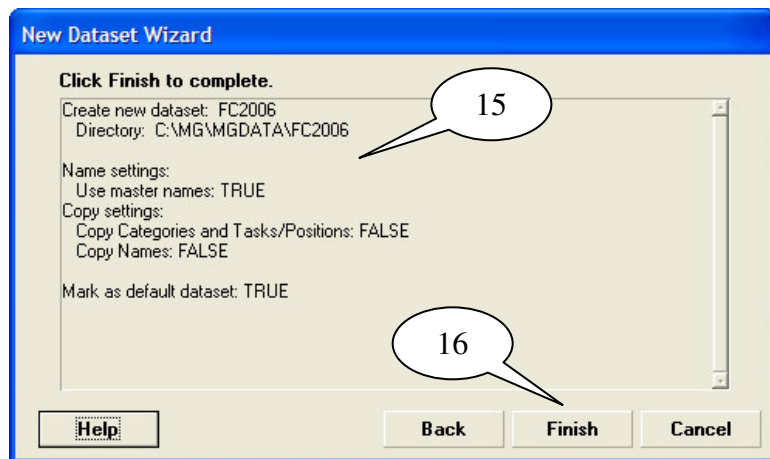


13. Check to make the new dataset the default when starting the program.



14. Click on *Next*.

15. Review the information to determine if the correct options have been selected. If not, click on *Back*.



16. Click on *Finish*. The new dataset will be created.