iNZight Data Files – Some tips

1. Use EXCEL with file extension .csv ( comma delimited). This is an option on the drop down menu when you click SAVE AS in Excel.
2. Each variable must be listed in a separate column. If the same variable is collected for a number of different groups, then two columns are required. The first column will be the variable of interest and the second column will indicate group membership.
3. Data names must be in the first row of each column and must NOT contain any spaces
4. Cannot cope with missing values at the moment.
5. Additional information about variables including sources, units etc must be provided separately.
6. Time format - weekly 1990Wø1,1990Wø2 etc
* Monthly 1990Mø1,1990Mø2 etc for Jan. 1990, Feb. 1990
* Quarterly 1990Q1,1990Q2 etc
* Annual 1990,1991,1992
* 5 day week - common in school data sets. In this case the time variable will need to be created. Once you have selected the Time series option from the Advanced tab, select the second option ‘Provide time information’. This will bring up another window when you will be asked for three parameters –

**Start Date** – the point in the cycle that your series begins. So if series starts on a Monday – enter 1, Tuesday – enter 2 etc.

**Season Number** – the number of complete cycles( weeks) in your series

**Frequency** – the length of a ‘season’ , eg. 5 for a 5-day week.

1. Data values must NOT include commas. These can be removed easily in Excel. Highlight cells with commas in. FORMAT/CELLS/Number/tick box below where number of decimal places is selected.
2. Creating NEW VARIABLES. Import data as before, click on Manipulate Variables, then Create Variables and an option box appears. Enter variable names plus required operators in the boxes provided. For example,

Totalice = Arctic + Antarctic will create a new variable Totalice that is the sum of two existing variables Arctic and Antarctic.

Alternatively the new variables can be created in EXCEL and imported along with the original data or at a later time.

SOURCES OF DATA – lots of suitable series in correct format will be downloaded with the iNZight software. You will download a folder labelled Data and within this folder is another labelled Time Series. For each data set in this folder there is a corresponding metadata file providing information on units and source of data.