

## ARDA Tutorial:

### Analyzing Items in a Data File

In addition to providing basic frequencies for each survey item, the ARDA can also be used to conduct simple analyses. This tutorial offers step-by-step instructions on how to locate, analyze, and store survey items for future use.

#### 1) Locating Items

Individual items and the frequencies of their responses can be found using the search function.

#### 2) Analyzing Items

The “Analyze results” link can be used to generate summary statistics and cross tabulations.

#### 3) Storing Items Using the Question Bank

Survey items can be stored in a question bank for further use.



## Locating Items

- 1) After locating a data file, click on the grey tab marked, “Codebook.”
- 2) Scroll down to view the various survey items in the codebook.
- 3) To find a specific question, hold down the ctrl key and press “F”.
- 4) A box labeled “Find” will appear. Enter the word or phrase you are searching for and click “Next.”
- 5) You will then be taken to the first appearance of your word or phrase in the codebook.
- 6) Once you have located a question, click the blue link marked, “Analyze Results,” and you will be taken to the next page.

a

b

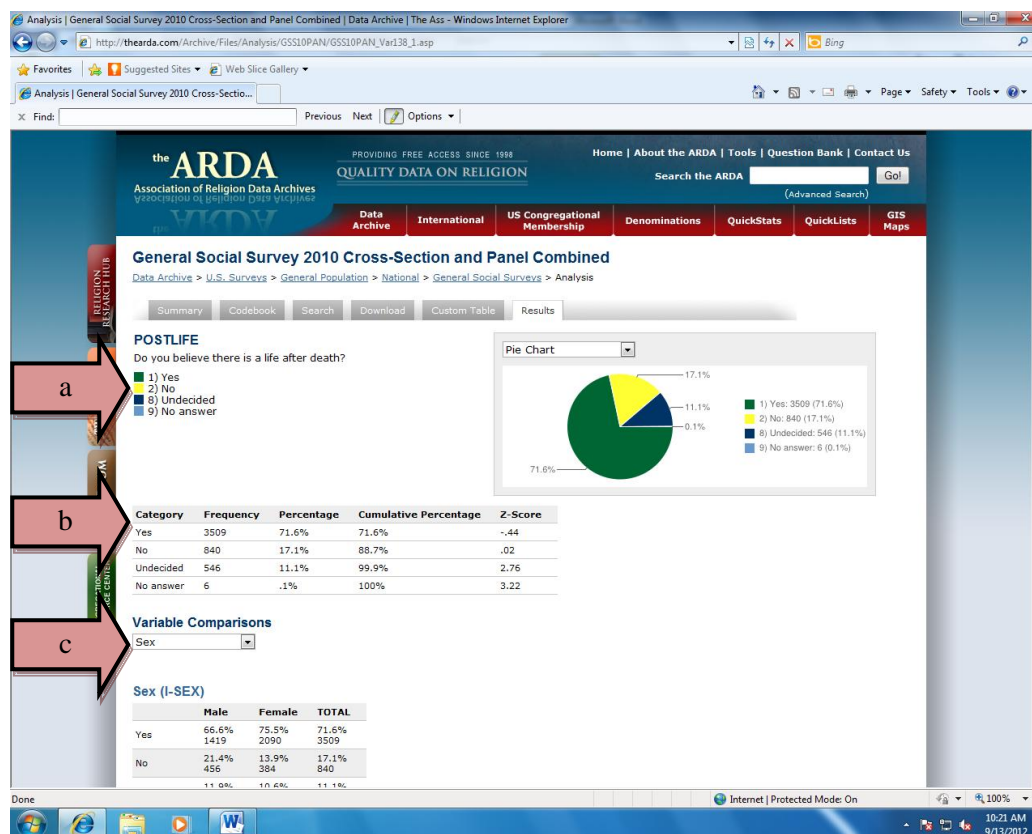
c

d

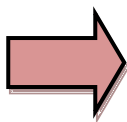
- a. To find a specific word or phrase, hold down the ctrl key and press “F”.
- b. You will then be taken to the first appearance of the word you searched for.
- c. Each question is followed by a table that shows the number and the percentage of people who chose each answer.
- d. Click on the blue link marked, “Analyze Results” for a more thorough breakdown of the answers.

## Analyzing Items

- 1) After clicking “Analyze Results,” you will be taken to a page where the results for the question you selected are broken down more thoroughly.
- 2) Browse through the page, taking note of the pie chart, the table of summary statistics and the breakdown of the responses by age, gender, and other variables.
- 3) When you are finished, click the back arrow on your browser to return to the previous page.



- a. The item responses are broken down by color and displayed in the pie chart on the right.
- b. Below this will be a table of basic summary statistics.
- c. This drop-down menu can be used to breakdown the item responses according to several different variables. Additionally, you can scroll further down the page to view these tables.



## Using the Question Bank

- 1) Once you are back on the codebook page, locate the “Analyze results” link you clicked earlier.
- 2) Click on the blue link to the right labeled “Add to Question Bank.”

The screenshot shows a web browser window displaying a survey codebook page. The page contains two tables of survey results. The first table is for question 138, and the second is for question 139. Both tables have a 'TOTAL' row and a percentage column. Below each table are links for 'Analyze results', 'Add to Question Bank', and 'View Question Bank'. Red arrows labeled 'a' and 'b' point to the 'Add to Question Bank' links in the first and second tables, respectively.

8) Don't know	14	0.3
9) No answer	206	4.2
<b>TOTAL</b>	<b>4901</b>	<b>100.0</b>

[ [Analyze results](#) | [Add to Question Bank](#) | [View Question Bank](#) ]

138) Do you believe there is a **life after death?** (POSTLIFE)

	TOTAL	%
1) Yes	3509	71.6
2) No	840	17.1
8) Undecided	546	11.1
9) No answer	6	0.1
<b>TOTAL</b>	<b>4901</b>	<b>100.0</b>

[ [Analyze results](#) | [Add to Question Bank](#) | [View Question Bank](#) ]

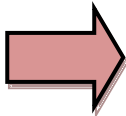
139) About how often do you pray? (PRAY)

	TOTAL	%
1) Several times a day	1427	29.1
2) Once a day	1441	29.4
3) Several times a week	572	11.7
4) Once a week	274	5.6
5) Less than once a week	541	11.0
6) Never	605	12.3
8) Don't know	24	0.5
9) No answer	17	0.3
<b>TOTAL</b>	<b>4901</b>	<b>100.0</b>

[ [Analyze results](#) | [Add to Question Bank](#) | [View Question Bank](#) ]

140) We are interested in what American Catholics think about religious matters. Please select the answer from this card that comes closest to your own personal opinion about the following statement: under certain conditions, the pope is infallible when he speaks on matters of faith and morals. (POPESPKS)

	TOTAL	%
0) Inapplicable	3771	76.9
1) Certainly true	220	4.5
2) Probably true	346	7.1
3) Uncertain if true or false	371	7.6
4) Probably false	97	2.0
5) Certainly false	53	1.1
8) Don't know	23	0.5

- 
- a. By clicking “Add to Question Bank,” you can add any of the survey items into a cumulative question bank.
  - b. Your question bank can be viewed at any time by clicking the blue link titled “View Question Bank.” Question banks are stored for as long as your browser remains open.