

2 Installing and Setting Up *Meta-Stat*

This chapter gets you started with *Meta-Stat*. It shows you how to install the program and fine tune it for your equipment and tastes.

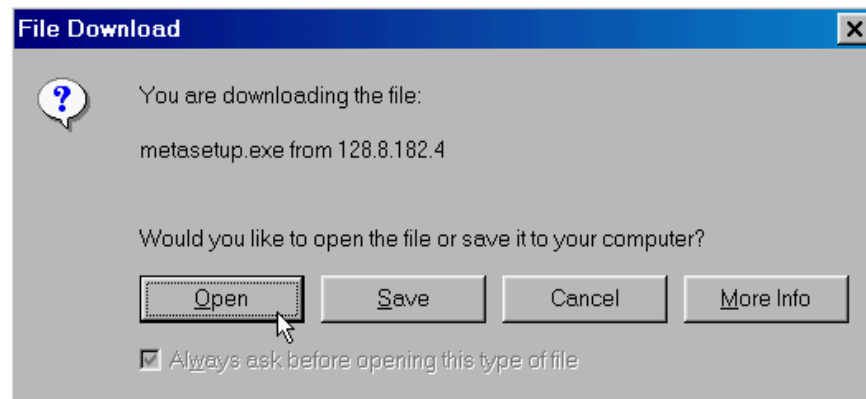
Getting Started with *Meta-Stat*

Installing *Meta-Stat*

Meta-Stat's simple installation process is completely automated. All you need to do is tell *Meta-Stat* the disk drive and directory where you want to install the program. Follow these steps:

1. Click on the *Download Meta-Stat* link on the Internet.

You will see the following screen




2. Click on Open. The windows-based installation program will then run.
3. Follow the instructions on your screen. We encourage you to accept the default value. This will create links on your start menu and on your desktop
4. *Meta-Stat* can be un-installed from either the Start Menu or from the Control-Panel - add/remove software program.

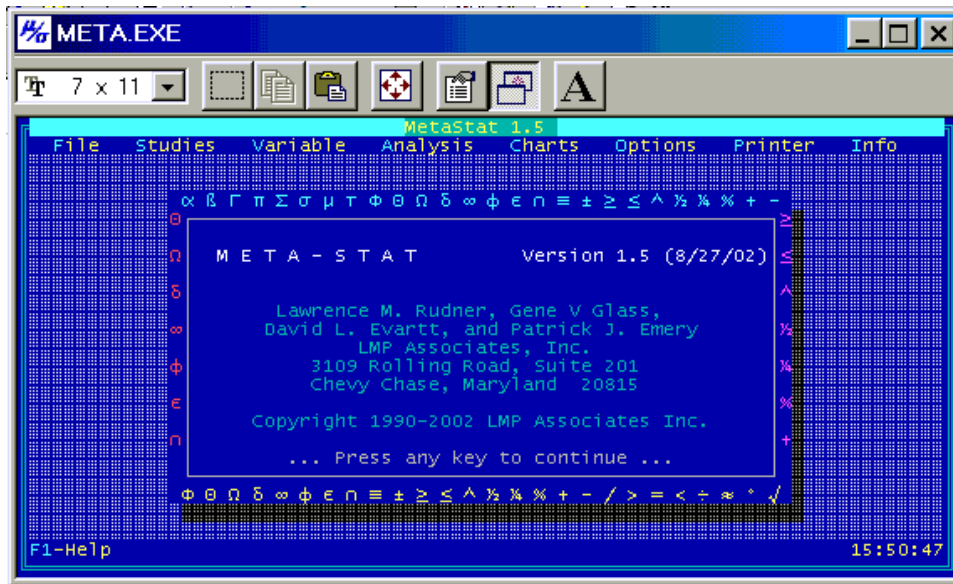
Note: *Meta-Stat* uses a .PIF file. The key settings are to run the program using full screen and to enable quick-edit.

Starting *Meta-Stat*

Follow these steps to start *Meta-Stat*:

1. Click on the Meta-Stat icon  on the desktop
OR
2. Click on the Meta-Stat icon in your Programs directory (Start / Programs / MetaStat/ Meta Stat)
OR
3. From the DOS prompt, change to the drive and directory where you installed *Meta-Stat*. and type **META** to start *Meta-Stat*.

You should see the *Meta-Stat* main screen:



NOTE: Use *Meta-Stat* in full-screen mode rather than a smaller window. This will ensure proper mouse and graphic functioning. Push **Alt-Enter** from windows to change screen size.

Start-Up Options

You can use two options when you start *Meta-Stat*:

- ! Use **META filename** to start *Meta-Stat* and open the meta-analysis stored under *filename*. If you do not use this option, you must use **File/Open** to open a meta-analysis once you start *Meta-Stat*.
- ! Use **META -m** to start *Meta-Stat* in monochrome mode.

Exiting from *Meta-Stat*

You can exit from *Meta-Stat* in two ways:

- ! Open the **File** menu and select **Exit**

To find out how to work with menus, see "Using the *Meta-Stat* Menus" later in this chapter.

- ! Press and hold down **Ctrl**, then press **X**.

If you have made changes to the current meta-analysis, *Meta-Stat* prompts you to save your changes.

Using the *Meta-Stat* Menus

Meta-Stat offers pull-down menus from which you can select options.

General Menu Characteristics

- ! After you start *Meta-Stat*, your first keystroke opens the **File** menu, because the program assumes you want to open or create a meta-analysis.

- ! If a menu option is not highlighted, you cannot select it.

For example, if you have not yet opened a meta-analysis, the **Save** and **Save as** options on the **File** menu are not highlighted because you do not yet have anything to save.

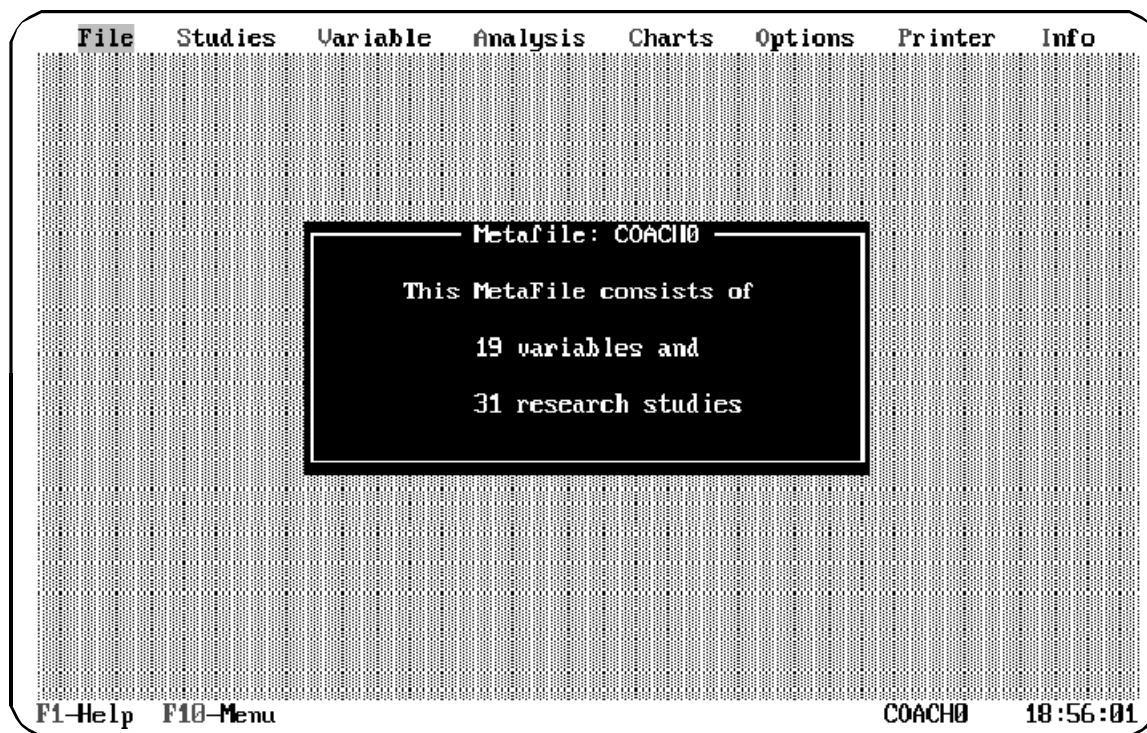
- ! Press **F10** to get back to the menus after you finish working with a menu option.

- ! Open or close the menus with either the keyboard or the mouse. See the following sections for details.

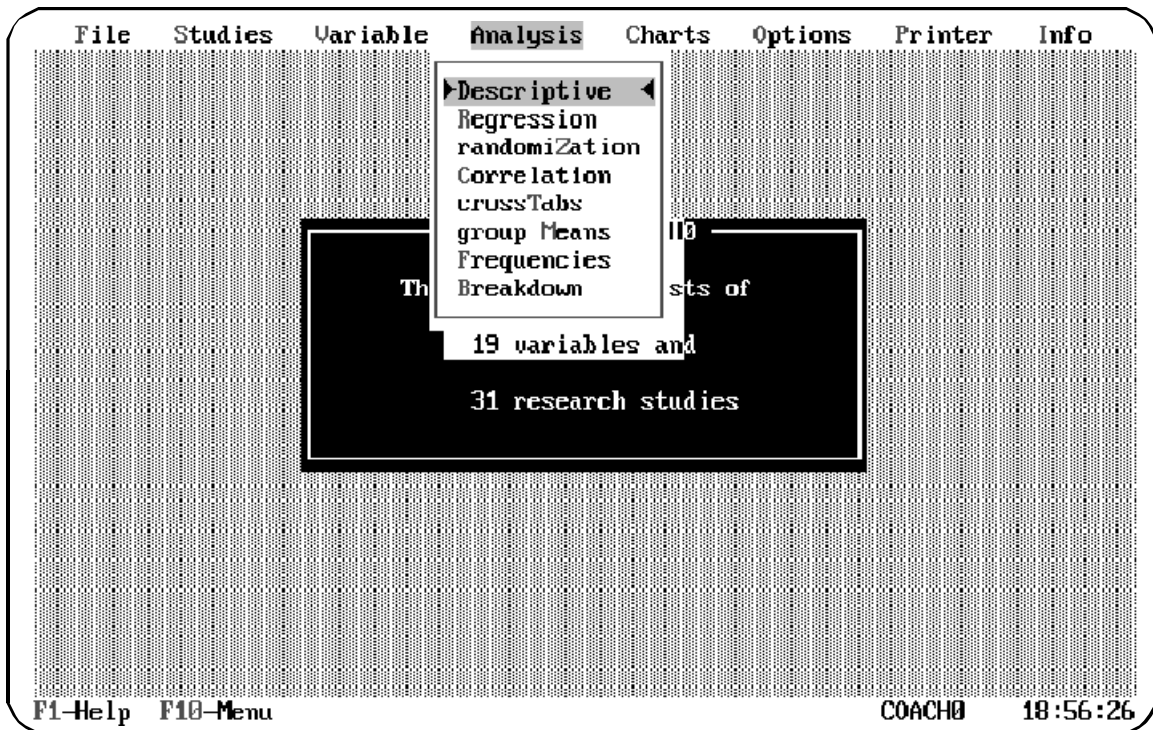
Controlling the Menus with the Keyboard

- ! You can close the menus by pressing **Esc**.
- ! Press **7** and **6** to highlight menus to the left and right, respectively.
- ! If the menus are closed, you can pull down a menu either by:
 - Typing the first letter of the menu name, or
 - Highlighting the menu name by pressing the **7** and **6** cursor keys until the name is highlighted, then pressing **Enter**

For example, suppose you have closed the menus by pressing **Esc**, as shown here:



You can now open the **Analysis** menu by typing **A**, or by highlighting the menu name and pressing **Enter** or left-clicking:



- ! After opening a menu, you can select an available option by:
 - Typing the highlighted letter of the option name, or
 - Highlighting the option by pressing the cursor keys until the option is highlighted, then pressing **Enter**

For example, with the **Analysis** menu open, you can select the **crossTabs** analysis by typing the highlighted letter in the option name—**T**. You can also press **9** until **crossTabs** is highlighted, then press **Enter**.

Controlling the Menus with the Mouse

- ! The mouse works in a way similar to the keyboard, except that you use the left button for **Enter** and the right button for **Esc**.
- ! You can close the menus by right-clicking.
- ! Move the mouse to highlight menus to the left and right, respectively.
- ! If the menus are closed, you can pull down a menu by moving the mouse until the menu name is highlighted, then left-clicking.

Using Quick Keys for Menu Options

Meta-Stat uses **Ctrl** to provide quick-keys for some menu options. You can use the quick-keys to select these options from anyplace within *Meta-Stat*. You do not have to pull down the appropriate menu first.

For example, you can press **Ctrl-Q** to quit from anywhere within *Meta-Stat*. You do not first have to pull down the **File** menu, where the **Quit** option is listed. When you use a quick-key, you must press and hold down **Ctrl**, then press the letter key.

The quick-keys are listed on the menus and in the chart below. The ^ symbol is used to represent the **Ctrl** key.

Quick-Key	Description
^S	Save your data
^X	Quit <i>Meta-Stat</i>
^R	Recompute the values of all variables in the meta-analysis that are based on equations
^N	Create a new variable
^E	Edit a variable
^K	Kill any print jobs that are currently printing

Configuring Your Display

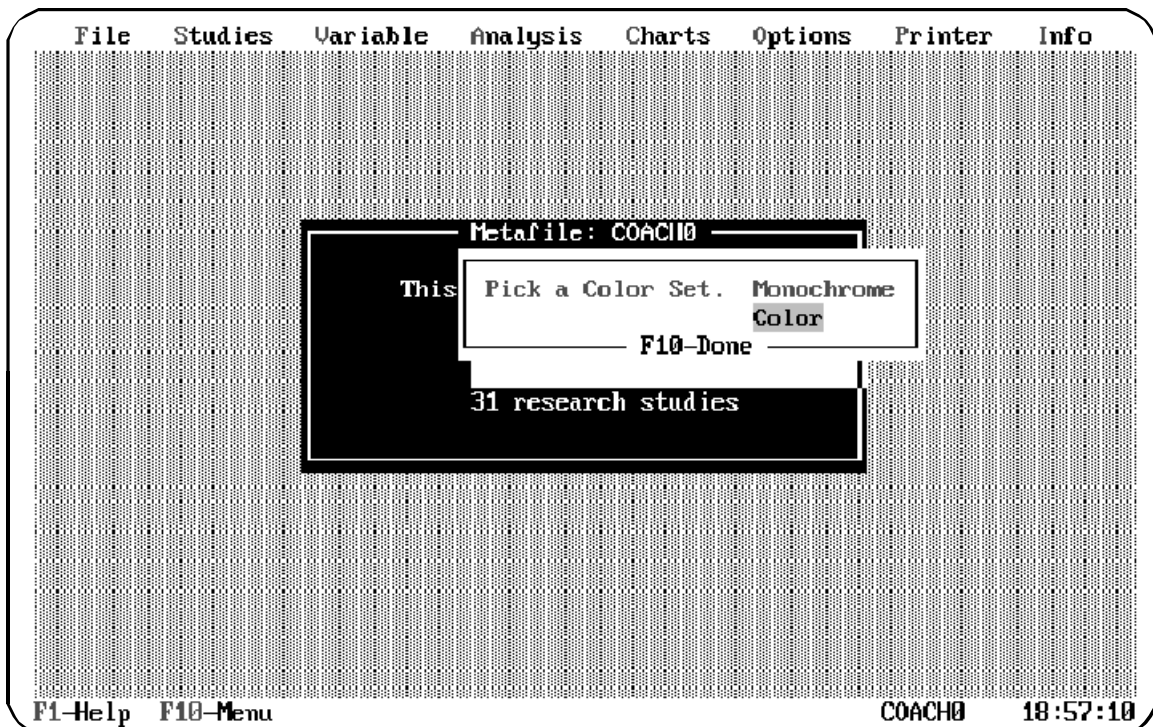
Meta-Stat offers a variety of display options. You can display *Meta-Stat* screens in color or monochrome, and you can select from three screen sizes. For example, you can choose to display 50 lines on your screen, making a large amount of data visible at once.

You can also turn sound effects on and off, and you can refresh the screen to make it more readable.

The following sections display your options.

Setting Display Options

1. Select **Options/Colors**
2. Highlight either **Color** or **Monochrome** and press **Enter**.



3. Select **Options/scrEen Size**
4. Select the number of lines you want to display—25, 43, or 50. Make sure that your display equipment is capable of the resolution you select.
5. Select **Options/Save Config** to save your display settings.

Turning Sound Effects On and Off

When you make an error, *Meta-Stat* beeps. You can turn off this sound if it annoys you.

Select **Options/sound eEffects**. *Meta-Stat* removes the check-mark next to this menu option, to indicate that it is turned off.

Select the option again to turn the sound back on.

Refreshing the Screen

As you use *Meta-Stat* and create studies, modify variables, and enter data, the screen might become garbled. Nothing is wrong with your data; only the screen display is incorrect.

To refresh the screen, select **Options/Refresh Screen**.

Configuring Your Mouse

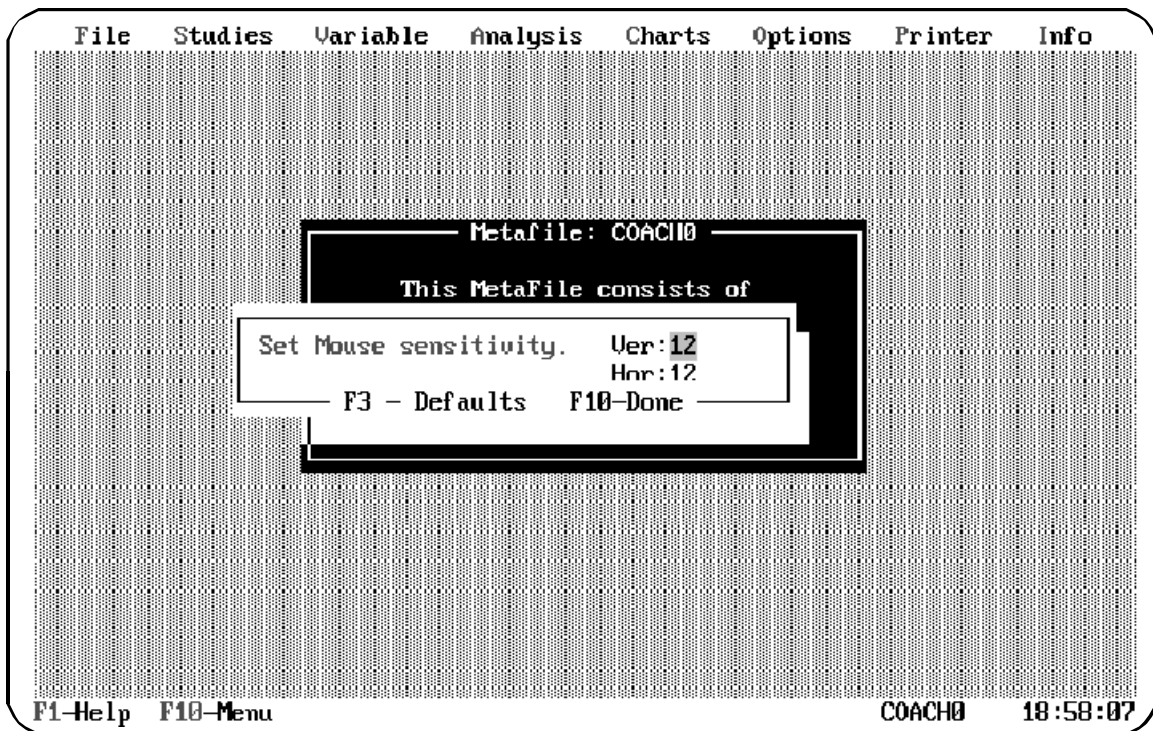
When you create graphs with *Meta-Stat*, you can use your mouse to point and click on a data point to display more information about the data. If your graphs contain a large number of data points, you can make your mouse more sensitive, allowing you to fine tune the mouse's location on a data point more precisely. (See Chapter 8 for more information about graphing.)

NOTE: *Meta-Stat* does not include basic mouse-driver software. This software, which came with your mouse, must be loaded before you start *Meta-Stat*. Consult your mouse documentation for more information.

To control the sensitivity of your mouse, follow these steps:

1. Select **Options/Mouse Speed**

Meta-Stat prompts you to identify the mouse sensitivity in terms of horizontal and vertical units. These units are the number of screen pixels the mouse pointer moves at one time.



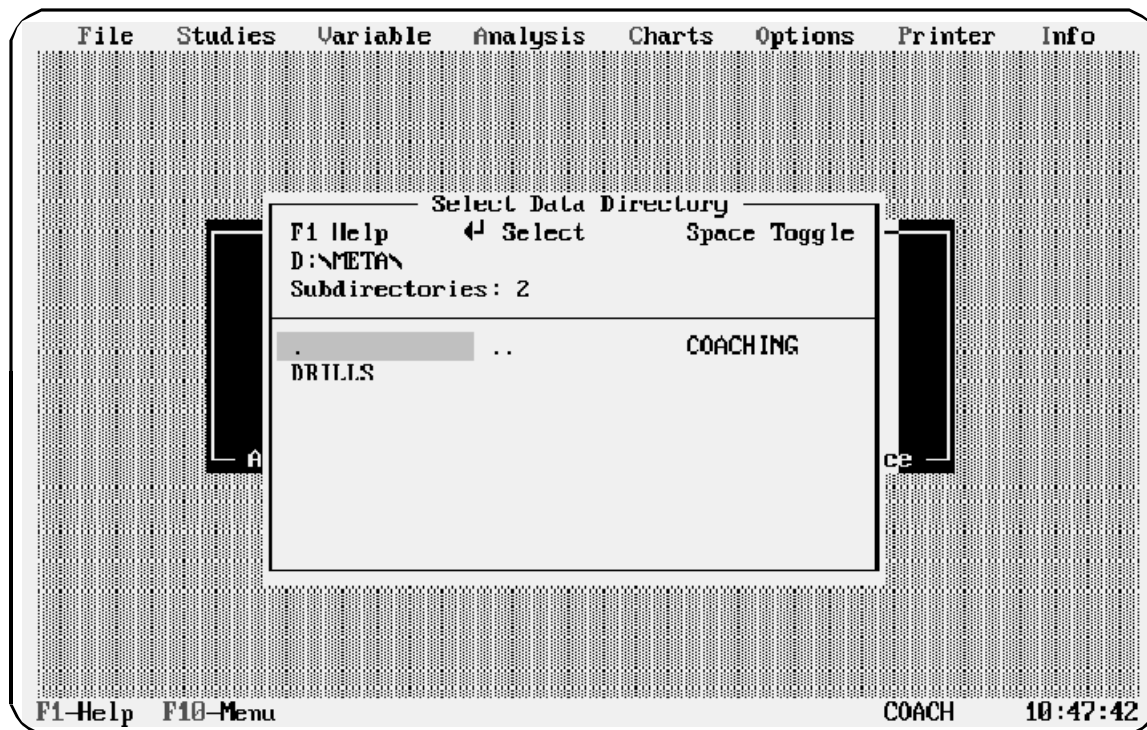
2. Type the number of pixels you want the pointer to move. Larger numbers cause faster but less precise movement, because the mouse pointer jumps more pixels with each movement.
3. Press **F10** when you have finished.
4. Select **Options/Save Config** to save your mouse settings.

Setting the Default Directory

When you work with meta-files, *Meta-Stat* assumes you want to get files from and save them to the directory in which *Meta-Stat* was installed. You can change the directory that *Meta-Stat* uses as a default.

Follow these steps:

1. Select **File/cH Directory**
2. *Meta-Stat* displays a list of directories in the *Meta-Stat* directory. In the following example, there are two directories, COACHING and DRILLS:



3. Use the **cursor keys** or your mouse to move the highlight to the directory you want to use, then press **Enter**.

To select a directory that is at a higher level in the directory structure, highlight the **..** and press **Enter**.

4. To tell *Meta-Stat* you have finished, highlight the **.** and press **Enter**.

Printing with *Meta-Stat*

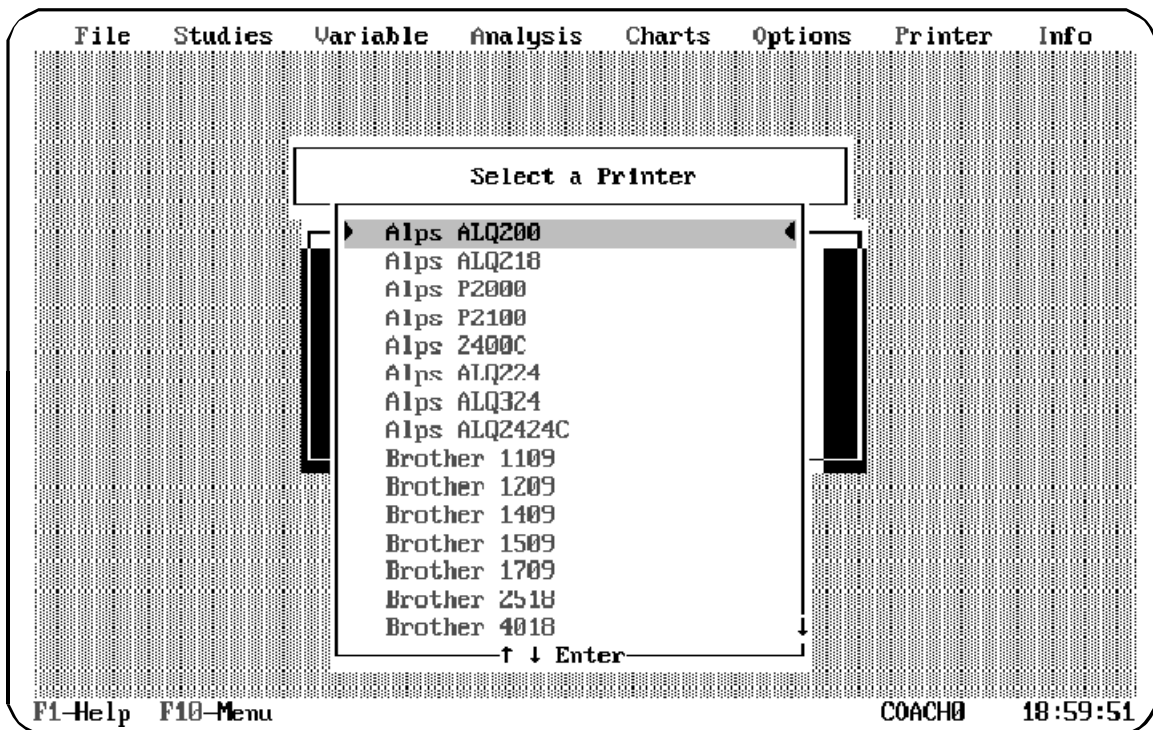
Meta-Stat provides a variety of printing options. You can print variable definitions, studies, statistical analyses, and even graphs. The following sections describe how to configure your printer and print with *Meta-Stat*.

Setting Up Your Printer

You must identify your printer to *Meta-Stat*. You can do this at any time. Follow these steps:

1. Select **Printer/Select Printer**

Meta-Stat displays a list of printers that it supports:



2. Scroll through the list, by pressing **9**, until you have highlighted your printer.

NOTE If you do not see your printer in the list, select a printer that is compatible with yours.

3. Press **Enter** when you have finished.
4. If your printer can print output in both portrait and landscape orientations, use **Printer/Orientation** to select the orientation you want to use.
5. If your printer can print in color, use **Printer/Colors** to control color printing.
6. Use **Printer/Printer Port** to identify the port to which your printer is attached.

NOTE If your printer is attached to a COM port, *Meta-Stat* asks a series of questions about the port's communication settings, including the flow rate, stop and start bits, and parity. For most situations, the default settings should work properly.

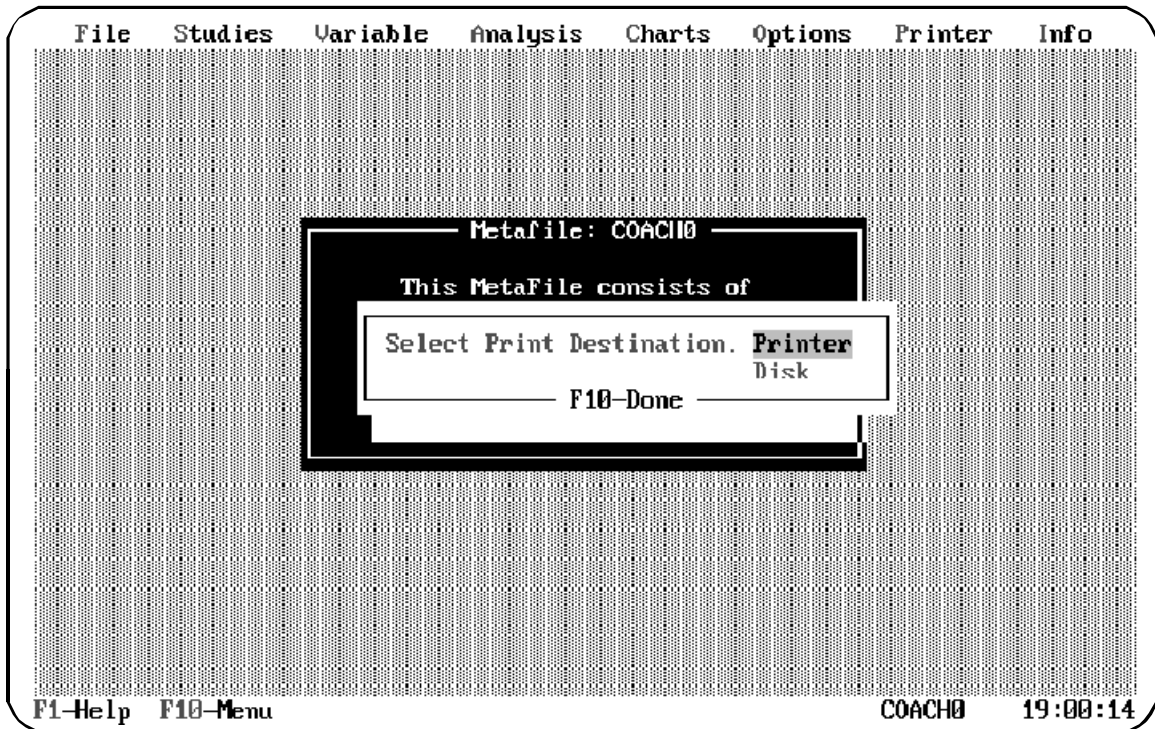
7. Select **Options/Save Config** to save your printer settings.

Printing to Paper or Disk

You can print output on your printer, or you can route the output to a disk file. You might route output to a disk file if you need to share it with other applications, or if your printer is not currently available.

1. Select **Printer/Destination**

Meta-Stat asks you where to send printed output:



2. Select the destination you want to use.

File Names for Disk Files

If you select **Disk** as the destination for printed output, *Meta-Stat* saves the output in a disk file:

- ! In the *Meta-Stat* directory
- ! Under a file name of **PRINTER**
- ! With an extension of 001 for the first printer-output file, 002 for the second, and so on.

For example, **PRINTER.OO1** is the name of the first printer-output file that you create. **PRINTER.O12** is the name of the twelfth.

You can delete these files if you no longer need them.

Spooling Print Jobs

Meta-Stat has an exceptional built-in print spooler which will print your work as a background task. In most cases you will want to turn this option on. If you are on a network or are having printing problems, try turning this option off.

Killing Print Jobs

Use **Printer/Kill print jobs** to stop spooling output to the printer. Once a file or graph has been spooled, this option is no longer effective.