

# Make View: Create a Survey

## S U M M A R Y

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This lesson is an introduction to the Make View module of Epi Info™. During this lesson, you will create your project .MDB and create an electronic version of a survey used to collect data from students in the county.

In order to develop data that can be used to show the need for funds, you must first develop the survey that will act as your primary data collection instrument. In this example, the survey has been developed for you and is attached as Appendix B: Parent School Asthma Pre-Intervention Survey. Lesson 1 guides you through the process of using Make View to create the survey. At the end of this lesson, you will have experience using the Field Definition dialog box to make many of the fields needed to collect data from the survey population.

Time to complete: 1.5 hours Beginner

### **Getting Started with Make View**

Overview of basic information to navigate Make View and understand Project creation. Describes how to use the Field Definition dialog box.

### **Create Fields, Part 1**

Begin using the Field Definition dialog box to create text, date, numeric, and Legal Value fields. Learn how to set the tab order and name a page inside your Project. Includes a Practice lesson.

### **Formatting Options**

Learn how to format your workspace by changing grid settings or the background color. Learn how to format/edit fields in your view by resizing or aligning fields.

### **Create Fields, Part 2**

Learn how to create a checkbox, group, mirror, and yes/no field. Includes a Practice lesson.

### **Skills Review**

Hands-on series of tasks with fewer instructions and a greater degree of difficulty. Learn how to create a comment legal field.

## B E F O R E Y O U B E G I N

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Install the latest version of Epi Info™ on your computer.

Complete the File Set-Up section of the tutorial.

#### WHAT YOU NEED

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Appendix A: Code Sheet

Appendix B: Parent School Asthma Pre-Intervention Survey

#### FIVE GOALS

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- Create a project called AsthmaSurvey and a View called PreInterventionSurvey.
- Create three pages in a View to hold survey questions.
- Create a Required StudentID field/variable to track students.
- Create Date of Birth and Age fields/variables to track student ages.
- Set the Tab Order to verify the data entry order the cursor needs to follow.

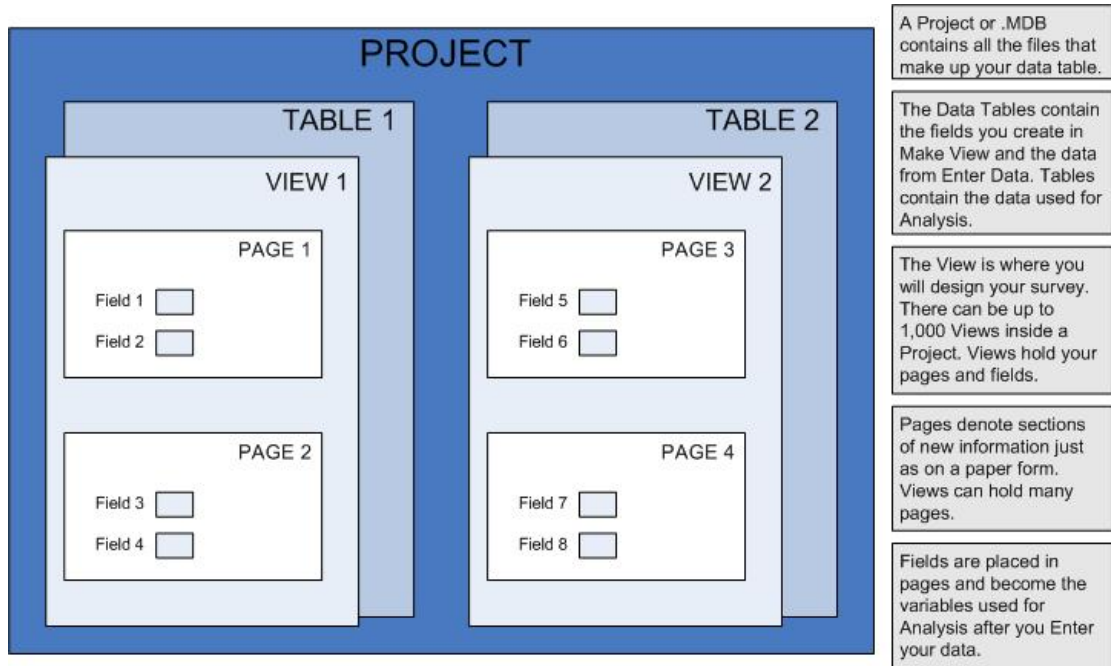
## Getting Started with Make View

Epi Info™ uses the Microsoft Access data format to create Projects, files, or MDBs. Each Project contains a View and a Data Table. The View contains information about the screen appearance, or how the survey looks, and how data is entered into the data table. For example, you will create a View based on the Asthma Pre-Intervention Survey. The View will be a re-creation of the paper survey along with information about field names, field types, and Check Code.

The View and the data table live inside your Project or MDB. There can be up to 1,000 views inside your project. Each view can contain 255 fields. Each field can contain 128 characters. When you enter data in the Enter module, you will be entering data into your MDB. The data table contains the actual values associated with your Project or MDB.


The Make View program is used to place prompts and data entry fields on one or many pages of a View. Since this process also defines the database(s) that are created, MakeView can be regarded as both the form designer and the database design environment.

Inside each View you will create fields (called variables in Analysis) to hold your data. Variables can be stored on many pages inside a View. You can use the Program Editor component of Make View to add Check Code to your variables. Check Code represents a series of rules applied to your data. One example, used in the tutorial, concerns the calculation of date fields. You can create Check Code stating that when a date of birth is entered in one field, the age of an individual is automatically calculated and placed in another field. This allows you to customize your questionnaire and makes data entry quicker and more accurate.

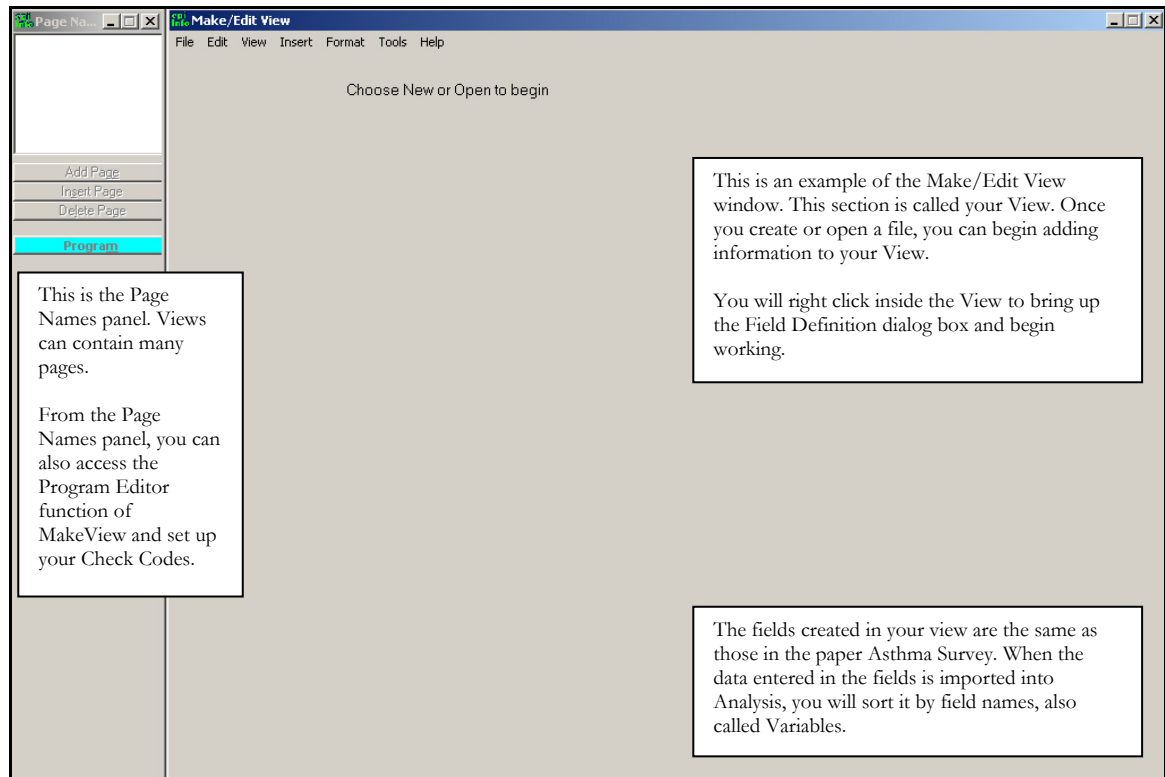


**Database Organization Chart**

## The Make View Workspace

1. From your desktop, double click the **Epi Info™** icon  to open the program.
2. Click **Make View** or select **Programs>Make View (Questionnaire)** to open the Make View module. The Make/Edit View window opens.
3. As you read this Overview, use your mouse to view available tasks from the drop-down menus.
  - Menus will not be active until you create a new project in Lesson 1.

This is an example of the Make View workspace. The workspace settings are set to default; meaning the background color is grey and the grid will be visible when you open a new file.



### Navigating Make View

#### File Menu

Use the File menu to create a new project, open an existing project, save, copy a view, navigate to Enter Data, or exit the Make View program.

#### Edit Menu

Use the Edit menu to cut, copy, paste, move grid, delete a page, rename a page, select a page, or change the tab order.

**View Menu**

Use the View menu to navigate to the check commands screen where you can edit your Check Code.

**Insert Menu**

Use the Insert menu to insert a new field, a new page, or create a group.

**Format Menu**

Use the Format menu to set a default font, align fields, change your background color, or edit your settings. Setting a default font affects all text created by the Field Definition dialog box after the selection. It will not affect fields created prior to selection. Settings made to the default font can be altered by the Font for Prompt button in the Field Definition dialog box.

**Tools Menu**

Use the Tools menu to import Epi 6 REC files, import Check Code, make a view from a data table, create a data table, or delete a data table.

**Make View Help Menu**

The Help menu contains the help file contents, how to files, a command reference, and the About Make View file.

## Create a Project

Now you will create the asthma survey/questionnaire. The information entered here will populate your database and be used for analyses in a later lesson. Creating the survey requires some forethought into the types of analyses you may want to run on your data. For example, later you may want to see the Means of Age. To do this, you will need to have an age variable in your survey, and the data must be entered into a Number field type. Think about what you may want to know later and create your survey accordingly.

You are going to collect primary data to illustrate funding needs for an asthma initiative. To start, you are going to re-create the *Asthma Pre-Intervention Survey* in an electronic format.

Refer to Appendix A: Code Sheet and Appendix B: Parent School Asthma Pre-Intervention Survey as you create the survey.

You need to create a new project and a new view. Once inside the project, you can add pages and create views to address all the survey questions. Later, you will enter records into the survey.

Be sure to place all your tutorial files in the EIHA Tutorial folder you created in File Set-Up.

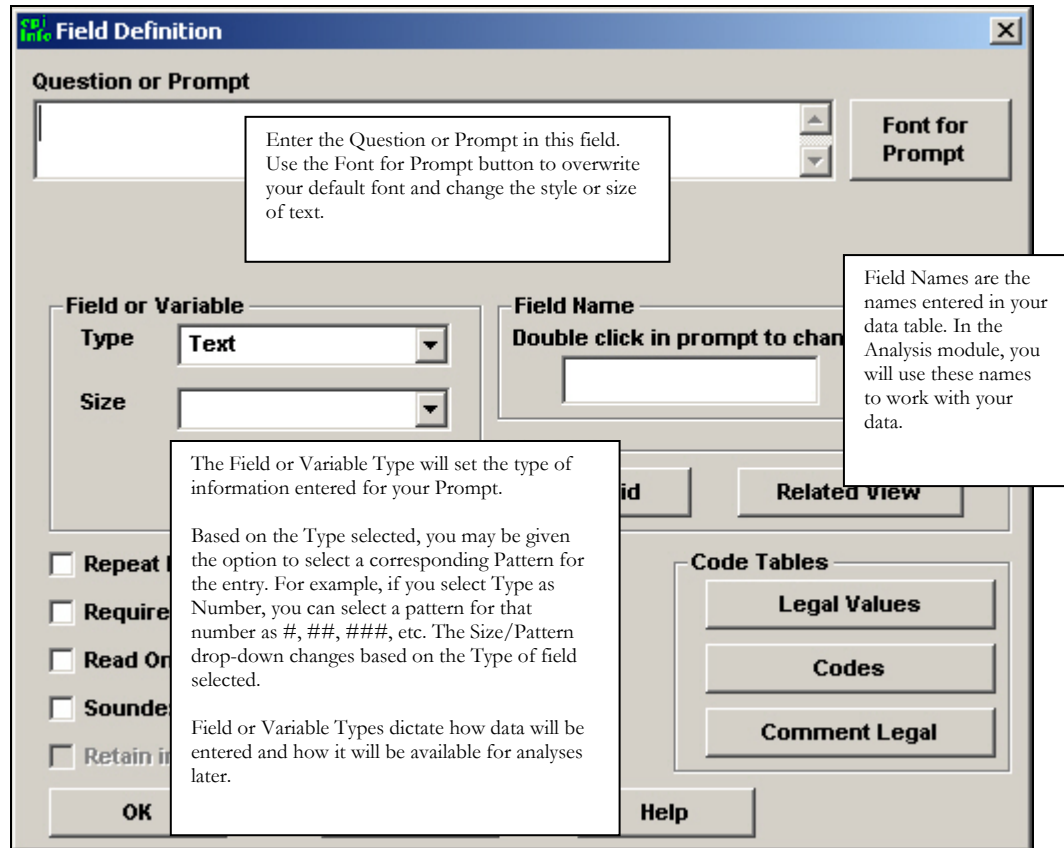
1. From the Make View navigation menu, select **File>New**. The Create or Open Project window opens.
2. Using the Look In drop menu, select your C drive.
3. Double click to open the Epi\_Info folder.
4. Double click to open the EIHA Tutorial folder you created in the File Set-Up section.
5. In the File Name field, type *AsthmaSurvey*.
6. Click **Open**. The Name the View dialog box opens.
7. Name the View *PreInterventionSurvey*.
  - View names cannot have spaces or begin with numbers.
8. Click **OK**.
  - The name of the window changes to Make/Edit View: PreInterventionSurvey.

## The Field Definition Box

When you right click inside the View, anywhere inside the gray background area, the Field Definition dialog box opens. This box is your main interface with the Make View module. From here, you will create the fields where data will be entered into your survey and assign names to the variables that make up your data table.

Use the Field Definition dialog box to:

- Enter a Question or Prompt. Use the tab key or your mouse to move from field to field.
- Enter a Field Name. Field Names created in Make View are the Variable names used in Analysis. No two Field Names can be the same.
- Select options for your field. For example, Read Only, creates a field that does not allow for data entry.
- Delete an existing field. Right click the text to open the Field Definition dialog box and click **Delete**. To delete Legal Values and tables, open the associated table from the Field Definition dialog box, and click **Delete**. There is no Undo button or verification prompt, so be sure of your selection before choosing to delete variables or code tables.



### Field or Variable Types

From the Field or Variable type drop-down, you can create the following types of variables. Click **Cancel** to close the Field Definition dialog box once you are familiar with the available options.

#### Text

Creates a text data entry field. Letters or numbers can be entered in text fields. Text fields can be sized for specific entries, or contain up to 128 characters. Can be used to create name or address data entry fields.

#### Label/Title

Creates a title for the page or a label for a question. This field type is not searchable, not listed in the tab order, and not visible for Check Code. Can be used to create a title in the view.

#### Text (Uppercase)

Creates a text data entry field that can contain letters or numbers, but forces all text entries to appear in uppercase only. Can be used to create a data entry field for state abbreviations or identification fields that must use all caps.



**Multiline**

Creates a data entry field that can contain letters or numbers up to two gigabytes of information. Can be used as a comments field or to enter long addresses.

**Number**

Creates a number data entry field based on a selected pattern, for example #, or ## ##.##. Only numbers can be entered in the field. Can be used to enter identification numbers or ages.

**PhoneNumber**

Creates a phone number data entry field based on phone number patterns. Select from one of two patterns, ###-#### or ###-###-####.

**Date**

Creates a date entry field based on a selection of patterns, for example MM-DD-YYYY or DD-MM-YYYY. Dates entered must match the selected pattern. Can be used to enter today's date or a date of birth.

**Time**

Creates a time entry field based on a selection of patterns, for example HH:MM:SS. Times entered must match the selected pattern.

**Date/Time**

Creates a data entry field that contains both a Date and Time based on a selected pattern.

**Checkbox**

Creates a checkbox response. The Checkbox field is treated like a Yes/No field. When using the Checkbox field, non-selected boxes do not appear as Missing in Analysis. Can be used with Check All That Apply type questions.

**Yes/No**

Creates a Yes or No data entry field. Field will accept the typed word Yes or No. Yes/No fields left blank will appear in Analysis with Missing values for those questions. The yes or no answer is stored in the database as a 1 or 0. When creating Check Code use the (+) = Yes or (-) = No to register a yes or no response.

**Option**

Creates a radio button selection list. Use with Select One Answer Only questions. The Option field is for mutually exclusive choices; only one choice can be made. If more than one choice is needed, then use the Checkbox option.

**Command Button**

Creates links to other components or files. For example, you can incorporate an executable button in the view to open Analysis or another program such as Microsoft Excel.

**Image**

Creates a placeholder to insert images into the view. Use an image field to insert an image per record, for example, a patient, rash, or bacteria picture. The image file types that are accepted are Graphics Interchange Format (.GIF), Joint Photographic Expert Group (.JPG or .JPEG), Windows Bitmap Format (.BMP), Windows Icon File Format (.ICO), Windows Metafile Format (.WMF), and Enhanced Metafile Format (.EMF).

**Mirror**

Creates a field that appears on many pages. Mirror field types only work with multiple pages in a single view. For example, if a Patient ID is on page one, the value of Patient ID can be echoed onto another page using the mirror field. Mirror fields are read only.

**Grid**

Creates a related table/grid that can be inserted into a questionnaire or view to track specific information, for example, a child's measurements.

**Relate**

Creates relationships between your main view ("parent" view) with sub views ("child" views) ONLY within the same .MDB. For example, link the general patient information to the patient's record of visits.

## Create Fields Part 1

There are many types of entry fields that can be created in Make View. For this lesson, you will create fields for Title, Text, Number, Date, and Legal Value.

### Create a Label/Title Field

1. To create a field, right click in the Make View workspace. The Field Definition dialog box opens.
2. In the Question or Prompt field, type the title of your survey.
  - *Parent School Asthma Pre-Intervention Survey*
  - The Question or Prompt box allows you to create a question that holds 128 characters. Entered text always appears centered.
3. From the Field or Variable Type drop-down menu, select Label/Title.
4. In the Field Name field, highlight the default field name, and type *PreSurvey*.
  - The Field Name will take part of the Question or Prompt and will automatically create its own name. Because the Field Name cannot begin with numbers, if a number is the first character in the Question or Prompt, a letter will precede the rest of the Field Name.
  - Notice that your Field Name is the same as your title. Field Names are created automatically by Epi Info™ based on the data entered in the Question/Prompt field.
  - Field Names are also called Variable Names. Variable Names are used by the Analysis module. Try to create names that will be easy to reference later in Analysis.
  - Field Names cannot have spaces in them.
  - Some applications that work with Epi Info™ cannot use field names longer than eight characters. Keep this in mind if you will be using your data with other statistical programs.
  - Field Names cannot be changed once your data table is set in the Enter module.
5. Click **Font for Prompt**. The Font dialog box opens
  - The Font for Prompt button is used to change the font setting for the question or prompt for the field.
6. Select a font from the list.

7. Make the font Bold and size 14.
8. Click **OK**. Your title text has been formatted with the new font type
  - A Label/Title field cannot be used to create Check Code, cannot be searched, nor is it included in the tab order list.
9. Click **OK**. The title of your survey appears on the page.
  - To move your title to the top center of the page, use the click and drag technique. Select the text with your mouse, left click and hold while moving the text to the desired location.

## Practice

Add instructions to the survey.

Right click in your view to open the Field Definition box.

Create a Label/Title Field that states, "Please answer all the questions below, whether or not your child has asthma."

Give your variable the Field Name Instruction.

Make the font size for your instructions 12.

Move your instructions underneath the title.

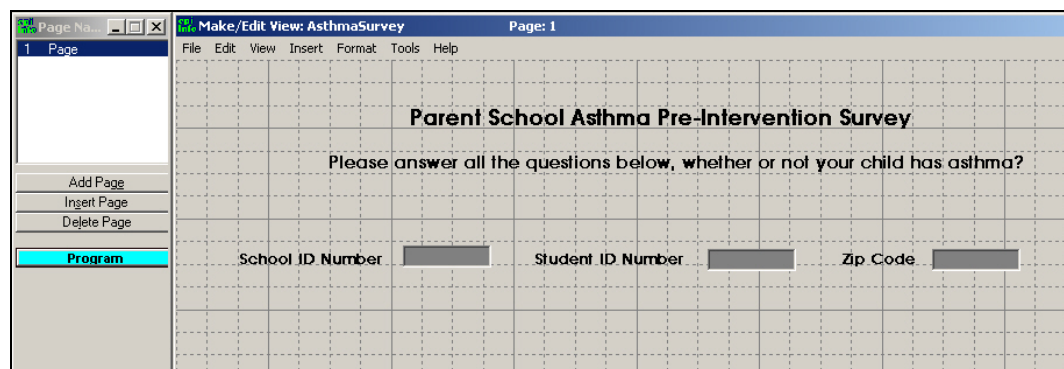
Follow the same process to create Text type fields for the following:

Prompt/Question	Variable Type	Field Name	Other
School ID Number	Text	SchoolNum	
Student ID Number	Text	StudentID	Select Required option.
Zip Code	Text	Zip	

Notice that you are making fields generally considered numeric into text fields. This is to ensure that these numbers will always appear as entered.

To restrict the number of characters that can be entered in a text field and thereby control the data entry process further, you could select from the size drop-down located in the Field Definition dialog box, and limit the number of characters allowed during data entry. When thinking about form design, you would need to consider potential errors that could be made by allowing typing into all fields. Creating Legal Value drop-down boxes (covered later) are another way of controlling data entry and limiting potential typing errors.

Page 1 of your View should look similar to this example:

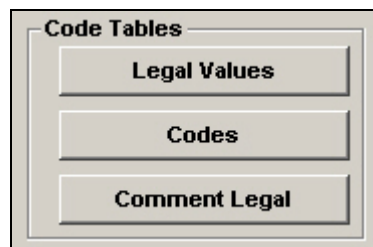


## Create a Legal Value Field

When you create a Legal Value or Comment Legal field, you are creating a drop-down menu within your view. Only selections from the drop-down menu will be accepted during data entry. When creating a Legal Value field, the variable type must be Text.

The dataset contains a question about gender, which you are going to make a Legal Value field.

1. Open the Field Definition box.
2. In the Question/Prompt field, type *Gender*.
3. From the Variable Type drop-down, select Text.
4. Use the default Field Name, Gender.
5. From inside the Field Definition dialog box, locate the Code Tables section.



6. Click **Legal Values**. The Set Up Code/Legal Links dialog box opens.
7. Click **Create New**. An entry box opens for your selected value.
8. In the first line, type *Female* and press Enter, then type *Male* and press Enter.
9. Click the **Do Not Sort** checkbox.
  - Make View sorts all Legal Values alphabetically, unless you select Do Not Sort.
10. Click **OK** to accept the Legal Values.
11. Click **OK** to accept definition entries.
  - Notice your survey now contains a drop-down box with the values, Female and Male as selections.

## Create a Date Field

The Date field is a numeric field with pre-set date patterns that are selected from the pattern drop-down menu.

1. To create a date field, right click in the Make View workspace. The Field Definition dialog box opens.
2. In the Question/Prompt field, type *Child's Date of Birth*.
3. From the Variable Type drop-down, select Date.
4. From the Pattern drop-down, select MM/DD/YYYY.
5. In the Field Name section, type *DOB*.
6. Select the **Required** option.
7. Click **OK**.

## Create a Numeric Field

The Number field is a numeric value field that has six predefined value patterns. A new pattern can be created by simply typing the pattern into the Pattern field.

Similar to Date Fields, selecting a Field type of Number gives you many Pattern selection options. You need several types of number fields to complete the survey.

1. Open the Field Definition dialog box.
2. In the Question/Prompt field, type *Age*.
3. From the Variable Type drop-down, select Number.
4. From the Pattern drop-down, select ##.
5. Use the default Field Name, *Age*.
6. Select the **Read Only** option.
7. Click **OK**.
  - In Lesson 2, you will create a Check Code to calculate this field, based on the child's date of birth.

 **Practice**

Create the Phone Number and PS School Number fields.

**Hint:** Phone Number is a new variable type.

Prompt/Question	Variable Type	Field Name	Other
Home Phone Number	PhoneNumber	Phone	Select the Pattern ###-###-####
PS School Number	Text	PSNumber	Select Read Only option.

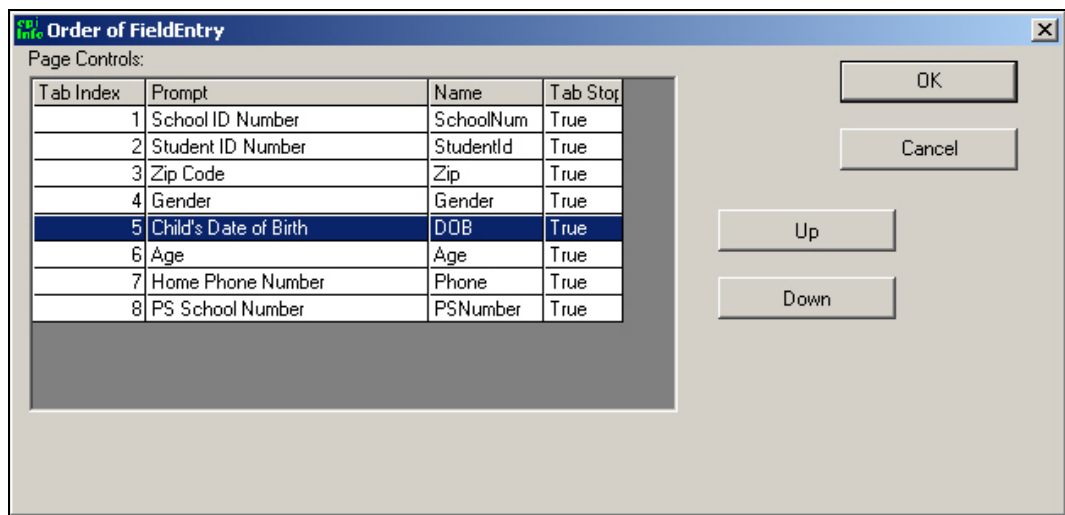


## Set the Tab Order

The tab order is set automatically based on the positioning of the fields in your View; however, you can manually change the order of tabs in your survey. If you do not verify the tab order, then your cursor may jump to fields out of sequence with data entry and cause errors.

You want to be sure that the order of fields matches the way information will be entered from the paper survey. Refer to Appendix B to review the field order of the paper survey.

1. Click **Edit>Order of Field Entry (Tab Order)**. The Order of Field Entry dialog box opens.



2. Select the field order you would like to impose by selecting a prompt and then using the up and down buttons.
  - For example, the variable Age should come after the variable DOB.
3. Click **OK** to accept the new tab order.
4. Click **File>Save**.

## Name the page

If your survey contains more than one page, use the Page Names window to navigate pages. The Page View Menu Panel displays the created Views' names and gives you access to created pages. You can Add Pages, Insert Pages, and Delete Pages from this menu.

The Make View Program Editor can be accessed from this menu panel by clicking the Program button. If you have a Related View in your project, the Home and Back buttons are available to navigate between parent and child views.

1. From the Page Names panel, right click on the Page Name 1. The Pagename window opens.
2. In the Page Name Field, type *Personal Information*.
3. Click **OK**. The page name appears in the list.

Page 1 of your View should look similar to this example:

The screenshot shows a software window titled 'Make/Edit View:AsthmaSurvey' with a menu bar (File, Edit, View, Insert, Format, Tools, Help) and a page indicator 'Page:1'. On the left is a 'Page Names' panel with a list containing '1 Personal Information' and buttons for 'Add Page', 'Insert Page', 'Delete Page', and 'Program'. The main area is a grid-based form titled 'Parent School Asthma Pre-Intervention Survey' with the instruction 'Please answer all the questions below, whether or not your child has asthma?'. The form contains the following fields:

- School ID Number (text input)
- Student ID Number (text input)
- Zip Code (text input)
- Gender (dropdown menu)
- Child's Date of Birth (text input)
- Age (text input)
- Home Phone Number (text input)
- PS School Number (text input)

## Create a Code Table

There are four schools responding to the survey. To ensure accuracy and speed of data entry, you are going to create a Code Table that links the information entered in the SchoolNum field to the information in the PSNumber field. This means that each time a School ID Number is selected from the drop-down, the field PS School Number will be automatically populated based on the data table values you create. This helps to ensure consistency and eliminate errors during data entry.

1. Right click on the text School ID Number to open the Field Definition dialog box.
  - PSNumber and SchoolNum must be Text type fields.
  - PSNumber must be set to Read Only.
2. From the Code Tables section, select **Codes**. The Set Up Codes/Legal Links dialog box opens.
3. Select PSNumber as the field you want to link to SchoolNum.
4. Click **Create New**. The Codes for Field box opens.
  - The schools are named A, B, C, and D. Based on the School ID Number selected, you want the corresponding PS School Number to populate automatically.
5. On the first line enter *A*. Tab over and type *123* as the PSNumber.

SchoolNum	PSNumber
A	123
B	234
C	345
D	456
*	

Do not sort

OK

Create New

Use Existing Table

Cancel

6. Use the tab key to navigate through the table set-up. Complete the series as follows:
  - SchoolNum B and PSNumber 234
  - SchoolNum C and PSNumber 345
  - SchoolNum D and PSNumber 456
7. Select Do Not Sort.
8. Click **OK** in the Legal Links dialog box.
9. Click **OK** in the Field Definition dialog box.
  - School ID Number # now contains a drop-down menu. Once you select a School ID Number, the PS School Number will automatically populate with the value you entered in the code table.

## Formatting Options

This section outlines ways to customize your workspace and to edit fields in your View. Try changing the background color or altering the grid settings. Color changes will appear in the Enter module.

### Changing the Background Color

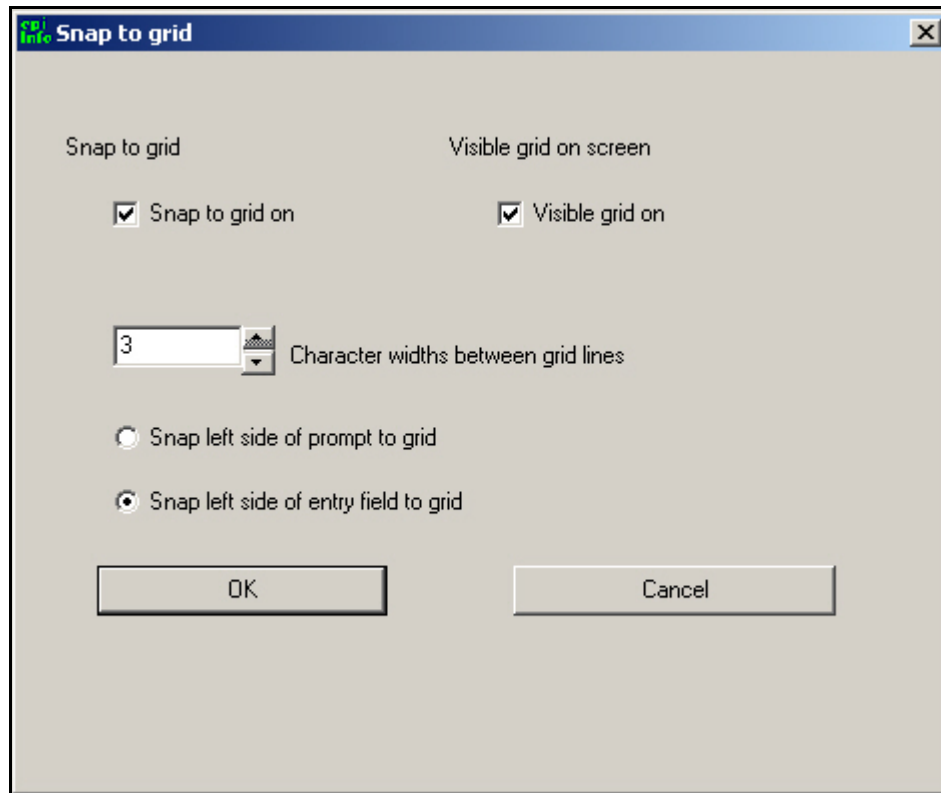
You can alter the background color of your Make View workspace and apply the changes to one or all pages in your project.

- Select **Format>Background**. The Background dialog box opens.
- Click **Change Color**. The Color selection window opens.
- Select a new background color for your survey.
- Click **OK** to accept the selected color.
- Select **Apply to Current Page Only** or **Apply to All Pages**.
- Click **OK** to view your selection.
- Click **Clear Color** from the Background dialog box return to the default grey.

## Changing the Grid Settings

Grid settings give you a way to align the fields in the View. There are several ways to customize your grid settings.

From the Make View navigation bar, click **Format>Settings**. The Snap to Grid dialog box opens.



The default setting of **Snap to Grid** is On. When moving a field on the View screen, the field will snap to the left portion of the grid it is closest to. You have the option to snap based on the prompt or the entry field. Select the **Snap to Grid** option if you want your fields to snap in line with your grid when they are created or moved. De-selecting the **Snap to Grid** checkbox allows you to move fields to any location on the page.

Select the **Visible Grid** option if you want your working space to contain a grid while designing the View. The grid is not visible in the Enter module. **Visible Grid on Screen**, allows you to remove the visible grid from the MakeView screen. If the checkmark is on, then you have the option to change the width between the grid lines.

You can change the size of the grid spacing by using the up and down arrow keys next to **Character Widths Between Grid Lines**. Changing the widths of the grid lines, gives you more control over the spacing of fields.

## Resizing Fields

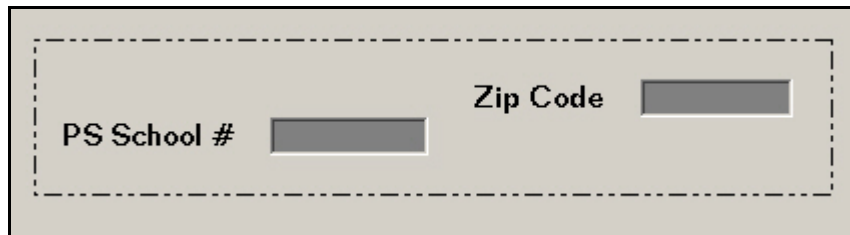
Entry fields can be resized.

- Left click an entry field box (not the prompt text).
- Use the blue bounding box and the click and drag method to make the data entry boxes larger or smaller.
- The numbers inside the fields tell you how many characters are visible in the survey.
- To resize a drop-down box, press the Alt key and left click to get the blue bounding box and resize using the blue bounding box handles.

## Aligning Fields

Fields can be selected and aligned either horizontally or vertically.

- Left click at the corner the field you want to align.
- Hold your mouse button and drag a rectangle around several fields.



- Select **Format>Alignment>Vertical** or **Format>Alignment>Horizontal**. The selected fields will line up based on your selection.



## Copying and Pasting Fields

Fields can be cut, copied, and pasted.

- Left click and drag a rectangle around the field you want to copy.
- Select **Edit>Copy**.
- Select **Edit>Paste**. The pasted field appears on top of the copied field.
- Left click and drag the field to move it.
- Right click the pasted field to open the Field Definition dialog box. Notice that a number has been added to the Field Name since field names must be unique.



## Create Fields Part 2

Now you will create the asthma history section of the survey. The first question on the paper survey is a series of yes or no checkboxes related to asthmatic conditions. You are going to create one checkbox per condition and then group all the conditions. This will allow you to analyze how many students checked Yes per condition and to analyze the conditions as a group. A single checkbox will indicate a yes if checked and a no if blank. To create the next section of the survey, you will need to create separate fields for the question and the checkboxes.

Questions have been shortened in the electronic survey; refer to *Appendix B Parent School Asthma Pre-Intervention Survey* to see the original questions.

You are not going to create the entire survey in Lesson 1; however, you can use the field information in the *Appendix A: Code Sheet* for additional practice.

### Add a New Page

1. From the Page Names panel, click **Add Page**. The new page appears.
2. Right click inside your new page. The Field Definition dialog box opens.
3. Enter the following Prompt: *Has a health professional ever told you that your child has any of the following conditions?*
  - For long questions, you may need to enter a line break inside your prompt. To do this, hold the Ctrl key and press Enter inside the sentence where you want the break to occur.
4. Select Label/Title as your Variable Type.
5. Type the Field Name: *Condition*.
6. Click **OK**.

### Create a Checkbox

1. Under the question, right click to open the Field Definition dialog box.
2. Enter the following Prompt: *Asthma*.
3. Select a Variable Type of CheckBox.
4. Use the default Field Name, *Asthma*.
5. Click **OK**. The Asthma checkbox appears in your view.
  - In the Enter Data module, checkboxes appear as selected or not selected.
  - In the Data Table, checkboxes are stored as -1 and 0.
  - When used in Analysis Commands, checkbox values are selected and coded as (+) and (-).

### Practice

Create three checkboxes to complete the question.

Arrange the checkboxes near each other and align them horizontally or vertically, depending on your workspace and preference.

Prompt/Question	Variable Type	Field Name	Other
Reactive Airway Disease	Checkbox	RAD	
Asthmatic Bronchitis or Wheezy Bronchitis	Checkbox	Bronchitis	
Wheezing	Checkbox	Wheezing	

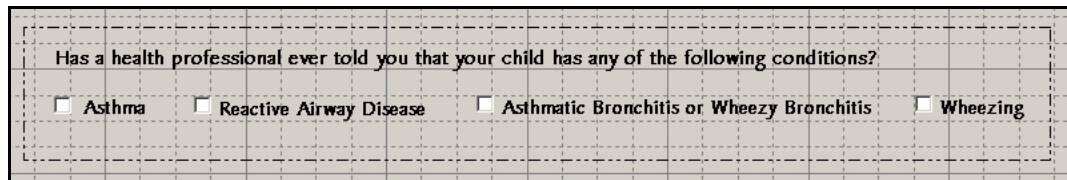
Your checkboxes should look similar to this example:

Has a health professional ever told you that your child has any of the following conditions?			
<input type="checkbox"/> Asthma	<input type="checkbox"/> Reactive Airway Disease	<input type="checkbox"/> Asthmatic Bronchitis or Wheezy Bronchitis	<input type="checkbox"/> Wheezing

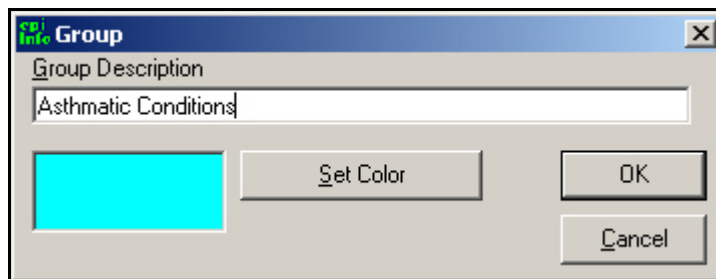
## Create a Group

Groups can be created to organize similar data on a survey. Variables that are part of a group can be analyzed alone or as part of the group. Take the question and the variables regarding conditions and group them.

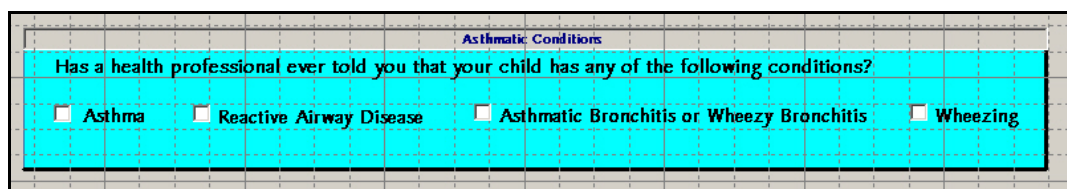
1. Use the left mouse button to drag a rectangle around the fields that are to be included in the group. This includes the question and the four variables.



2. From the navigation menu select **Insert>Group**. The Group Dialog box opens.
3. In the Group Description field, type *Asthmatic Conditions*.
  - To select a different color for the group, click **Set Color**.



4. Click the **OK**.
  - To Edit or Ungroup, right click inside the group name. The Edit Group dialog opens.
  - To Resize the box containing the group, double click inside the box. A resize arrow appears.
  - To move the entire group, left click the group title text, hold, and drag to the new location.



## Create a Mirror Field

Mirror fields allow you to show one field on many pages, but only enter the information once. Because there are several pages of information for each child, you want to place their Student ID on each page.

1. Open the Field Definition dialog box.
2. Enter the Prompt as *ID*.
3. Select the Variable Type: *Mirror*.
4. Use the default Field Name, *ID*.
5. Click **OK**. The Assign Variable to Mirror Field dialog box opens.
6. Select the variable *StudentID* from the list.
7. Click **OK**.
8. Move the field to the top of the page.
  - In the Enter Data module, once the Student ID # field is entered, it will populate this field automatically.

## Create a Yes/No Field

1. Open the Field Definition dialog box.
2. Enter the following Prompt: *Has a health professional prescribed any medication to your child for breathing problems?*
  - The original question has been modified as it contained more than 128 characters, which is more than allowed in the prompt field.
3. Select the Variable Type: Yes/No.
4. Type the Field Name: *Medication*.
5. Click **OK**.
  - From the Enter Data module, only the text Yes or No can be entered in this field.
  - In the Data Table Yes/No values are stored as 1 or 0. Missing values appear blank.
  - When used in Analysis Commands, Yes/No values are selected and coded as (+) and (-). Missing values are selected and coded as (.)

## Practice

Create a new type of drop-down selection box called Comment Legal.

- Comment Legal fields are set up like Legal Value fields, except that Comment Legal fields allow you to place a number in front of text, so that, when populating fields, a number is entered. This is a text field, but it will display as a number in the Analysis module.

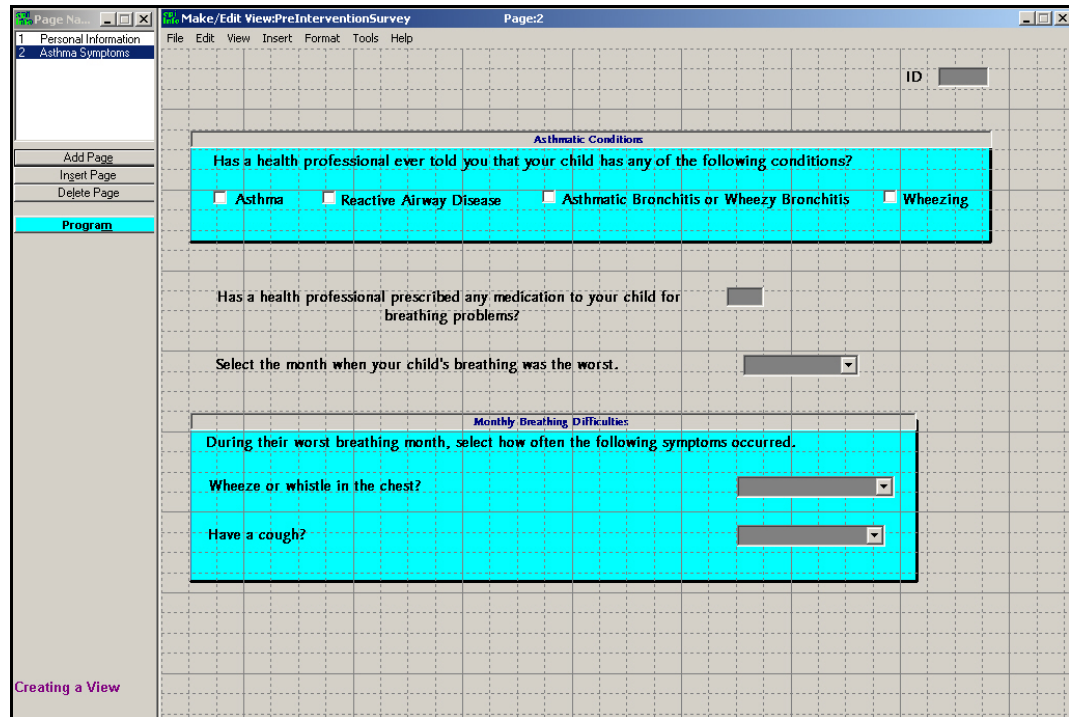
Create a group that contains the variable Symptoms, Whistle, and Cough. Name the group *Monthly Breathing Difficulties*.

Name Page 2 *Asthma Symptoms*.

Prompt/Question	Variable Type	Field Name	Other
Select the month when your child's breathing was the worst.	Text	WMonth	Click <b>Comment Legal</b> . Create a New Table.  Enter each month of the year in the following format: 1-January 2- February 3- March, 4- April, 5- May, 6- June, 7- July, 8- August, 9- September, 10- October, 11- November, 12- December  Select Do Not Sort.
During their worst breathing month, select how often the following symptoms occurred.	Label/Title	Symptoms	
Wheeze or whistling in the chest?	Text	Whistle	Legal Value  The 5 Values are: Never 2 times each week or less 3 to 6 times each week Every day, but not all

			<p>day Every day and all day</p> <p>Select the Do No Sort Checkbox.</p>
Have a cough?	Text	Cough	<p>Legal value</p> <p>You can use an existing Legal Value table to populate new tables. From the Field Definition dialog box, click Legal Values.</p> <p>From the Set Up Code/Legal Links dialog box, click <b>Use Existing Table</b>. The Select a View dialog box opens.</p> <p>Select codeWhistle. Click <b>OK</b>. The Select a Field to Link dialog box opens.</p> <p>Select Whistle. Click <b>OK</b>. The Legal Values for Cough populate.</p> <p>Select the Do Not Sort checkbox. Click <b>OK</b>.</p>

Page 2 of your View should look similar to this example:





## Skills Review

Add a Page to the View.

Create a numeric variable to hold the number of missed school days.

The survey asks respondents if they have missed sports activities. The variable MissSport is a Yes/No variable. Create a Legal Value variable that asks for more information if the respondent answers Yes. Align the question to the MissSport variable.

Create a numeric variable to hold the number of people living in the home with asthma.

Verify the tab order for all your pages. You want your cursor to follow a logical data entry path.

Name Page Three *Medical Information*.

Select **File>Save**. Epi Info™ saves your data automatically, but it is a good idea to save after you add new information.

Prompt/Question	Variable Type	Field Name	Other
How many days of school has your child missed due to breathing problems?	Number	MissDays	Pattern ###
Have breathing problems stopped your child from participating in sports?	Yes/No	MissSport	
If Yes, how many times in the past month.	Text	SPTimes	Legal Value  2 times a month or fewer 3 to 4 times a month 1 to 3 times each week 4 times each week or more  Select Do Not Sort
How many people living in your home, including this child, have asthma?	Number	IllHome	##

Page 3 of your View should look similar to this example:

The screenshot shows the Epi Info software interface. The title bar reads 'Make/Edit View:PreInterventionSurvey Page:3'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Help'. On the left, a 'Page Name' list shows three pages: '1 Personal Information', '2 Asthma Symptoms', and '3 Medical Information' (which is selected). Below the list are buttons for 'Add Page', 'Insert Page', and 'Delete Page', and a 'Program' button. The main area is a grid with four survey questions and their corresponding input fields:

- How many days of school has your child missed due to breathing problems?
- Have breathing problems stopped your child from participating in sports?
- If Yes, how many times in the past month.
- How many people living in your home, including this child, have asthma?

## NOTE

If you need to close Epi Info™ before completing your survey, the New Data Table dialog box will appear and prompt you to create a Data Table. Click **Cancel**. You do not want to create a data table until you are ready to enter data.

- When you exit either by going to **File>Exit** or clicking the close X, the New Data Table dialog box opens.
- Click **Cancel**.
- If your data table is set before you are ready to enter data, you can use **Tools>Delete Data Table** to reset your View. This will allow you to make edits to your field names and add code tables.

**WARNING: This function should only be used if you have not entered any data; otherwise, all your data will be deleted!**

Lesson Complete!

#### WHAT YOU LEARNED

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How to

- Navigate Make View.
- Create a new project.
- Use the Field Definition dialog box to create fields.
- Add pages to a View.
- Customize a View.