

## Jörg's Magic Questionnaire-o-Matic

You can use the functions from the menu "[Jörg's Magic Questionnaire-o-Matic](#)" to import plain text files and spread their contents onto elements of individual questions using one line for each question or answer field.

This feature can save you much typing and mouse-clicking work. It is extremely useful if you already have the text of a paper questionnaire in a word-processor file or if you can use a scanner with optical-character-recognition software to produce such a file.

The page you are currently reading first provides an overview explaining how you can use this feature practically. Afterwards it explains the individual functionality of the available menu options in detail.

### General directions

To make the best use of Jörg's Magic Questionnaire-o-Matic, proceed like this:

- First, get an overview of the whole questionnaire, identifying sections which have different layouts.
- Switch on the display of questionnaire and question numbers in AnyQuest.
- Load the supplied file [prototype.qdw](#) and look whether you can find prototype questions with suitable layouts in it.
- For the first section with an individual layout, set the suitable prototype question from [prototype.qdw](#), then add a new questionnaire, thereby adding the first question of your new questionnaire. If required, modify its layout exactly to your needs. It is, by the way, much easier, to remove excessive answer fields from a question than to add and position new ones, because in this case, the usually existing special answer fields will cause additional work.
- Now prepare a plain text file which contains only those questions of your questionnaire, one question per line, which shall appear as the first section with similar layout. Save this text file with a name and location that you can find again, e.g. `c:\anyquin\myqns.txt`
- Make sure that the first question of your new questionnaire is displayed in anyquest.
- From the menu, chose "[Jörg's Magic Questionnaire-o-Matic](#)" - "[Spread text file to questions](#)". In the file dialog, select your text file, e.g. `c:\anyquin\myqns.txt`
- You will notice that your text file has been turned (quite magically) into questions inside your new questionnaire. You may browse these questions and modify the individual question texts by inserting forced linebreaks ([Ctrl]-[Enter]) as required, to generate a homogeneously looking result.
- Now follow the same procedure for the remaining sections with individual layout of your questionnaire, if required. You may use new text file names, of course.
- Now follow the same procedure for explanations and second explanations if required.
- Now follow the same procedure for answer field labels. **Please note** that Jörg's Magic Questionnaire-o-Matic will not create additional answer fields, and that it will only process "regular" answer fields.
- Now follow the same procedure for answer field values. Make sure that you use the correct numeric format for your local environment. Avoid decimal separators if you don't need them.
- Now ensure that all answer fields have their correct labels.
- Add result formulas and conditional branching formulas as required.
- Modify the questionnaire descriptors (version and language) as required.
- Add questionnaire history and copyright information as required.
- Save the resulting `*.qdw` file.
- Move the text files you produced during this process to a folder with a self-explaining name of their own (you don't need them any more now, but you might need them in the future).

### How can you prepare the required plain text files?

If you have a paper copy of the questionnaire: Type the required lines into [notepad.exe](#), or use a scanner and optical character recognition software. Even in this case, be sure to review the product thoroughly, because such software usually requires high quality paper copies to obtain satisfactory results.

If you have an Adobe Acrobat PDF file, display it using the Adobe Acrobat Reader. If the file is not protected against that, you may be able to select text by using the respective tool or by pressing [Ctrl]-[A]. You can copy the selected text to the MS Windows clipboard and paste it into [notepad.exe](#).

If you have an MS Word document, you may remove excessive text inside Word and save the remainder as a plain text file. The function "convert table to text" may be very helpful, and MS Word offers some advanced search/replace functionality which may help you in the removal of multiple spaces, multiple line breaks, excess new paragraphs and so on.

Instead of notepad, a software like TextPad (available as shareware) may be very useful, because it can automatically perform quite complex search/replace operations using so called "regular expressions", and even apply these to multiple files at the same time, and thus save you a lot of time when you e.g. want to remove line numbers from a set of questions.

In any case: The resulting file should be a plain text file, it should not contain any binary or formatting information which word processors typically include in their proprietary file formats, and it should usually use the Windows ANSI character set.

The text file should usually not have any trailing empty lines, (which means, that in your text editor, your cursor should not move below the last line containing any text, but only to the right end of that last line instead), because they would be translated to elements with empty text.

### **Spreading a text file to questions**

The import process will start at the question which is currently displayed:  
The first line from the text file will be copied to the question text of the current question; following lines will be spread to the question texts of succeeding questions. If there are not enough questions in the current questionnaire, they will be added as required.

Before you invoke this feature, please give at least one starting question the layout which you would like to have for all of the automatically generated questions or prepare enough questions with individual layouts as required.

### **Spreading a text file to explanations and second explanations**

These functions work exactly like the above one, except for that they spread text file contents to the explanation or second explanation element instead of to the question text.

### **Spreading a text file to answer field labels**

In contrast to the above functions, this function will spread text file contents to answer field labels. Only "regular" answer fields are affected (this means, that "cannot answer"/"don't want to answer"/"direct text" answer fields and so on are skipped and not affected at all).

The function starts to search for the first eligible answer field beginning with the currently displayed question. If this question has no answer field, or when the last answer field of a question has been processed, the function will continue with the next available question of the same questionnaire. If a question has multiple eligible answer fields, they will be processed in the order in which they have been originally generated (which may be different from the order in which they are arranged on the screen).

If a question has regular answer fields which have been moved outside the screen, they will still be found and processed by this function.

If there are more lines in the text file than eligible answer fields in the questionnaire, excessive lines of text will be ignored. This function will not create any new answer fields.

### **Spreading a text file to answer field values**

This function works similar to the above one, but instead of processing answer field labels, it

processes answer field numeric or coded values.

When the function transfers a line of text to an answer field value, it does not modify this text in any way. This means that the operator should make sure that the text is supplied in the correct format (e.g., using the correct decimal separator for the current environment, if any one is required).

### **Spreading a collection of audio files to texts**

This one covers a completely different issue: Suppose you have a questionnaire definition file which you want to change into a talking questionnaire.

For this purpose, you should record one wave-file corresponding to each text item (question, answer field etc.) in the questionnaire, speaking its text into the wave-file. Give each wave-file a filename which contains the complete corresponding text (if that is very short), or the initial characters of each word in the corresponding text (not exceeding 8 characters for the filename).

Afterwards, you would theoretically have to right-click onto every piece of text which shall receive a wave-file, then select the corresponding wave-file in the dialog that appears, and click on ok to connect them.

Instead, you may prefer to use a special subsection of Jörg's Magic Questionnaire-o-Matic: It will try to distribute all available wave-files across all available texts, sorting them by the strength of the correlation between text content and wave-file-name. If in doubt, it will ask.

Thus the task may take seconds, or minutes, instead of hours, to complete. Enjoy... :-)

(You can experience an exemplary talking questionnaire after downloading the self installing archive with eSF-36 wave files from my WWW site. They are referenced by the available eSF-36 questionnaire definition files, and after their installation, when a new question appears, or when you hold the mouse over a text item, it will be read aloud.)