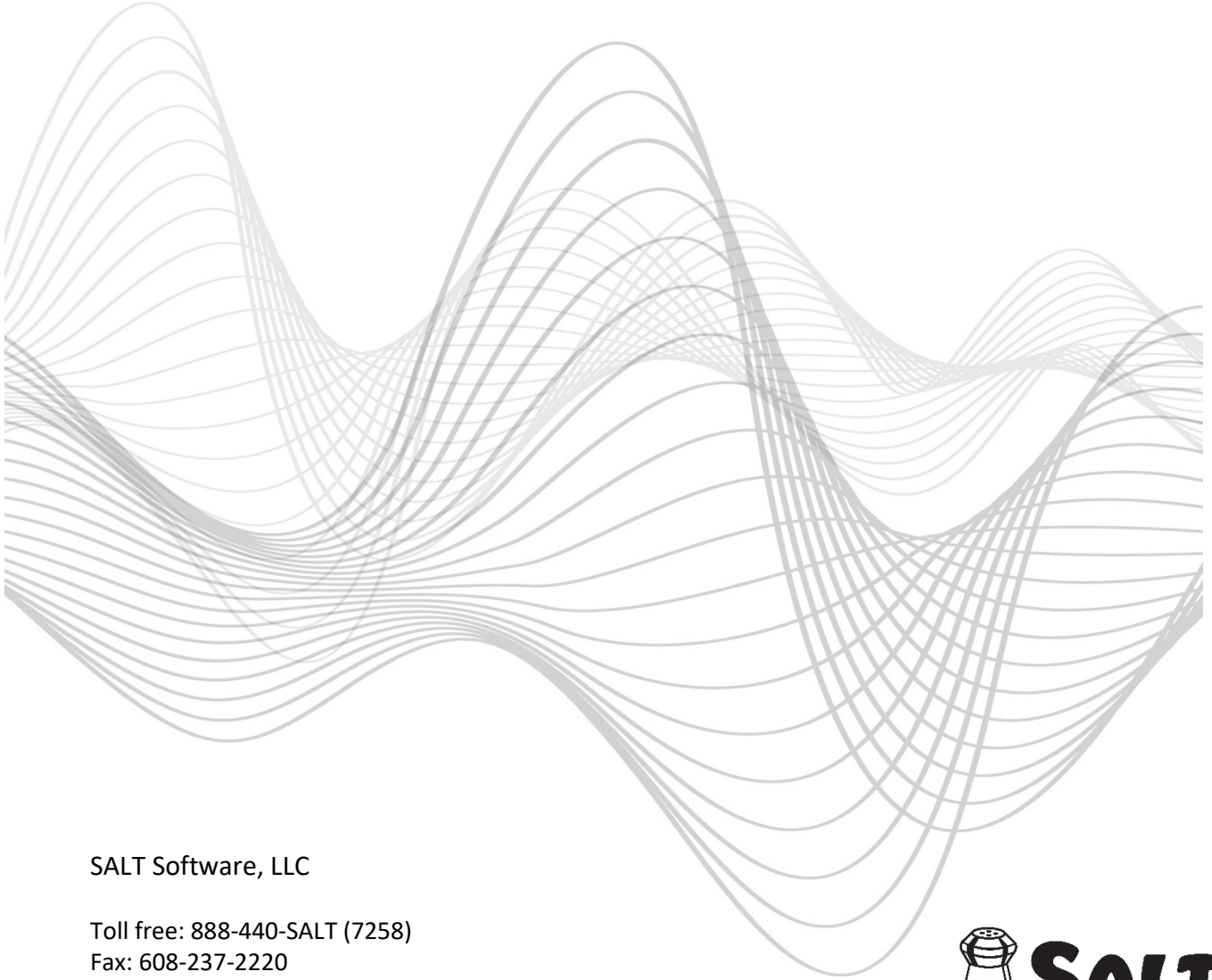


STEP-BY-STEP EXERCISE

Rectangular Data File



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Rectangular Data File

This exercise uses four transcript files: “AA1Nar.slt”, “AA2Nar.slt”, “AA3Nar.slt” and “AA4Nar.slt”. Each of these four transcript files contains a narrative language sample from a typically developing, seven-year-old, African American student. You will use the “Rectangular Data File” option in the Tools menu to generate a rectangular data file of selected SALT variables for these four sample transcripts. If you have Microsoft® Excel® on your computer, the last section of this exercise runs Excel and imports this data file into a spreadsheet.

A. Start the SALT Program



1. The SALT program begins with the Getting Started window. Typically, you begin by creating a new transcript or opening an existing transcript. In this exercise, however, you will be using the Tools menu so click the **Close** button to close this dialogue box.
2. Select **Tools menu** → **Rectangular Data File** and you are presented with the Rectangular Data File dialogue box.

Notice that, by default, no transcripts are selected; the target speaker is the 1st speaker, the substitute for missing data is “---” for text data, -1 for integer data, and -1.0 for decimal data, and the only variable button to have a gray checkmark preceding it is “General Information”. If the current settings are anything else, click the **Reset** button.

B. Select the Transcript Files

1. Choose **Select Transcripts** and you are presented with the Select Transcripts dialogue box.
2. Click **Browse for Files**. Unless you changed the default transcript folder, the *My SALT Data\Transcripts* folder located within your *Documents* folder is displayed. Open the **Samples** folder and then the **Lesson Samples** folder.

Note: if the default transcript folder has been changed, follow these steps to reset the transcript folder to the default setting:

- Click the **Cancel** button to close the “Open” dialogue box.
- Select **Setup menu** → **File locations** → **Transcripts**. The current transcript folder is displayed.
- Click the **Reset** button to reset the transcript folder to the default setting.
- Click **OK**.
- You are asked if you want to save the folder setting as the program default. If you select **Yes**, the previous folder setting is lost. If you select **No**, the change is only in effect until you exit the SALT program. Select **Yes** or **No**.
- Select **File menu** → **Open** and go back to step 1 (above).

3. Select four transcript files: **AA1Nar.slt**, **AA2Nar.slt**, **AA3Nar.slt**, and **AA4Nar.slt**. You could repeat this step four times, once for each transcript, but it is easier to select all four at the same time. There are several ways to do this depending on your operating system: 1) hold down the <Ctrl> key on the keyboard and click once on each of the four transcript files, 2) click the first file (AA1Nar.slt) and then hold down the <Shift> key and click the last file (AA4Nar.slt), or 3) check the box preceding each file.
4. After selecting the four transcript files, click **Open** and the four transcripts are listed in the dialogue box window.

5. Click **OK** to return to the “Rectangular Data File” dialogue box and notice the message “4 transcripts” underneath the “Select Transcripts” button.

C. Select the Data Variables

1. View the pre-selected variable - transcript filename.

Notice the small gray checkmark in front of the “General Information” button indicating that one or more variables within this group have been selected.

- Select **General Information** and notice that the transcript filename has been selected. This is the only variable that is pre-selected. Click **OK**.

2. Select some plus line variables.

- Click the **Plus Lines** button. The variables listed here are taken from the plus lines at the beginning of each transcript. They correspond to the plus lines which are automatically inserted when you begin a new transcript and fill in the header information.
- Select **Gender, CA: (yy;mm)**, **Context**, and **Subgroup**. If you have any questions as to what the variables refer to, click the **Help** button.

The edit window labeled “Other plus line data” is for selecting data from non-standard plus lines. Suppose, for example, that some or all of your transcripts have a plus line that identifies the child’s school using the label “School”. To be selectable, the plus line label must be followed by a colon and the information following the colon is the data.

Sample plus line:

+ School: Washington Middle School

- To select this “other” plus line data, click in the edit window and type **School**.
- Click **OK**. The gray checkmark indicates that plus line variables have been selected.

3. Select some *Standard Measures Report* variables.

- Click the **Standard Measures Report** button. The variables listed here correspond to the variables in the *Standard Measures Report* located in the Analyze menu.
- Select the following variables: **Total Utterances**, **Analysis Set Utterances**, **Elapsed Time (minutes)**, and **% Intelligible Words**. When you have finished selecting these four variables, click **OK**.

4. Generate the data set.

- Click **Generate Data** to generate the data set.

There are five rows in the data set. The first row contains the variable labels followed by one row for each of the four selected transcripts. There are ten columns in the data set. The first column is the pre-selected filename variable, the next five columns are the plus-line variables, and the last four columns are the *Standard Measures Report* variables. You do not have any control over the order of the variable columns. Notice that the school variable is missing for each transcript. Because there

isn't a school plus line in these transcripts, the missing data text is substituted.

5. Display the variable key.




- Click **Display Key** to generate a key to the selected variable labels. The list is displayed behind the dialogue box. Click **Cancel** to close the dialogue box. Notice that each variable is listed along with a brief description and the category it was selected from.
- If you want to print the variable key, select **File menu** → **Print**. If you want to save it as a PDF, CSV, TSV, or TXT file, select **File menu** → **Save**.
- Select **Window menu** → **Close All**. If prompted to save any of the data sets, click **No**.

6. Change the format of the current age (CA), remove the plus line School variable.



- Select **Plus Lines**.
- The current age is in years and months. There are three different age formats: *yy;mm (years and months)*, *years (as a decimal)*, and *months (as a whole number)*. Suppose you want current age as years. Uncheck **CA: (yy;mm)** and check **CA: (in years)**. Then delete **School** from the "Other plus line data" edit box and click **OK**.
- Click **Generate Data** again to generate the new data set. The current age is now in years and there are no missing variables.

8. Save the data as a CSV text file.

- Click the save icon  or select **File menu** → **Save** or **File menu** → **Save As....** You are presented with the "Save as" dialogue box.
- Select **CSV – Comma Separated Values (Excel)**.
- If you have Microsoft® Excel® installed on your computer, check **Display report after saving**.
- Click **OK** and you are prompted with the "Save As" dialogue box.
- By default, reports are saved in the *My SALT Data\Reports* folder within your *Documents* folder. This should be the folder listed.

Note: although this exercise directs you to save some files in *Documents\My SALT Data\Reports*, you may save them anywhere you want. Just make sure you remember the name and location of where you save them.

- Click in the "File name:" box and type the name of the new text file. You may use any name you want but, for this exercise, use **RDF Results (for Rectangular Data File Results)**. The text extension ".CSV" will be automatically added to the end of the filename.

- Click the **Save** button and your data is saved as a CSV text file in *Documents\My SALT Data\Reports*.
 - If you have Microsoft® Excel® installed on your computer and you checked “Display report after saving”, Excel® should open with your data file. Close the spreadsheet.
9. You have the option of saving the variables which were used to generate this data set. This would be a time saver in case you wanted to generate this data set again.



- Click the **Save** button from the left-hand-side of the dialogue box and you are presented with the folder *My SALT Data\ RDF* located within your *Documents* folder. This folder was created during the initial setup and is the recommended place to save your rectangular data file selections. Note that you can change this default file location in “Setup menu → File Locations → Rectangular Data File Selections”.
 - Type the name of the new file in the “File name:” box. You may use any name you want but, for this exercise, use **RDF Selections**. The text extension “.SBT” (*for SALT BaTch*) will be automatically added to the end of the filename.
 - Click the **Save** button and the selections are saved as a .SBT file. Note that only the selections are saved, not the names of the selected transcripts nor any data.
10. Test out the saved selections.
- Click **Reset** in the Rectangular Data File dialogue box to start over with. The only variable selected should be the transcript filename within “General Information”. Notice that reset did not remove the four transcripts you selected.
 - Select **Open** and you are presented with the “Open” dialogue box and, if necessary, change to the folder where you saved the RDF Selections.SBT file in step 9.
 - Select the file **RDF Selections.SBT** that you previously saved. Either double click the filename or click the filename once to select it and then click the **Open** button.
 - The same variables are selected. Click **Cancel** to exit the dialogue box without generating a new data file.

D. More Data Selections

1. Start over with new selections.
- Select **Window menu → Close All**. If prompted to save any of the data sets, click **No**.



- Click **Reset** in the Rectangular Data File dialogue box to start over. Do not save the current selections.

- The four transcripts should still be selected. If not, click **Select Transcripts** and reselect them. They are **AA1Nar.slt**, **AA2Nar.slt**, **AA3Nar.slt** and **AA4Nar.slt**. Refer back to section B in this exercise if you need help selecting them.
2. The following variable sets are very similar to the *Standard Measures Report* variables and you should try them out on your own: *Summary of Utterance Types*, *Syntax/Morphology Summary*, *Semantics Summary*, *Discourse Summary*, *Verbal Facility Summary*, and *Omissions and Error Codes*. Look at some of the other variables.

- **Select Maze Distribution Tables**

Notice the “Length Measured in” and “Utterance Base” settings at the bottom of the dialogue box. The length setting specifies how the utterance and maze lengths are to be measured when generating the data – either in morphemes or in words. The utterance base setting determines which utterances to include – analysis set or total. The previous data sets, if appropriate, let you select from either the analysis set or total utterances. There wasn’t an utterance base setting. It is included here to simplify variable selection. If you want any of these variables based on both the current analysis set and on total utterances, you would have to run two different data sets and either cut-and-paste them together or work with them separately.

- Select several distribution variables (*your choice*) and click **OK**.
- Click **Generate Data** to generate the data set.

3. Display the variable key.



- Click **Display Key** to generate a key to the selected variable labels. The list is displayed behind the dialogue box. Click **Cancel** to close the dialogue box. Notice that each variable you selected is tagged with **.MA**, a reflection of the selected setting values: length in **Morphemes**, **Analysis set utterances**.
- If you want to print the variable key, select **File menu** → **Print**.

4. Change the target speaker setting.



- It is a good policy to make the target speaker the 1st speaker. But sometimes there are multiple target speakers or you may be interested in the analyses of the other speaker. The target speaker setting is 1st speaker. Change this to **2nd speaker**.
- Click **Generate Data** to generate the new data set. The variables are now based on the 2nd speaker, although there is nothing in the report to indicate this.

5. Select **Window menu** → **Close All**. If prompted to save any of the data sets, click **No**.

6. Reset the target speaker and select *Standard Word List* variables.



- The target speaker setting is the 2nd speaker. Change this back to **1st speaker**.
- The *Maze Distribution Tables* variables are still selected. Since they are no longer needed, you should clear the selections. Select **Maze Distribution Tables**.
- Click **Reset** to clear the selections and then click **OK**.
- Select **Standard Word Lists**. There are two variables available for each word list. “Total” counts the combined number of occurrences of all the words in the list. “Types” counts the number of different words in the list which were used by the target speaker. Notice that the area is the main body and the utterance base is the analysis set. Also notice that there is a big gap between the last pronoun list and the “Yes and No Words”. These are placeholders for the user-defined standard word lists.
- Select both total and types for several of these word lists (*you choose the lists*) and click **OK**.
- Click **Generate Data** again to generate the data set. Each variable label ends with “.BA” which indicates the selected setting values: main **Body**, **Analysis** set utterances. Remember that if you want to know what variable any label represents, return to the Rectangular Data File dialogue box and display the variable key.

7. Look at the *Standard Utterance List* variables.



- The *Standard Word List* variables are still selected. You should reset them to simplify the next report. Select **Standard Word Lists**.
- Click **Reset** to clear the selections and then click **OK**.
- Select **Standard Utterance Lists**. These variables correspond to the utterances selected within the “Analyze menu → Standard Utterance Lists” option. Each variable represents the count of the utterances included in that list.
- Try this out on your own.

8. Select word exploration variables.



- Click **Reset** to clear all the selections. Do not save the current selections.
- Click the **Explore** button. These variables correspond to the Explore menu where you select words, codes, and/or utterances you are interested in.
- The **Utterance Base** setting specifies which utterances to include when generating the word and utterance counts. Select **Analysis Set** (*complete and intelligible verbal utterances by default*).
- Select **Word and Code List** to enter the list of words and/or codes you want counted.

Get the list of personal pronouns from a file.

- Click **Open**. Unless you changed the default word and code list folder (*My SALT Data\Lists* folder within *Documents*), the *Samples* folder should be listed.
- Open the **Samples** folder.

Note: if the default word and code list folder has been changed, follow these steps to reset the folder to the default setting:

- Click the **Cancel** button three times to close all the dialogue boxes and return to the transcript.
- Select **Setup menu** → **File locations** → **Word and Code Lists**. The current word and code list folder is displayed.
- Click the **Reset** button to reset the word and code list folder to the default setting.
- Click **OK**.
- You are asked if you want to save the folder setting as the program default. If you select **Yes**, the previous folder setting is lost. If you select **No**, the change is only in effect until you exit the SALT program. Select **Yes** or **No**.
- Go back to the beginning of step 8 (above).

- Click the **Personal Pronouns.LST** file once to select it and then click the **Open** button. Or double click the filename. The following list of pronouns is displayed in the edit window:

HE
HER
HIM
I
IT
ME
SHE
THEM
THEY
US
WE
YOU

Although you are entering a simple list of words, the same rules for entering a word list in the Explore menu apply here. For example, you may use wildcard characters (= and @) to specify sets of words or codes, and you may specify combinations of words and codes. Refer to the help option within this dialogue box for details.

- Notice the three settings.
 1. The “Search area” setting indicates that these pronouns must be found in the **Main body** of the utterance (*not in the mazes*) to be counted.
 2. The “Match part for identified roots” setting determines which part of the word to match when words have been entered using the vertical bar to identify the root, e.g. “wented|go[EO:went]”. “Produced” refers to the part of the word preceding the vertical bar and “**Identified**” refers to the part of the word following the vertical bar.
 3. The “Code type for isolated codes” setting is used to determine the type of code to match when the code specified is isolated from a word or phrase, e.g., “[PR2]” as opposed to “that[PR2]”.

Since “Word or utterance codes” is selected, these isolated codes may be counted if they are either a word or utterance code. If the setting is “Word codes” and a code is specified in the list by itself, e.g., [PR2], it is only counted if it is a word code. And if the setting is “Utterance codes” then it is only counted if it is an utterance code. **Word or utterance codes**, the default setting, counts codes whether they are word codes or utterance codes.

- Click **OK** to return to the “Explore” dialogue box.

The other two buttons within the selection criteria section, “Standard Utterance Types” and “Utterance Length”, correspond to the same options within the Explore menu and are used to select utterances based on criteria such as ending punctuation or the existence of mazes and pauses, or utterance length measured in words or morphemes.

- Although you have specified the word list, no variables have been selected. Notice that there are two sets of variables to select from:
 1. Summary Variable – one variable
 - Total Selected Utterances - counts the selected utterances, i.e., the total number of utterances which contain at least one personal pronoun.
 2. Word and Code List Item Variables – one variable for each item in the list
 - No. of Occurrences – counts the total number of times each word occurs
 - No. of Utts Containing Item - counts the number of utterances which contain each word
 - No. of Different Forms - counts the number of different forms each item has
 - No. of Different Words - counts the number of different word roots for each item
 - Presence or Absence – indicates whether or not each item is found (1=found, 0=not found)
 - Mentioned First – indicates whether or not each item is mentioned first by the target speaker (1=mentioned first, 0=not mentioned first, -1 if not used in transcript)

Refer to the **Help** option in this dialogue box for a description, with examples, of each of these variables.

- Check the **Total Selected Utterances** as the Summary Variable.
- Check the **No. of Occurrences** as the Word and Code List Item Variable.
- Click **OK** to exit the “Explore” dialogue box with the personal pronouns selected.
- Click **Generate Data** to generate the report. The first variable “TotSelUt” is a count of the number of utterances. This counts the number of 1st speaker, analysis set utterances which contain at least one personal pronoun in the main body of the utterance. Following this variable are counts for the individual pronouns.

E. Select Data from one of the SALT databases

In addition to selecting data from sets of transcripts, the Rectangular Data File tool may be used to select data from the samples stored in the SALT databases, either those which come as part of the software or those you create from your own transcripts.



2. Click **Reset** to clear the selections. Do not save the current selections.
3. Select the Play Database
 - Choose **Select Transcripts** and you are presented with the “Select Transcripts” dialogue box.
 - Click **Clear** to clear the previously-selected filenames
 - Click **Browse for Built-in Database**. Unless you changed the default database folder, the “Reference Databases” folder located within the ProgramData folder is displayed.
 - Select **Play.sltdb** from the list and click **Open**. When informed that 69 database transcripts were added, click **OK** to continue.
 - Click **OK** to close the “Select Transcripts” window.

Note: if the default database folder has been changed, follow these steps to reset the database folder to the default setting:

- Click the **Cancel** button three times to close the dialogue boxes.
- Select **Setup menu → File locations → Built-in Reference Databases**. The current database folder is displayed.
- Click the **Reset** button to reset the database folder to the default setting.
- Click **OK**.

4. Select age and grade data
 - Click the **Plus Lines** button.
 - Select + **CA: (yy;mm)**.
 - Select + **CA: (in years)**.
 - Select + **Grade:**
 - When you have finished selecting these three variables, click **OK**.
5. Select some *Standard Measures Report* variables.
 - Click the **Standard Measures Report** button.
 - Select **MLU in Morphemes, Mean Verbs/Utterance, and SI Composite Score**.
 - When you have finished selecting these variables, click **OK**.
6. Click **Generate Data** to generate the results. There is a delay while the 69 database samples are scanned before the results are displayed.

Note that all the samples from the database are used. In this example, the age and grade data can be used to select a subset of the samples once you import the data into a spreadsheet or statistical program.

F. Close All Windows

- Select **Window menu → Close All**.

