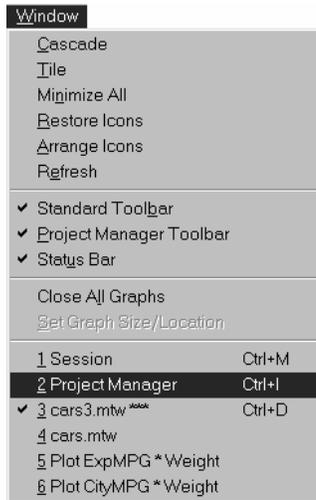


24 Using The Project Manager

The Minitab Project Manager permits you to work with and manage all the parts of your project—the Session Window, the Data Worksheet(s), all graphs you have created, and more. In particular, it gives you access to Minitab’s own mini word processor—the ReportPad. See page 176 for more information on the ReportPad.

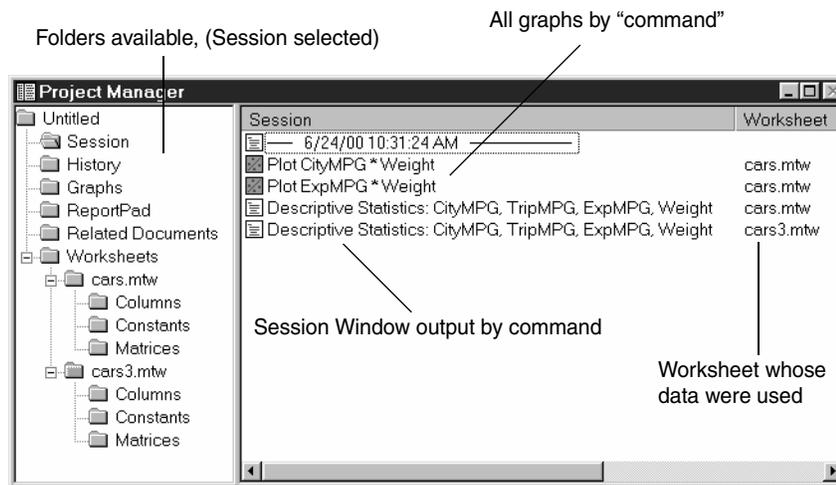


To open the Project Manager you may use any one of the following:

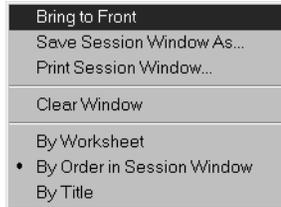
- use the Window menu as shown at the left
- click the Project Manager icon on the main toolbar
- click a button on the separate Project Manager toolbar
- use the keyboard shortcut, <Ctrl>+I (I for Information)

24.1 Session Folder

Here is an example of the Project Manager display when the Session folder is selected:

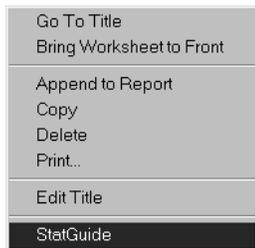


Using The Project Manager



Right-clicking on either the folders or the contents of the folders gives you access to a variety of options. When in doubt, right-click an item and review the choices displayed.

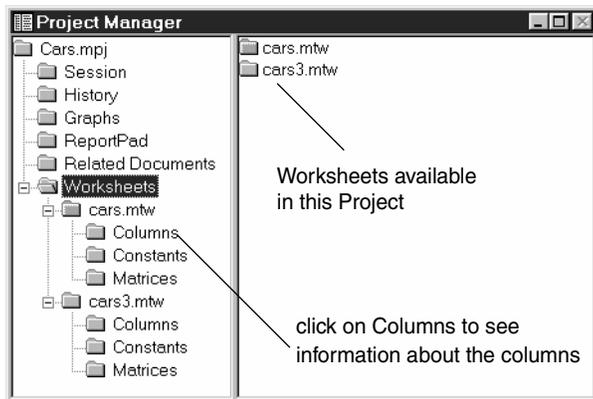
The right mouse button options for the Session folder are shown at the left.



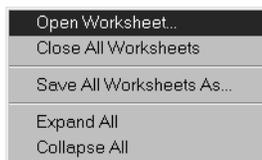
A right-click on a Session command item in the right-hand pane brings up the menu items shown at the left.

The StatGuide choice is especially helpful to students. The StatGuide item takes you to extensive linked Help screens to assist you in interpreting statistical tables, graphs, and other output in a practical and easy-to-understand way. The StatGuide is also available directly by right-clicking output in the Session Window and by clicking the StatGuide icon on the main toolbar.

24.2 Worksheets Folder



Here is an example of the display when the Worksheets folder is selected:



The right-click options for the Worksheets folder are displayed at the left.

Using The Project Manager

When you click on the Columns folder for the Cars Worksheet in our example, Minitab displays the following information about the columns:

Name	Id	Count	Missing	Type	Description
CityMPG	C1	45	0	N	
TripMPG	C2	45	0	N	
ExpMPG	C3	45	0	N	
Weight	C4	45	0	N	
Disp	C5	45	0	N	
Cylind	C6	45	0	N	
HP	C7	45	0	N	
Trans	C8	45	0	N	
Gears	C9	45	0	N	
Size	C10	45	0	N	
Foreign	C11	45	0	N	

24.3 Graphs Folder

Selecting the Graphs folder results in a display similar to the example below.

Graph	Worksheet
Plot ExpMPG * Weight	cars.mtw
Plot CityMPG * Weight	cars.mtw
Plot CityMPG * Weight	cars3.mtw

available graphs

Worksheet whose data were graphed

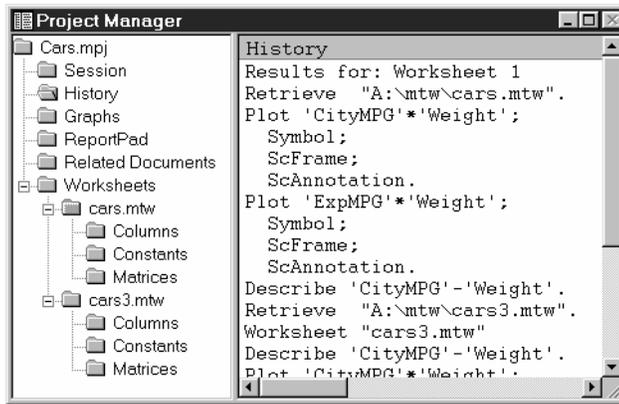
Append to Report
Copy
Print...
Save As...
Close
Bring Graph to Front
Bring Worksheet to Front
Restore
Minimize
Maximize
Tile
Tile With Worksheet
Rename
StatGuide

A right-click on a graph name brings up the options shown at the left.

Several graphs may be highlighted and then “tiled” on one screen for easy comparisons.

Printing Results from Minitab

24.4 History Folder



Here is the History folder display for our example.

If you have trouble with a Minitab analysis and cannot determine what the problem is, it would be very helpful to print a copy of the History Window to show your instructor. The History Window gives an “audit trail” in command form of all of the things you have done in this project.



If you right-click the History folder you get a choice to print it. More information on printing Minitab results is explored in the next section.

25 Printing Results from Minitab

Although most statistical analysis is carried out electronically and electronic dissemination of results is increasingly prevalent, the printed page is still very important in communicating results to others. Your instructor will probably ask you to hand in printed work based on computer output for homework and project reports. Printing Minitab results is quite straightforward. Minitab’s statistical results appear in three places. Most numerical results are displayed in the Session Window. Sometimes numerical results appear in the Data Window. High-resolution graphs are shown in their own Graph Windows. An “audit trail” of everything you have done in a Minitab session (in command format) appears in the History folder. We will discuss the printing of each of these in turn.

Some printing details depend on whether your computer has a directly connected printer or uses a shared printer. Please check with your computer lab manager for the details of using shared printers.

The ideal way to prepare a printed statistical report is to use Minitab’s built-in word processor, the ReportPad™. You can combine Session results, Minitab graphs, and your comments and discussion into a complete report in ReportPad. Alternatively, you may wish to use an external word processor such as Microsoft Word™, WordPad™, or WordPerfect™. We illustrate using ReportPad on page 176. We illustrate using Microsoft Word on page 178. You may also print statistical results in pieces and literally cut and paste them between your own handwritten explanations.

25.1 Printing the Session Window

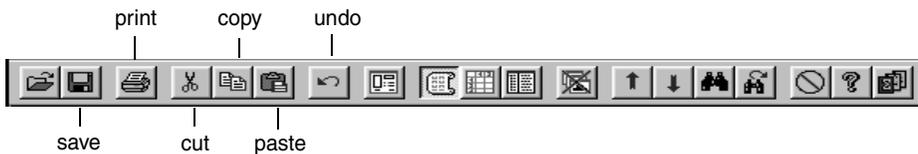


Usually, when you have completed an analysis, the Session Window is cluttered with things you do not want to print out. Fortunately the Session Window is fully editable. With the Session Window active, click on the Editor menu—*not* the Edit menu.

Make sure that Output Editable is checked. If it is not, click on it. (If it already checked, click the pointer off the menu without selecting anything.) Now everything in the Session Window can be changed.

You can delete unwanted items, such as the Minitab prompt (MTB >), the Minitab commands, or your own errors, and add your comments and explanations of what the output means. You can edit the Session Window output as you would with any editor or simple word processor.

The toolbar permits many useful shortcuts such as cut, copy, and paste.

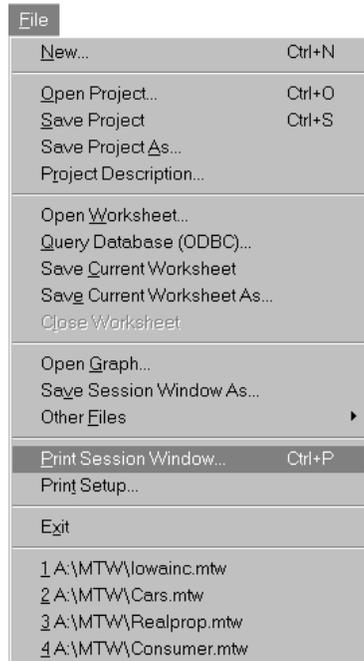


Highlight the selection that you want to work with by dragging from the beginning to the end of the material. Then you can cut, paste, and copy using commands on the Edit menu (**not** Editor). You may also use standard Windows keyboard shortcuts for cutting (<Ctrl>+X), pasting (<Ctrl>+V), and copying (<Ctrl>+C). Review the Editor menu shown on page 172 for more editing choices.

Printing Results from Minitab



You may also click the right mouse button anywhere on the Session Window to bring up the useful menu shown at the left. If you click on a results section in the Session Window, such as **Descriptive Statistics**, you may select **Append Section to Report** to add that section of output to the bottom of the ReportPad document.

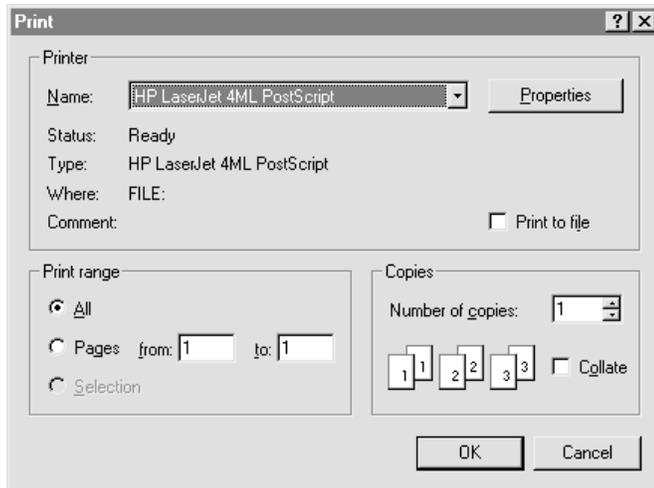


Once you have the output in just the right form, click on the **Print Session Window** item under the File menu.

Caution: This choice prints the whole Session Window, not just the visible portion of the Window.

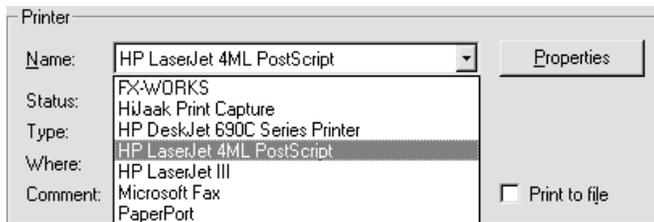
You may also highlight any block of text in the Session Window and print it by selecting **File > Print Window**. In this case only your highlighted selection will be printed.

Printing Results from Minitab



When the Print Window choice is made, the Print dialog box appears as shown to the left. You will likely just need to click on OK to obtain your printout.

If you are connected to several printers you may have to click on the down arrow to the left of Properties and select the correct printer.



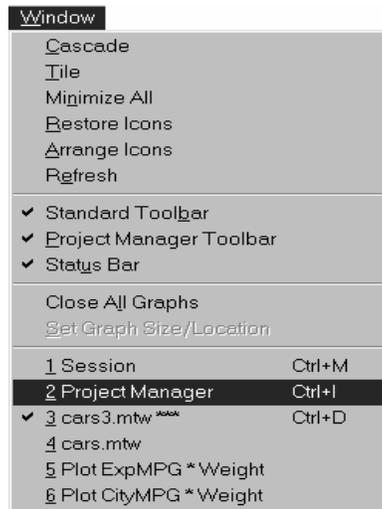
The choices on our computer are shown to the left.

Check with your local computer experts on which printer is appropriate for you.

25.2 Printing the History Folder

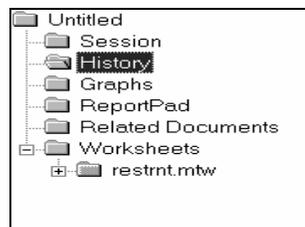
If you have trouble with a Minitab analysis and cannot determine what the problem is, it would be very helpful to print a copy of the History Folder to show your instructor. The History Folder gives an “audit trail” in command form of all of the things you have done in this session of Minitab. An example of the History folder and its contents may be seen on page 171.

Printing Results from Minitab

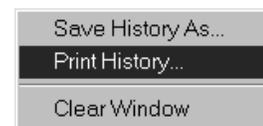


First open the Project Manager by either clicking on its icon on the main toolbar or by selecting it from the Window menu.

For more information on the Project Manager see page 168.



You will see a “tree” of folders in the left-hand panel similar to that shown at the left.



Right-click on the History folder to see the choices shown at the left. Select Print History to bring up the usual Print dialog box. Press OK to print the entire window. (You may have to click on the down arrow to the left of Properties and select the correct printer. See page 174.)

25.3 Printing a High-Resolution Plot

You may print a high-resolution graph any time a Graphics Window is the active window on your screen. You may use the Print Graph selection under the File menu (or use the keyboard shortcut <Ctrl>+P) to bring up the Print dialog box (See page 174). Click on OK to print the graph. You may also print graphs through the Project Manager. For more information on the Project Manager see page 168.

25.4 Printing the Data Window

Occasionally, you will want to print information contained in the Data Window. To do this first make the Data Window active, for example, by pressing <Ctrl>+D. Highlight any rectangular region by dragging from corner to corner. Clicking on the generic names (C1, C3,...) selects the entire column. Drag across C1, C2,... to select multiple entire columns.

Once you have selected the desired region of the Worksheet, click on the Print icon on the toolbar (or press <Ctrl>+P) and the Data Window Output Options dialog box appears. Make appropriate selections here and click OK to get to the Print dialog box as shown on page 174. Click OK to print the Data Window.

You may also print all of the columns in the Data Windows through the Project Manager. For more information on the Project Manager see page 168.

25.5 Preparing a Statistical Report with ReportPad

You can create presentation quality reports of your analysis in the Project Manager ReportPad folder. For more information on the Project Manager see page 168. All output in the ReportPad folder is fully editable and you may change fonts and colors, change parts of the text to bold, italic, or underline. You may align text or graphs left, right, or center and so forth.

Session Output

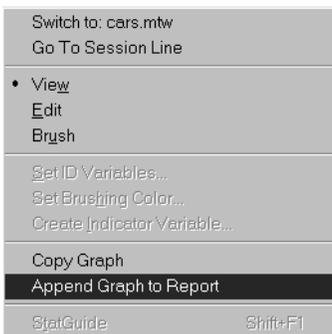


Session output may be added to the ReportPad folder by right-clicking the appropriate section in the Session Window and choosing the “Append Section to Report” option. The options available are shown at the left.

Session output may also be added to the ReportPad folder by right-clicking the appropriate command name in the right pane when viewing the Session folder in the Project Manager. Choose the “Append Section to Report” option. See page 168.

The section of the Session Window selected will be added to the bottom of the ReportPad document.

Graphs

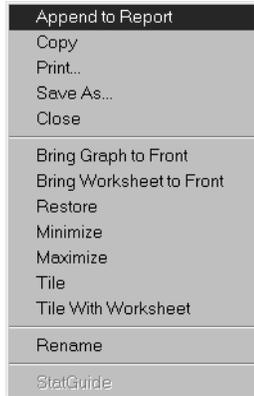


Graphs are also easily added to the ReportPad document.

If you right-click any active graph you see the menu choices at the left.

Choose Append Graph to Report to add the graph to the bottom of the current ReportPad document.

Printing Results from Minitab

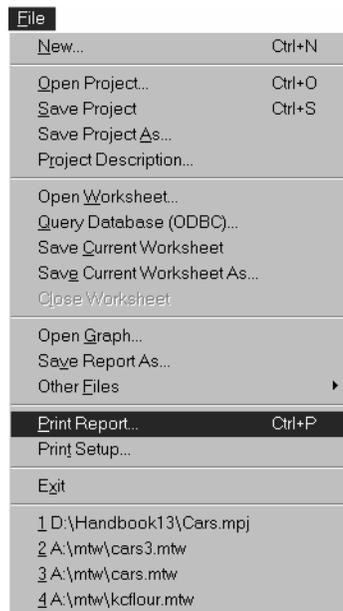


You may also add your graphs to the ReportPad while working in the Project Manager.

Select the Graphs folder. See page 170. The names of all of your graphs appear in the right-hand pane. If you right-click on one of the names the menu choices shown at the left appear.

Select Append to Report and the graph will be copied to the bottom of the current document in the ReportPad.

Printing the ReportPad Report



You can print the reports directly from the ReportPad folder.

The keyboard shortcut, <Ctrl>+I, gets you to the Project Manager quickly. You may also use the Window menu or click the ReportPad icon on the Project Manager toolbar.

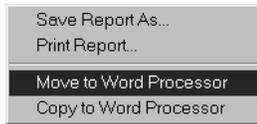
Click on the ReportPad folder in the left-hand pane. Make sure that all of your editing is complete in the ReportPad document.

Click on the File menu and select Print Report as shown at the left.

You will open the usual print dialog where you can choose the printer and print the document. See page 174.

Exporting to a Word Processor

You can also save the contents of the ReportPad document as an RTF (Rich Text Format) file that can be opened in other applications such as a word processing program that has more advanced formatting options. Such a word processor can, for example, produce presentation quality tables.



Right-click the ReportPad folder (not the document) and select Move to Word Processor from the menu that appears. You will be asked to Save the file in RTF format. Be sure to save it in a place where you can open it in your favorite word processor.

25.6 Preparing a Statistical Report with an External Word Processor

Word processors such as Microsoft Word™, Corel WordPerfect™, or Microsoft WordPad™ (a simple word processor supplied with Microsoft Windows) can be used to prepare a complete report including Minitab high-resolution graphs. We illustrate with Microsoft Word but the others work similarly.

Once you have produced some results in Minitab that you want to use in a report, highlight those results by dragging from the beginning to end of the results. Now copy those results to the Clipboard—a temporary storage area in the computer.

Since you may be doing this several times for each report, please notice the keyboard shortcut, <Ctrl>+C, the Copy option available with the right mouse button, and the Copy shortcut icon on the main toolbar.

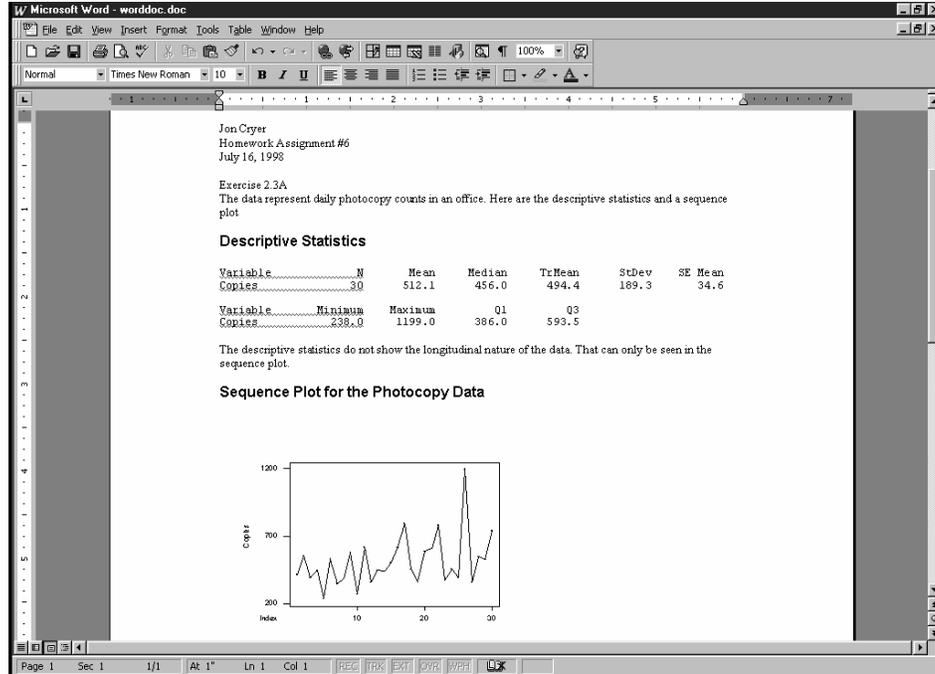
Now we need to start Word. Word will open with a blank new document. Our Minitab results are sitting on the clipboard waiting to be pasted into our document. Click on the Edit menu and select the Paste command. Again notice the standard keyboard shortcut for pasting from the clipboard—<Ctrl>+V. Word also has a toolbar containing a Paste icon that you may use.

Now we want to go back to Minitab and produce a graph for our report. There are many ways to get back to Minitab. In Windows 95 you may press the Minitab button on the taskbar at the bottom of the screen.

Once back in Minitab we created a sequence plot and copied it to the clipboard (<Ctrl>+C) as before. Then we switch back to Word. In the Word document we click at the position where we want the graph and paste it in (<Ctrl>+V).

Printing Results from Minitab

Here is a picture of the Word document.



(If the Descriptive Statistics output does not lineup properly under the column headings as it did in the Minitab Session Window you will need to ensure that a monospaced font such as Courier has been used for this portion of the Word document. Highlight that portion and change it to the Courier font using the Format menu. You may also have to change to a smaller font size for the output to fit on your page.)

In this way we go back and forth between Minitab and your word processor to prepare the report. When you finally have an acceptable document click on the File menu in Word and select Print. Click on OK in the ensuing dialog box to print your report.