
**NATIONAL CENTER FOR EDUCATION STATISTICS
INTEGRATED POSTSECONDARY EDUCATION SYSTEM
(IPEDS CD-ROM DISC) 1995**

CD-ROM Installation and Technical User Guide

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**For the:
National Center for Education Statistics
U.S. Department of Education
Washington, DC 20208**

Contents

Introduction	4
Copyrights.....	4
New Features.....	4
Background.....	5
Terminology.....	6
Navigation Keys.....	9
Help	10
Installation and Start-up	11
Hardware Requirements.....	11
Installation	12
Starting the IPEDS CD-ROM DISC Program.....	13
Menu Options	14
The Pull-Down Menus.....	14
File.....	14
Query	15
Navigate.....	16
BrowseIndex.....	16
DownLoad.....	16
Window	17
Detail Screens.....	18
Help	18
The Toolbar Buttons.....	19
Search Techniques	23
The Search Screen.....	23
Search Fields.....	23
Entering Search Criteria.....	24
Correcting and Modifying Search Queries.....	24
“Wild Card” Search.....	25
Special Search Terms.....	25
Starting a New Search.....	25
Returning to the Search Screen from Display.....	25
Connectors.....	26
Multiple Search Connectors Between Fields.....	26
Search Connectors in Numerical Fields.....	27
Viewing Search Results.....	29
Viewing a Search Field Index.....	30
Transferring Terms from BrowseIndex.....	31
Saving and Retrieving Search Queries.....	32
The File Management Window.....	33
Special Cases in Searching.....	33

Viewing Search Results	36
Summary.....	37
Detail.....	38
Exporting	40
Export Options.....	40
Groups to Export.....	41
File Format.....	41
Field Names.....	41
Record Range.....	42
Output Filename.....	42
Printing	43
Print Options.....	43
Installing the Adobe Reader	44
Installation:.....	44
Acrobat Reader Notes.....	45
Glossary of Terms	46

Introduction

Copyrights

1. The IPEDS CD-ROM DISC (Integrated PostSecondary Education System), uses Bookware (TM) retrieval software by Sony Electronic Publishing Co.
2. The IPEDS CD-ROM DISC was developed by Sierra Systems Consultant Inc.
3. Sony Multimedia Display and Retrieval System (Bookware (TM)) Copyright (C) 1993, Sony Electronic Publishing, Co.

New Features

With the 1995 release of the IPEDS CD-ROM, several new features have been added. These are:

New Screen Order

There are now only 7 search screens, all of which have been re-organized for easier and more logical searching.

Drop-down menu selections

Variables with a discreet number of values have had a drop-down added next to the normal text box. This special drop-down allows you to select one or many values by clicking on each value you desire, then clicking the button again to add the values to the search. For your reference, the description appears next to each value.

Search Tab Highlighting

The tabs at the bottom of the inactive search screens will be highlighted when a search term exists in them. This allows you to find all of the search terms you have entered.

Query Bracketing

You may now change the way in which a search is performed by putting brackets around search terms. This allows you to create more specific searches and download sets. In addition, it shows the search criteria as an SQL statement.

New Export Screen

The export screen has been given a new look and feel. It is now separated into 3 sections in which you enter file information, variable information, and export format information. This means that once you have established a format and a set of variables, you don't need to see those screens again, unless you desire.

New Export Functionality

In the past, if you selected institutions through the list function, export did not limit the institutions to those you selected. It now supports that function. In addition, you may now append to an existing export file. That way you may perform your searches and exports in manageable sections and still end up with a single file.

New CIP code logic

You may now search on the 2-digit CIP code and award level. If you select one CIP code, you may search for the level of award offered for that CIP code. Or you may search for several 2-digit CIP codes.

There is a special drill-down selection method for selecting 6-digit CIP codes as well. You may select a 2-digit CIP area of study and then select the 6-digit CIP code for the area of specialty.

Background

What is IPEDS?

The Integrated Postsecondary Data System (IPEDS) is a comprehensive system of data collection that has been designed to provide national, state, and institution level information about primary providers of PostSecondary education. It is the central PostSecondary education data collection program within the U.S. Department of Education and is sponsored by the National Center of Education Statistics.

The IPEDS data on this CD-ROM, which consists of nearly 1500 variables, is collected from approximately 12,000 PostSecondary accredited and non-accredited institutions through the use of five separate surveys. These surveys cover the following areas: institution characteristics; fall enrollment; staff salaries; finances; and program completions.

The 1995 IPEDS CD-ROM DISC

The 1995 IPEDS CD-ROM DISC has been developed and produced by Sierra Systems Consultants Inc. in co-operation with the National Center of Education Statistics.

For further information regarding IPEDS, or the data contained on this disc, please contact:

National Center for Education Statistics

555 New Jersey Avenue, NW

Washington, DC 20208-5651

(202) 219-1342

For *technical support* regarding the operation of the 1995 IPEDS CD-ROM DISC, please contact:

Sierra Systems Consultants Inc.

4301 Wilson Boulevard

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Arlington, VA 22203

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Terminology

Listed below are some common terms that are used throughout the IPEDS95 Help system. The definitions of the terms are accessible via “jumps”. A “jump” automatically takes you to another screen which contains further information about the topic. All possible “jumps” are indicated by green text. To access a “jump”, simply “click” on the green text. Also, when the cursor is placed on a “jump”, it changes into a hand that points to the “jump” text.

Pull-down Menu

The bar at the top of the IPEDS screen contains pull-down menus that contain all available options. In some cases, when an option is accessed, a window displays with additional options or a box displays with comments.

Menu options are accessed by clicking on the desired function with a mouse.

You can also access a pull-down menu using the keyboard by pressing the **Alt** key and the underlined character of the chosen option.

Any options not currently available are not displayed or are grayed out.

Toolbar Menu

Located below the pull-down menu, the toolbar contain buttons which are shortcuts for the most commonly used pull-down options. In order to access these buttons, you will need to use a mouse. You cannot use the keyboard to access the toolbar buttons. If you are uncertain of the action performed by the button, place the cursor on the button and a written description will appear in the box below. Any of the buttons which are not currently available are grayed out.

Numbered Tabs

Tabs are located at the bottom of the search and detail screens. Each numbered tab represents an available search or display screen. The highlighted numbered tab represents the present screen you are viewing. When you place your cursor on a numbered tab, a written description of that screen will display in the box to the right. To access a different screen, click on the corresponding numbered tab. While in the display screen, some numbered tabs will appear to be “dog-

eared”. This indicates that there are additional screens available. To access the additional screens, click on the “dog-eared” portion of the numbered tab.

Window/Box

A window opens when accessing some of the pull down menu options. Listed in the window are additional options available. Sometimes an additional box displays allowing further choices or instructions. Any options not currently available are grayed out.

For Example: When you access *Print options*, from *File* in the pull-down menu, a window is displayed showing the various options available for printing.

Search Screen

The search screen is a window from which you execute your search query. There are eight different search screens in which you specify the criteria of your search. Search terms can be entered into any or all of the available search screens. The Institution Information screen is the main window of the IPEDS CD-ROM DISC program.

Search Strategy

This term refers to all the criteria of a search query. You have eight different search screens from which to choose your specific criteria. Your search strategy may consist of words, numbers, or character strings linked by connectors that are included in a number of different search fields.

For example: You may enter “91”, in the Survey Cycle field, in the Institution Information search screen. Next, you may enter >“40000”, in the Total # of Students Enrolled field, in the Institutional Characteristics search screen. The result of this search query would be a list of all institutions for the year of 1991 with an enrollment of 40,000 students or more.

Field

A field is a precise area designated for specific information. In database or table nomenclature, this is often called a Column.

For example: The “Unit ID field”, which is located in the Institution Information search screen, is limited to six numeric characters.

Record

A Record is a collection of related fields. In this case, all of the fields which apply to a single institution.

Connectors

Connectors are words or symbols such as **AND**, **OR**, and **AND NOT**, which establish the relationship between search terms.

For example: Texas **AND NOT** Dallas. The matched set of criteria will find all institutions in Texas, but not in the city of Dallas.

Display Screen

The Display Screen is the window in which you view the results of your search. Search results may be displayed as a List (**Summary**) or as a Full Record (**Detail**). A summary display would provide a listing of all the institutions which matched your search query, while a detail display would give information about a specific institution.

Button

A button is usually a small box that displays in a Dialogue Box that performs some action after a command. For example, **OK** or **CANCEL**. Buttons are also located on toolbars. The toolbar buttons can be used as a shortcut to performing many of the options from the pull-down menu.

For example: The Display Summary button displays a list of all institutions that have met the search criteria.

Scroll Bar

The bar on the right side of a screen indicates that there is more information below or above the visible screen. It may be “dragged” up or down by the mouse. The scroll bar is only available when all the information listed will not fit on the screen at the same time.

Navigation Keys

Navigation keys allow the user to perform actions in the various screens without using the mouse. Listed below are the various navigation keys available in IPEDS. [To get a detailed definition of the action performed by the keys, simply click on the corresponding text below.](#)

Tab Key

The Tab key can be used to move from field to field in the search screens. By pressing on the Tab key you will go to the next field, top to bottom and left to right, in the screen. In order to go in the reverse direction, you simply press and hold down *Shift* and then press the *Tab* key.

Enter

When in a search screen, the *Enter* key initiates a search query with the cursor remaining in the field.

Alt Key + Underlined

Pressing the *Alt* Key and the **underlined character** of a pull-down menu activates that menu. Accessing an option under that menu item is done by pressing the letter that is underlined in the option or by using the arrow keys. However, the toolbar buttons can only be accessed by using the mouse.

For example: When in a search screen, you can access **F**ile, from the pull-down menu, by pressing down the **A**lt key and the **F** key at the same time.

Cursor Keys

When the summary screen is displayed, the up and down cursor keys will move you through the list of records. These keys are inactive in the other screens.

Installation and Start-up

Hardware Requirements

Data retrieval speed is partially dependent on the hardware. In general, the faster the CD-ROM drive, and the more memory and hard disk capacity available, the better the performance.

The following hardware is the minimum configuration necessary to access the IPEDS95 CD-ROM DISC.

- IBM PC 386, 486 or equivalent PC (100% IBM compatible);
- A hard disk with at least 5.0 MB free.
(Additional hard disk space will be required for storage of exported data.)
- CD-ROM reader with appropriate controller and interface cable for the PC.

Note: If the CD-ROM reader is attached to a network, see the note under the topic “Installation” for special instructions regarding installation in this situation.

- MS-WINDOWS version 3.1 or higher.
- If using Windows 3.1, MS-DOS CD-ROM Extensions, version 2.01 or higher; version 2.1 if using MS-DOS, version 4.0 or higher.

Note: This is required only to install the software. Once installed, the system does not require Extensions.

- Color or monochrome monitor. A color monitor with EGA or VGA display adapter is preferable.
-
- A printer is not essential but is preferable.

TIP: We recommend placing the “mscdex” command line before the “smartdrv” command line in the AUTOEXEC.BAT file. This may enhance the speed of data retrieval from the CD-ROM.

Installation

The installation and support files for the IPEDS CD-ROM DISC are included on the disc itself. In order to access these from windows 3.1, you *must* have MS-DOS CD-ROM Extensions as part of your configuration. This software is normally included when you purchase a CD-ROM drive. If not, contact your distributor. Also, make certain that you have the minimum hardware configuration before trying to install.

Windows 3.1

1. Ensure that your CD-ROM drive is turned on and the IPEDS CD-ROM DISC is in the CD-ROM drive.
2. From the file menu in program manager choose Run. Type the CD-ROM drive letter followed by a colon and then type "setup".

Windows 95/NT

1. Ensure that your CD-ROM drive is turned on and the IPEDS CD-ROM DISC is in the CD-ROM drive.
2. From the start menu in the taskbar, choose Run. Type the CD-ROM drive letter followed by a colon and then type "setup".

For example: D:\setup

3. Hit the **OK** button or press **Enter**.
4. In the dialogue box it specifies the amount of disk space needed, the disk space available and the default directory.
5. You can change the directory name by editing the existing one. The directory name should contain the full path including the drive letter followed by ":".
6. The installation program creates a CD-ROM Applications group in the Program Manager and places an **IPEDS95** icon, a Tutorial icon, an Uninstall icon and three help icons in that group.

Network Note: If the CD-ROM reader is on a network, the IPEDS program may not be able to locate the CD-ROM following installation. In this situation, the IPEDS program will present the message "Error Connecting CD-ROM database" when it is started. To correct this problem, the IPEDS.SET file (located in the IPEDS95 directory, or whatever directory was chosen during the installation) must be edited. Open the IPEDS.SET file in an editor and in every line that references the DataPath, such as:

```
STRING DataPath = "0:\\IPEDS95\\";
```

you must replace the "0" with the letter of the CD-ROM drive.

For example: If the CD-ROM is on the "F" drive on the network, the DataPath in the IPEDS.SET file should read:

```
STRING DataPath = "F:\\IPEDS95\\";
```

Remember that all lines referencing the DataPath must be altered in this way.

CD Tower Note:

If you have more than one CD-ROM drive on the computer from which you will be using IPEDS, you should put the IPEDS CD-ROM in the first CD-ROM drive (the lowest drive letter). If this is not possible, you should edit the IPEDS.SET file as above, placing the number of the CD-ROM drive in place of the "0". Eg: if you wish to use the second CD-ROM drive on the system, the above line should read:

```
STRING DataPath = "1:\\IPEDS95\\"
```

The Adobe Reader:

When the installation is completed, you will be asked if you wish to install the Adobe Acrobat reader. The Acrobat reader is necessary to use the new “Screen Details” of IPEDS95 and to access the electronic copies of the original survey forms. Bundled with the CD-ROM is the Acrobat Reader version 2.1. If you have a later version than 2.1, you will not need to install this version. If you choose not to install it at this time, you may install it later by following the procedures listed in the “Installing the Acrobat Reader.” At the end of this document. In some cases, the IPEDS CD-ROM may not be able to find the Acrobat Reader version 3.0. If this is the case, please refer to the section entitled “Acrobat reader Notes” on page 45 of this document.

Starting the IPEDS CD-ROM DISC Program

During the installation procedure, the files necessary for the IPEDS CD-ROM DISC to function are installed in a special directory on your hard disk and icons for the IPEDS program as well as for the Help files and tutorial are placed in the “IPEDS 95” group.

1. Ensure that both your computer and the CD-ROM drive are turned on, and that the disc is in the drive.
2. Click on the **IPEDS95** icon, located in the program group called “IPEDS 95” to start the program.

Menu Options

The Pull-Down Menus

Located at the top of the **IPEDS95** screen is the pull-down menu with numerous options available under each “item” or “selection”. To activate any of the menu options, click on the appropriate option. You may also use the **Alt** key + underlined character. This will either execute that option, display a new window with additional options, or display a box with instructions. The options not available are grayed out. A shortcut to many of the menu options is to use the corresponding buttons located on the toolbar.

File

The File menu option is available in all of the screens. Below is a list of all the available options in the File menu. [For further information concerning a specific option, simply click on it with the mouse.](#)

Save Query

By using the Save Query option, a search strategy can be saved to a file for future use. The Dialogue Box that displays contains file management information, such as directory, filename, etc. that can be used when naming the saved query. You can also use the **Save Query File** button located on the toolbar.

Save Query As...

The Save Query as... option allows the user to save an existing query file or a new query under a different or new filename. The Dialogue Box that displays contains file management information. You may also use the **Save Query As** toolbar button.

Print

You are able to get a hard copy printout of the current record using this option. You can also use the **Print** toolbar button.

Print Options

Specific print options are available to select which screens to print, and controlling the number of records that will be printed. There is a Print Setup button within the Print Options Window. This will allow you designate the default printer, among other options. As an alternative to the pull-down menu option, you can use the **Print Options** toolbar button.

Exit

By accessing this option, the user is able to exit the program. A dialogue box will appear asking if you really want to exit IPEDS95. If you change your mind, click on “no” and you will automatically be brought back to your previous screen.

Query

The Query menu is only available while a search screen is active. Listed below are the options available in the query menu. To access a definition of these options, simply click on them with the mouse.

New

Use the New option to clear existing search criteria and to begin a new query. You will be presented with a box which asks if you want to discard your present query. “Yes” will clear all fields of search criteria. “No” will return you to the previous screen. If Summary and Display screens are on the screen along with the search screen, they will be removed when the New Query option is chosen. You can also use the **New Query** toolbar button.

Load

Use this option to open an existing saved query file. You will be asked if you want to **Discard Current Query?**. If the user selects no, the old query and the newly selected query will be combined, with the new query taking precedence where they overlap. The next window that displays contains file management information concerning drive, directory, etc., where the query is selected. After loading a saved query file, you must perform the query by pressing the Do Query button to get the results. You can also use the **Open Query File** toolbar button.

Connectors

The connectors option allows the user to be more specific in their search queries. The connector chosen is the one that applies BETWEEN fields. The default connector is AND. The other connectors are OR and AND NOT. An example of the AND NOT connector would be if you wanted to select the State of Texas, but not the city of Dallas (Texas AND NOT Dallas). The connector must be changed BEFORE the next query criteria is entered (In this reference, before Dallas is entered into the City field). You can also use the Select Connectors toolbar button to access this option.

Edit Query (new)

Displays all of the query terms (field expressions) and the connectors that have been entered in the present query and gives you the option to put brackets around terms, change the order of the terms or change the connector between the terms.

Do Query

This option causes a query search to be performed. This may also be accomplished by pressing the **Enter** key, or by clicking on the **Do Query** button in the tool bar.

Navigate

The navigate option allows the user to move around records that are the result of a search query. Navigate is only available when the Display Screen is current.

Last Record

Displays the last record of the summary list. This option is not available if you are already on the last record.

First Record

Displays the first record of the summary list. This option is not available if you are already on the first record.

Next Record

Displays the next record in the summary list. This option is not available if you are already on the last record.

Previous Record

Displays the record before the present one in the summary list. This option is not available if you are on the first record.

GoTo Record

This option allows you to automatically select any record in the summary list, by its record number.

BrowseIndex

The BrowseIndex provides an index of all of the words or terms that are in the selected field in the Search screen. The “number of occurrences” column in the BrowseIndex provides the frequency of each word or term in the database. To access the BrowseIndex, place the cursor in the desired field and “click” on BrowseIndex; and then either words or terms. The **Browse Word Index** or **Browse Term Index** buttons may also be used. The BrowseIndex is only available in the Search Screens.

Terms

By accessing the BrowseIndex-Terms option, a window will display containing an index of the entire contents within the selected field. This option is only available on multi-word fields.

Words

By accessing the BrowseIndex-Words option, a window will display containing an index, listed alphabetically, of individual words or numeric entries that are in this field. This option is available on all fields.

Download

The Download menu allows you to export the results of a search query. Before exporting, different options must be selected, such as the file format, choosing the individual fields and defining the number of records to export.

Export

This option is used to export a file of the records that have been retrieved during the search process. A number of Export Options are available in the Export Options window. They include the file format, record range, the fields to export, and the file name to be exported. The **Download** button can also be used to access the Export Options Window.

Window

The window menu allows you to choose or arrange the various screens that are displayed. Listed below are the options available in the Window menu option. To access these options simply “click” on them with the mouse.

Tile

This option vertically arranges the various screens that are being displayed.

Cascade

This option arranges, in succession, the various screens that are being displayed.

Arrange

This option horizontally arranges the various screens that are being displayed.

Search...

This option returns the viewer to the most recent Search Screen accessed. You can also use the **Search Screen** toolbar button.

Detail...

After performing a query, the detail of each record is accessed through this menu item. Detail can also be displayed using the **Display Detail** toolbar button or “double-clicking” on a listed institution while in the Summary screen.

Summary

After performing a query, this option can be accessed to display a summary of the records that match the search criteria. The Summary List can be printed by “clicking” on the Print Summary button. The **Display Summary** toolbar button can also be used to access the summary display.

Active Window

This option will display all of the different screens that are currently being run in the program. To access one of the listed screens, “click” on it.

Close All

When accessing this option all visible screens, except for the one that is in the forefront, will be closed.

Detail Screens

When accessed, a list of the 26 different available detail screens will appear. These screens provide detailed information about a selected institution. A screen can be selected by “clicking” on it from the list, or by using the tabs located below each detail screen. This option is only available when viewing a detail screen.

Help

The Help menu option allows you to choose the type of help that you need. Listed below are the options available to the user. To access an option, click on it with the mouse.

Contents

This option will bring you to a list of the contents in the Help system. You will be able to “click” on any of the topics for further details. A plus mark (+) next to a topic indicates that it contains sub-topics. To access these sub-topics, double “click” on the topic. You can easily access **Search for Help on...** from the Contents screen by “clicking” on the search button.

Current Variable Help

This option will bring you to a description of the variable in which the cursor is located. This item is disabled when the cursor is not in a search or display field.

Search for Help on...

This option will allow you to search on a specific Help topic by entering the topic into the Search window. You can also scroll through a list of help topics. To access a topic, “click” on it, and then “click” on Show Topics. Some of the topics will have a list of related sub-topics. “Click” on the sub-topic that you want and then “click” on the GoTo button.

How to use Help

This option is a standard Windows Help guide to facilitate the use of the IPEDS95 Help.

Obtaining Technical Support

For support regarding the data contained on this disc, please contact:

National Center for Education Statistics

555 New Jersey Avenue, NW

Washington, DC 20208-5651

(202) 219-1642

For *technical* support regarding the operation of the IPEDS95 CD-ROM, please contact:

Sierra Systems Consultants Inc.

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(800) 220-2864

About Help

Copyright information about the IPEDS95 CD-ROM DISC.



The Toolbar Buttons

Located below the pull-down menu is the toolbar containing numerous buttons. Each button is a shortcut to performing the actions that are most often used in the pull-down menu. If you are uncertain as to the action performed, simply place your cursor over the button and a written description will appear in the box below. As with the pull-down menu, the buttons not available will be "grayed" out.



Save Query File

By using the Save Query File button, a search strategy can be saved to a file for future use. The Dialogue Box that displays contains file management information, such as directory or filename, that can be used when naming the saved Query.



Save Query as...

The Save Query as... option allows the user to save an existing query file, or a new query screen, under a different or new filename. The Dialogue Box that displays contains file management information.



Print

You are able to print a hard copy printout of the current record using this button.



Print Options

Specific print options are available to select which screens to print, and controlling the number of records that will be printed. Also there is Print Setup button within the Print Options Window. This will allow you designate the default printer among other available options



New Query

Use the New Query button to clear existing search criteria and to begin a new query. You will be presented with a box which asks if you want to discard your present query. "Yes" will clear all fields of search criteria. "No" will return you to the previous screen. If Summary and Display screens are on the screen along with the search screen, they will be removed when the New Query option is chosen



Open Query File

Use this option to open an existing saved query file. You will be asked if you want to **Discard Current Query?**. If the user selects "No", the old query and the newly selected query will be combined with the new query taking precedence where they overlap. The next window that displays contains file management information, such as drive, directory, etc., where the query is selected. After loading a saved query file, you must perform the query to get the results.



Select Connectors (Boolean Operators)

The connectors option allows the user to be more specific in their search queries. The connector chosen is the one that applies BETWEEN fields. The default connector is AND. The other connectors are OR and AND NOT. An example of the AND NOT connector would be if you wanted to select the State of Texas, but not the city of Dallas (Texas AND NOT Dallas). The Connector must be changed BEFORE the next query criteria is entered (in this reference, before Dallas is put entered into the City field).



Perform a Query

This option causes a query search to be performed. This may also be accomplished by pressing the **Enter** key.



Search Screen

This button returns the viewer to the most recent Search Screen accessed.



Display Detail

After performing a query, the detail of each record is accessed through this button.



Display Summary

After performing a query, this option can be accessed to display a summary of the records that match the search criteria.



Display First Record

Displays the first record of the detail list. This button is not available if you are already on the first record.



Display Previous Record

Displays the record before the present one in the detail list. This button is not available if you are on the first record



Display Next Record

Displays the next record in the detail list. This button is not available if you are already on the last record.



Display Last Record

Displays the last record of the detail list. This button is not available if you are already on the last record.



List Words Index

By accessing the List Words Index button, a window will display containing an index, listed alphabetically, of individual words, or numeric entries, that are in this field. Beside each listed word will be a list of the frequency with which it appears in the particular field. This option is available on all Search screen fields.



List Terms Index

By accessing the List Terms Index button, a window will display containing an index of the entire contents within the selected field. This option is only available on multi-word fields in the Search screen.



DownLoad

The DownLoad button allows you to export the results of a search query. Before exporting, different options must be selected, such as the file format, choosing the individual fields and defining the number of records to export.



Current Variable Help

This toolbar button will bring you directly to the Contents screen of the Help system. The Contents screen will list the available Help topics and their sub-topics. While on the Contents screen, you may access the Search for Help screen by “clicking” on the search button.



Help Contents

This toolbar button will bring you directly to the Contents screen of the Help system. The Contents screen will list the available Help topics and their sub-topics. While on the Contents screen, you may access the Search for Help screen by “clicking” on the search button.

Search Techniques

The Search Screen

The Institutional Information search screen displays when the IPEDS CD-ROM program is started. There are seven search screens in which to place search criteria. The numbered tabs at the bottom of the search screens identify the screens by number. A short description of the screens will appear in the lower right corner of the current search screen when you place the cursor over the numbered tabs. Other search screens may be accessed by clicking on their corresponding numbered tabs. Search criteria may be entered in one or more of the appropriate fields. Pressing the **Enter** key after entering search criteria in a field will initiate a search. To enter search criteria in more than one field before performing a query, enter the criteria in the desired field and then click on the next field where criteria is to be entered. When the search criteria have been entered into all of the fields, you can press the **Enter** key, use the **Do Query** from the pull-down menu, or the toolbar button **Perform a Query**.

A summary of all of the Search criteria entered on all of the screens can be accessed by choosing **Query-Show Query**.

After performing a query, the number displayed immediately to the *right* of the field, in which a search term has been entered, indicates how many records have been found matching that criteria for that field.

The number of records found matching ALL relevant queries displays in the **upper right-hand corner of the main screen** (e.g., Total: nnn).

The following example shows the Institutional Information search screen with query criteria entered and the number of matches for the query criteria displayed.

For example: The number to the right of the **City** field is 60; the number to the right of the **Survey Cycle** field is 10,216 and the **Total**, located in the upper-right corner of the screen, is 60. This indicates that there are 60 records in the database meeting the **City** search query; there are 10,216 records in the database meeting the **Survey Cycle** search query; but there are only 61 records meeting both search criteria.

Search Fields

The search screens contain fields in which search criteria may be entered. The cursor is automatically positioned in the **Survey Cycle** field when the program is started.

The Tab key can be used to move between fields in the search screen or you can position the mouse on a field and click on it. This positions the cursor at that field.

Each search field is linked to an index that contains the data (words, numbers, terms) contained in that field in the database. When the system executes a search, it looks for the search term in the index and finds the number of corresponding matches.

All search fields have a “word” index and some also have a “term” index. The “word” index includes individual words or data entries found in the selected field. The “term” index lists the series of words contained in the complete field such as **Institution Name**.

CAUTION: Any field that contains a comma or semicolon as a part of the search string must be enclosed in quotes.

For example, 123 Main, East must be entered as “**123 Main, East**”. This is necessary to indicate that the comma is not the **OR** symbol.

Entering Search Criteria

A search query can be made by entering search terms which may be words, names, numbers, and/or phrases in the appropriate search field(s). By accessing the **BrowseIndex** function, criteria may be copied from the index to the search field by double-clicking on an entry.

1. Place the cursor in the blank field.
2. Select **BrowseIndex** from the pull-down menu, then **Words** or **Terms**. An index of all items listed in that field displays.
3. Select the appropriate word or term and press **Enter** or “double-click” with the mouse. That information is copied into the blank field of the search screen. Words or terms may be searched for within the index by entering the word or term in the “Search For” box at the top of the **BrowseIndex** window. The program will highlight a “match”. If there is no “match”, it will display a message that says that the search word or term could not be found.

NOTE: The information copied into some fields may be enclosed in quotes. This is to differentiate between a “term” that may have a delimiter (a comma or semicolon), and separate fields that may be using the comma as a delimiter.

Criteria may be entered in lower case, upper case, or a combination of both. Complex search queries can be entered using connectors to combine terms, and by entering search criteria in more than one search field.

Correcting and Modifying Search Queries

To make revisions, position the cursor in the appropriate search field; and

To delete characters:

Backspace - Deletes character to the left of the cursor.

Delete Key - Deletes character under the cursor.

To insert new characters:

Type - As appropriate.

Insert key - Toggles between insert and overstrike mode.

“Wild Card” Search

To retrieve variations of a word, truncate the word using the percent sign (%). The system then searches for all words beginning with that stem. The user may find this useful when there is a doubt as to the correct spelling of a word.

Note: There may be inconsistencies in the database; for example, University or Univ.

Caution: When the query stem is too short, irrelevant records may be found.

Examples:

Alle% Retrieves records containing words such as “Allegheny College”, “Allen University.”, “Allegro Travel School”, etc.

Bow% Retrieves records containing words such as “Bowdoin College”, “Bowie State University”, “Bowman Technical School”, etc.

To view the search results, access **Details** or **Summary** from the pull-down menu, or you can use the corresponding toolbar buttons.

Special Search Terms

There are two special search terms which can be useful in identifying statistical records.

BLANK Finds all records where the field is empty.

ALL Finds all records where the field is not empty.

Starting a New Search

From the toolbar, click on the **New Query** button or **New** from the pull-down menu. This option clears any existing search criteria and allows the user to enter new terms.

If the search screen has existing criteria, a box displays asking if the query is to be discarded. **OK** is selected, a blank query screen displays; if **Cancel** is selected, the previous query remains in the screen.

Returning to the Search Screen from Display

Go to **Window**, from the pull-down menu, and select the **Search** option. You can also select the **Search Screen** button from the toolbar.

NOTE: The search variables last entered will still be in the Search screen as you switch back from the Display to the Search screen.

Connectors

Connectors are the Boolean operators that can be selected to determine the relationship between fields. You can access the connectors by clicking on the tool-bar button, **Select Connectors**. Also, you can select the option **Connectors** under **Query** in the pull-down menu.

The following connectors may be selected:

AND

OR

AND NOT

Within a field, the “,”(comma), which represents the **OR** operator, can be used.

For Example: When you are in the **State** field, entering “TX, WA” will include all records from the state of Texas or Washington.

In a field that has terms, such as the **Institution Name** field, a term that is entered will be evaluated internally as an **AND** between the words (no operators are entered).

For Example: In the **Institution Name** field, entering “Institution of Technology” will match all records that have the words “Institute of Technology” in them. There may be other words within the institution name term, but “Institute of Technology” will be included. Consequently, the “American Institute of Technology” will match the search criteria “Institute of Technology”.

Multiple Search Connectors Between Fields

Multiple search terms may be requested in the queries by linking them with connectors. Connectors establish the logical relationships between search terms. The default logic connector between search fields is **AND**. This connector remains until it is changed. The **AND** operator cannot be used within a field. However, the OR (,) operator can be used within a field. An example of such an instance could be when searching for Connecticut or Nebraska. The user would enter "CT,NE" into the State field.

CONNECTOR

SYMBOL

ACTION

AND

Retrieves records which contain ALL specified terms.

Combining terms with **AND** limits a search and reduces the number of retrieved records.

AND is the assumed default between fields.

Note: **AND** cannot be used within a field!

,
(
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o
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a
)

Retrieves records which contain AT LEAST ONE of the requested terms.

Use **OR** to connect terms which describe the same concept.

Combining terms with **OR** expands a search and increases the number of retrieved records.

Note: **OR** can be used within a field!

AND NOT

Retrieves records NOT containing the specified term(s).

Example: Texas **AND NOT** Dallas

The matched set of search criteria will find all institutions in Texas, but not in the city of Dallas.

Note: **AND NOT** cannot be used within a field!

Search Connectors in Numerical Fields

A number search may be made in any field that specifies numeric data. In search fields that contain ONLY numbers, ranges of numbers as well as individual numbers may be queried.

To search for a specific number, enter that number in the field.

For Example: Enter “565” in the “Total Number of Students Enrolled-Fall Count” field.

To search for a range of numbers, use the symbol **.** or the greater-than **>** or less-than **<** symbols.

Examples:

01..05

Matched sets of search criteria will be found in Sectors 01, 02, 03, 04, and 05.

>620

Any matched sets of search criteria will have greater than six hundred and twenty in that field.

<900

Any record having less than nine hundred in that field will be considered a matched set of search criteria.

Other valid range searching options are:

<=nnn

Any record having less than or equal to the value of nnn (e.g., 123) in that field will be considered a matched set of search criteria.

>=nn

Any record having greater than or equal to the value of nn (e.g., 45) in that field will be considered a matched set of search criteria.

Viewing Search Results

After a query or search has been performed, the records that match the query may be viewed in **Summary** or in **Detail**. You can access either of these options from the pull-down menu and the toolbar. The **Summary** option displays a summary list of all matched sets of search criteria. The **Detail** option displays the detail of the first record of all matched sets of search criteria. Other display screens can be accessed by “clicking” on the numbered tab at the bottom of the screen. If the numbered tab is curled at the edge (dog-eared), this indicates that there are additional screens behind the numbered tab.

To move forward or backward through these matched records, select the **Navigate** option and select the appropriate option. The navigation keys allow you to browse through the set of matched records.

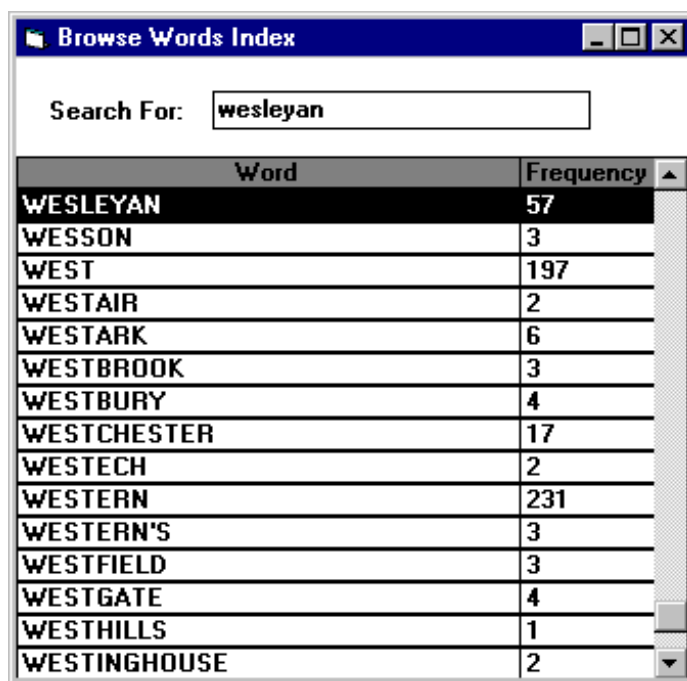
There are twenty-six (26) display screens for the IPEDS database. The first screen to display will be the Institutional Information screen. A description of the screen appears in the lower right-hand corner when the cursor is placed over the corresponding numbered tab.

Viewing a Search Field Index

1. Place your cursor in any field on the search screen.
2. Select **BrowseIndex** from the pull-down menu.
3. Select **Words** or **Terms** from the sub-menu.
4. You may also use the toolbar buttons.

If **Words** is selected, an index displays containing all the words found in the field where you have placed your cursor. They will be listed alphabetically.

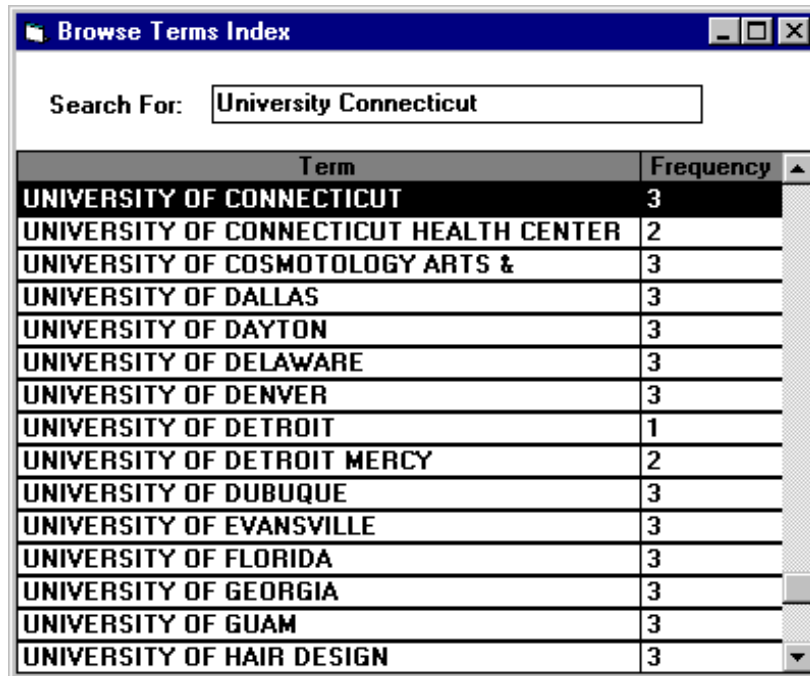
For example: If you place your cursor in the Institution Name field and then select **Words**, you will be presented with a screen that will ask you to enter the word that you wish to search on. If you enter the word Wesleyan, in the **Search For** box, the number of **Occurrences** will read 57, and the **Entry** will indicate the word that you have searched on. In this case, it will read Wesleyan.



Word	Frequency
WESLEYAN	57
WESSON	3
WEST	197
WESTAIR	2
WESTARK	6
WESTBROOK	3
WESTBURY	4
WESTCHESTER	17
WESTECH	2
WESTERN	231
WESTERN'S	3
WESTFIELD	3
WESTGATE	4
WESTHILLS	1
WESTINGHOUSE	2

If **Terms** is selected, an index displays containing the items (grouped words) within the entire field. They will be listed alphabetically.

For example: If you place your cursor in the Institution Name field and then select **Terms**, you will be presented with a screen that will ask you to enter the term (group of words) that you wish to search on. If you enter the term University Connecticut, in the **Search For** box, the number of **Occurrences** will read 3, and the **Terms** will indicate the terms (group of words) that you have searched on. In this case, it will read University of Connecticut.



Term	Frequency
UNIVERSITY OF CONNECTICUT	3
UNIVERSITY OF CONNECTICUT HEALTH CENTER	2
UNIVERSITY OF COSMOTOLOGY ARTS &	3
UNIVERSITY OF DALLAS	3
UNIVERSITY OF DAYTON	3
UNIVERSITY OF DELAWARE	3
UNIVERSITY OF DENVER	3
UNIVERSITY OF DETROIT	1
UNIVERSITY OF DETROIT MERCY	2
UNIVERSITY OF DUBUQUE	3
UNIVERSITY OF EVANSVILLE	3
UNIVERSITY OF FLORIDA	3
UNIVERSITY OF GEORGIA	3
UNIVERSITY OF GUAM	3
UNIVERSITY OF HAIR DESIGN	3

The “Search For” feature will cause the cursor to move to the location of the word or term that is entered.

When the final screen fills the window, the highlighting will remain on the first entry of that screen. Alternatively, either index can be browsed by using the scroll bar or the **PgUp** and **PgDown** keys.

The number of occurrences represents the number of records in a file that contains a word or a specific term. For instance, the specific term “University of Connecticut” occurs once in the IPEDS database. However, querying on the term “University of Connecticut” will cause additional records to be retrieved. This is because some records have the term within it, such as “University of Connecticut Health Center”, and the search software retrieves this record along with the one having just the term “University of Connecticut”.

NOTE: Certain special characters are removed from the data during the indexing process. These characters include symbols such as /, #, etc. For searching, these special characters are treated as blanks.

For example: The term “N/A” is considered the same as “N A”.

Transferring Terms from BrowseIndex

Terms from **BrowseIndex** may be transferred directly into any field in the search query screen.

1. Highlight any field on the search screen.
2. Select **BrowseIndex** from the pull-down menu.
3. Select **Words** or **Terms** from the sub-menu.

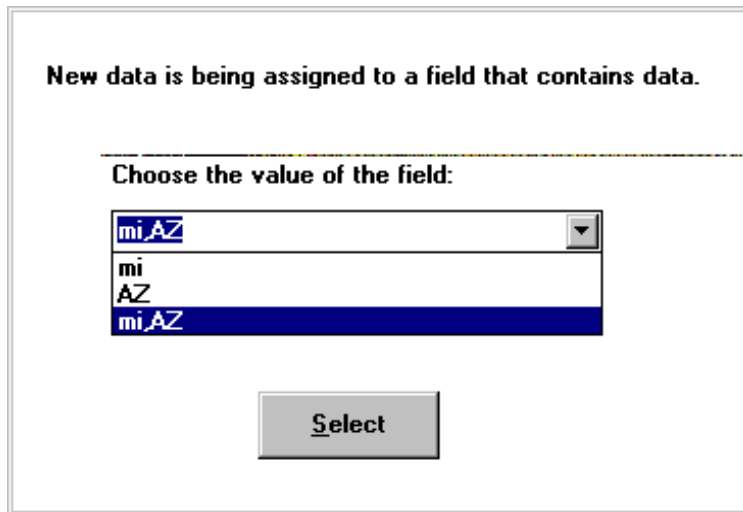
If **Words** is selected, an index displays containing all words found in that field, listed alphabetically.

If **Terms** is selected, an index displays containing items within the entire field.

4. Select a word or term by highlighting it.
5. “Double-Click” on the word or term, or press **ENTER** key. The index item chosen will display in the selected field on the search query screen.

NOTE: The information copied into some fields may be enclosed in quotes. This is to differentiate between a “term” that has a delimiter (a comma or semicolon) within the term and separate fields that may be using the “;” (comma) as a delimiter.

A **Search Term Selection** popup window appears if a search word or term has already been entered before choosing a word or term through the **BrowseIndex**.



Click on the arrow to view the options of the words or terms you would like in the search query. Then click on the **Select** button to place the selected value in the search field.

Saving and Retrieving Search Queries

It may be convenient to save the Search Query so that it can be retrieved, whenever necessary, if it is anticipated that the same search may be repeated periodically or the search criteria is to be incorporated into another search.

The search query may be saved, *but not* the search results.

Note: A retrieved query must be re-run after it has been retrieved.

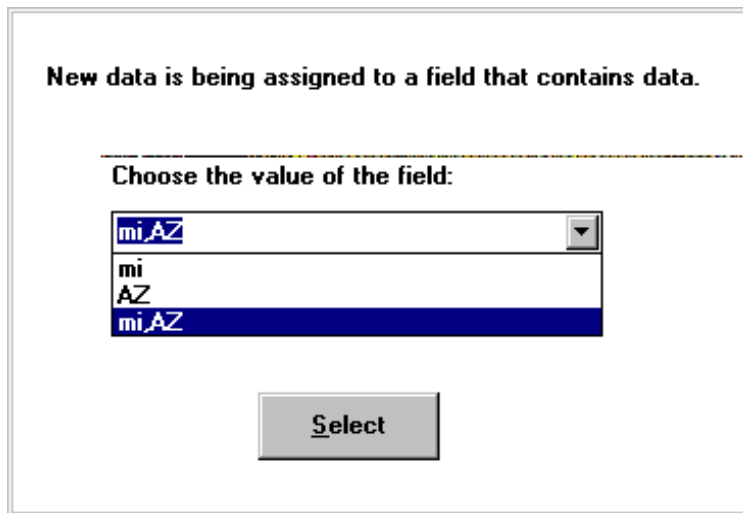
To save the search query:

1. With the search screen displayed, select **File** from the pull-down menu.
2. Select **Save Query** from the sub-menu options. You can also use the **Save Query as...** toolbar button. A window displays containing file management information. Complete appropriately with a maximum 8-character filename of your choice. The file name should have the **.qry** extension. Only queries saved with the **.qry** extension show up on the menu when using **Load** option open a saved query.

To retrieve a previous search query:

1. Select **Query** from the pull-down menu.
2. Select **Load** from the sub-menu options. You can also select the **Open Query File** toolbar button. A window displays containing file management information. Choose the appropriate filename to retrieve a previously saved query.

A **Search Term Selection** pop-up window appears if, during the **Query - Load**, there is already a word or term in a search field where there is also a word or term in that same field in the saved query. This occurs when Query - Load is selected and the previous query is not discarded. The field name will appear in the pop-up window for each field where there is already data and the saved query also has data in that field.



Click on the arrow to view the options of the words or terms you would like in the search query. Then click on the **Select** button to place the selected value in the search field.

The File Management Window

When saving or retrieving a search strategy, a file selection window displays containing such information as drives, directories and files.

When saving a search strategy, the new file name may be up to 8 characters in length, plus an extension of **qry**.

Special Cases in Searching

There are special cases in the IPEDS95 program when, due to software limitations, the query results may be different than the data. These differences are only present in two instances [For further information regarding these instances, click on the topics listed below.](#)

Total Hits Equals Zero (0)

When the **Total** number of hits is zero (0) after doing a search, the hits beside the field will not appear

Programs Offered by Less Than Two-Year Institutions

PROGRAMS OFFERED BY LESS THAN TWO-YEAR INSTITUTIONS (6-DIGIT CODES) EXPLANATION OF HOW THE SEARCH WORKS

The Institutional Characteristics survey form lists six lines for the CIP Codes of the six programs that have the largest enrollment offered by the less than two-year institutions on the file. In the search and retrieval program contained on this disc, however, those six fields have been condensed into one field on the search screen.

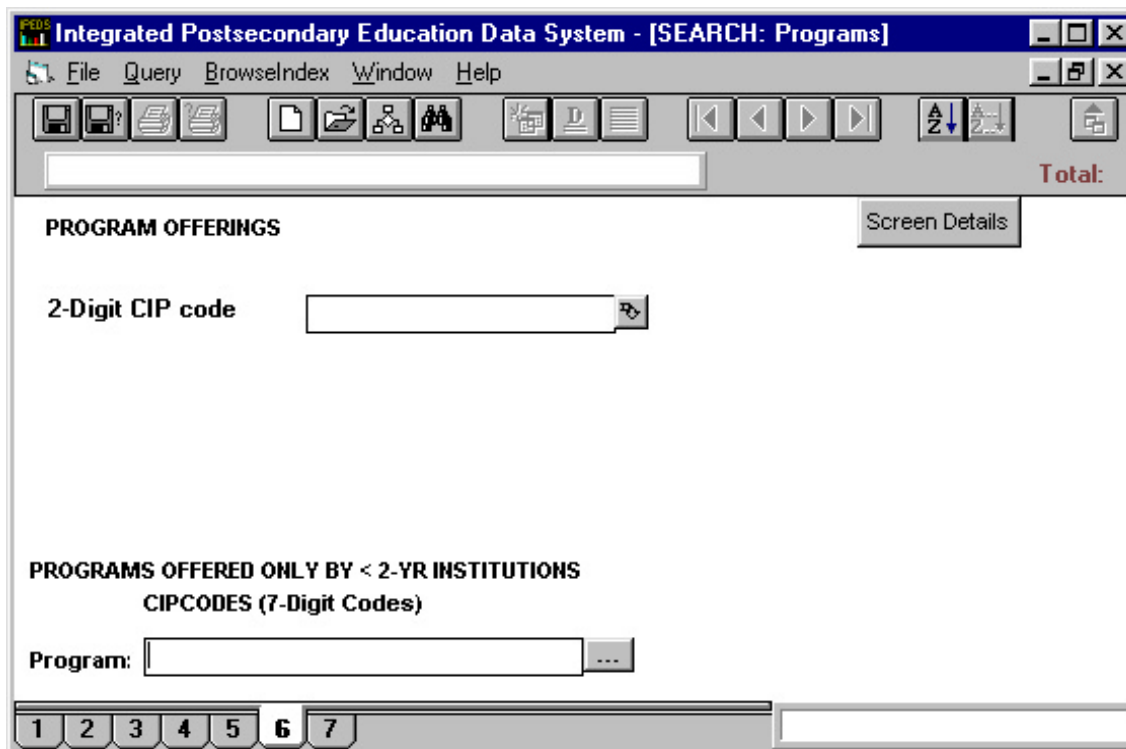
Only the CIP code of the program with the largest enrollment at each institution is indexed and the frequency derived. This represents the first CIP field, or Program One field on the survey form. This field has been the only one used to provide a frequency due to software limitations. The frequencies for each CIP Code appear next to each code listed in the Browse-Words window.

The remaining five fields on the form are on the file and are also searched on when a query is performed and the number of occurrences derived. It is important to note that there may be a discrepancy between the frequencies listed in the Browse-Words window for a specific CIP code, and the actual number of occurrences displayed once the search is performed. The reason for this is that the CIP code that is being searched on may also be located in Programs Two through Six in certain institutions. Thus, CIP Codes that were in positions other than the first would not have been indexed and would not be represented in the frequency listing. However, those CIP Codes would appear as an occurrence when the query is actually performed. For example, CIP Code 13.1401 (Teaching English as a Second Language/Foreign Language) lists 34 occurrences on the Browse-Words list. However, when 13.1401 is entered in the search field and the search is performed, the number of institutions that offer this program is 50. The 16 additional institutions (that were not represented on the frequencies listing) will have CIP code 13.1401 in one or more positions for Programs Two through Six on the display screen.

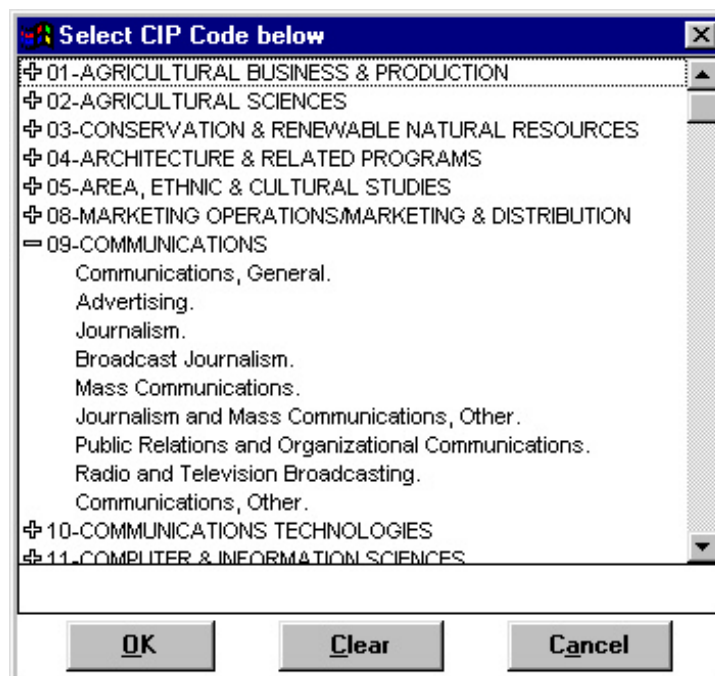
Also note that there may be more than one occurrence of the program within an institution. For example, CIP code 01.0507 may be listed in Programs One through Five in the display screen of an institution. The number of occurrences, however, is one, since the occurrences describe the number of institutions which match the search criteria.

New 6-Digit CIP Search Methods

As of the 1995 CD-ROM, a special method of choosing a 6-digit CIP code has been added. To enable this new feature, hit the button with the ellipse on it, which appears to the right of the field., as you can see in the picture below.



When you click on the button, a window listing all of the major areas of study (the 2-digit CIP) will appear. Next to each of those is a plus sign on which you may click in order to expand the selection so that you may see the program names associated with each major area of study, as you can see below.



To select a 7-digit CIP code, double-click on the name of the program for which you want to search. When you do, the 7-Digit CIP code will appear in the text area at the bottom of the window. You may select as many CIP codes as you

wish. Note that when you activate this selection window, any text already entered in the 7-Digit CIP code box in the main screen will appear in the text area of this window as well. That text will not be checked for the correct form until you either leave the text field or execute the query.

Once you have selected the program or programs on which you wish to search, you may hit the “OK” button to return the text to the main screen. If you wish to clear the text you have selected, you may press the “Clear” button. If you wish to return to the main screen without making any changes, you may hit the “Cancel” button.

Viewing Search Results

Summary

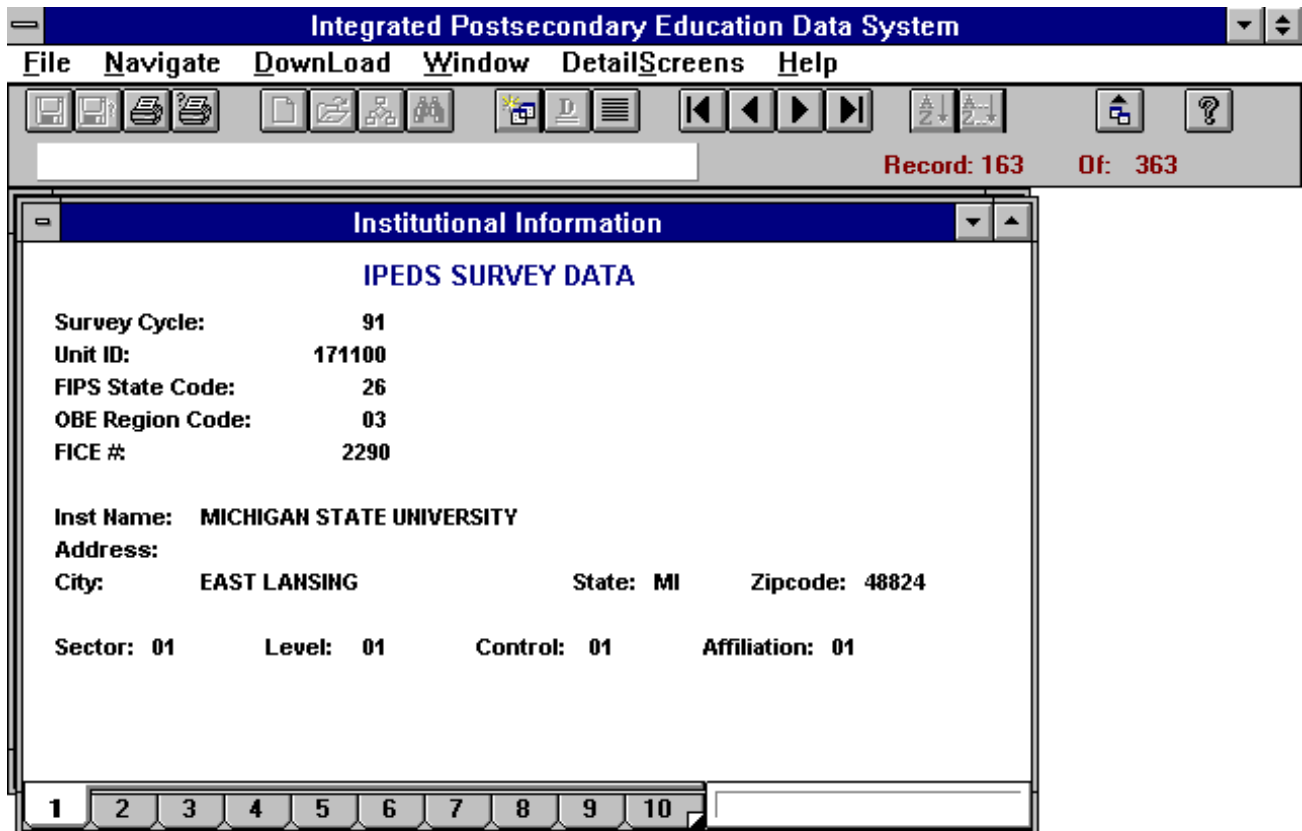
After a query or search has been performed, the records that match the query may be viewed in **Summary** or in **Detail**. You can access either of these options from the pull-down menu and the toolbar. The **Summary** option displays a summary list of all matched sets of search criteria.

The screenshot shows the IPEDS software interface. At the top is a title bar "Integrated Postsecondary Education Data System" with a pull-down menu and a vertical scrollbar. Below the title bar is a menu bar with "File", "Download", "Window", and "Help". A toolbar contains various icons for file operations and navigation. Below the toolbar is a status bar with a text input field containing "Display Summary", a "Record: 163" indicator, and an "Of: 363" indicator. The main area displays a table titled "Summary" with the following columns: Institution Name, City, St., Unit Id, Survey Cycle, Sector, # Men, and # Women. The first row is highlighted in red. Below the table are four buttons: "Selection Only", "Full List", "Undo Selections", and "Print Summary".

Institution Name	City	St.	Unit Id	Survey Cycle	Sector	# Men	# Women
MICHIGAN STATE UNIVERSITY	EAST LANSING	MI	171100	91	01	20737	22053
MICHIGAN TECHNOLOGICAL UNIVERSITY	HOUGHTON	MI	171128	91	01	5246	1675
UNIVERSITY OF MICHIGAN-DEARBORN	DEARBORN	MI	171137	91	01	3943	4118
UNIVERSITY OF MICHIGAN-FLINT	FLINT	MI	171146	91	01	2424	3561
MID MICHIGAN COMMUNITY COLLEGE	HARRISVILLE	MI	171155	91	04	747	1496
MO TECH AUTOMOTIVE EDUCATION CENTER	LIVONIA	MI	171207	91	09		
MONROE COUNTY COMMUNITY COLLEGE	MONROE	MI	171225	91	04	1368	2276
MONTCALM COMMUNITY COLLEGE	SIDNEY	MI	171234	91	04	815	1211
MR BELAS SCHOOL OF COSMETOLOGY INCORPORATED	MADISON HEIGHTS	MI	171261	91	09		
MUSKEGON AREA SKILL TRAINING CENTER	MUSKEGON	MI	171289	91	07		

When the **Summary** screen is displayed, it is possible to select as many records as is wanted to create a personalized summary. To do so, “click” on the desired records when the mouse is being displayed as a “check mark”. After all desired records have been “checked” selecting the **Selection Only** button will give a summary list of all of the “checked” records. The **Full List** button will return the screen to the entire summary list and the **Undo Selections** will remove the highlighting of the highlighted records. To print a list of the summary screen, select the **Print Summary** button. It is possible to print the entire summary or a personalized summary. Once the **Print Summary** button has been selected, the **Print Summary** window is displayed with the record range of the summary list. To print only selected or “highlighted” records, check the **Print Selected Records** box and “click” on the **Print** button. To print the entire range, just select the **Print** button. To select the printer or different print options select the **Printer Setup** button.

Detail



The **Detail** option displays the detail of the first record of all matched sets of search criteria. Other display screens can be accessed by “clicking” on the numbered tab at

the bottom of the screen. If the numbered tab is curled at the edge (dog-eared), this indicates that there are additional screens behind the numbered tab.

To move forward or backward through these matched records, select the **Navigate** option and select the appropriate option. The navigation keys allow you to browse through the set of matched records.

There are 26 display screens for the IPEDS databases. A description of the screen appears in the lower right-hand corner when the cursor is placed over the corresponding numbered tab.

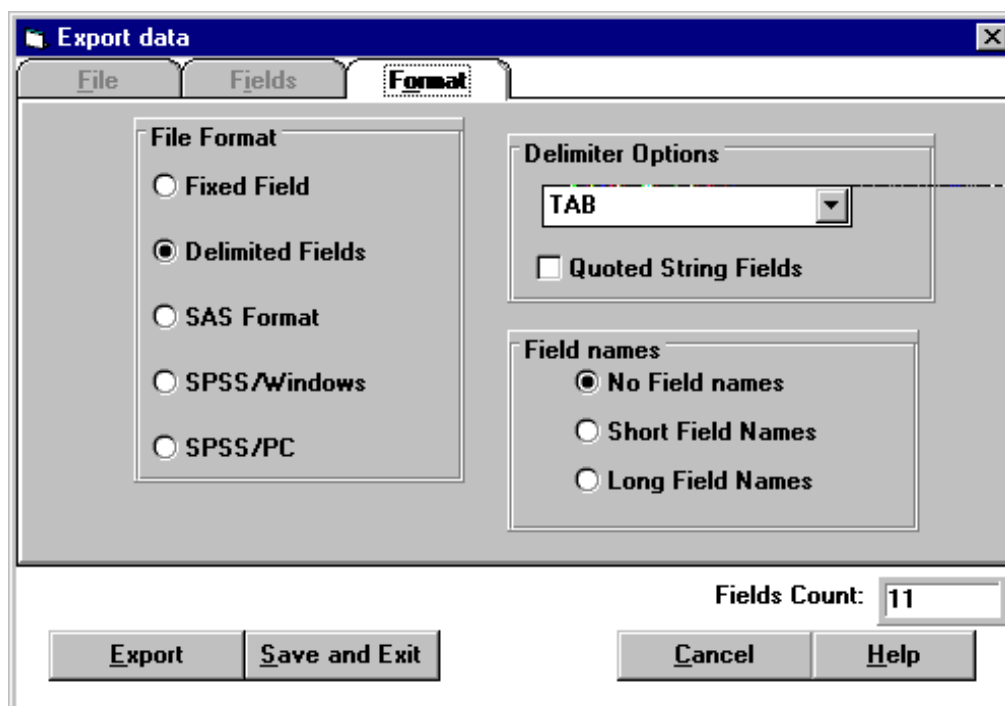
Exporting

Export Options

The term “export” refers to the process of sending data from the database to an electronic file. Before exporting data, a query must be performed so that there is a set of records available to export.

Select **DownLoad**, then **Export** from the pull-down menu, or the **DownLoad** toolbar button. An Export Options window will display (see example below) from which you can make specific choices. After choosing the export options and the output file name, you must “click” on the Export button.

NOTE: The first 3 variables in the institution information group (Survey Cycle, Institution Name, and Institution ID Number) will always be exported so that each record can be uniquely identified.



Groups to Export

The fields have been placed into relevant groups consistent with the Print screens. “Clicking” on a group will cause a window to appear listing all variables in that group. These variables can be chosen by a toggle process; that is, the first click selects the variable and the second deselects the variable. After variables are selected, the **OK** button must be “clicked” on to save the fields chosen. The total number of variables selected from all groups is displayed in the **Fields Count** box. There are **ALL** and **NONE** buttons above the Fields to Export box. **ALL** will select all variables in all of the groups and **NONE** will deselect all variables in all of the groups except for **Survey Cycle, Institution Name, and Institution ID Number**. These variables cannot be deselected. They are automatically selected in order to identify the institutions once the records are exported.

File Format

This option allows the file to be saved in a particular format. Select your preference by “clicking” on the appropriate box.

Fixed Field

The contents of the fields selected in Fields To Export will be exported in Fixed Length format. The field names and lengths are located in the IPEDS layout (ANLYS.DOC) which is located in the IPEDS.EXT directory of this disc.

Delimited Fields

When you choose Delimited fields, a box appears requesting that you choose a delimiter. The delimiter choices include: **Vertical Bar; Semicolon; Colon; Tab; and Comma**. The contents of the fields selected in Fields To Export will be exported in delimited format with the delimiter that you have chosen. Each field’s contents are delimited from the next by your chosen delimiter. Alphanumeric fields are enclosed in double quotes (“ ”) if the “Quoted String Fields” option is checked. A carriage return/line feed indicates the end of document. The character set is the IBM PC character set (8 bit).

SAS Format

The SAS file format exports the Command Card and the ASCII data file in the format needed for SAS software. The Command Card will be exported with the extension .SAS and the ASCII data file will be exported with the extension .DAT.

SPSS/Windows

The SPSS Windows format exports an SPSS native format file with the extension .SAV. The file can be retrieved directly into SPSS for WINDOWS.

SPSS/PC

The SPSS/PC format exports the Command Card and the ASCII data file in the format required for SPSS for DOS. The Command Card will be exported with the extension .SPS and the ASCII data file will be exported with the extension .DAT.

Field Names

These options specify whether field names are included in the exported document with the 8-character field names, with a descriptive field name or not at all. The field names may be handled differently depending on the Export Type.

- **None** - no field names will be exported.
- **Short Field Names** - The 8-character abbreviation for the field name will be exported.
- **Long Field Names** - The descriptive name for the field will be exported.

NOTE: When exporting in fixed field format, it is recommended that you use the short field names. The long field names will be truncated and will not be useful.

Record Range

Fill in the appropriate information indicating the starting record number and including the ending record number.

For example: From record: 5
To record: 10

Output Filename

This must be complete, indicating path and maximum 8-character filename.

When all the file management information has been completed in the “Save As” window, click on the **OK** button.

Note: If the Output File Name is entered without changing the path, the file will be sent to the directory where the program was installed (example: c:\IPEDS95).

The following “buttons” are available in the Export Options window and perform the functions as described below

Export: This option will export the data according to the settings.

Save & Exit: This option will save the current settings and will remove the export option screen.

Cancel: This option will take you out of the Export Option window. If the settings were altered, they will not be saved if you select this option.

Printing

Print Options

Select **File** from the pull-down menu, then **Print Options** from the sub-menu. You can also click on the **Print Options** toolbar button. Complete the pertinent information by “clicking” on the appropriate box. The Print Options window displays the following:

Print Options

Print Groups

- Institution Info & Award Levels
- Student Charges & Enrollment
- Current Revenues
- Current Expenditures
- Salaries, Tenure & Benefits
- Enrollment by Racial/Ethnic Status**
 - Full Time
 - Part-Time & Percentages
- Completions**
 - At Baccal Level and Below
 - Above Baccal Level
 - R/E Breakdown & #Prog by Award Level

Record Range

From Record
1

to Record
31

Print

Save & Exit

Cancel

Print Setup

Groups to Print

Choose which of the Print groups you wish to print. “Click” on the box to print the group, “click” again to deselect it.

Record Range

Fill in the appropriate information indicating the starting record number and including the ending record number.

For example: From record: 5
To record: 10

The following “buttons” are available in the Print Options window and perform the functions as described below:

Print: This option will allow you to print the selected groups according to the settings.

Save & Exit: This option will save the current setting and will remove the Print Options window.

Cancel: This option will take you out of the print option screen. If the settings were altered, they will not be saved if you select this option.

Print Setup: This button will bring up the Print Setup window found in Windows. The printer may be selected through this window.

Installing the Adobe Reader

Installation:

The Adobe Acrobat® reader is a freely-distributed product which allows the user to view documents in their original, printed form. In addition, it allows the use of hypertext links within the documents. Bundled with the CD-ROM in the “\TOOLS” directory is a file called “Arcoread.exe.” This is a self-extracting installation program which will install the Acrobat Reader, version 2.1, onto your computer. If you already have the Acrobat Reader or Acrobat Exchange installed, it is not necessary to install the reader again. However, you may need to specify the location of the application to the IPEDS CD-ROM interface.

To install the Acrobat reader in windows 3.1, select “Run” from the program manager menu. In the dialog box provided, type {your CD-ROM Drive}:\TOOLS\ACROREAD.EXE” where {your CD-ROM Drive} is the drive letter assigned to your CD-ROM (In most cases ”D”) like this:

D:\TOOLS\ACROREAD.EXE

The Acrobat Reader will then prompt you for installation information and install itself.

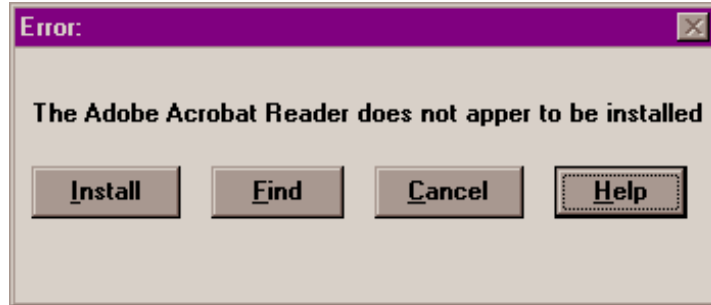
To install the Acrobat reader in Windows 95 or Windows NT, Select “Run” from the start button on the taskbar. Then type “{your CD-ROM Drive}:\TOOLS\ACROREAD.EXE” where {your CD-ROM Drive} is the drive letter assigned to your CD-ROM (In most cases ”D”) like this:

D:\TOOLS\ACROREAD.EXE

The Acrobat Reader will then prompt you for installation information and install itself.

Acrobat Reader Notes

If you already have the Acrobat Reader or Acrobat Exchange installed and if you are using windows 95, you may have trouble the first time you try to access the PDF documents from the IPEDS Interface. If you have version 3.0, the first time you use the “Screen Details” button, you will see a window similar to the one below.



TIP:

If you're using Windows 95 and you don't know where the reader is on your hard disk, right-click on the "Start" button and select "Explore." From there, double-click on the "Programs" folder. Find the group that contains the Adobe Reader shortcut (usually Adobe Acrobat) and double-click on that. Find the item "Acrobat Reader" and right-click on that icon. From the drop-down menu, choose "Properties," then click on the "Shortcut" tab. The text in the box labeled "Target" is the path to the Acrobat reader

Find:

If the Acrobat Reader or Acrobat Exchange is already installed on your computer and you know the directory in which it is installed, select "Find." Then use the file open box to find the program and click on "Open" when you have navigated to the correct program

NOTE: DO NOT try to use a program other than ACROREAD.EXE or EXCHANGE.EXE to access the PDF files. If you do, you will have to edit your "WIN.INI" file or reinstall Acrobat to correct the problem .

Install:

If Acrobat Reader or Exchange is not installed on your computer, you have the chance to do it from this dialog box. Select "Install" and from the File Open dialog box navigate to the "TOOLS" sub-directory on the CD-ROM. From there, select "ACROREAD.EXE." This will begin the acrobat reader installation. When the installation is complete, the only button available to you is "Finished." Hit this button **ONLY when the installation has completed** If you do so before, you will have to restart IPEDS before it will recognize the acrobat reader and, in some case, it will stop the IPEDS application.

Cancel:

If you select "Cancel," IPEDS aborts the attempt to launch the Acrobat Reader and returns you to the search screen.

Glossary of Terms

Scroll Bar

The bar on the right side of a screen indicates that there is more information below or above the visible screen. It may be "dragged" up or down by the mouse. The scroll bar is only available when all the information listed will not fit on the screen at the same time.

Button

A button is usually a small box that displays in a Dialogue Box that performs some action after a command. For example, OK or CANCEL. Buttons are also located on toolbars. The toolbar buttons can be used as a shortcut to performing many of the options from the pull-down menu.

Display Screen

The Display Screen is the window in which you view the results of your search. Search results may be displayed as a List (Summary) or as a Full Record (Detail). A summary display would provide a listing of all the institutions which matched your search query, while a detail display would give information about a specific institution.

Connectors

Connectors are words or symbols, such as AND, OR, AND NOT, which establish the relationship between search terms.

For example: Texas and not Dallas. The matched set of criteria will find all institutions in Texas, but not in the city of Dallas.

Record

A Record is made up of one or more fields.

For example: An institution record consists of the Institution Name field, the Address field, the City field, the State field, the Zip Code field as well as numerous fields for institutional characteristics, finance, salaries, fall enrollment and completions.

Field

A field is a precise area designated for specific information. In database or table nomenclature, this is often called a Column.

Search Strategy

This term refers to all the criteria of a search query. You have eight different search screens from which to choose your specific criteria. Your search strategy may consist of words, numbers, or character strings linked by connectors that are included in a number of different search fields.

Search Screen

The search screen is a window from which you execute your search query. There are eight different search screens in which you specify the criteria of your search. Search terms can be entered into any or all of the available search screens. The Institution Information screen is the main window of the IPEDS CD-ROM DISC program.

Window/Box

A window opens when accessing some of the pull down menu options. Listed in the window are additional options available. Sometimes an additional box displays allowing further choices or instructions. Any options not currently available are grayed out.

Numbered Tabs

Tabs are located at the bottom of the search and detail screens. Each numbered tab represents an available search or display screen. The highlighted numbered tab represents the present screen you are viewing. When you place your cursor on a numbered tab, a written description of that screen will display in the box to the right. To access a different screen, click on the corresponding numbered tab. While in the display screen, some numbered tabs will appear to be "dog-eared". This indicates that there are additional screens available. To access the additional screens, click on the "dog-eared" portion of the numbered tab.

Toolbar Menu

Located below the pull-down menu, the toolbar contain buttons which are shortcuts for the most commonly used pull-down options. In order to access these buttons, you will need to use a mouse. You cannot use the keyboard to access the toolbar buttons. If you are uncertain of the action performed by the button, place the cursor on the button and a written description will appear in the box below. Any of the buttons which are not currently available are grayed out.

Pull-down Menu

The bar at the top of the IPEDS screen contains pull-down menus that contain all available options. In some cases, when an option is accessed, a window displays with additional options or a box displays with comments.

Menu options are accessed by clicking on the desired function with a mouse.

You can also access a pull-down menu using the keyboard by pressing the Alt key and the underlined character of the chosen option.

Any options not currently available are not displayed or are grayed out.

Grayed Out

An item which is not currently available is displayed in gray rather than black. Note that though this is standard, it may vary depending on your windows setup.

Click

This refers to placing the mouse cursor over a button, text item, etc. and pressing the left (primary) mouse button.

SQL

Standard Query Language - a standardized, English-like representation of a database search.