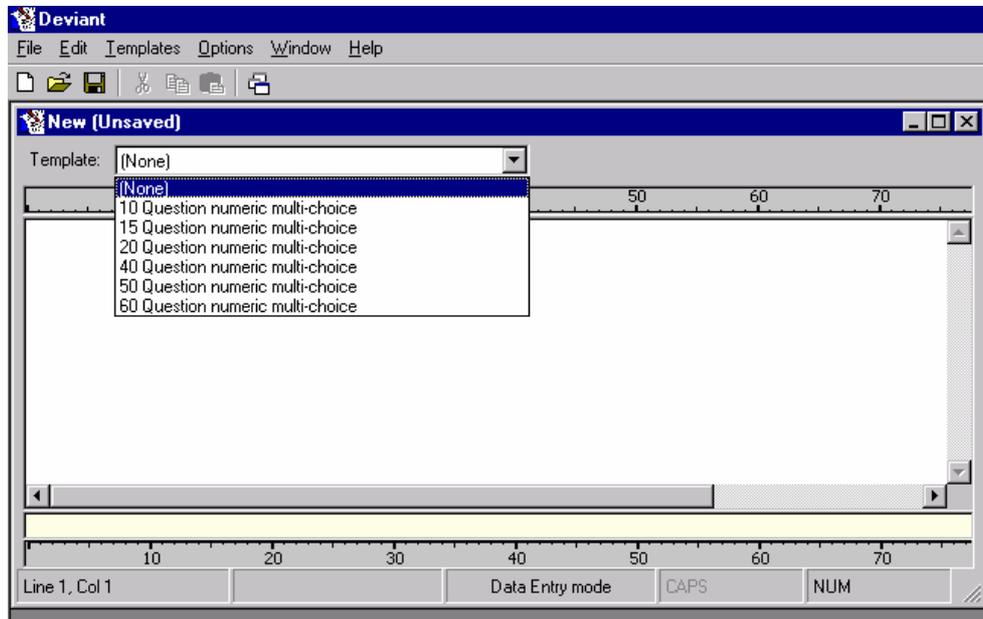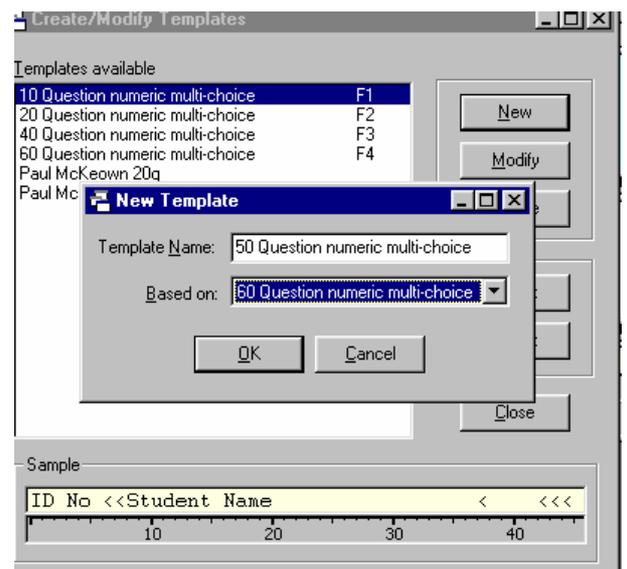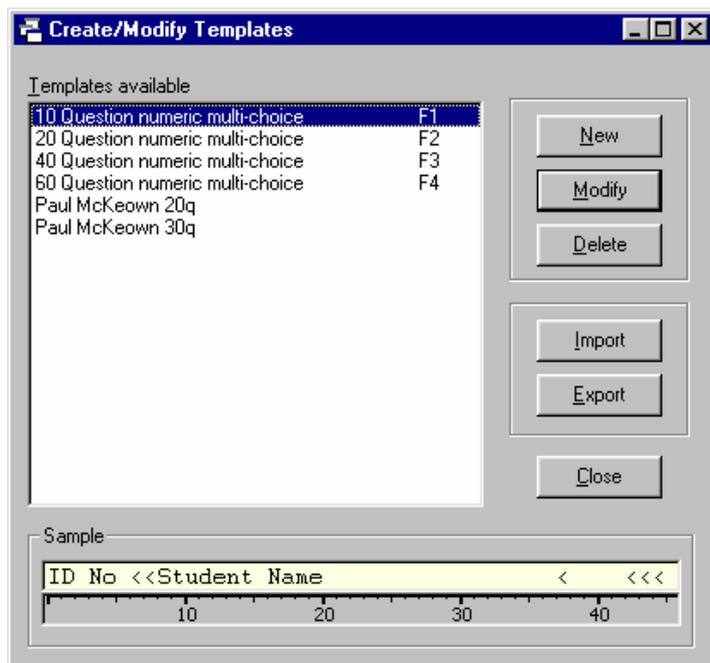# Entering data for tests using Deviant

- Start Deviant by clicking the desktop icon or Start | Programs | Deviant. By default, Deviant will start in **data entry mode**.

- Select an appropriate template by clicking on the ▼ on the **Template** box.

- If an appropriate template has not yet been set up, click on **Template | Create/Modify templates** from the toolbar.

- Click on **New**, type in a descriptive name for the template. The easiest way to create a new template is to choose Based on (click the down arrow on this box).

See the Deviant overview notes for more details on setting up templates.

- *Hint*: it is a good idea to set up the template so that question 1 begins at column 31 (or column 41). That way, if you get interrupted while entering data it is easier to see what question you entered last by deducting 30 (or 40) from the column number displayed at the bottom left of the screen.

- When the template has been selected, start **entering the data** with the correct answers as the first row. Example:
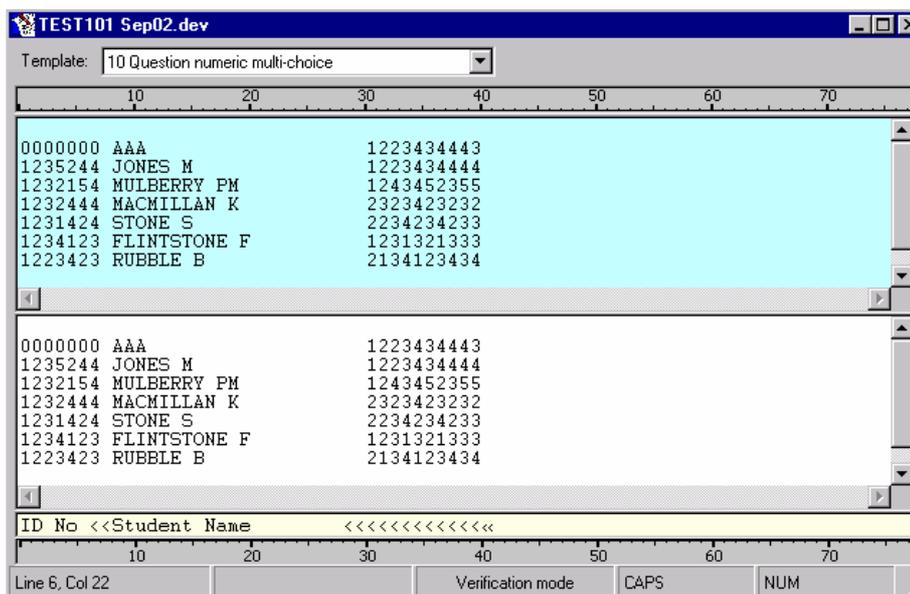
```
0000000  AAA [Tab]                   123456789
1231231  FLINTSTONE F  [Tab]         123156489
4564564  RUBBLE R [Tab]              123456789
7897897  RUMPLESTILKSTIN Q [Tab]     123456789
1471471  PRESLEY E [Tab]             125457759
2582582  RUSHDIE S [Tab]             124566779
```

You can save the file at any time during data entry – it is a good idea to do this frequently to avoid losing data if there is a power cut or system problem. Use [Ctrl-S] or click on **File | Save** from the toolbar. Save the file type as .DEV until data entry and verification are complete. It is a good idea to use the subject name and date as the file name, e.g., **COMP101 test Apr03.dev**.

- Now **verify the data** – click on Edit | Verification mode from the toolbar or press [F8]. In Verification mode, data that you type into the bottom window is checked against the current template and also against the original data in the top window. If you type a character that differs from the original data, Deviant will display an error message and, optionally, beep. It won't allow you to continue to the next column until you either type the correct character or, if the original data is incorrect, correct the original.

There are two ways that you can correct the original data if it is incorrect. You can either:

- press the correct key 3 times (after reporting an error twice, Deviant will accept the character and change the original data on the third attempt);

- press the **F11** function key which will immediately substitute the character in the original data with the new character just typed, and allow you to continue.

While in Verification mode you can **jump to a particular line number** to begin verifying at that point by pressing [Ctrl-J] or Edit | Jump to Line no… from the toolbar. This is especially useful if you go back to verifying after taking a break. If you close the file when taking a break be sure to note the line number you are on – see the bottom left of the screen for the line and column number. As with data entry, you can **save the file** at any time during verification [Ctrl-S]. *Hint*: When verifying it is a good idea to mark which paper you last entered before saving– that way if the program or computer crashes you know where to start verifying again.

- **Full Text edit mode** allows you full editing capabilities on the data, as though you were in Word or Notepad. You can select areas with the mouse or by holding down the shift key while you move, and can use cut, copy and paste just as you would in other Windows programs. Although the template is still displayed, it is ignored – there is no validation of the changes that you make.

  Full Text edit mode is provided in the event that you make large scale mistakes while entering data, e.g.,

  > If a specific order is required and you have entered the lines out of order, you can use Full Text edit mode to cut and paste the lines into the correct order.

  Full Text edit mode is entered by selecting **Edit** | **Full Text edit mode** from the toolbar or by pressing the **F9** function key. It is advisable not to use this mode after verification.

- When the data has been entered and verified, save again as a .DEV file [Ctrl-S] and then **save as a .ASC file** using **File | Save as** then type in the file name (no need to put the extension) and then click the down arrow on **Save as type** and select Remark Office ASCII import file (*asc). The .ASC file is used to import into LUMark_book.xls for marking the test.