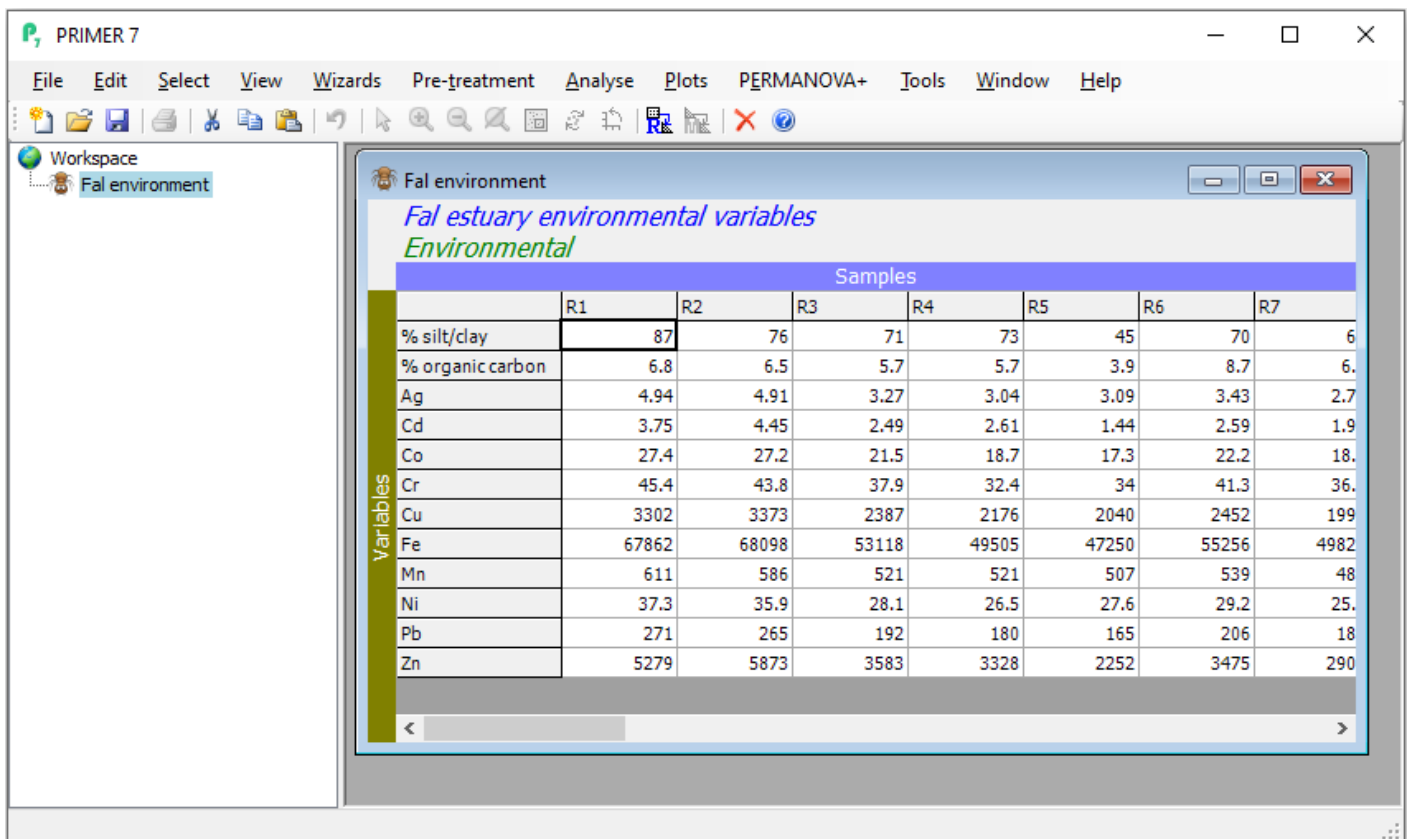


Post-import data checks

Check the orientation

After import, make sure you have specified the orientation correctly by examining the labels on the columns and rows of the data frame. For example, after importing the Fal environmental data from Excel (see the previous page), you can see that the columns are 'Samples' (a periwinkle-coloured strip across the top) and rows are 'Variables' (an olive green-coloured strip along the left margin).

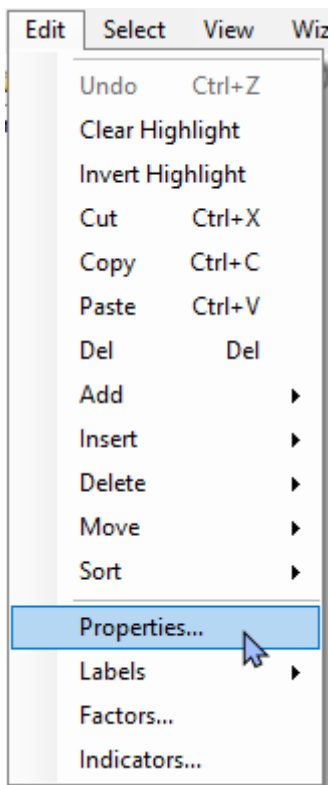


		Samples						
		R1	R2	R3	R4	R5	R6	R7
Variables	% silt/clay	87	76	71	73	45	70	6
	% organic carbon	6.8	6.5	5.7	5.7	3.9	8.7	6.
	Ag	4.94	4.91	3.27	3.04	3.09	3.43	2.7
	Cd	3.75	4.45	2.49	2.61	1.44	2.59	1.9
	Co	27.4	27.2	21.5	18.7	17.3	22.2	18.
	Cr	45.4	43.8	37.9	32.4	34	41.3	36.
	Cu	3302	3373	2387	2176	2040	2452	199
	Fe	67862	68098	53118	49505	47250	55256	4982
	Mn	611	586	521	521	507	539	48
	Ni	37.3	35.9	28.1	26.5	27.6	29.2	25.
	Pb	271	265	192	180	165	206	18
	Zn	5279	5873	3583	3328	2252	3475	290

If you happen to get this the wrong way around (e.g., if your variables are actually columns instead of rows), this can easily be changed (swapped around) by choosing **Edit > Properties** and toggling the radio button for 'Samples as' to either '\$\bullet\$Columns' or '\$\bullet\$Rows', whichever is appropriate.

Check the properties, factors and indicators

To be sure that the import has been fully successful, including all data points, factors and indicators that may have been included in your original Excel file, you can see additional information attached to your data matrix by clicking on your imported dataset in PRIMER, and doing the following:



- Look at the data properties, size of the matrix, etc.: Click **Edit > Properties...** Note that you can add a useful 'Description' of your data into this dialog if you like. (For the Fal environmental dataset, we can see there are 12 variables and 27 sites, etc.).

Sample Data Properties

Title:
Fal estuary environmental variables

Data type

☐ Abundance
☐ Biomass
☒ Environmental
☐ Unknown/other

History:

Samples as

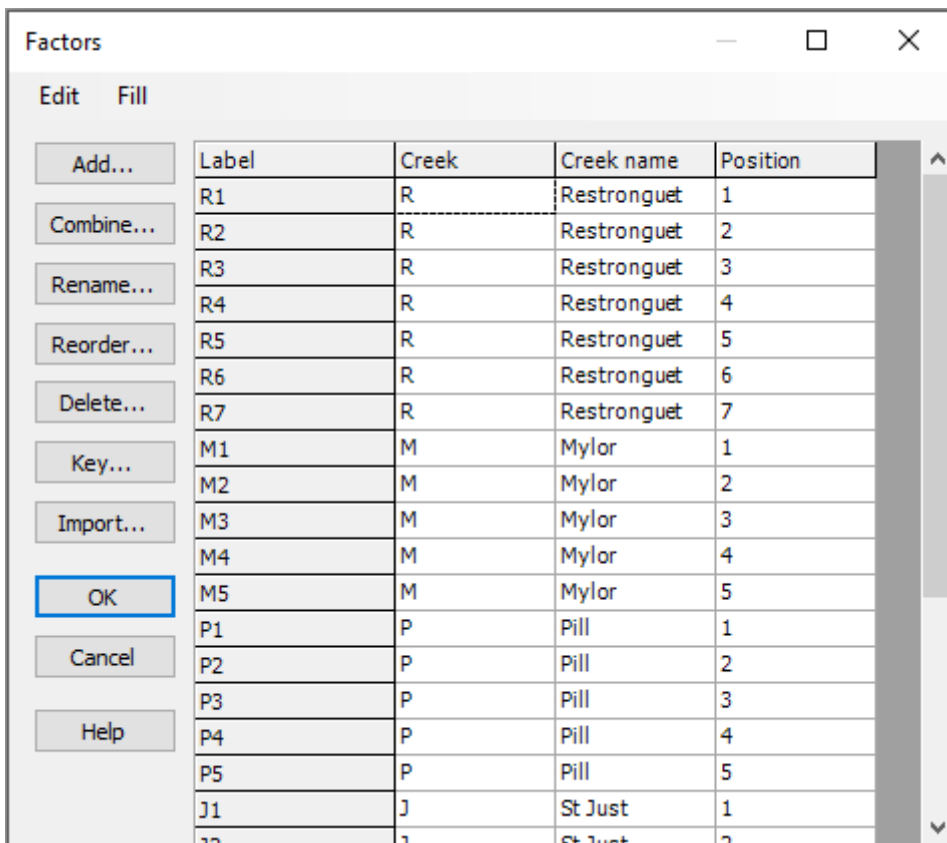
☒ Columns
☐ Rows

Number of columns: 27
 Number of rows: 12

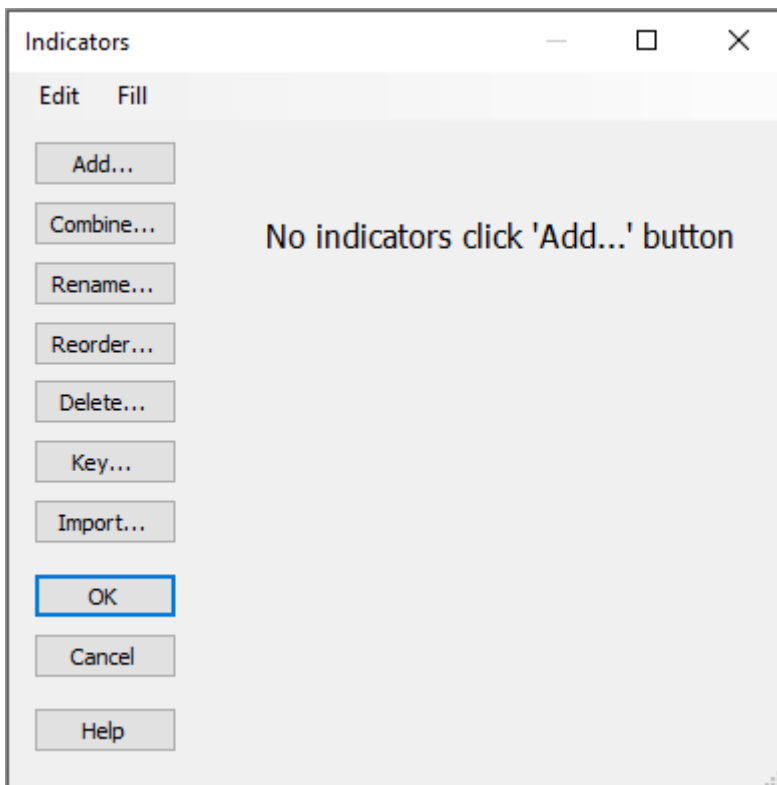
Description:

OK Cancel Help

- Look at the Factors (if any): Click **Edit > Factors...** (For the Fal environmental dataset, you will see the same three factors of 'Creek', 'Creek name' and 'Position' that we saw in the Excel file).



- Look at the Indicators (if any): Click **Edit** > **Indicators....** (For the Fal environmental dataset, there were no indicators, but you could add some here, if you wish).

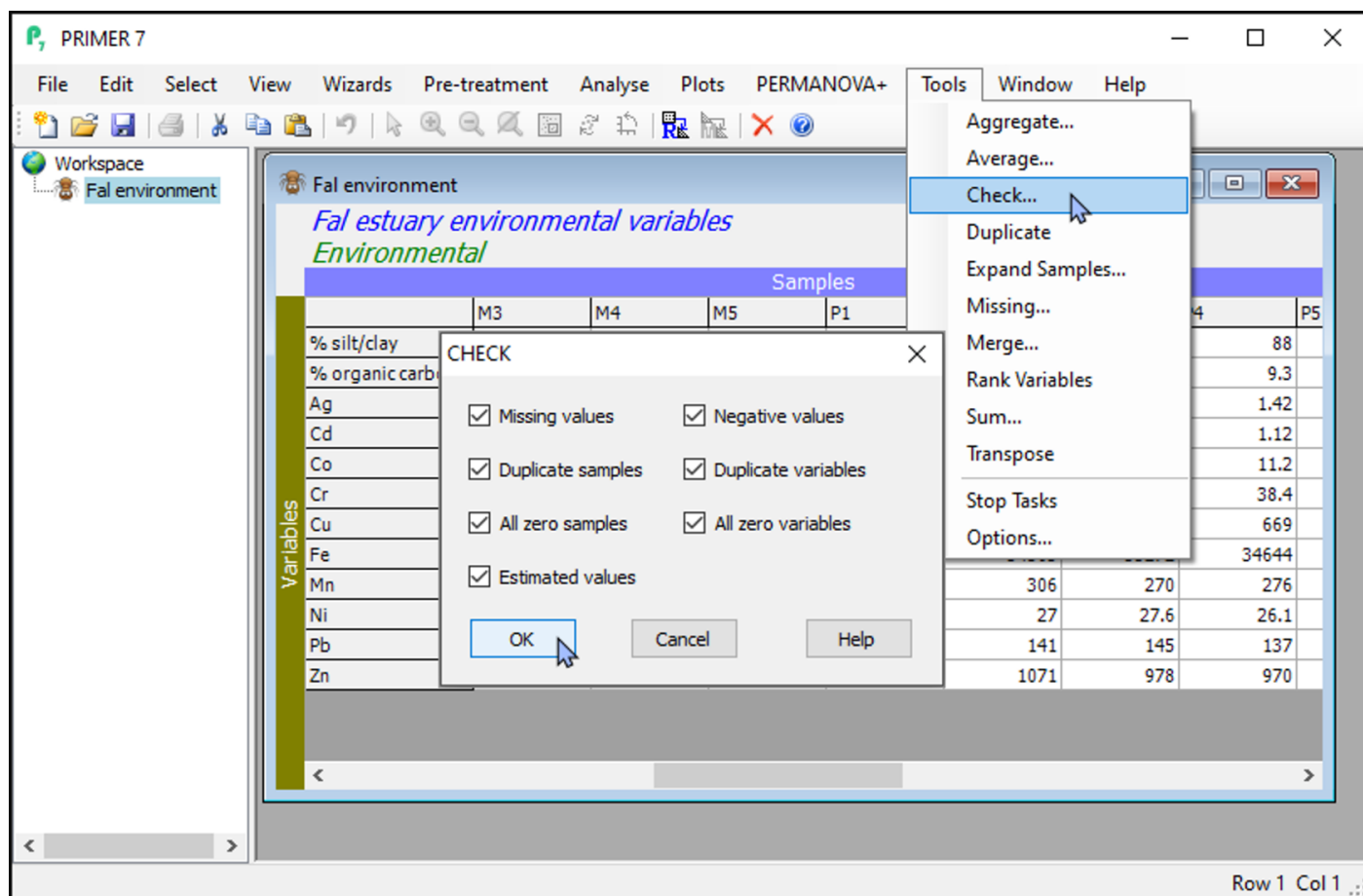


Run PRIMER's data-checking tool

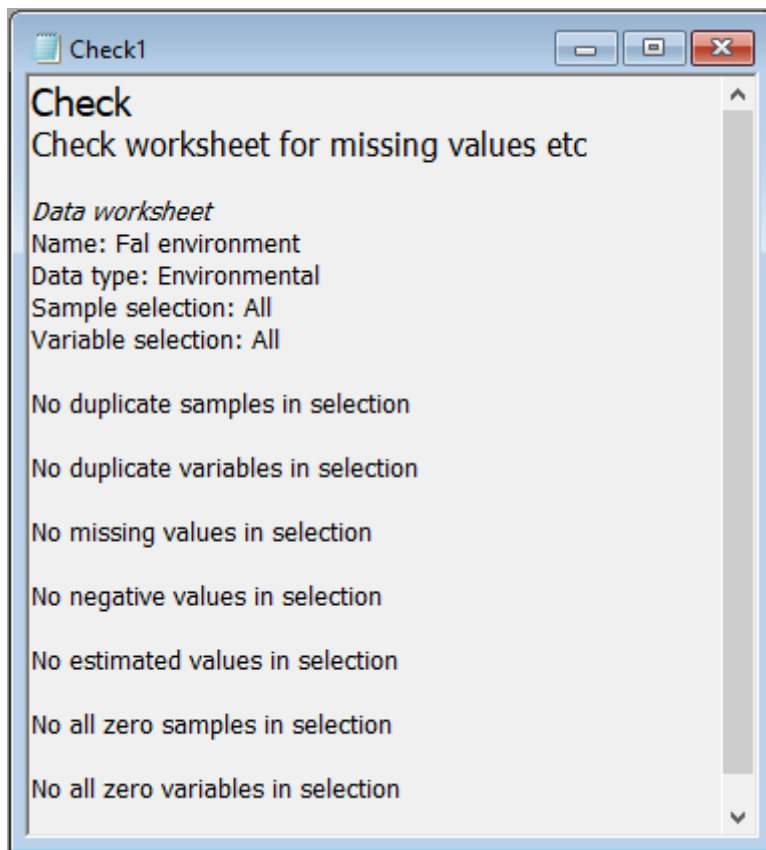
As an additional option, you can run PRIMER's internal data-checking tool to find and identify certain other features that might be present in your data, including:

- Missing values,
- Negative values,
- Duplicate samples,
- Duplicate variables,
- All-zero samples,
- All-zero variables, and/or
- Estimated values

To run this routine, start by clicking on your datasheet, then click on **Tools > Check...**:



For the Fal environmental data, none of these features occurred (see below), and we are ready to proceed with subsequent analyses.



Revision #14

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