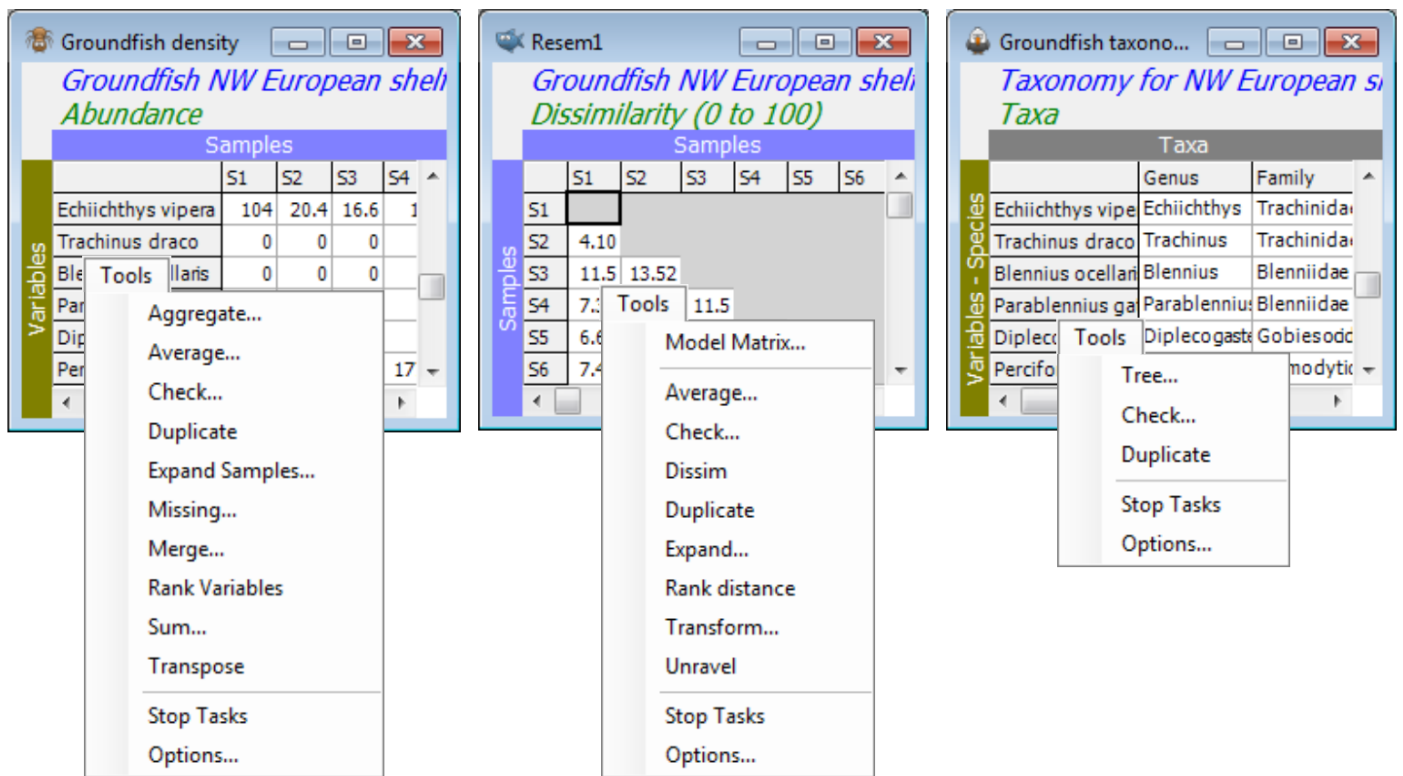


Tools vs. Edit menu

Both the **Edit** (see Section 1) and **Tools** main menus carry out 'housekeeping' manipulations on a dataset (or a resemblance or variable information sheet, such as an aggregation file). The operations are usually rather straightforward, and with an obvious outcome, as opposed to the **Analyse** menu which contains the primary statistical routines. The main difference between **Edit** and **Tools** is that items on the main body of the **Tools** menu create a results window, and in most cases also produce a derived sheet of the same type, e.g. a new data sheet from a data sheet. (There are two miscellaneous items at the bottom of the **Tools** menu, **Stop Tasks** and **Options**, which do not fit into these rules, but are there because this is the conventional place for them in Windows applications). Items on the **Edit** menu, on the other hand, never produce a results window and change the entries on the current sheet in some way (sorting labels, inserting/deleting rows or columns, copying and pasting them, defining new factors or indicators associated with the sheet, etc.), and do not write the revised matrix to a new window. **Edit** operations on data sheets themselves therefore have a repeated **Undo** option (Section 1), which will back-track through changes you have made to the data sheet entries. **Tools** operations can be re-run, however, perhaps with different options, simply by going back to the previous data sheet – which is always left unchanged, so no Undo facilities are provided. Some **Tools** items apply when the active window is either a data, resemblance or variable information sheet, though with some differences in operation, whereas others are specific to the window type.

Close any open workspace and open **Groundfish ws**, last seen in Sections 6 and 7, demonstrating cluster analysis. If not available, open the data file **Groundfish density** in directory C:\Examples v7\Europe\Groundfish, of species counts from 277 samples in 9 sea areas of the NW European shelf (factor **area**), and also the variable information file **Groundfish taxonomy**, defining the Linnaean taxonomy of genera, families, orders and classes for the 93 groundfish species monitored. Create a resemblance matrix (**Resem1**) in any way you like. Now compare the choices on the **Tools** menu when the active window is a data, resemblance or variable information sheet.



The section works through the choices in (very roughly) alphabetic order, with a few transpositions where menu items or data sets are better exemplified in combination. One or two more specialised routines will be deferred until they are needed (e.g. **Tools>Expand** in Section 14) and the **Average** (and **Sum**) options have been met sufficiently often in previous pages only to need an initial recap.

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