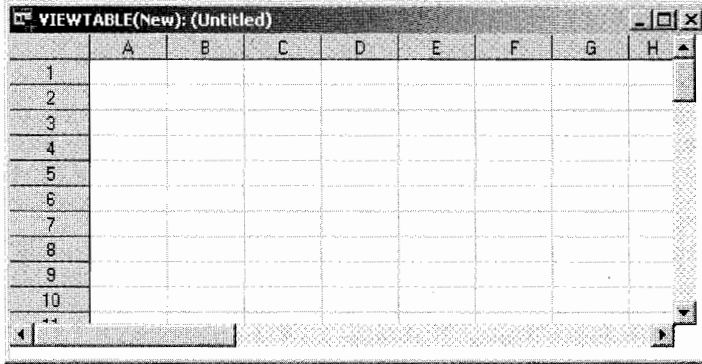


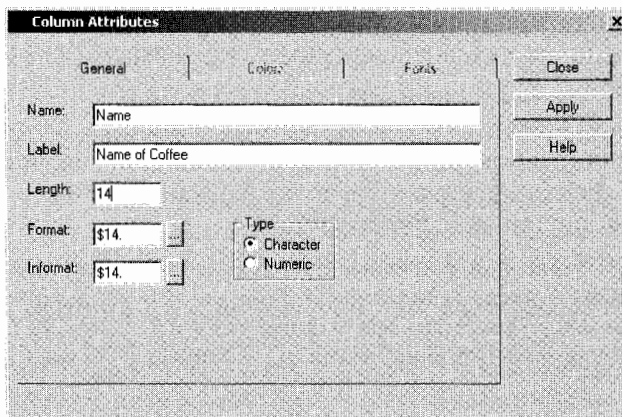
2.2 Entering Data with the Viewtable Window

The Viewtable window which is part of Base SAS software¹ is an easy way to create new data sets, or browse and edit existing data sets. True to its name, the Viewtable window displays tables (another name for data sets) in a tabular format. To open the Viewtable window, select **Table Editor** from the **Tools** menu. An empty Viewtable window will appear.



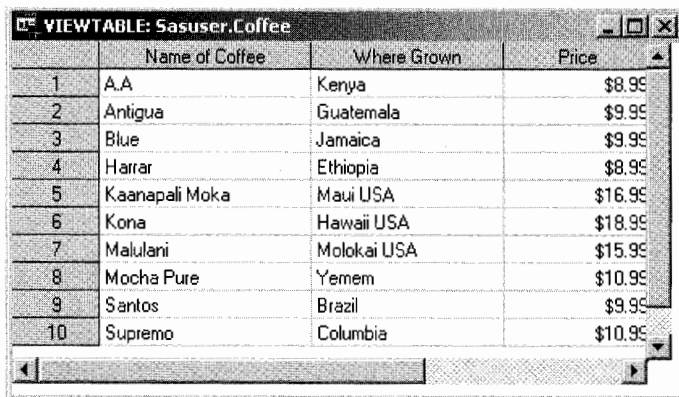
This table contains no data. Instead you see rows (or observations) labeled with numbers and columns (or variables) labeled with letters. You can start typing data into this default table, and SAS will automatically figure out if your columns are numeric or character. However, it's a good idea to tell SAS about your data so each column is set up the way you want. You do this with the Column Attributes window.

Column Attributes window The letters at the tops of columns are default variable names. By right-clicking on a letter, you can choose to open a Column Attributes window for that column. This window contains default values which you can replace with the values you desire. When you are satisfied with the values, click on **Apply**. To switch to a new column, click on that column in the Viewtable window. When you are finished changing column attributes click on **Close**.



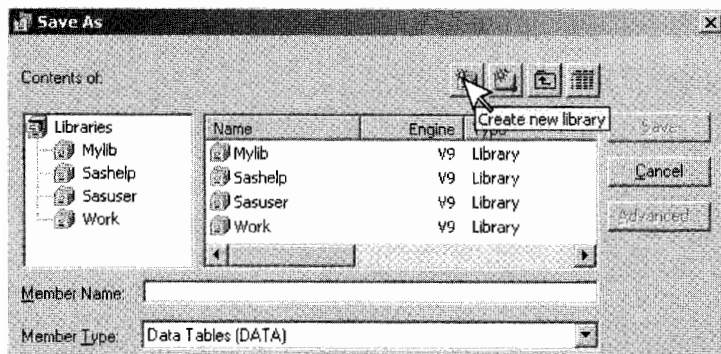
¹ If you are using a non-graphical monitor, then SAS uses FSVIEW to display your tables, so you also need SAS/FSP software which is licensed separately.

Entering data Once you have defined your columns you are ready to type in your data. To move the cursor, click on a field, or use tab and arrow keys. Here is a table with column attributes defined and data entered.



	Name of Coffee	Where Grown	Price
1	A.A	Kenya	\$8.99
2	Antigua	Guatemala	\$9.99
3	Blue	Jamaica	\$9.99
4	Harrar	Ethiopia	\$8.99
5	Kaanapali Moka	Maui USA	\$16.99
6	Kona	Hawaii USA	\$18.99
7	Malulani	Molokai USA	\$15.99
8	Mocha Pure	Yemem	\$10.99
9	Santos	Brazil	\$9.99
10	Supremo	Columbia	\$10.99

Saving your table To save a table, select *Save As...* from the File menu. Select a library, and then specify the member name of your table. The libraries displayed correspond to locations (such as directories) on your computer. If you want to save your table in a different location, you can add another library by clicking on the *New Library* icon. Type in a name for the new library and its path. Then click on OK. Specify the member name by typing it in the Member Name field.



Opening an existing table

To browse or edit an existing table, first select *Table Editor* from the Tools menu to open the Viewtable window. Then select *Open* from the File menu. Click on the library you want and then on the table name. If the table you want to open is not in any of the existing libraries, click on

the *New Library* icon. Type in a name for the new library and its path. Then click on OK. To switch from browse mode (the default) to edit mode, select *Edit Mode* from the Edit menu. You can also open an existing table by navigating to it in the SAS Explorer window, and double clicking on it.

Other features The Viewtable window has many other features including sorting, printing, adding and deleting rows, and viewing multiple rows (the default, called *Table View*) or viewing one row at a time (called *Form View*). You can control these features using either menus or icons.

Using your table in a SAS program Tables that you create in Viewtable can be used in programs just as tables created in programs can be used in Viewtable. For example, if you saved your table in the SASUSER library and named it COFFEE, you could print it with this program:

```
PROC PRINT DATA=Sasuser.coffee;
RUN;
```