



Center for Clinical Trials

*Department of Biostatistics
Department of Epidemiology
Department of International Health*

*Department of Medicine
Department of Ophthalmology
Oncology Center*

Friday, 12 August 2005

Memorandum

To: Center for Clinical Trials Students, Staff, and Faculty
Fr: Curtis Meinert
Re: Tables 101: Review of ADAPT performance table

Here is my list of problems with the attached ADAPT performance table distributed with homework assignment # 1:

1. Numbers in columns left aligned
2. Uniform column spacing
3. Uniform line spacing
4. No total column
5. Right and left margins violated
6. Bottom margin violated
7. Bogus "endline" on 1st page of the table
8. Explanatory notes in 8 point font
9. No title header for 2nd page
10. No line separating header from body of table
11. Parentheses enclosing % in table header unnecessary
12. "Field site" on 1st line of table header should be down a line

Additional problems based on looking at code in the document:

1. Use of space bar to move the cursor in body of table, eg, to space stubs
2. Cell method of table construction using system default settings (leading to left aligned numbers and uniform column spacing)
3. Default line height setting
4. Page break managed by insertion of hard row line

Fixes to existing table without reconstruction

1. Abandon the cell method of construction and build with tab setting and traditional methods for construction
2. Set tabs for stub column to avoid use of space bar for spacing
3. Get rid of bogus endline for the 1st page of the table
4. Block protect table panels to avoid breaks within a panel if lines are added
5. Set tabs for right alignment of numbers in columns
6. Increase font size to 11 pt for explanatory notes
7. Reduce white in table panels by reducing line height

Fixes with table make-over

1. Reorient with clinics on y-axis and followup visits on x-axis
2. Construct with principles set-forth in Table Maker's Oath
3. Construct to fit with margin settings of 1" left and 0.75" right and 0.75" top and bottom
4. Add total line for all clinics combined
5. Block protect table parts to avoid breaks within a panel if lines added
6. Set tabs for right alignment of numbers in columns
7. Use font size of 11 point or larger throughout
8. Construct with less space between columns within a clinic, versus separation of columns for different clinics

In regard to people completing the homework assignment: I surmise that dogs ate most of the assignments, because I received only two – Reminds me of a class I once taught where I had more sleepers than Motel 6.

Person 1

1. For all the columns labeled "No." right justify the numbers. This is easy to do if the ADAPT table was set up as a WordPerfect table. Highlight the column, right click, choose Format, choose column and then horizontal: right.
2. For all the columns labeled "(%)" align the data on the decimal point. This is a nifty feature in WordPerfect. Again, set up the table as a WordPerfect table, highlight the column, right click, choose format and then horizontal: decimal align.

I assume other word processing and spreadsheet programs have similar features. The important point is to line up the data in a format that is logical and readable for the table user.

Person 2

- 1 Add (#vst=xxx) under each clinic and delete No. columns; (Saves 8 columns)
- 2 Add total column; (Adds 1 column)
- 3 Eliminate 4 blank rows within each set of visits (Saves 4 x 8 = 32 rows)
- 4 Delete end of first page horizontal line

(Thu 10:25am) 14 Jul 05

\\Tables.101\TblRevCM.WPD

Distribution

Debbie Amend-Libercci
Ming-Wen An
Jeannette Beasley
Pat Belt
Elena Blasco-Colemanares
Cathy Bosley
Rob Casper
Hui-Ming Chung
Betty Collison
Ryan Colvin
Kay Dickersin
John Dodge
Michele Donithan
Lea Drye
Ann Ervin
Ingrid Friberg
Julia Gage
Judy Harle
Janet Holbrook
Rosemary Hollick
Milana Isaacson

Rosetta Jackson
Jennifer Jones
Charlene Levine
Simon Liu
Hope Livingston
Nancy Maldeis
Barbara Martin
Reena Masih
Curtis Meinert
Jill Meinert
Wai Ping Ng
Deborah Nowakowski
Kapreena Owens
Bonnie Piantadosi
Steven Piantadosi
Nancy Prusakowski
Linda Roberts
Karen Robinson
Dave Shade
Charles Shiflett

Anne Shanklin
Jackie Smith
Michael Smith
Paul Smith
Alice Sternberg
Christine Szekeley
Jennifer Thorne
Andrea Tibbs
Ada Tieman
James Tonascia
Susan Tonascia
Aynur Ünalp-Arida
Mark Van Natta
Margie Wild
Laura Wilson
Robert Wise
Claudine Woo Shinoff
Kathy Yates
Tables Notebook
Chronologic file