

**Instructions for correcting the Multivitamins Error on a customized
Questionnaire Data Dictionary (QDD) in DietCalc**

http://riskfactor.cancer.gov/DHQ/forms/qdd_error.html

1. Create a new Frequency Format:
 - a. Open DietCalc
 - b. In the Data Dictionary box, select the name of the Questionnaire Data Dictionary (QDD) file you created.
 - c. In the Food and Nutrient Database box, select the name of the database file you use to run your analysis.
 - d. Click on the open book icon along window's toolbar. This will open the Data Dictionary Editor
 - e. From the Data Dictionary menu along the top of the window, select Settings, then Frequency Formats...
 - f. On the Frequency Formats window, click the Add button.
 - g. In the Format Label box, type "Format 7: Supplements w/o "Never""
 - h. Click the Add... button along the right side of the window
 - i. The Response Code box should read "a". In the Text on Questionnaire box, type "Less than 1 day per month". For Unit of Time, select "Month". For Number of Times, type "0.5". Click OK.
 - j. On the Define a Frequency Format window, there should be one item listed in the response box with the newly created code.
 - k. Repeat steps h. and i. four more times, using these values:
 - Response code: b
Text on Questionnaire: 1-3 days per month
Unit of Time: Month
Number of Times: 2.02
 - Response code: c
Text on Questionnaire: 1-3 days per week
Unit of Time: Week
Number of Times: 2
 - Response code: d
Text on Questionnaire: 4-6 days per week
Unit of Time: Week
Number of Times: 5
 - Response code: e
Text on Questionnaire: Every day
Unit of Time: Day
Number of Times: 1
 - l. The Define a Frequency Format window should now be open, with five items listed in the response box. Click OK.
 - m. On the Frequency Formats window, a new line should be listed for Format Click OK.

2. Change the question to use the new frequency format:
 - a. On the Data Dictionary Editor window, select “Multivitamins” from the list of Available Variables. Click the Edit... button on the bottom of the screen. (Hint: Click on the “Analysis Variables” header to sort the list by Analysis Variables.)
 - b. The Supplement Question Wizard should be open. Nothing needs to be changed on the first screen, so click the Next > button once.
 - c. Under “Select the format used to interpret the frequency code:”, the selection in the drop down box should currently read ‘Format 5: Supplements’.
 - d. Change the selection to ‘Format 7: Supplements w/o “Never”’
 - e. Click Next > twice. Then click Finish.
 - f. You will return to the main Data Dictionary Editor screen. Click the disk icon on the window’s toolbar to save your QDD.
 - g. Revisions are complete. Click the “X” in the top right corner of the Dictionary Editor to return to the main DietCalc screen.