Fast Start Guide to PCAD3

This is a quick overview of the basic operation of PCAD3 (Beta version). It is neither comprehensive nor detailed - the intent is to give just enough information so that a highly motivated user can pick up rudimentary use of the tool.

If a PCAD3 icon has been set up on the desktop or if PCAD3 is in the Start menu (this is usually done as part of installation), you can start PCAD3 by double-clicking on the desktop icon or by selecting PCAD3 from the Start menu. If there is no desktop icon or Start menu entry, you will need to go to the directory where PCAD3 was installed and double click on the filename PCAD3.EXE.

On startup, the initial PCAD3 screen should look something like this:
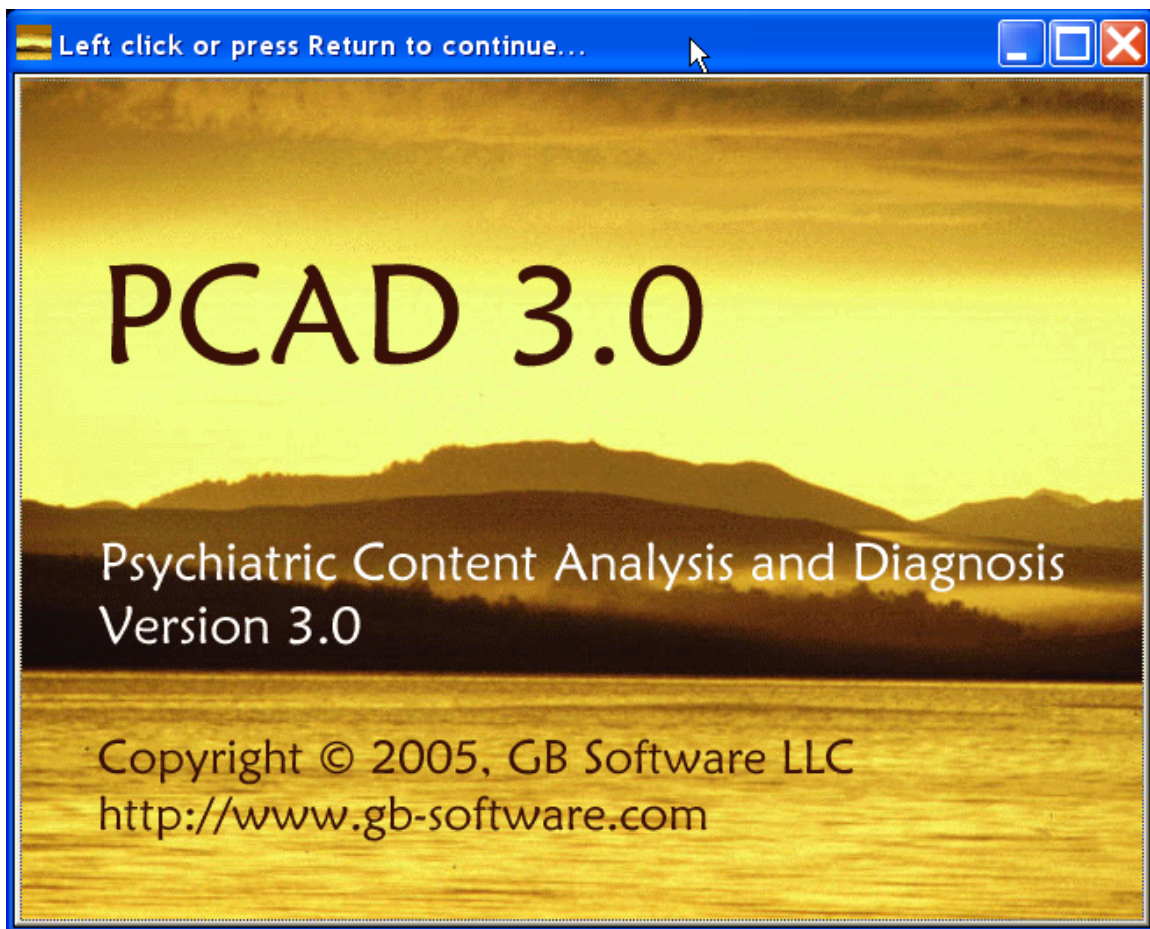
As instructed in the title bar, you may either click on the left mouse button or press the Enter key to continue to the main PCAD3 screen. At first, the main screen has very little content:
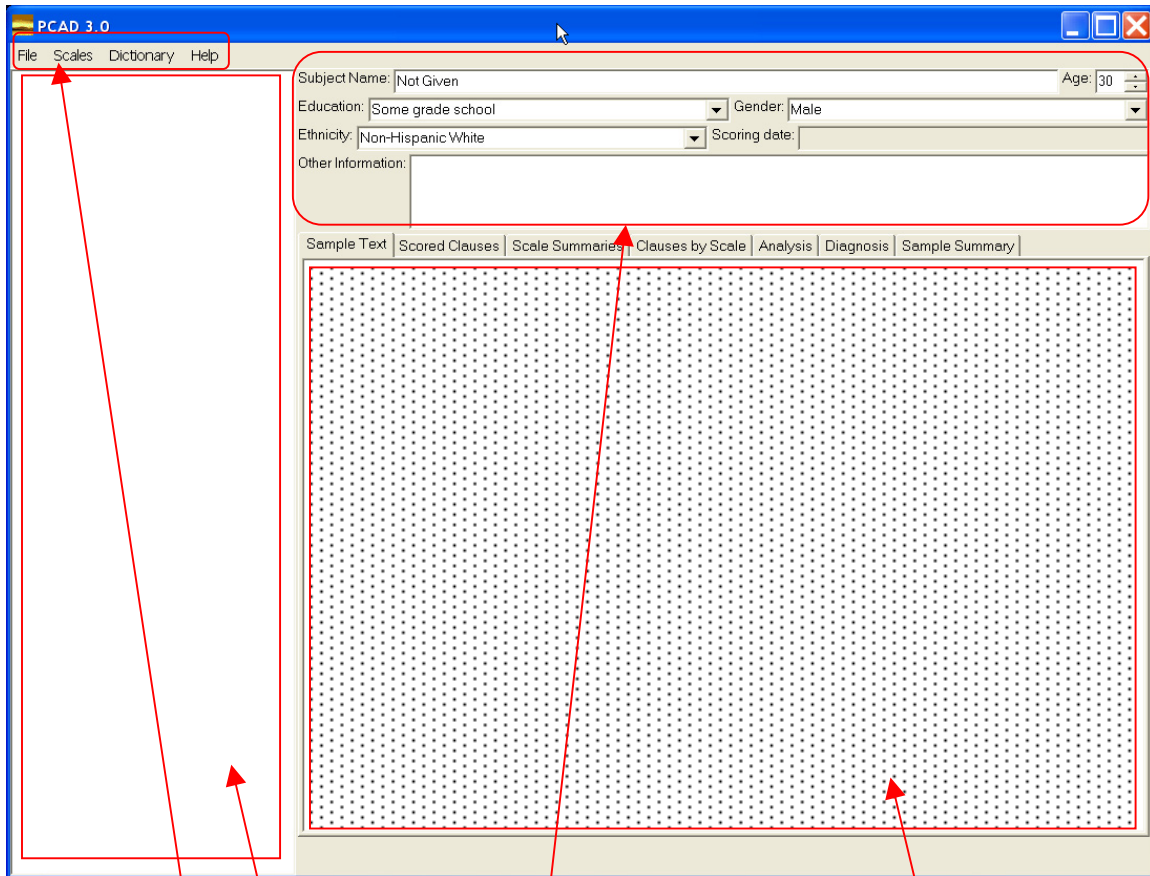
The main screen contains:

- a menu bar at the top,
- a file content tree at the left,
- information (if available) about the subject who provided the current sample in the upper right
- an area for sample input and analysis output occupying most of the right side of the screen.

(The red lines and boxes are not part of the actual PCAD3 screen.)

If you have a sample file already prepared in a file for analysis, you may analyze it by selecting "Open an existing sample file" from the File menu.
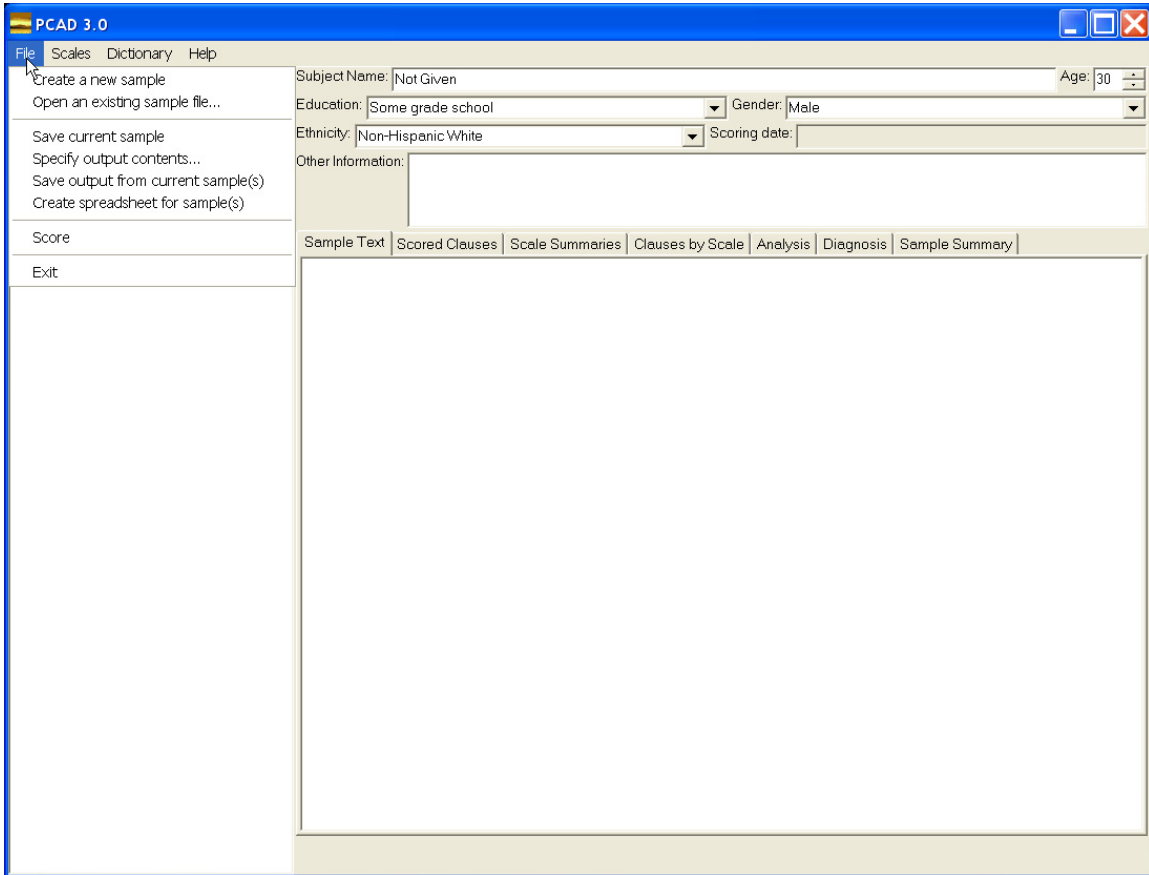

A file selection dialog will pop up.
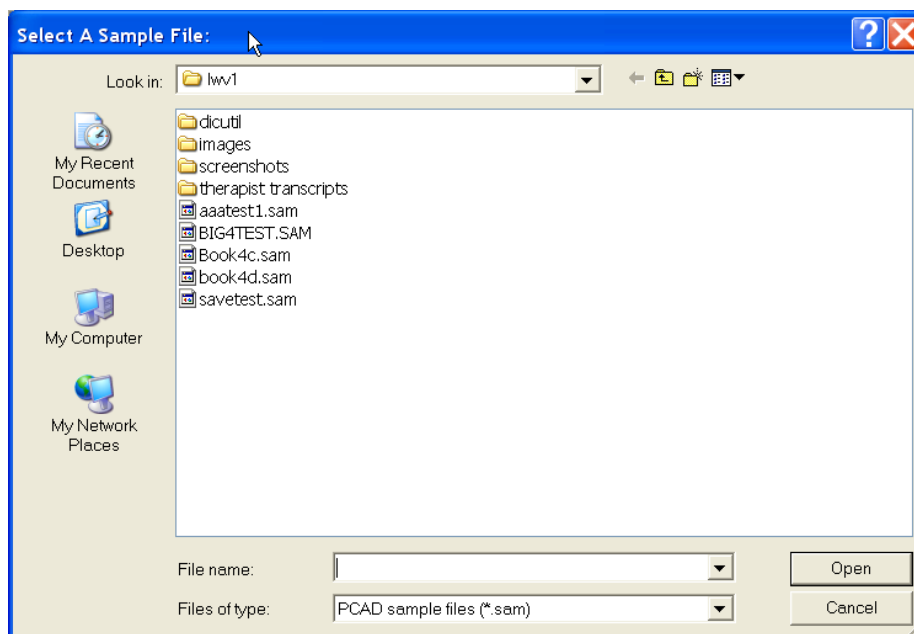
By default, PCAD3 looks for files ending in ".SAM", but you may use the "Files of type:" option on the Select A Sample File dialog to see and select other types of files.
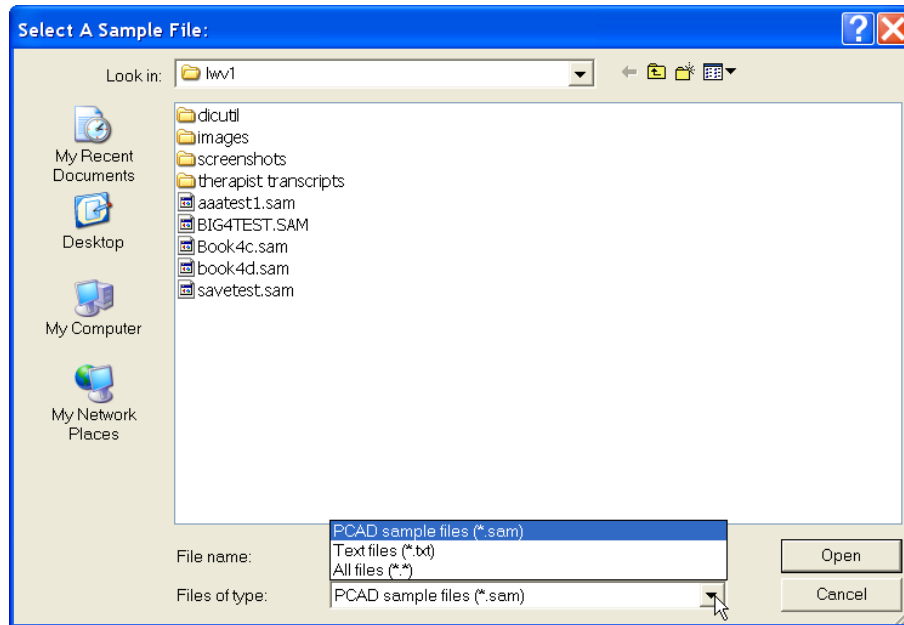

Navigate to the desired sample file (which may involve moving up and down through the folder tree), click on it to select it, then click on the "Open" button to open and score it.

NOTE: PCAD3 expects files to be in text format. The results of opening a file in, for example, Microsoft Word format (.DOC) are unpredictable, and may range from incomplete scoring to unexpected termination with an error. If you have files in Word format (or that of some other program), you can usually save them in a plain text format before using them as input to PCAD3.

Once the file is analyzed, the file name will appear in the file content tree.
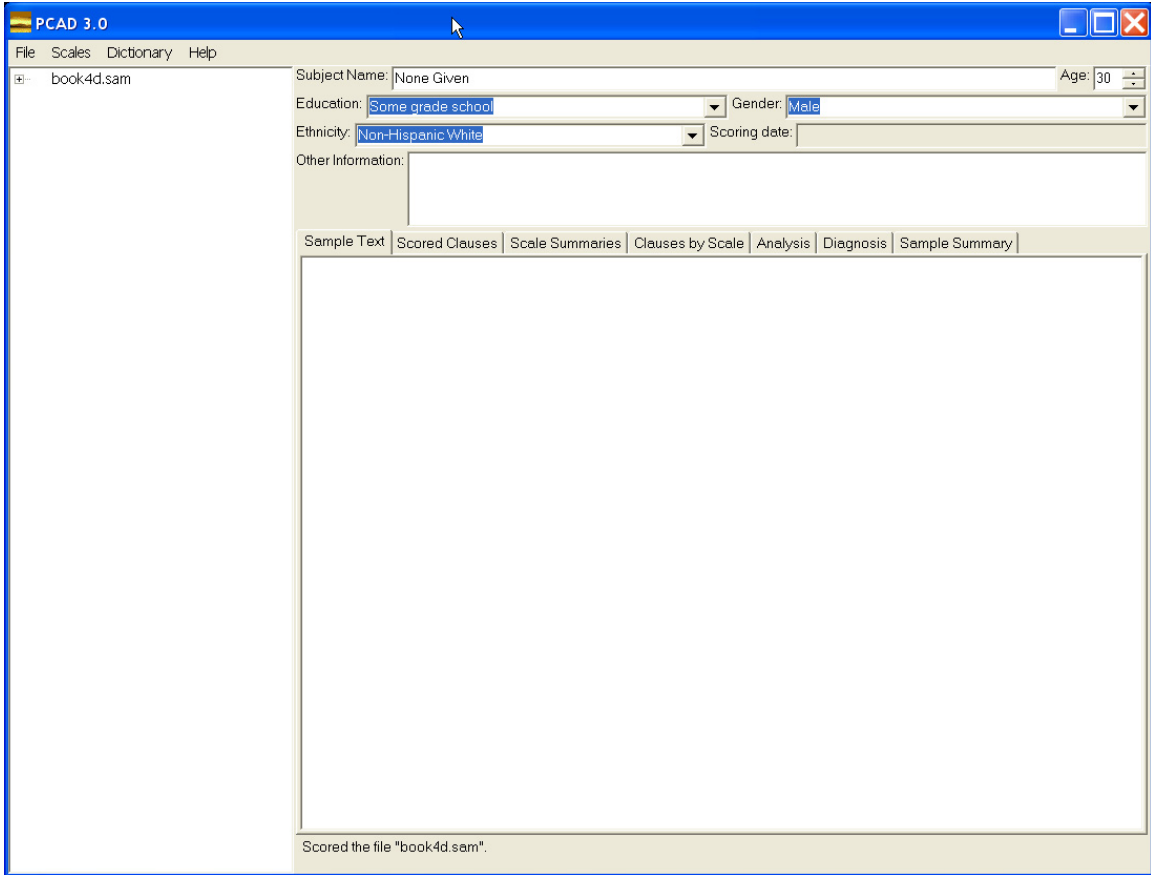
To see the results of the analysis, click on the + next to the file name to expand it and see all the samples in the file.
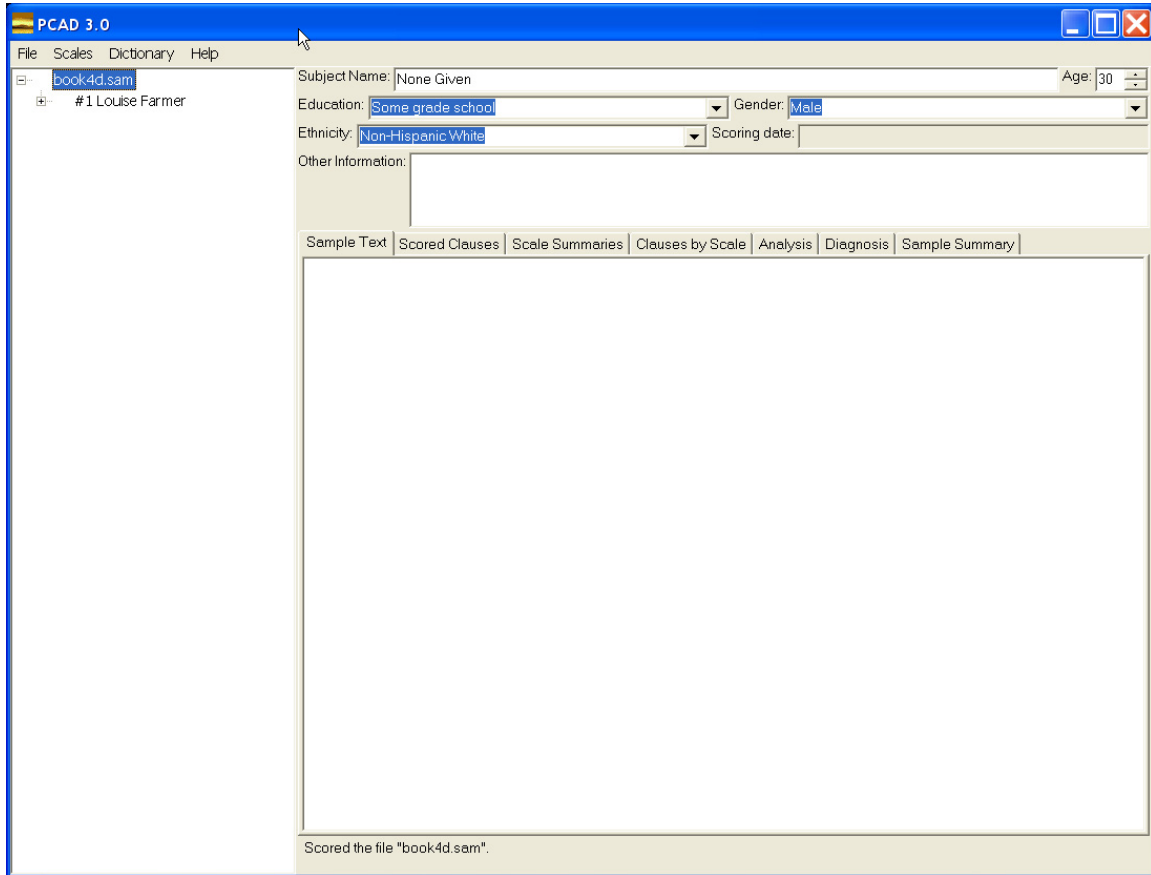

The samples in the file appear below the file name. (In the example shown here, there is only one sample in the file.

To view a sample and scoring results for that sample, click on it in the file tree area.
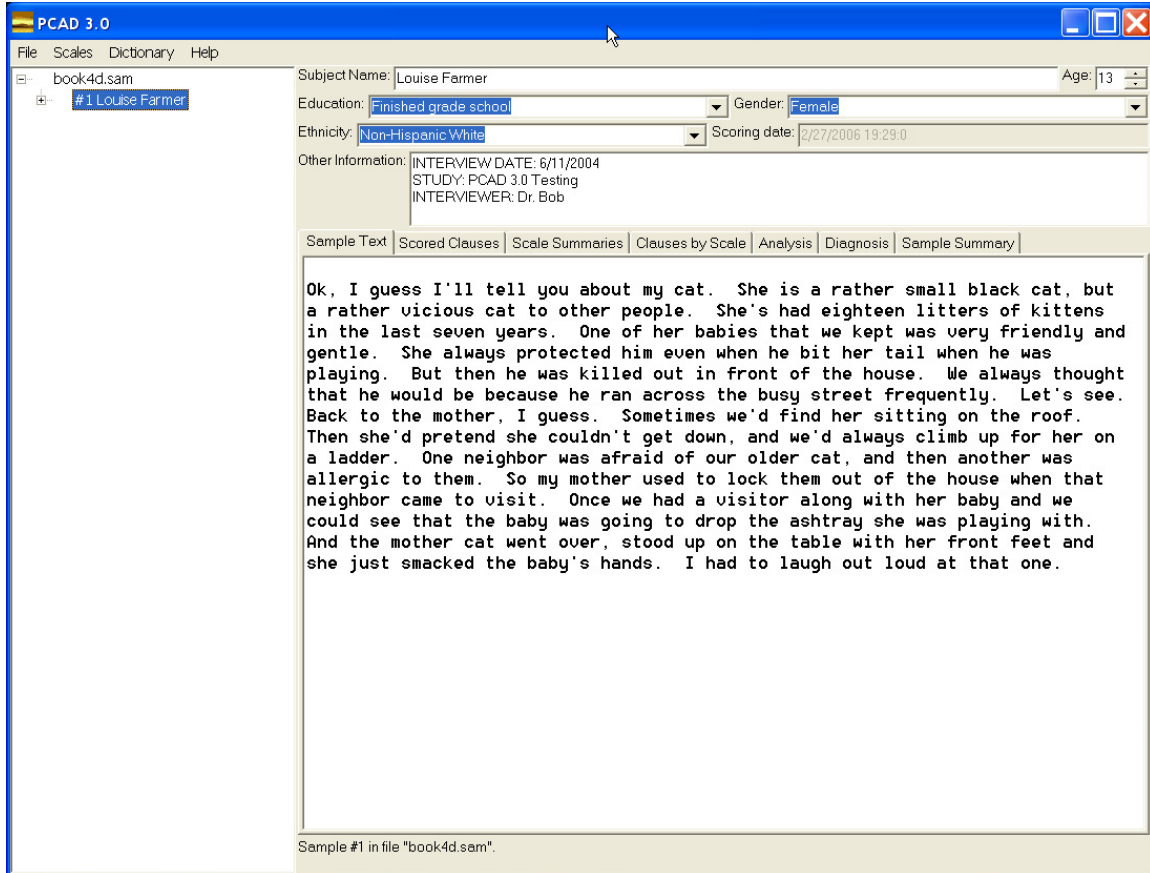
Any information found in the file about the subject providing the sample will be shown in the subject area. The input/output area has a number of tabs, each displaying a different bit of information about the sample. Select a tab by clicking on it.

The leftmost tab ("Sample Text") shows the original text of the sample. The other tabs show various outputs from analysis, as shown below:
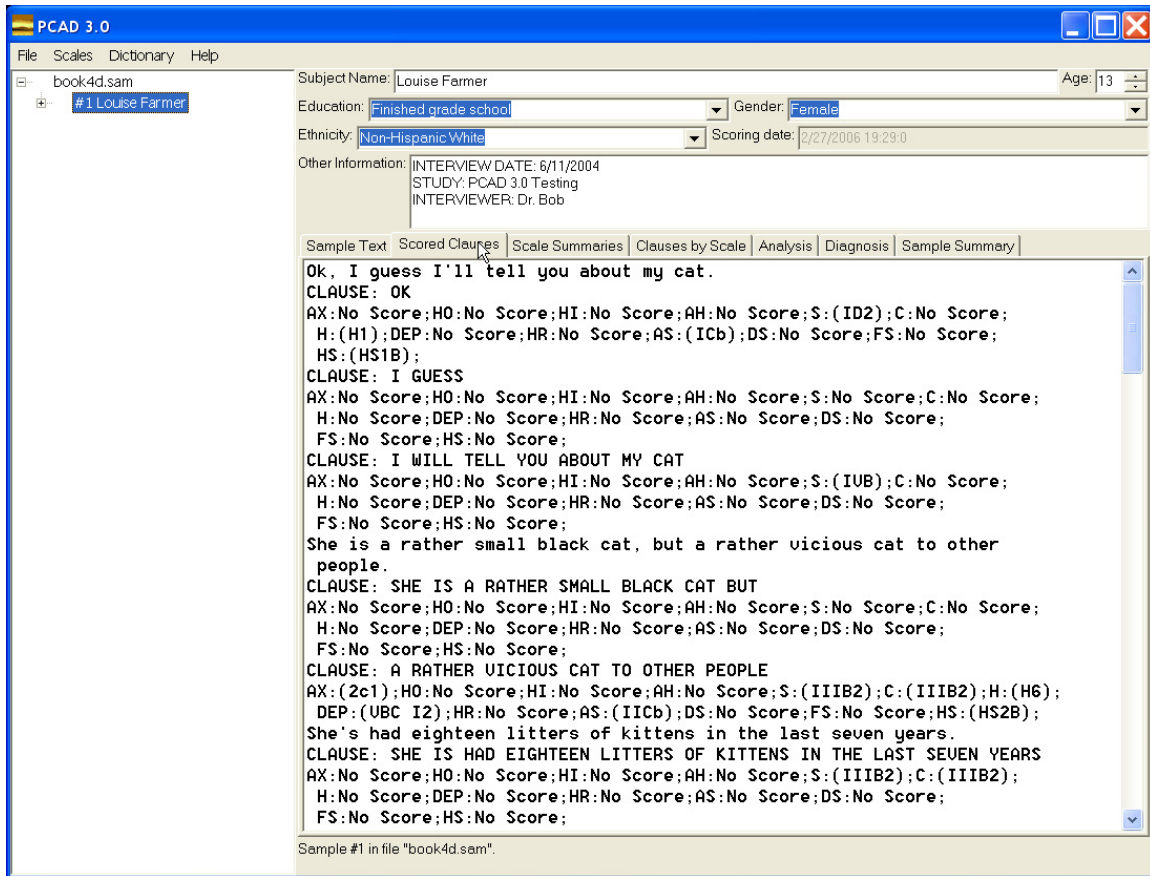
The "Scored Clauses" tab shows each clause in the input and the psychological scores assigned to that clause.

The "Scale Summaries" tab has several sub-tabs. Each sub-tab summarizes the psychological analysis for that scale. Select sub-tabs by clicking on them.
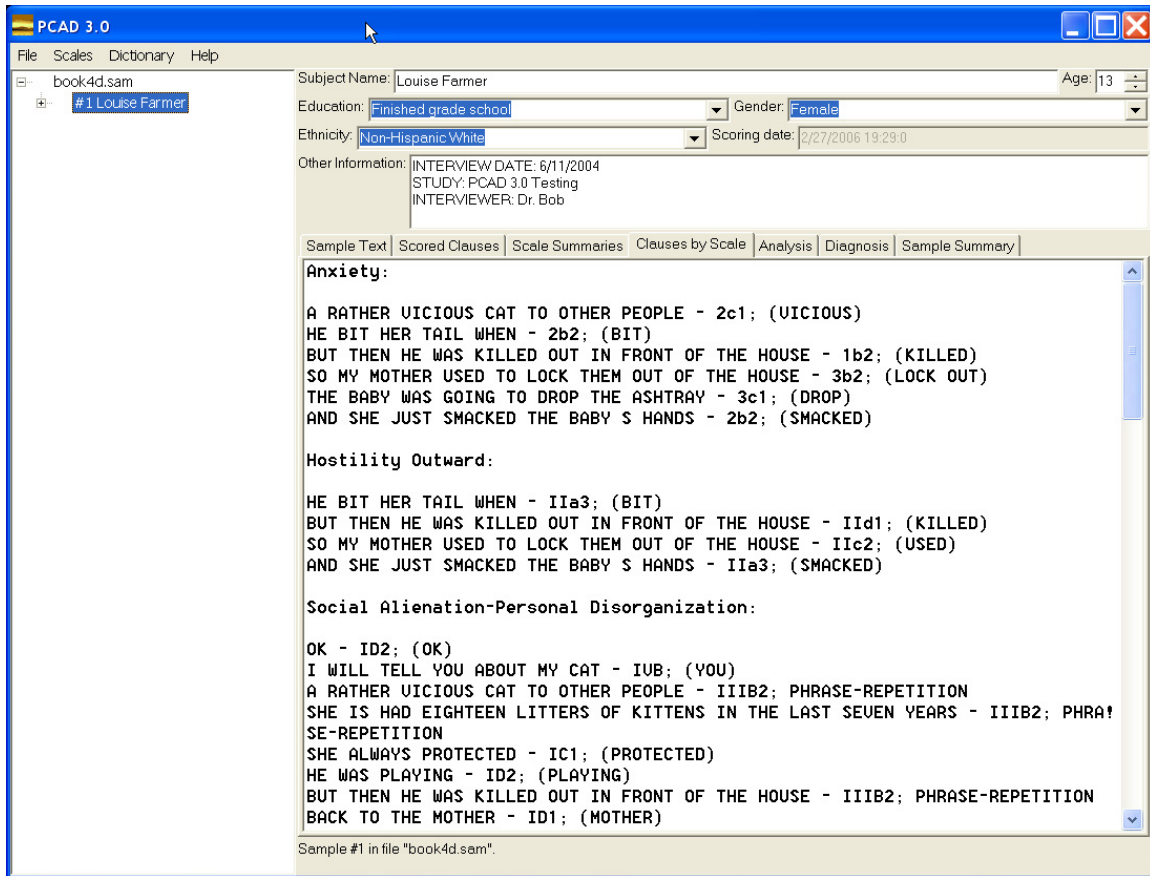
The "Clauses by Scale" tab shows, for each psychological category, all clauses that were found to fall into that category.
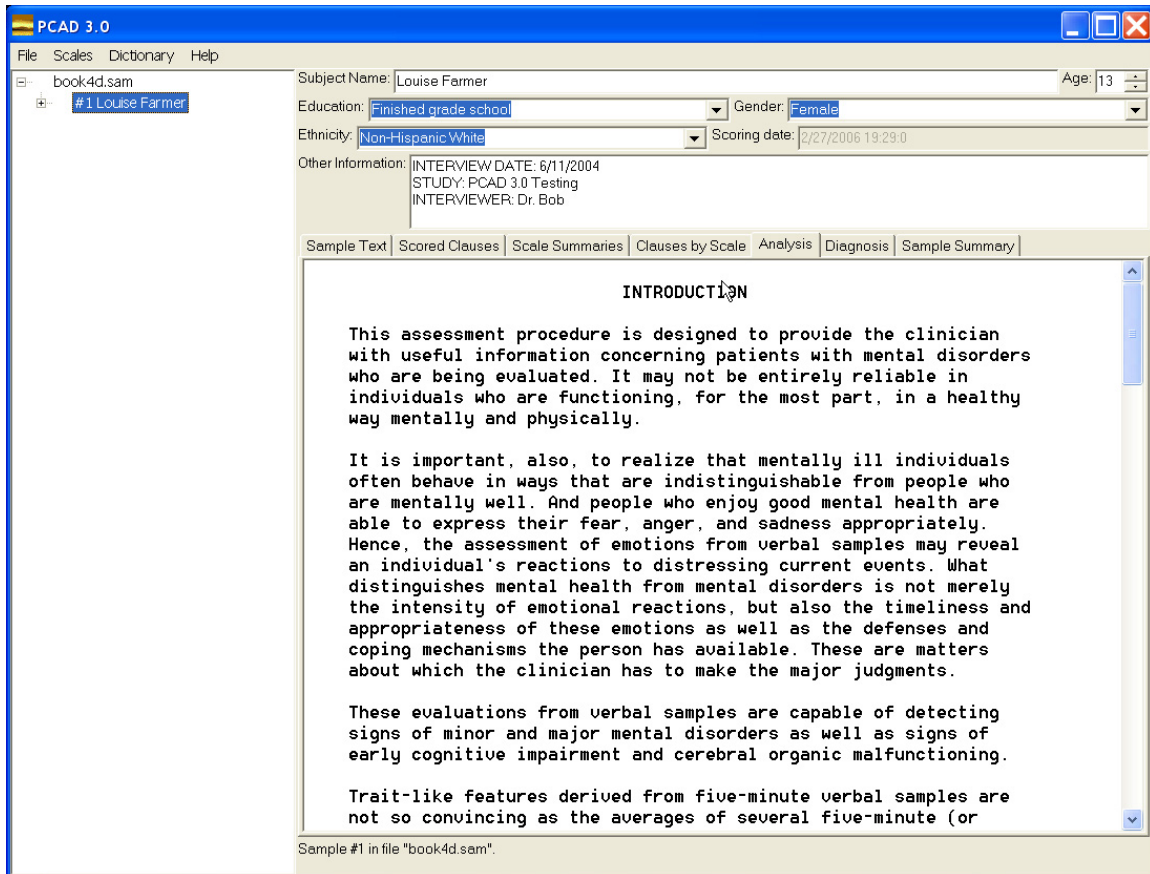
The "Analysis" tab gives a textual summary of the psychological analysis, along with some introductory material that provides other important considerations in assessing the subject's mental status.
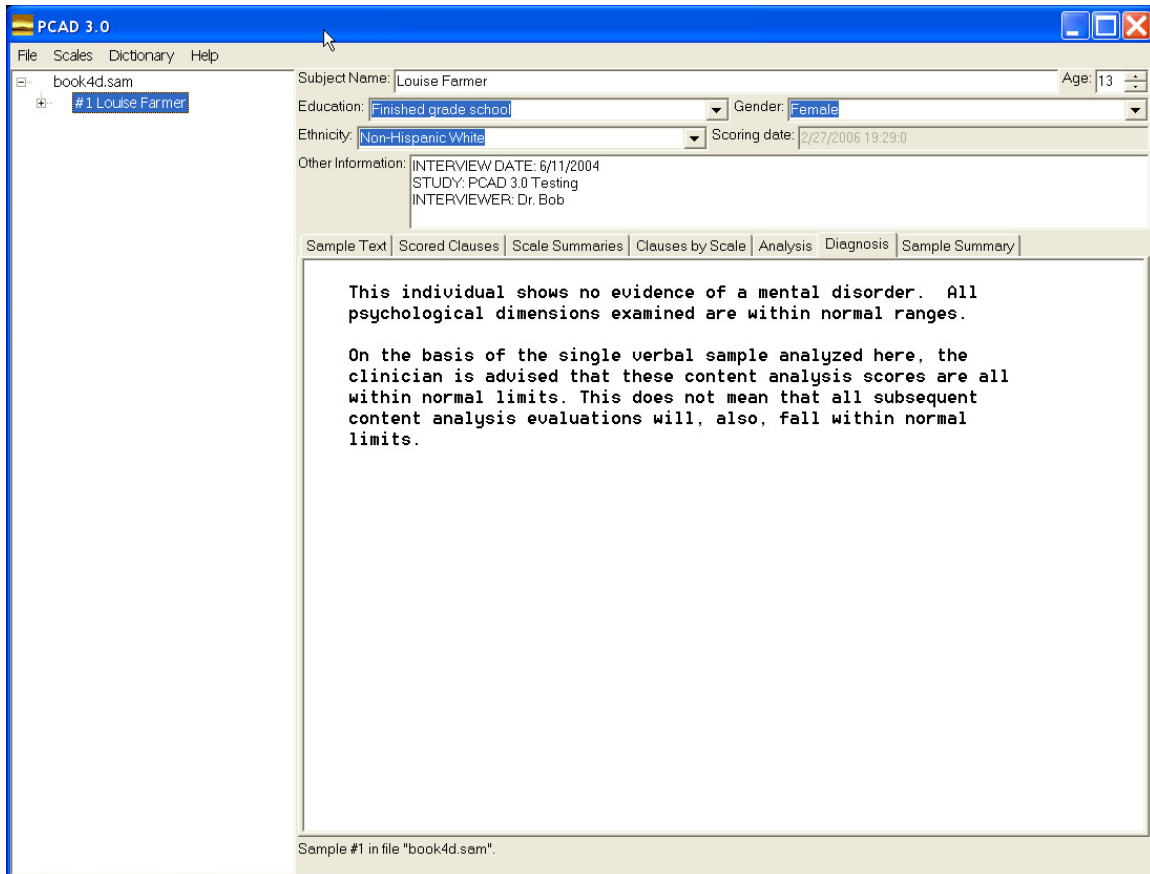
The "Diagnosis" tab lists psychiatric diagnoses (if any) that have been judged to be consistent with the psychological content of the sample.
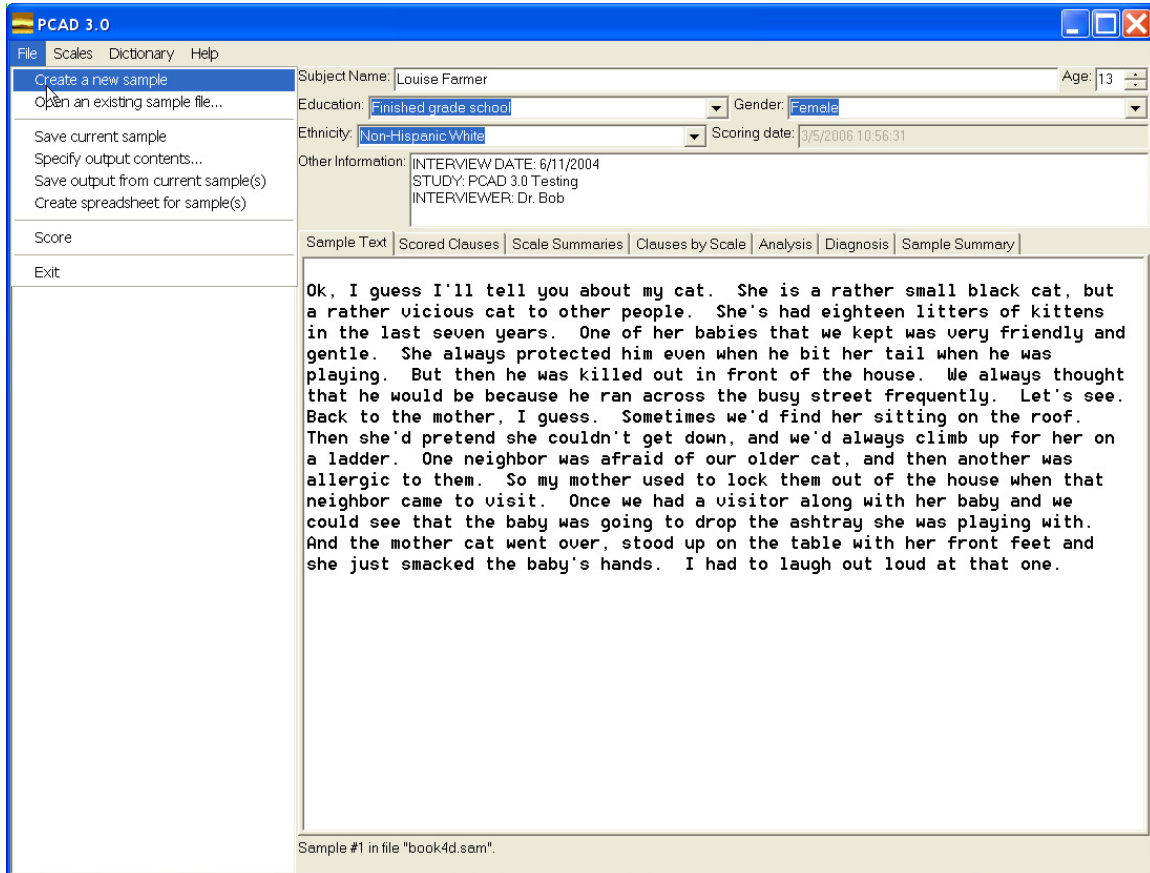
The "Sample Summary" tab provides a quick overview of all psychological categories for the sample.

If you do not have an already prepared sample, you may enter one by typing in the "Sample Text" tab. Begin by selecting "Create a new sample" from the File menu.
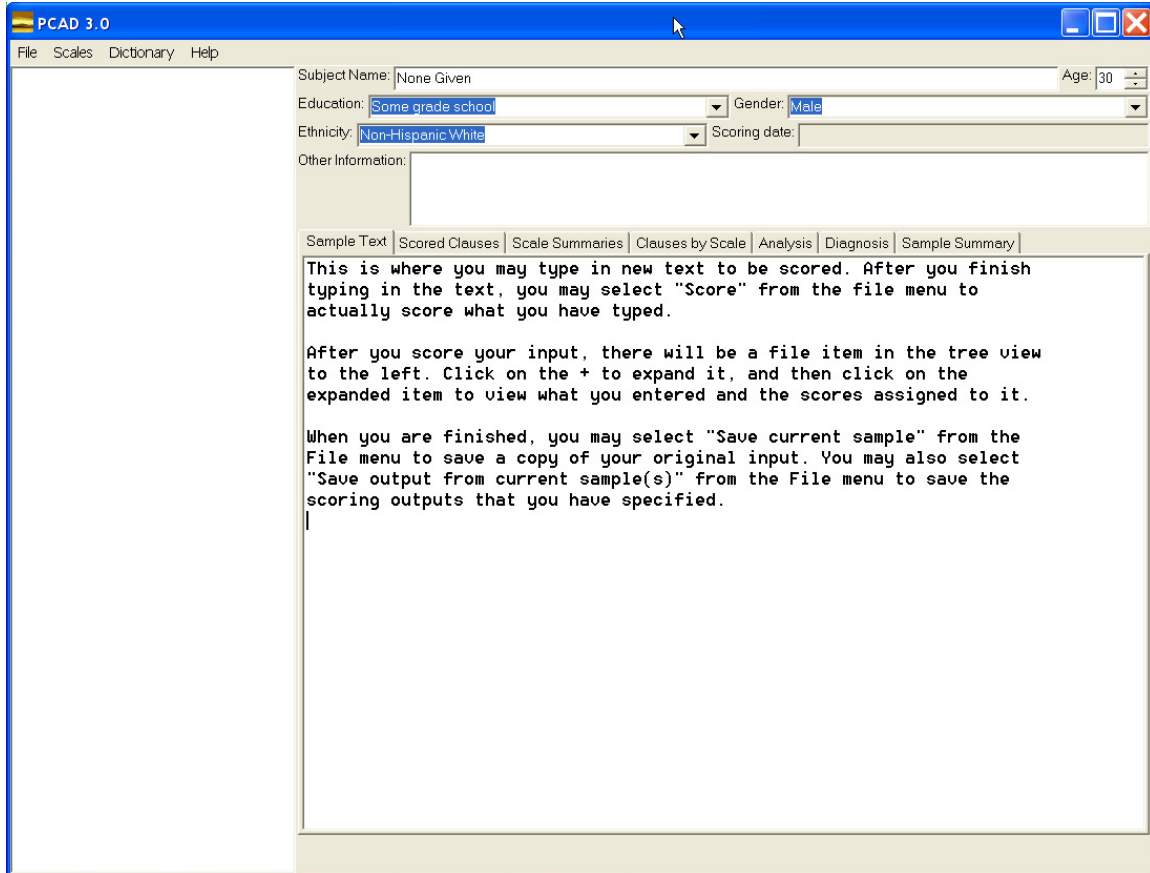
Any existing sample file will be cleared and you will have a fresh main screen.
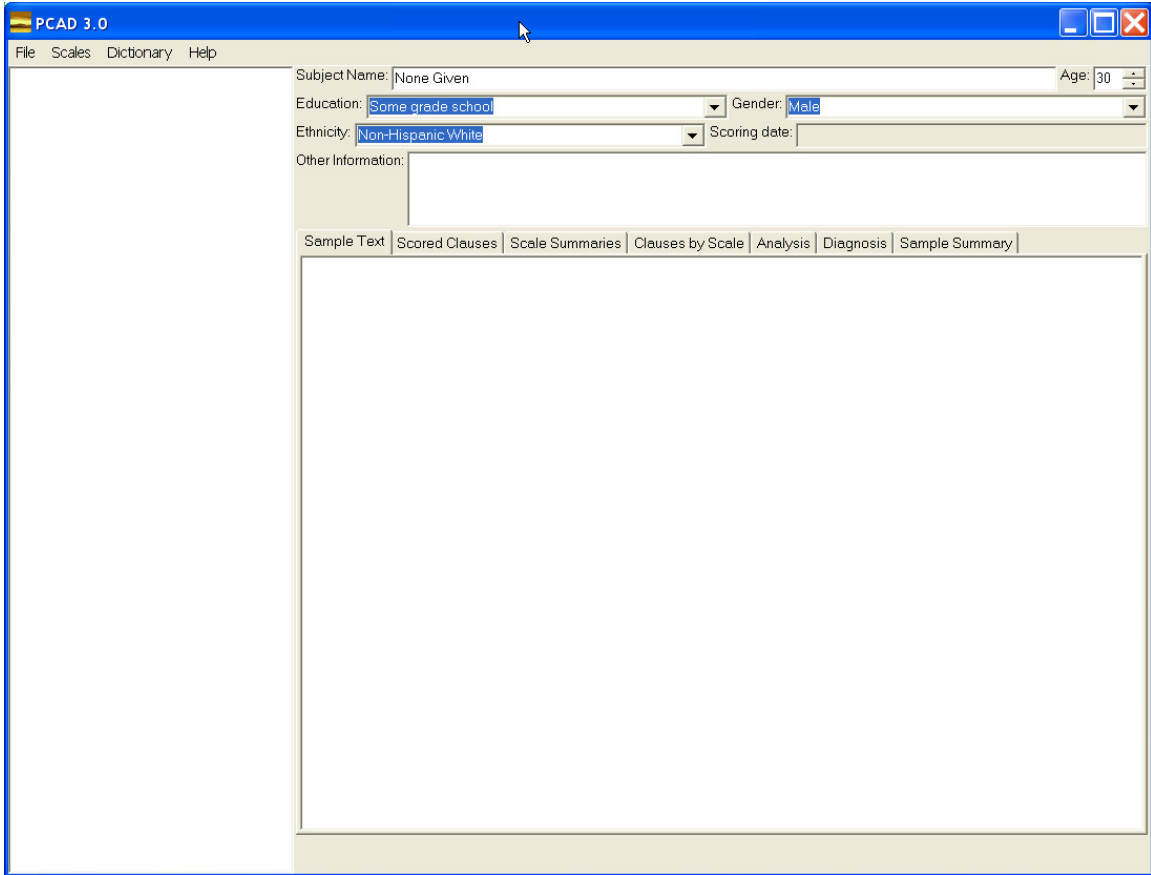
If necessary, click on the "Sample Text" tab to bring it to the top, and click in the text area on that tab to place the cursor there.

You may then type your sample.

Provide information about the subject who supplied the sample by filling in the blanks in the subject information area. The subject name and "Other Information" may simply be typed in. Age may be typed in or you may use the up- and down-arrows next to the age to set it. Education, gender, and ethnicity are set by using pull-down menus.

The following shows the process of selecting a subject education level:
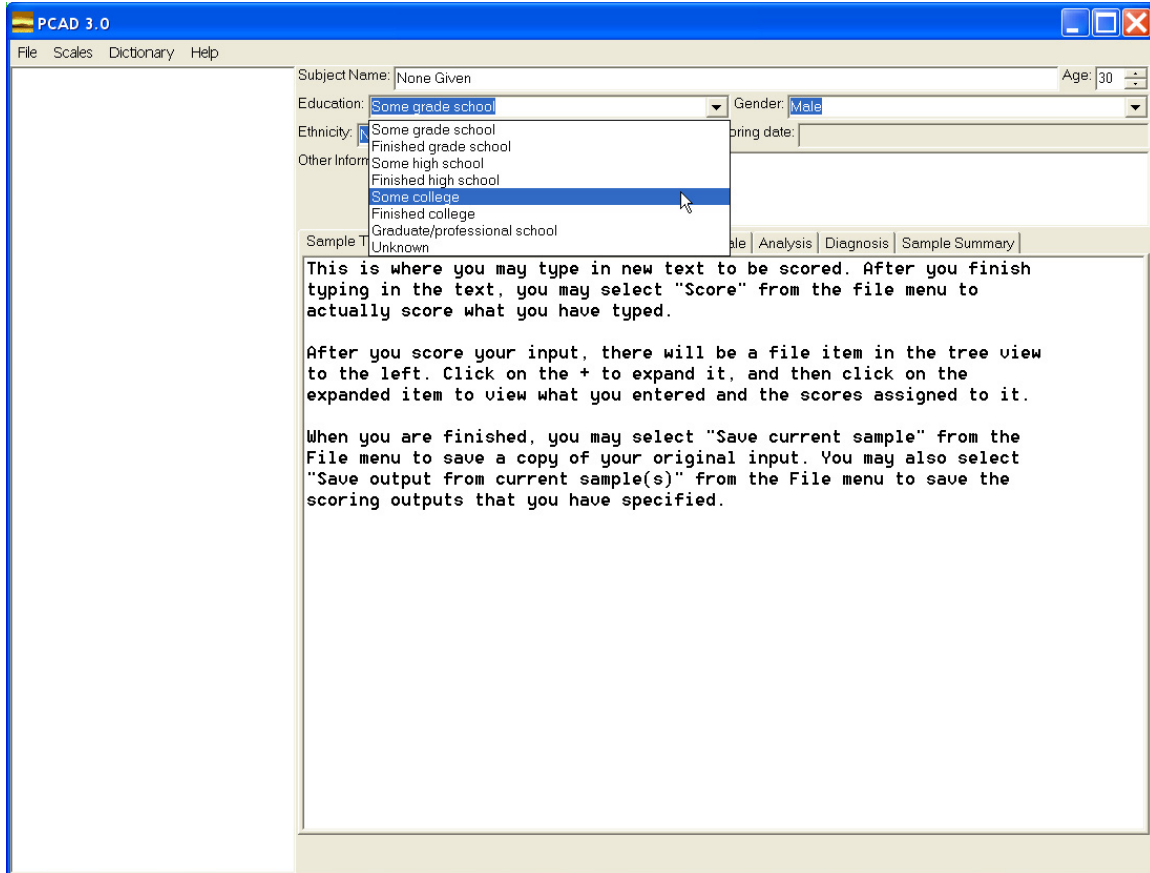
If you don't provide any specific information about the subject, PCAD3 will use the default values shown in the subject area.

Once you've typed in your sample (and possibly provided subject information), you may analyze it by selecting "Score" from the File menu.
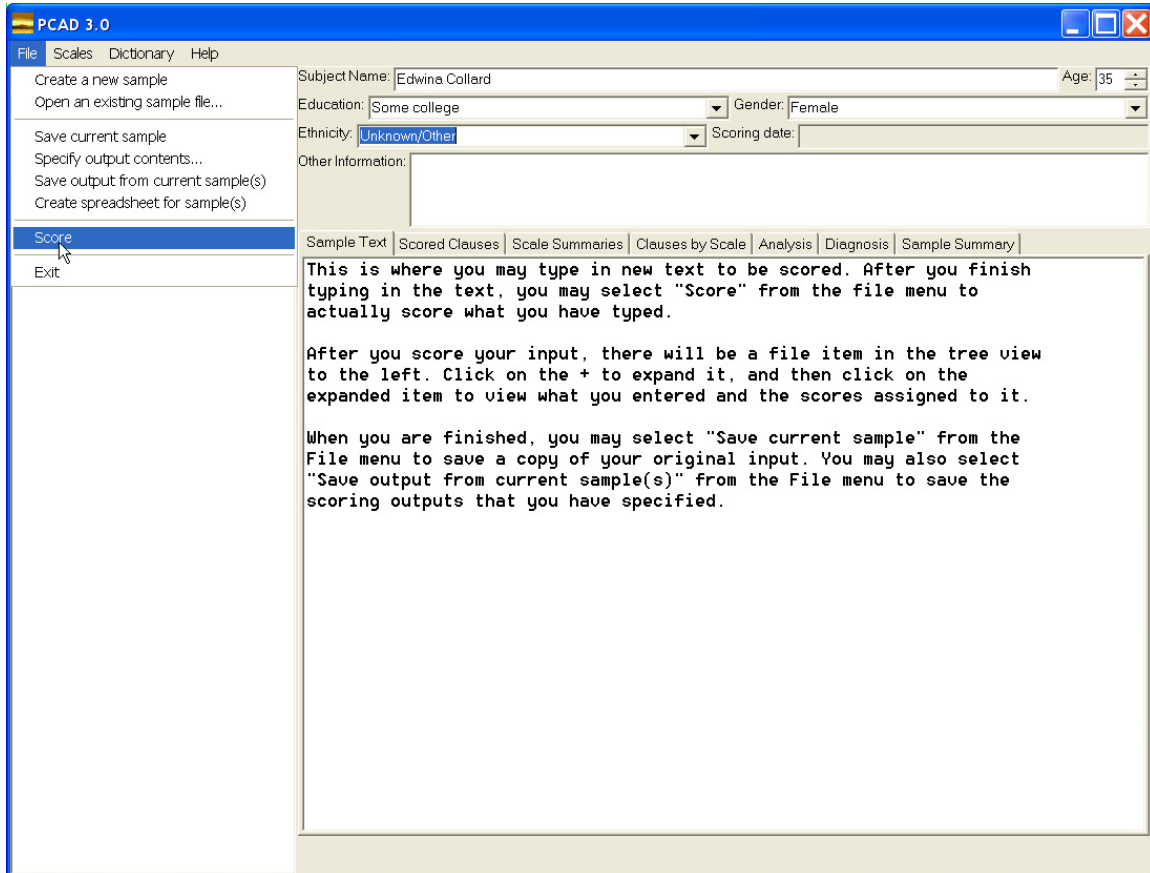
You will have to expand the file content tree to view the analysis outputs:
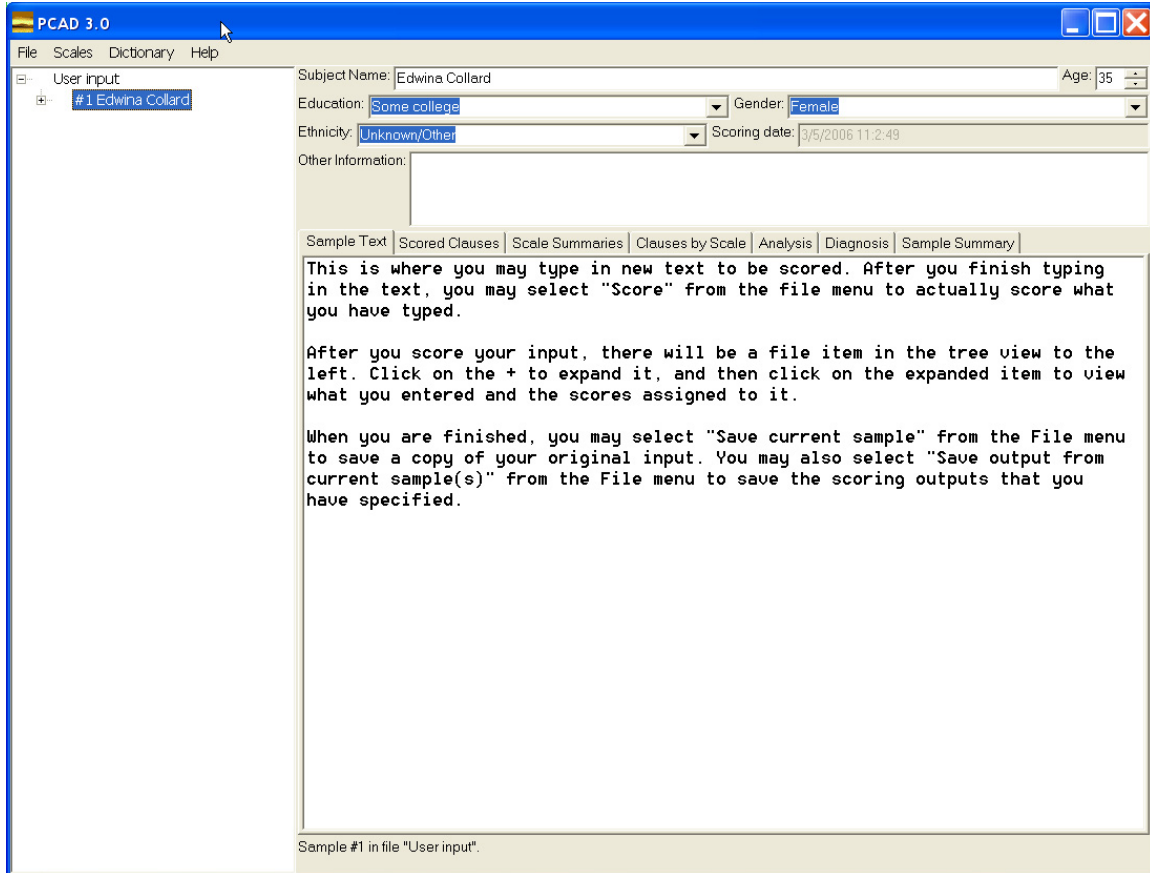
Use the tabs to move around the various sample analysis outputs. (Described earlier.)

PCAD3 can save your sample input (with no analysis) in a text file, as well as saving analysis output.

To save just the sample, select "Save current sample" from the File menu.
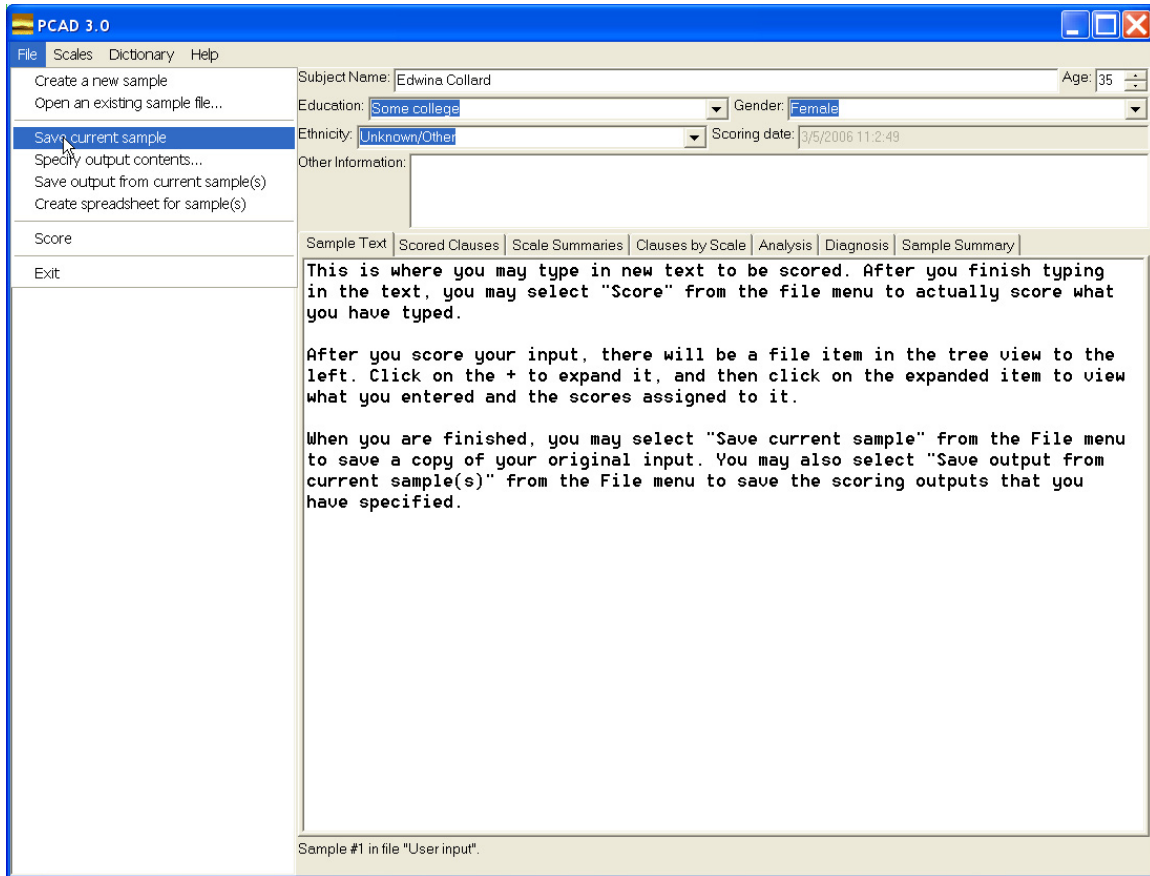
You will be prompted to provide a name for the sample file. Navigate to the desired directory (if different than the one offered), type in a file name, then click on "Save" to store the sample. (Click on "Cancel" to return to the main window without saving.)
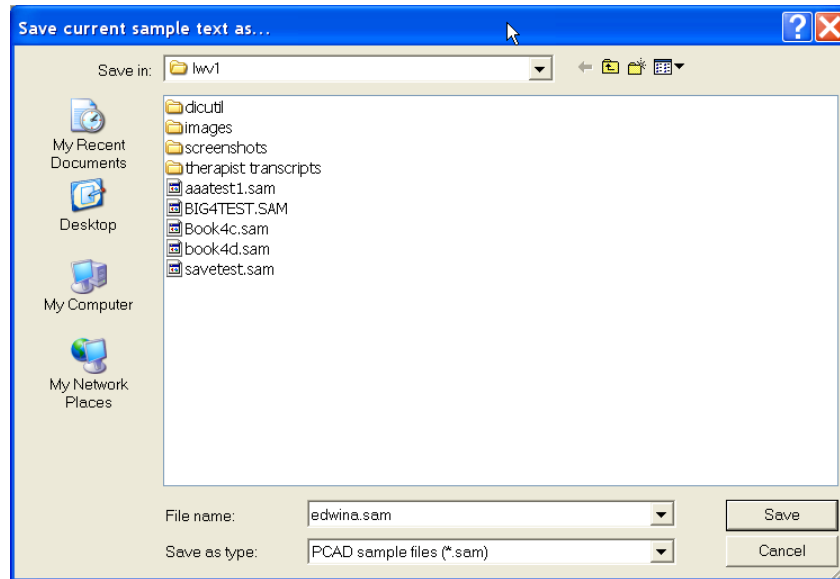
By default, the file will be saved with ".SAM" extension. You may override this if desired.

NOTE: PCAD3 only saves information you specifically ask it to - there is no "Autosave" mode. Samples that you enter as well as any analyses will be lost if you exit without saving.

Recommended practice is to create sample files outside PCAD3, e.g., using a text editor. This helps to ensure that the sample itself is not lost by accidentally exiting from PCAD3 without saving.

Saving the sample analysis output is slightly more complex. Clearly, there is a lot of sample output. Not all of it may be needed or desired in a saved form. To select what parts of the analysis output to save, select "Specify output contents..." from the File menu.
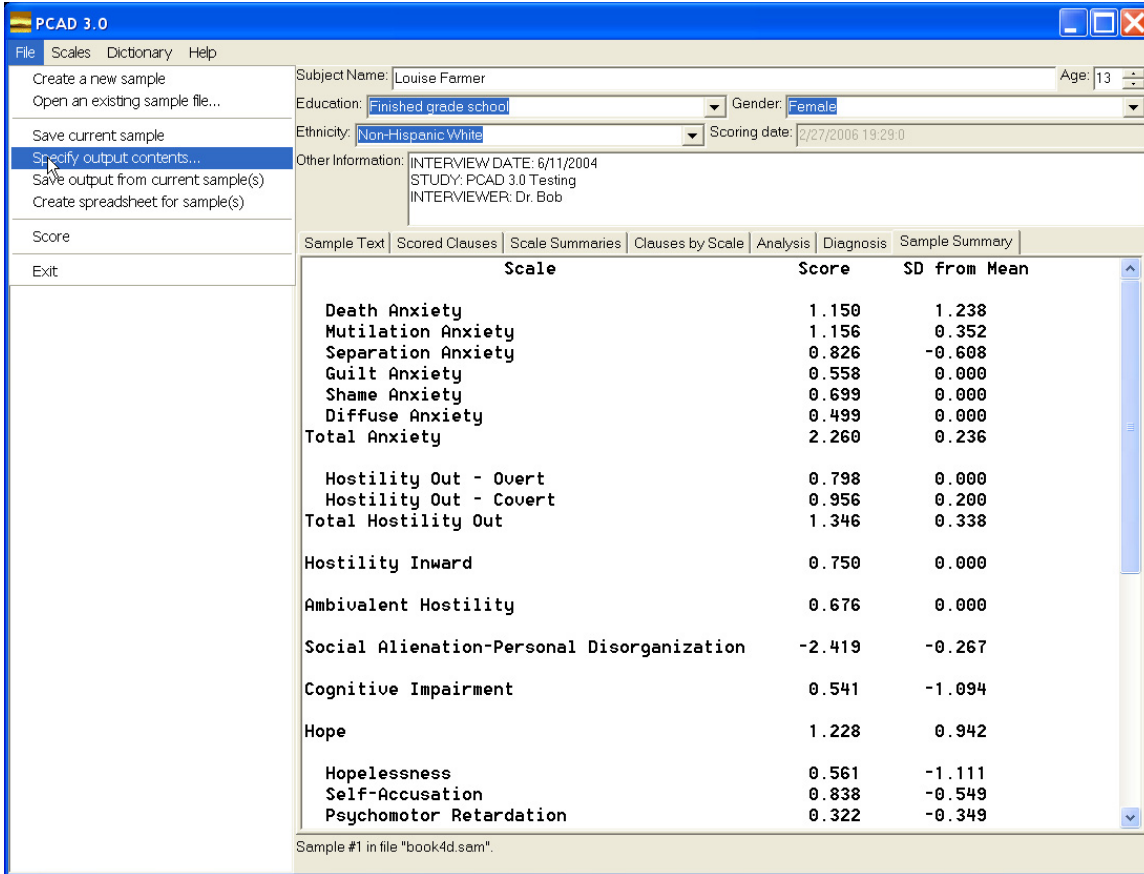
A dialog will pop up listing the various analysis components.
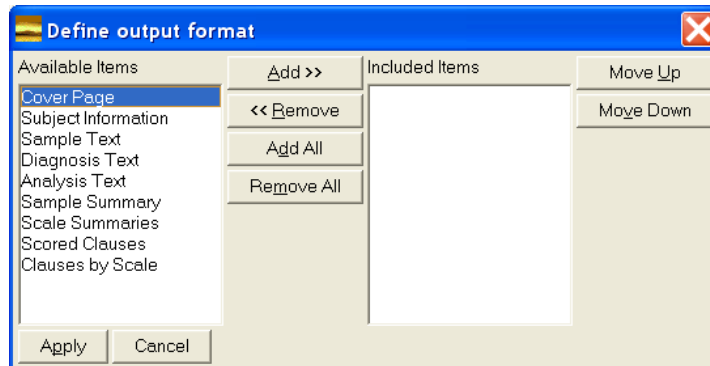
Components on the left are currently not selected for inclusion in the output, while components on the right are selected for inclusion in the output. To add a component in the "Available Items" list to the output, click on it and then click on the "Add>>" button between the lists. To remove a component from the "Included Items" list, click on it then

click on the "<<Remove" button between the lists. The "Add All" button will place all items into the "Included Items" list, where they will be included in the saved output. The "Remove All" button will remove all items from the "Included Items" list, leaving nothing for output.

Items in the "Included Items" list are output in order from top to bottom. To change the order, use the "Move Up" and "Move Down" buttons at the right of the definition window. Select an item, then click on "Move Up" or "Move Down" to change its position in the "Included Items" list.

Once you are happy with your output selections, click on the "Apply" button to put your choices into effect. If you change your mind and want to return to the main screen without making any changes, click on the "Cancel" button.

NOTE: The choices are reset every time PCAD3 is restarted.

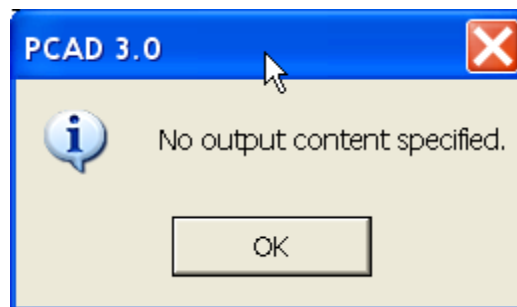Once you have selected the components to include in the output, you can save the PCAD3 output to a file by selecting "Save output from current sample(s)" from the File menu.
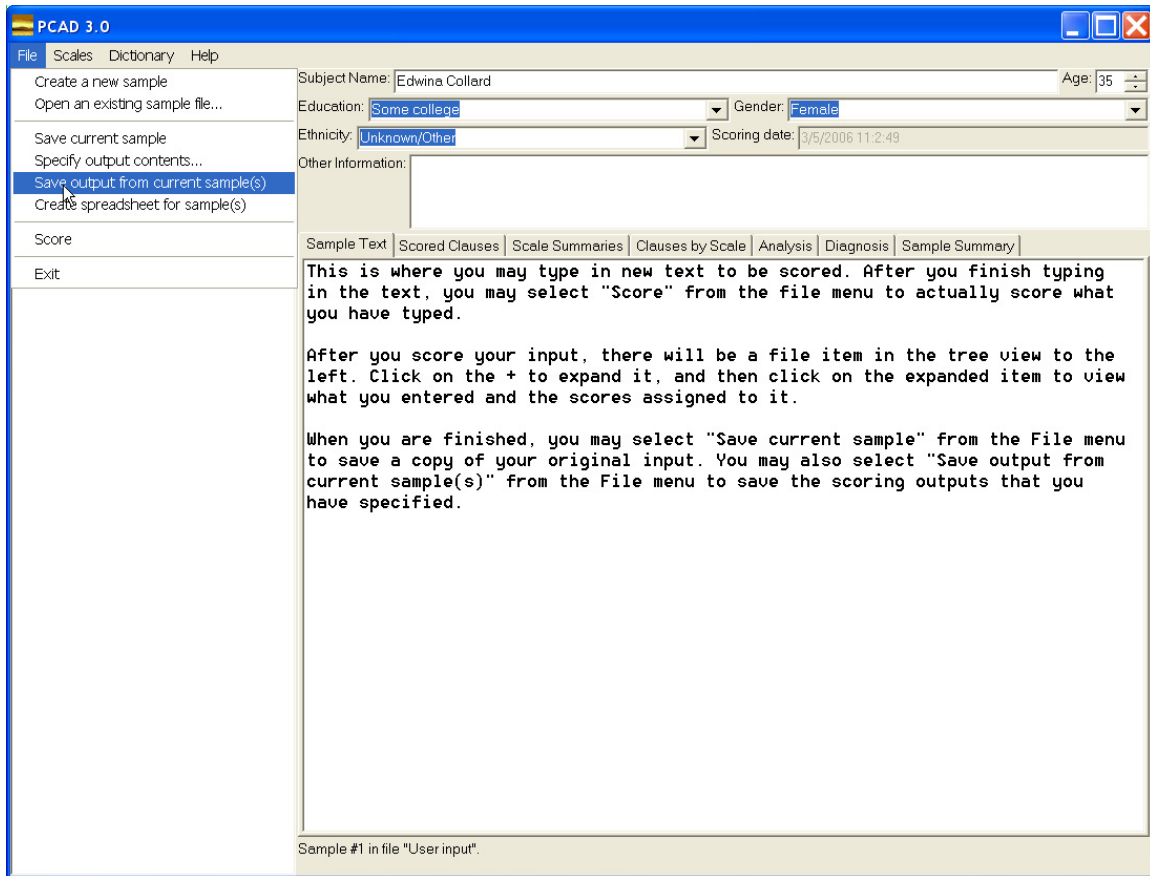
If you have not selected any output components, a small window will pop up to warn you that no output can be produced.


Click on "OK" to continue. Select some components for output, then "Save output from current sample(s)" again.

NOTE: If no sample is selected in the file content tree area, no output will be generated because PCAD3 cannot tell what to report on.

If there are multiple samples in a file, you may select the file name in the tree area (rather than a specific sample) before requesting output, and PCAD3 will attempt to generate output for each sample in the file.

When all conditions are satisfactory, "Save output from current sample(s)" will open a file save window where you can specify the name of the file to hold the output.
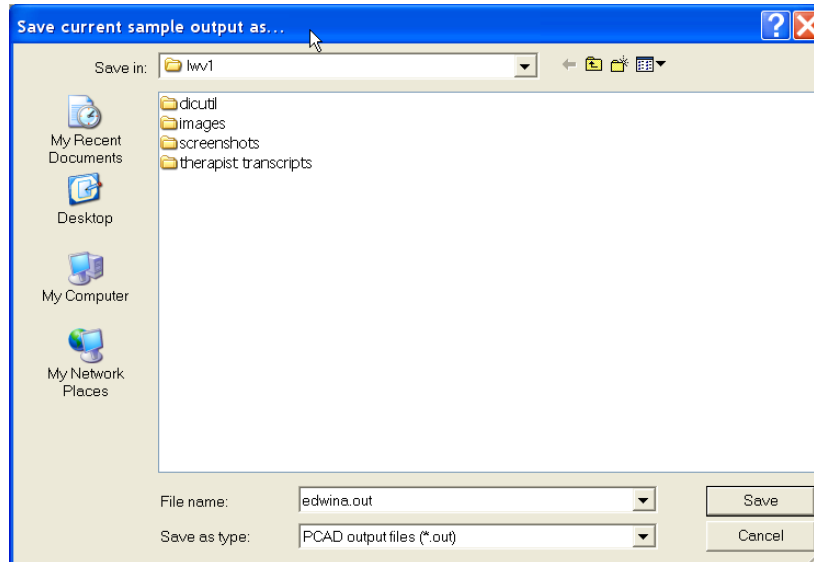
Navigate to the desired directory (if different than the default), type in a file name, then click on the "Save" button to create the output file. By default, the extension on PCAD3 scoring output files is ".OUT", but you can override this if you wish.

The scoring results (scores on each scale and subscale, and tallies on each scale item) can be dumped to comma-separated value (CSV) files, which may in turn be read by Microsoft Excel. PCAD3 CSV files have a row of labels and one row of data for each sample in the selected sample file. (If only a single sample is highlighted in the tree area, then only that single sample will be dumped to the CSV files.) Because there are so many output values, they are spread over three CSV files. The file names are derived from the input file name. In the case of direct user input into the sample area, a base name of "User Input" is used.

There is an option under the File menu to save results to a spreadsheet file.
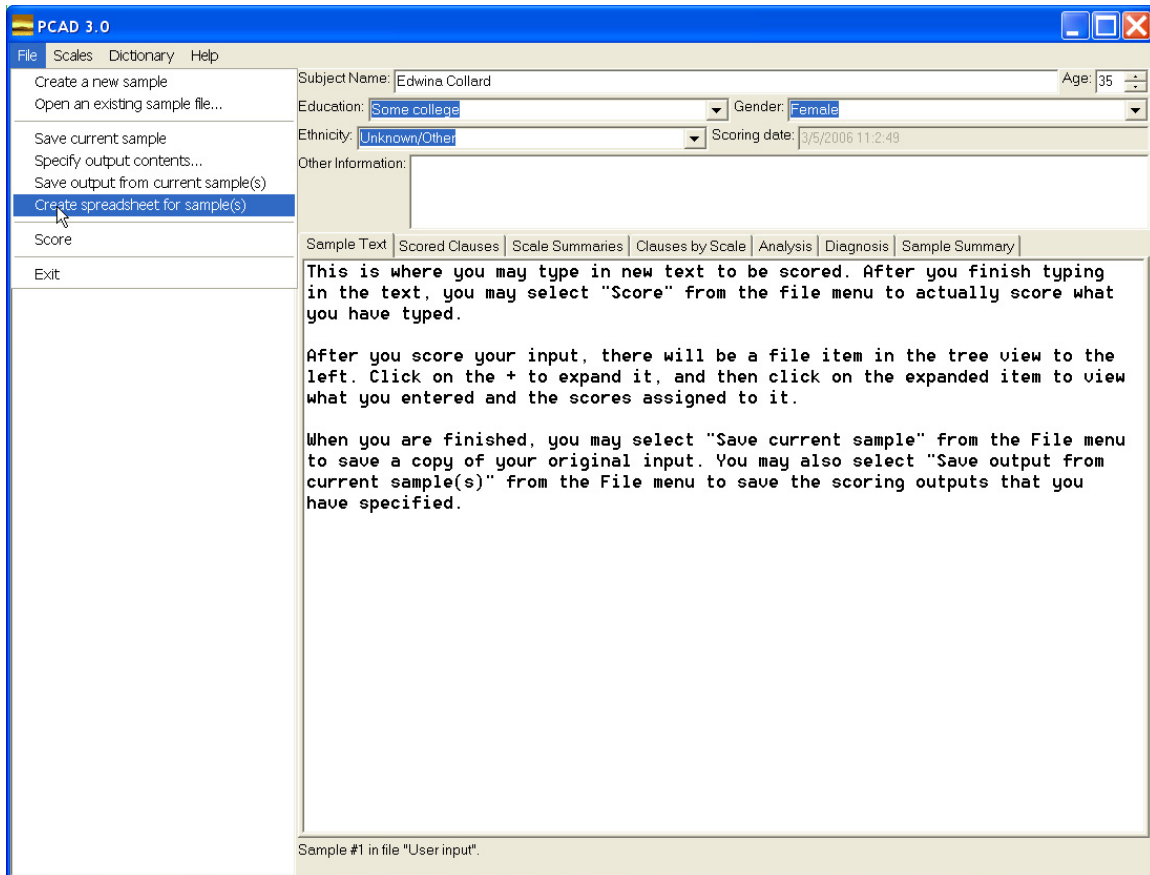

There is no option to select a file name or destination - the spreadsheets will named based on the sample file name, and will be placed in the directory where the sample was found.
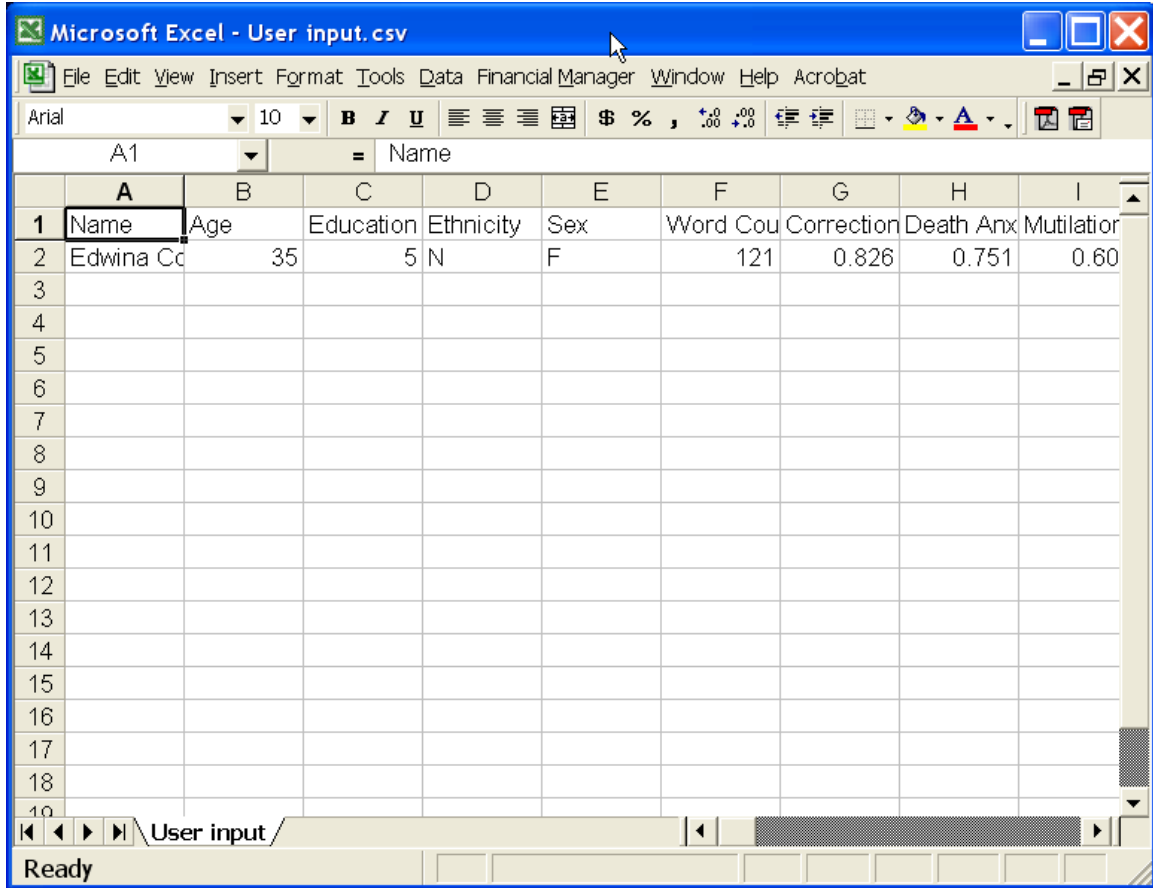
In Microsoft Excel, you may use the File|Open command to view the resulting spreadsheets. It will be necessary to indicate that Excel should look at non-XLS files:
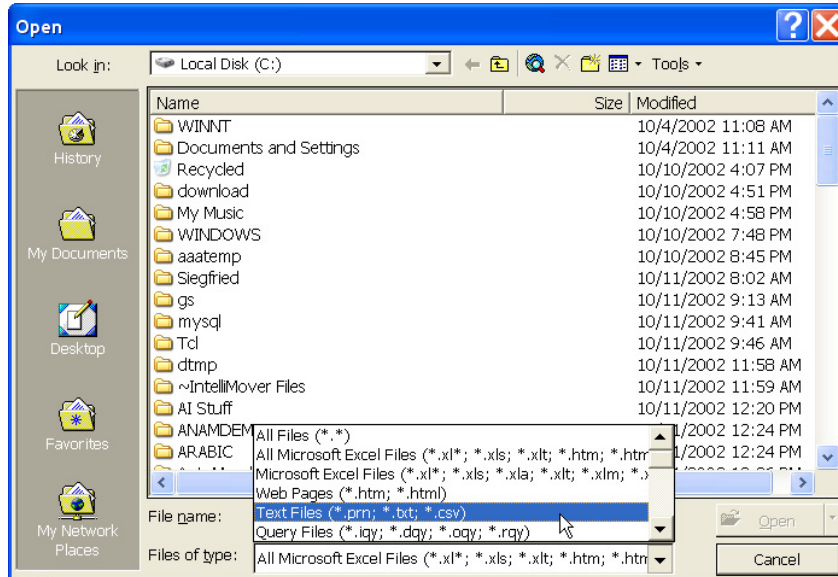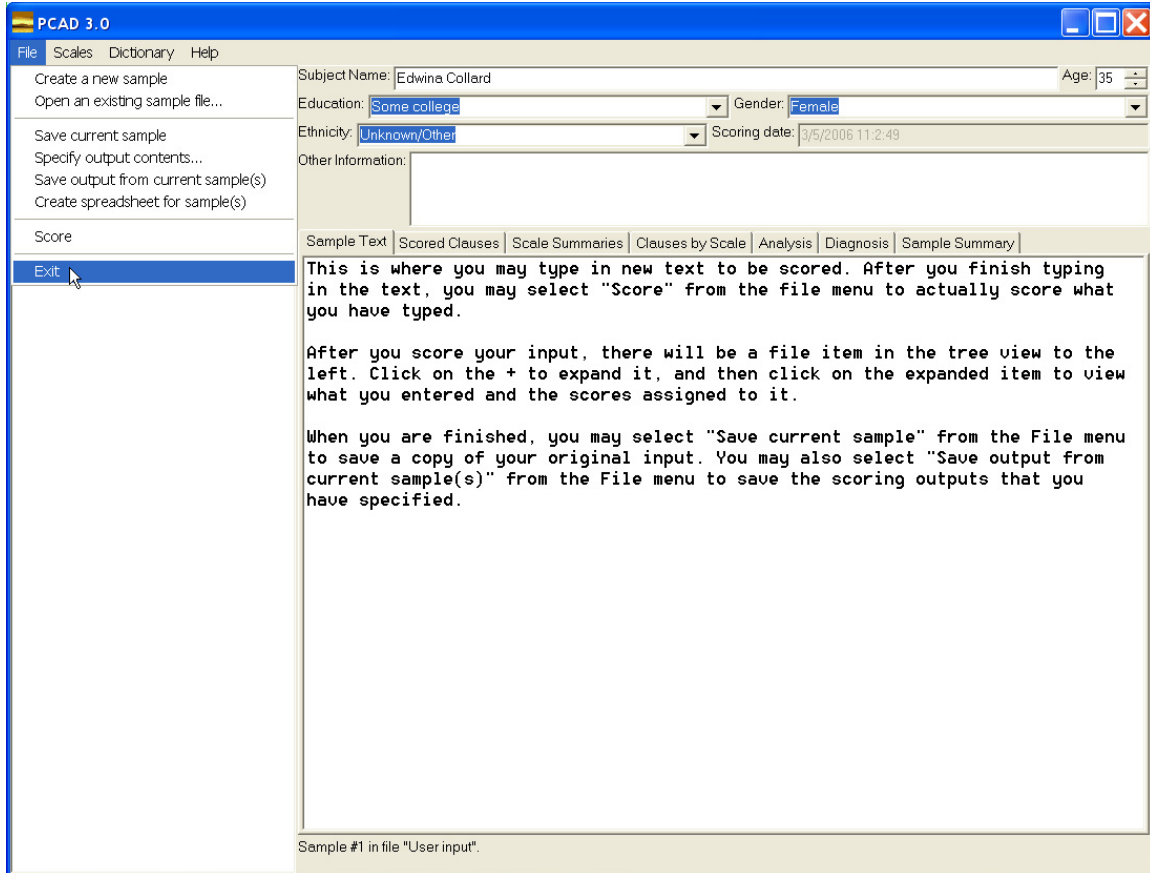

The file can be selected by highlighting it, and opened by clicking on the Open button.
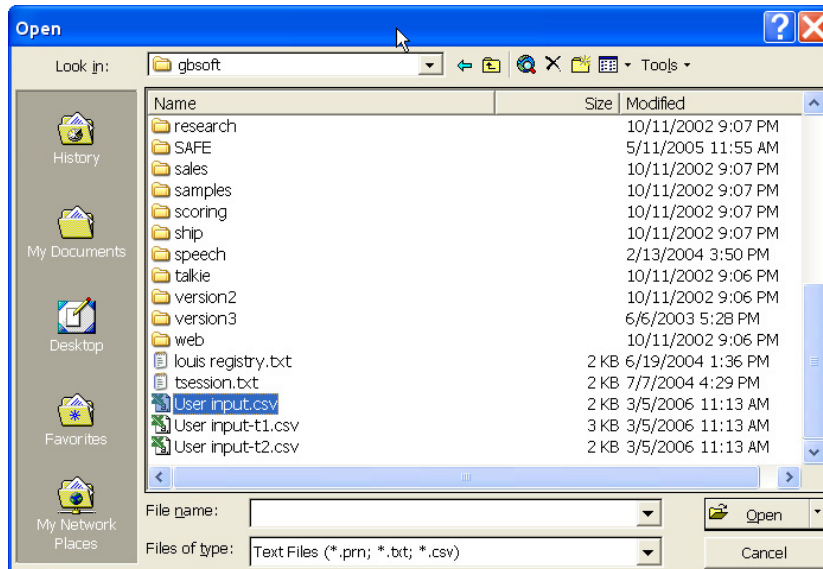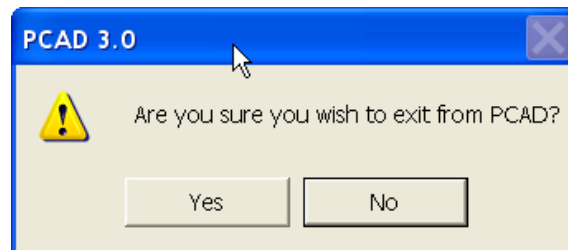
A spreadsheet file opened in Excel will look something like the following:

To exit from PCAD3, select "Exit" from the File menu.

A confirmation window will pop up.

Click on "Yes" to exit, or "No" to return to the PCAD3 main screen.