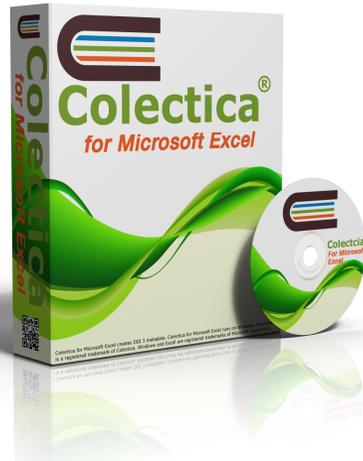# colectica

# Colectica for Microsoft Excel

## A Free Microsoft Excel Addin for Data Documentation

### Your Dataset Deserves More than a First Row Header

## Document Variables and Datasets

Colectica allows documenting of Variables, Code Lists, and Data Sets directly from within Microsoft Excel.

## Metadata is Embedded

Colectica saves your standards-based metadata directly in the Microsoft Excel file. If you email or share your file, the metadata will still be attached.

## Publish Documentation

Colectica for Excel can generate documentation for your Variables, Code Lists, and dataset in PDF, Word, HTML, and XSL-FO.

## Create DDI-Lifecycle Metadata

Export your data documentation to an XML file in the DDI metadata format, the standard for data documentation. Open and edit it from Colectica Designer, Colectica Express, or other DDI applications.

## Import SPSS to Excel

Colectica for Excel allows direct importing and documenting of SPSS data files, with a file extension .sav. The variable names, labels and code lists in the SPSS file will also be imported and documented automatically.

## Import Stata to Excel

Colectica for Excel allows direct importing and documenting of Stata data files, with a file extension .dta. The variable names, labels and code lists in the Stata file will also be imported and documented automatically.