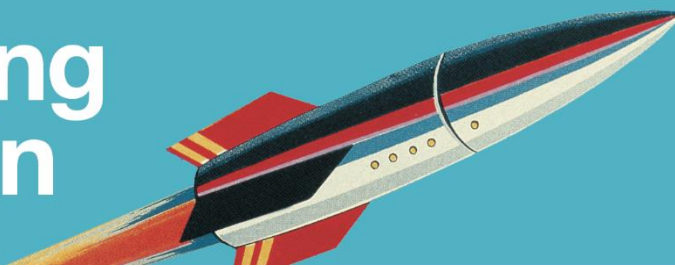


let your training journey begin



Trainer's top tips: *Data Planet*

Our Trainers have put together their top tips to introduce you to **Data Planet**, the largest statistical aggregator where you will find high-quality data across 16 subject areas to help you conduct your research projects. If you want to learn more, [explore the rest of our training resources](#), or ask your librarians who will be happy to help you!

Use the Self Help tool to get started

When you first arrive at *Data Planet*, a great place to start is with our **Self Help** tool, which appears as a small red button at the top-centre of the screen. This tool will guide you through the basics of the platform step-by-step. We recommend you start with the option "Introductory tour of the Data Planet interface". We also recommend [exploring our LibGuides](#) to help you learn about the *Data Planet* interface in more detail.

Enjoy the single-screen interface for easy browsing

The single-screen interface in *Data Planet* is based on **three panels**:

- First, use the left-hand panel to browse sources and subject areas, to find the right dataset (**Indicator panel**)
- Next, use the top panel to choose between different criteria and variables within that dataset (**Criteria panel**)
- Finally, use the main panel to visualise your data with charts and to export charts and data (**Results panel**)

Use multi-select to overlay multiple sources, indicators and variables

In *Data Planet*, you can easily overlay data from different sources in order to compare them; this saves you time, because you won't need to re-format data from different sources just to be able to do your analysis. In order to use the overlay functionality, simply hold down the **Ctrl** button on Windows and the **Cmd** button on Macs while you click, in order to select multiple options at the same time. You can use this option to **select multiple datasets** in the left-hand panel (the **Indicator panel**), from the same source or from different sources; for example, you might want to compare data from the World Bank and the OECD. You can also use multi-select to **show multiple indicators or variables** from within a single dataset or across multiple datasets, selecting your options in the top **Criteria panel**; for example, if comparing data from the World Bank and the OECD, you can choose which country data you are viewing.

Don't forget! When you have selected an additional dataset from the left-hand Indicator panel in order to compare across multiple datasets, it is crucial that you then multi-select your chosen indicator/s from the Criteria panel above the chart view, otherwise the additional dataset will not be integrated into your chart.

Switch between chart types to visualise data

Once you have chosen your data and variables, you can switch between various chart types to visualise your data in the most appropriate way. The chart types available are **Trend**, **Map**, **Pie** and **Rank**. It is important to note that not all chart types are available for all data views: chart availability will depend on the data combinations you have selected.

Export your chart view and raw data to do a deeper analysis

In order to truly understand the data you are viewing, you will want to download it in order to do your own statistical analysis. When you are ready, use the **Export** button on the right-hand side of the chart view to download the raw data into Excel, XML and SAS format. You can then proceed to use your preferred software to analyse the data. Likewise, you can download any of the charts into PDF or PowerPoint format, so that you can easily present your data, perhaps in your dissertation, in a presentation you are giving, or just to share with co-researchers.