A quick and dirty guide to opening files in UCINET and NETDRAW
...with pictures! ¹

**STEP 1: Recording your data**
When you start, your data should be in an Excel sheet, formatted like this. Note that the row headers and the column headers must be the same. Nothing should be in the upper left corner.

In this example, the two boys talk to each other, the two girls talk to each other, and Bob and Rachel talk to each other. Their relationship is listed as a 2, which implies a stronger relationship. Perhaps they are dating.²

**STEP 2: Type your data into UCINET**
UCINET can import Excel data. Occasionally, however, that gives strange error messages.³ Since we are only using a simple data set, we will take a little extra time retyping our data to avoid frustration. After you open UCINET, go to the data menu, and click on import data via spreadsheet interface (DL). That should bring up a screen like the one below, except with no data in the spreadsheet.

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² then again, maybe there will be.
³ Literally. It gives “strange error” messages.
Next, type your data in just like you did in Excel. Some of you might try cutting and pasting. If you do that, there is a chance you will be totally okay. There is also a chance UCINET will, at some future point, reject your data and you’ll have to go back to the beginning and start over. Don’t ask why.

Save your data to the DESKTOP with the little save button. Saving it to weird places like network drives or a logged in “my documents” MAY cause UCINET to reject your data and you will have to start over.4

STEP 3: Create your NODE ATTRIBUTE data
Where the network file you just created records the connections between nodes, the node attribute data file records things about the nodes in your network. For example, that John and Bob and male and Mary and Rachel are female. Open up Notepad in Windows (all applications->accessories->notepad) and type something like the following:

The first line MUST =   *node data
The second line is your variable names, separated by a tab. The first one should be ID, the rest can be in any order
After that, the first column should be your nodes’ names. If you want to use more than one word in a cell, you must put quotation marks around the whole thing.5

4 Don’t ask why about this, either. Unless you use a Mac. Then we can commiserate about how awful it is we have to do UCINET on a Windows machine.
5 And frankly, UCINET might still reject it even if you do use quotation marks. I will resist the obvious comparison to 51% of the human race.
STEP 4: Numerical Closeness analysis
UCINET will do the math for you, calculating each closeness measure. That isn’t in this guide (yet), but it’s pretty easy. I’ll demonstrate.6

STEP 5: Opening your data in NETDRAW
Social Network Analysis is cool because you get to look at pictures. Here’s how to get your data into NETDRAW so you can make them. First, find the button in UCINET with the red, yellow, and blue squares. Click that. The NETDRAW software should appear.

First open your data, as shown in this picture. Clicking on the indicated link will bring up a submenu, where you find your file (on the desktop, hopefully), and click open.

Once you’ve done that, a picture should appear. The computer automatically scatters your nodes around and draws lines where you indicated a connection. You can manually move nodes by dragging them with your mouse.

The next step is to import your node attribute data. Go back to where you were before: File->Open->UCINET dataset, but instead of choosing “network,” click on “attribute data,” like this:

6 By the way, UCINET can do all of these measures at once with the multiple measures (duh) command. On the other hand, saying that it can do it doesn’t always mean that it will. And no, there is no obvious comparison to the other 49%. Just don’t ask my wife, though.
Notice how the network should be appearing in the screen below. If it doesn’t, you have a problem.

NOTE: when the sub-menu appears and you find your file, you must click the radio button for “VNA” after you find the file. Otherwise it will automatically revert to “DL” instead and won’t open your file correctly. The radio button, for those of you who can’t find it on your own, can be found here:
If you did it successfully, you should see something like this:  

![Network Picture]

Now you're ready to work with your network picture. The final step in this guide points out two handy commands.

7 Actually, if you get something like this you need quit stealing my data and go find your own.
STEP 6: Modifying your NODES

You can adjust the color/shading/shape/size of your nodes by your attributes. So you could make all your male nodes triangles and your female nodes circles, for example. This is done by adjusting the "attribute-based" properties of your nodes.

That will bring up a pull-down submenu on the upper right of your screen, where you can pick which attribute to use, and which color should be for which value of the attribute (or size or shape, depending on which you used).

STEP 7: Modifying your LINES

Hopefully you also have some relationships that are stronger than others in your data, indicated by higher numbers in the original spreadsheet. To show this graphically, you can make those lines thicker than other lines. The procedure is much like the node modification one, except found in a different place, as shown here:

That command will automatically set the line width to the strength of the tie (the number in your spreadsheet).

Have fun