## Data Management - Additional tips

## To change the order of variable names in dialog boxes:

Default option in Edit/Options: General tab = display variables alphabetically in the list: change to 'File' to get the order as per the dataset

Options				
Data Cur General Viewer Draft Viewer Output	rrency Scripts t Labels Charts Interactive Pivot Tables Output			
O Isplay labels     O Display names     Alphabetical     File	No scientific notation for small numbers in tables			
Session Journal	Viewer Type at Startup:			
	Measurement System: Points 💌			
Browse	Language: English 💌			
Temporary directory:	Notification:			
C:\DOCUME~1\MIREIL~1\LOCALS~1\T				
	Scroll to new output			
Recently used file list: 9	Sound: <ul> <li>None</li> <li>System beep</li> <li>Sound</li> <li>Browse</li> </ul>			
Open syntax window at start-up				
OK Cancel Apply Help				

## **RECODE a variable via menu:**

Select 'Transform' and 'Recode into Different Variables' for the example chosen:

😫 *GUSSW 3B_30.sav [DataSet1] - SPSS	Data Editor							- 7 🛛
File Edit View Data Transform Analyze (	Graphs Utilities Window	Help						
Compute Variable Count Values within (	lases	V 🔕 🌢						
Name Recode into Come Via	riables	Label	Values	Missing	Columns	Align	Measure	<u>^</u>
1 Idnumber Becode into Differen	Variables	Serial number	None	None	8	Right	Scale	_
2 SampType Automatic Recode		Sample Type	{1, Birth}	-91	8	Right	Nominal	
3 DcXmnth1 Visual Binning		Dc Month of in	{1, January}	-91	10	Right	Scale	
4 DcXqurt1 Rapk Cases		Dc Quarter of i	{1, January to	-91	10	Right	Scale	
5 Outcome	[	Dc Final outco	{110, Full inter	-91	8	Right	Nominal	
6 McHGrsp03 Date and Time Wizar	d	Mc - Same res	{-9, Refusal}	-91	8	Right	Nominal	
7 DcHGrsp01 Create Time Series	·	Dc - Whether r	(0, Not mentio	-91	8	Right	Nominal	
8 DcHGrsp02 Replace Missing Value	es	Dc - Whether r	(0, Not mentio	-91	8	Right	Nominal	
9 DcHGnmad Random Number Gen	erators	Dc Number of	None	-91	10	Right	Scale	
10 DcHGnmad Run Pending Transfo	rms Ctrl+G	Dc Number of	{0, None}	-91	11	Right	Scale	
11 DcHGnmkd Numeric	2 0	Dc Number of	None	-91	10	Right	Scale	

Select the variable to be recoded from the list on the left-hand side, and type the name of the new variable under 'Output Variable/Name:' (you can also add a Label for the new variable)

To change the values click on 'Old and New Values' button, the following dialog box comes up:

Recode into Different Variables: Old and New	w Values 🛛 🔀
Old Value	New Value
• Value:	Value:     Sustemmissing
O System-missing	Copy old value(s)
O System- or user-missing	Old> New:
O Range:	Add
through	Change
	Remove
O Range, LOWEST through value:	
O Range, value through HIGHEST:	Output variables are strings Width: 8
	Convert numeric strings to numbers ('5'->5)
O All other values	Continue Cancel Help

Use 'Range' or 'Value' depending on transformation required

Recode into Different Variables: Old and Nev	w Values 🛛 🔀
Old Value Value: System-missing Sustem- or user-missing Range: 1 through 2 Range, LOWEST through value:	New Value Value: Value: Value: System-missing Copy old value(s) Old> New: Add Change Remove
Range, value through HIGHEST:     All other values	Output variables are strings Width: 8     Convert numeric strings to numbers ('5'->5)     Continue Cancel Help

Click on 'Add':

Recode into Different Variables: Old and Net	w Values 🛛 🔀
Old Value Value: 3 System-missing System- or user-missing Range: through	New Value         O Value:       2         System-missing         Copy old value(s)         Old> New:         Add         1 thru 2> 1         Change
<ul> <li>Range, LOWEST through value:</li> <li>Range, value through HIGHEST:</li> <li>All other values</li> </ul>	Remove         Output variables are strings         Width:         Convert numeric strings to numbers ('5'->5)         Continue       Cancel

Repeat for other values to be grouped in this example

For missing values, just copy over original codes (and click 'Add'):

Recode into Different Variables: Old and New	w Values 🛛 🔀
Old Value Value: Sustem-missing System- or user-missing Range: through C Range, LOWEST through value:	New Value         Value:         System-missing         Copy old value(s)         Old> New:         Add         Change         Remove
Range, value through HIGHEST:     All other values	Output variables are strings Width: 8 Convert numeric strings to numbers ('5'->5) Continue Cancel Help

Click on 'Continue'

Click on 'Change' in the next screen

🔲 Recode into Dif	rent Variables	×
Mclhea21 Mclhea22 Mclhea23 Mclhea23 Mclhea24 Mclhea94 Mclhea95 Mclhea14 Mclhea25	Numeric Variable -> Output Variable: McHgen01> GenHbdS3 GenHbdS3 Label: Change	
McHnin01 McHnin02 McHnin03 McHnin04 McHnin94 McHlsi05 McHlsi06	Old and New Values  If (optional case selection condition)  OK Paste Reset Cancel Help	

Then 'OK'

## COMPUTE a variable via menu:

Select 'Transform' and 'Compute Variable' for the example chosen – see drop-down list shown for Recode page 1, the following dialog box opens:

Enter name of new variable top left and select the operations or function you will be using in the middle or on the right:



Select the dataset variables required in the operation from the list on the left and click 'OK':

Compute Variable		X
Target Variable:	Numeric Expression:	
Devlpt1	SUM(Temp1,Temp2,Temp3,Temp4,Temp5)	~
I ype & Label		~
🔗 Idnumber 🛛 🔼	Function group:	
💊 SampType 🛛 🧮		~
🖉 DcXmnth1	Arithmetic	
n DcXqurt1	CDF & Noncentral CDF	
💑 Outcome	La L	
💑 McHGrsp03	7 & 1 O . Date Arithmetic	
💑 DcHGrsp01	The Delete Date Creation	
💑 DcHGrsp02		~
🖉 DcHGnmad	SUM(numexpr,numexpr[,]). Numeric. SUM(numexpr,numexpr[,]). Numeric.	bles:
🖉 DcHGnmad2	Returns the sum of its arguments that have \$Casenum	~
🖉 DcHGnmkd	valid values. This function requires two or \$Date	
🖉 DcHGnmk2	You can specify a minimum number of valid \$Idate	
🧳 DcHGhsiz	arguments for this function to be evaluated. \$Sysmis	
💑 DcHGnmsb	\$Time	
💑 DcHGnp01 📃	ADS Anu	
🔓 DcHGnp02 🛛 💆	Arsin	
	Artan	
If (optional case sele	ction condition)	~
	OK Paste Reset Cancel Help	