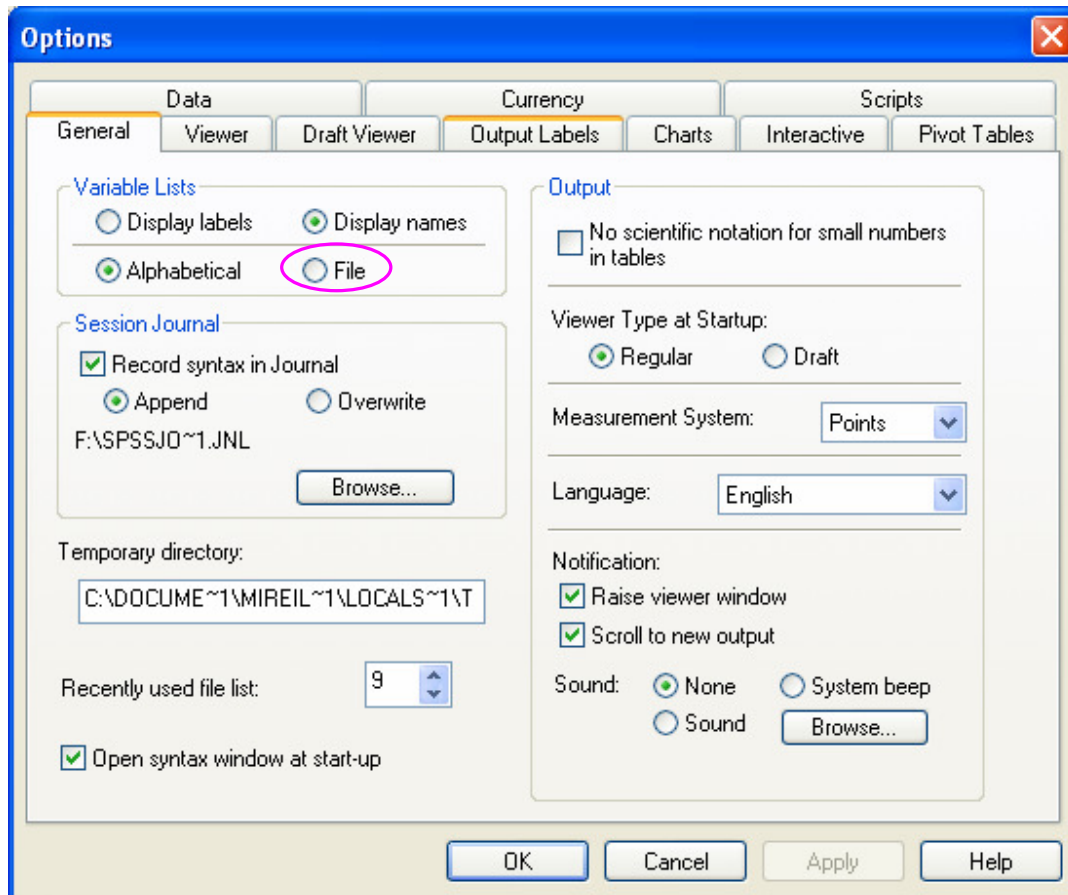


## Data Management - Additional tips

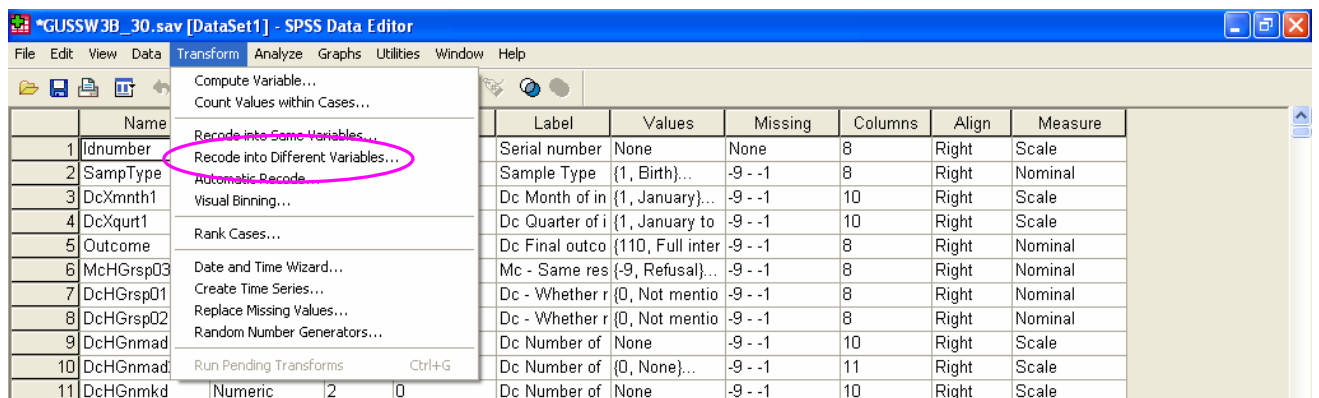
### To change the order of variable names in dialog boxes:

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

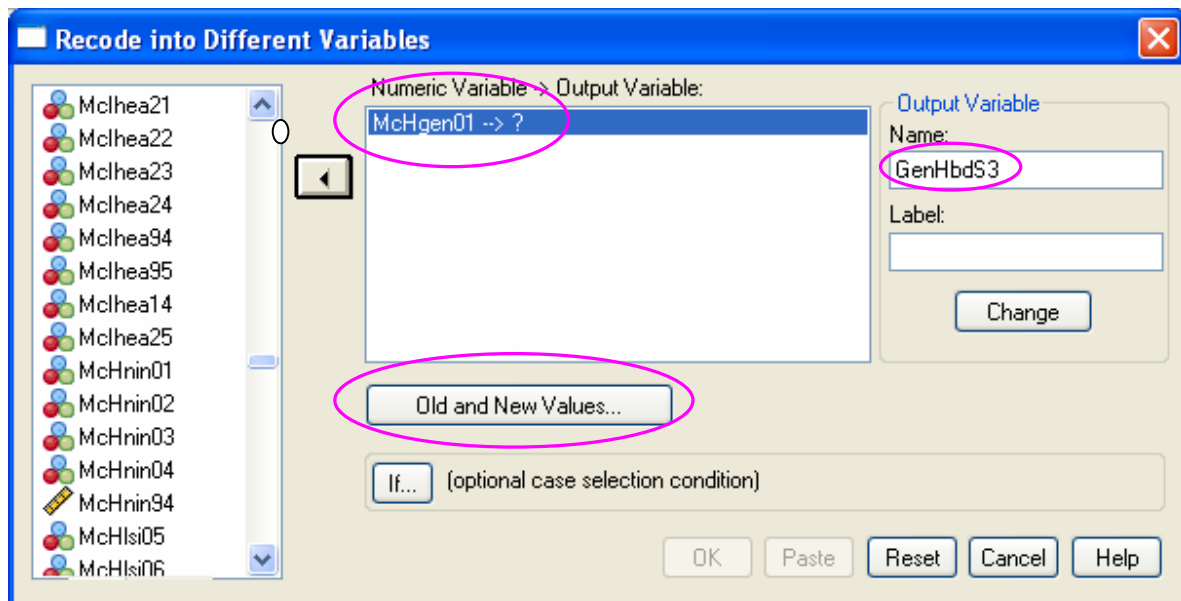


### RECODE a variable via menu:

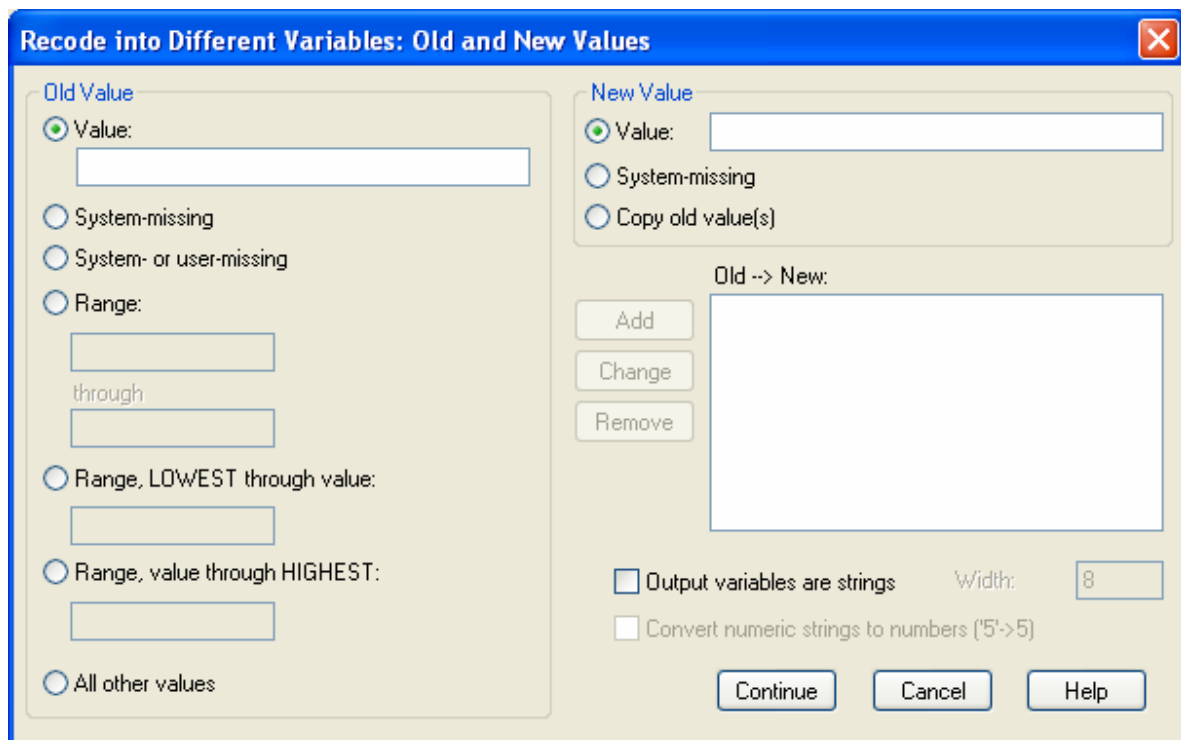
Select 'Transform' and 'Recode into Different Variables' for the example chosen:



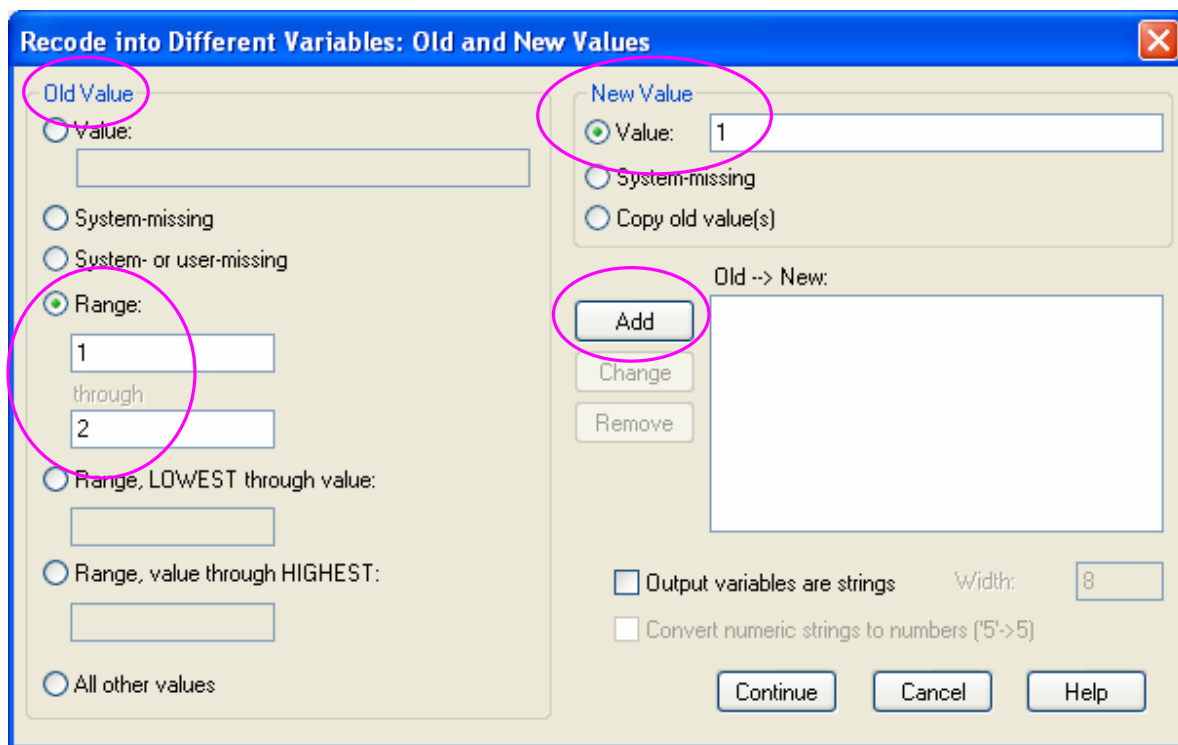
Select the variable to be recoded from the list on the left-hand side, and type the name of the new variable under 'Output Variable/Name:' (you can also add a Label for the new variable)



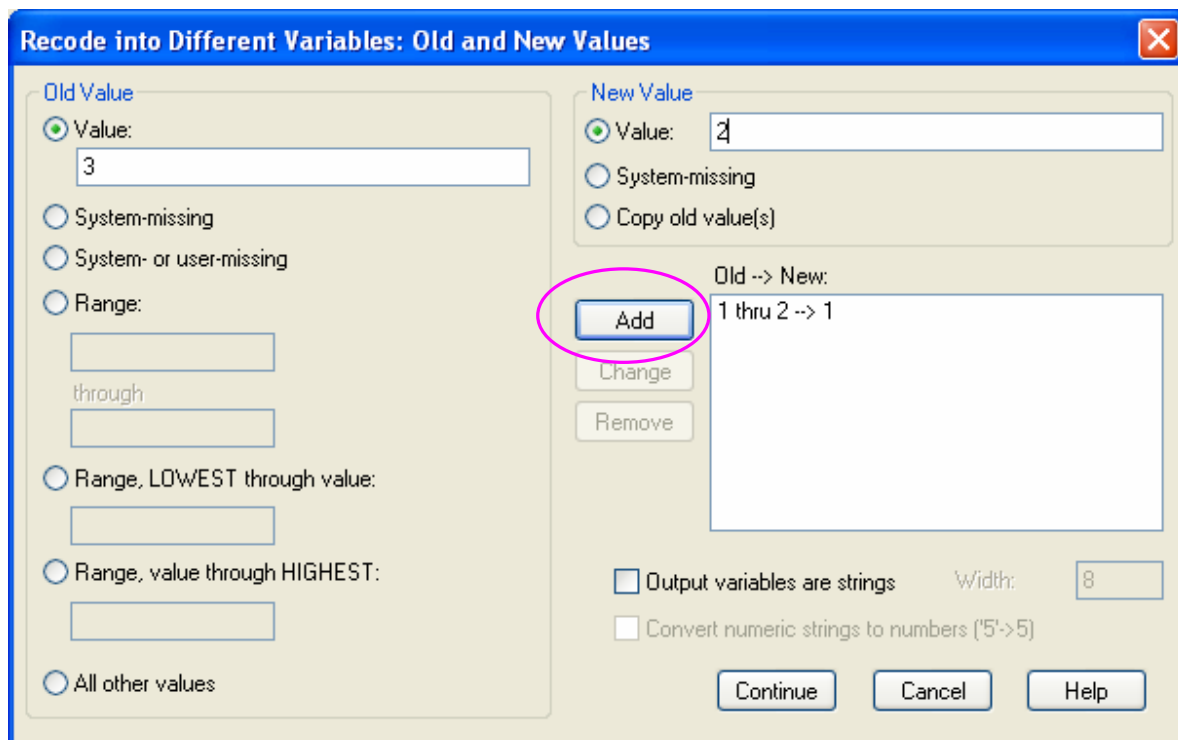
To change the values click on 'Old and New Values' button, the following dialog box comes up:



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

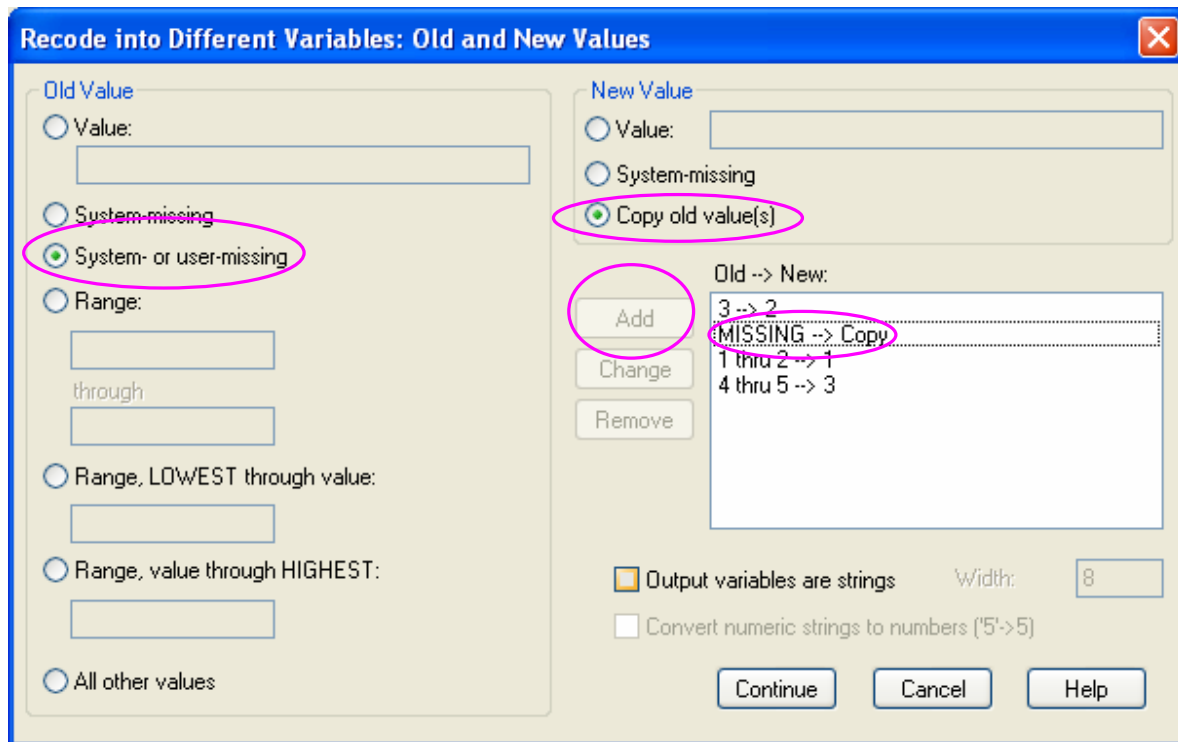


Click on 'Add':



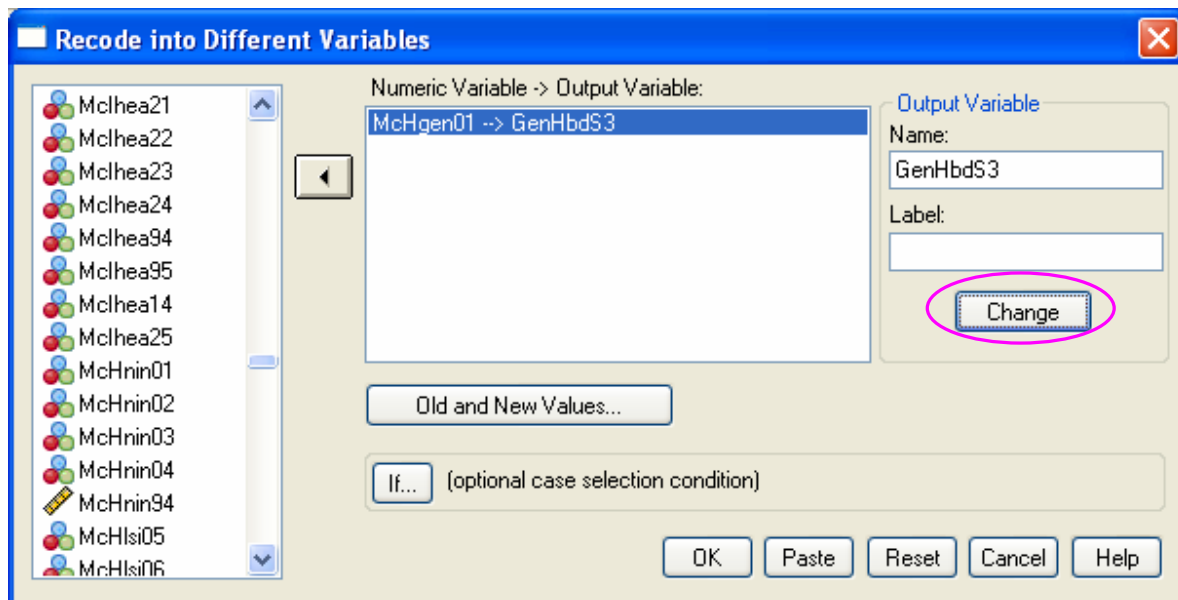
Repeat for other values to be grouped in this example

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



Click on 'Continue'

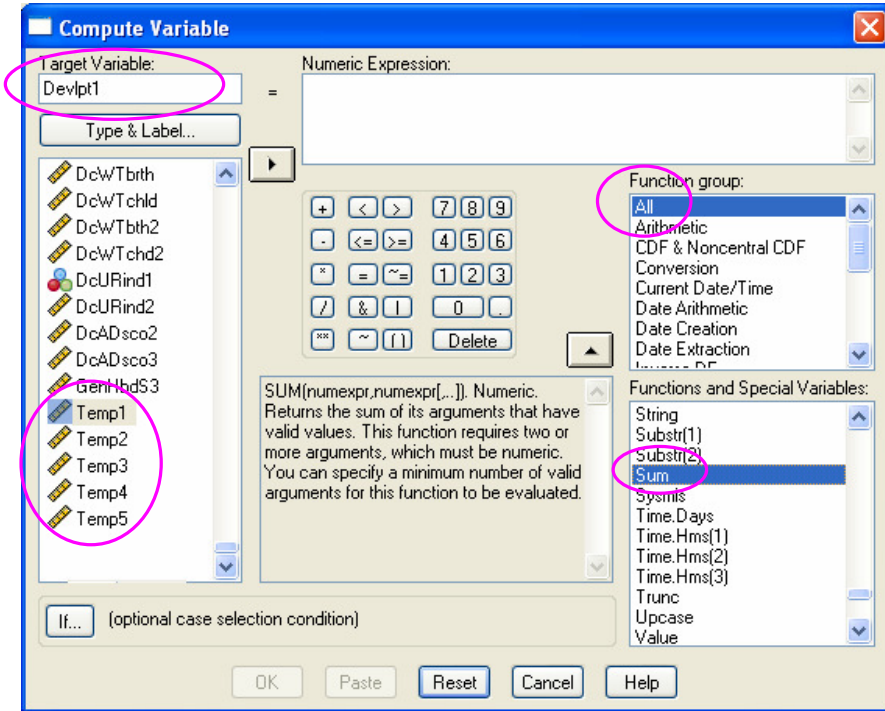
Click on 'Change' in the next screen



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':

