

## SPSS 13.0 HELP SHEET: How to enter data into SPSS.

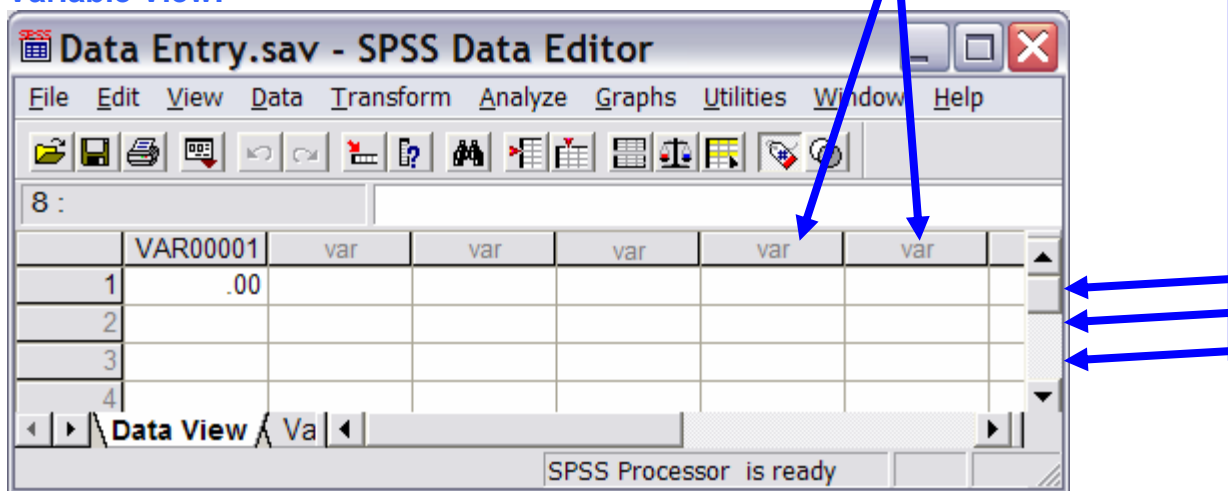
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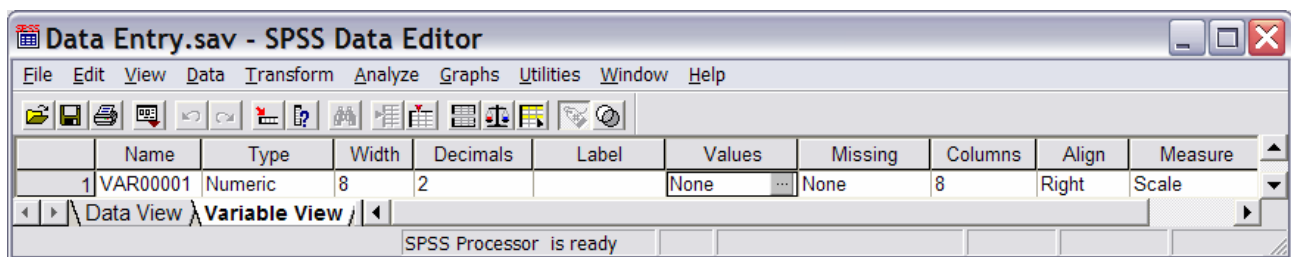
### 1. Data view & variable view

In newer versions of SPSS (version 10 onwards) the Data Editor window has two parts: Variable View and Data View. You can switch between the two views by clicking on the tabs. You enter data in Data View. Columns are known as Variables and rows as Cases.

#### Variable View:



#### Variable View:



Before entering define each variable in the Variable View, using a separate row for each variable. You need to fill in the information for the eight features listed as column headings:

### 2. Name

Type in a short name for the variable.

### 3. Type, width, and decimals

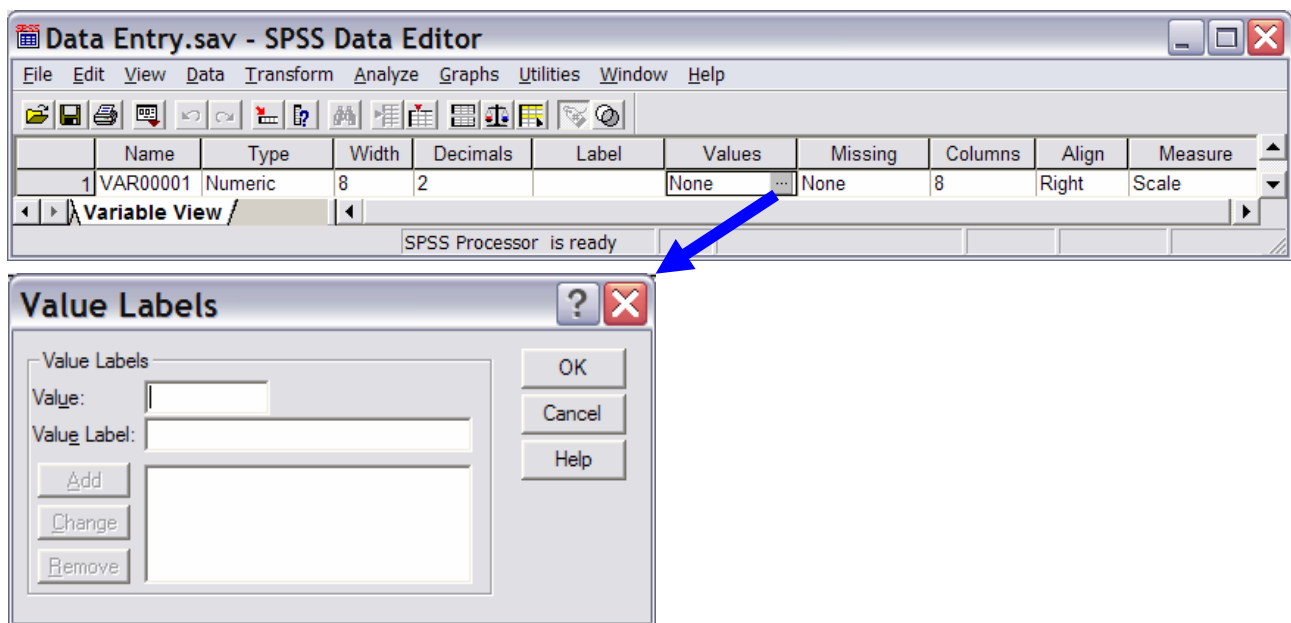
Click on the three dots at the right side of the Type box to bring up the Variable Type window: The default Numeric will be best for most situations. Use the Width and Decimals boxes to modify the format of the number if you like.

#### 4. Label

Write out the full name of your variable, including any units.

#### 5. Values

Enter data into SPSS as numbers. If you have recorded observations as text, for example female or male, you should enter these as codes 1 and 2 respectively. You can use the Values feature to assign text names to number codes. If you double-click on the three dots to the right side of the box it will bring up the Value Labels window (below). Type your first number code in the Value box and its word name in the Value Label box. Click the Add button. Repeat this until all your number codes and their value labels have been entered. Return to the Variable View tab by clicking OK. In Data View you can switch between number codes and value labels through the Value Labels option under View.



#### 6. Missing

Click on the three dots at the right side of the box to bring up the Missing Values window. You can use this to tell SPSS any numbers you are using to code for missing data. The default is no missing values.

#### 7. Columns

Use the up and down arrows to the right of this box to set the width of the column in Data View.

#### 8. Align

This sets the alignment of data in the columns in Data View. The default is right. There is a drop-down menu activated by clicking the down arrow to the right of this box if you want to change it to centre or left.

#### 9. Measure

The default is nominal. There is a drop-down menu activated by clicking the down arrow to the right of this box if you want to change it to ordinal or scale.