

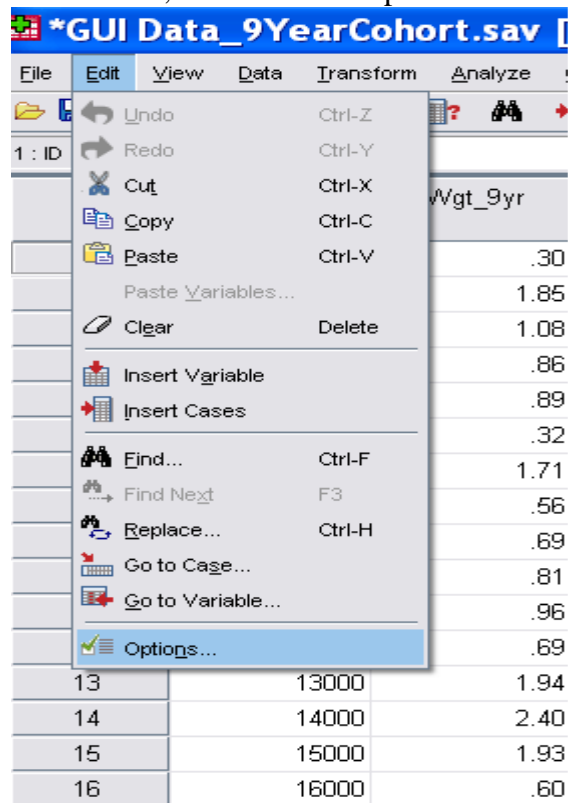
GUI Data Workshop

Information Sheet 1: Data management tips in SPSS

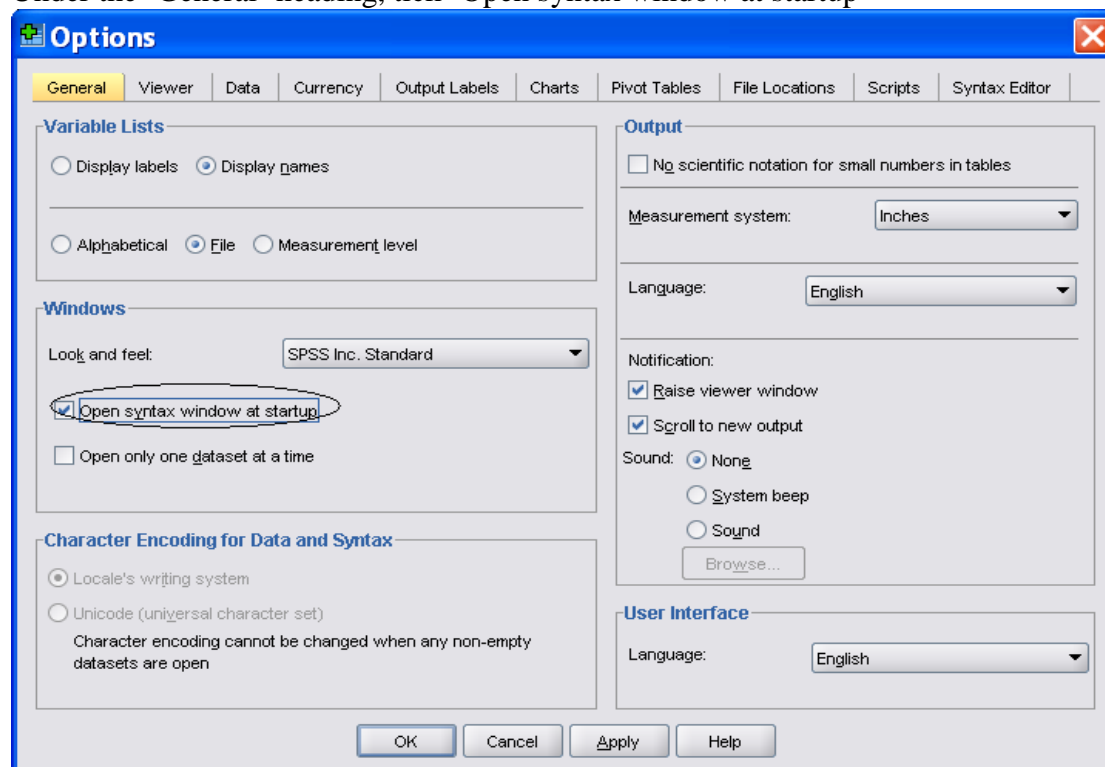
This information sheet provides some hints and tips on data management and how your data are displayed in SPSS. Please note this information sheet is based on SPSS Version 17.

1) Open syntax window at start-up

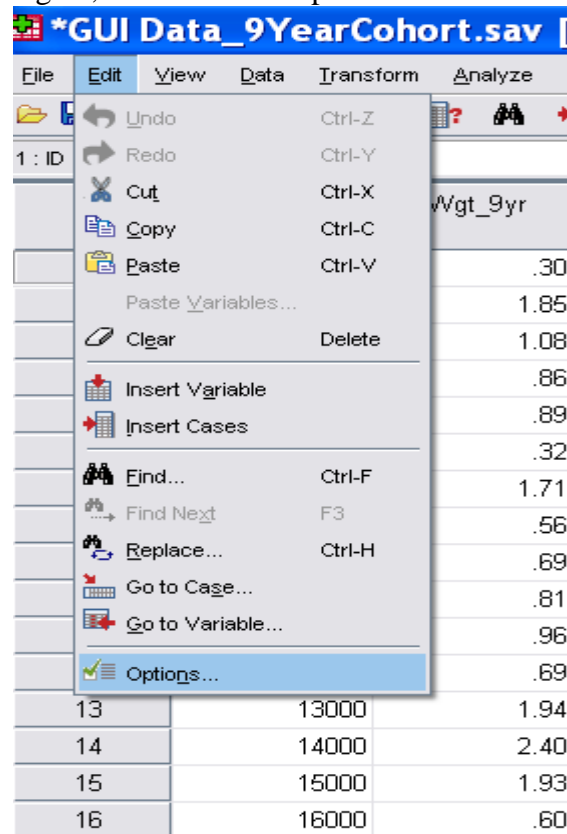
In the menu, select Edit → Options



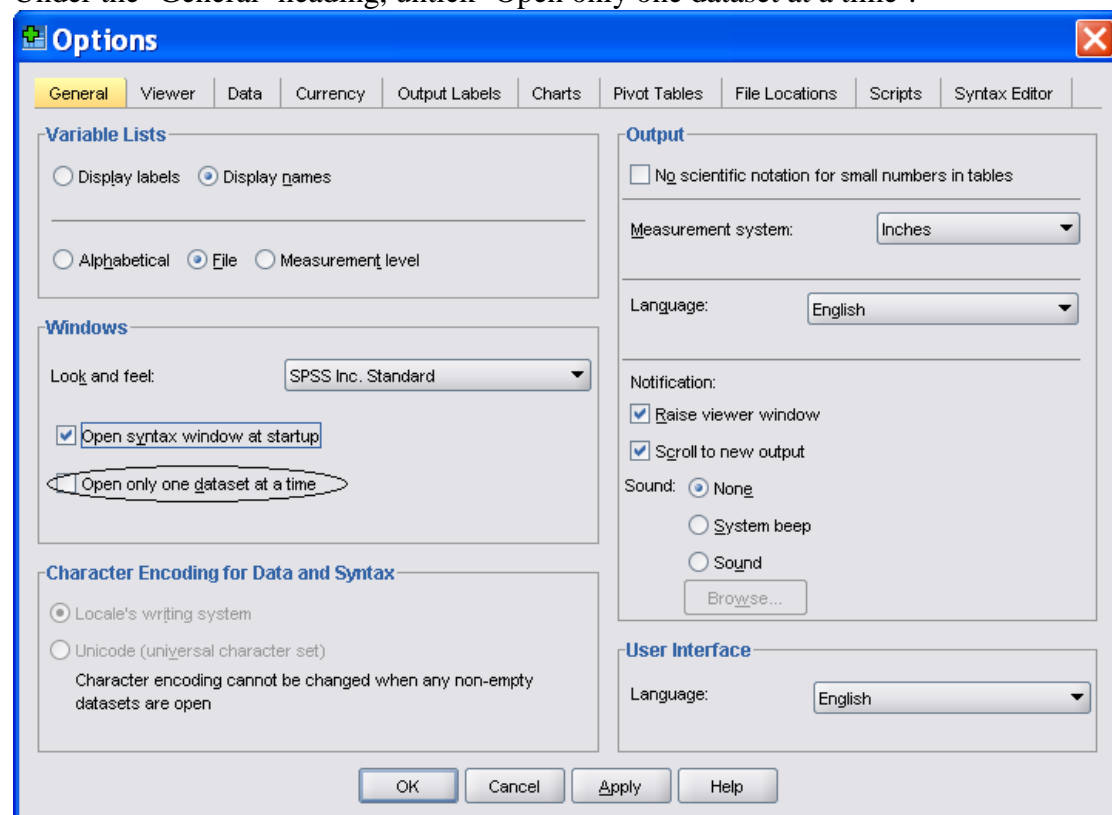
Under the 'General' heading, tick 'Open syntax window at startup'



2) Open more than one dataset at a time
 Again, select Edit → Options



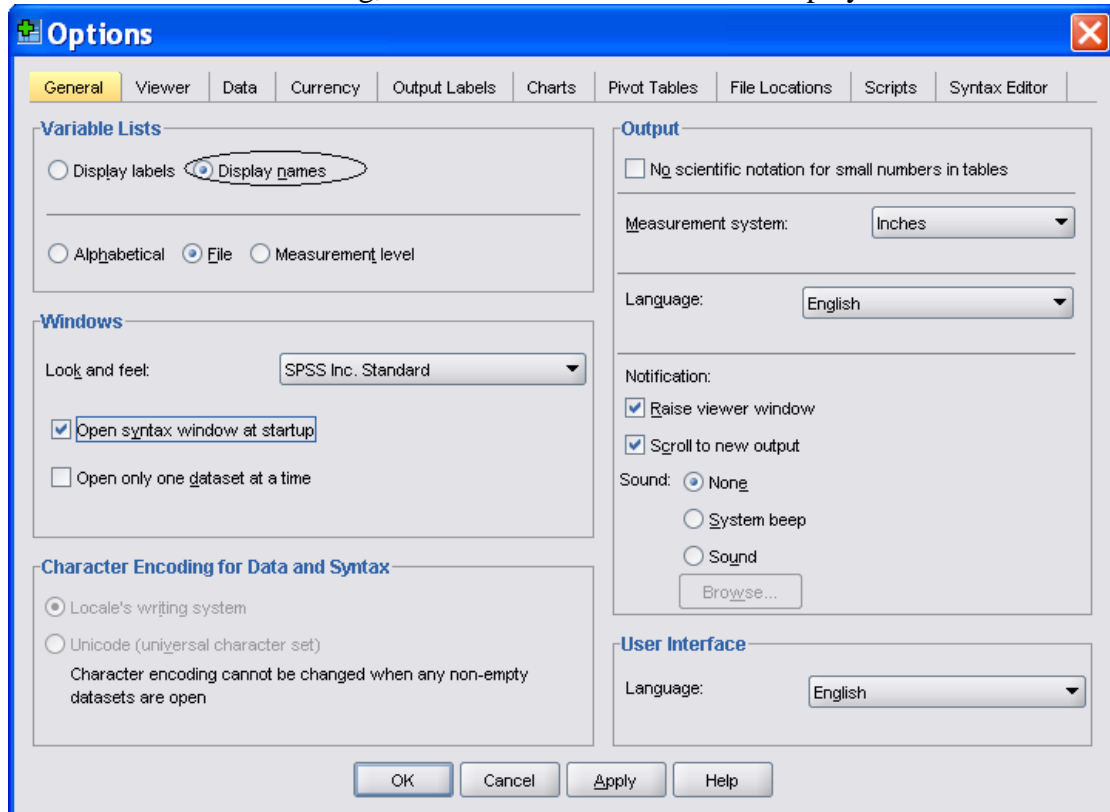
Under the 'General' heading, untick 'Open only one dataset at a time'.



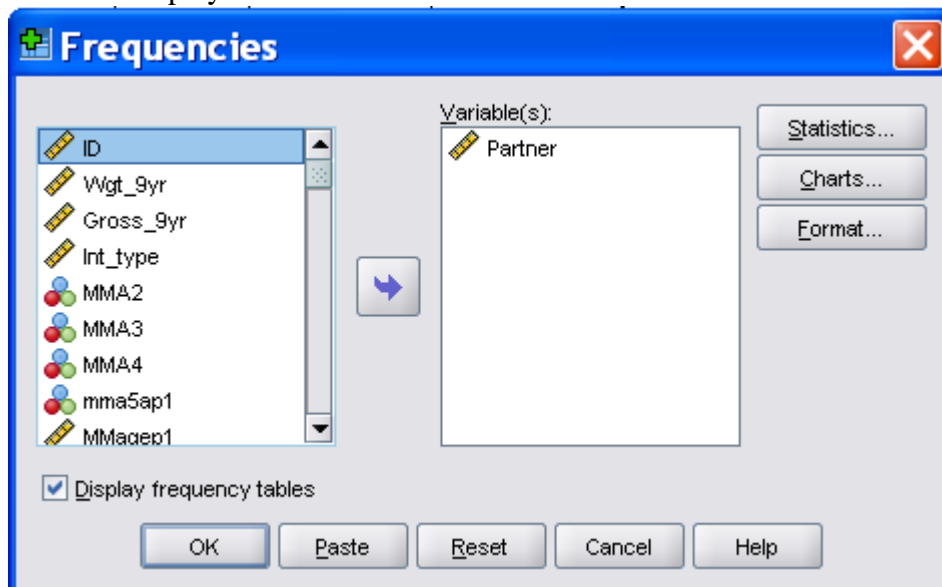
3) Display variable names in variable lists

As above, select Edit → Options

Under the 'General' heading, under 'Variable Lists' click 'Display names'



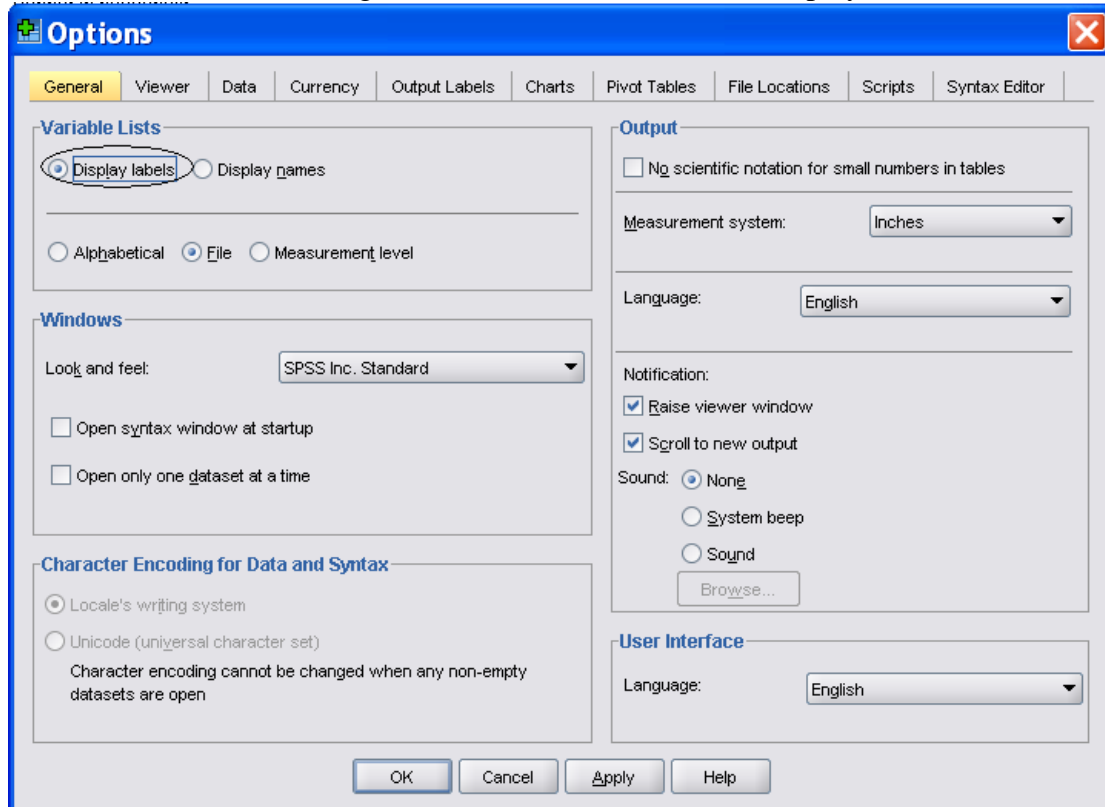
This will display variable lists as follows



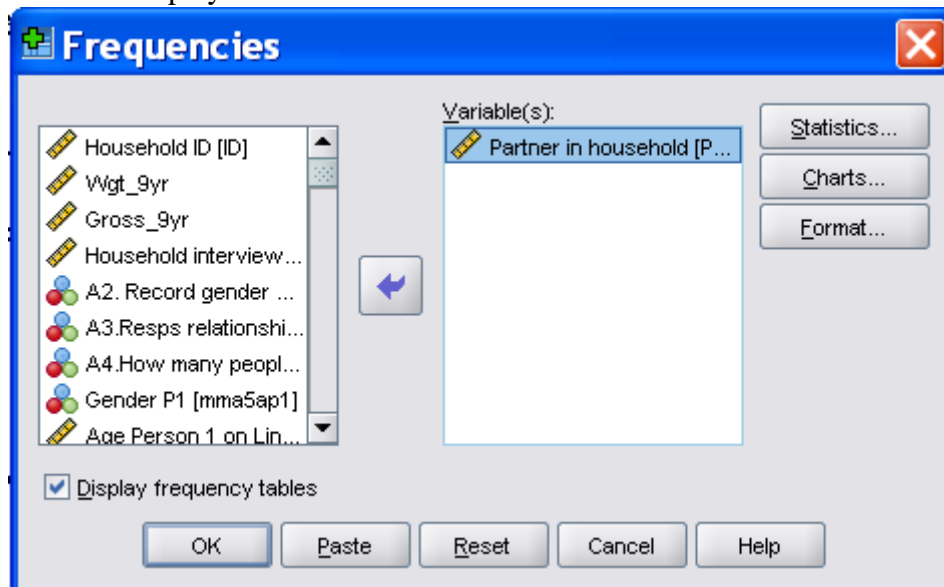
4) Display variable labels in variable lists

As above, select Edit → Options

Under the 'General' heading, under 'Variable Lists' click 'Display labels'



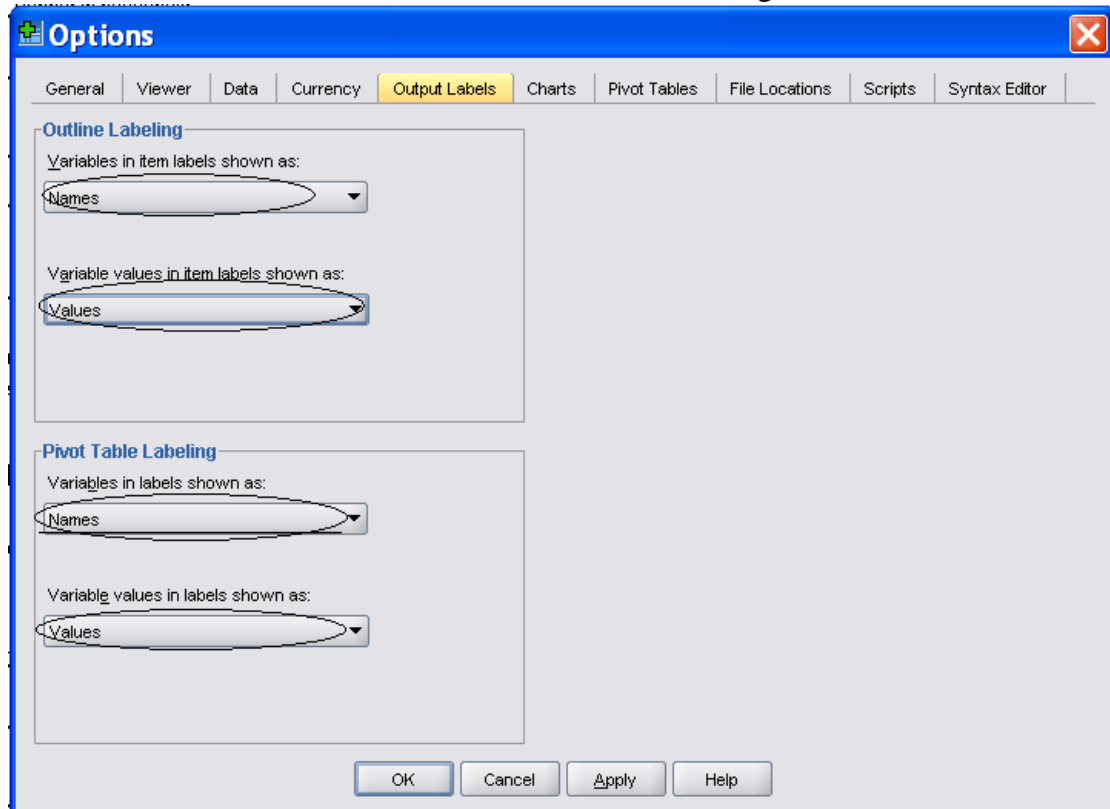
This will display variable lists as follows



5) Display variable names in output

As above, select Edit → Options

Under the 'Output Labels' heading, under 'Outline Labeling' select 'Names' from 'Variable in item labels shown as' and select 'Values' from 'Variable values in item labels shown as:'. Do the same under 'Pivot Table Labeling'.



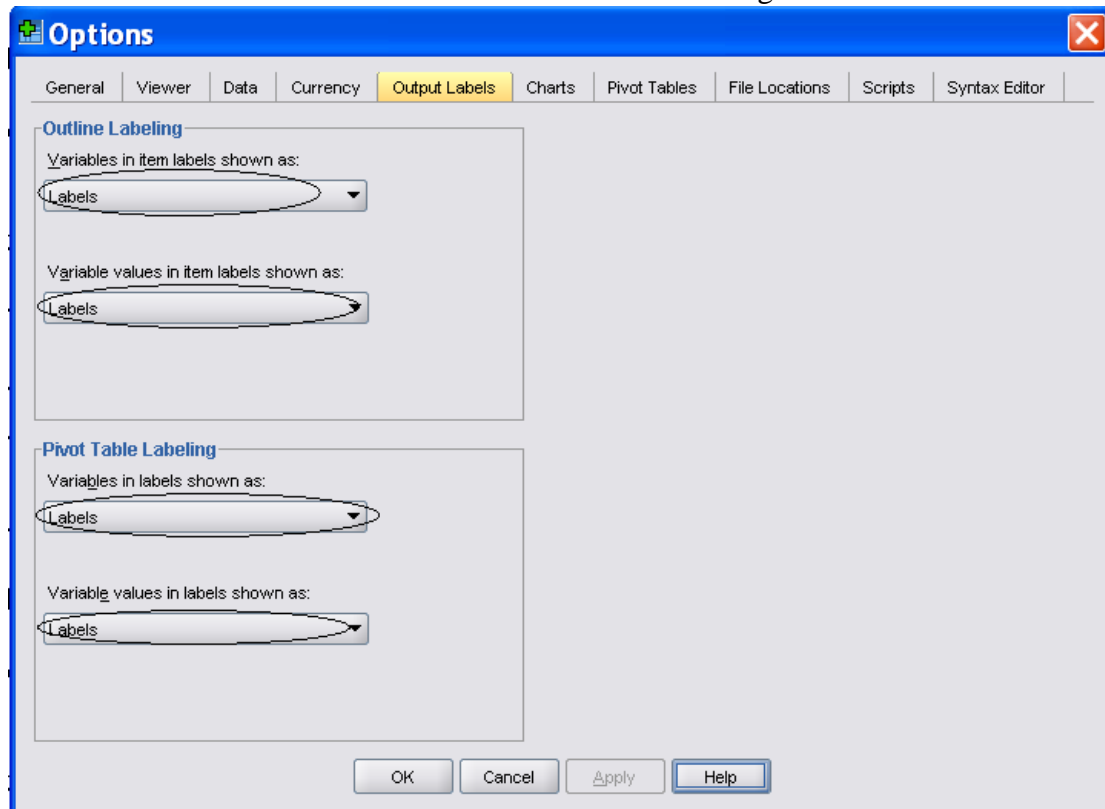
This will display output as follows:

		Partner			
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0	1554	18.1	18.1	18.1
	1	7014	81.9	81.9	100.0
Total		8568	100.0	100.0	

6) Display variable labels in output

As above, select Edit → Options

Under the 'Output Labels' heading, under 'Outline Labeling' select 'Labels' from 'Variable in item labels shown as' and select 'Labels' from 'Variable values in item labels shown as:'. Do the same under 'Pivot Table Labeling'.



This will display output as follows:

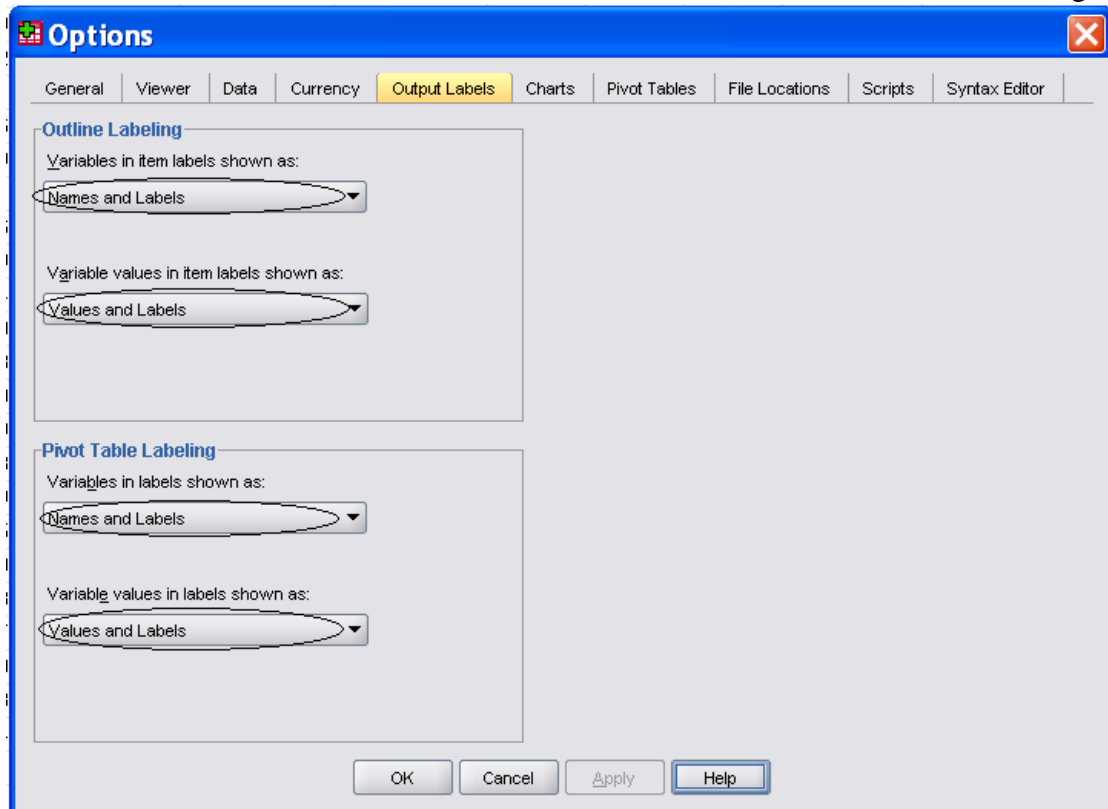
Partner in household

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	No partner	1554	18.1	18.1	18.1
	Has partner	7014	81.9	81.9	100.0
	Total	8568	100.0	100.0	

7) Display variable names and labels in output

As above, select Edit → Options

Under the 'Output Labels' heading, under 'Outline Labeling' select 'Names and Labels' from 'Variable in item labels shown as' and select 'Values and Labels' from 'Variable values in item labels shown as:'. Do the same under 'Pivot Table Labeling'.



This will display output as follows:

Partner Partner in household					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0 No partner	1554	18.1	18.1	18.1
	1 Has partner	7014	81.9	81.9	100.0
	Total	8568	100.0	100.0	

Note: This is probably the best setting to use as it provides the most information