# **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.

In the menu, select Edit $\rightarrow$ Options							
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#### 1) Open syntax window at start-up In the menu select Edit $\rightarrow$ Options

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

🔁 Options	×					
General Viewer Data Currency Output Labels Charts	Pivot Tables File Locations Scripts Syntax Editor					
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Look and feel: SPSS Inc. Standard	Notification: Raise viewer window Sgroll to new output					
Character Encoding for Data and Syntax	Sound:   None  System beep  Sound  Sound					
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O Unicode (universal character set) Character encoding cannot be changed when any non-empty datasets are open	Language: English					
OK Cancel Apply Help						

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# 2) Open more than one dataset at a time Again, select Edit $\rightarrow$ Options

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

🖻 Options	X				
General     Viewer     Data     Currency     Output Labels     Charts       Variable Lists       O Display labels     Image: Display names	Pivot Tables File Locations Scripts Syntax Editor				
◯ Alp <u>h</u> abetical	Measurement system:				
Windows	Language: English				
Look and feet: SPSS Inc. Standard	Notification:          Raise viewer window         Scroll to new output				
Open only one dataset at a time	Sound:  None System beep				
Character Encoding for Data and Syntax	O Sound Browse				
<ul> <li>Unicode (universal character set)</li> <li>Character encoding cannot be changed when any non-empty datasets are open</li> </ul>	User Interface Language: English 🗸				
OK Cancel	Apply Help				

# 3) Display variable names in variable lists

As above, select Edit  $\rightarrow$  Options

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

😫 Options						
General Viewer Data Currency Output Labels Charts	Pivot Tables	File Locations	Scripts	Syntax Editor		
Variable Lists         O Display labels         O Display names         O Alphabetical         Image: Elle         O Measurement level	Output         No scientific notation for small numbers in tables         Measurement system:					
Windows	Language:	Englis	h	<b></b>		
Look and feel: SPSS Inc. Standard	Notification: ✓ Raise viewer window ✓ Scroll to new output					
Character Encoding for Data and Syntax	Sound:   None  System beep  Sound  Browse					
<ul> <li>Locale's writing system</li> <li>Unicode (universal character set)</li> <li>Character encoding cannot be changed when any non-empty datasets are open</li> </ul>	Language: English					
OK Cancel Apply Help						

This will display variable lists as follows

😫 Frequencies		X			
<ul> <li>✓ ID</li> <li>✓ Wgt_9yr</li> <li>✓ Gross_9yr</li> <li>✓ Int_type</li> <li>✓ MMA2</li> <li>✓ MMA3</li> <li>✓ MMA4</li> <li>✓ mma5ap1</li> <li>✓ MMacep1</li> </ul>	✓ariable(s): ✓Partner	Statistics Charts Eormat			
✓ Display frequency tables       OK     Paste     Reset     Cancel     Help					

# 4) Display variable labels in variable lists

As above, select Edit  $\rightarrow$  Options

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

🖻 Options				X		
General Viewer Data Currency Output Labels Charts	Pivot Tables	File Locations	Scripts	Syntax Editor		
Variable Lists           Display labels         Display names           Alphabetical         Elle	Output         No scientific notation for small numbers in tables         Measurement system:					
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O Unicode (uni⊻ersal character set) Character encoding cannot be changed when any non-empty datasets are open	- <b>User Interf</b> Language:	ace Engl	sh	-		
OK Cancel Apply Help						

This will display variable lists as follows

😫 Frequencies		X			
<ul> <li>✓ Household ID [ID]</li> <li>✓ Wgt_9yr</li> <li>✓ Gross_9yr</li> <li>✓ Household interview</li> <li>▲ A2. Record gender</li> <li>▲ A3.Resps relationshi</li> <li>▲ A4.How many peopl</li> <li>▲ Gender P1 [mma5ap1]</li> <li>✓ Aae Person 1 on Lin</li> </ul>	Variable(s):	Statistics Charts Eormat			
✓ Display frequency tables       OK     Paste     Reset     Cancel     Help					

### 5) Display variable names in output

As above, select Edit  $\rightarrow$  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'.

😫 Optic	ns									×
General	Viewer	Data	Currency	Output Labels	Charts	Pivot Tables	File Locations	Scripts	Syntax Editor	
Coutline L	abeling —									
⊻ariables	in item label:	s shown	as:							
Names										
V <u>a</u> riable y	<u>alues in item</u>	<u>n labels si</u>	<u>hov</u> vn as:							
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<u>_Names</u>										
Variabl <u>e</u> v	alues in labe	els showi	n as:							
Values			$\supset$							
				OK Can	cel	Apply H	elp			

This will display output as follows:

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

Partner

### 6) Display variable labels in output

As above, select Edit  $\rightarrow$  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'.

😫 Optic	ns									×
General	Viewer	Data	Currency	Output Labels	Charts	Pivot Tables	File Locations	Scripts	Syntax Editor	
Outline Labeling       Variables in item labels shown as:										
V <u>a</u> riable v €Labels	alues in iten	n labels s	hown as:							
Pivot Tab Varia <u>b</u> les	Pivot Table Labeling       Variables in labels shown as:       Labels									
Variabl <u>e</u> v T <u>abels</u>	alues in lab	els show	n as:							

This will display output as follows:

Partner	in	household
		nouscholu

					Cumulative
		Frequency	Percent	Valid Percent	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  $\rightarrow$  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'.

🖬 Optic	ons									×
General	Viewer	Data	Currency	Output Labels	Charts	Pivot Tables	File Locations	Scripts	Syntax Editor	
Coutline L	Coutline Labeling									
	⊻ariables in item labels shown as:									
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_ ⊢Pivot Tak	le Labelin	g			_					
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Dames and Labels										
Variabl <u>e</u> v	alues in lab	els_show	n as:							
Values ar	nd Labels									
OK Cancel Apply Help										

This will display output as follows:

					Cumulative
		Frequency	Percent	Valid Percent	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