# SPSS APPENDIX

We include in this appendix SPSS instructions for two standard procedures: selecting cases and computing a new variable. All screen shots are based upon GSS2010SSDS, the GSS dataset which accompanies our text.

## I.    Selecting cases

Suppose you are interested in examining the data only for the sample of women. The variable SEX two categories: 1 – males and 2 – females.

In SPSS, go to Data – Select Cases. Select the box labeled "If condition is satisfied" and click on "If". You will see another window labeled: Select Cases: If. In the variable listing select the variable SEX and indicate that you would like to examine all cases where SEX = 2 (Figure 1). Click on "Continue" and you'll return to the original Select Cases window.

**Figure 1**
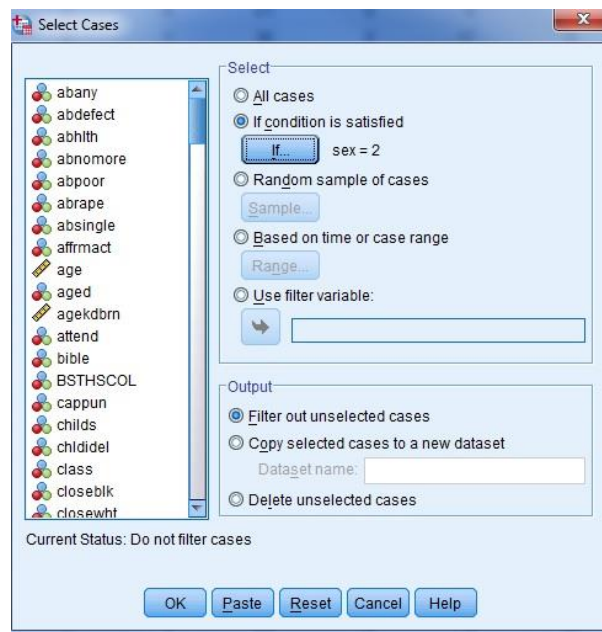


Click "OK".

In the data view window you'll see slash marks in the first column of numbers (Figure 2). These slash marks indicate the cases where SEX = 1. The unmarked rows indicate instances where SEX = 2.  You can proceed with your analyses from here.

**Figure 2.**

| | abany | abdefect | abhlth |
|---|---|---|---|
| 1 | 0 | 0 | 0 |
| 2 | 0 | 0 | 0 |
| 3 | 9 | 9 | 2 |
| 4 | 2 | 1 | 1 |
| 5 | 1 | 1 | 1 |
| 6 | 0 | 0 | 0 |
| 7 | 2 | 1 | 1 |
| 8 | 2 | 2 | 2 |
| 9 | 0 | 0 | 0 |
| 10 | 0 | 0 | 0 |
| 11 | 0 | 0 | 0 |

To allow analyses of all cases (men and women), return to the Select Cases box and select "All cases".

## II.     Recoding variables

SPSS has two options for recoding variables. You may recode into the same variable – changing the values, but not the name of the variable or you may recode into a different variable – changing the values and the name of the variable. We recommend recoding into a different variable, allowing you to retain the original variable that your recode is based upon.

For our recoding example, let's take a look at the interval measure of educational attainment, EDUC.  The frequencies for EDUC are presented below (Figure 3).

**HIGHEST YEAR OF SCHOOL COMPLETED**

| | | Frequency | Percent | Valid Percent | Cumulative Percent |
|---|---|---|---|---|---|
| Valid | 0 | 5 | .3 | .3 | .3 |
| | 2 | 2 | .1 | .1 | .5 |
| | 3 | 1 | .1 | .1 | .5 |
| | 4 | 6 | .4 | .4 | .9 |
| | 5 | 4 | .3 | .3 | 1.2 |
| | 6 | 24 | 1.6 | 1.6 | 2.8 |
| | 7 | 10 | .7 | .7 | 3.5 |
| | 8 | 26 | 1.7 | 1.7 | 5.2 |
| | 9 | 38 | 2.5 | 2.5 | 7.8 |
| | 10 | 66 | 4.4 | 4.4 | 12.2 |
| | 11 | 68 | 4.5 | 4.5 | 16.7 |
| | 12 | 432 | 28.8 | 28.9 | 45.6 |
| | 13 | 112 | 7.5 | 7.5 | 53.1 |
| | 14 | 180 | 12.0 | 12.0 | 65.1 |
| | 15 | 73 | 4.9 | 4.9 | 70.0 |
| | 16 | 245 | 16.3 | 16.4 | 86.4 |
| | 17 | 54 | 3.6 | 3.6 | 90.0 |
| | 18 | 72 | 4.8 | 4.8 | 94.8 |
| | 19 | 27 | 1.8 | 1.8 | 96.6 |
| | 20 | 51 | 3.4 | 3.4 | 100.0 |
| | Total | 1496 | 99.7 | 100.0 | |
| Missing | DK | 2 | .1 | | |
| | NA | 2 | .1 | | |
| | Total | 4 | .3 | | |
| Total | | 1500 | 100.0 | | |

We decide to recode EDUC into REDUC, an ordinal measure with the following categories:

| EDUC | REDUC | Category |
|---|---|---|
| 0-11 | 1 | Less than high school |
| 12 | 2 | High school graduate |
| 13-15 | 3 | Some college |
| 16-20 | 4 | College graduate (BA or higher) |

In SPSS, go to Transform – Recode into Different Variables. Select EDUC as your input variable and type in REDUC (recoded education) as your output variable (click on "Change" to confirm the new variable name).

Select "Old and New Values".  A new window will appear, allowing you to select the values of the input variable (EDUC) and defining what the values of the output variable (REDUC) will be. Notice that you may select one value at a time or a range of values.  You should also select "All other values" and recode them as "System-missing". EDUC has four cases labeled DK (don't know) or NA (not applicable). You will also have to click on "Add" to confirm the old vs. the new values (Figure 4).

**Figure 4**
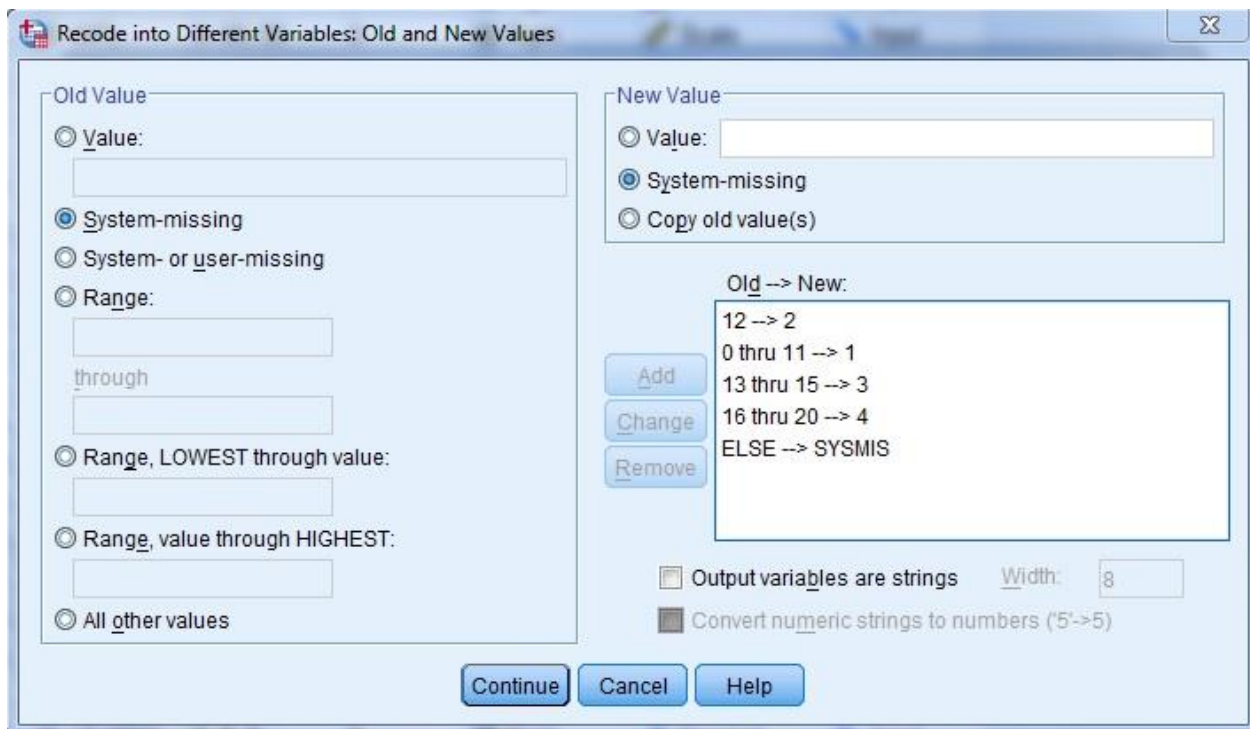


Click "Continue". When you return to the Recode into Different Variables window, click "OK".

In Data View, your new variable is placed in the last column (or maybe placed in alphabetical order, depending on your SPSS settings).

To confirm that your recode is correct, run a frequency of REDUC (Figure 5) and compare your frequencies with the original EDUC.

**Recoded EDUC**

| | | Frequency | Percent | Valid Percent | Cumulative Percent |
|---|---|---|---|---|---|
| Valid | 1.00 | 250 | 16.7 | 16.7 | 16.7 |
| | 2.00 | 432 | 28.8 | 28.9 | 45.6 |
| | 3.00 | 365 | 24.3 | 24.4 | 70.0 |
| | 4.00 | 449 | 29.9 | 30.0 | 100.0 |
| | Total | 1496 | 99.7 | 100.0 | |
| Missing | System | 4 | .3 | | |
| Total | | 1500 | 100.0 | | |