

## SPSS APPENDIX

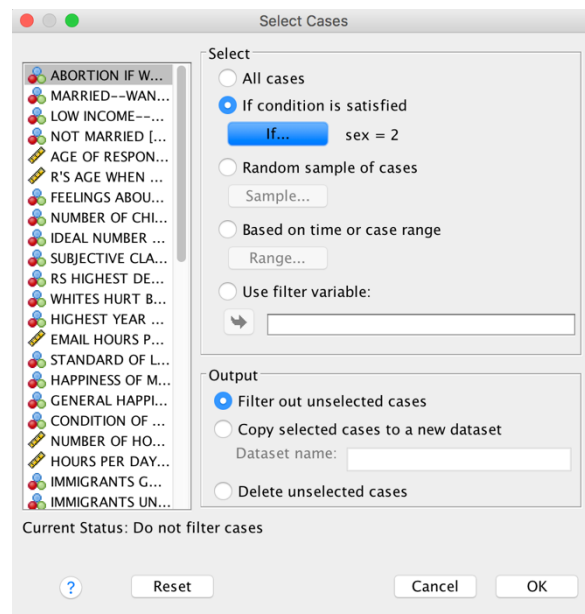
We include in this appendix SPSS instructions for two standard procedures: selecting cases and computing a new variable. All screen shots are based upon GSS14SSDS, the GSS dataset which accompanies our text.

### I. Selecting cases

Suppose you are interested in examining the data only for the sample of women. The variable SEX has 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 (males). The unmarked rows indicate instances where SEX = 2 (females). You can proceed with your analyses from here.

**Figure 2**

	abany	abnomore	abpoor
<del>666</del>	0	0	0
<del>667</del>	0	0	0
<del>668</del>	1	1	1
<del>669</del>	1	1	1
<del>670</del>	0	0	0
<del>671</del>	0	0	0
<del>672</del>	0	0	0
673	2	2	2
674	2	2	2
675	1	1	1
676	2	2	2

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).

**Figure 3**

**HIGHEST YEAR OF SCHOOL COMPLETED**

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 0	4	.3	.3	.3
2	3	.2	.2	.5
3	2	.1	.1	.6
4	1	.1	.1	.7
5	7	.5	.5	1.1
6	13	.9	.9	2.0
7	7	.5	.5	2.5
8	25	1.7	1.7	4.1
9	36	2.4	2.4	6.5
10	47	3.1	3.1	9.7
11	70	4.7	4.7	14.3
12	396	26.4	26.4	40.7
13	131	8.7	8.7	49.5
14	175	11.7	11.7	61.1
15	79	5.3	5.3	66.4
16	277	18.5	18.5	84.9
17	52	3.5	3.5	88.3
18	81	5.4	5.4	93.7
19	29	1.9	1.9	95.7
20	65	4.3	4.3	100.0
Total	1500	100.0	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, select 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. Here, you will select whichever old values (from 0 to 20) of the input variable (EDUC) you wish to condense or recode into the new values (from 1 to 4) of the output variable (REDUC). Notice that you may select one value at a time, or a range of values. Begin by selecting “range”. In the boxes below, enter 0 and 11, respectively. Now, on the right side of the box, under “new value”, select “value” and enter 1. Move your cursor down, and select “add”. Repeat until your figure resembles Figure 4. Once you have created categories for your 4 new variables, choose “all other values” and recode as “System-missing”, to ensure that SPSS accounts for all possible cases.

**Figure 4**

Recode into Different Variables: Old and New Values

**Old Value**

- ☐ Value:
- ☐ System-missing
- ☐ System- or user-missing
- ☐ Range:
- ☐ Range, LOWEST through value:
- ☐ Range, value through HIGHEST:
- ☒ All other values

**New Value**

- ☐ Value:
- ☒ System-missing
- ☐ Copy old value(s)

**Old --> New:**

- 12 --> 2
- 0 thru 11 --> 1
- 13 thru 15 --> 3
- 16 thru 20 --> 4
- ELSE --> SYSMIS

☐ Output variables are strings Width: 8

☐ Convert numeric strings to numbers ('5'->5)

Cancel Continue

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.

**Figure 5**

REDUC					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1.00	215	14.3	14.3	14.3
	2.00	396	26.4	26.4	40.7
	3.00	385	25.7	25.7	66.4
	4.00	504	33.6	33.6	100.0
Total		1500	100.0	100.0	