1. To begin, double click on SPSS icon. The icon will probably look something like this →

2. When you begin, make sure you’re in the “**Variable View.**” This is where you’ll begin to construct the code book.
3. In the first column “Name,” you’ll be assigning unique variable name to each item within the questionnaire you’re working from.
   i. The variable name is limited to 8 characters.
   ii. Try to make sure that the variable name you create gives as much information about the questionnaire item as possible. Keep in mind that the person who may be doing data analysis may not have access to the actual questionnaire as a reference.
   iii. The first variable in every code book is “id.” This identifies each questionnaire that is entered.

4. Most often, in the second column “Type,” you’ll assign each variable as being either “String” or “Numeric.”
   i. You’ll pick “String” when the questionnaire item is open-ended. (i.e. The variable “id” would be classified as “String.”)
   ii. You’ll pick “Numeric” when the questionnaire item is closed-ended. (Most of the items within the code book will be classified as “Numeric.”)
4. Cont’d. To select the variable type:
   iii. First click the cell next to the variable name and click in the gray box (which appears encircled in the diagram on the left).
   iv. The “Variable Type” box will appear on the screen. Select the desired type and click “OK.”

5. For columns “Width” and “Decimals,” you won’t have to adjust any information. You can leave these columns as they are.
6. The fifth column “Label” includes a description of the variable.
   i. The description should provide a clear understanding of what the variable is about. Again, keep in mind that the person who may be doing data analysis may not have access to the actual questionnaire as a reference.
   ii. To enter the label, just double click on the cell and type in.

7. For (almost) all variables, you’ll enter a set of “Values” into the sixth column.
   iii. Within the questionnaires you’ll be coding from, most answers to items are assigned a number.
   iv. These numbers will be used and entered into this column.
   v. These values are used when entering and analyzing data.
7. Cont’d. To enter values:
   iv. Click on the “Values” cell for the respective variable. Then click on the grey block encircled on the diagram to the left.
   v. A “Values Labels” box will appear. This is where you’ll be entering the values for the variable.

<table>
<thead>
<tr>
<th>Label</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID number</td>
<td>None</td>
</tr>
<tr>
<td>Age of participant</td>
<td>(99.00, Missing)...</td>
</tr>
<tr>
<td>Gender of participant</td>
<td>(1.00, Male)...</td>
</tr>
<tr>
<td>Grade level of participant</td>
<td>(99.00, Missing)</td>
</tr>
<tr>
<td>Language</td>
<td></td>
</tr>
<tr>
<td>Value Labels</td>
<td></td>
</tr>
<tr>
<td>Value:</td>
<td></td>
</tr>
<tr>
<td>Label:</td>
<td></td>
</tr>
</tbody>
</table>

1.00 = "Male"
2.00 = "Female"
99.00 = "Missing"
vi. Under the “Value” field, enter a number and under “Label” enter the corresponding label. (i.e. In case of variable “Gender,” you may enter “1” and “Male.”)

vii. Next, click “Add.”

viii. Repeat and enter all remaining questionnaire item answers.

ix. For each questionnaire item, you will have to enter an item that codes for “Missing” values. This value is usually coded by “99” or “999.” If the value for “Missing” values is included within the questionnaire you’re working from, use that value. Accordingly, you may have to enter the values for questionnaire items that have coded for “Don’t Know.” (Æ usually coded as “888.”)

x. Once all values have been entered, click “OK.”
8. Under column seven, "Missing," you'll be entering values that the computer should "ignore" during data analysis. (i.e. If the average age is being calculated, you would want the computer to "ignore" missing values that are coded as "99." Otherwise, the obtained average will be wrong.)

i. In almost all cases, you'll be entering "99" (or other values that signify missing) under this column.

ii. If listed within the questionnaire item, you'll also be entering values that signify "Don't Know" under this column.

8. Cont'd. To enter "Missing Values":

iii. Click on the cell under "Missing" for the corresponding variable. Then click the grey box encircled on the left diagram. A "Missing Values" box will pop up.

iv. On the "Missing Values" box, select "Discrete missing values."

v. Next, enter the values that the computer should "ignore" during data analysis. (One value in each field.)

vi. After you're done, click "OK."
For each variable, you’ll assign the kind of
“Measure” each is. Each variable has
three possible designations:

i. First, a variable can be “Nominal.”
These are variables with exact values. For example, the question “What occupation do you have?” followed by the answer choices “Doctor, Lawyer, Engineer,” would be classified as “Nominal.”

ii. A variable can also be classified as “Ordinal.” These are variables that have answers that have a scale of measurement in which data are arranged in rank order. For example, the questions, “What is your income?” followed by the answers, “$0-$10,000; $10,000-$20,000; $20,000-$30,000” would be classified as “Ordinal.”

iii. Finally variables that are classified as “Scale” are those that include answers which fall on a continuous range. Age, for example, is a “Scale” variable.
10. Cont’d. To select the “Measure” type:
   iv. Click the cell under the “Measure” column for the corresponding variable. Click on the grey box encircled on the diagram on the left.
   v. Select the type that is most appropriate.
   vi. **NOTE:** To maintain consistency, classify items with values “Yes” and “No” as “Scale.” Also, classify items with values that range from “Strongly Agree” to “Strongly Disagree” as “Ordinal.”

11. Remember to save your work!