

Manipulating data: Instructions

1. Reverse score relevant BFI items

- Transform → recode into different variables
- Move over **Ex2, Ex5, and Ex7** to the box
 - Highlight Ex2, and in the box to the right hand side change the name to **Ex2_REV**
Make sure you click CHANGE button before going on to change a new name
 - Highlight Ex5, and in the box to the right hand side change the name to **Ex2_REV**
 - Highlight Ex7, and in the box to the right hand side change the name to **Ex2_REV**
- Click on 'old and new values' at the bottom
 - In 'old value' type the number 1. In 'new value' (right hand side), type the value 5. Click ADD.
 - In 'old value' type the number 2. In 'new value' (right hand side), type the value 4. Click ADD.
 - In 'old value' type the number 3. In 'new value' (right hand side), type the value 3. Click ADD.
 - In 'old value' type the number 4. In 'new value' (right hand side), type the value 2. Click ADD.
 - In 'old value' type the number 5. In 'new value' (right hand side), type the value 1. Click ADD.
- Click Continue
- Click OK
- Three new variables will now be created on your dataset.

2. Calculate total score for Extraversion

Transform → Compute variable

Target variable name (top left) call 'Total_Ex'

- In the list of variables, highlight Ex1 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight Ex3 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight Ex4 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight Ex6 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight Ex8 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight Ex2_REV and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight Ex5_REV and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight Ex7_REV and move into the calculation box (top middle).
- Double check to make sure **all eight items are in the calculation box**
- Click OK
- A new variable will be added to your dataset (Total_Ex).

3. Calculate the total score for Social Media Use

Transform → Compute variable

Target variable name (top left) call 'SMU'

- In the list of variables, highlight SMU1 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight SMU2 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight SMU3 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight SMU4 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight SMU5 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight SMU6 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight SMU7 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight SMU8 and move into the calculation box (top middle).
- Click the + button
- In the list of variables, highlight SMU9 and move into the calculation box (top middle).
- Double check to make sure **all nine items are in the calculation box**
- Click OK
- A new variable will be added to your dataset (SMU).

4. Categorise participants into 'Low' and 'High' based upon extraversion score

a) Calculate the mean score for extraversion

- Analyze → Descriptive statistics → Descriptives.
- Move the Total_Ex variable to the box. Click OK
- Within the output, you will see the mean score. Make a note of this!

b) Categorise into the two required groups

- Transform → Recode into different variables
- Click 'Reset' to remove your previous commands
- Move Total_Ex to the middle box. Change the name on the right hand side to 'Ex_Groups'.
- Click old and new values
- On the left hand side, select the option for Range
- In the first box, type a 0. In the second box, type the number you now have as the mean score (calculated in part a)
- On the right hand side, add a 1 to the box that says 'new value'
- Click Add
- On the left hand side again, type one number above the mean score, followed by the maximum score (40) in the second box
- On the right hand side, add a 2 to the box that says 'new value'
- Click Add
- Click Continue. Click Ok.
- The new variable will be added to your dataset.