

Brief variable name – keep these **short** (but not too short that you can't understand what they are. Use a codebook to ensure you know what your variables are.

NOTE: you cannot use spaces or 'illegal' characters – stick to numbers and words only

Decimal places shown in numbers in the data view. Default is 2 which is usually sufficient for most data, but you may prefer to reduce to 1 or 0 if there are no decimal places (makes the dataset look 'cleaner')

Full name of the variable. Here you **can** use spaces and any characters. If something is put in here, this is what will appear on your output, so ensure it makes sense

If you have any missing data, then you should input a 'new' number that clearly denotes that data is missing. Click the three dots to amend this if needed (note: needs to be done per variable)

Leave as is

*Untitled1 [DataSet0] - IBM SPSS Statistics Data Editor

	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	Gender	Numeric	8	2		{1.00, Male}...	None	8	Right	Unknown	Input
2											

Automatically defaults to numeric when creating a variable. This will very rarely need to be changed (but always check it **is** numeric if it needs to be)

Width of cell on data view. Very rarely changed

Define the meaning of the values you have used for your variables (categorical variables).
E.g., gender

1= Male
2= Female

Value Labels

Spelling...

Value	Label
1.00	Male
2.00	Female

OK Reset Cancel Help

No need to change either of these

Change to fit the type of data you are using per variable.

Scale for continuous data

Nominal / ordinal for categorical data