# 3 Defining variables using the Data Editor

The Data Editor acts like a spreadsheet, but there are some differences. The data file is rectangular consisting of rows and columns. Rows are cases and columns are variables. A cell is an intersection of a row and column and contains a data value. There are no unused cells in the data. Cells without values are considered to have a *system missing* value which is displayed as a full stop **.** for numeric variables and a blank (empty cell) for text.

There are two ways to define a variable, if the ***Data View*** sheet is displayed position the cursor over the first *var* box. **Double click** the left mouse button.
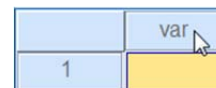
The alternative way is to ensure that the ***Variable View*** sheet has been selected, by clicking on it, as shown below.
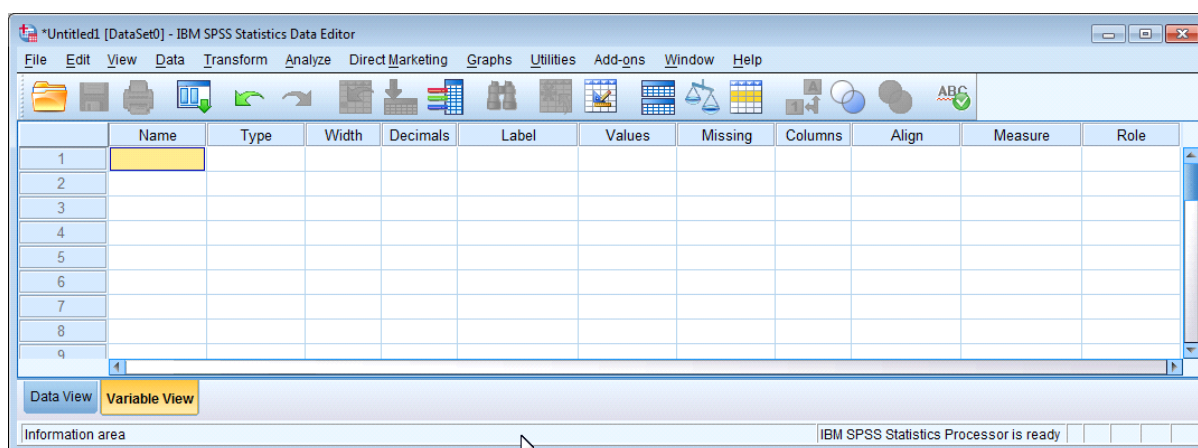
The next section describes the information you need to be aware in order to set up variable information correctly. It is then followed by a step by step guide (see page 14) describing how to set up variables in SPSS. on how to do this using the coding guide data.

4 SPSS rules for defining variables

Variables Names

- Variable names must begin with a letter and can have a maximum of 64 characters. Names must be unique. You are recommended to keep names brief.

- The second and subsequent characters of any name can be a letter or a digit. You cannot use spaces in a name. The underscore character _ can be used where you want to use a space, e.g. REASON_1, REASON_2.

- Some symbols can be used but this is not recommended.

- Names are not cases sensitive so *GENDER*, *Gender* and *Gender* are identical. But the use of case is preserved for display purposes.

- Names that clash with Certain SPSS keywords are not allowed, e.g. ALL, WITH. SPSS will object if you try to use a reserved word.

Type of variable

SPSS assumes that all new variables are numeric. Click on the button in the Type cell to change the type of variable. The *Variable Type* window presents different option boxes depending on the type of variable currently selected. Numeric, as shown below offers width and decimal places. The three most used Types are:

Numeric   Width specifies the number of characters to be shown, this includes leading plus and minus signs (+ -) and the decimal point. So, if the maximum number encountered was -*22.4*, a setting of Width = *5* and Decimal Places = *1* would be appropriate. Width and decimal places are used for display purposes only and do not control the precision to which values are stored by SPSS.
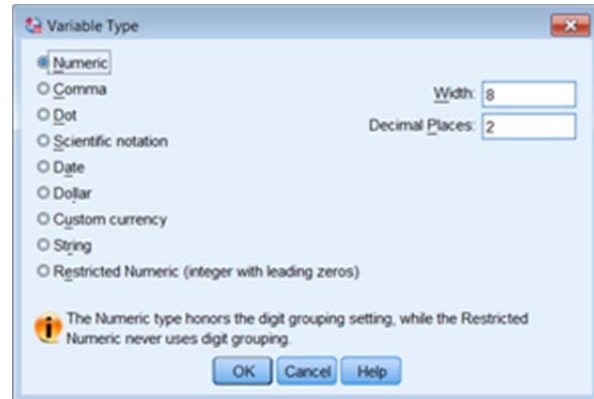
Date   Allows date and time formats, including days of the week and months of the year.

Use ***dd-mmm-yyyy*** for all dates.

The list also offers ***hh:mm:ss***.
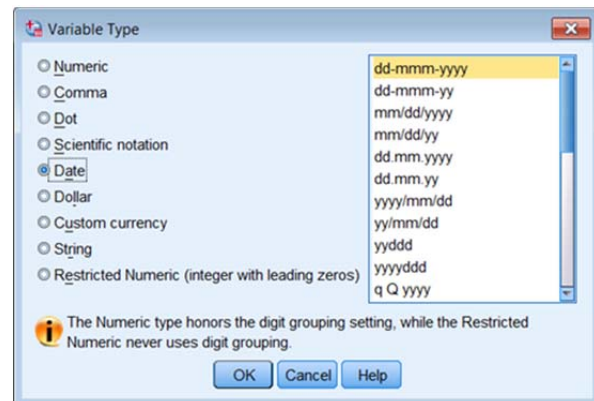
String   Any letter, digit or character can be entered. SPSS has two type of strings:
- **Long Strings** have more than eight characters and could represent information, such as Name or Address (assuming Data Protection has been complied with).
- **Short strings** (8 or less characters). These can be used by various SPSS analysis procedures where are Long strings cannot.

Width

This specifies how many digits, for a number (maximum 40), or characters (maximum 32,767), for a string, are to be displayed. For decimal numbers this must include the dot. For example the value *23.1* has a width of *4*.

Decimals

Specifies the number of values to be displayed after the decimal point (maximum 16). The value cannot be greater than the Width value minus one. This is sometimes a problem. If you want a variable to have a width of 1 (single digit) the Decimals value must be changed to zero before the Width can be changed to one.

Note   *The width and decimals are display and print options, they do not control internal precision. If the value 9.6789 were entered and the width were specified as 4 with 2 decimals, the value would be shown as 9.68, but SPSS would still retain the precision of the 4 decimal values internally.*

Label and Values

SPSS provides a label for each variable and the option to apply a label to each unique data value encountered for that variable.

- *Label,* also known as Variable Labels, can be up to 256 characters long (128 Chinese and other alphabets).
- *Value,* also known as Value Labels, can be up to 120 characters long (60 Chinese etc).

Labels and Values are displayed exactly as the characters are entered, case is important. Labels are typed into the cell directly, whereas Values are entered by selecting the cell, clicking on the button [...] and using the panel shown on the following page.

Labels cannot be specified for String variables that are greater than 8 characters long.
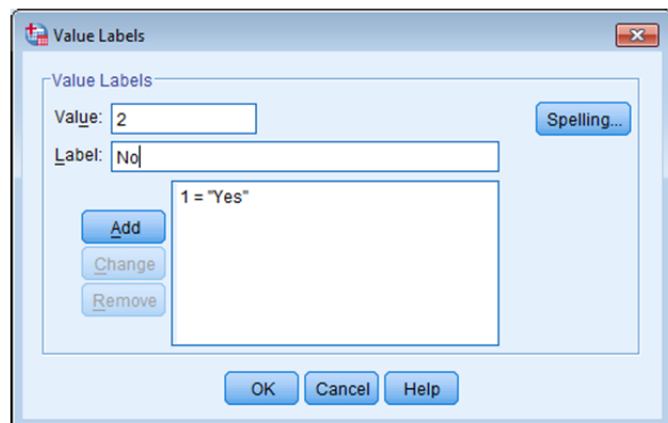
| *Adding a Value Label*	Click in *Value* text box to enter a value. The value may be numeric or text. Click on the *Label* text box and enter a description. Click on **Add** to add the label to the list.
Modifying a Value Label	Highlight the incorrect label in the list (bottom text box) by clicking on it. Revise the label description in the *Label* text box. Click on **Change**.
Deleting a label	Highlight the *Label* in the list by clicking on it. Click on **Remove**.

When you have added all the value labels, you can click **Spelling** to check for typing errors.
Click **OK** to close the dialogue.
If you get a message '*Any Pending Add of Change operations will be lost*', this means you may not have added the last value label. You should click **Cancel** and complete your label.

Missing

SPSS provides two types of missing values:
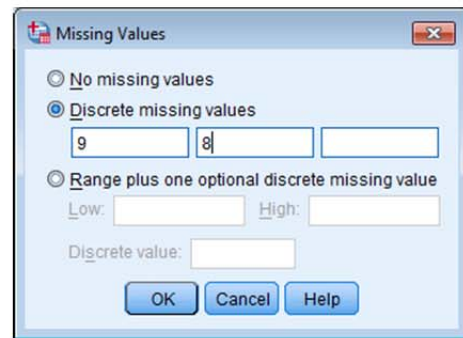
System-missing values   Where no value has been entered. The cell contains a **.** (full stop or period) to indicate this.

User-missing values   Values which have a unique code(s) that you use to identify that the data was missing (e.g. **9**). SPSS procedures can analyse data with User-missing values in several ways.

A valid date can be used to specify missing date values, for e.g., **01-Jan-1900** could be used.

The Missing Values options are:

No missing values	All values are valid.
Discrete missing values	Up to three different codes can be used to define missing values, for example, **8** and **9** might be used. Numeric and Short strings (8 characters or less) can be used.
Range plus one optional discrete missing value	A Range of missing values and one optional single missing value can be used. For example **990** to **999** and **–1**.

*Note: You cannot define missing values for strings (text) with more than 8 characters.*

Columns

This specifies the width of the column as displayed in the Data View in the Data Editor.

Column widths can also be changed in the Data View by and dragging the column borders. Position the cursor over the right edge of the variable name cell. The cursor changes shape to a double headed arrow , drag the cursor horizontally to adjust the width of the coulmn. (This is similar to changing column widths in Excel.)

Align

This specifies the alignment, Right, Centre or Left, of the data item.
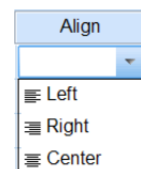
Measure

Scale   Scale variables are numeric values which are measured on an interval or ratio scale for example, weight, or age.

Ordinal   Ordinal variables may be numeric or string categories that have a meaningful order; for example, Attitude scale categories where:

5 = Strongly Agree, 4 = Agree, 3 = No Opinion, 2 = Disagree, 1 = Strongly Disagree.

or Pain scale categories where :

a = No pain, b = Moderate pain, c = Severe pain and d = Unbearable pain.

We can use the value or letter to order the items, but the difference between 5 and 4 is not the same as the difference between 3 and 2, only that one is ordered (sorted) before the other.

Nominal   Nominal variables can also be numeric or string, but the categories have no order; for example marital status – single, married, divorced, separated and widowed or blood group – A, B, AB, O.

Role

You can ignore this. Some SPSS dialogues support predefined roles that can be used to pre-select variables for analysis. When you open one of these dialogues, variables that meet the role requirements will be automatically displayed in the destination list(s).
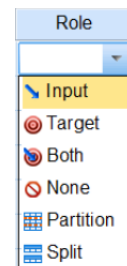
5 Setting up variables in SPSS

The next section describes how to define the variable information. It uses a step by step approach. You might want to skip parts of the next few pages, but look at topics such as Copying an existing variable (page18) which demonstrate time saving steps.

Items can be changed by clicking on the item to select the cell. Some items, for example, *Type*, *Values* and *Missing* will display a small box in the right of the cell when selected. Clicking on this button will open an option dialog to do this. Other items, e.g. *Width* and

Decimal may display 'Spin Edit' arrows that enable a value to be increased or decreased. However it is sometimes quicker to enter the required value using the keyboard.

Note: Some settings are inappropriate for some types of variable and are disabled.

To define a variable, position the cursor over the cell defined by *row 1* and column *Name*, and type the name of the variable, for example **id** and press either the <Enter>, or <Tab> key. Default values for the remaining columns, *Type* to *Measure*, are displayed by SPSS as shown below.

|	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	id	Numeric	8	2		None	None	8	Right	Scale	Input

Click on the *Width* column [8 ▲▼] and replace 8 with **4** . This can be done in one of two ways. Either press the 4 key or use the Spin Edit arrows [▲▼] to decrease the displayed value.

Click on the *Decimals* column (or press Tab to move to it) replace 2 with **0**

Click on the *Label* column and enter **Case ID**

The information in the remaining columns does not need modifying.

Note: Variable Names are not case sensitive and can be entered as id, ID, Id or iD, they are always displayed as lower case by the Data Editor, e.g., id. Some parts of SPSS may display names in upper case (ID).

To define the next variable, ***date of interview***, position the cursor over the cell defined by row *2* and column *Name*, type **doi**. Press <**Enter**> or **click** on the adjacent cell in the *Type* column. **Click** on the button in this cell [...] to reveal the *Variable Type* dialogue box.
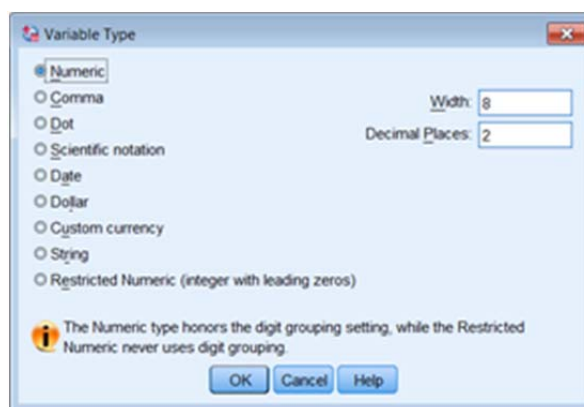
Click on *Date*, a drop down list of date types will appear.
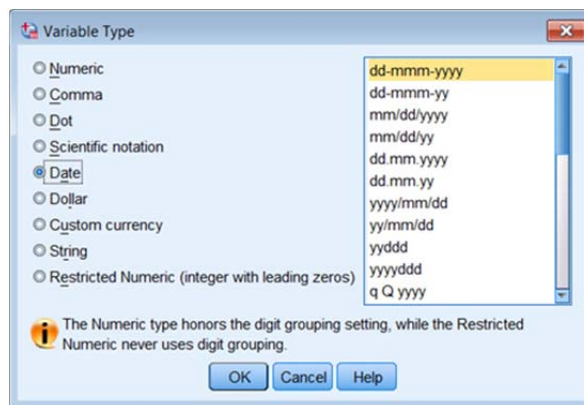
Click on the ***dd-mmm-yyyy*** item.

Click on **OK**.

You will return to the Variable View sheet where the Type column row 2 will display Date. Width and Decimals will be displayed as 11 and 0 respectively in lighter grey (indicating that these two parameters cannot be modified).

Click on the *Label* column and type **Date of Interview**

In row 3 enter the next variable DOB, which is Question 1 on our survey form, by repeating the steps described above for DOI but using **DOB** for the variable name and **Date of Birth** for the Variable Label. Remember that the variable type is Date.

Now define the variable GENDER, question 2 in row 4.

Click on the *Name* column and enter **GENDER**
Leave the *Type* as numeric.
Click on the *Decimals* column, change the value 2 to **0**
Click on the *Width* column, change the value of 8 to **1**

Note: *SPSS has an error check on the Width and Decimal columns, if you try to change*
Width to 1 with Decimal set at 2, which is what you wanted to do above, SPSS will
object.

Click, or press **<Tab>** to move to the *Values* column. This is where you can add labels for
the variable Gender where: 1 = Female, 2 = Male, 9 = Missing.

Click on the button [...] to reveal the *Values* panel.
Enter **1** in the *Value* text box
Click in the *Label* text box, enter **Female**
Click on **Add** (this button is highlighted as soon as a character is entered into the Value
Label box)
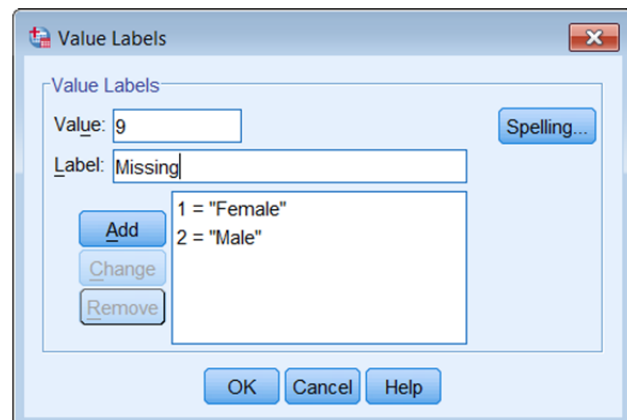**Click** in the *Value* text box in the Values Labels panel, enter **2**
Click in the *Label* text box, enter **Male**
Click on **Add.**
Click in the *Value* text box in the Values
Labels panel, enter **9**
Click in the *Label* text box, enter **Missing**
Click on **Add.**

You can **click** the **Spelling** button at this
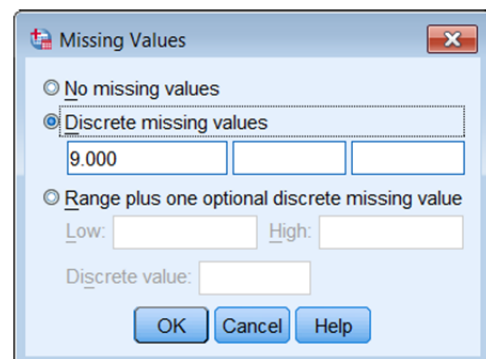point to check your spelling of the labels.
Click on **OK** to close the dialog

Click on, or press **<Tab>** to move to the *Missing* column.
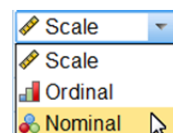**Click** on the button [...], the Missing Values dialogue box will be displayed.

Click on *Discrete missing values*, enter **9** in the first
box.
SPSS adds the three decimal places after you **Click** on
OK.

Click, or press **<Tab>** to move to the *Measure* column.
Click the dropdown list and select **Nominal**.

Move to row 5 and enter **MSTATUS** in the *Name* column

As for the Gender variable, leave the *Type* as numeric and change the *Width* to **1** and the *Decimals* to **0**.

Click on the *Labels* column, enter **Marital Status**
Click, or press <**Tab**> to move to the *Values* column.

Click on the button ⊡ to reveal the *Values* panel and enter the values and labels as for the Gender variable.

    1 = Single
    2 = Married
    3 = Widowed
    4 = Divorced
    5 = Separated
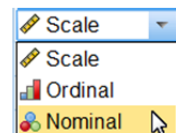   9 = Missing

Click on **OK**.
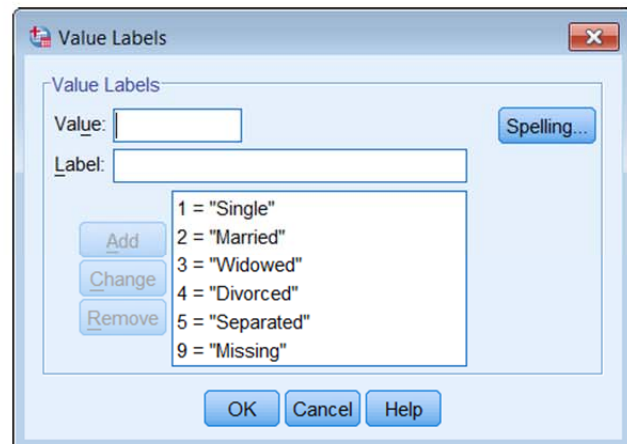
Click, or press <**Tab**> to move to the *Missing* column.
Add a *Discrete missing values*, of **9**.
Click on **OK**.

Click, or press <**Tab**> to move to the *Measure* column.
Click the dropdown list and select **Nominal**.

The next question, question 4, asked for information about height, this needs two variables to be created, feet and inches.
Move to row 6
Enter **FEET** in the *Name* column.

Move past the *Width* column to the *Decimal* column and change 2 to **0**
Move back to the *Width* column and change 8 to **1**
Move to the *Label* column, type **Height - Feet**.

Move to the *Missing* column, **Click** on the button ⊡ .
Enter **9** in the first *Discrete missing values* box, **Click** on **OK**.

To define the variable INCHES, repeat the same sequence as for variable FEET but use:
Name = **Inches**, Width = **2**, Decimals = **0**, Label = **Height - Inches** Missing = **99**

The question 5 variable, WEIGHT can be defined in a similar way, using:
Name = **Weight**, Width = **5** with Decimals = **1**, Label = **Weight - kg**, Missing = **999.9**

6 Saving the Data Editor Information

It is important to save your work at regular intervals, not just when the definition of your study is complete.

There are two ways to save the information

1)   **Click** on the **Save File** button ⊟ in the SPSS toolbar

or   2)   **Click** on **File** on the SPSS menu bar and select either **Save** or, **Save As**

Either method displays the
Save Data As dialogue box .

Click on the *File name* text box and
enter **health1**
Click on **Save**.
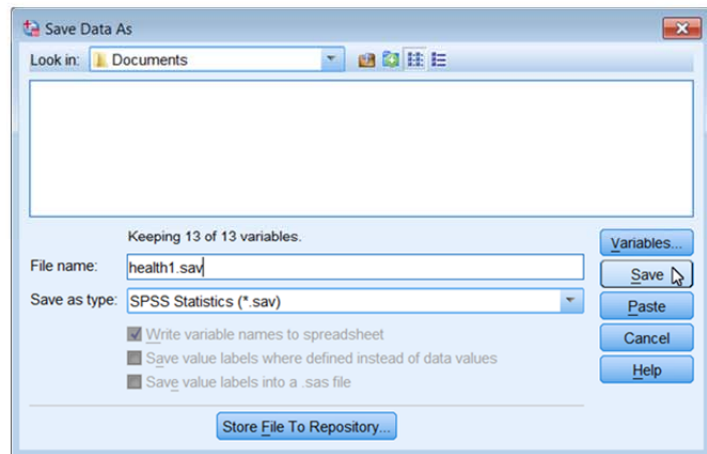
Note: the SPSS Data Editor window title changes from Untitled to **health1.sav [DataSet1]**

Question 6 asks about long-standing illness and disability.

Enter **LSILL** in the *Name* column, set Width = **1**, Decimals = **0**,
Label = **Long standing illness/disability/infirmity**

Move the cursor to the *Values* column, **Click** on the button [...]
Add in

    1 = Yes,
    2 = No,
    3 = Not Sure,
    9 = Missing
as shown

Click on **OK**.

Move the cursor to the **Missing** column, **Click** on the button [...]
Click on *Discrete missing values*, enter **9** in the first text box.
Click on **OK**.
Move to the *Measure* column, click on the drop box and select *Nominal.*

Copying an existing variable to create a new variable

The next variable REGDISAB is similar to LSILL so you can copy LSILL and make alterations to the copy to create REGDISAB.

Click on the next row number [9]. This highlights and selects the whole row.

| 9 | lsill | Numeric | 1 | 0 | Long standing ... | {1, Yes}... | 9 | 8 | ≡ Right | ♣ Nominal | ↘ Input |

Click on **Edit | Copy** in the main SPSS window, or click the right mouse button and select Copy.
Click on the next row number *10*.
Click on **Edit | Paste,** or click the right mouse button and select Paste.
A new variable, called VAR00001 (or similar, e.g., VAR00002) will appear in row 10.

Change the variable name from VAR00001 to **REGDISAB**
Change the *Label* to **Registered Disabled**.

You need to replace one value label category, 'Not Sure', with another, 'Not Applicable'.
Move to the Values column and **Click** on the button.

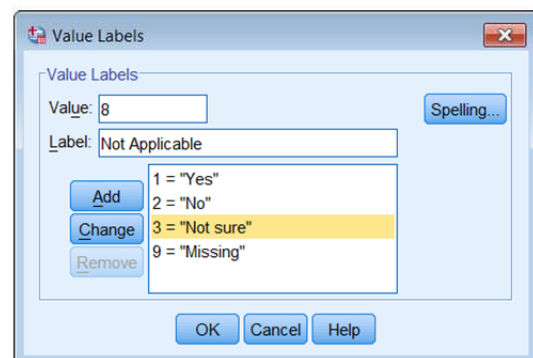Click on the item *3 = "Not Sure"*, in the *Value Labels* dialogue box.

Click on 3 in the *Value* text box, change this to **8**
Click on *Not Sure* in the *Label* text box, change this to **Not Applicable**
(Both the Add and Change buttons will be enabled)

Click on **Change**.
Click on **OK**.

Move the **Missing** column, **Click** on the button ...
Click on *Discrete missing values*
Add **8** in the second text box leaving 9 in the first text box.
Click on **OK**.

The next question in our data collection form asked why people did not take exercise. This is a multiple response question that is set up as three similar variables.

Set up the following information for row 11
Name = **noex1**, Decimal = **0**, Width = **2**, Label = **Reason 1 for no exercise**,
Missing = **88** and **99**, Measure = **Nominal.**

Highlight row *11* and copy it (**Edit | Copy** or click the right mouse button and select Copy), as you did previously for LSILL.
Highlight rows *12* and *13* and paste (**Edit | Paste** or click the right mouse button and select Paste).
Change the Names to **noex2** and **noex3**, change the Labels to **Reason 2 for no exercise** and **Reason 3 for no exercise**.

Add the labels for values for row 11, *noex1*, Reason 1 for no exercise.
Move to the *Values* column of row 11 (noex1), click on the button and create Labels.
Click in the *Value* text box, enter **1**
Click in the *Value* text box, enter **Lack of leisure time**
Click on **Add**.

Note: A variation using only the keyboard and not using the mouse is:

Click in the *Value* text box, enter **2** press the **Tab** key (cursor moves to the Value Label box)
Enter **Lack of Money** press the **Tab** key (cursor moves to the Add button)
Press **Space** bar (cursor moves to the Value box)
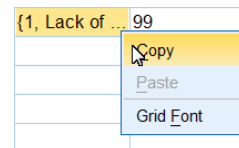

Enter the remaining labels.

3	**Lack of transport**
4	**Lack of facilities at work**
5	**Lack of interesting activities**
6	**Illness / disability**
7	**Lack of incentive**
8	**Don't believe in exercise**
9	**Other reason**
88	**Not Applicable**
99	**Missing**

Do not forget to **Click** on **Add** for each label including the last label (99).
Click on **OK**.

Copying Variable Attributes

SPSS allows single attributes (e.g. Values) to be copied from one cell to another.

Move to the *Values* column of row 11 (*noex1*), **Right click** on the cell
and select **Copy** to copy this cell's attributes (or click on the cell and use
Edit | Copy).
Highlight the two label cells below it (**Click** and **Drag** down).
Paste the attributes, **Right click | Paste** or **Edit | Paste**.

Note   Any attribute from one variable can be copied to one or more cells.

The variable view panel should look similar to that shown below. The values in the *Columns* column may differ.

	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	id	Numeric	4	0	Case ID	None	None	8	≡ Right	✐ Scale	↘ Input
2	doi	Date	11	0	Date of Interview	None	01-Jan-1900	11	≡ Right	✐ Scale	↘ Input
3	dob	Date	11	0	Date of Birth	None	01-Jan-1900	11	≡ Right	✐ Scale	↘ Input
4	gender	Numeric	1	0	Gender	{1, Female}...	9	8	≡ Right	✐ Scale	↘ Input
5	mstatus	Numeric	1	0	Marital Status	{1, Single}...	9	8	≡ Right	⚶ Nominal	↘ Input
6	feet	Numeric	1	0	Height (feet)	None	9	8	≡ Right	▮ Ordinal	↘ Input
7	inches	Numeric	2	0	Height (in)	None	99	8	≡ Right	▮ Ordinal	↘ Input
8	weight	Numeric	5	1	Weight (kg)	None	999.9	8	≡ Right	✐ Scale	↘ Input
9	lsill	Numeric	1	0	Long standing ...	{1, Yes}...	9	8	≡ Right	⚶ Nominal	↘ Input
10	regdisab	Numeric	1	0	Registered dis...	{1, Yes}...	9, 8	8	≡ Right	⚶ Nominal	↘ Input
11	noex1	Numeric	2	0	Reason 1 for n...	{1, Lack of ...	99	8	≡ Right	⚶ Nominal	↘ Input
12	noex2	Numeric	2	0	Reason 2 for n...	{1, Lack of ...	99, 88	8	≡ Right	⚶ Nominal	↘ Input
13	noex3	Numeric	2	0	Reason 3 for n...	{1, Lack of ...	99, 88	8	≡ Right	⚶ Nominal	↘ Input

You have finished defining the variables and so it is time to save the file again. Although you can Click on the Save button a better approach is to select **File | Save As** from the menu.


Save the file as **Health2**

Note: *Changing the file name is recommended. Files can occasionally become corrupted or overwritten accidentally. Using an incremental numbering system for file names allows you to keep the most recent files and delete older copies when they are no longer needed. If disaster strikes, you will only have lost perhaps half an hour's work, rather than several days. Make copies of your important files on other media, e.g. CD-ROM or temporarily on a USB memory stick.*

Health2.sav contains the variable definitions for the study before any data is entered. A copy of this might be useful later.

7 Entering Data

Data can be entered into the Data Editor using techniques similar to those of a spreadsheet. Switch to the *Data View* sheet.
If you try to enter an invalid item into a cell, the Data Editor will change the cell to empty when you move to another cell.
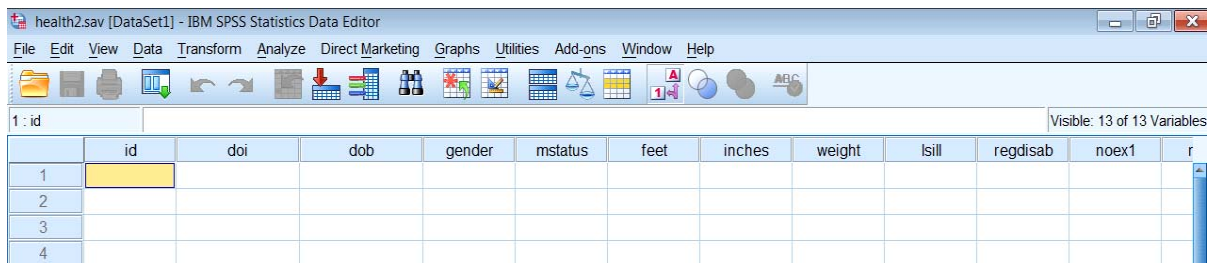
Move to the cursor to the first cell in the first row, the *id* column in the above example. **Click** on this cell and enter the data using the <**tab**> key or the → right cursor key to move across the row to add more data. If you press <**Enter**> key you move down the column.

Dates can be entered in a various formats, for example 2.7.11, 2-7-11, or 2-Jul-11 are all valid ways of entering 2-Jul-2004. But 2/7/11 is not.
The century range for 2-digit year values is determined by your Options settings (Edit menu, Options, Data tab). The automatic setting is 1930 to 2029.

Data values for the first few (5) cases can be entered to check that you have set up the variable definitions correctly

26	02-Jul-2011	13-Jun-1952	1	2	5	8	999.9	2	8	99	88	88
29	08-Jun-2011	16-Apr-1975	2	2	5	11	999.9	2	8	1	99	88
41	19-Jun-2011	03-Jun-1947	1	3	5	2	68.5	3	8	2	6	7
59	14-Aug-2011	24-Feb-1994	2	1	6	4	54.0	2	8	99	88	88
69	03-Aug-2011	23-Mar-1982	1	1	5	4	77.0	2	8	1	2	5

Changing the width of a column

 If the width of the column is too small, only part of the data value will be displayed. To increase the width of this column, move the cursor to the vertical line separating the columns for variables, e.g., *doi* and *dob*. The shape of the cursor will change to a double-headed arrow ↔.
Drag the cursor to the right to increase the width of the column, **drag** it to the left to decrease the width. You can also change column widths by using the *Variable View* sheet and changing values in the *Columns* column.

Problem you might encounter

- If you enter an invalid item, SPSS just ignores the value and leaves the cell contents as missing. Sadly it does not alert you in anyway.
- If a date of birth cannot be entered you may have forgotten to define the variable, as a date and left it as a numeric variable. Switch to the *Variable view*,– column *Type* and change the type to *Date*.

Key combinations for moving around the data editor

| Action	Keys
Move down one cell	↓ or <Enter>
Move up one cell	↑
Move left one cell	← or <Shift Tab>
Move right one cell	→ or <Tab>
Select first cell (variable) in case (row)	<Ctrl ←> or <Home>
Select last cell (variable) in case (row)	<Ctrl →> or <End>
Select first cell in variable (column)	<Ctrl ↑>
Select last cell in variable	<Ctrl ↓>
Select first cell in data file	<Ctrl + Home>
Select last cell in data file	<Ctrl + End>
Scroll up or down the height of window	<PgUp> <PgDn>

The screen below shows data for the first five cases.
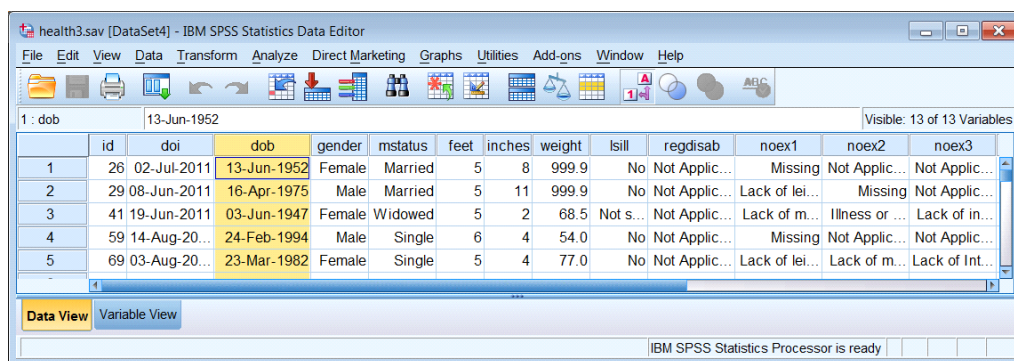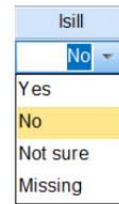

Displaying Values or Value Labels

The data editor can display categorical information either as numeric values or their labels, if value label values have been defined. By default values are displayed, to change this either:

Click Values Labels button ![button] on the Data Editor toolbar, or select **View | Value Labels**
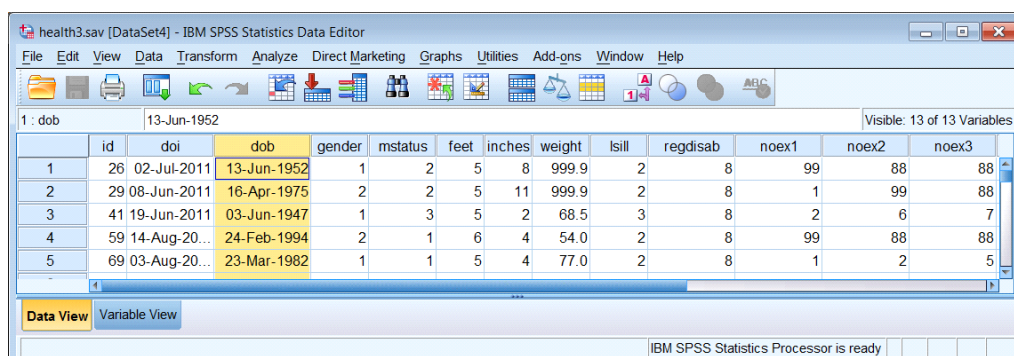
To switch back to viewing numeric values, either **Click** on the [icon] button again or select **View | Value Labels** again.

*Note: All the possible labels for a variable can be viewed by clicking the drop
         down button.*

Clicking on a label enters this value into the current cell.
Numeric values can still used for entering the data values when value labels are
displayed (Even ones without labels!).

Correcting data

Replacing values
To replace an incorrect value.
Click on the cell whose value is to be changed and type the new value in to that cell.

Modifying values
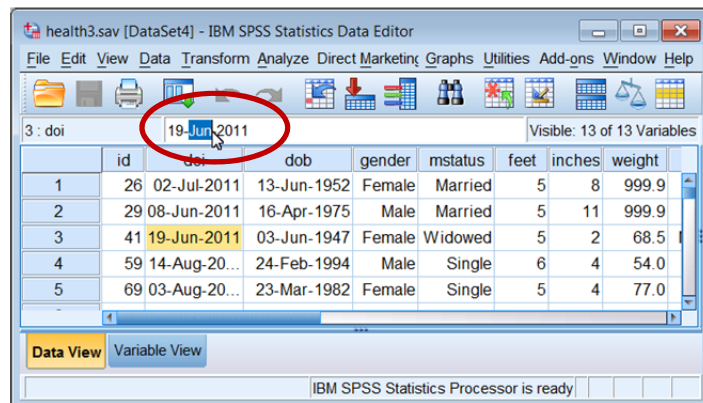To change part of a data value, for example a date:
Click on the cell editor.

A flashing cursor (|) appears when
you click on the cell editor. Edit data
by using the mouse or the
→←<Home> or <End> keys to
position the cursor in the correct
place.
To delete characters use <Delete> or
<Backspace>.
To add characters type them.
Press <Enter> to complete the edit.

Other Data Editor Operations

Cut, Copy and Paste Data Values
These operations are performed in the ***Data View*** by:
> Select the value(s) you want to Copy or Move, by **clicking** on a cell or **clicking and
> dragging** to highlight a group of cells.
> From the Data Editor (Data View) window select **Edit | Copy** or **Edit | Cut**.
> Select the target cell(s) by clicking on it (or first cell in a group of cells)
> From the Data Editor (Data View) window select **Edit | Paste**.

Note : You can paste values of different data types as long as SPSS can convert them.

Add and Delete Cases
To insert a new case (row) into the data, **Click** on a cell **below** the position for the new case.
Either:

> **Click** on the Insert Case button [icon]

or   Select **Data | Insert Case** from the Data Editor window menu.
New rows are created above the current row. All the values for the new case are set to system
missing.

To delete a case (row), **click** on the number on the left side of the row, or press
<**Shift Space**> with the cursor on that row. For multiple cases **Click and Drag** to highlight
the rows.
Either press the <**Delete**> key, or from the Data Editor window select **Edit | Clear**.

Add and Delete Variables

To insert a new variable in *Data View*, **Click** on a cell. Either:

      Click on the Insert Variable button 🖳
or   Select **Data | Insert Variable** from the SPSS window menu.

The new variable (column) will be inserted to the left of the cell selected. (In Variable View
it is inserted on the row above).
All cases are set to system missing for this new variable.
To delete an existing variable (column), **Click** on the variable name box. For several
variables (columns) use the **Click and Drag** technique.
Either press the <**Delete**> key, or from the SPSS window select **Edit | Clear**.

Copying Variable settings

To copy the settings of a single variable and use them for another variable, select *Variable
View*, **click** on a cell to select the variable item (e.g. Values). Select **Edit | Copy**. **Click** on
the cell to receive these settings. Click on **Edit | Paste**.
If you only select the variable name, by clicking on the cell in the Name column, and use
Copy and Paste. You will be warned that 'This variable name duplicates an existing variable'.
The new variable will have default settings used by SPSS.

Change the order of (moving) variables

To change the order of variables, create a new variable in the position you want to move the

existing one to by using 🖳 or **Edit | Insert Variable**. Then use a Cut and Paste technique
to insert the variable into the correct location.
Delete the variable from it's old location (see above), then rename the newly inserted variable
from VAR0000? to that of the variable just deleted.

Note   *In **Variable View** only the variable information (variable type, label, value labels and
missing values) will be copied. In **Data View**, both the data and variable information
are copied.*

Sorting the Variable view

In Variable and Data View, variables are ordered by their creation order. You can order
variables by any of the attributes you define for variables. For example variables could be
ordered by their Name or their Measurement Type. To do this:

Move the cursor over a variable attribute column
title, *Name* (as shown opposite) and **click** the **right
mouse button** and select *Sort Ascending* or *Sort
Descending*.
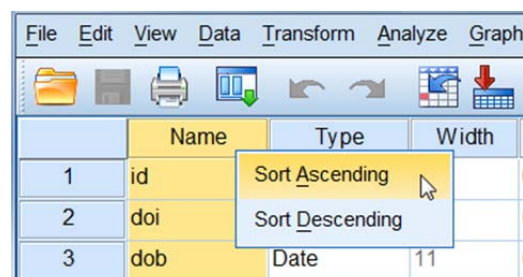
A *Save Current Order?* dialogue will be displayed. Enter an *Attribute Name*, e.g., **DefinitionOrder**. Click **Yes**.
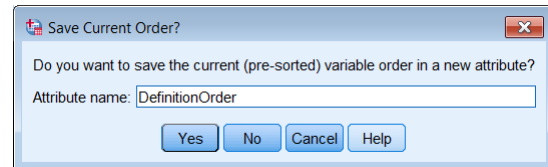
Alternatively you can select **Data | Sort Variables**. A *Sort Variable View* dialogue is displayed.

Select a variable from the *Variable View Columns*, choose the *Sort Order* and tick the *Save the current (pre-sorted)* box and enter an attribute name, e.g. **DefinitionOrder**.

Click **OK**.
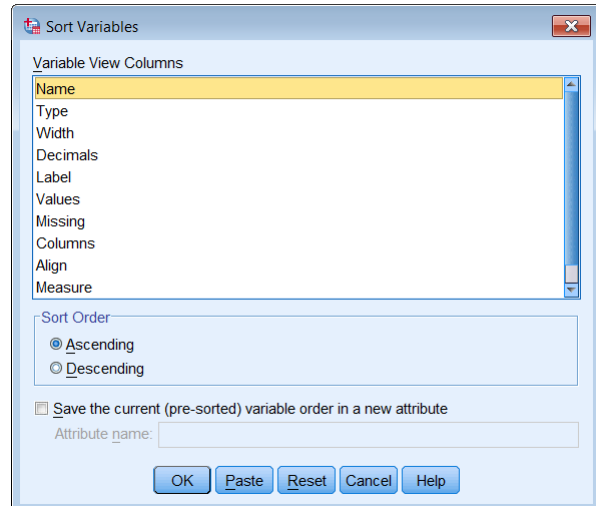
SPSS does not display the new attribute in the data editor, you must select **View | Customise Variable View** tick *[DefinitonOrder]* and click **OK**.
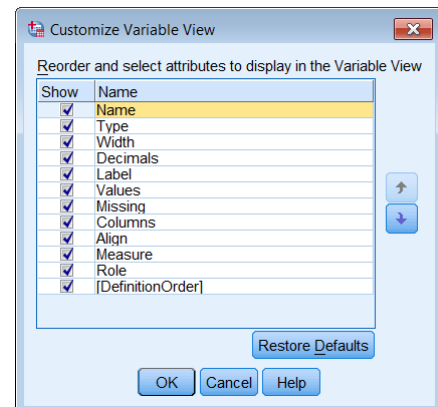
Multiple Data Views

In *Data View*, you can create multiple views (panes) by using the splitters that are located below the horizontal scroll bar and to the right of the vertical scroll bar or selected from the menu using **Window | Split**. This process is similar to that found in Microsoft Excel.
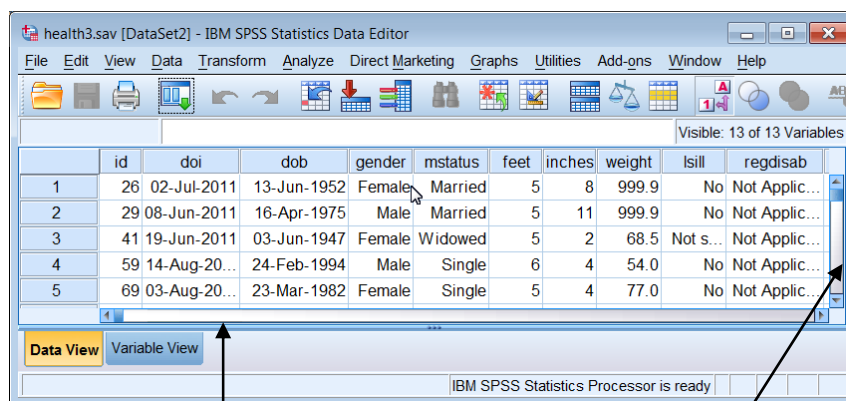
Vertical Splitter   **Horizontal Splitter**

The splitters are below the horizontal scroll bar and to the right of the vertical scroll bar. The figure below shows the horizontal splitter dragged from its current position to mid point in the view. It is displayed as a thick blue vertical line during the dragging operation.
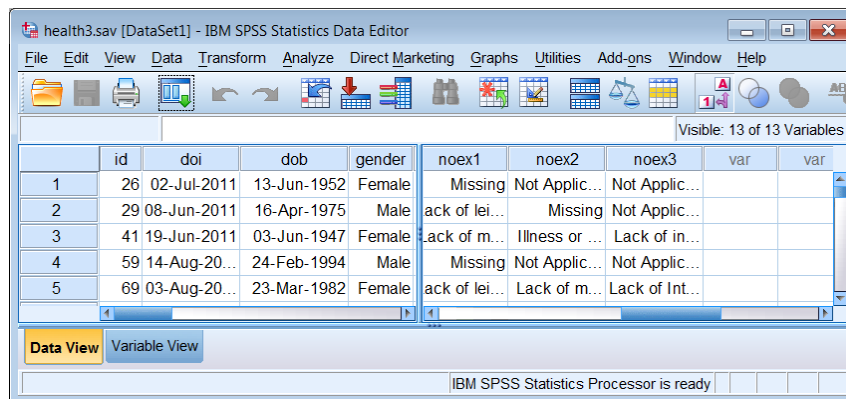
Use the scroll bars to view different columns of data as shown below:

Splitting is removed by selecting **Windows | Split** again.