# Using the Data Editor

The Data Editor displays the contents of the active data file. The information in the Data Editor consists of variables and cases.

- In Data View, columns represent variables, and rows represent cases (observations).
- In Variable View, each row is a variable, and each column is an attribute that is associated with that variable.

Variables are used to represent the different types of data that you have compiled. A common analogy is that of a survey. The response to each question on a survey is equivalent to a variable. Variables come in many different types, including numbers, strings, currency, and dates.

## Entering Numeric Data

Data can be entered into the Data Editor, which may be useful for small data files or for making minor edits to larger data files.

1. Click the **Variable View** tab at the bottom of the Data Editor window.

   You need to define the variables that will be used. for Example, only three variables are needed: *age*, *marital status*, and *income*.
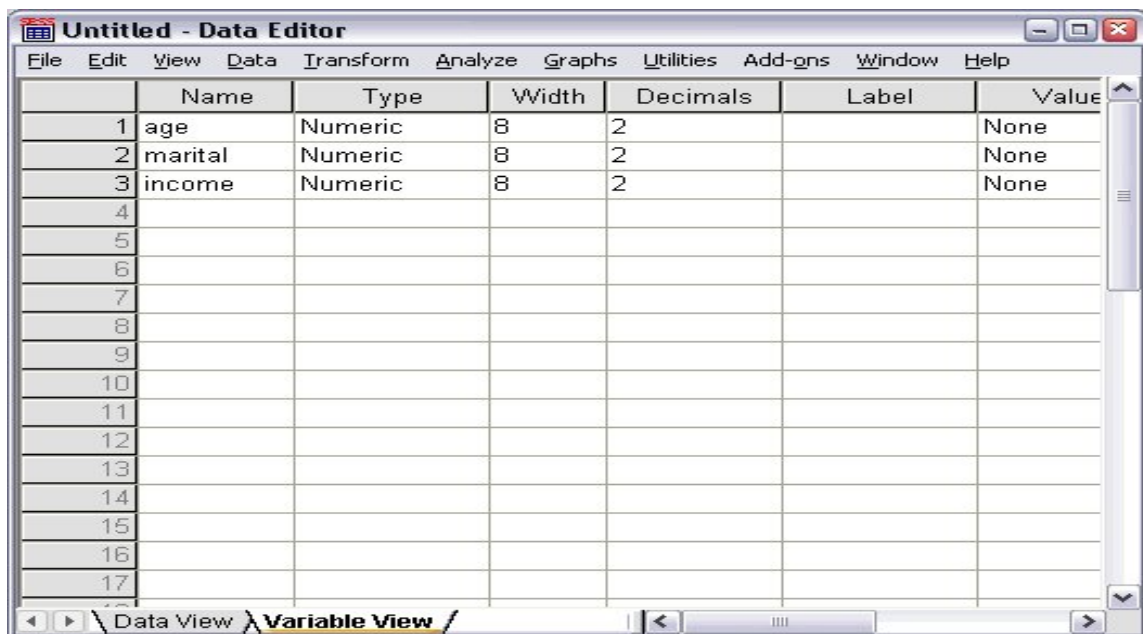


*figuer1. Variable names in Variable View*

2. In the first row of the first column, type age.

3. In the second row, type marital.

4. In the third row, type income.

New variables are automatically given a Numeric data type.

If you don't enter variable names, unique names are automatically created. However, these names are not descriptive and are not recommended for large data files.

5. Click the **Data View** tab to continue entering the data.

The names that you entered in Variable View are now the headings for the first three columns in Data View.

Begin entering data in the first row, starting at the first column.



*Figure 2. Values entered in Data View*

6. In the *age* column, type 55.

7. In the *marital* column, type 1.

8. In the *income* column, type 72000.

9. Move the cursor to the second row of the first column to add the next subject's data.

10. In the *age* column, type 53.

11. In the *marital* column, type 0.

12. In the *income* column, type 153000.

   Currently, the *age* and *marital* columns display decimal points, even though their values are intended to be integers. To hide the decimal points in these variables:

13. Click the **Variable View** tab at the bottom of the Data Editor window.

14. In the *Decimals* column of the *age* row, type 0 to hide the decimal.

15. In the *Decimals* column of the *marital* row, type 0 to hide the decimal.

## Entering String Data

Non-numeric data, such as strings of text, can also be entered into the Data Editor.

1. Click the **Variable View** tab at the bottom of the Data Editor window.

2. In the first cell of the first empty row, type sex for the variable name.

3. Click the *Type* cell next to your entry.

4. Click the button on the right side of the *Type* cell to open the Variable Type dialog box.

5. Select **String** to specify the variable type.

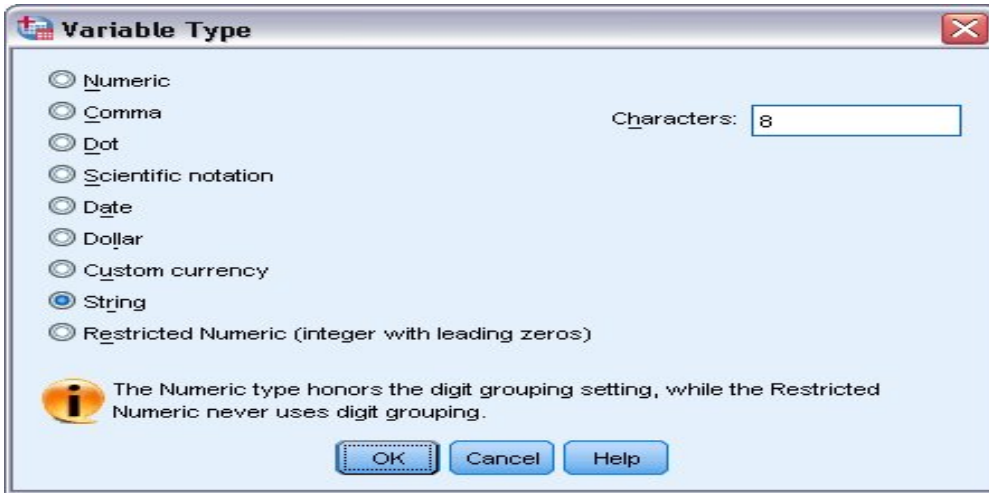6. Click **OK** to save your selection and return to the Data Editor.

*Figure 3. Variable Type dialog box*

# Defining Data

In addition to defining data types, you can also define descriptive variable labels and value labels for variable names and data values. These descriptive labels are used in statistical reports and charts.

## Adding Variable Labels

Labels are meant to provide descriptions of variables. These descriptions are often longer versions of variable names. Labels can be up to 255 bytes. These labels are used in your output to identify the different variables.

1. Click the **Variable View** tab at the bottom of the Data Editor window.

2. In the *Label* column of the *age* row, type Respondent's Age.

3. In the *Label* column of the *marital* row, type Marital Status.

4. In the *Label* column of the *income* row, type Household Income.

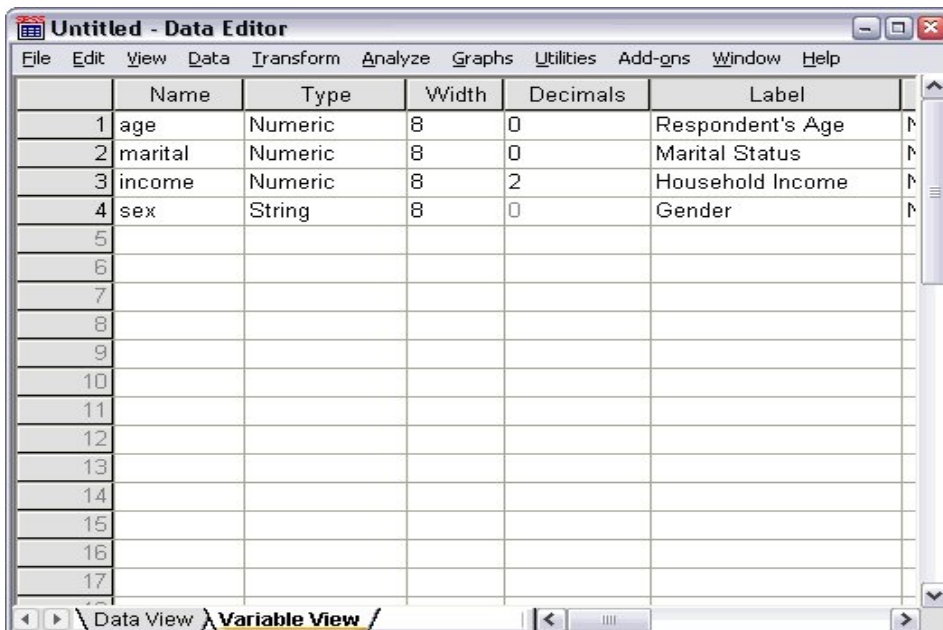5. In the *Label* column of the *sex* row, type Gender.



*Figure 4. Variable labels entered in Variable View*

# Changing Variable Type and Format

The *Type* column displays the current data type for each variable. The most common data types are numeric and string, but many other formats are supported. In the current data file, the *income* variable is defined as a numeric type.

1. Click the *Type* cell for the *income* row, and then click the button on the right side of the cell to open the Variable Type dialog box.
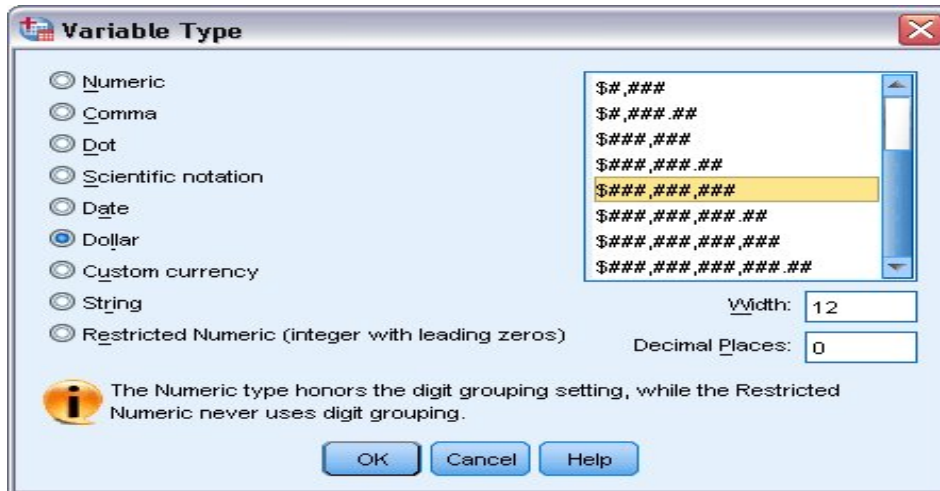2. Select **Dollar**.



*Figure 5. Variable Type dialog box*

The formatting options for the currently selected data type are displayed.

3. For the format of the currency in this example, select **$###,###,###**.
4. Click **OK** to save your changes.

# Adding Value Labels

Value labels provide a method for mapping your variable values to a string label. In this example, there are two acceptable values for the *marital* variable. A value of 0 means that the subject is single, and a value of 1 means that he or she is married.

1. Click the *Values* cell for the *marital* row, and then click the button on the right side of the cell to open the Value Labels dialog box.

   The **value** is the actual numeric value.

   The **value label** is the string label that is applied to the specified numeric value.

2. Type 0 in the Value field.
3. Type Single in the Label field.
4. Click **Add** to add this label to the list.

*Figure 6. Value Labels dialog box*

5. Type 1 in the Value field, and type Married in the Label field.

6. Click **Add**, and then click **OK** to save your changes and return to the Data Editor.

   These labels can also be displayed in Data View, which can make your data more readable.

7. Click the **Data View** tab at the bottom of the Data Editor window.

8. From the menus choose:

**View** > **Value Labels**

The labels are now displayed in a list when you enter values in the Data Editor. This setup has the benefit of suggesting a valid response and providing a more descriptive answer.

If the Value Labels menu item is already active (with a check mark next to it), choosing **Value Labels** again will turn *off* the display of value labels.