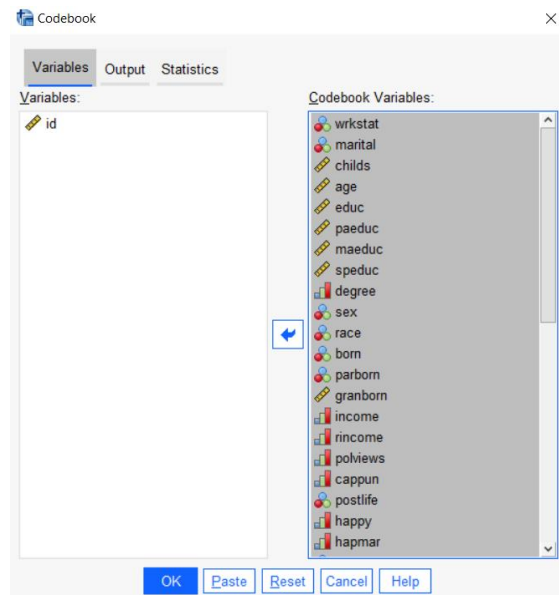


# Codebook

Tech Tips – IBM SPSS Statistics

# Tech Tips - Codebook

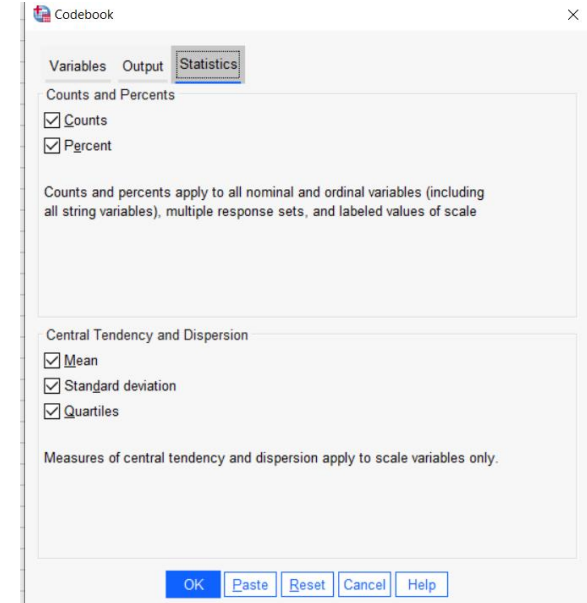
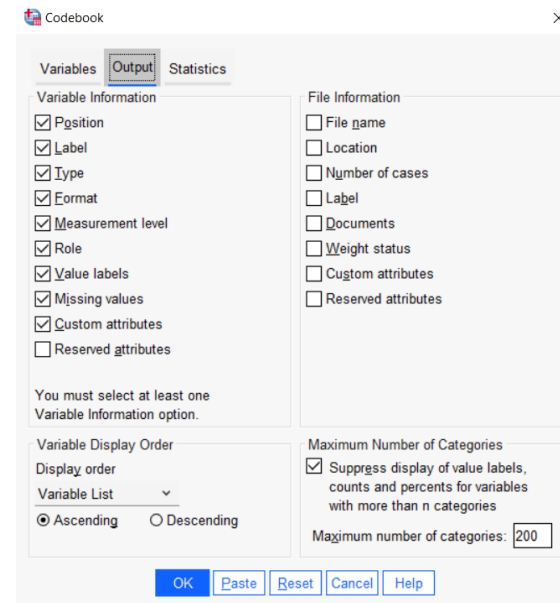
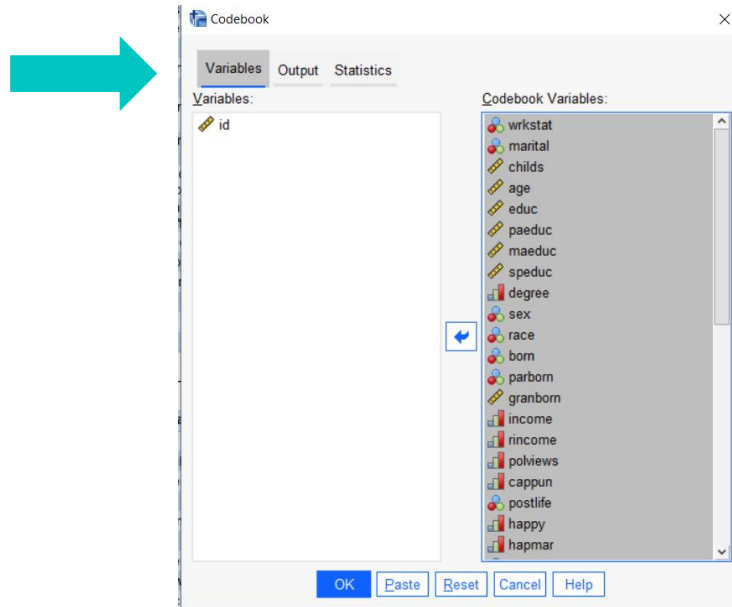
- **Did you know you can quickly run a Codebook in SPSS?**
- Analysts face many challenges when preparing data for analysis. The most common is ensuring that data is properly coded and formatted.
- Crucial that you check your data before you begin data preparation and analysis.
- Codebook saves time and reduces error!!



		Value	Count	Percent
<b>Standard Attributes</b>	<b>Position</b>	3		
	<b>Label</b>	Marital status		
	<b>Type</b>	Numeric		
	<b>Format</b>	F1		
	<b>Measurement</b>	Nominal		
	<b>Role</b>	Input		
<b>Valid Values</b>	<b>1</b>	Married	1346	47.5%
	<b>2</b>	Widowed	283	10.0%
	<b>3</b>	Divorced	446	15.7%
	<b>4</b>	Separated	93	3.3%
	<b>5</b>	Never married	663	23.4%
<b>Missing Values</b>	<b>9</b>	NA	1	0.0%

# Tech Tips - Codebook

- To run Codebook go to **Analyze > Reports > Codebook**
- Move the variables to analyse into the **Codebook Variables** box. Select **Output** and **Statistics**. Click **OK** to run.



# Tech Tips - Codebook

- On the left is an outline of all variables included in the analysis.
- In the output, you can see each variable and its **Position, Label, Type, Format, Measurement, Valid Values, Count, Percent** and **Missing Values**.
- Codebook provides a complete overview of your data for examination and checking.

The screenshot shows the SPSS Codebook output. On the left, a list of variables is shown, with 'marital' and 'childs' highlighted. On the right, two detailed codebook tables are displayed.

**marital**

Standard Attributes	Position	Value	Count	Percent
		3		
	<b>Label</b>	Marital status		
	<b>Type</b>	Numeric		
	<b>Format</b>	F1		
	<b>Measurement</b>	Nominal		
	<b>Role</b>	Input		
<b>Valid Values</b>	1	Married	1346	47.5%
	2	Widowed	283	10.0%
	3	Divorced	446	15.7%
	4	Separated	93	3.3%
	5	Never married	663	23.4%
<b>Missing Values</b>	9	NA	1	0.0%

**childs**

Standard Attributes	Position	Value	Count	Percent
		4		
	<b>Label</b>	Number of children		
	<b>Type</b>	Numeric		
	<b>Format</b>	F1		
	<b>Measurement</b>	Scale		
	<b>Role</b>	Input		
<b>N</b>	<b>Valid</b>	2825		
	<b>Missing</b>	7		
<b>Central Tendency and Dispersion</b>	<b>Mean</b>	1.82		
	<b>Standard Deviation</b>	1.690		
	<b>Percentile 25</b>	.00		
	<b>Percentile 50</b>	2.00		
	<b>Percentile 75</b>	3.00		
<b>Labeled Values</b>	8	Eight or more	34	1.2%
	9	NA	7	0.2%



# Thank You

For more information  
please visit [spssanalyticspartner.com](https://spssanalyticspartner.com)