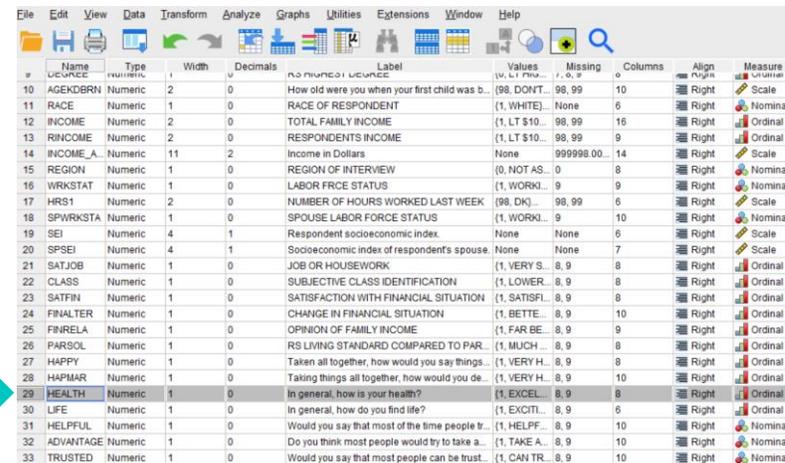# How to Set Names and Labels

Tech Tips – IBM SPSS Statistics
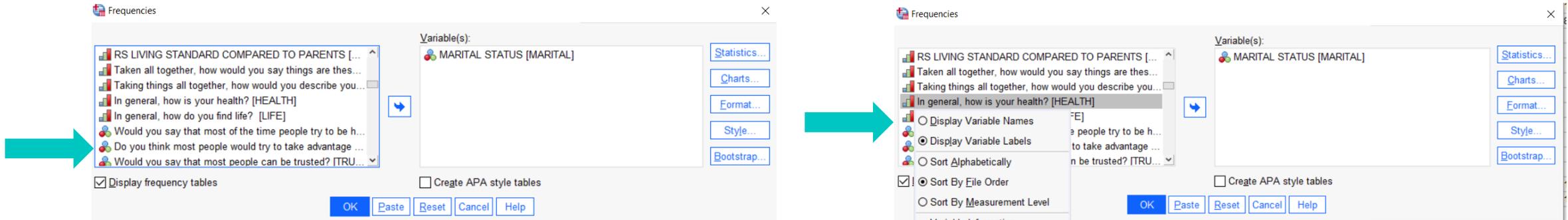
# Tech Tips – How to Set Names and Labels

- *Did you know that you can set whether you see variable names or labels in IBM SPSS Statistics?*

- A variable name is a short variable name such as 'Income' or 'Spend'. A variable label is description of the short variable name. For example, below we see the variable name 'Health'. The label shows the question that respondents' answered (*'In general, how is your health?'*).

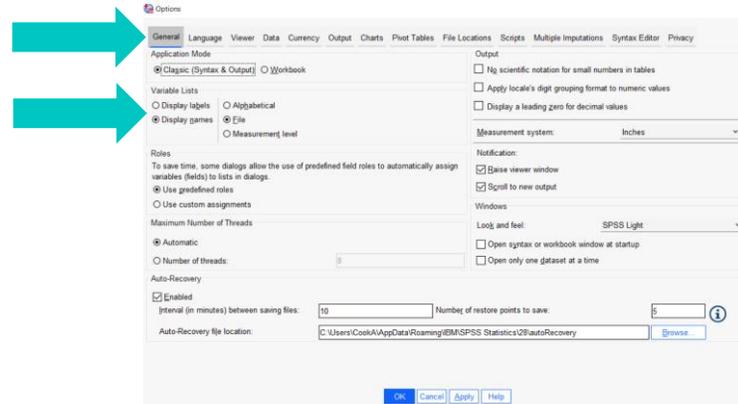# Tech Tips – How to Set Names and Labels

- In SPSS Statistics, names and labels can be set. Below we are working in a dialogue box and we see the longer labels.

- We can switch between names and labels by right clicking on a variable and selecting **Display Variable Names** (HEALTH) or **Display Variable Labels** ('In general how is your health?'). Users can toggle back and for between Names and Labels.

# Tech Tips – How to Set Names and Labels

- Users can also go to the **Edit** menu and select **Options**.

- On the **General** tab there is the **Variable Lists** section where users can select **Display labels** or **Display names**.

- Users can also chose whether variables are shown in **Alphabetical**, **File** or **Measurement level** order. Click **OK** to set choices. A message will appear 'Changing any option in the Variable List group will reset all dialog box settings to their defaults, and all open dialogs will be closed.' Click **OK** to continue.

# Thank You

For more information

please visit spssanalyticspartner.com