

Often (especially with coding variables), you need to enter the same value lots of times into the data editor. Similarly, in the variable view, you might have a series of variables that all have the same value labels (e.g., variables representing questions on a questionnaire might all have value labels of 0 = never, 1 = sometimes, 2 = always to represent responses to those questions). Rather than typing the same number lots of times, or entering the same value labels multiple times, you can use the copy and paste functions to speed things up. All you need to do is to select the cell containing the information that you want to copy (whether that is a number or text in the data view, or a set of value labels or another characteristic

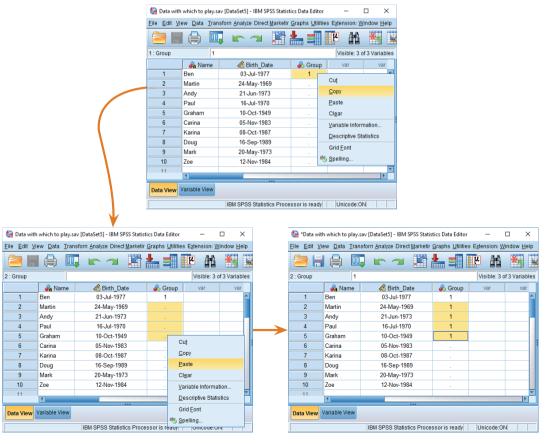


Figure 4.12 Copying and pasting into empty cells

