



SPSS Tip 4.4

Copying and pasting into the data editor and variable viewer ■■■■

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

The figure illustrates the process of copying and pasting data in SPSS. It consists of three screenshots of the IBM SPSS Statistics Data Editor window, showing the 'Data View' and 'Variable View' tabs. The data table contains 11 rows of data with columns for Name, Birth_Date, and Group. The 'Group' column contains the value '1' for the first row and empty cells for the others. The context menu is open over the 'Group' column in all three screenshots, with the 'Copy' option highlighted. An orange arrow points from the first screenshot to the second, and another orange arrow points from the second to the third, indicating the sequence of actions.

1: Group	1	Visible: 3 of 3 Variables			
Name	Birth_Date	Group			
1	Ben	03-Jul-1977	1		
2	Martin	24-May-1969	.		
3	Andy	21-Jun-1973	.		
4	Paul	16-Jul-1970	.		
5	Graham	10-Oct-1949	.		
6	Carina	05-Nov-1983	.		
7	Karina	08-Oct-1987	.		
8	Doug	16-Sep-1989	.		
9	Mark	20-May-1973	.		
10	Zoe	12-Nov-1984	.		
11					

2: Group	1	Visible: 3 of 3 Variables			
Name	Birth_Date	Group			
1	Ben	03-Jul-1977	1		
2	Martin	24-May-1969	.		
3	Andy	21-Jun-1973	.		
4	Paul	16-Jul-1970	.		
5	Graham	10-Oct-1949	.		
6	Carina	05-Nov-1983	.		
7	Karina	08-Oct-1987	.		
8	Doug	16-Sep-1989	.		
9	Mark	20-May-1973	.		
10	Zoe	12-Nov-1984	.		
11					

2: Group	1	Visible: 3 of 3 Variables			
Name	Birth_Date	Group			
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4	Paul	16-Jul-1970	1		
5	Graham	10-Oct-1949	1		
6	Carina	05-Nov-1983	.		
7	Karina	08-Oct-1987	.		
8	Doug	16-Sep-1989	.		
9	Mark	20-May-1973	.		
10	Zoe	12-Nov-1984	.		
11					

Figure 4.12 Copying and pasting into empty cells

within the variable view) and click with the right mouse button to activate a menu within which you can click (with the left mouse button) on Copy (top of Figure 4.12). Next, highlight any cells into which you want to place what you have copied by dragging the mouse over them while holding down the left mouse button. These cells will be highlighted in orange. While the pointer is over the highlighted cells, click with the right mouse button to activate a menu from which you should click Paste (bottom left of Figure 4.12). The highlighted cells will be filled with the value that you copied (bottom right of Figure 4.12). Figure 4.12 shows the process of copying the value '1' and pasting it into four blank cells in the same column.

