



How to Append a Variable to a Project

Problem

You wish to append a variable onto your project. For example, you may have a weight variable created in another program that you wish to apply to your Q project. The best solution to this is generally to have the variable added to the data file you are using and selecting **File** and **Import Updated Data File**. This How To assumes that you are unable to do this.

Steps to solve

1. Identify a variable in your project that has a unique value for every respondent. Most commonly this variable will have a name such as **ID**, **RespID** or something similar. For the rest of this example it is assumed that the Variable Name of the unique variable is **ID**.
2. Select **ID** in the Blue Drop-down menu at the top of the screen.
3. Select **SUMMARY** in the Brown Drop-down menu. If you have any missing observations – shown at the bottom of the screen – you will not be able to use the variable you have selected. If you can only select **Raw Data**, follow the steps in [How To Turn Text Variables Into Numeric Variables.pdf](#).
4. Press the arrow button to the right of the Blue Drop-down.
5. From the File menu, select **Export Selected Variables to Excel...**
6. Paste the variable you wish to append into **Excel** so that the first observation is in cell **B2**, the second is in cell **B3**, etc.
7. In cell **C2**, type: `=if (isNaN(ID)) NaN; else if(ID == "&A2&") "&B2&";"`
8. In cell **C3**, type: `=else if(ID == "&A3&") "&B3&";"`
9. Select cell **C3** and press **Ctrl+c** to copy the cell's contents.
10. Select the range of cells from **C4** down to the final cell in column **C** that is adjacent to the variable you wish to append. For example, if your data file contains 100 observations, you would select rows **C4** to **C101**.
11. Press **Ctrl+v** to paste the formula.
12. Select the range of cells from **C2** down to the bottom cell in column **C** containing formulas. For example, if your data file contains 100 observations, you would select rows **C2** to **C101**.
13. Press **Ctrl+c** to copy the cell's contents.
14. Go to the **Variables and Questions** tab in **Q**, right-click on the first variable and select **Insert Variable(s)** and **Java Script Formula** and **Numeric...**
15. Enter your desired **Name** and **Label** for the variable.
16. Place your cursor in the **Expression** box and paste by pressing **Ctrl+v**.
17. Press **OK**.

Additional reading

Terms shown in italics and bold can be found in the index of the *Q Reference Manual*, the *Q Quick Start Manual* and via the **Help** menu within **Q**.

What to do if the problem is not solved

If these instructions are insufficient, please email us (**Help | Email Support...**) with a detailed description of what in the instructions is not working for you and we will either provide you with more comprehensive instructions, or, upon your request, we can do the analysis for you in your file (fees apply) .