



## How To Apply a Set of Existing Code Names to an Uncoded Text Question

### Problem

You have an uncoded text question, to which you want to apply a set of existing code names. The question can be in a separate project to that in which the code names were created.

The set of code names is simply a list of category names – it does not include the instructions that assign the question responses to the categories.

For example, the list may include “Animals” and “Furniture” as categories, but there are no instructions accompanying the list that will assign the response “Cat” to the Animals category or “Chair” to the Furniture category.

### Steps to solve

1. Have a list of category names prepared either in Q or in a separate file such as MS Word or Notepad, with each category name occupying one row.
2. In the **Variables and Questions** tab, select the Text Variable to be coded and right-click on the row number, click on **Insert Variable(s) | Code Text | New Code Frame...**
3. Select whether you would like responses to be classified under single or multiple codes. The coding interface will open
4. In the coding interface right-click anywhere in the white code frame box (at the right) and select **Import/Export Code Names** from the context menu
5. Copy your existing code names and paste them into the box that appears (by right-clicking and selecting **Paste** from the context menu). Click **OK**. The code names you paste will replace the existing code names in your code frame in the order entered.

### Additional reading

*How To Store a Code Frame For Use in Other Projects; How To Re-apply a Code Frame in a New Project; How to Code a Text Variable; How to Text Variable Taking into Account the Response to Another Variable; How To Code several Text variables into a Multiple Response- Binary Question.*

See *Text Variables* in the *Q Reference Manual* for more information on coding **text** variables

Terms shown in italics and bold can be found in the index of the *Q Reference Manual*, the *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) .