



## How To Code a Text Variable

### Problem

You have a **Text** question and want to convert (*code*) it into **Categorical** format.

(e.g., to work out the proportion of people making positive comments or commenting on a specific aspect of a service or product).

If you have an existing code frame that you would like to apply to your **Text** question see “How To Re-apply a Code Frame in a New Project”.

### Steps to solve

1. Go to the **Variables and Questions** tab.
2. Right-click on the **Text** variable of interest.
3. Select **Insert Variable(s), Code Text and New Code Frame....**
4. Choose whichever is appropriate of **Each response can be classified under only one code** (e.g., *What is your main reason for...*) or **Each response can be classified under multiple codes** (e.g., *Why did you...*). Click **OK**.
5. Create new codes in the code frame by right-clicking on **New Code** and selecting **Add Code....**
6. Change the name of codes, including **New Code**, by right-clicking and selecting **Rename....**
7. Click on a response (from the box underneath Find) and it will be previewed in the top left panel.
8. If earlier you selected **Each response can be classified under only one code**, code responses by selecting on the applicable code.
9. If earlier you selected **Each response can be classified under multiple codes**, code responses by clicking on each applicable code and pressing **Complete**.

When you are finished coding, click **OK**. A new question will now be available which you can analyze in the **Tables** tab.

### Additional reading

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

The *Q Reference Manual* contains extensive information on coding.

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) .