



How To Convert Australian Postcodes into a Geographic Variable





Problem

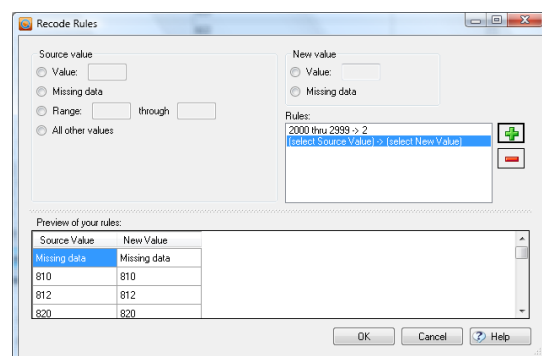
A data file contains a variable representing postcode. There is a need to convert this into a **Pick One** question representing different geographic territories (e.g., states and territories).

Steps to solve

Three solutions to the problem:

- ⇒ **Easy solution:** Change the **Variable Type** of the variable containing postcode data to **Categorical** and the **Question Type** to **Pick One** and then, in the **Tables** tab, select categories that you wish to combine, right-click, and select **Merge** and **OK**, repeating this for each geographic region.
- ⇒ **Re-usable solution:** Create a new variable using *JavaScript Formula* – see the *Q Reference Manual* for more detail.
- ⇒ **Fast solution:** Recode the variable using recode rules. This is described in detail below.

1. Go to the **Variables and Questions** tab and select the variable containing postcode.
2. If the **Variable Type** is shown as **Text**, change it to **Numeric** (otherwise, skip this step). This will cause a new variable to be created.
3. Press the **Values** button () to edit the **Value Attributes**.
4. Press the **Recode Rules** button.
5. In **Source value**, select **Range** and enter 2000 in the first box and 2999 in the second box.
6. In the **New value** box select **Value** and enter 2 into the box. This will recode all of the values from 2000 to 2999 to a value of 2 (i.e., which will represent NSW).
7. Press  if you need to create another geographic region. The dialog box should now look like the figure shown to the right.
8. Repeat steps 5 and 6 for each geographic area (e.g., 3000 to 3999 for Victoria), pressing  if you require an additional geographic territory.
9. Press **OK** twice.
10. Select the variable and select **Copy and Paste Variable(s)** and **Linked**.
11. Change the newly created variable's **Question Type** to **Pick One**.
12. Press the **Values** button () to edit the **Value Attributes**.
13. Enter the names of each geographic region in the **Label** column and press **OK**.



14. Change the **Name** of the question.

15. Double-click on the row number of the question to view it in the **Tables** tab.

Additional reading

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) .