How To Recode A Number Question Into A Pick One Question

Problem

You have a **Number** question and wish to recode it into a new **Pick One** question. Typically, the problem is to group ranges of *numeric* responses into categories.

Steps to solve

1. In the **Tables** tab, select the **Number** question in the blue drop-down menu.
2. Right click on the table and select **Values…**
3. Enter the new category values in the Value column. If there are many values:
    a. Press the **Recode Rules** button at the bottom left of the **Value Attributes** dialog box.
    b. Select a source value option and enter the value or range of values to be recoded.
    c. Select a new value option and enter the new value if you selected **Value**.
    d. You have just entered a recoding rule, which is displayed in the Rules window. If you require another recoding rule press the green plus sign and repeat Steps a to c.
    e. Click **OK**.
4. Click **OK**.
5. Press the blue arrow that points to the right next to the blue drop-down menu. This takes you to the **Variables and Questions** tab and selects the **Number** question.
6. Right click on the row number that is highlighted.
7. Select **Copy and Paste Variable(s)**.
8. Select **Linked**.
9. Change the Question Type of the new variable to **Pick One**.
10. Press the button in the Values column of the row containing the new **Pick One** question.
11. Change the labels appropriately by typing over them.
12. Click **OK**.
13. Change the name of the question by typing over the text in the Question column.

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) .

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