




How To View Open Ended Responses With Their Coding

Problem



Your survey contains an open-ended response question and you have coded it into a new question. You want to view the raw open-ended responses with their coding.

Steps to solve

If your coded question is a **Pick Any**, the simplest approach is to:

1. Find the coded question on the **Variables and Questions** tab.
2. Press the **F** tag (under the **Tags** column) for one of the variables in the coded question.
3. Go to the **Tables** tab and select the question containing the original raw data in the blue drop-down.
4. Select the first code in the **Filter** drop-down.
5. Press .
6. In the **Format** menu select **To Excel**.
7. Click **OK**.
8. Select the next code in the **Filter** drop-down and repeat from step 5.

If your coded question is a **Pick One**, the easiest approach is to:

1. Go to the **Tables** tab and select the question containing the original raw data in the blue drop-down.
2. Press .
3. In the **Format** menu select **To Excel**.
4. Click **OK**.
5. Select the new question containing the codes in the blue drop-down.
6. In the brown drop-down, select **RAW DATA**.
7. Press .
8. In the **Format** menu select **To Excel**.
9. Click **OK**.
10. In Excel, cut and paste the coded variable so that it is next to the raw data.
11. In Excel, sort by the coded variables.

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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