

Example Dataset – Start to Finish:
Data INPUT/IMPORT and EXPORT; Initial Data Screening; Coding and Formatting

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CODEBOOK Details

- 1) Variable names (1st column) – variable names can not have any special characters or spaces:
 - a. SubjectID
 - b. Age
 - c. WeightPRE
 - d. WeightPOST
 - e. Height
 - f. SES
 - g. GenderSTR
 - h. GenderCoded
- 2) Next make sure that “numeric” is listed as the “type” for all of these except “GenderSTR” – this field will be a “String” or “Char”
- 3) Labels:
 - a. Subject ID
 - b. Age in Years
 - c. Weight in Pounds – Before Program
 - d. Weight in Pounds – After Program
 - e. Height in Decimal Feet
 - f. Pseudo Socio-Economic-Status
 - g. Gender as a Character/Text
 - h. Gender Recoded
- 4) Next “values” for SES and GenderCoded – the “codebook”
 - a. For SES - “values”:
 - i. Value = 1; Label = Low Income
 - ii. Value = 2; Label = Average Income
 - iii. Value = 3; Label = High Income
 - b. GenderCoded - “values”:
 - i. Value = 1; Label = Male
 - ii. Value = 2; Label = Female
 - c. q1,q2,q3,q4,q5 – “values”:
 - i. Value = 1; Label = “None of the time”
 - ii. Value = 2; Label = “A little of the time”
 - iii. Value = 3; Label = “Some of the time”
 - iv. Value = 4; Label = “A lot of the time”
 - v. Value = 5; Label = “All of the time”
- 5) Other notes
 - a. Missing values are coded as either 9 or 99 (see Age, and q1,q2,q3,q4,q5)