**Prepare the Rename file**

1. Go to folder: \General - ICITOP\data cleaning\studies\ [studyname
2. Open the renamefile (1\_rename\_[studyname]\_filled.xlsx).
3. Select the columns with headers
   1. Go to Data – Filter. You should now see arrows in these cells. You can use these arrows to select cells based on certain features.
4. Paste the following formula in row 3 of new\_name = D3&E3&F3&G3&H3&I3
   1. You can use this formula for all cells by dragging it down
5. The label and value\_labels columns may contain a lot of info that makes the rest of the columns unreadable. Select the columns one by one and click on Wrap text.
6. Press save – yes

**Recode**

1. Keep the rename file open
2. Go to folder: \General - ICITOP\data cleaning\docs
   1. Open the supporting information provided by the study. You can find this in folder: \data\[studyname]\2.data-checks. The names and composition of the supporting info files differ.
   2. Open the excel files with columnnames and variables in their names.
   3. Columnnames provides you with the options for each of the columns in the renamefile
   4. Variables provides the names for column name\_construct in the renamefile
3. Start with the first row
   1. A Name contains the name of the variable in the dataset
   2. B Label contains the label of the variable in the dataset
   3. C contains the labels of the categories, if applicable
   4. All other columns: use the columnnames instructions
4. For each row, provide the necessary info to get a name in column new\_name.
   1. In general you need to provide an answer to all the columns, unless this doesn't make sense (e.g., reporter and instrument of sex is not known). The formula that you inserted in Cell K3 and dragged down generates a new name for the variables
   2. Ignore the row id (typically row 2)
   3. You can open the codebook to check additional information.