**Description of the Recode function**

The **Recode** function allows you to modify the numerical values of a variable or a set of variables according to your specifications. Below are examples illustrating how this function can be used:

**Example 1: Grouping Values**

If a variable is defined with values 1, 2, 3, 4, and 5, you may want to group these values into new categories. For instance:

* Change **1** and **2** to the new value **1**
* Change **3** to **2**
* Change **4** and **5** to **3**

This type of recoding can be useful, for example, to reduce the number of distinct values, which is often advisable when running analyses like POSAC.

**Example 2: Reversing Values**

If a variable is defined with values 1, 2, 3, 4, and 5, you might want to reverse the order of these values. Thus:

* Change **1** to **5**
* Change **2** to **4**
* Keep **3** as **3**
* Change **4** to **2**
* Change **5** to **1**

Reversing values may be needed ensure that all processed variables have a Common Meaning Range (See Shye & Elizur, 1994), which aligns with the principles of Facet Theory.

**Example 3: Grouping and Reversing Values**

If a variable is defined with values 1, 2, 3, 4, 5, and 6, you might want to both group and reverse these values. For example:

* Group **1** and **2** into **3**
* Change **3** to **2**
* Group **4**, **5**, and **6** into **1**

**Steps to Recode a Variable**

To recode a variable or a set of variables, follow these steps:

1. **Specify the variable(s):** Identify the variable(s) you wish to recode.
2. **List recoding operations:** Define the current ("old") values and the new values to which they should be changed.

For instance, based on Example 3, the recoding operations would look like this:

| **Old Value(s)** |  | **New Value** |
| --- | --- | --- |
| 1, 2 | → | 3 |
| 3 | → | 2 |
| 4–6 | → | 1 |

By following this process, you can efficiently recode variables to meet the specific requirements of your analysis.

If you only need to reverse the valid values of a variable (or a set of variables), you can use the **Reverse Values** shortcut function.

However, keep in mind that this function only reverses the values that actually appear in the input data file. For example, if a variable is defined to include the values 1, 2, 3, 4, 5, and 6, but only the values 3, 4, 5, and 6 are present in the data file, the **Reverse Values** function will perform the following changes:

* **3** becomes **6**
* **4** becomes **5**
* **5** becomes **4**
* **6** becomes **3**

Unused values (e.g., 1 and 2 in this example) will not be considered or reversed.

**Reference**

Shye, S. & Elizur. D. (1994). Introduction to Facet Theory: Content design and intrinsic data analysis in behavioral research. Thousand Oaks, CA: Sage.