**SPSS How-to: Creating New Variables & Recoding Existing Variables**  
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**To create a new variable**
1. Go to **Transform | Compute Variable**. The **Target Variable** is the new variable.
2. Click **Type & Label** to set up labels and data type.
3. Insert a numeric expression and/or an existing variable in the box—this is what the new variable will be equal to. Click the **if** button to compute the variable only for specific cases.

**Tip:** When calculating a new variable based on existing variable(s), watch out for missing values! Especially for mean or sum functions – think about whether the new computed values are legitimate if missing values are present.

**To recode an existing variable**
1. Go to **Transform | Recode Into Different Variables**. This will create a new variable—choose Recode into Same Variables if you want to overwrite the contents of the existing variable.
2. Select the variable you want to recode and insert it in the recode box. Enter the name for the new variable under Output Variable. Click the **Change** button. Now you will see oldvar --> newvar in the recode box.
3. Click the **Old and New Values** button. Type in the old value(s)—this can be a single value, a range of values, or missing values. Then type in the corresponding new value—this can be a single value or missing values. Click the **Add** button, and you will see the oldval --> newval listed in the Old → New box. Click **Continue** when you have entered all the value recodes.

4. Click OK to run the recode

**To delete a variable**
Open the **Variable View** in the Data Window, select the variable, and press the **Delete key** on your keyboard. Use the Undo button if you make a mistake.