



## Merge Instructions for SPSS

Based on SPSS version 13.0

These instructions will guide you through the steps for merging two datasets in SPSS. You may use these instructions only after you have successfully imported the data into SPSS.

### Start SPSS

#### Step 1: Sort both files by caseid

→Go to “File”

→Select “Open”

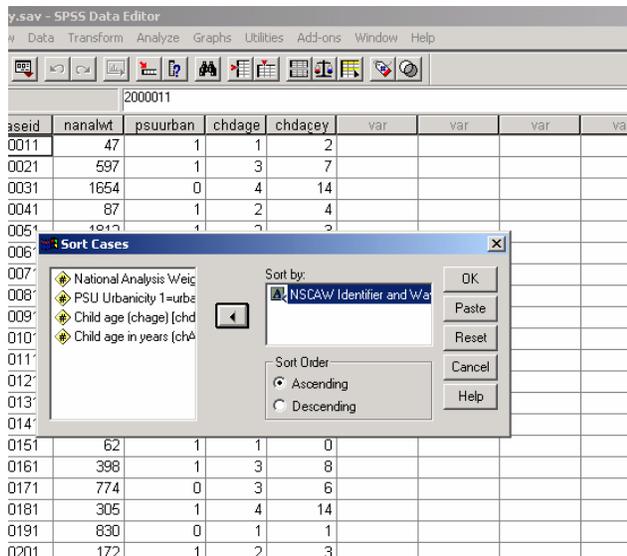
→Find the location of the file that contains the **variables that you wish to add to another dataset.**

→Click “Open”

Example 1:

→Go to “Data”

→Select “Sort Cases...”



→In the “Sort Cases” dialog box, select the **caseid** variable and click it into the “Sort by” box using the arrow between the two boxes.

→In the “sort order” section select “ascending.” (see example 1) **Please keep in mind that you must sort both files by the same order.**

→Click “Ok”

#### Step 2: Merge the datasets

→Go to “File”

→Select “Open”

→Find the location of the file that you wish to **add variables to.**

→Click “Open”

→Sort the data using the instructions from Step 1

→Go to “Data”

→Select “Merge Files”

→Choose “Add Variables...”

In the “Add Variable: Read File” dialog box:

- Find the **master file**, the one to which you want to add variables.
- Click “Open”

In the “Add Variables from....sav)” dialog box:

- In the excluded variables box you should see the variable named “**caseid**” or the variable label “**NSCAW Identifier and Wave Number [caseid]**”
  - Check mark “**Match cases on key variable in sorted files.**” Make sure that the “**Both files provide cases**” button is selected.
  - Select “**caseid**” by clicking on it
    - Place “**caseid**” into the “**Key Variables**” box by clicking on the adjacent arrow. (See example 2)
    - Click “**OK**”
      - A warning box will appear, if you have already sorted both files by “**caseid**” then click **OK**. If you haven’t, then cancel the action and do so now.
      - Once the merge is complete be sure to **save** the new data file.

Example 2:

