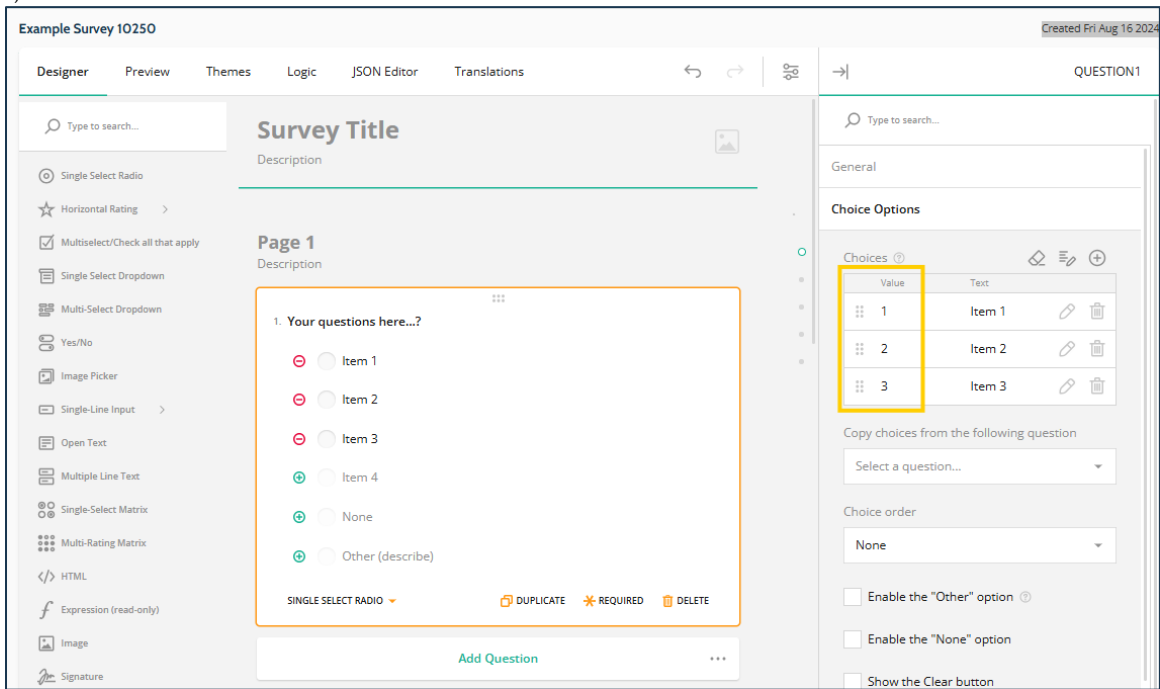


Adding Value Codes

What Are Value Codes

Value codes are internal numerical values assigned to answer choices that are utilized by the PsychData tool for reports, exports, and logic. These values are not visible to respondents. They can be found in the “Choice Options” panel in the sidebar on the Design Page when the question is selected, indicated below.

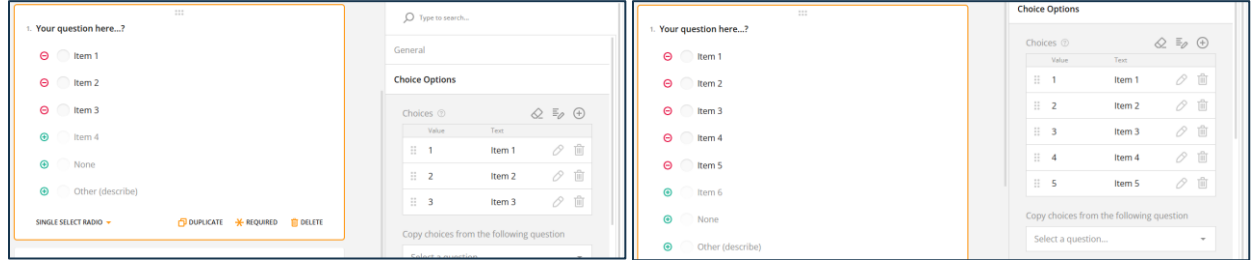


The area for editing value codes may vary from question type to question type. For example, Horizontal rating has a different approach to editing value codes and the following question types don't include or questions don't include value codes.

- Yes/No Questions
- Open Text
- Single Line Input
- Multiple Line Input
- HTML
- Expression
- Image
- Signature

Please visit our “Question Types” manual for further guidance on specific editing a specific question type.

As shown below, the value codes are assigned by default as each answer choice is created.



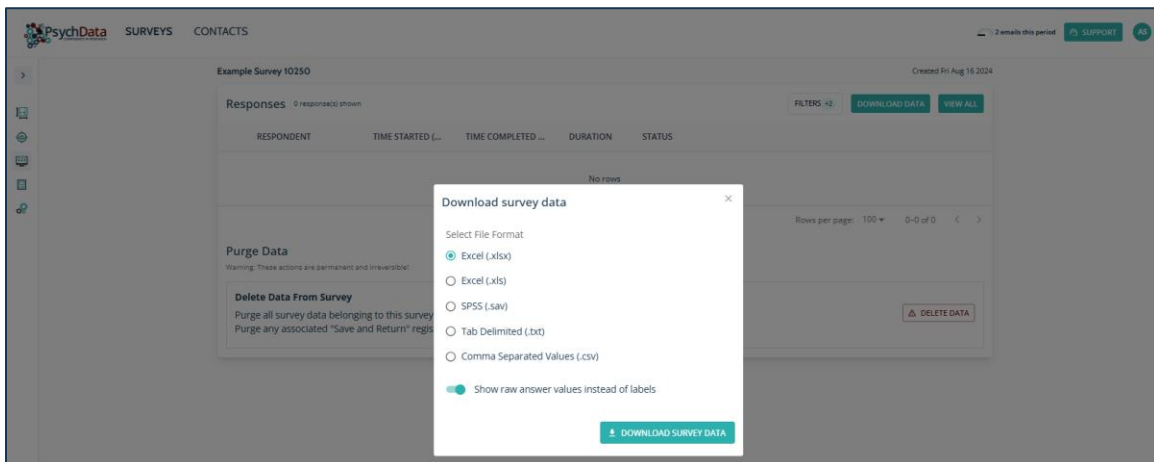
However, if your survey needs require specific codes to be assigned to each answer choice, you have the option to do so by simply replacing the default value with the needed value.

Value	Text
58	Item 1
36	Item 2
75	Item 3
22	Item 4
41	Item 5

Why Are Value Codes Necessary

Value codes are necessary for advanced analysis. For example, if you plan on using SPSS value codes are required.

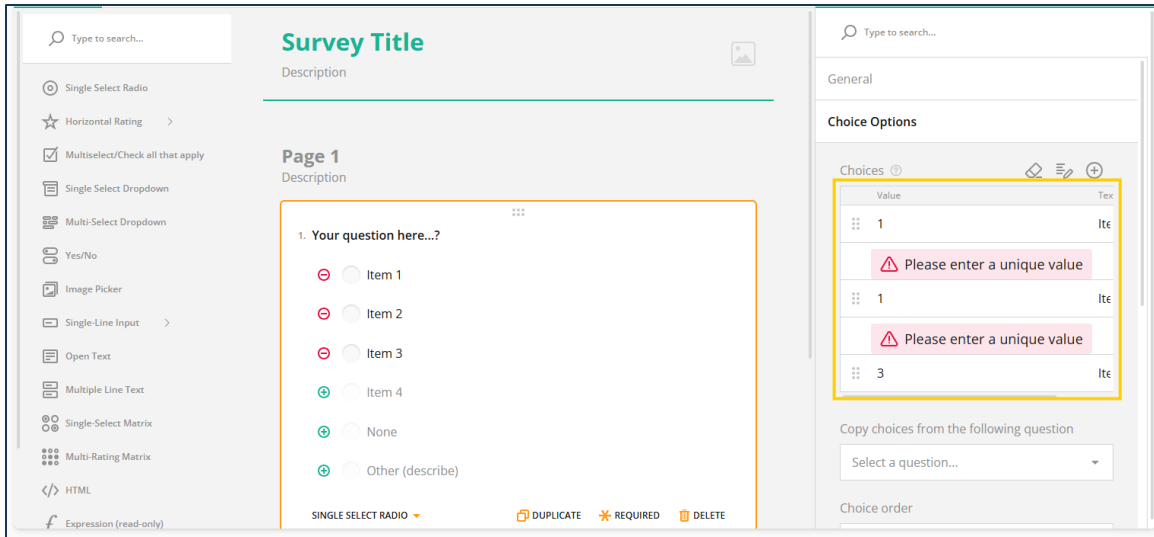
Value codes will be included in all exports in which the option to include raw data is selected.



Things to know about Value Codes

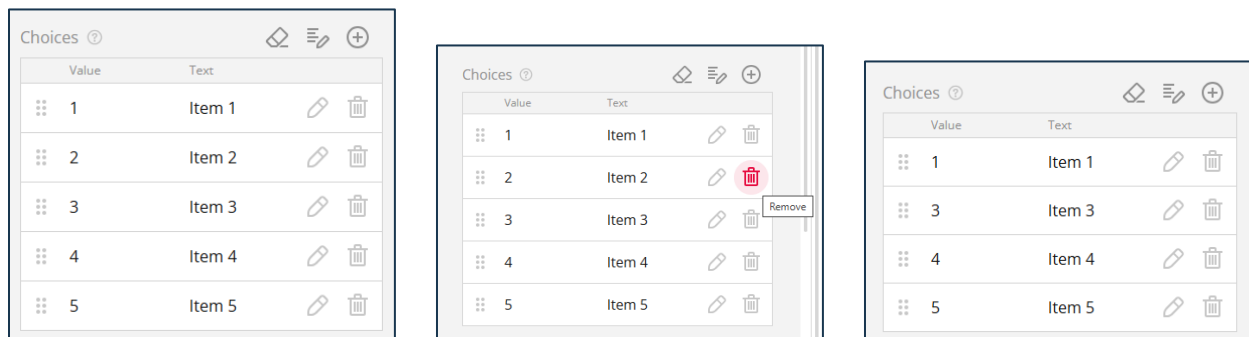
Unique Value Codes

Each answer choice is required to have a unique value code. PsychData will generate an error message if you have duplicated a value code, as indicated below.

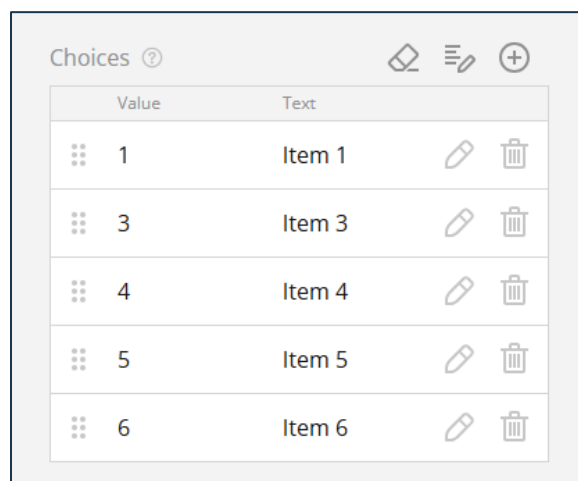


Deleting or Re-ordering











If an answer choice is deleted or reordered, the value codes are not automatically renumbered. For example, if you have five answer choices with value codes 1,2,3,4,5, and you delete answer option 2, you will be left with 1,3,4,5, as pictured below.













Adding an answer choice in this instance will assign the new answer choice a value as pictured below.













If you have five answer choices with value codes 1,2,3,4,5, and you reorder answer option 2, so you are left with 2,1,3,4,5 by using the “drag and drop” icon to the left of the value code.

Choices ?		
Value	Text	
1	Item 1	 
2	Item 2	 
3	Item 3	 
4	Item 4	 
5	Item 5	 

Choices ?		
Value	Text	
2	Item 2	 
1	Item 1	 
3	Item 3	 
4	Item 4	 
5	Item 5	 

Adding an answer choice in this instance will assign the new answer choice a value as pictured below.

Choices ?		
Value	Text	
2	Item 2	 
1	Item 1	 
3	Item 3	 
4	Item 4	 
5	Item 5	 
6	Item 6	