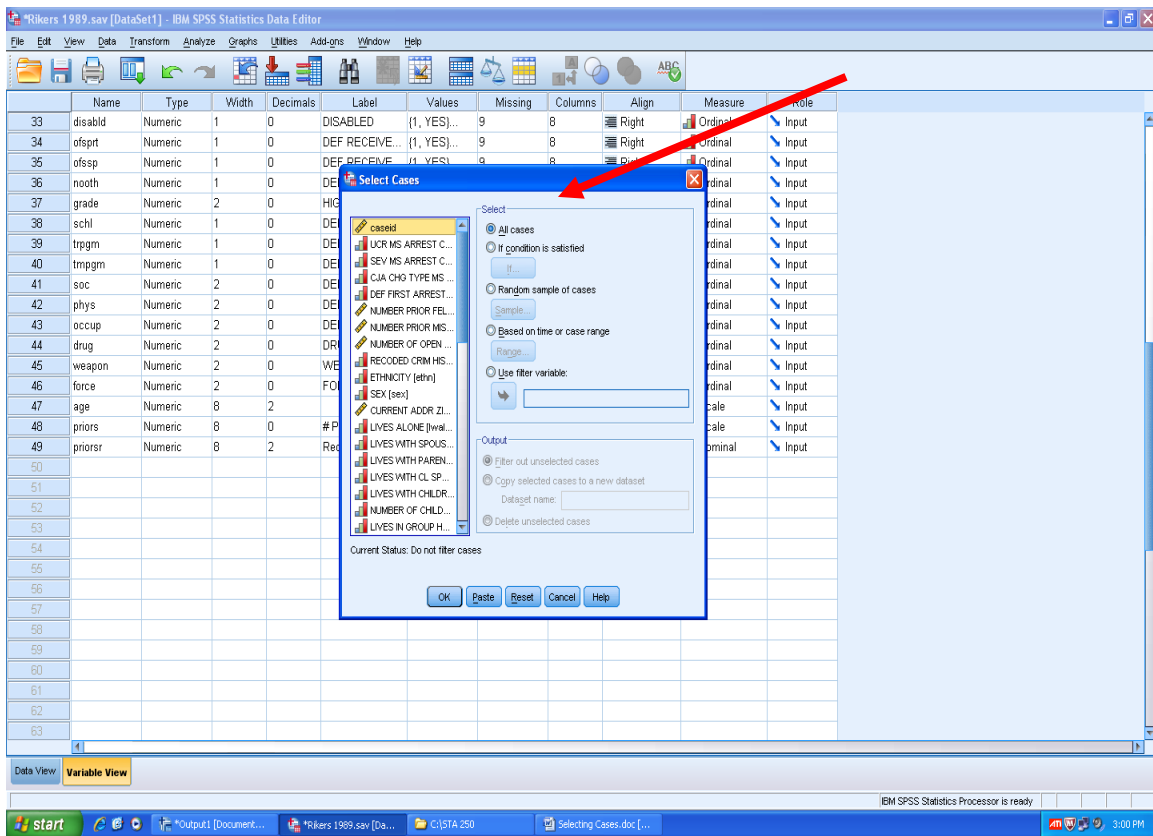


Steps to Select Cases in IBM SPSS versions 21-22

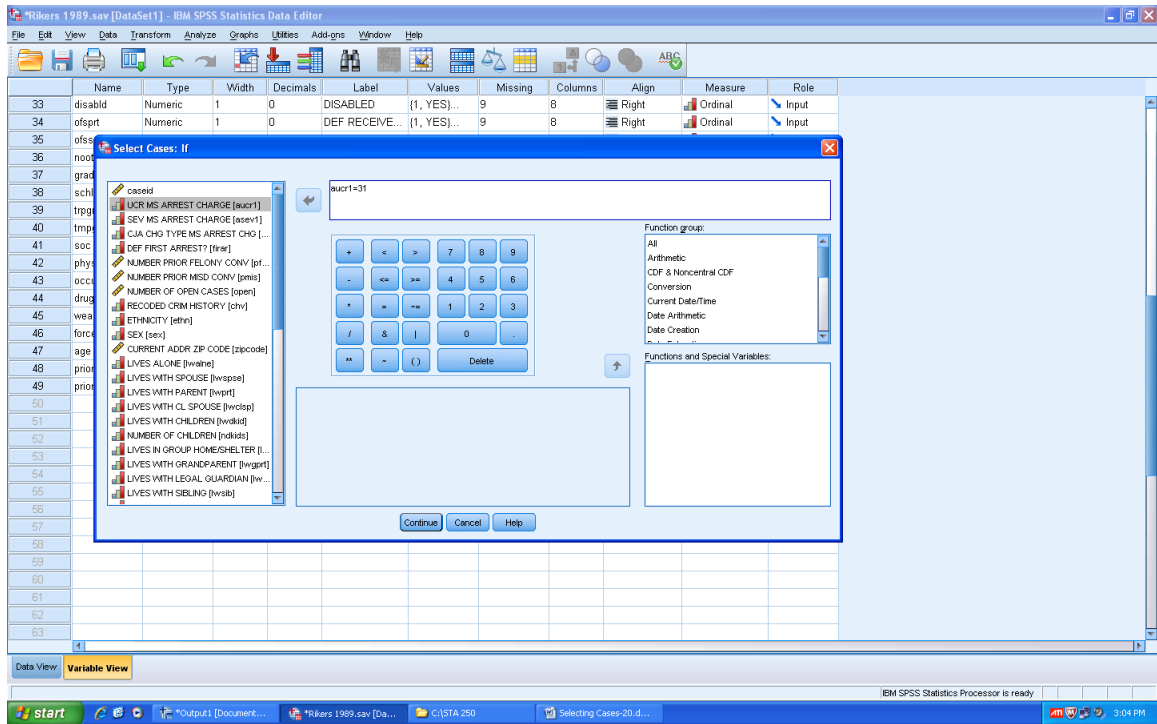
Step 1 – Decide what cases you want to see:

- 1) Decide what subset of cases or records you want to look at and use in SPSS. This usually requires looking at the Frequencies for the variable you are using to get a subset to see how many cases you will be selecting.
- 2) Then you go to Variable View and look at the values of the variable to see what the value is for the subset of cases you want.
- 3) First make sure you are starting with all the cases: From the Data menu, choose **SELECT CASES**. It should show the option of **ALL CASES**. Click on **OK**.

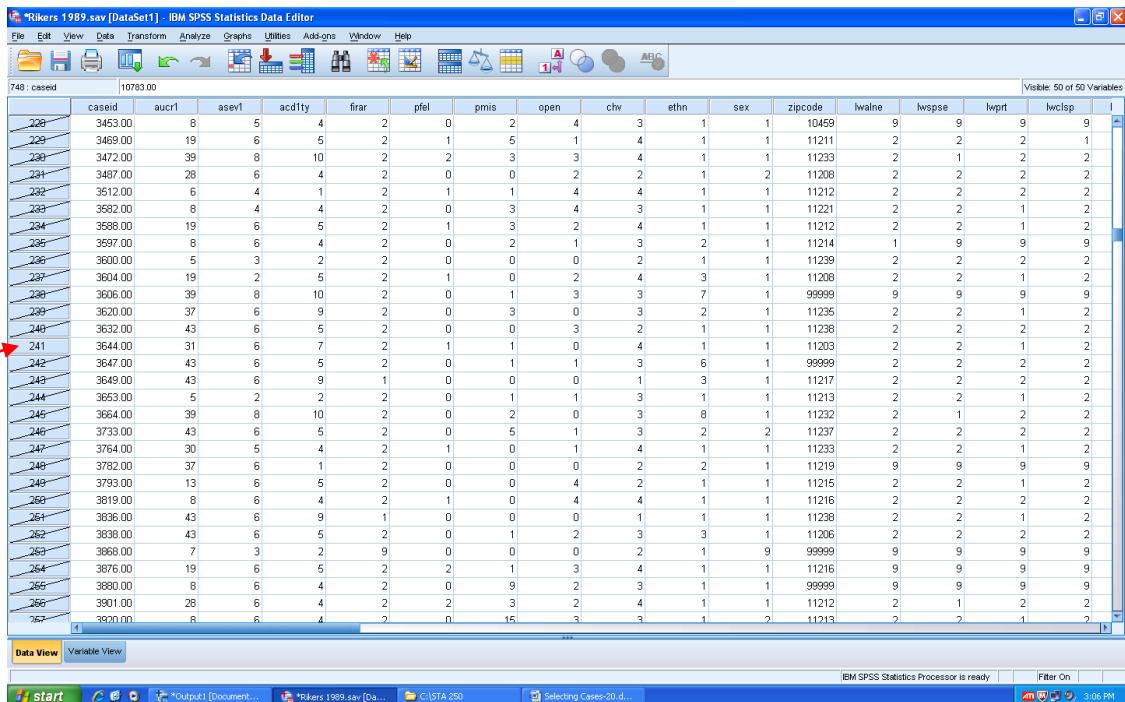


Step 2 – Select you subset of cases

- 1) Take the **Select Cases** step again, and this, time, use the button for **If Condition is Satisfied**. **This will display the screen shown on the next page.**
- 2) Use the > button to move the variable into the formula box and then type or select the equals sign [=] and then the numerical value for the subset of cases you have selected. The syntax for selecting Fraud cases will look like this: **ucr1=31** **You are telling the computer to select the individuals arrested for fraud.**
- 3) Then press **Continue**, and **OK** at the next screen.



You have now selected a subset of cases and the other cases (that were not chosen) will be filtered out – as shown below.
REMEMBER: You have to go back and **SELECT CASES > All Cases** to begin work on all cases or another subgroup.



Red arrow shows the selected case (UCR value = 31). All others are filtered out.