

FORMAT TYPES

- ***if you plan to use a format with a character variable, create a character format***
- ***if you plan to use a format with a numeric variable, create a numeric format***

FORMAT NAMES

- *the name of the format determines the format type*
- *if a format name begins with a \$, it is character format*
- *if there is no \$ at the start of the name, it is a numeric format*
- *a format name can be up to thirty-two characters in length (a \$ counts as part of the thirty-two characters)*
- *a format name must start with a letter or underscore (the first character or the first character after the \$)*
- *a format name can only contain letters, numbers, and underscores*
- *a format name cannot end in a number*

FORMAT RULES-LEFT SIDE OF '='

- ***values on the left side of the '='s are variable values***
- ***individual values, multiple values separated by commas, ranges of values separated by a dash are allowed***
- ***combinations of individual values, multiple values, and ranges are allowed***
- ***numeric values are not enclosed in quotes***
- ***character values are enclosed in quotes***
- ***the words LOW, HIGH, and OTHER may appear in addition to variable values***
- ***values of variables associated with different labels (the right side of '=') should not overlap or be repeated***

FORMAT RULES-RIGHT SIDE OF '='

- ***a format label may be up to 32,767 characters in length (the content to the right of the '=' sign)***
- ***use quotation marks around format labels (the content to the right of the '=' sign)***

ASSOCIATING FORMATS WITH VARIABLES

- ***if a FORMAT statement is used in a DATA STEP to associate a format with a variable, that association is permanent and that information added to the header of the data set containing that variable (you will see that information is you use PROC CONTENTS) ... if you want to remove that association permanently, you must use PROC DATASETS or another data step***
- ***if a FORMAT statement is used in a PROCEDURE to associate a format with a variable, that association is temporary and only lasts for the duration of the procedure ... the exception to this rule is PROC DATASETS which can be used in place of a data step for permanent association variables and formats***

FORMAT NAMES-USING FORMATS, CREATING FORMATS

- ***when a format is USED in a data step or procedure, ADD a PERIOD at the end of the name***
- ***when a format is CREATED in PROC FORMAT, DO NOT ADD a PERIOD at the end of the name***