Brief Guide to Recoding in SPSS
(Note that these screenshots are from verson 9.0, and that you use version 10.0, which is pretty close.)

To recode a variable (ie. alter or combine its values), choose TRANFORM – RECODE – INTO **DIFFERENT VARIBLE**. (You could use INTO SAME VARIABLE, but there is no reason to – and great risk in doing so.)
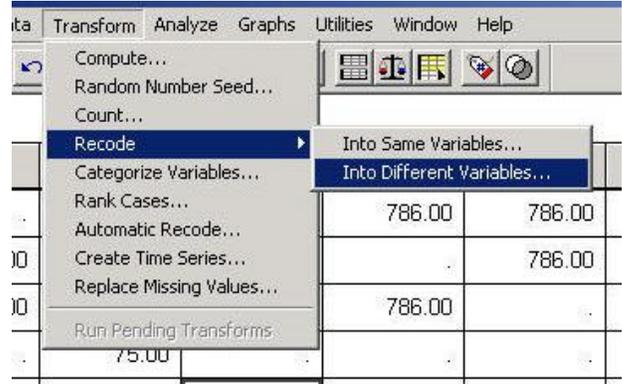
Pick the variable you want to change by clicking it on the left, clicking the arrow, and seeing it pop into the middle box. Then give it a new name ("Output variable") on the right and click "Change". If there's still a question mark in the middle, you haven't hit both the arrow *and* "Change", and so you won't get the OK option. The pick "Old and New Values" to get to the next dialog box…
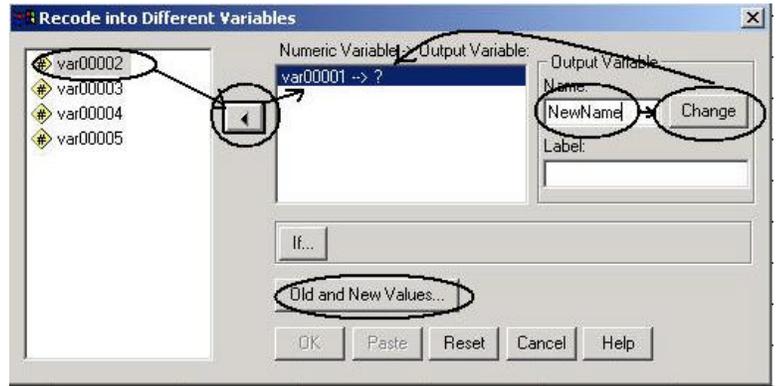
Set up the recoding schema on the dialog box below. Use the first line ("Value:") to change single values, or the lower lines ("Range __ through ___", "Range lowest through ____", or "Range ____ through highest") to change multiple consecutive values. Be sure to add the number for the category those values are to become, then click "Add" to add that particular transformation to the "Old->New" list in the big white box. Click "Continue" once you have *all* of your recodings set up.
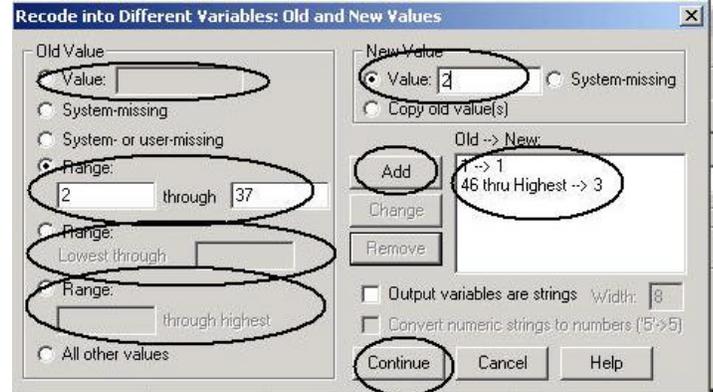
Be sure to check the spreadsheet view to make sure (a) that your new variable was created (it should have its own new column, with the "Output Variable" name you provided at the top of that column"), and (b) that it follows the equation you set up (try looking across a few cases – that is, a few rows – and make sure that they add up to what they should for the new variable).