

Starting and Ending an SPSS Session

Starting an SPSS Session:

1. Launch SPSS:

Double-click the SPSS icon  on your computer or find it in your computer's program menu to open the application.

2. Open a dataset (Optional):

If you have an existing dataset you want to work with, open it by selecting **File > Open > Data** from the menu, then navigate to the location of your file and select it to open.

3. Using a new dataset (Optional):

If you want to work with a new dataset, you can directly enter or import data into the Data Editor. More on this in the following module.

Ending an SPSS Session:

1. Saving your work (Optional):

If you have performed analyses or made changes to your data, it is important that you save your work before ending the session. To save your data, select **File > Save As**. Choose a location, name the file, and click the Save icon. If you have already saved your data and just

want to save changes made since then, click the Save icon  or select **File > Save**, and the data will be updated.

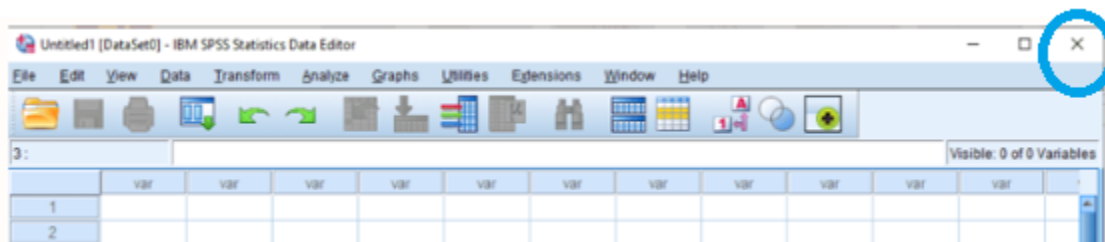
You can use the Save As command with data that has already been saved to make a copy of the file on another drive or with another name. More on saving your work in Module 2

2. Closing the dataset (Optional):

If you want to close a dataset but keep SPSS running, simply select **File > Close**.

3. To exit SPSS:

To end your SPSS session, select **File > Exit** or simply click the close button (the "X" in the top right corner of the SPSS window).



If you are attempting to end the session without first saving your data, SPSS will prompt you to save the file before exiting. At this point, you can confirm that you want to save the data or discard the changes.

Finding Help While Working in SPSS

1. Select Topics from the Help menu.
2. Select the Index tab.
3. Type a word in the text box describing the information to search for. This will give a list of headings for the desired information.