

Saving Your Work in SPSS – An Overview

When you save data in SPSS, you are either creating a new dataset or saving changes you made to an existing dataset. Remember to save your work regularly to avoid losing work if, for instance, there is a power outage in your area and you have no backup generator.

Saving New Data or Creating a New Dataset:

1. **Entering New Data:**
When entering new data manually (not importing), open SPSS and click on the Data View tab at the bottom left of the screen of the Main Editor window. Enter the data in the cells of the spreadsheet, whose columns represent variables, rows, and observations.
2. **Define Variables:**
Before saving the new data, you must define the variables in the columns. Click the Variable View tab and define the variables by names, data types, levels, and other properties of the Variable View.
3. **Saving New Data:**
Go to **File > Save As** from the menu. Select a location where you want to save the data, give the dataset a name, and select an appropriate file type and format, usually **.sav** for datasets in SPSS, then click **Save**.

Saving Changes Made to an Existing Dataset:

1. **Saving Changes to the Dataset:**
After you have made changes to an existing dataset, it is important that you save the changes. To do this, you only need to click on **File > Save** from the menu. The changes will be saved to the existing data file.
2. **Using Save As with an Existing Dataset:**
You can create a copy of an existing dataset and give that copy a new name by clicking **File > Save As**, choosing a location to save the new copy, and giving the copy a name. The original dataset will remain unmodified.