

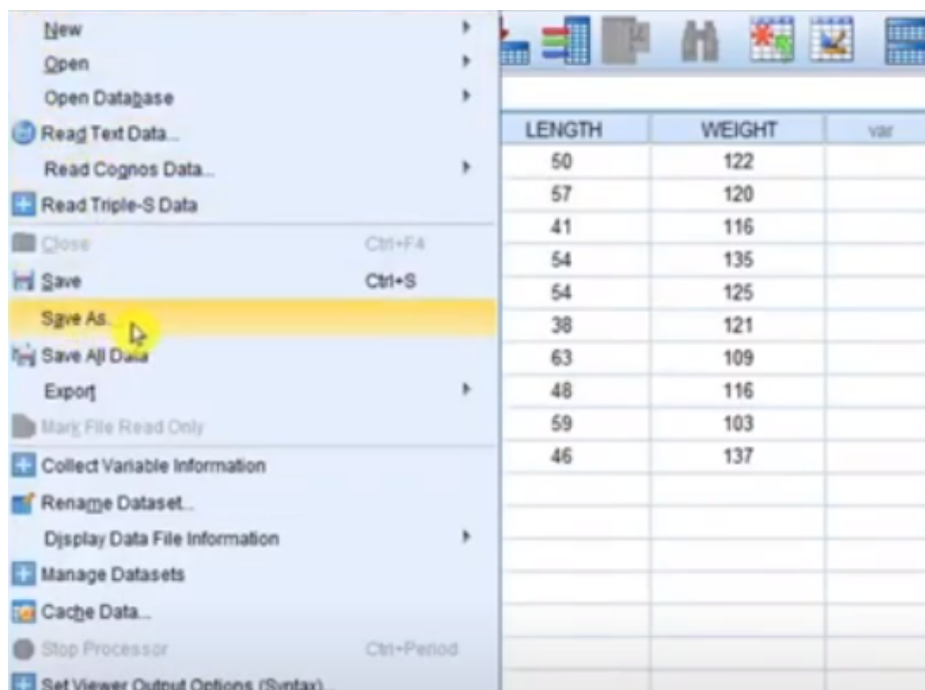
Saving Data Files in SPSS: A Hands-On Tutorial

For this tutorial, Saving Your Data in SPSS, we will use the same dataset that we did in Tutorial 1. This data, therefore, would have been loaded, its variables completely defined, and their properties ascribed.

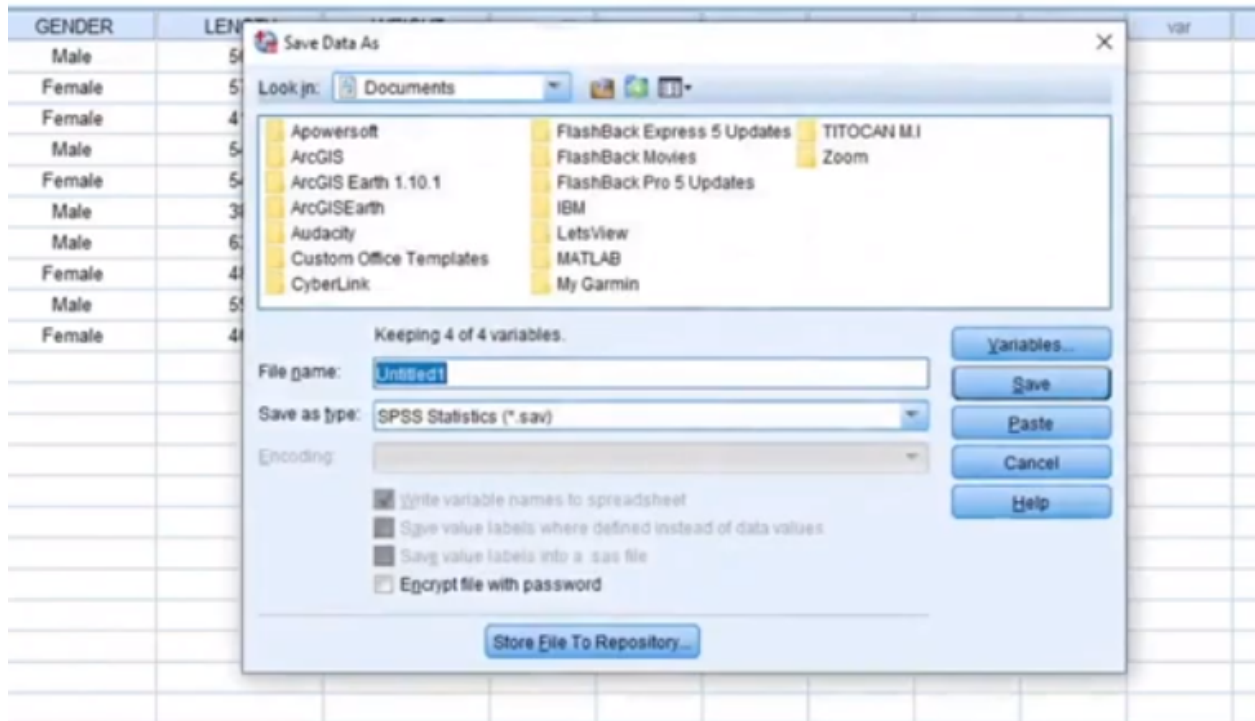
We can save data files in SPSS from either the Data View or the Variable View.

	ID	GENDER	LENGTH	WEIGHT	var	var	var	var	var	var
1	1	Male	50	122						
2	2	Female	57	120						
3	3	Female	41	116						
4	4	Male	54	135						
5	5	Female	54	125						
6	6	Male	38	121						
7	7	Male	63	109						
8	8	Female	48	116						
9	9	Male	59	103						
10	10	Female	46	137						
11										

To save the data, we click on the File menu, then Save As.



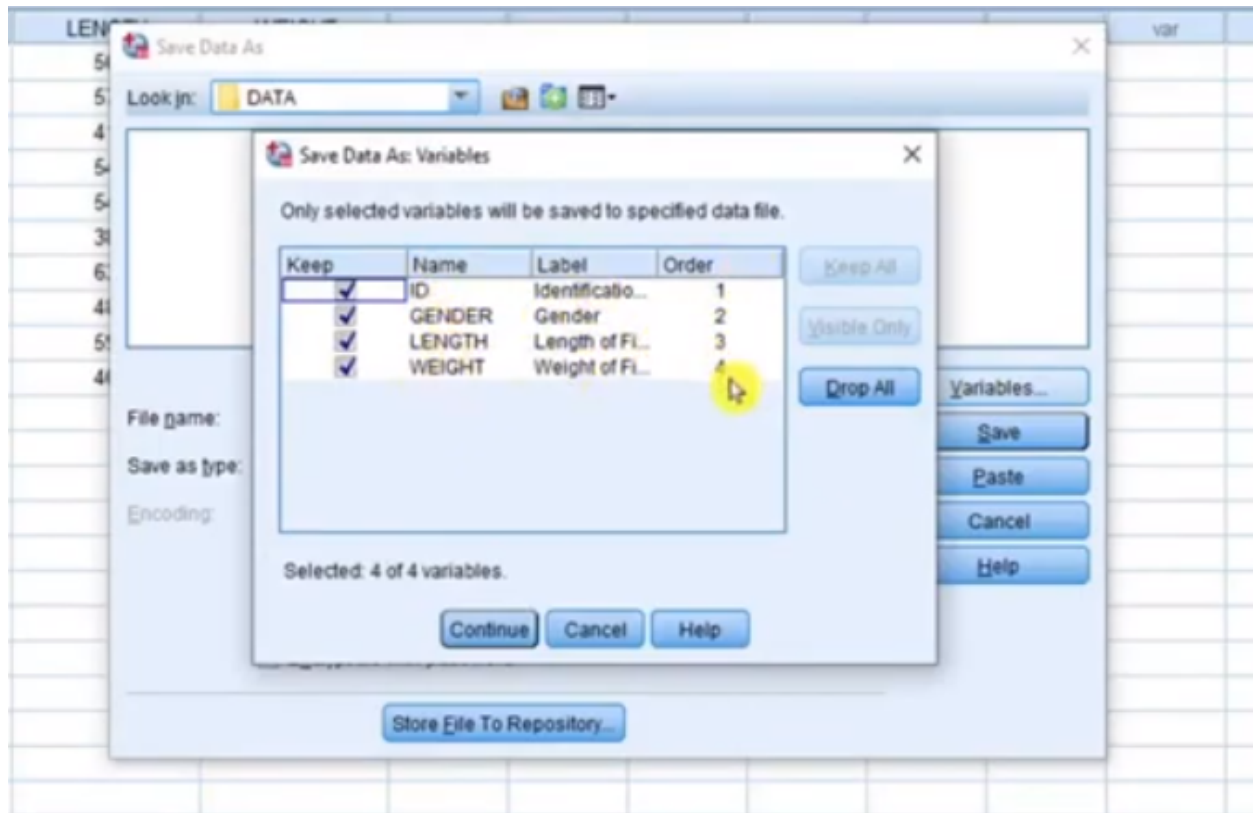
This will open the following dialog box.



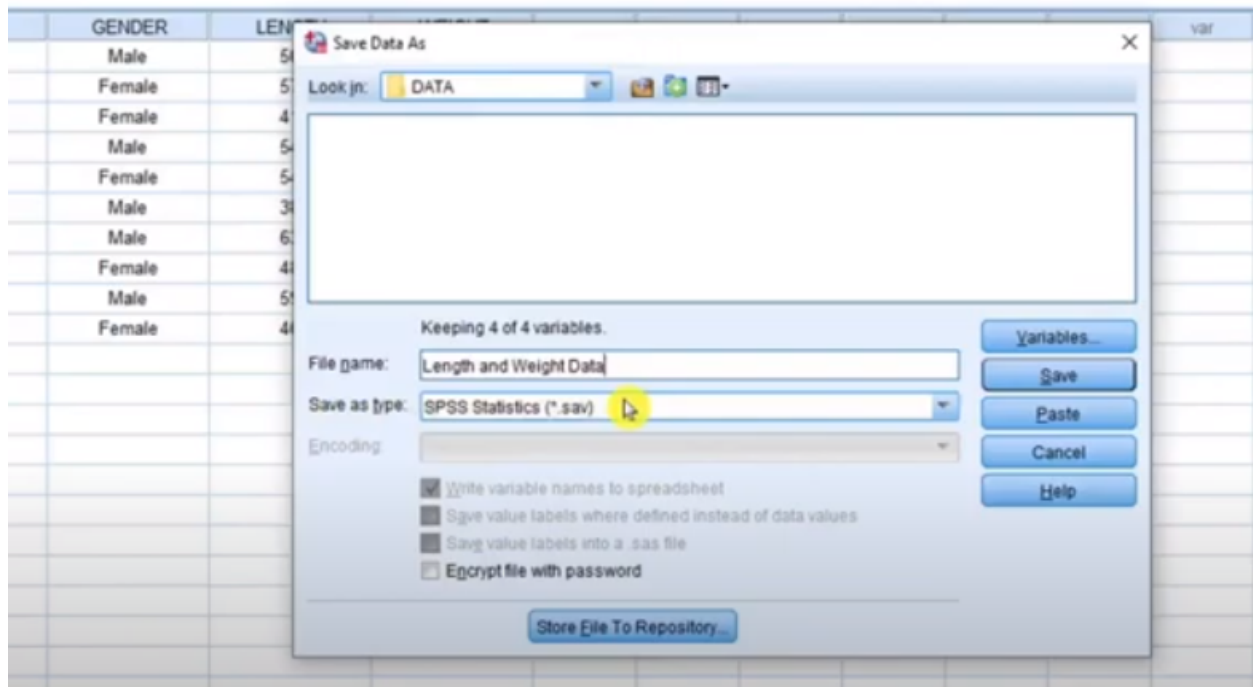
Use the down arrow in the “Look In” column to find the folder where you wish to save your data.

Above the “File Name” section, you will see “Keeping 4 of 4 Variables.” This means that, by default, SPSS is saving all four variables in the dataset: ID, Gender, Length, and Weight.

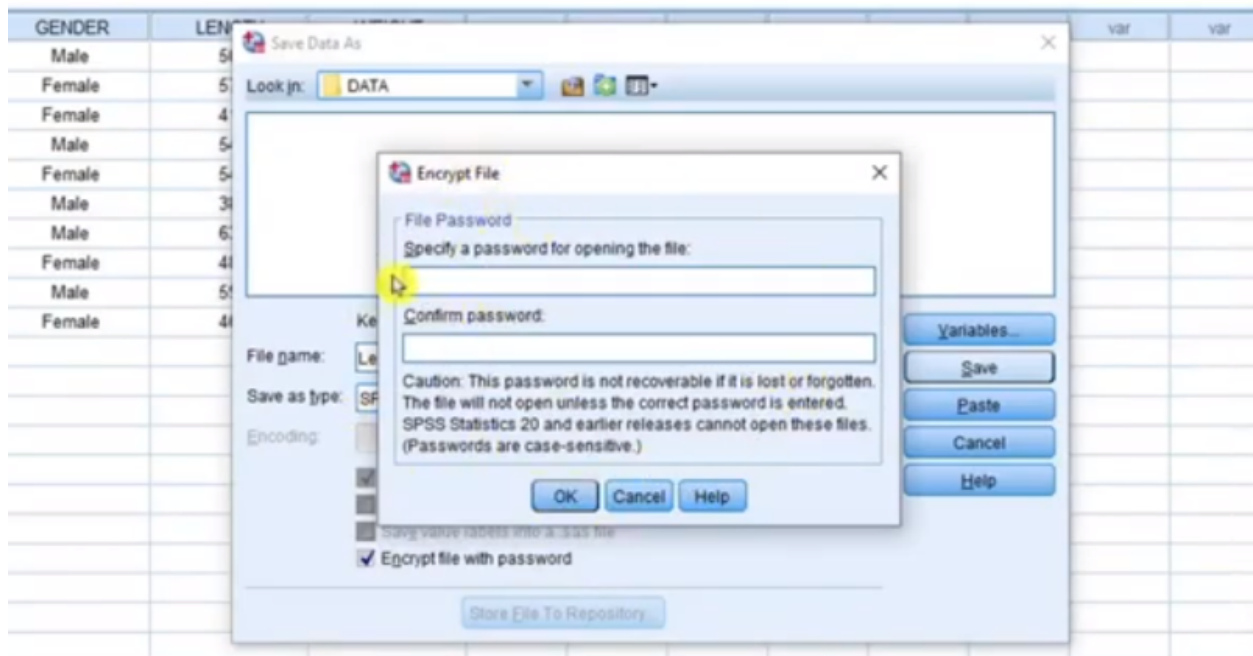
If there is any variable you do not wish to save, click in the “Variables” box on the left. The following dialog will come up.



In the "Keep" column, simply uncheck any variable you do not want to keep, then click "Continue."



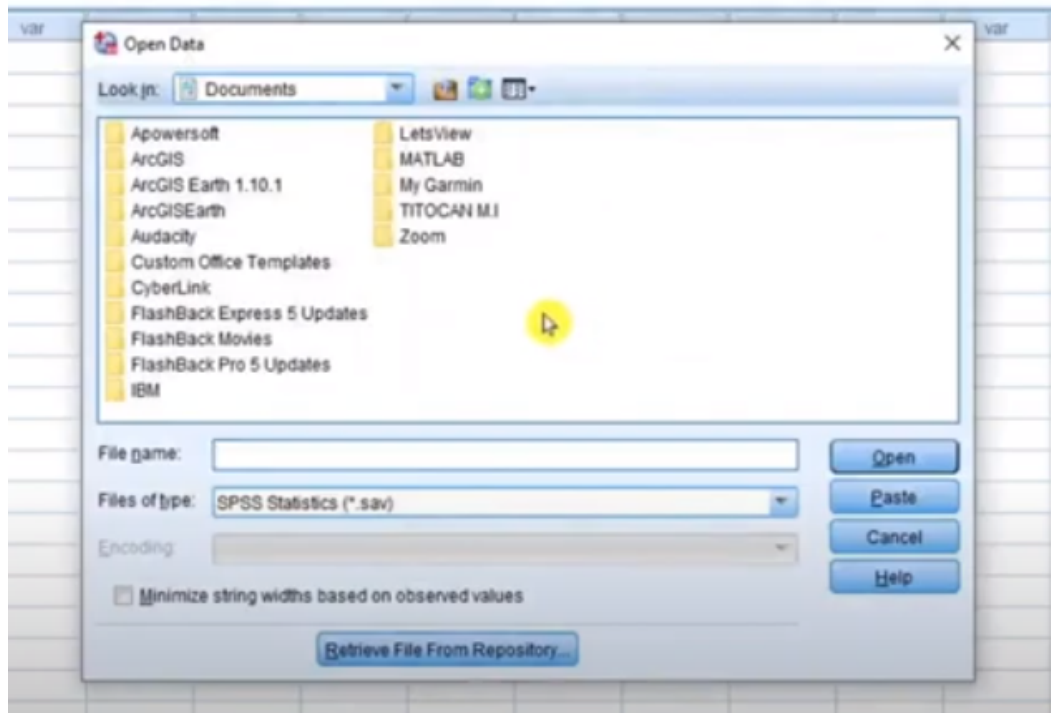
In the “File Name” box, give the file a name. If you want to add added security to your data, check the “Encrypt File with Password” box and click “Save.” If you do this, the following dialog box will appear.



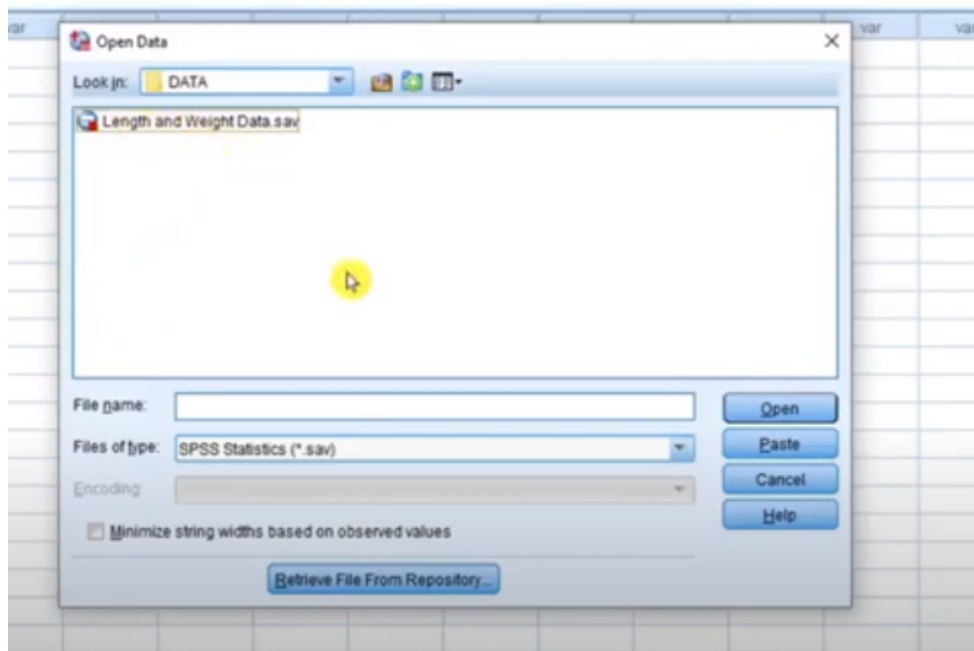
This is where you type in your password in the box above and your confirmation in the box below. Click “OK.” Your data is now encrypted with password protection. There is a caution to be given here: This password is non-recoverable. This means that if you lose the password, you will never be able to open your data file.

Now, click the “Save” button, and the data will be saved as an SPSS .sav file.

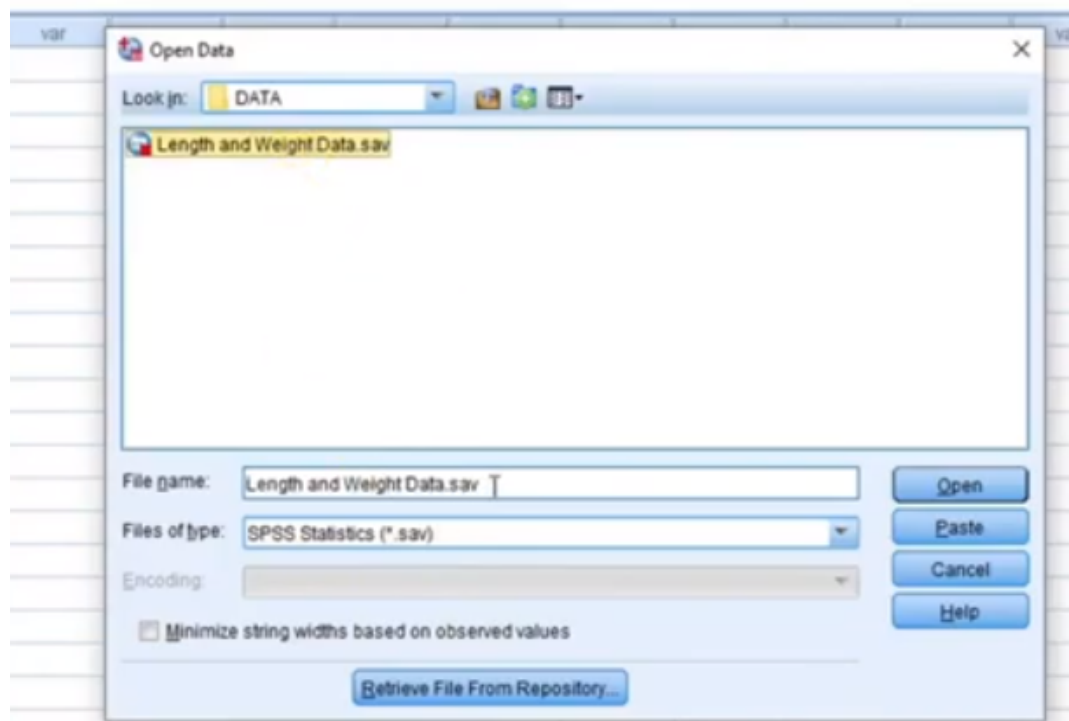
To open a saved file, go to the File menu and click “Open.”



Navigate to the file.



Now click on the file.



The file name will appear in the “File Name” box. Now click “Open.”

Your data will appear in both Data View:

	ID	GENDER	LENGTH	WEIGHT
1	1	Male	50	122
2	2	Female	57	120
3	3	Female	41	116
4	4	Male	54	135
5	5	Female	54	125
6	6	Male	38	121
7	7	Male	63	109
8	8	Female	48	116
9	9	Male	59	103
10	10	Female	46	137
11				
22				
23				

