



Saving Your Data in SPSS

Tutorial 2

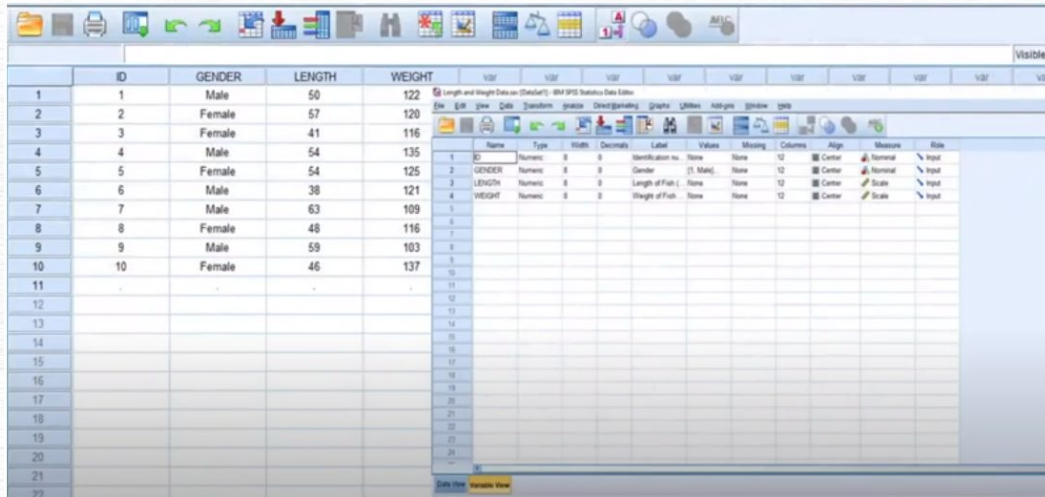


Saving a Data File

Saving a Data File

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

Your Data and Variable Views of the data should look like this:



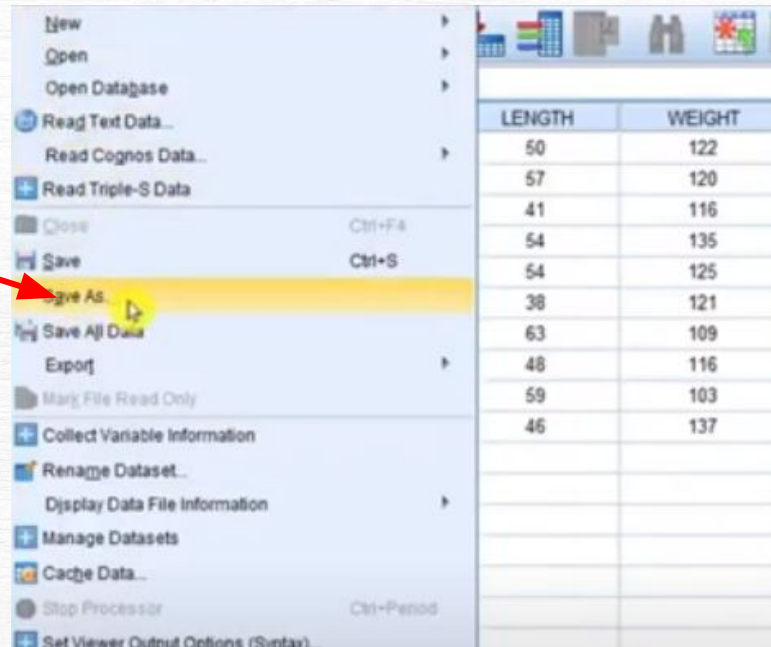
The screenshot shows the SPSS Data Editor with two views: Data View and Variable View. The Data View shows a list of fish with their ID, Gender, Length, and Weight. The Variable View shows the properties of each variable.

ID	GENDER	LENGTH	WEIGHT
1	Male	50	122
2	Female	57	120
3	Female	41	116
4	Male	54	135
5	Female	54	125
6	Male	38	121
7	Male	63	109
8	Female	48	116
9	Male	59	103
10	Female	46	137
11	.	.	.
12	.	.	.
13	.	.	.
14	.	.	.
15	.	.	.
16	.	.	.
17	.	.	.
18	.	.	.
19	.	.	.
20	.	.	.
21	.	.	.
22	.	.	.

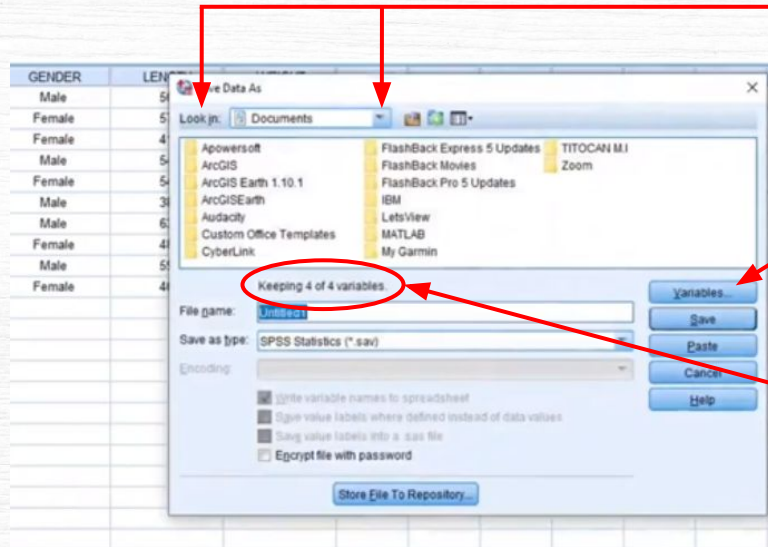
Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1 ID	Numeric	8	0	Identification No.	None	None	12	Center	Nominal	Input
2 GENDER	Numeric	8	0	Gender (1: Male)	None	None	12	Center	Nominal	Input
3 LENGTH	Numeric	8	0	Length of Fish (	None	None	12	Center	Scale	Input
4 WEIGHT	Numeric	8	0	Weight of Fish	None	None	12	Center	Scale	Input

Saving a Data File

To save the data, click on the “**File**” menu, then “**Save As**” to get the following dialog box.



Saving a Data File



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

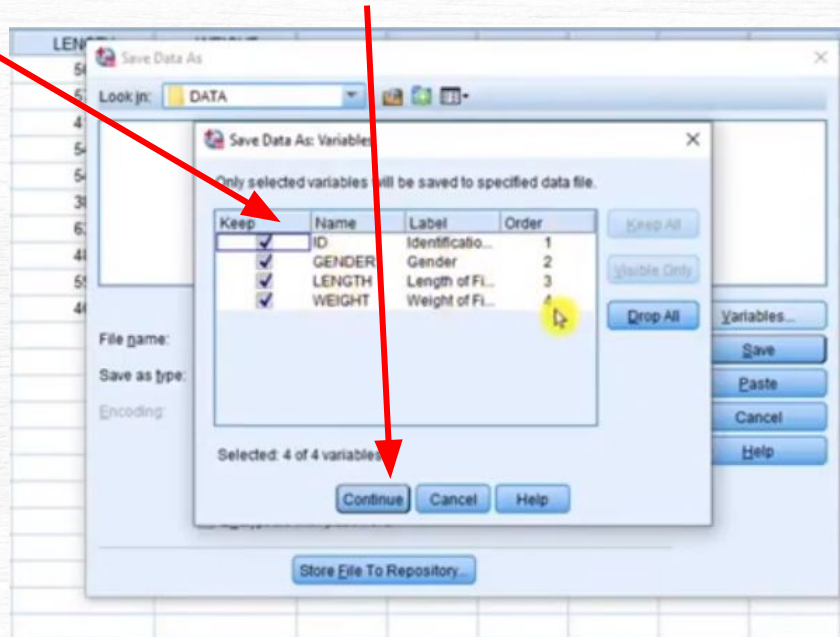
If there is any variable you do not wish to save, click the “**Variables**” box on the left. The following dialog will come up.

Above the “**File Name**” section, you will see “**Keeping 4 of 4 Variables.**”

This means that, by default, SPSS is saving all four of the variables in your dataset: ID, Gender, Length, and Weight.

Saving a Data File

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



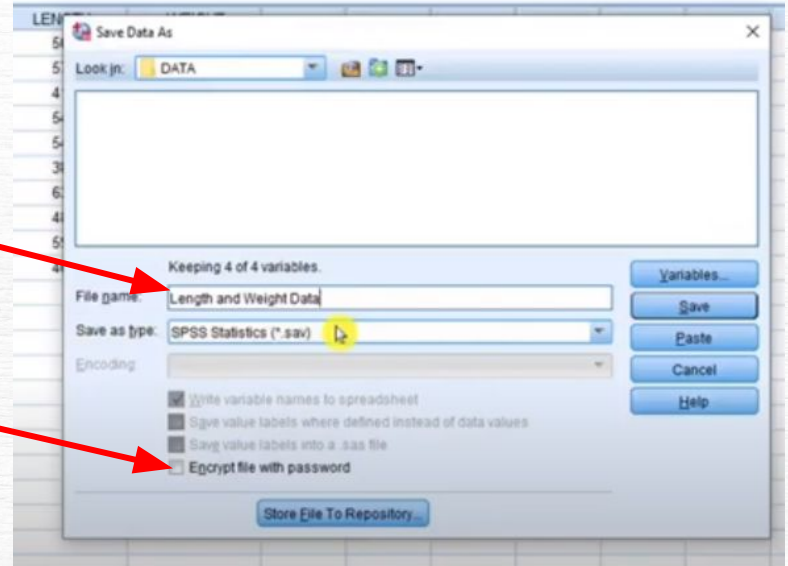
Saving a Data File

You will then be returned to the “**Save As**” dialog.

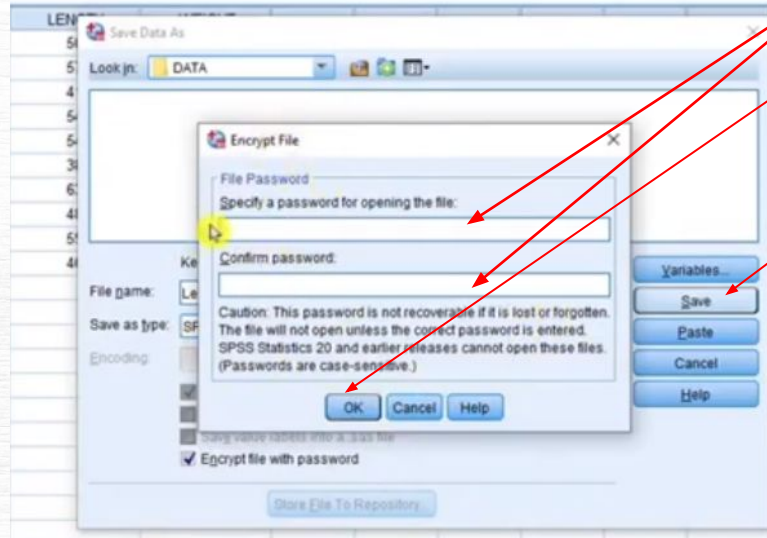
In the “**File Name**” box, give the file a name.

If you want to add security to your data, you can check the “**Encrypt File with Password**” box and click “**Save.**”

If you do this, the following dialog box will appear.



Saving a Data File



This is where you type in your password in the box above and as confirmation in the box below. Click **“OK.”**

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

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.

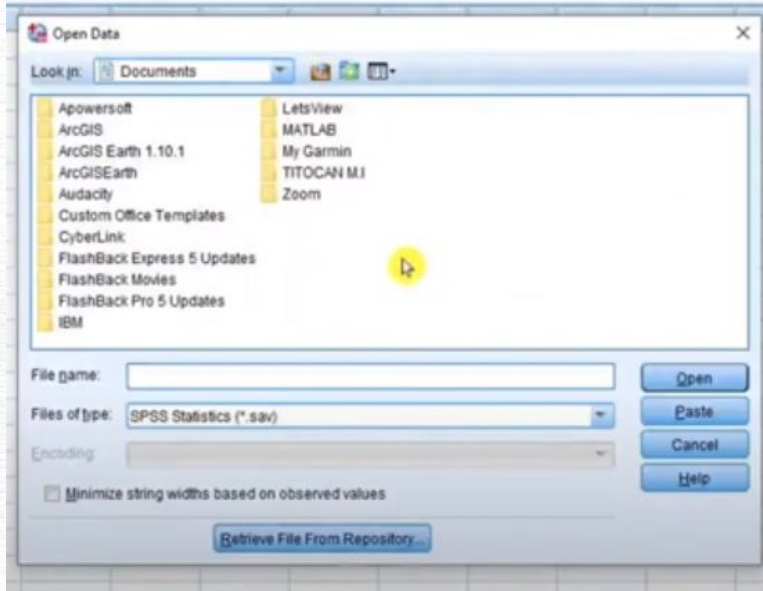


Opening a Saved File

Opening a Saved File

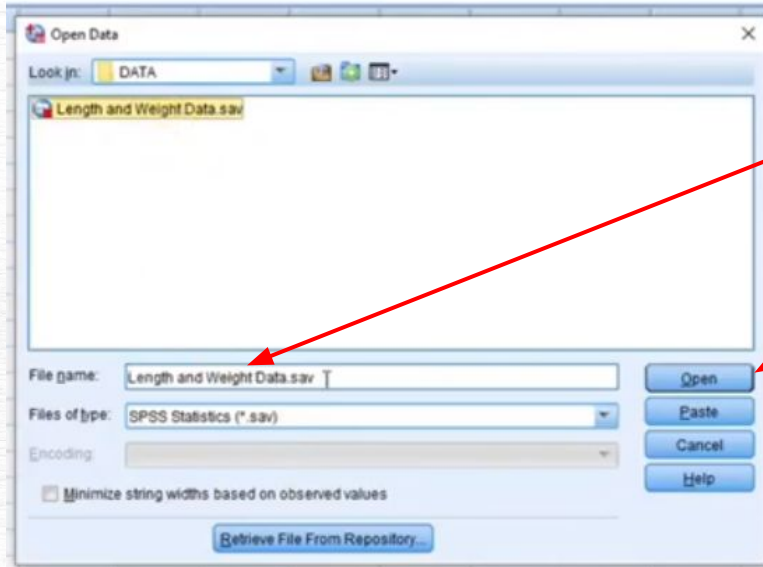
To open a saved file, go to the File menu and click “**Open.**” The following dialog box will appear.

Navigate to the file.



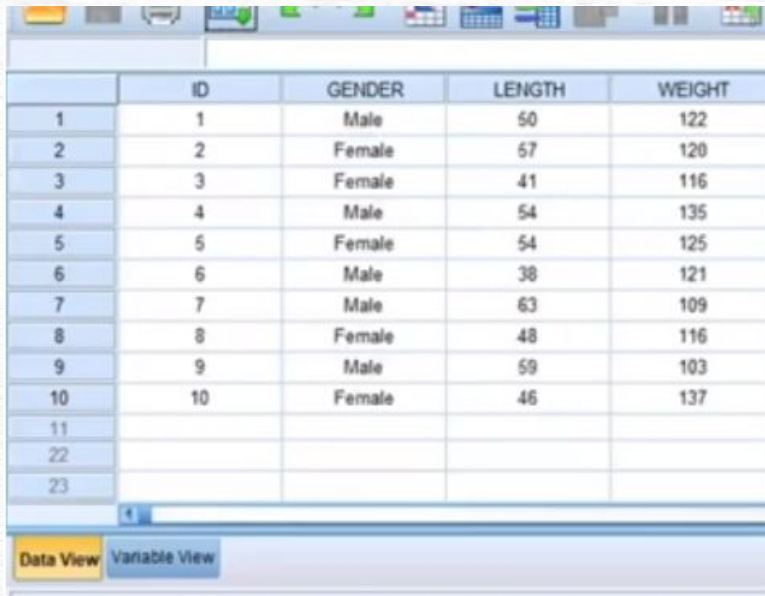
Opening a Saved File

Now click on the file, and the file name will appear in the “**File Name**” box.



Now click “**Open.**”

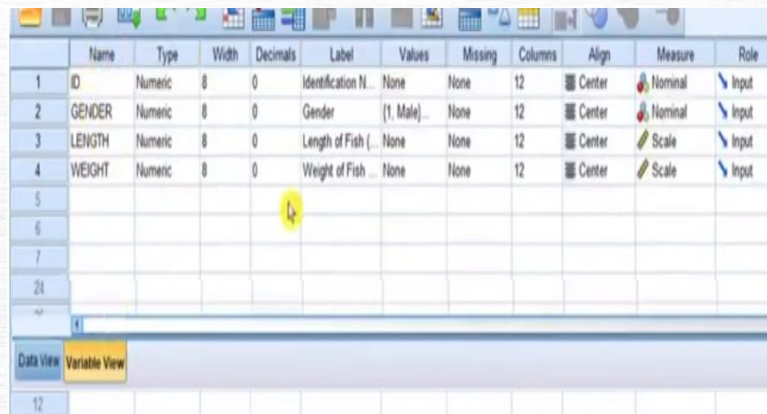
Opening a Saved File



	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				

At the bottom, there are two tabs: **Data View** (selected) and **Variable View**.

Your data will appear in both **Data View**.



	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	ID	Numeric	8	0	Identification N...	None	None	12	Center	Nominal	Input
2	GENDER	Numeric	8	0	Gender	(1, Male)...	None	12	Center	Nominal	Input
3	LENGTH	Numeric	8	0	Length of Fish (...)	None	None	12	Center	Scale	Input
4	WEIGHT	Numeric	8	0	Weight of Fish ...	None	None	12	Center	Scale	Input
5											
6											
7											
24											
25											

At the bottom, there are two tabs: **Data View** and **Variable View** (selected).

and **Variable View**, in which all properties will be defined.



End of Tutorial 2: Saving Data in SPSS