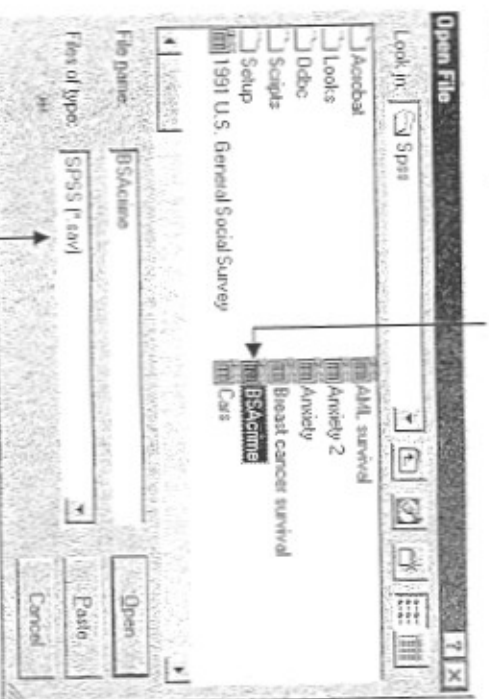


Figure O.6 Opening a data file

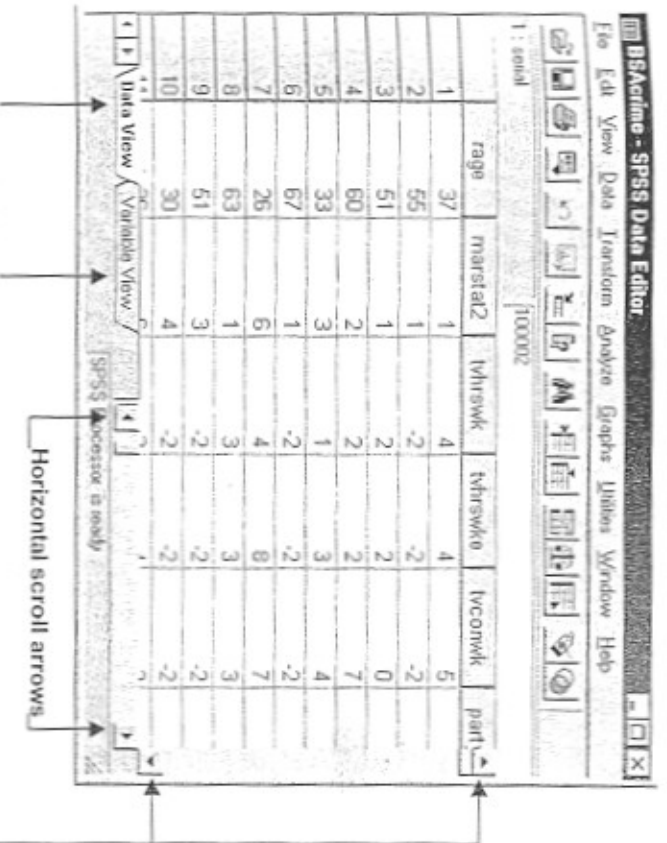


Figure O.7 Open File dialog box



The suffix .sav indicates that this is an SPSS data file

Figure O.8 Data Editor window



Data View and Variable View buttons

Vertical scroll arrows

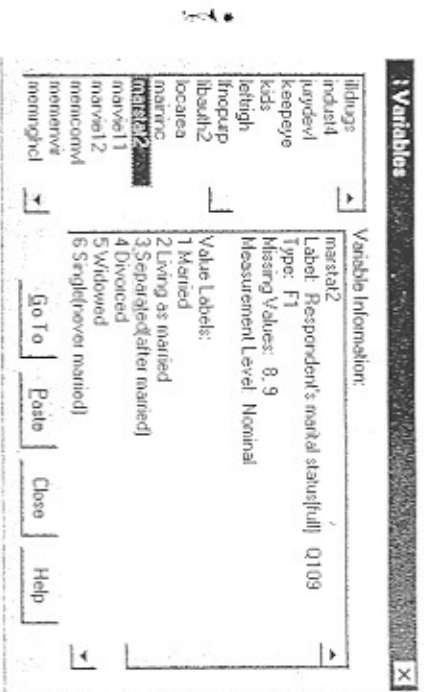
Horizontal scroll arrows

If you are not currently in Data View, click on the Data View button now. You will see that the data grid is now full of numbers (referred to as values) which represent the various responses to the survey questions. A different column is allocated to each variable and a separate row for each case (respondent). As there is far too much information for it all to fit on the screen, we can use the vertical scroll arrows to scroll up or down through the cases and the horizontal scroll arrows to scroll back and forward through the different variables.

If we look at the first column in Figure O.8, for instance, we can see that it is labelled *rage* (this is a variable that provides us with information on the respondents' age). The first cell in the grid (where the first respondent is aged 37. Moving down the first column, we can see that the second respondent is aged 55, the third 51, the fourth 60 and so on.

However, if we look at the cell immediately to the right of the first cell, we see the number 1, (respondent's marital status). To find out exactly what this means, click on Utilities in the Menu bar and then on Variables. This will open up the Variables dialog box shown in Figure O.9. Click on *marstat2* in the variable list and information on *marstat2* will appear in the right-hand box.

Figure O.9 Variables dialog box



We can see from Figure O.9 that for the variable `marstat2`, the value 1 represents 'Married'. Returning to the Data Editor window in Figure O.8, we now know that the first respondent is 37 years of age and is married. More importantly, however, we have drawn attention to a point that needs to be borne in mind as you proceed through this book. That is, for some variables the number values are *meaningful in themselves* (for instance 37 really does mean 37 years of age), but for others, the values are merely *codes for different categories*. This issue will be developed in more detail in Module 2 when we look at the concept of 'levels of measurement'. It is worth noting at this point, however, that SPSS provides a facility for displaying value labels (rather than the actual values themselves) in the Data Editor Window.

Click on **View** in the Menu bar and then click on **Value Labels** in the drop-down menu. As you can see from Figure O.10, the values have now been replaced by *labels*. So, for instance, on the variable `marstat2` the word 'Married' replaces the value 1, 'Living as married' replaces the value 2, and so on. You will also notice that some variables (rage, for example) remain unchanged. Because the values for these 'quantitative' variables are meaningful in themselves there is no need for value labels.

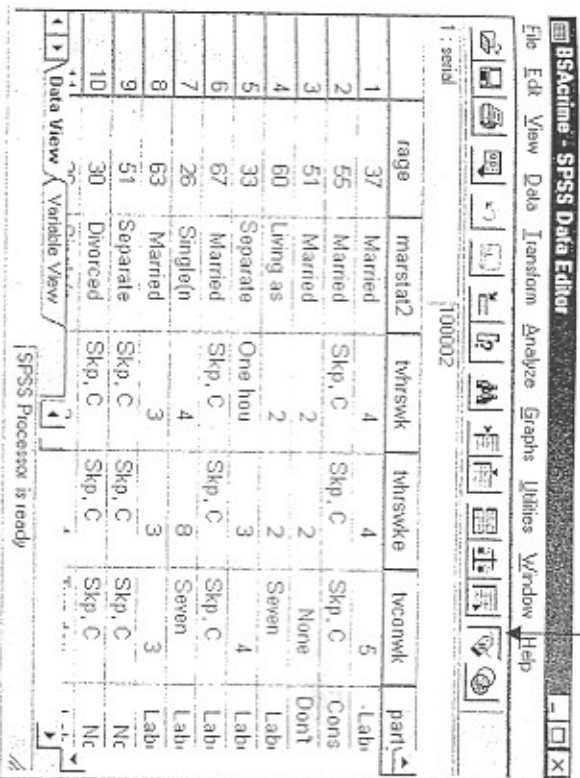
You can also 'switch' the value labels 'on' or 'off' by clicking on the Value Labels icon in the tool bar.

The Viewer window

When you begin any kind of statistical analysis in SPSS a second window, the Viewer window, opens up. This is where all the *output* from your analysis is located (all the tables and charts you ask SPSS to produce). The information in the Viewer window reproduced in Figure O.11 is the outcome of a request that SPSS produce a frequency table and a bar chart for the variable `resx` (detailed instructions on how to get SPSS to produce frequency tables and various charts will be given in Module 2). As you can see from Figure O.11, the top part of this window is almost

Figure O.10 Data Editor window with Value Labels displayed

Click here to display (or hide) value labels

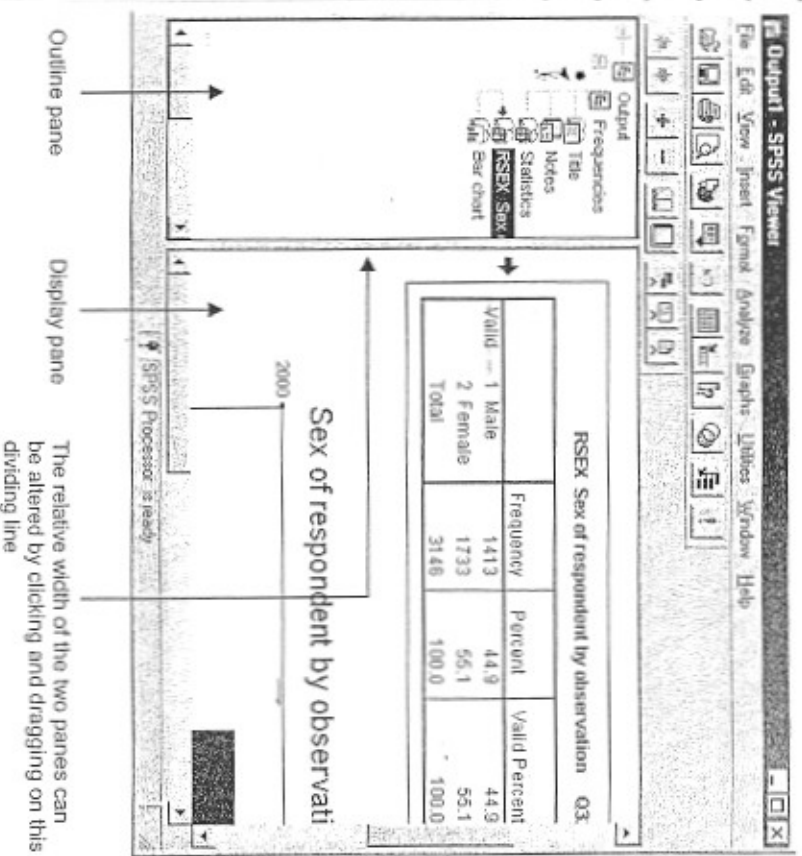


identical to the Data Editor window, while the bottom part is divided into two sections or panes. The left-hand pane is known as the *outline* pane and this contains an outline view or summary of all the items that are included in the Viewer Window. The right-hand pane is the *display* pane (sometimes referred to as the *contents* pane) and contains the output itself, although only part of this output is visible at any one time. To gain a better understanding of how the Viewer Window operates we need to examine Figure O.11 in a bit more detail.

The outline pane contains a number of icons, the first of which is labelled **Output**. This is the container for all the output in the Viewer Window and if you double click on this icon the entire output disappears (double click on it again and it returns).

The second icon in the outline pane in Figure O.11 is labelled **Frequencies** and this refers to the statistical procedure we requested SPSS to carry out. All the other icons in the outline pane are represented by *book symbols* and relate to the different parts of the output which appear in the display pane. The first of these book symbols is labelled **Title** and simply refers to the title of the output. This is not visible in the Display pane in Figure O.11 because the output has been scrolled down to the middle of the table. The icon below this is entitled **Notes** and refers to technical information associated with the procedure. Such information is usually hidden from view and the *closed book symbol* confirms this. Double clicking on a closed book symbol reveals the information (the output appears in the display pane) and double clicking on an open book

Figure 0.11 Viewer window



symbol conceals it. The next icon is labelled Statistics and refers to a table which reports the number of cases produced by the Frequency procedure we carried out on the variable rsex. Although represented by an open book icon, this table is not visible in Figure 0.11 because the output has been scrolled down past it.

The fourth book icon in the outline pane is labelled RSEX which represents the actual frequency table for the variable rsex. The arrow to the side of this icon (and the fact that RSEX is highlighted) indicates that the output associated with it is currently the focus of the display pane. Clicking on any of the other book icons will shift the focus of the display screen to their associated output. The different elements of a frequency table will be examined in detail in Module 2. The final icon in the outline pane represents the bar chart for rsex and the top of this chart is just visible in the display window shown in Figure 0.11.

Saving to a disk

One of the most important things you will need to know before you begin analysing data is how to save SPSS files. While there are many different types of SPSS files, the two you are most likely to want to save are *data files* and *output files*. If you are using SPSS in a centralised computer facility you may not be able to save onto the hard drive or server and should therefore ensure that you have a formatted floppy disk before you begin.

Saving the data file

Under normal circumstances you will not need to save the data file. This is automatically saved in its original form when you exit from SPSS. However, if you have made any *modifications* to the data file you may want to save these for later use (see Module 3 for examples of the kinds of modifications that SPSS allows you to perform on the data).

To protect the original version of the data you should save the modified version under a different name. The procedures for saving a data file onto a floppy disk are as follows.

Ensure that the Data Editor window is the active window (that is, it should be the front window on the screen and you should be able to see the data grid unobstructed). Then click on File in the Menu bar and on Save As in the drop-down menu (see Figure 0.12).

This will open up the Save Data As dialog box shown in Figure 0.13.

To save to a floppy disk you need to change to the A drive. Click the downward arrow to the right of the Save in box to access the different drives and then select the A drive by clicking on 3½ Floppy (A:). All that remains to do now is to give your data file a name (MYDATAFILE, for example) and click on Save.

Figure 0.12 Saving a data file

