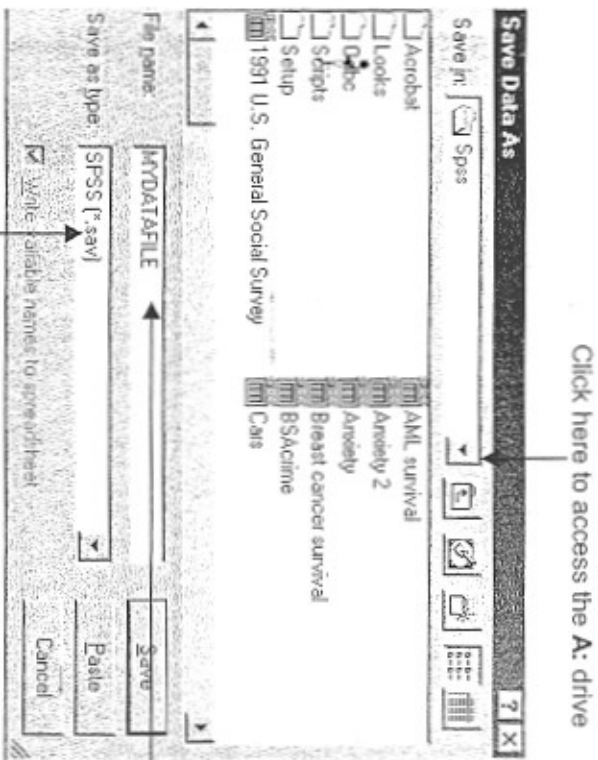


Figure O.13 Save Data As dialog box



The suffix **.sav** confirms that this is a data file

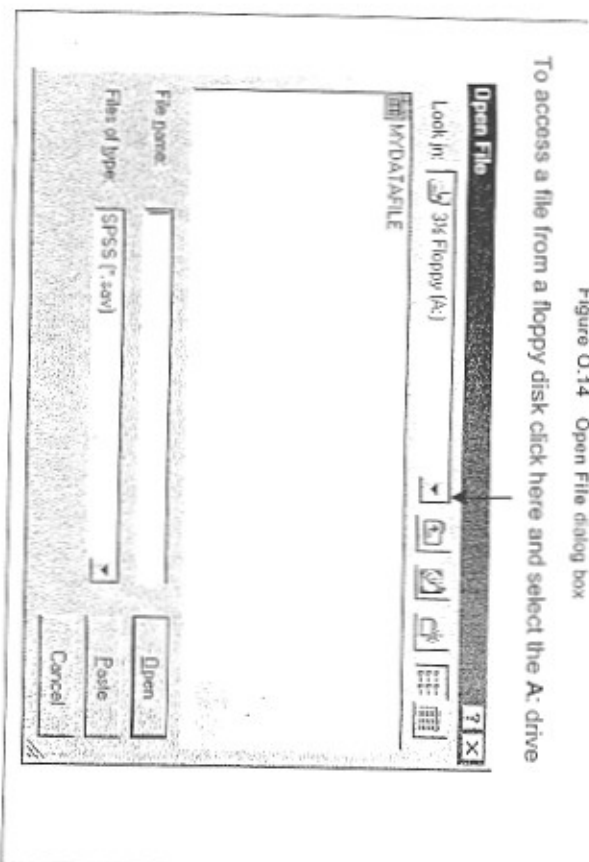
Type the name you want to give your file here

The data set, complete with the modifications you made, will now have been saved to your floppy disk so you will need to remember to shift to the A: drive when you want to open this file again.

You may want to try this out now, just to ensure that you can do it when it really matters.

- Save the Crime dataset by following the instructions described above and then close down SPSS by selecting **Exit** from the file menu.
- Open up SPSS as before, only this time select the **Activate** in the **Open File** dialog box. The Crime dataset that you just saved should appear as in Figure O.14.
- Simply double click on the icon to open this file.

Figure O.14 Open File dialog box



To access a file from a floppy disk click here and select the A: drive

#### Saving your output file

Saving output when you exit SPSS

In addition to saving the SPSS data file you may also want to save the results of your SPSS analysis (the various tables and charts that you produce during a session). If you have produced any output at all during a session, SPSS will produce the prompt in Figure O.15 when you go to close down the program:

Figure O.15 Save output prompt



- Click **Yes** to open up the **Save As** dialog box. This is almost identical to the **Save Data** As dialog box (see Figure O.13) and the same procedures are followed to save the output file. So you need to change to the A: drive, give the output file a name, and click on **Save**.
- Saving your output in this way means that all the output that appears in the **Viewer Window** will be saved.

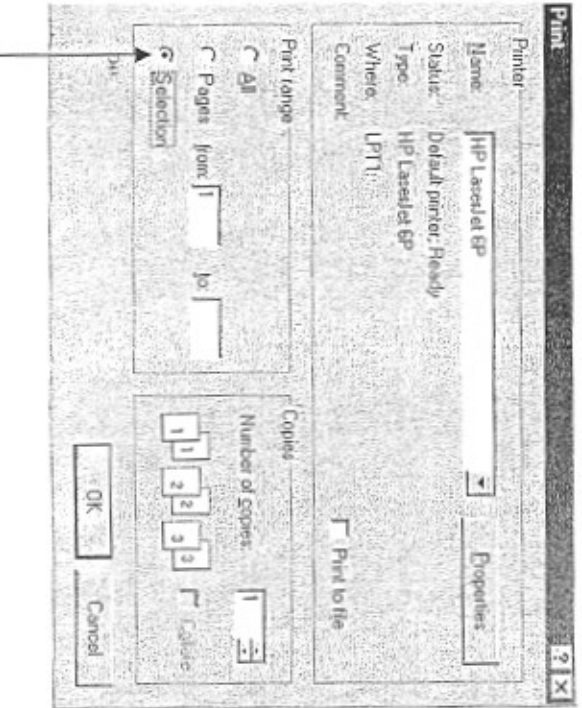
If you want to be more selective you can edit out the unwanted tables or charts in the Viewer window and save directly from there. The easiest way to delete tables and charts from your output is via the outline pane (see Figure O.11 again). Simply click on the relevant icons (those relating to the unwanted output) in the outline pane to highlight them and press the **Delete** key on your keyboard. Note that by clicking on the appropriate icons in the outline pane you can highlight whole sections of output or even the complete contents of the output window in one go. For example, by clicking on the icon labeled **Output** at the top of the outline pane (see Figure O.11) you can select all your output at once. When you have edited the output to your satisfaction, click on **File** in the menu bar of the Viewer window (make sure it is the Viewer window and *not* the Data Editor window) and then **Save As** from the **File** drop-down menu. This will bring you to the **Save As** dialog box and the remaining steps are the same as above.

### Printing your SPSS output

Before you print it is vitally important to check that the Viewer window is the active window and *not* the Data Editor Window. *Do not print* if the Data Editor window is to the front of your screen. Otherwise you will print the complete data set with serious repercussions for the world's rainforests, not to mention your printing costs!

You should edit your output before printing to ensure that you don't print out unwanted charts or tables. Alternatively, you can use the outline pane of the Viewer window to select only those parts of the output that you want to print.

Figure O.16 Print dialog box



Selection button

To print, click on **File** in the menu bar of the Viewer window and then select **Print** from the **File** drop-down menu. The **Print** dialog box (shown in Figure O.16) will then open up.

If you have used the outline pane to select only part of the total output, the **Selection** button will be highlighted (as in Figure O.16). If you click **OK** now, only that part of the output that you selected will be printed. However, if you didn't make a selection the **All** visible output button will be highlighted and clicking **OK** will result in all the output in the display pane being printed.

Finally, if you are using a centralised computing facility a 'queue' may develop as print jobs 'stack up' (especially if several users are trying to print their SPSS output at once). Print jobs can also 'stack up' if the printer is temporarily off-line or if it runs out of paper. If your output doesn't appear immediately, check to see if your output is waiting to be printed before resubmitting a **Print** command as every time you do this you are requesting another copy of the output!

Now that you are familiar with some of the basic features of SPSS you should be in a position to begin the first module of this workbook, which deals with the important task of inputting data.