EDPSY Program Handout
Revised 8/24/99
jtp

SPSS Basics Handout
EDPSY 504 Version

Opening SPSS

1. Click on the **START** button on the toolbar in the bottom left of your screen.
2. Move the mouse up to the programs folder
3. Move the mouse over & down to **SPSS 9.0 for Windows**.
4. Click on that.
5. SPSS will open.
6. Choose "Type in Data" in the Dialogue Box.
7. Click the **OK** button.

The Three SPSS Windows

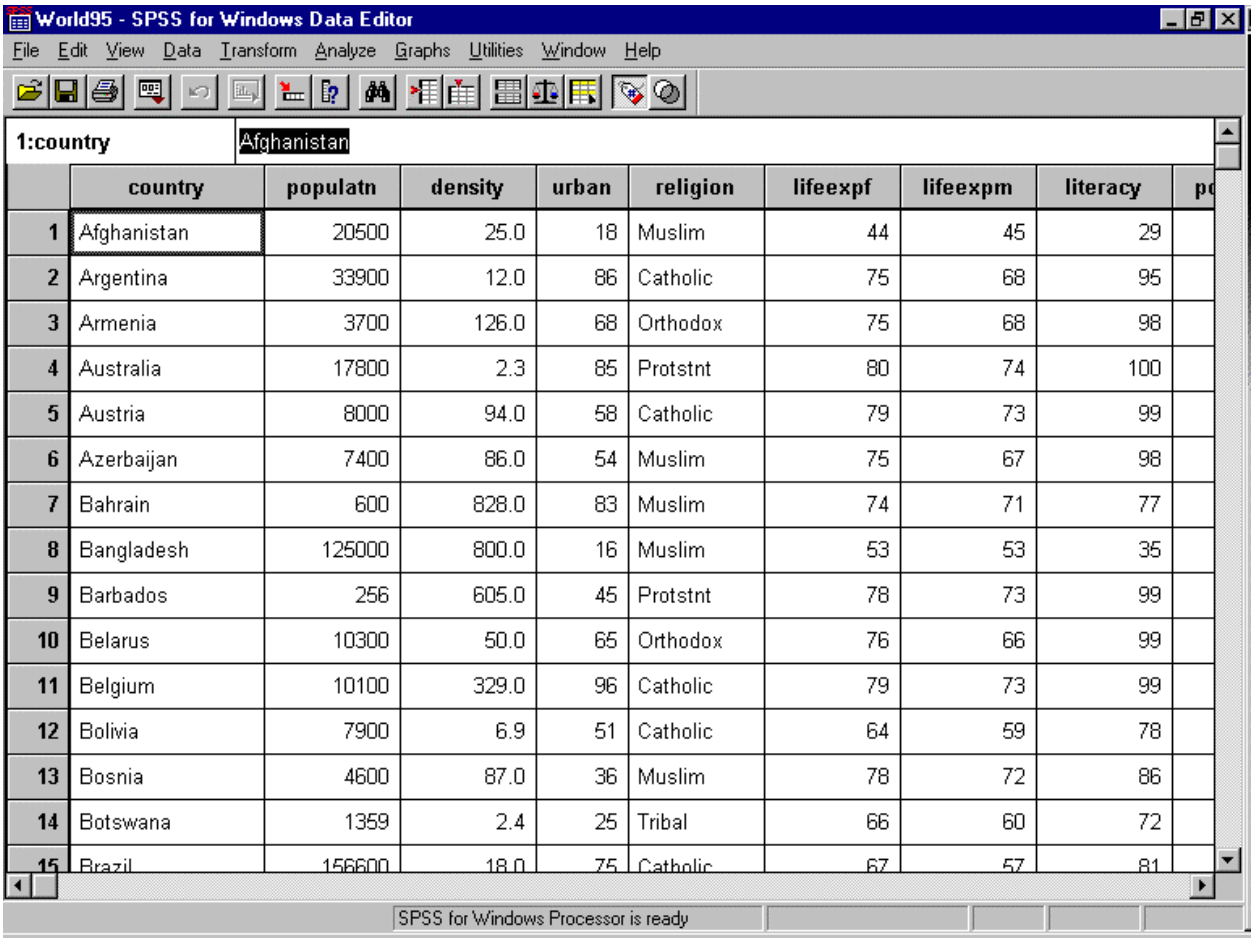
SPSS uses primarily three different windows in order to function. There is a Data Editor, a Syntax Editor, and an Output Viewer. There are also Dialogue Boxes. They are summarized in the following table:

SPSS Window	**Primary Purposes**	**Important Toolbar Commands**
Data Editor	To enter data To edit data To view data	
Syntax Editor	To enter syntax To edit syntax To run syntax	**Run > All** **Run > Selection** **Run > Current** **Run > To End**
Output Viewer	To view output To edit output	**File > Print** **File > Save as**
Any Window		**File > New > Data** **File > New > Syntax** **Analyze >**

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The Data Editor

The Data Editor Window looks like this:



	country	populatn	density	urban	religion	lifeexpf	lifeexpm	literacy	pc
1	Afghanistan	20500	25.0	18	Muslim	44	45	29	
2	Argentina	33900	12.0	86	Catholic	75	68	95	
3	Armenia	3700	126.0	68	Orthodox	75	68	98	
4	Australia	17800	2.3	85	Protstnt	80	74	100	
5	Austria	8000	94.0	58	Catholic	79	73	99	
6	Azerbaijan	7400	86.0	54	Muslim	75	67	98	
7	Bahrain	600	828.0	83	Muslim	74	71	77	
8	Bangladesh	125000	800.0	16	Muslim	53	53	35	
9	Barbados	256	605.0	45	Protstnt	78	73	99	
10	Belarus	10300	50.0	65	Orthodox	76	66	99	
11	Belgium	10100	329.0	96	Catholic	79	73	99	
12	Bolivia	7900	6.9	51	Catholic	64	59	78	
13	Bosnia	4600	87.0	36	Muslim	78	72	86	
14	Botswana	1359	2.4	25	Tribal	66	60	72	
15	Brazil	156600	18.0	75	Catholic	67	57	81	

Data Editor Notes:

- The Data Editor is the window in which you can view & edit the data.
- There *must be* data in the Data Editor for anything else to function.
- Only 1 data file can be open at a time.

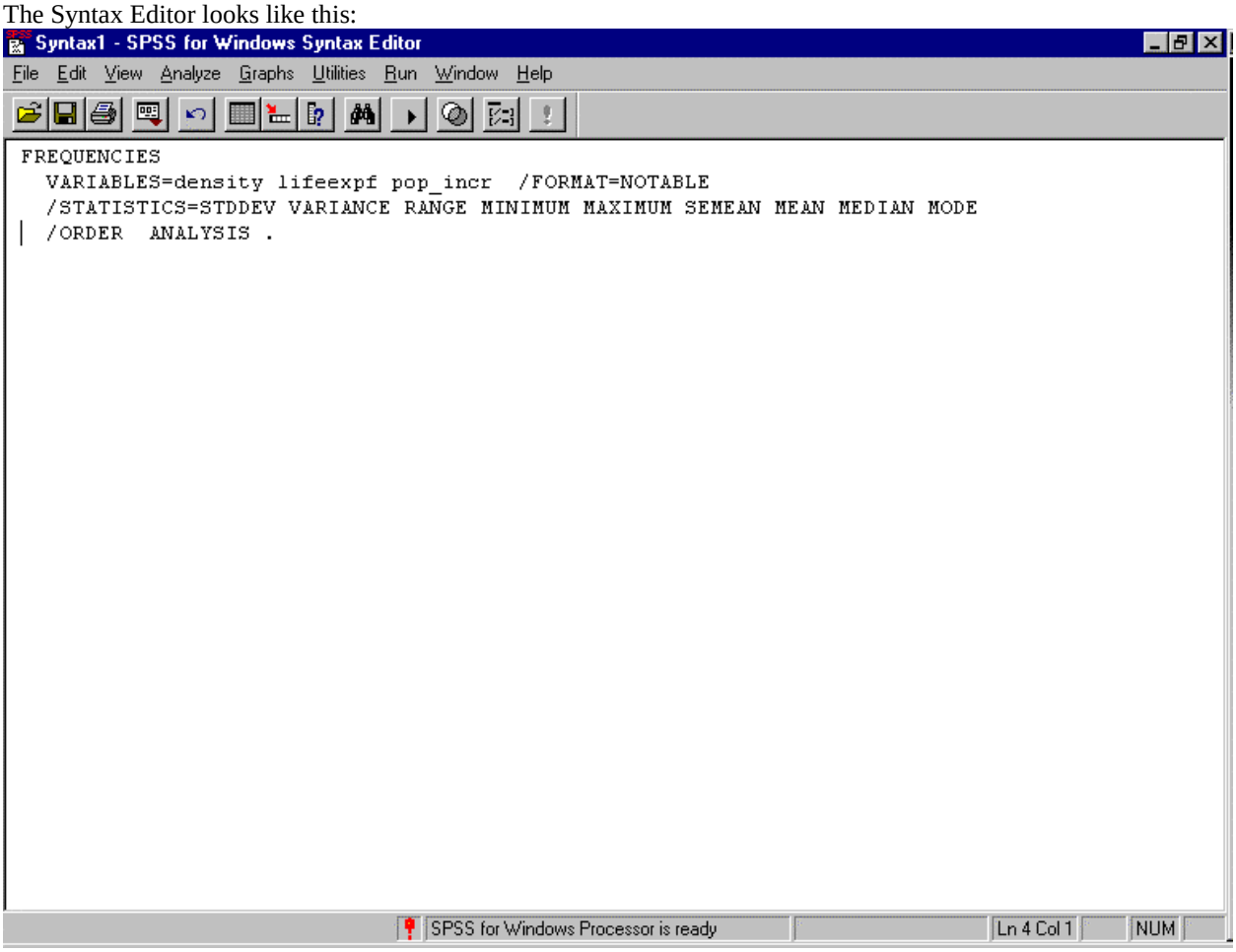
Toolbar Highlights

File > New > Data -- Erases current data set, usually with a warning
File > New > Syntax -- creates a new syntax file in a new window leaving existing syntax file alone.
Data > Insert Variable -- adds a new column at the cursor
Data > Insert Case -- adds a new row at the cursor
Window >
Help >

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The Syntax Editor

The Syntax Editor looks like this:



Syntax Editor Notes:

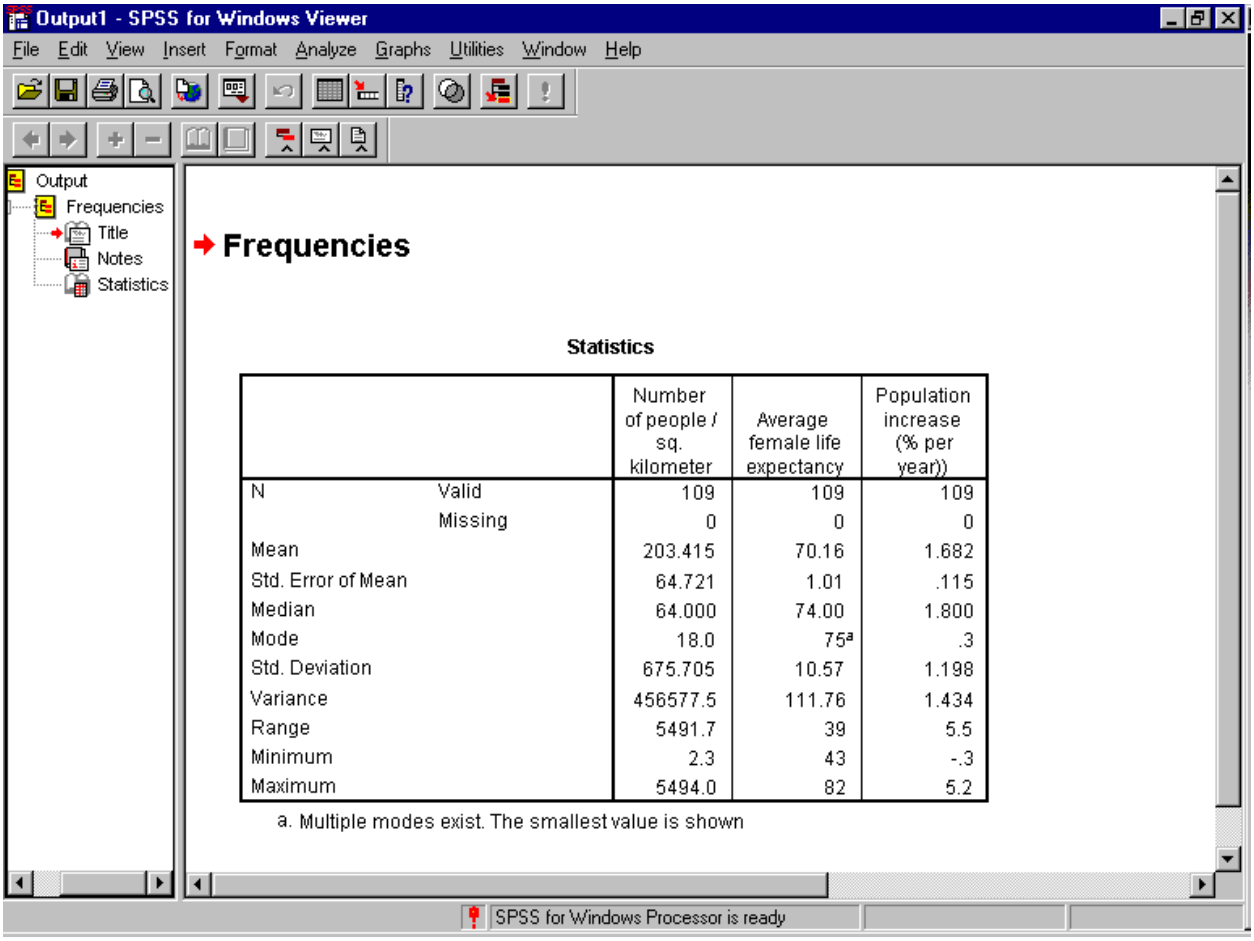
- Syntax refers to the SPSS command language that makes SPSS run.

Toolbar Highlights

Run > All -- Runs all of the syntax in the syntax editor
Run > Selection -- Runs only the syntax you have highlighted or selected
Run > Current -- Runs whatever command the cursor is on (to the next period).
Run > To End -- runs all syntax from the command the cursor is on to the end of the file.

The Output Viewer

The Output Viewer looks like this:



Output Viewer Notes:

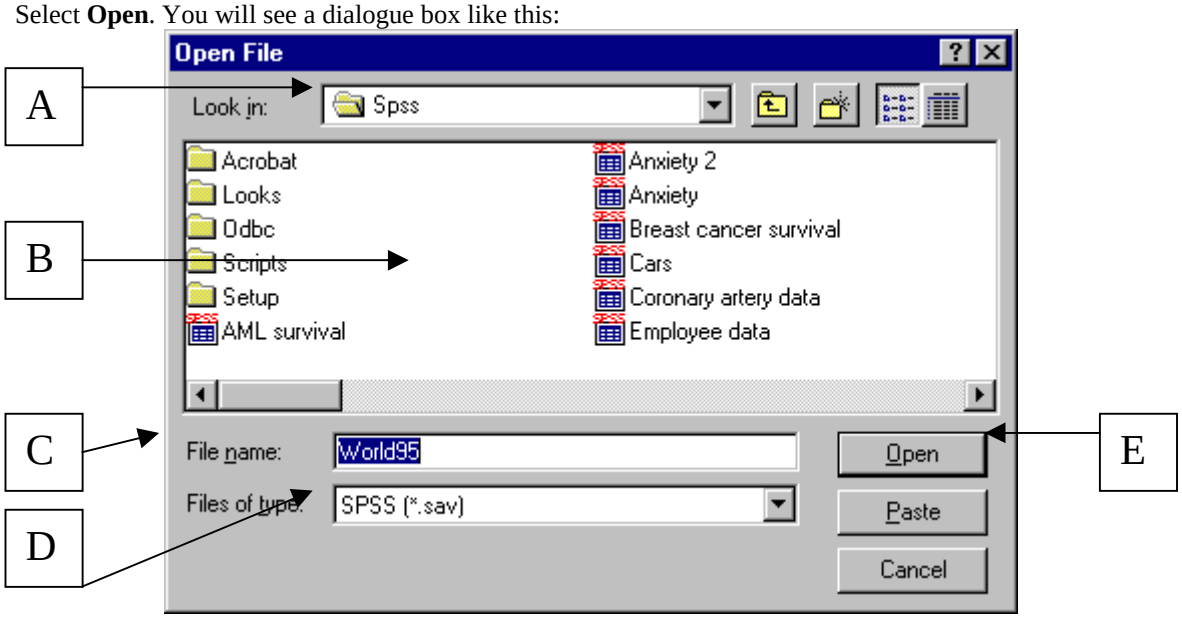
- The output window shows the results of analyses. Error messages will also appear here.
- On the left is a Table of Contents or Outline pane that allows you to select and navigate through all output.
- On the right is the actual output or results from the analyses you requested.

Basic SPSS Functions

Opening a data set

Once you have SPSS open, follow these steps to open a data set.

1. Go to the **File >** pull-down menu on the toolbar
2. Select **Open**. You will see a dialogue box like this:

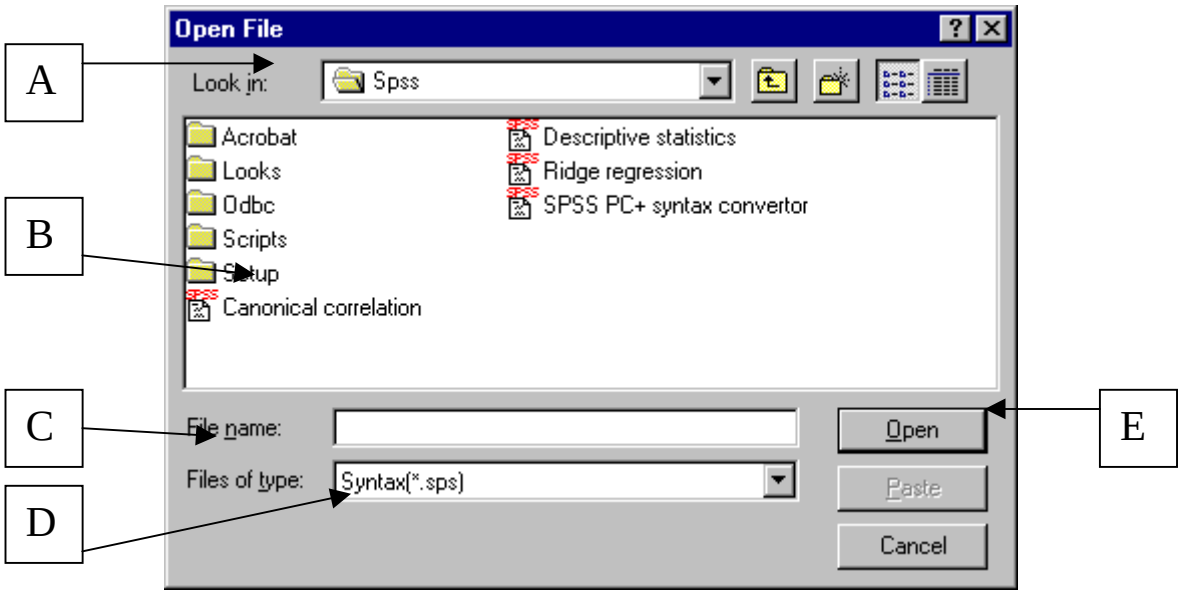


3. Use the pull down section A to locate the data set you wish to open.
4. When the data set appears in window B, click on it, and its name will appear in C.
5. ***NOTE:*** When opening data files, D needs to say "SPSS (*.sav)."
6. Click on the **Open** button (E).

Opening a syntax file

*****Before you open a syntax file, make sure you have a data set open.**

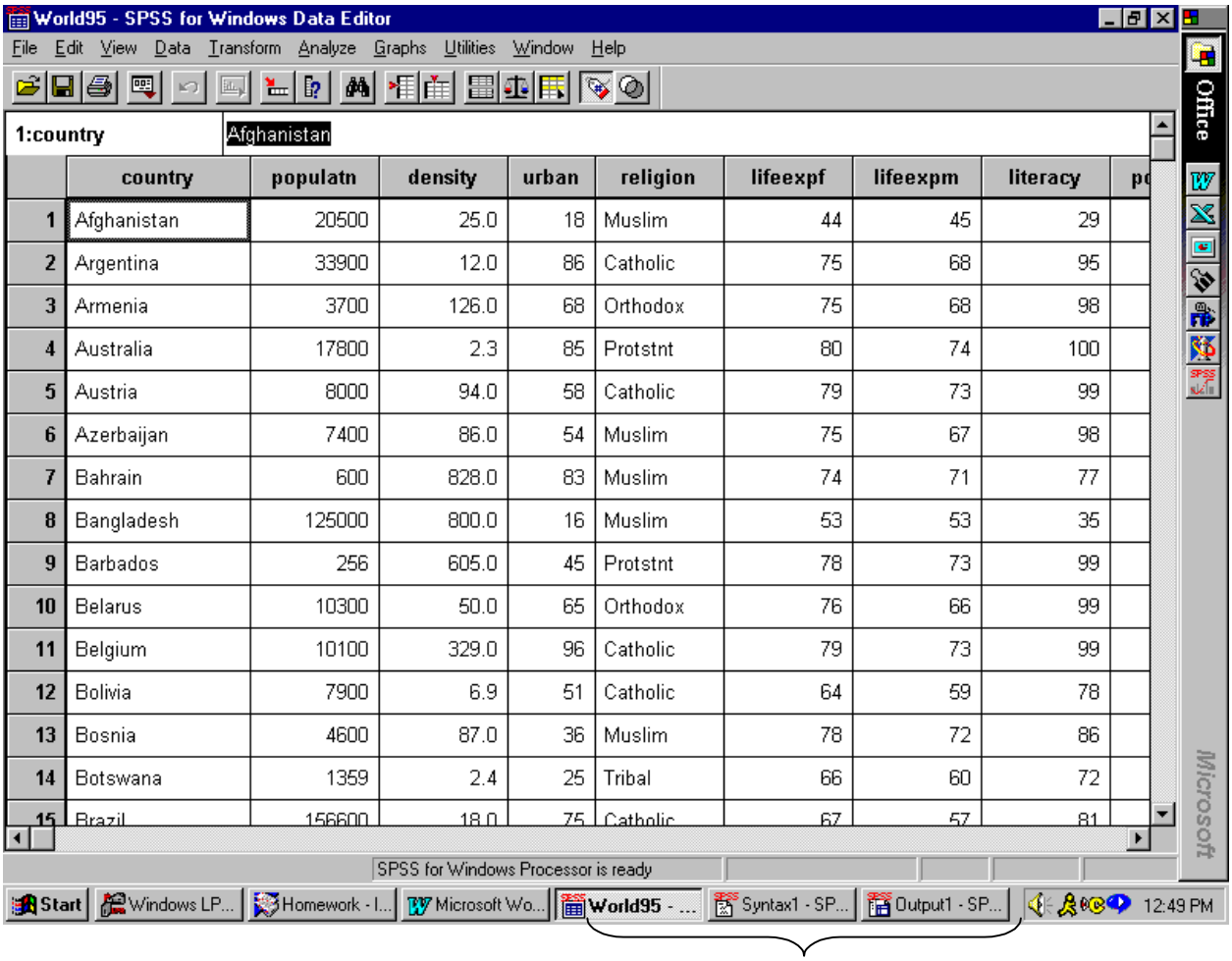
1. Once the data set is visible in the Data Editor Window, go to the **File** pull-down menu on the toolbar.
2. Go to the **Open** command on the file pull-down menu. You will see a dialogue box like this:



3. Use the pull down section A to locate the location of the syntax file you wish to open.
4. **(IMPORTANT)** Change the File Type in D to "Syntax (*.sps)."
5. When the syntax file appears in window B, click on it, and its name will appear in C.
6. Click on the **Open** button (E).
7. A separate syntax window should open.

Moving From Window to Window in SPSS

Once you have opened both a data set and a syntax file, you will have more than one SPSS window open. After you run the syntax and create output, you will have a third window, the output window. You will need to be able to move from one to the other. You can do this easily by clicking on the button for the window you wish to go to on the toolbar along the bottom of the screen. See below:



	country	populatn	density	urban	religion	lifeexpf	lifeexpm	literacy
1	Afghanistan	20500	25.0	18	Muslim	44	45	29
2	Argentina	33900	12.0	86	Catholic	75	68	95
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Here they are, from left to right, the Data Editor Window, the Syntax Window, and the Output Viewer.

Running a Syntax file

Once you have **both** a data file and a syntax file open, follow these steps to execute the syntax.

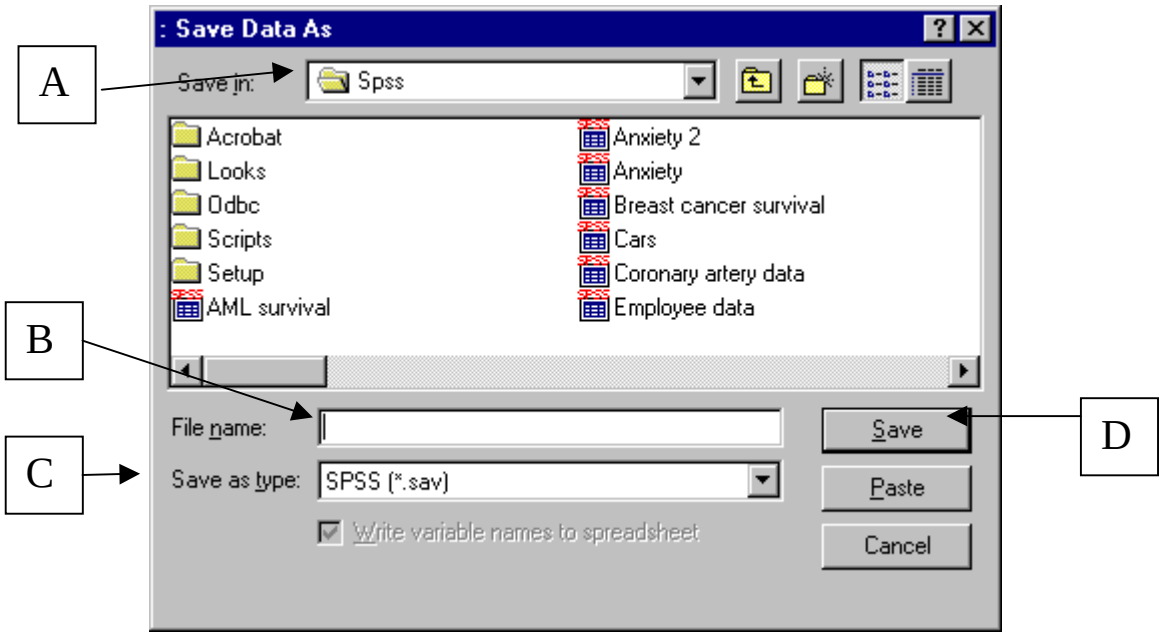
1. **Make sure you have a data file open.**
2. Make sure there is syntax in the Syntax Editor.
3. Go to the **Run** pull down menu on the toolbar *in the syntax window.*
4. Select **All** from the **Run** pull-down menu.
5. You should automatically be transferred to the Output Viewer to see the results of your analyses.

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Saving your own copy of a data file

For many reasons, it is recommended that you make your own copy of the data and syntax files for homework assignments. You can save the files from SPSS itself. Here's how:

1. *In the Data Editor Window*, select the **File** pull-down menu from the toolbar.
2. Choose the **Save As** option from the **File** pull-down menu.
3. You will get a dialogue box like this:

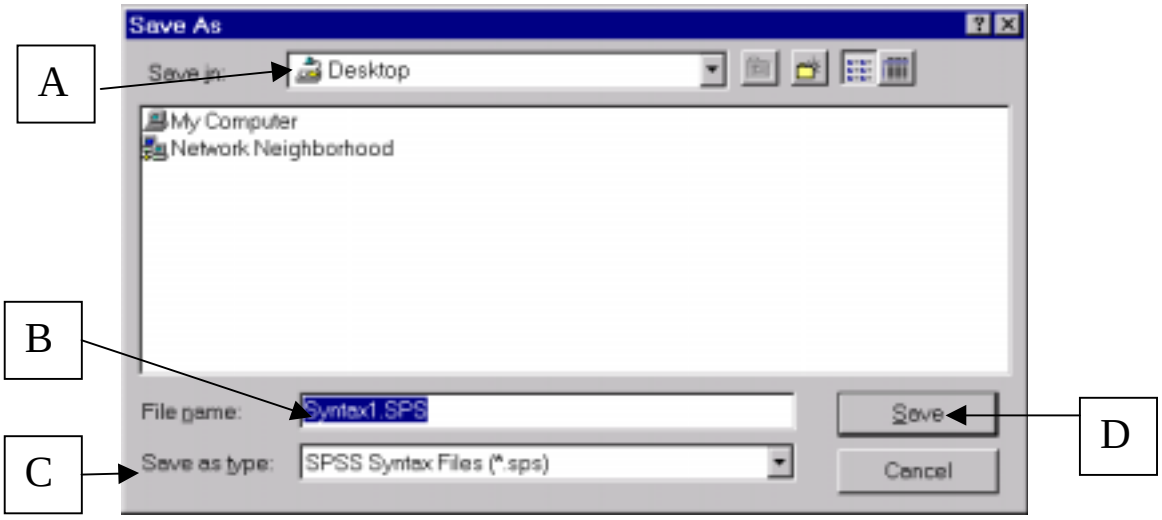


4. **(Don't Skip This Step!)** Use the pull-down menu A to locate your floppy disk in Drive A. ***Do not save anything anywhere else!***
5. Type a file name for this dataset in B.
6. Confirm that the *file Type* in C says "SPSS (*.sav)."
7. Click the **Save** button (D).

Saving your own copy of a syntax file

Here's how:

1. *In the Syntax Editor Window*, select the **File** pull-down menu from the toolbar.
2. Choose the **Save As** option from the **File** pull-down menu.
3. You will get a dialogue box like this:

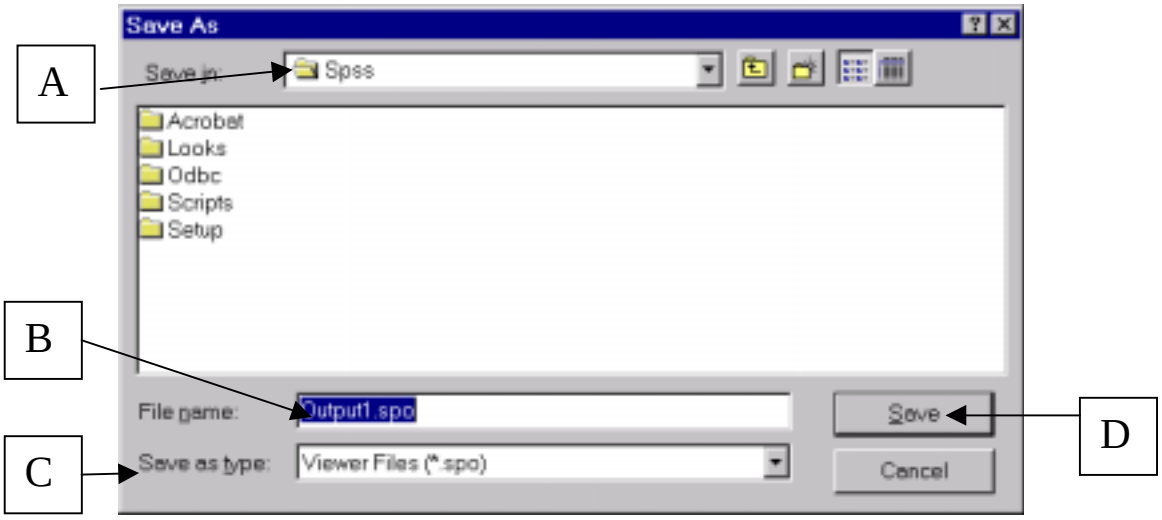


4. **(Don't Skip This Step!)** Use the pull-down menu A to locate your floppy disk in Drive A. ***Do not save anything anywhere else!***
5. Type a file name for this syntax file in B.
6. Confirm that the *file Type* in C says "SPSS Syntax Files (*.sps)."
7. Click the **Save** button (D).

Saving an Output file

Once you have created an output file, you may wish to save it for future reference. You may do so following these steps.

1. *In the Output Window*, select the **File** pull-down menu from the toolbar.
2. Choose the **Save As** option from the **File** pull-down menu.
3. You will get a dialogue box like this:



4. **(Don't Skip This Step!)** Use the pull-down menu A to locate your floppy disk in Drive A. ***Do not save anything anywhere else!***
5. Type a file name for this output in B.
6. Confirm that the *file Type* in C says "Viewer Files (*.spo)."
7. Click the **Save** button (D).

Printing an Output file

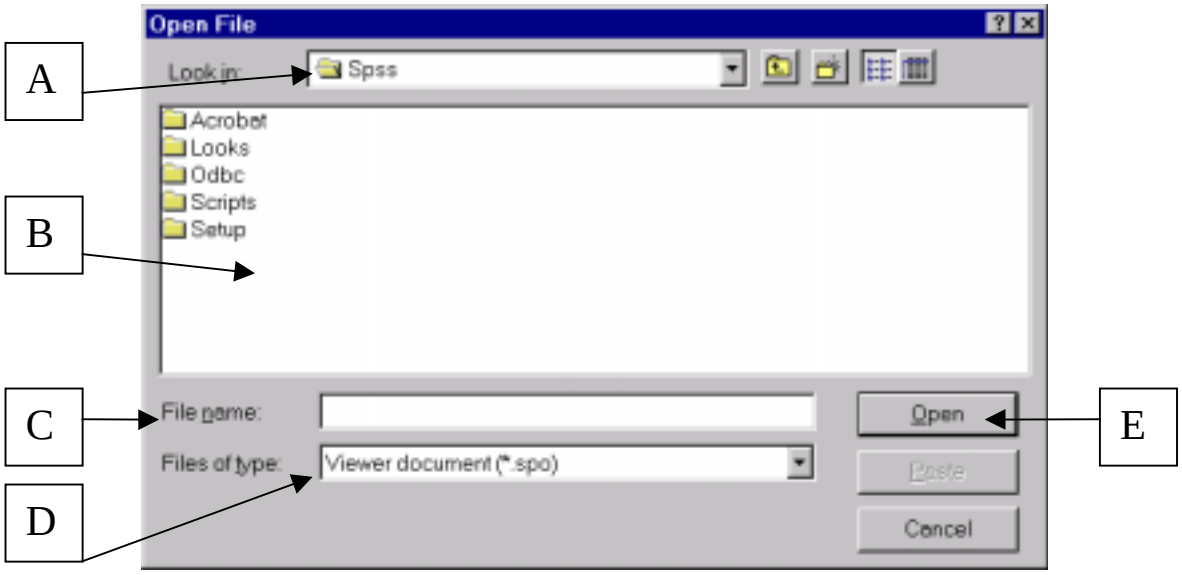
**** SPSS Output can use a ton of paper. I would suggest making sure you have only the output you need selected to print.

1. *In the Output Window*, select the **File** pull-down menu from the toolbar.
2. Choose the **Print** command on the **File** pull-down menu.
3. Click the **OK** button on the dialogue box.

Opening an existing Output file

Should you want to open an output file you had previously saved, follow these steps.

1. In either the Data Editor window or the Syntax Editor Window, go to the **File** pull-down menu on the toolbar.
2. Go to the **Open** command on the **File** pull-down menu. You will see a dialogue box like this:



3. **(IMPORTANT)** Change the File Type in D to "Viewer Files (*.spo)."
4. Use the pull down section A to locate the output file you wish to open.
5. When the output file appears in window B, click on it, and its name will appear in C.
6. Click on the **Open** button (E).
7. The previously saved output file should open.

Exiting SPSS

The easiest way to exit SPSS is to go to the **File >** pull-down menu on the toolbar and select **Exit**. SPSS will ask if you wish to save the active files before closing so you won't inadvertently lose anything. ***Be very careful where files get saved here should you choose to save.***