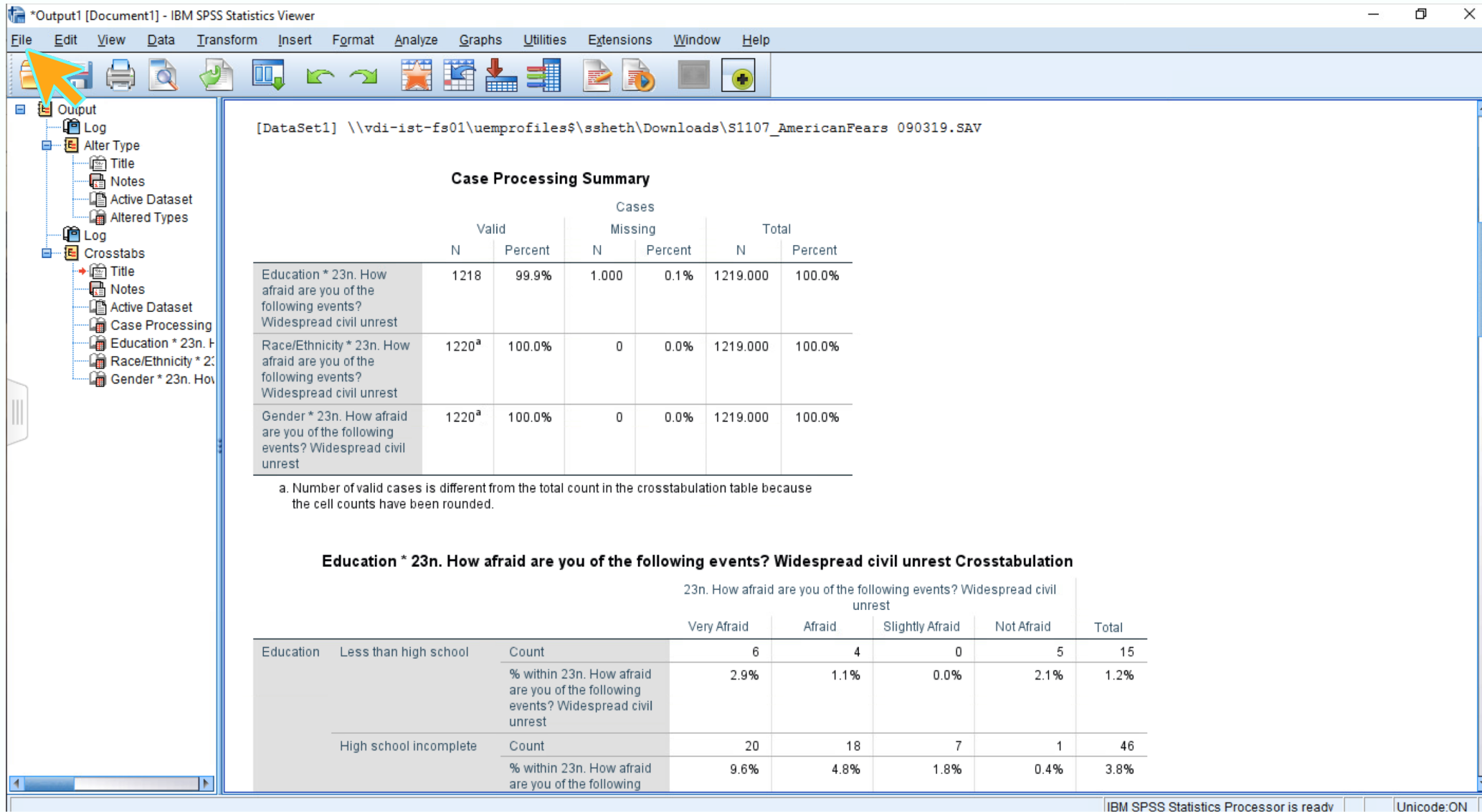


There are two common ways to save the output from SPSS and access it without opening the SPSS application. The first way is to export the output to an Excel file (works well with all tables generated in the output). The second way is to copy and paste the tables from the output into a Word or Excel document (works well if only copying a low number of tables, otherwise the formatting can get askew). After the output gets saved or exported to the Vlab File Explorer (either your user's Documents or Downloads folder), access the internet to email that file to yourself or save it to your Google Drive. The following steps illustrate how to export an output into Excel and attach it to an email.

The following steps illustrate how to export the the output.

## 1. Click File



The screenshot shows the IBM SPSS Statistics Viewer interface. The 'File' menu is highlighted with a mouse cursor. The main window displays a 'Case Processing Summary' table and a 'Crosstabulation' table.

**Case Processing Summary**

	Valid		Missing		Total	
	N	Percent	N	Percent	N	Percent
Education * 23n. How afraid are you of the following events? Widespread civil unrest	1218	99.9%	1.000	0.1%	1219.000	100.0%
Race/Ethnicity * 23n. How afraid are you of the following events? Widespread civil unrest	1220 <sup>a</sup>	100.0%	0	0.0%	1219.000	100.0%
Gender * 23n. How afraid are you of the following events? Widespread civil unrest	1220 <sup>a</sup>	100.0%	0	0.0%	1219.000	100.0%

a. Number of valid cases is different from the total count in the crosstabulation table because the cell counts have been rounded.

**Education \* 23n. How afraid are you of the following events? Widespread civil unrest Crosstabulation**

			23n. How afraid are you of the following events? Widespread civil unrest				
			Very Afraid	Afraid	Slightly Afraid	Not Afraid	Total
Education	Less than high school	Count	6	4	0	5	15
		% within 23n. How afraid are you of the following events? Widespread civil unrest	2.9%	1.1%	0.0%	2.1%	1.2%
High school incomplete		Count	20	18	7	1	46
		% within 23n. How afraid are you of the following	9.6%	4.8%	1.8%	0.4%	3.8%

IBM SPSS Statistics Processor is ready | Unicode:ON

## 2. Click Export

\*Output1 [Document1] - IBM SPSS Statistics Viewer

File Edit View Data Transform Insert Format Analyze Graphs Utilities Extensions Window Help

File menu items: New, Open, Import Data, Close (Ctrl+F4), Save (Ctrl+S), Save As..., Export As a Web Report..., **Export...**, Display Data File Location, Stop Processor (Ctrl+Period), Switch Server..., Repository, Page Attributes..., Page Setup..., Print Preview, Print... (Ctrl+P), Recently Used Data, Recently Used Files, Exit

Case Processing Summary

	Valid		Missing		Total	
	N	Percent	N	Percent	N	Percent
* 23n. How afraid are you of the following events? Widespread civil unrest	1218	99.9%	1.000	0.1%	1219.000	100.0%
City * 23n. How afraid are you of the following events? Widespread civil unrest	1220 <sup>a</sup>	100.0%	0	0.0%	1219.000	100.0%
23n. How afraid are you of the following events? Widespread civil unrest	1220 <sup>a</sup>	100.0%	0	0.0%	1219.000	100.0%

<sup>a</sup>Number of valid cases is different from the total count in the crosstabulation table because cell counts have been rounded.

**Education \* 23n. How afraid are you of the following events? Widespread civil unrest Crosstabulation**

		23n. How afraid are you of the following events? Widespread civil unrest				Total
		Very Afraid	Afraid	Slightly Afraid	Not Afraid	
Education	Less than high school	Count	6	4	0	5
		% within 23n. How afraid are you of the following events? Widespread civil unrest	2.9%	1.1%	0.0%	2.1%
High school incomplete	Count	20	18	7	1	
	% within 23n. How afraid are you of the following events? Widespread civil unrest	9.6%	4.8%	1.8%	0.4%	

### 3. Click this drop-down menu to change the document type.

The screenshot shows the 'Export Output' dialog box in IBM SPSS Statistics. The 'Document' section is active, and the 'Type' dropdown menu is set to 'Word/RTF (\*.doc)'. A yellow arrow points to this dropdown menu. Below the dropdown, an information icon and text state: 'A rich text document containing both text and graphics will be created. The graphics will be embedded in the document. No graphics options are available.' To the right, the 'Options' table is displayed:

Options:	
Layers in Pivot Tables	Honor Print Layer setting (set in ...)
Wide Pivot Tables	Wrap table to fit within page mar...
Preserve break points and groups	Yes
Include Footnotes and Caption	Yes
Views of Models	Honor print setting (set in Model ...)
Page measurement units	Inches
Page orientation	Portrait
Page width	8.5
Page height	11.0

Below the options table is a 'Change Options...' button. The 'File Name' field contains the path: '\\vdi-ist-fs01\ueprofiles\\$\ssheth\Downloads\OUTPUT.doc'. The 'Graphics' section shows the 'Type' dropdown set to 'JPEG file (\*.jpg)'. The 'Options' table for graphics is empty, with the text 'No options available'. The 'Root File Name' field contains the path: '\\vdi-ist-fs01\ueprofiles\\$\ssheth\Downloads\OUTPUT.jpeg'. At the bottom, there are buttons for 'OK', 'Paste', 'Reset', 'Cancel', and 'Help'. The 'Open the containing folder' checkbox is checked. The status bar at the bottom shows the current data view: '% within 23n. How afraid are you of the following' with values 9.6%, 4.8%, 1.8%, 0.4%, and 3.8%.

## 4. Select Excel 2007 and Higher

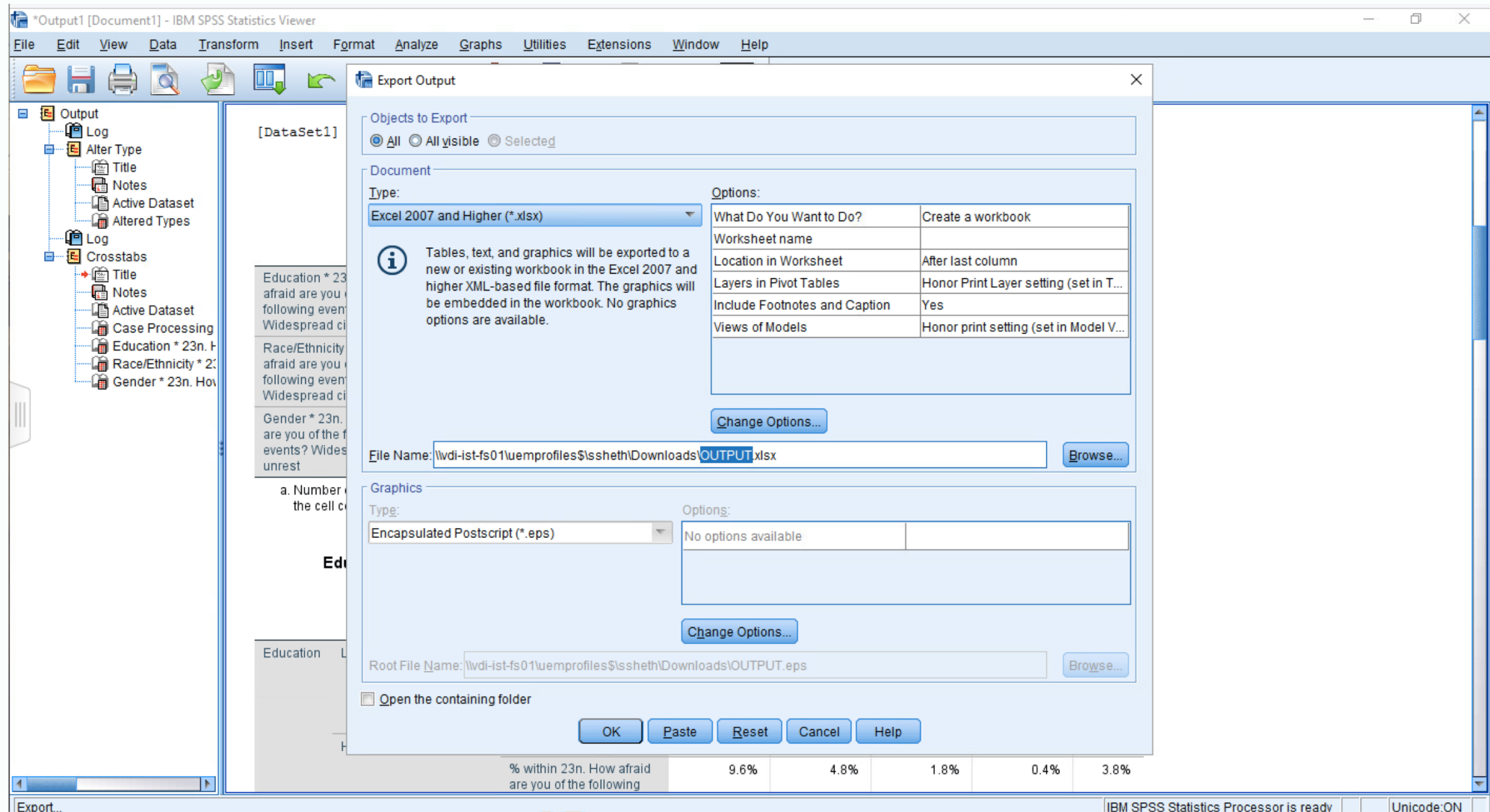
The screenshot shows the IBM SPSS Statistics Viewer interface with the 'Export Output' dialog box open. The dialog is configured to export data to an Excel file. The 'Type' dropdown is set to 'Excel 2007 and Higher (\*.xlsx)', which is highlighted by a mouse cursor. The 'Options' section contains a table with the following settings:

Option	Value
Layers in Pivot Tables	Honor Print Layer setting (set in ...)
Wide Pivot Tables	Wrap table to fit within page mar...
Preserve break points and groups	Yes
Include Footnotes and Caption	Yes
Views of Models	Honor print setting (set in Model ...)
Page measurement units	Inches
Page orientation	Portrait
Page width	8.5
Page height	11.0

The 'File Name' field is set to: `\\wdi-ist-fs01\uemprofiles$\ssheth\Downloads\OUTPUT.doc`. The 'Graphics' section is set to 'JPEG file (\*.jpg)' with 'No options available' for the options field. The 'Root File Name' is `\\wdi-ist-fs01\uemprofiles$\ssheth\Downloads\OUTPUT.jpeg`. The 'Open the containing folder' checkbox is checked. At the bottom, there are buttons for 'OK', 'Paste', 'Reset', 'Cancel', and 'Help'. The background shows a data viewer with a table of percentages.

Variable	9.6%	4.8%	1.8%	0.4%	3.8%
% within 23n. How afraid are you of the following					

5. This file will save to the Downloads folder, with the name “OUTPUT”. You can highlight the area to change the name.



# 6. Click OK to complete the export.

Objects to Export

All  All visible  Selected

Document

Type: Excel 2007 and Higher (\*.xlsx)

Options:

What Do You Want to Do?	Create a workbook
Worksheet name	
Location in Worksheet	After last column
Layers in Pivot Tables	Honor Print Layer setting (set in T...
Include Footnotes and Caption	Yes
Views of Models	Honor print setting (set in Model V...

Change Options...

File Name: \\wdi-ist-fs01\uemprofiles\$\ssheth\Downloads\civilunrestcrosstabs.xlsx

Browse...

Graphics

Type: Encapsulated Postscript (\*.eps)

Options:

No options available	
----------------------	--

Change Options...

Root File Name: \\wdi-ist-fs01\uemprofiles\$\ssheth\Downloads\OUTPUT.eps

Browse...

Open the containing folder

OK Paste Reset Cancel Help

% within 23n. How a are you of the followin 9.6% 4.8% 1.8% 0.4% 3.8%

Export... IBM SPSS Statistics Processor is ready Unicode:ON

## 7. After exporting, use the sidebar menu to access Google Chrome.

The screenshot displays the IBM SPSS Statistics Viewer interface. The main window shows a 'Case Processing Summary' table for the variable 'Widespread civil unrest'. The table indicates that 1218 cases are valid (99.9%) and 1.000 case is missing (0.1%). Below this, a note states: 'a. Number of valid cases is different from the total count in the crosstabulation table; the cell counts have been rounded.'

An 'Exporting Progress' dialog box is open in the foreground, titled 'Exporting Progress' and 'Exporting Notes'. It features a progress bar and a 'Cancel' button.

The sidebar on the left contains a tree view of the output. A mouse cursor is pointing to the sidebar menu icon, which is highlighted with a red arrow.

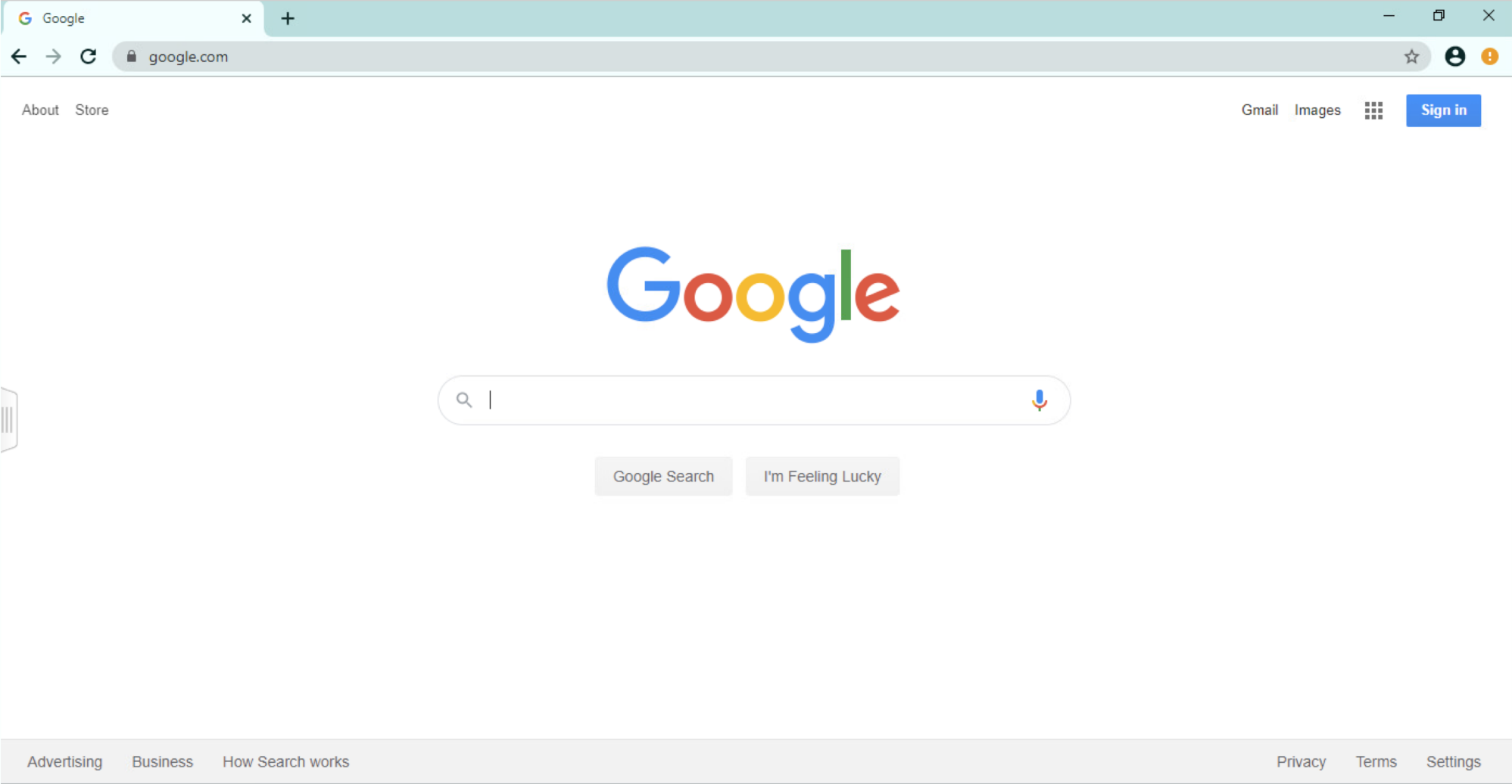
	Valid		Cases Missing		Total	
	N	Percent	N	Percent	N	Percent
Education * 23n. How afraid are you of the following events? Widespread civil unrest	1218	99.9%	1.000	0.1%	1219.000	100.0%
Race/Ethnicity * 23n. How afraid are you of the following events? Widespread civil unrest	1220 <sup>a</sup>	100.0%	0	0.0%	1219.000	100.0%
Gender * 23n. How afraid are you of the following events? Widespread civil unrest	1220 <sup>a</sup>	100.0%	0	0.0%	1219.000	100.0%

a. Number of valid cases is different from the total count in the crosstabulation table; the cell counts have been rounded.

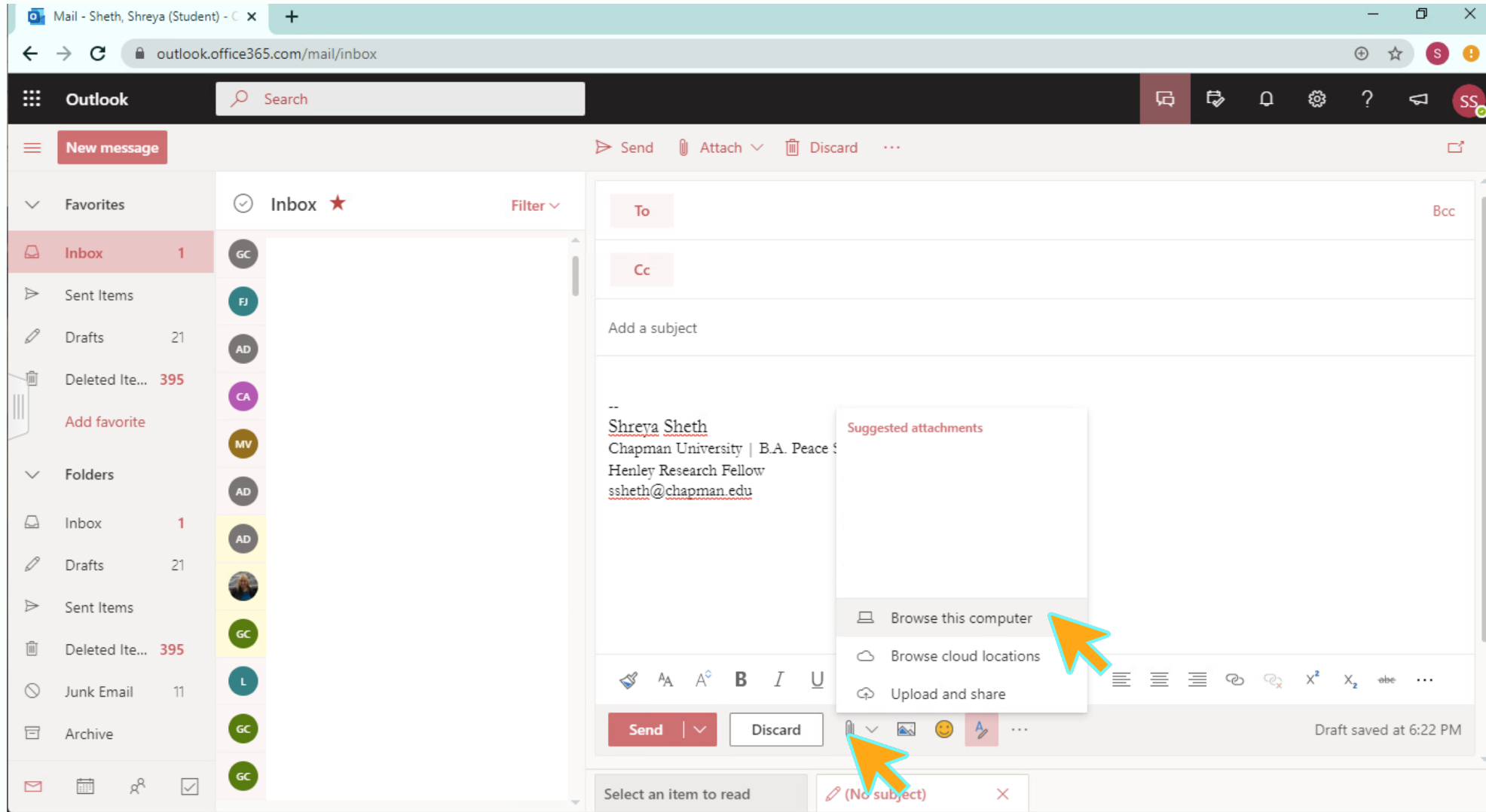
Education	Less than high school	Count	23n. How afraid are you of the following events? Widespread civil unrest				Total
			Very Afraid	Afraid	Slightly Afraid	Not Afraid	
			6	4	0	5	15
		% within 23n. How afraid are you of the following events? Widespread civil unrest	2.9%	1.1%	0.0%	2.1%	1.2%
	High school incomplete	Count	20	18	7	1	46
		% within 23n. How afraid are you of the following events? Widespread civil unrest	9.6%	4.8%	1.8%	0.4%	3.8%



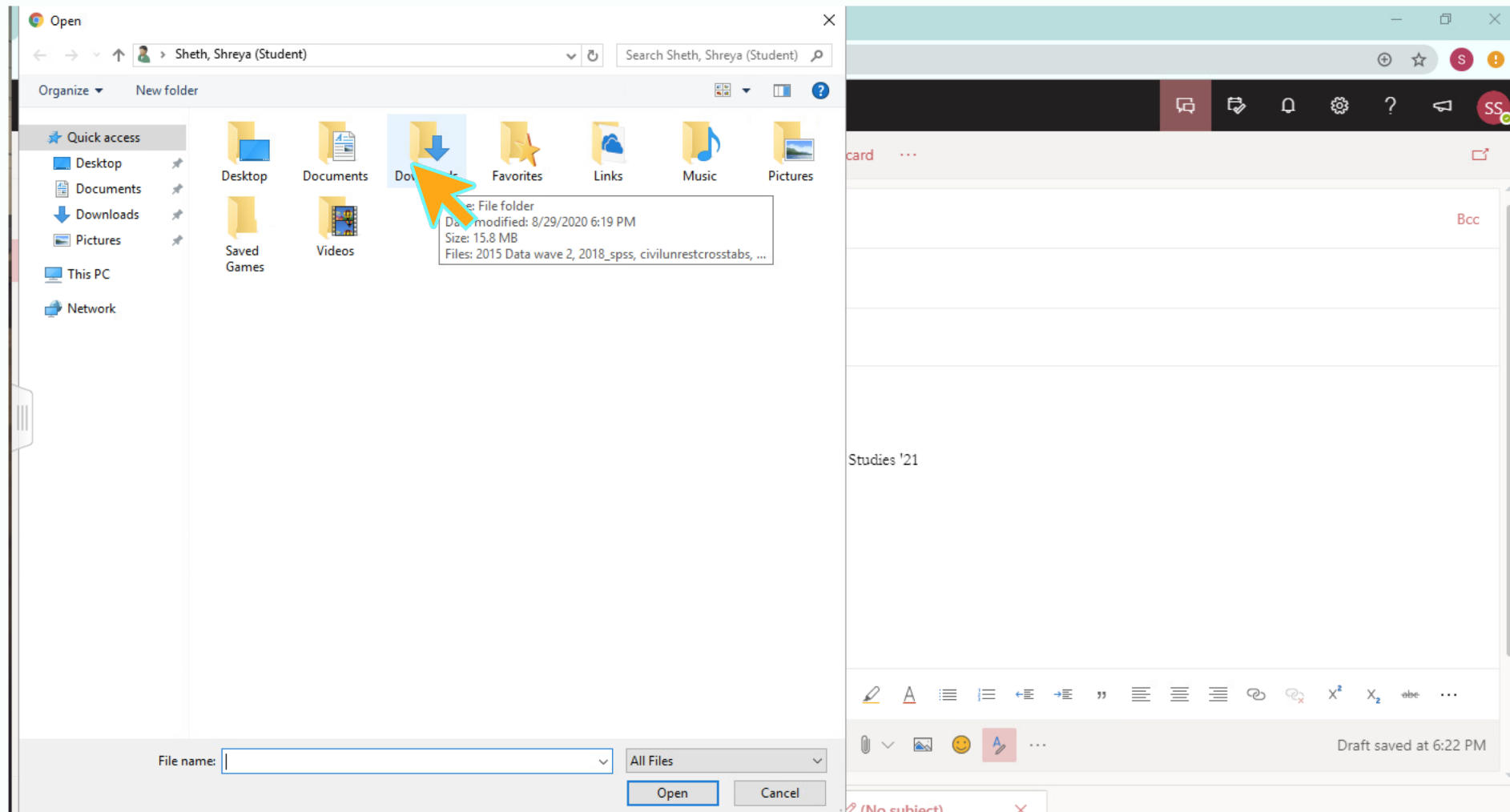
8. After clicking Google Chrome and arriving at the landing page, you may proceed to access your email.



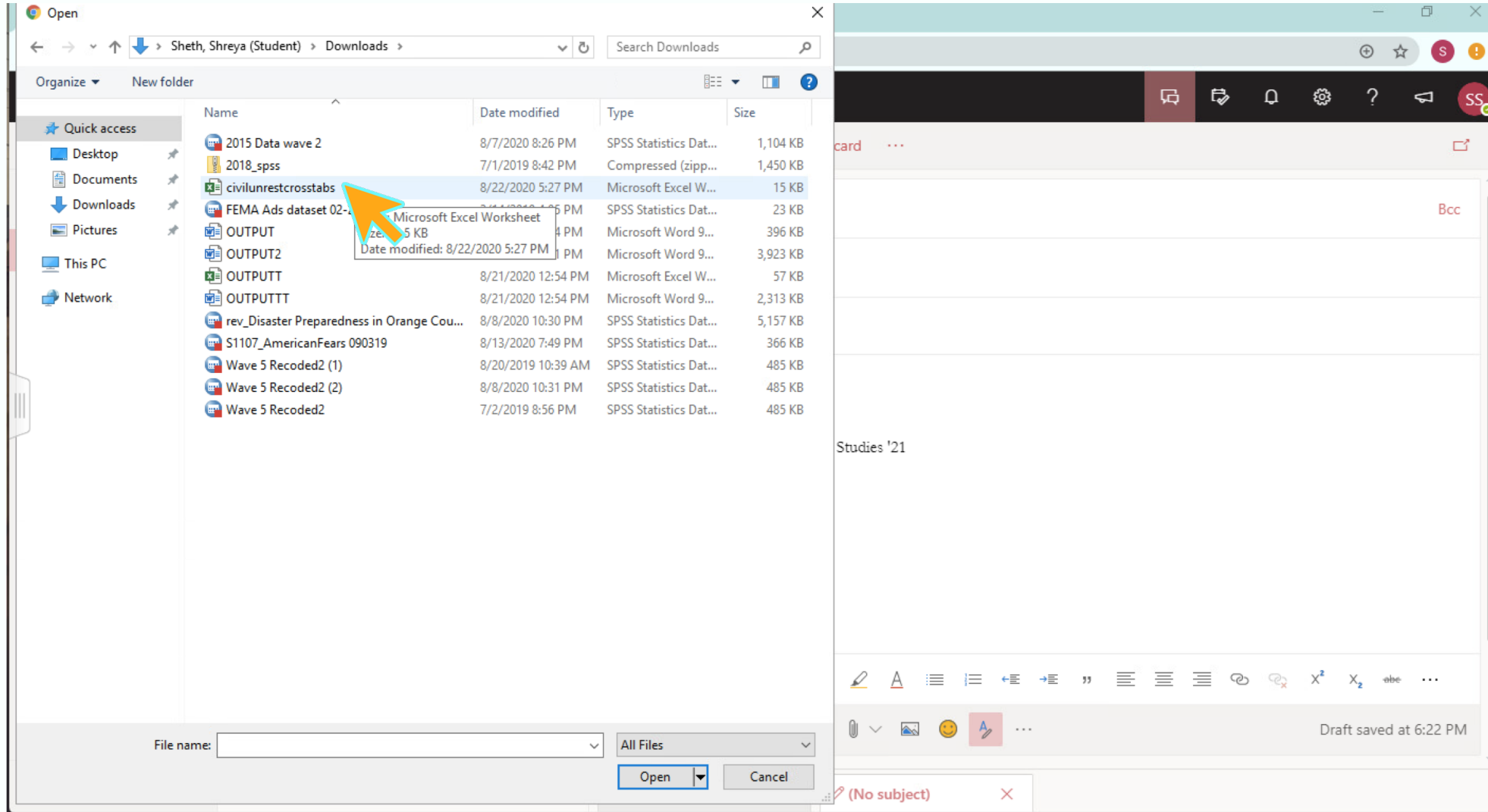
## 9. Click to attach a file and select **Browse this computer**



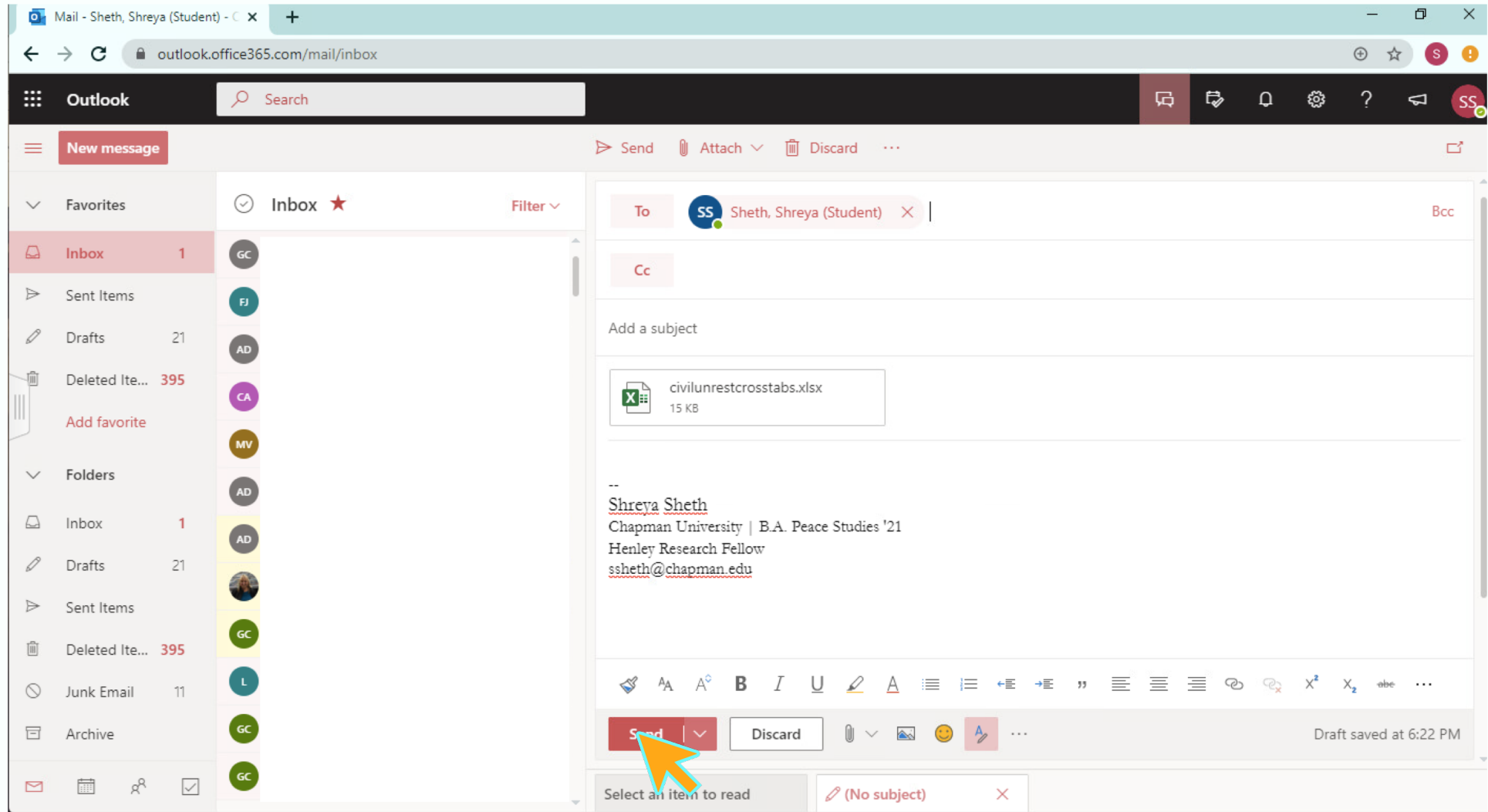
10. Click the Downloads folder, as the output saved to that folder



# 11. Double-click your output file to attach it to the email



12. After attaching the file and emailing it to yourself, you may log out of Vlab. Open your email on your internet browser on your laptop, access your email, and download the file to view the output. You have a copy of the output now!



# NOTES:

If you would like to copy and paste a table into Word doc, select the table you want and copy and paste it into a Word document. Then, follow the steps of emailing that file to yourself so you can access it without opening Vlab.

The screenshot shows the IBM SPSS Statistics Viewer interface. At the top, there is a menu bar with options: File, Edit, View, Data, Transform, Insert, Format, Analyze, Graphs, Utilities, Extensions, Window, Help. Below the menu bar is a toolbar with various icons. On the left side, there is a sidebar with a tree view showing the project structure, including folders for .it, .og, User Type, Title, Notes, Active Dataset, Altered Types, .og, Crosstabs, Title, Notes, Active Dataset, Case Processing Summary, Education \* 23n. How afraid are you of the following events? Widespread civil unrest, Race/Ethnicity \* 23n. How afraid are you of the following events? Widespread civil unrest, and Gender \* 23n. How afraid are you of the following events? Widespread civil unrest. The main area displays two tables. The top table is a Pivot Table with columns for 'are you of the following events? Widespread civil unrest' and rows for 'Total'. The bottom table is a Crosstabulation table titled 'Gender \* 23n. How afraid are you of the following events? Widespread civil unrest Crosstabulation'. The Crosstabulation table has columns for 'Very Afraid', 'Afraid', 'Slightly Afraid', 'Not Afraid', and 'Total', and rows for 'Gender' (Male, Female, Other) and 'Total'. A yellow box highlights the 'Female' row, and a yellow box with the text 'Double-click to activate' is placed over the 'Afraid' cell for the Female row. A red arrow points from the sidebar to the Crosstabulation table.

		23n. How afraid are you of the following events? Widespread civil unrest					
		Very Afraid	Afraid	Slightly Afraid	Not Afraid	Total	
Gender	Male	Count	91	160	178	155	584
		% within 23n. How afraid are you of the following events? Widespread civil unrest	44.0%	42.6%	45.3%	63.5%	47.9%
	Female	Count	212	215	89	632	
		% within 23n. How afraid are you of the following events? Widespread civil unrest	56.4%	54.7%	36.5%	51.8%	
	Other	Count	0	4	0	4	
		% within 23n. How afraid are you of the following events? Widespread civil unrest	0.0%	1.1%	0.0%	0.0%	0.3%
Total	Count	207	376	393	244	1220	
	% within 23n. How afraid are you of the following events? Widespread civil unrest	100.0%	100.0%	100.0%	100.0%	100.0%	

The screenshot shows the IBM SPSS Statistics Viewer interface, similar to the previous one. The main area displays the same Crosstabulation table. The 'Edit' menu is open, showing options: Undo (Ctrl+Z), Redo (Ctrl+Y), Cut (Ctrl+X), Copy (Ctrl+C), Copy As, Copy Special..., Paste After (Ctrl+V), Paste Special..., Delete, Select All (Ctrl+A), Select, Find... (Ctrl+F), Find Next (F3), Replace..., Go to Case..., Go to Variable..., Go to Imputation..., Outline, Options..., and Edit Content. A yellow arrow points to the 'Copy' option. The status bar at the bottom left says 'Copy' and the status bar at the bottom right says 'IBM SPSS Statistics Processor is ready'.