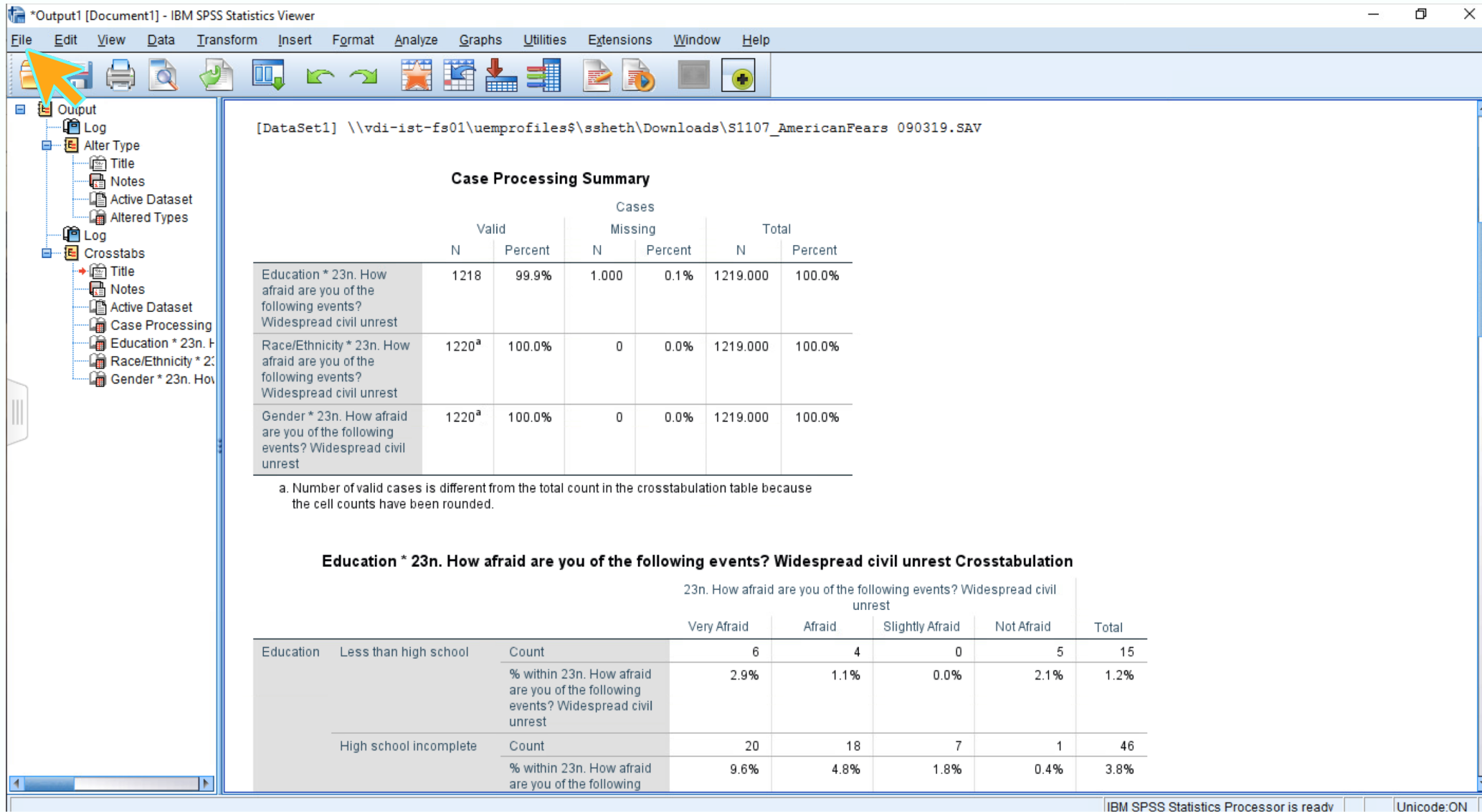There are two common ways to save the output from SPSS and access it without opening the SPSS application. The first way is to export the output to an Excel file (works well with all tables generated in the output). The second way is to copy and paste the tables from the output into a Word or Excel document (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**

2. Click **Export**

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

4. Select Excel 2007 and Higher

5. This file will save to the Downloads folder, with the name "OUTPUT". You can highlight the area to change the name.
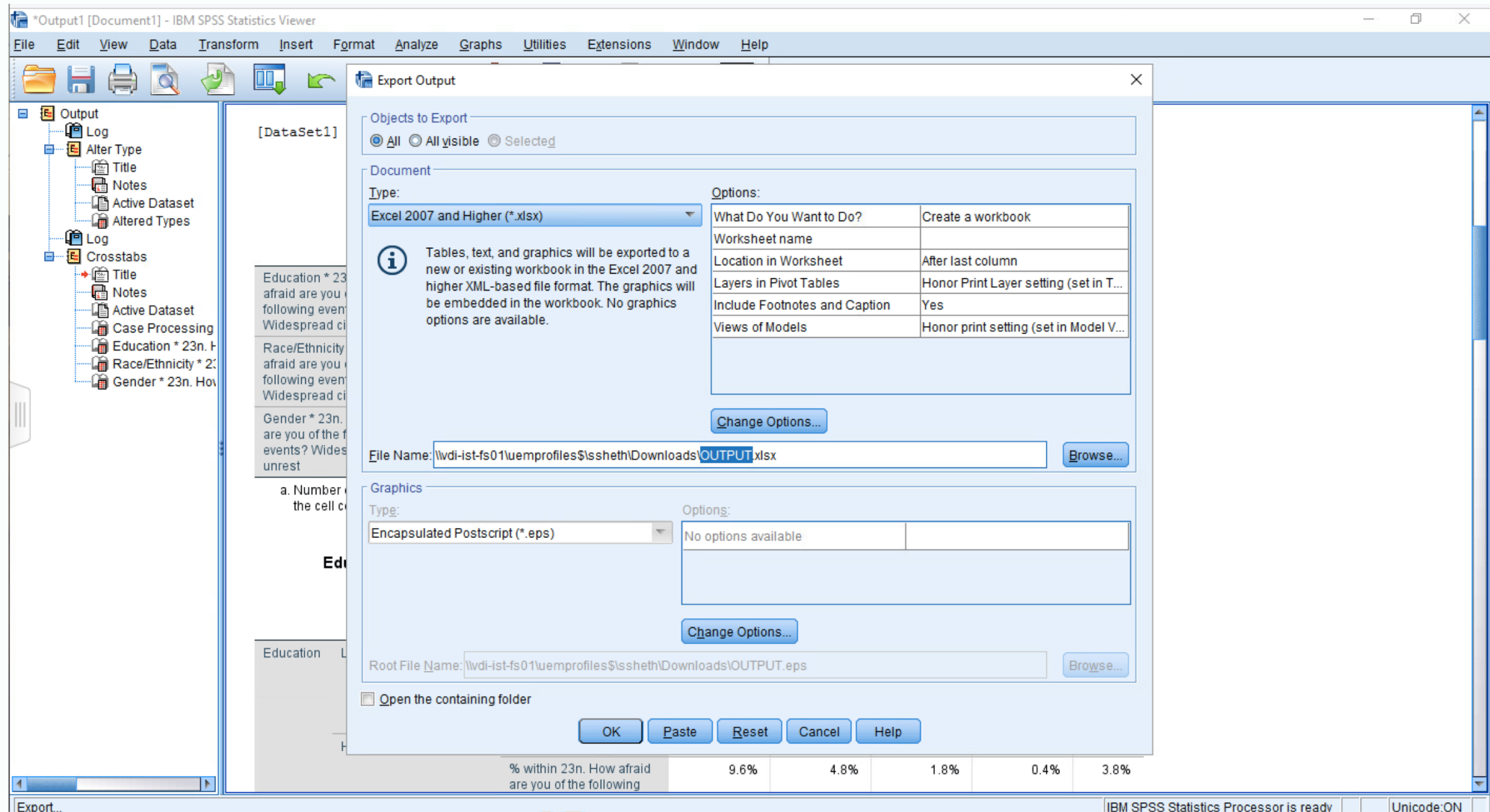
6. Click **OK** to complete the export.

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

8. After clicking Google Chrome and arriving at the landing page, you may proceed to access your email.
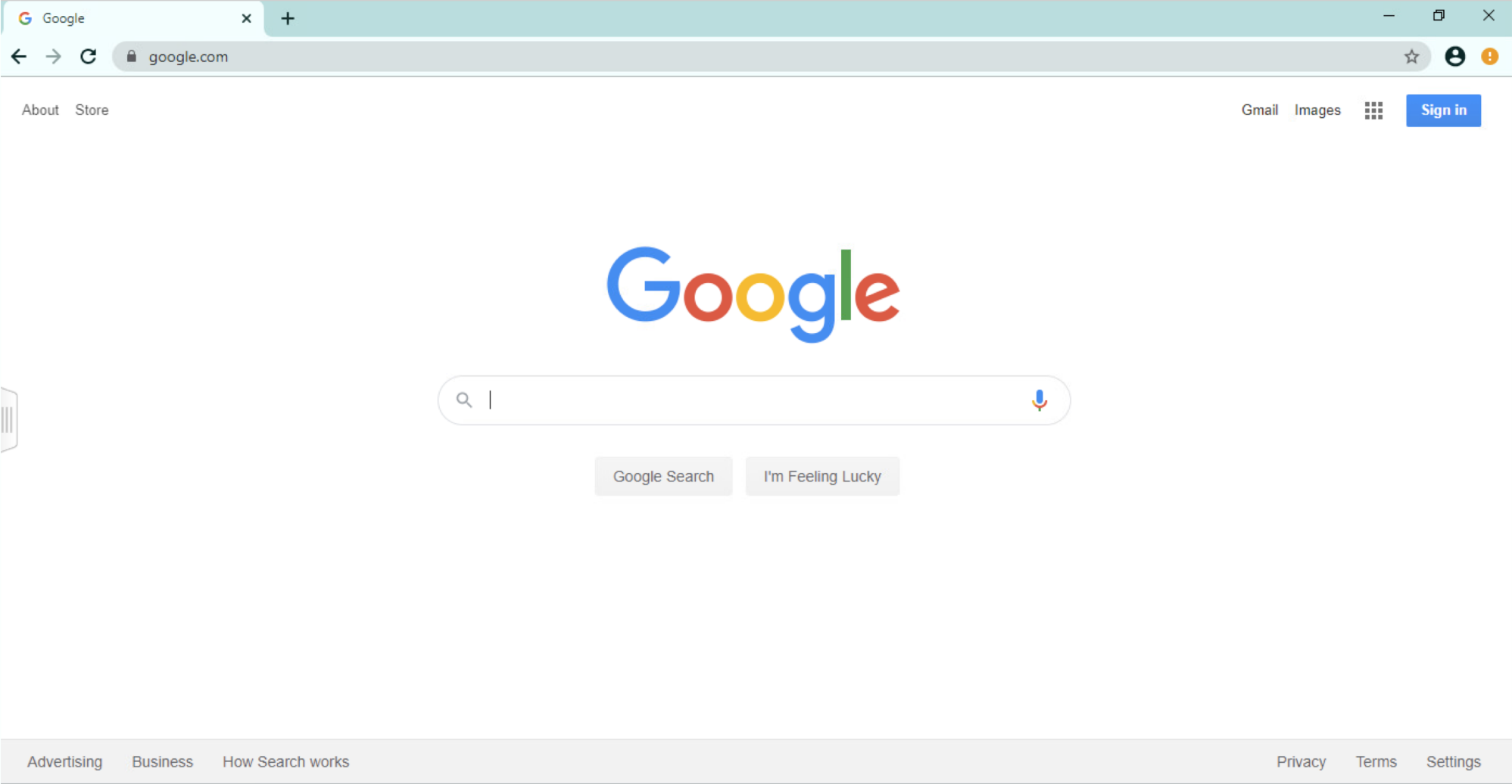
9. Click to attach a file and select **Browse this computer**
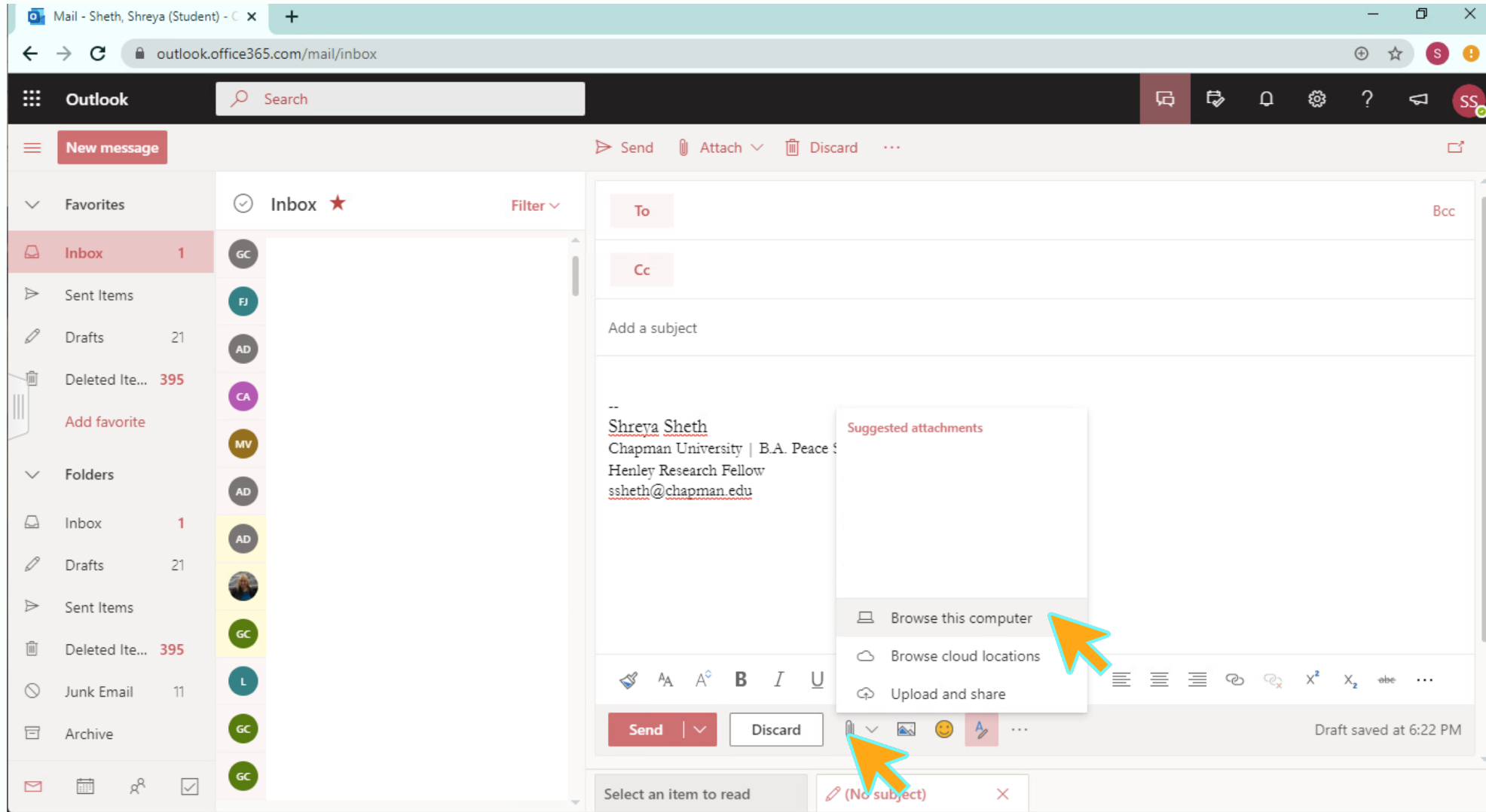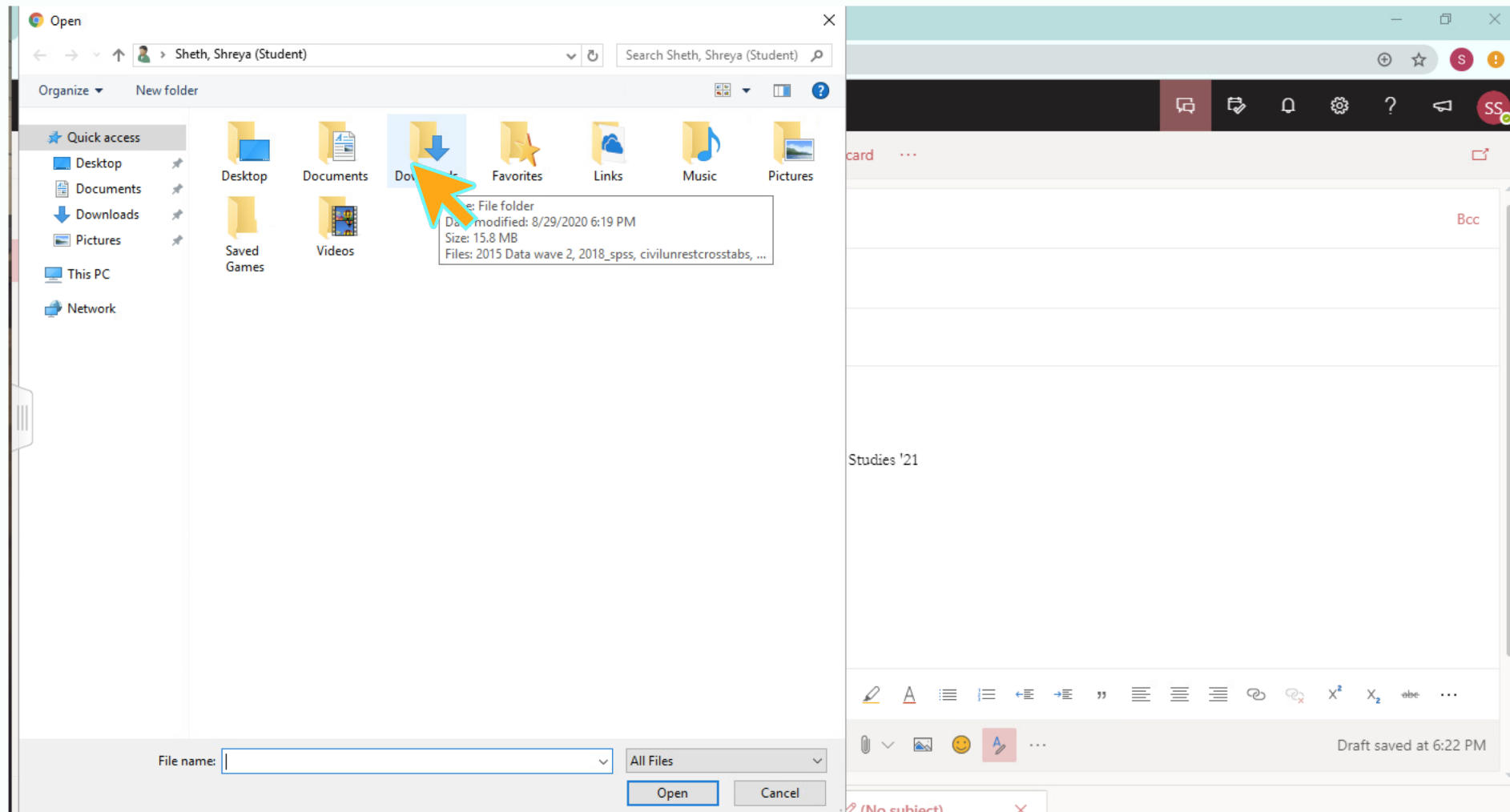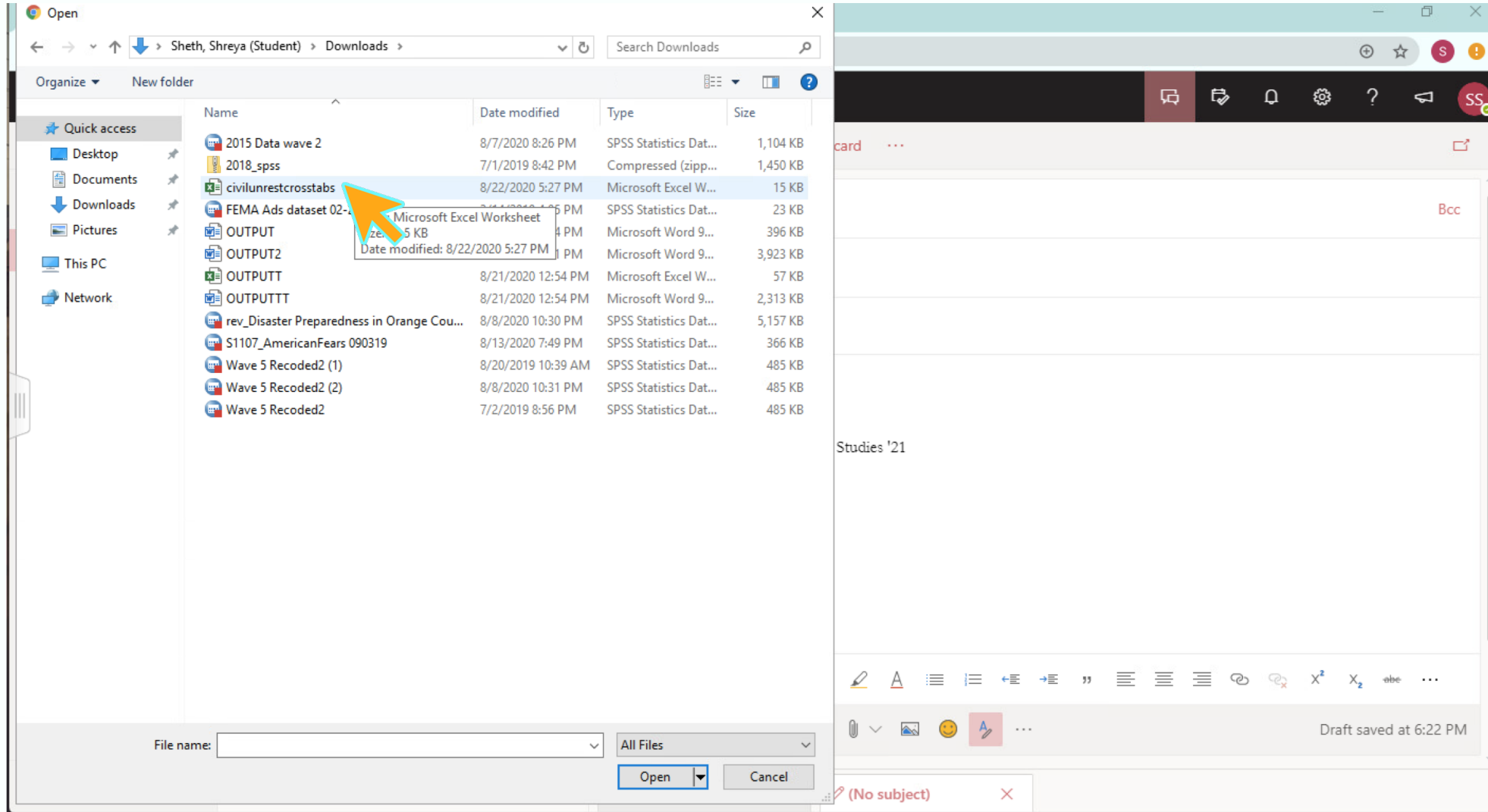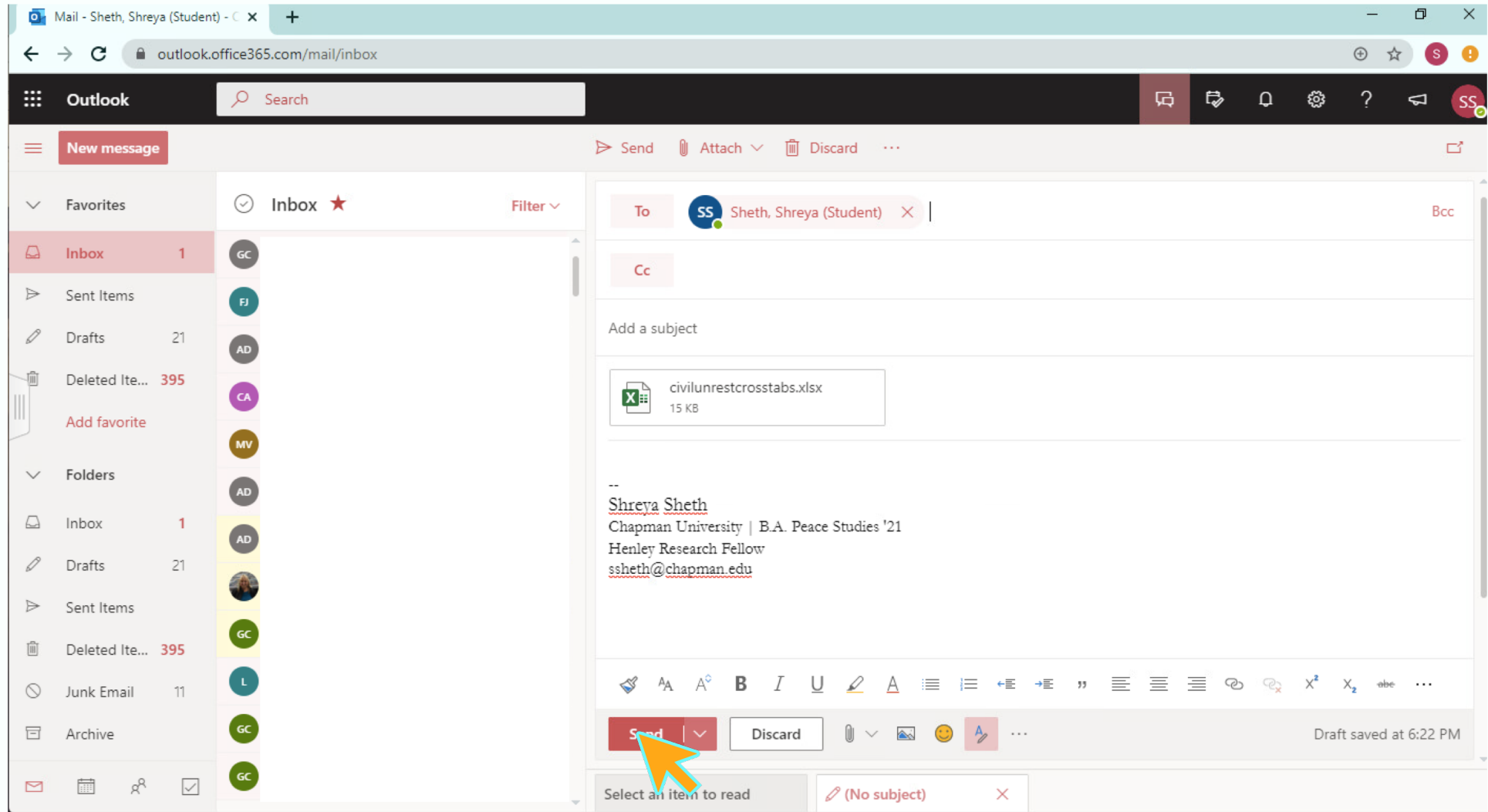
10. Click the Downloads folder, as the output saved to that folder

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.