

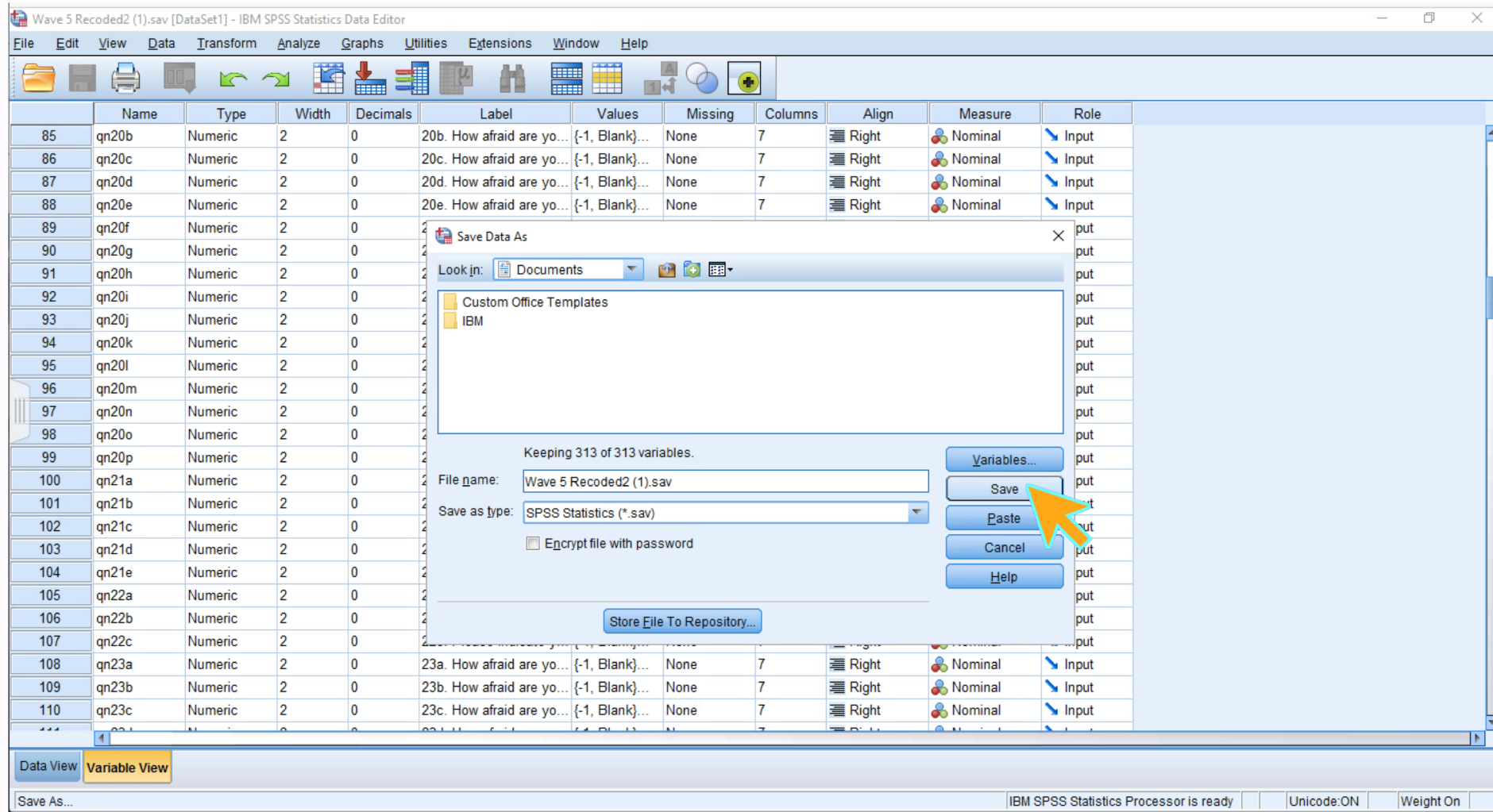
To save a SPSS file that you have edited (such as by recoding variables), you can save that file and send it to yourself. This way, you have a copy of your edited dataset so you can continue to use it without starting over each time. The following steps illustrate how to save an SPSS file and email it to yourself.

# 1. Click File, then Save As

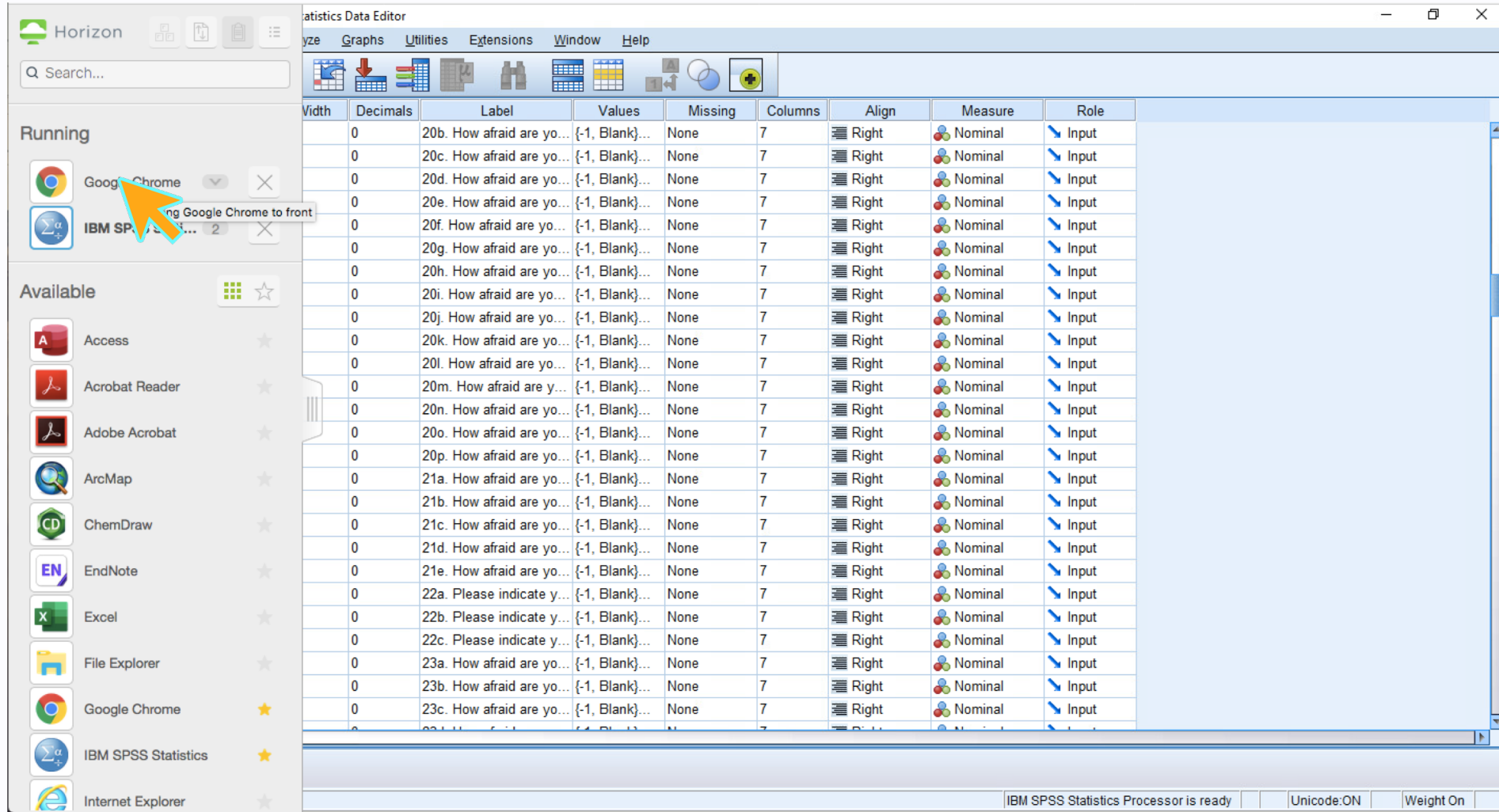
The screenshot shows the IBM SPSS Statistics Data Editor interface. The 'File' menu is open, and the 'Save As...' option is highlighted. A mouse cursor is pointing at the 'Save As...' option. The main window displays a list of variables with columns for Name, Decimals, Label, Values, Missing, Columns, Align, Measure, and Role. The status bar at the bottom shows 'Save As...' and 'IBM SPSS Statistics Processor is ready'.

Name	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
20b. How afraid are yo...	0	20b. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20c. How afraid are yo...	0	20c. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20d. How afraid are yo...	0	20d. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20e. How afraid are yo...	0	20e. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20f. How afraid are yo...	0	20f. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20g. How afraid are yo...	0	20g. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20h. How afraid are yo...	0	20h. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20i. How afraid are yo...	0	20i. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20j. How afraid are yo...	0	20j. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20k. How afraid are yo...	0	20k. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20l. How afraid are yo...	0	20l. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20m. How afraid are y...	0	20m. How afraid are y...	{-1, Blank}...	None	7	Right	Nominal	Input
20n. How afraid are yo...	0	20n. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20o. How afraid are yo...	0	20o. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
20p. How afraid are yo...	0	20p. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
21a. How afraid are yo...	0	21a. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
21b. How afraid are yo...	0	21b. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
21c. How afraid are yo...	0	21c. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
21d. How afraid are yo...	0	21d. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
21e. How afraid are yo...	0	21e. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
22a. Please indicate y...	0	22a. Please indicate y...	{-1, Blank}...	None	7	Right	Nominal	Input
22b. Please indicate y...	0	22b. Please indicate y...	{-1, Blank}...	None	7	Right	Nominal	Input
22c. Please indicate y...	0	22c. Please indicate y...	{-1, Blank}...	None	7	Right	Nominal	Input
23a. How afraid are yo...	0	23a. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
23b. How afraid are yo...	0	23b. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input
23c. How afraid are yo...	0	23c. How afraid are yo...	{-1, Blank}...	None	7	Right	Nominal	Input

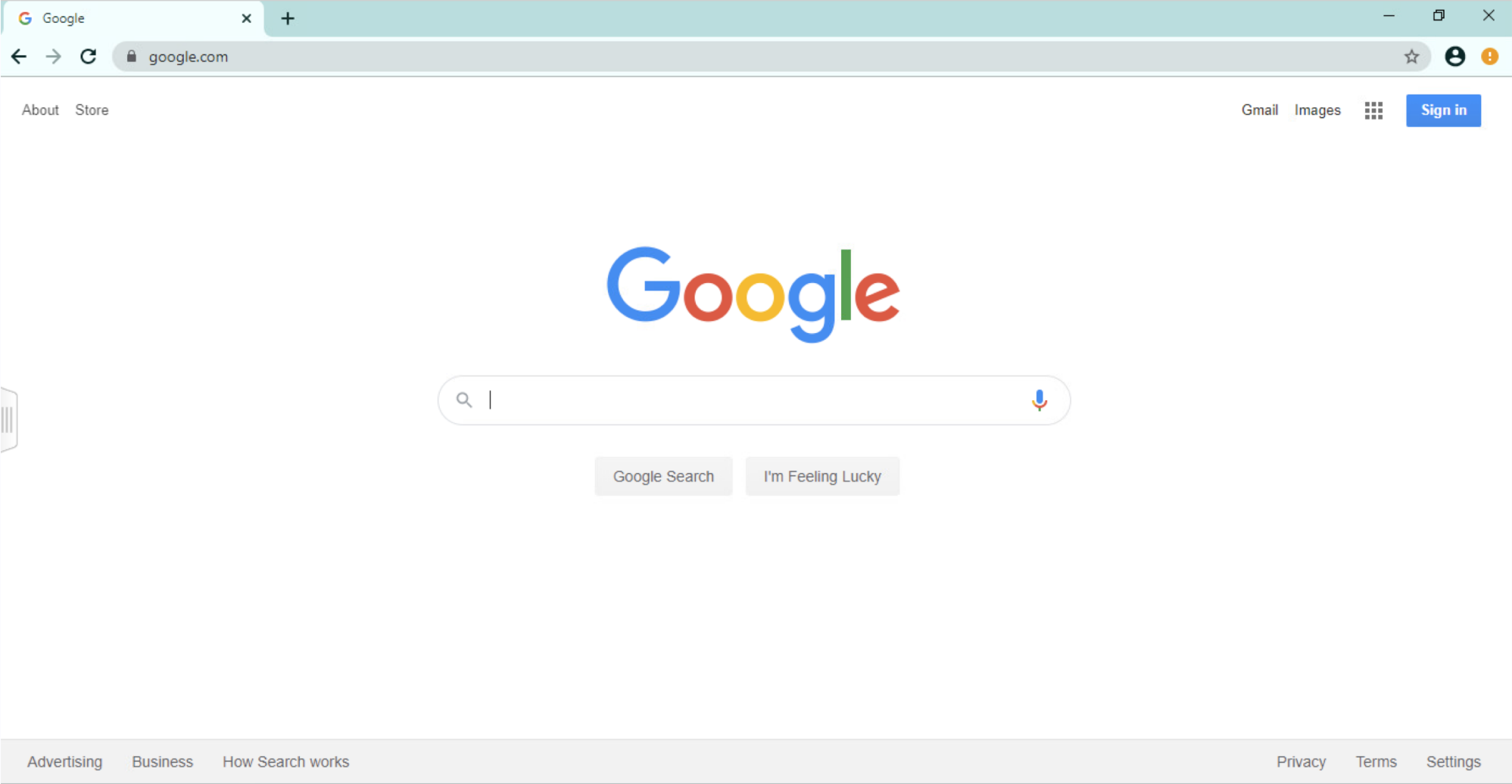
2. The SPSS dataset will save into the Documents folder in Vlab, as an .sav file. Click **Save**.



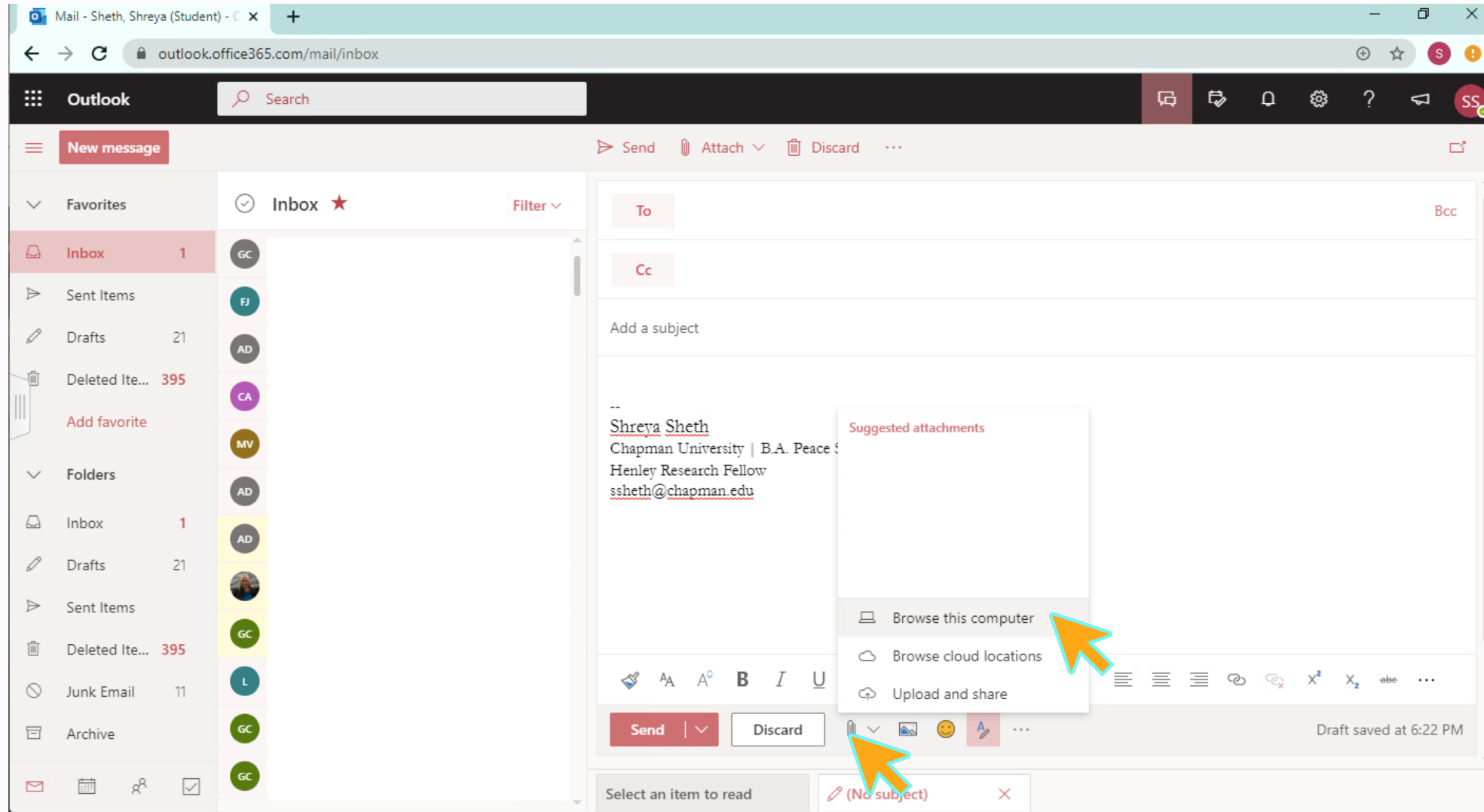
3. After saving the file, access the internet using Google Chrome.



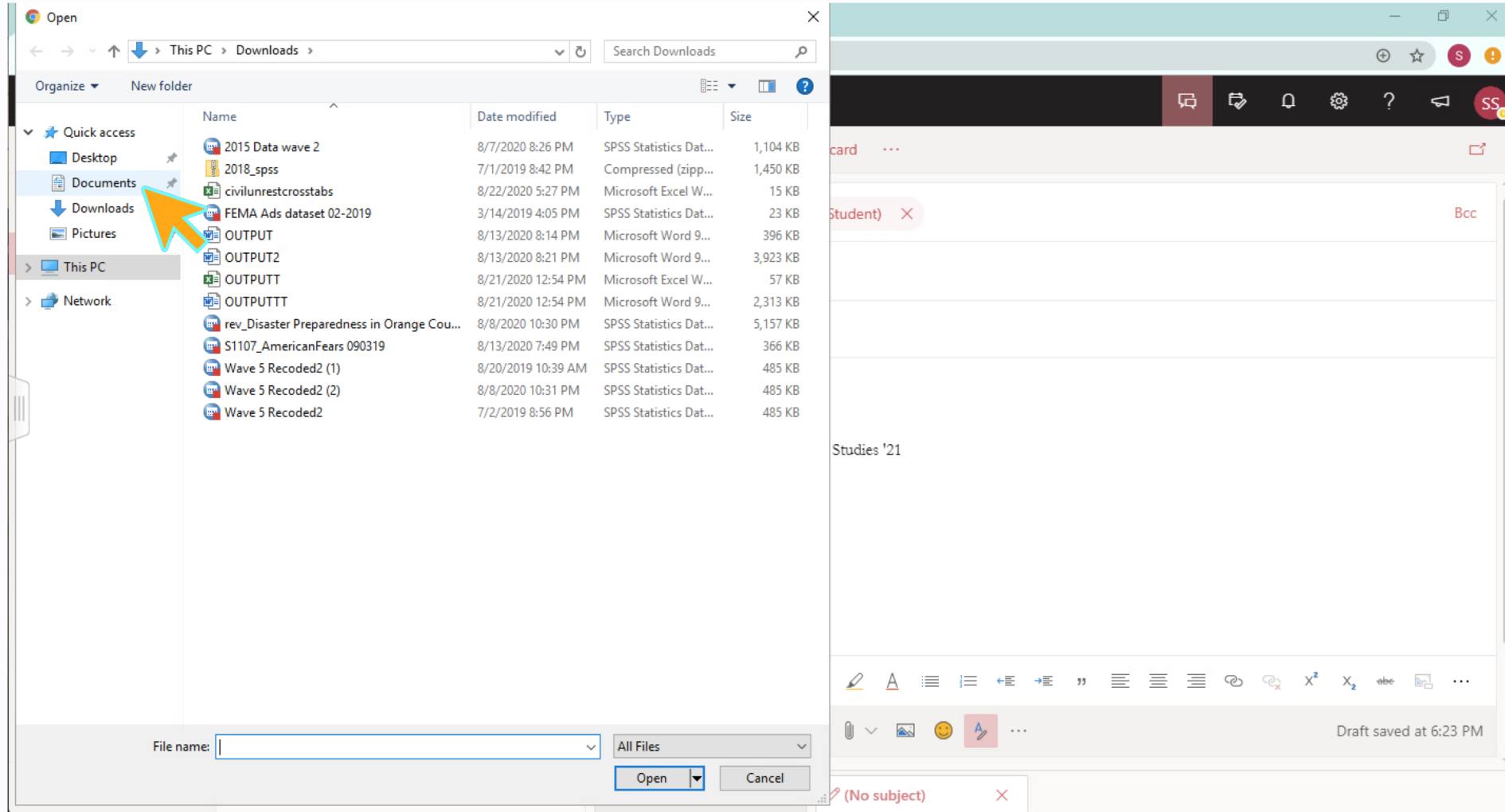
4. After clicking Google Chrome and arriving at the landing page, you may proceed to access your email.



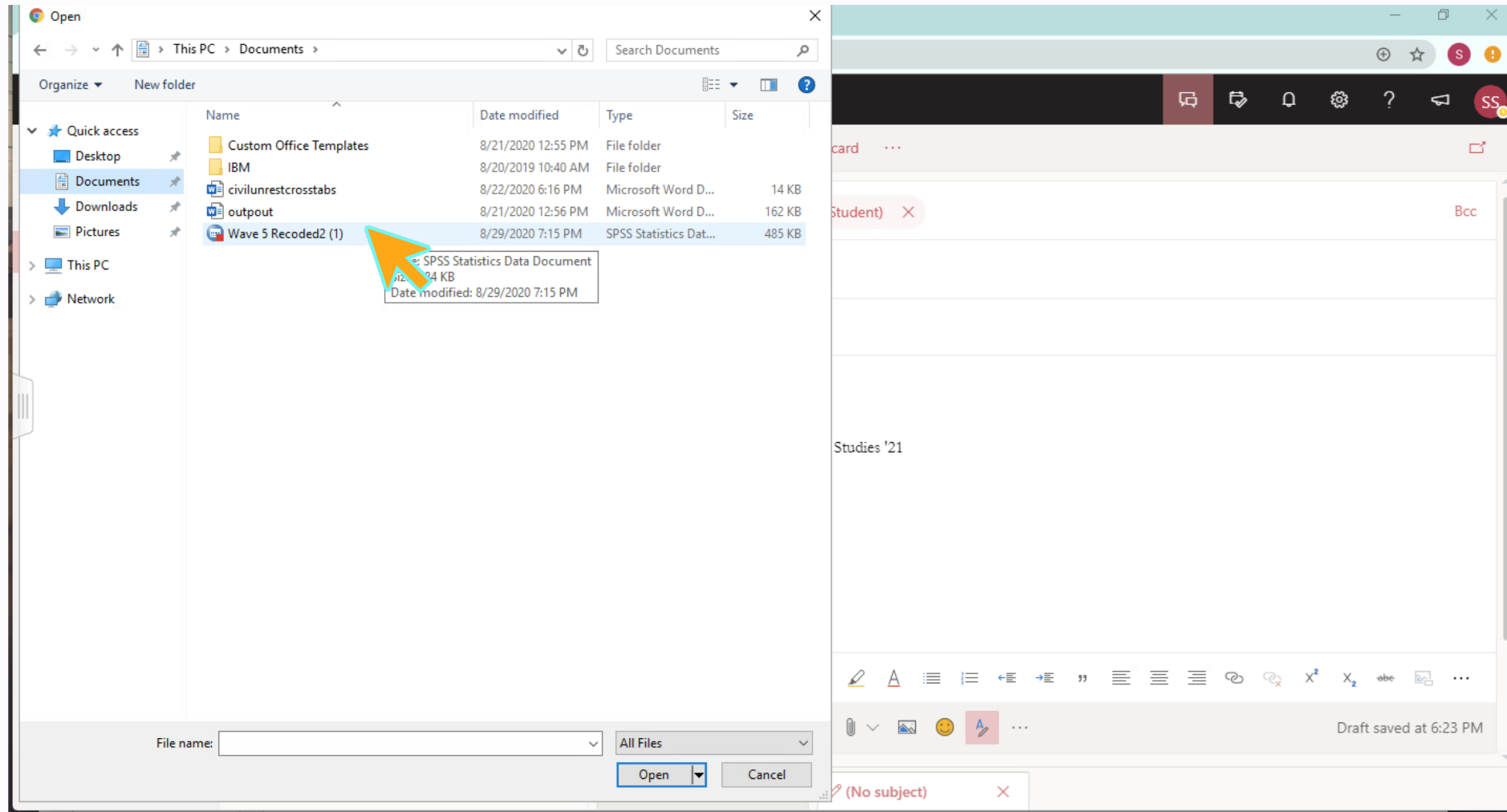
## 5. Click to attach a file and select **Browse this computer**



## 6. Go to the Documents folder

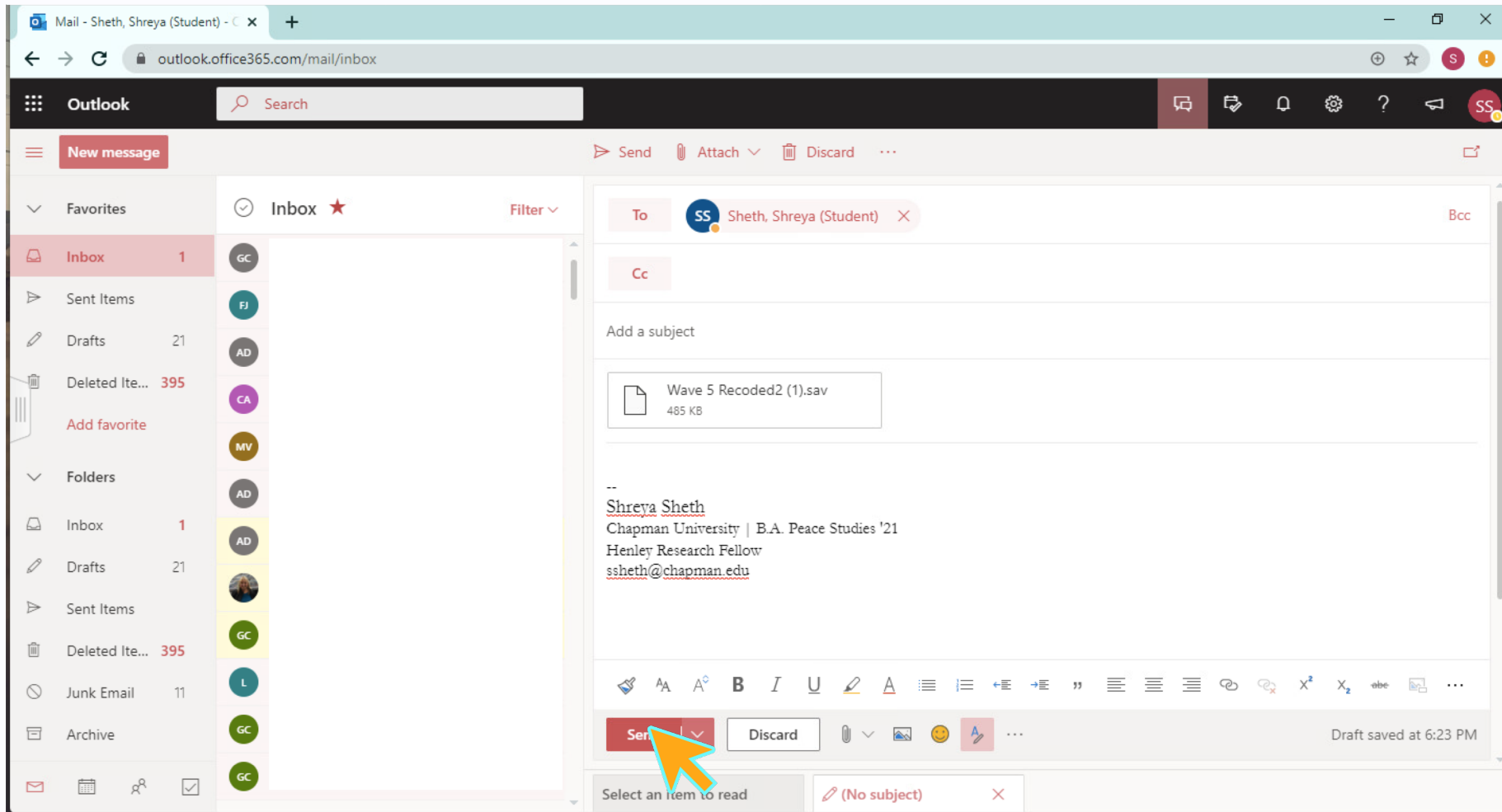


7. After locating your dataset in the Documents folder, double-click to attach it to the email.

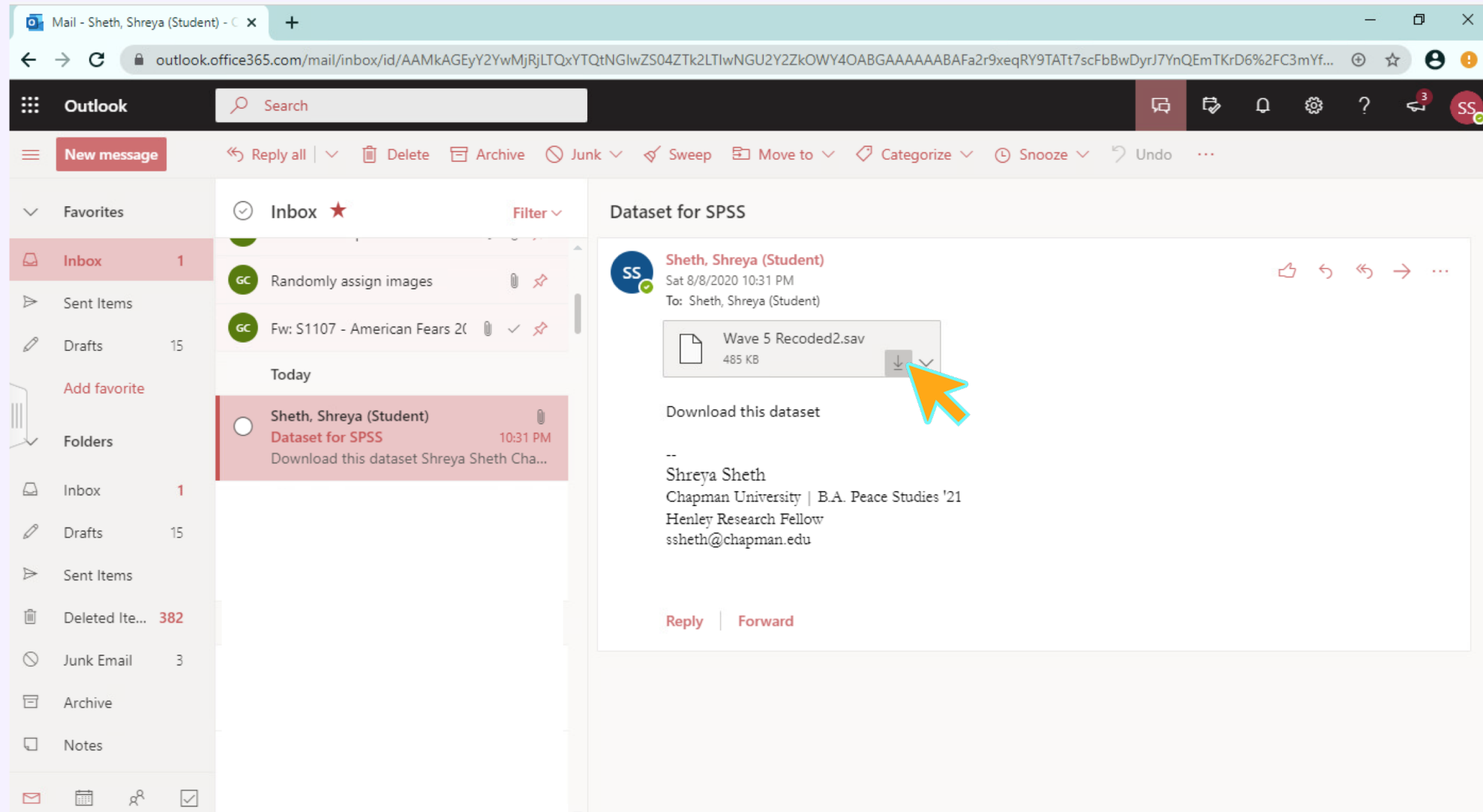




8. You may send the email to yourself after successfully attaching the dataset. In order to use this dataset in Vlab, follow the following steps from “How to Access SPSS through VLAB” for opening this dataset.

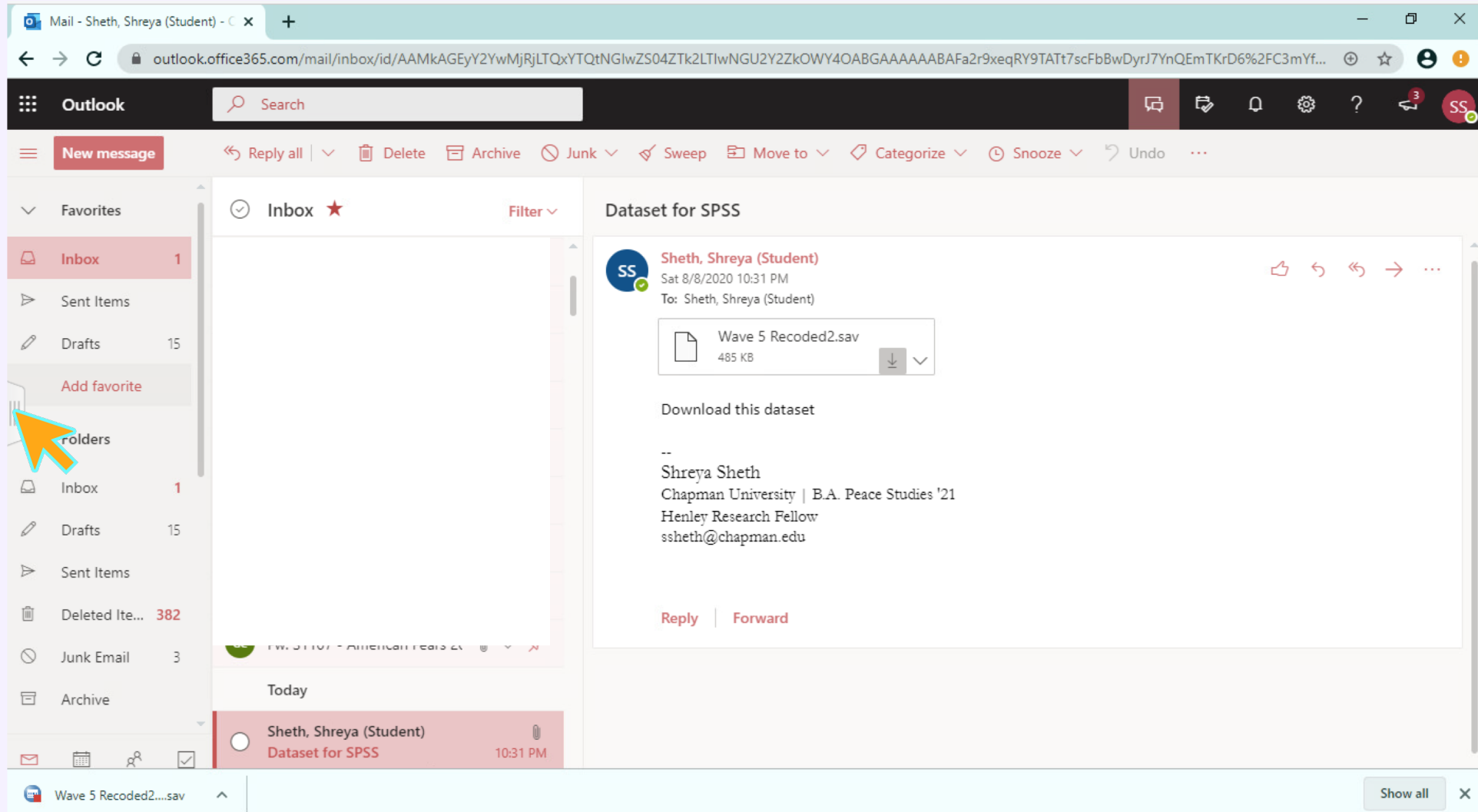


Log in to your Chapman email account and download your dataset (.sav file).



The screenshot shows the Outlook web interface in a browser window. The address bar displays the URL: outlook.office365.com/mail/inbox/id/AAMkAGEyY2wMjRjLTQxYTQtNGlwZS04ZTk2LTlwNGUyY2ZkOWY4OABGAAAAAABAFa2r9xeqRY9TATt7scFbBwDyrJ7YnQEmTKrD6%2FC3mYf... The Outlook logo and a search bar are visible at the top. The main navigation bar includes options like 'New message', 'Reply all', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', 'Categorize', 'Snooze', and 'Undo'. The left sidebar shows the 'Inbox' folder selected, with a list of folders including 'Inbox', 'Sent Items', 'Drafts', 'Deleted Items', 'Junk Email', 'Archive', and 'Notes'. The main content area displays an email titled 'Dataset for SPSS' from 'Sheth, Shreya (Student)' dated 'Sat 8/8/2020 10:31 PM'. The email body contains a file attachment named 'Wave 5 Recoded2.sav' (485 KB) with a download icon. A yellow arrow points to the download icon. Below the attachment, the text reads 'Download this dataset' and 'Shreya Sheth, Chapman University | B.A. Peace Studies '21, Henley Research Fellow, ssheth@chapman.edu'. At the bottom, there are 'Reply' and 'Forward' buttons.

Your download should appear at the bottom, saved into the Downloads folder. Then, click the bar at the left-hand side of your screen to access the applications on VLAB.



Open SPSS by clicking on IBM SPSS Statistics.

The screenshot displays a Horizon desktop environment. On the left, the 'Available' application list is open, showing various software icons. A mouse cursor is positioned over the 'IBM SPSS Statistics' icon, which has a tooltip that reads 'Launch IBM SPSS Statistics'. The background shows an email client window with an email from 'Shreya Sheth (Student)' dated 'Sat 8/8/2020 10:31 PM'. The email subject is 'Dataset for SPSS' and contains an attachment named 'Wave 5 Recoded2.sav' (485 KB). The email body includes the sender's name, affiliation (Chapman University | B.A. Peace Studies '21), title (Henley Research Fellow), and email address (ssheth@chapman.edu). The interface also shows a search bar at the top left and a 'Show all' button at the bottom right of the email window.

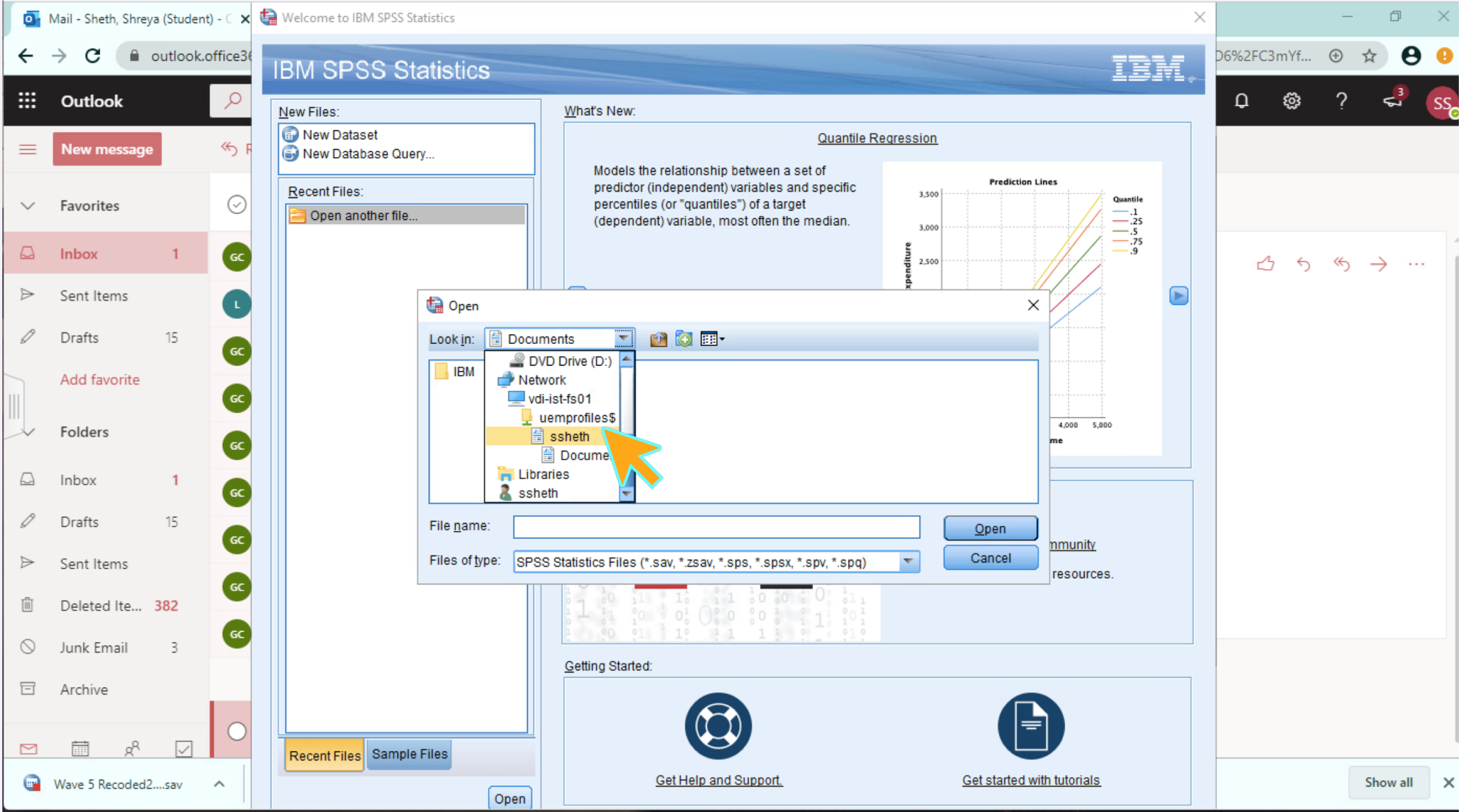
On SPSS's landing page, click **Open another file** to locate your downloaded dataset.

The screenshot shows the IBM SPSS Statistics landing page. On the left, there is a sidebar for Outlook. The main content area is divided into several sections:

- New Files:** Contains "New Dataset" and "New Database Query...".
- Recent Files:** Contains "Open another file..." which is highlighted with a blue arrow.
- What's New:** Features a section on "Quantile Regression" with a line graph titled "Prediction Lines". The graph plots "Household Food Expenditure" (y-axis, 0 to 3,500) against "Household Income" (x-axis, 0 to 5,000). Five lines represent different quantiles: .1 (blue), .25 (red), .5 (green), .75 (yellow), and .9 (orange).
- Community:** A section with the SPSS and dW logos and the text "Visit the Community for support and resources."
- Getting Started:** Contains two buttons: "Get Help and Support" and "Get started with tutorials".

At the bottom of the page, there is a "Recent Files" section with a button labeled "Open" which is also highlighted with a blue arrow.

From the drop-down menu, search for the **Downloads** folder. Click your username to view all the folders.



Click to open the Downloads folder

The screenshot shows the IBM SPSS Statistics interface. In the foreground, an "Open" dialog box is open, displaying the file system structure. The "Look in:" field shows the user's profile "ssheth". The "Downloads" folder is highlighted with a yellow mouse cursor. The "Files of type:" dropdown is set to "SPSS Statistics Files (\*.sav, \*.zsav, \*.sps, \*.spsx, \*.spv, \*.spq)".

The background shows the main SPSS window with a "Quantile Regression" plot. The plot has a y-axis labeled "expenditure" ranging from 2,500 to 3,500 and an x-axis labeled "me" ranging from 4,000 to 5,000. The plot displays several colored lines representing different quantiles: .1 (blue), .25 (red), .5 (green), .75 (yellow), and .9 (orange).

On the left, an Outlook window is visible, showing the "Inbox" folder with 1 message. The taskbar at the bottom shows the taskbar with icons for Mail, Outlook, and a file named "Wave 5 Recorded2...sav".

Select the dataset you want to open on SPSS. Then click Open.

The screenshot displays the IBM SPSS Statistics application window. In the foreground, an 'Open' dialog box is open, showing the 'Downloads' folder. The file list includes:

- 2015 Data wave 2.sav
- FEMA Ads dataset 02-2019.sav
- rev\_Disaster Preparedness in Orange County1.sav
- Wave 5 Recoded2 (1).sav
- Wave 5 Recoded2 (2).sav
- Wave 5 Recoded2.sav

The file 'Wave 5 Recoded2.sav' is selected and highlighted. The 'File name' field contains 'Wave 5 Recoded2.sav' and the 'Files of type' dropdown is set to 'SPSS Statistics Files (\*.sav, \*.zsav, \*.sps, \*.spsx, \*.spv, \*.spq)'. An orange arrow points to the 'Open' button. The background shows the SPSS main window with a 'Quantile Regression' plot and a 'Getting Started' section.



SPSS will open the dataset in the window. You can enlarge the window to view it full screen.

The screenshot shows an Outlook email interface with an IBM SPSS Statistics Data Editor window overlaid. The SPSS window displays a dataset with 13 rows and 14 columns. The columns are labeled 'id', 'qn1', 'qn2', 'qn3', 'qn4a', 'qn4b', 'qn4c', 'qn4d', 'qn4e', 'qn5', 'qn6', 'qn7a', and 'qn7b'. The data is as follows:

	id	qn1	qn2	qn3	qn4a	qn4b	qn4c	qn4d	qn4e	qn5	qn6	qn7a	qn7b
1	60000002	1	2	3	3	3	3	3	3	5	6	2	
2	60000003	1	2	4	1	1	1	2	1	2	1	1	
3	60000004	3	4	2	1	1	1	1	1	1	1	1	
4	60000005	3	2	3	1	1	1	1	2	5	4	1	
5	60000006	2	2	3	3	2	3	2	4	7	4	2	
6	60000007	3	4	2	3	3	2	2	3	4	4	1	
7	60000008	3	1	4	4	1	4	1	4	6	6	1	
8	60000009	3	5	3	3	3	3	1	3	4	4	1	
9	60000010	3	6	3	2	1	3	1	1	5	2	1	
10	60000011	3	8	4	3	3	3	3	3	6	6	1	
11	60000012	3	1	2	1	1	1	1	1	2	4	1	
12	60000013	3	8	5	1	3	1	1	3	4	4	1	
13	60000015	2	2	3	4	4	4	1	4	6	6	1	

The Outlook window shows an email from Sheth, Shreya (Student) titled 'Dataset for SPSS' with a timestamp of 10:31 PM. The SPSS window title is 'Wave 5 Recoded2.sav [DataSet1] - IBM SPSS Statistics Data Editor'.

# You are ready to use SPSS!

The screenshot displays the IBM SPSS Statistics Data Editor interface. The title bar reads "Wave 5 Recoded2.sav [DataSet1] - IBM SPSS Statistics Data Editor". The menu bar includes File, Edit, View, Data, Transform, Analyze, Graphs, Utilities, Extensions, Window, and Help. The toolbar contains icons for file operations, data manipulation, and analysis. The main window shows a list of variables with the following columns: Name, Type, Width, Decimals, Label, Values, Missing, Columns, Align, Measure, and Role.

	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	id	Numeric	8	0	Case ID	None	None	10	Right	Scale	Input
2	qn1	Numeric	2	0	1. How religiou...	{-1, Blank}...	None	5	Right	Nominal	Input
3	qn2	Numeric	2	0	2. How often do...	{-1, Blank}...	None	5	Right	Nominal	Input
4	qn3	Numeric	2	0	3. Which one s...	{-1, Blank}...	None	5	Right	Nominal	Input
5	qn4a	Numeric	2	0	4a. Please indi...	{-1, Blank}...	None	6	Right	Nominal	Input
6	qn4b	Numeric	2	0	4b. Please indi...	{-1, Blank}...	None	6	Right	Nominal	Input
7	qn4c	Numeric	2	0	4c. Please indi...	{-1, Blank}...	None	6	Right	Nominal	Input
8	qn4d	Numeric	2	0	4d. Please indi...	{-1, Blank}...	None	6	Right	Nominal	Input
9	qn4e	Numeric	2	0	4e. Please indi...	{-1, Blank}...	None	6	Right	Nominal	Input
10	qn5	Numeric	2	0	5. How would y...	{-1, Blank}...	None	5	Right	Nominal	Input
11	qn6	Numeric	2	0	6. Do you think...	{-1, Blank}...	None	5	Right	Nominal	Input
12	qn7a	Numeric	2	0	7a. Please indi...	{-1, Blank}...	None	6	Right	Nominal	Input
13	qn7b	Numeric	2	0	7b. Please indi...	{-1, Blank}...	None	6	Right	Nominal	Input
14	qn7c	Numeric	2	0	7c. Please indi...	{-1, Blank}...	None	6	Right	Nominal	Input
15	qn7d	Numeric	2	0	7d. Please indi...	{-1, Blank}...	None	6	Right	Nominal	Input
16	qn8a	Numeric	2	0	8a. How often d...	{-1, Blank}...	None	6	Right	Nominal	Input
17	qn8b	Numeric	2	0	8b. How often d...	{-1, Blank}...	None	6	Right	Nominal	Input
18	qn8c	Numeric	2	0	8c. How often d...	{-1, Blank}...	None	6	Right	Nominal	Input
19	qn8d	Numeric	2	0	8d. How often d...	{-1, Blank}...	None	6	Right	Nominal	Input
20	qn8e	Numeric	2	0	8e. How often d...	{-1, Blank}...	None	6	Right	Nominal	Input
21	qn8f	Numeric	2	0	8f. How often d...	{-1, Blank}...	None	6	Right	Nominal	Input
22	qn8g	Numeric	2	0	8g. How often d...	{-1, Blank}...	None	6	Right	Nominal	Input
23	qn8h	Numeric	2	0	8h. How often d...	{-1, Blank}...	None	6	Right	Nominal	Input
24	qn8i	Numeric	2	0	8i. How often d...	{-1, Blank}...	None	6	Right	Nominal	Input
25	qn8j	Numeric	2	0	8j. How often d...	{-1, Blank}...	None	6	Right	Nominal	Input
26	qn8k	Numeric	2	0	8k. How often d...	{-1, Blank}...	None	6	Right	Nominal	Input

At the bottom left, there are tabs for "Data View" and "Variable View", with "Variable View" selected. The status bar at the bottom right shows "IBM SPSS Statistics Processor is ready", "Unicode:ON", and "Weight On".