

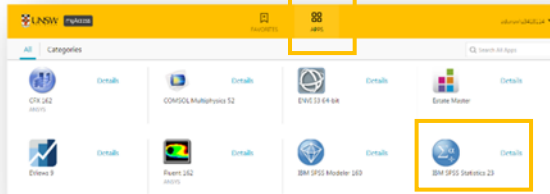


1. Open SPSS for the first time

After logging into myAccess, applications will be available to you to add to your Citrix Receiver from the Apps button.

TIP: This guide refers **two distinct "H: Drives"**. The **Cloud H: Drive** refers to the disk drive starting with your **z number** that is located on the cloud server. The **Local Disk :H"** refers to the local disk drive on your own computer containing your local files.

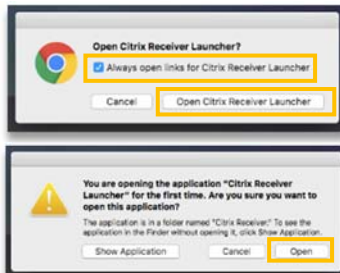
- ▶ Click on **Apps** and select **IBM SPSS STATISTICS 23** to open the application.



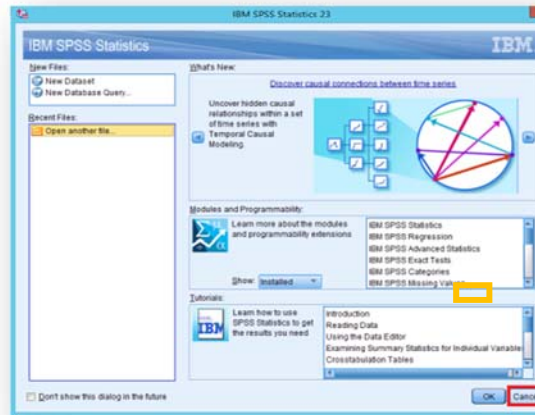
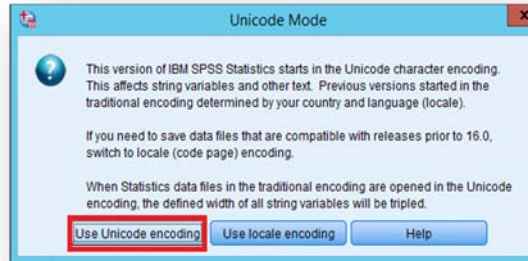
TIP: When launching your applications through Chrome, you may receive a one-off request to **Open URL Citrix Receiver**. Click **Always Open** followed by **Open URL: Citrix Receiver**. If greeted with the **You are opening the application Citrix...** window, click **Open**

You may also receive a one-off request to download and save a **.ica** file. Ensure to click on the small down arrow next to the **.ica** file and select **Always Open Files of This Type**.

Note: The following image is what Google Chrome will display, other browsers could vary in the message displayed.



- ▶ Select **Unicode Encoding** in the SPSS Start-up page and select **Cancel** in the next window



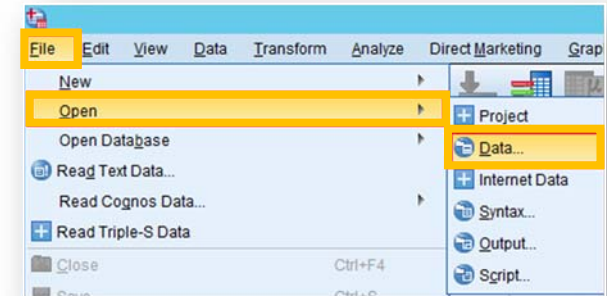
- ▶ You have successfully opened **IBM SPSS STATISTICS**, click on **Cancel** to start importing your data

TIP: Larger file sizes will take up more time to load the data set (possibly 20 minutes to open a 100MB file). It is highly recommended that when loading larger datasets you save the dataset onto **'Cloud H: Drive'** while on campus – this is the drive that starts with your zID. Refer to [Downloading files from Moodle](#) guide for more information.

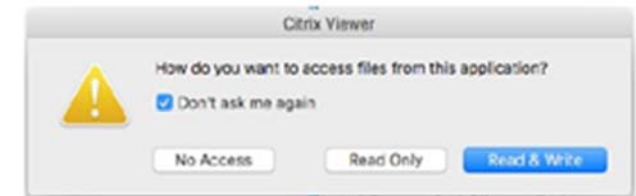
2. Import data into your SPSS project file

The following steps assume that you will save your data to the **Cloud H:drive**, if you have saved elsewhere you will need to follow the same steps but look for the drive where your files are saved – see section 3.

- ▶ Click on **File** and navigate to **Open** and to **Data**



TIP: You may be asked to let Citrix access the Local Drives. Ensure you click on **Don't ask me again** and click on **Read and Write**.

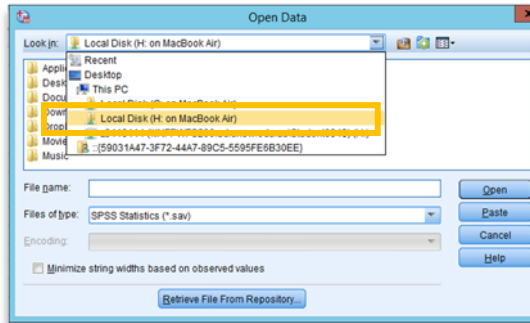
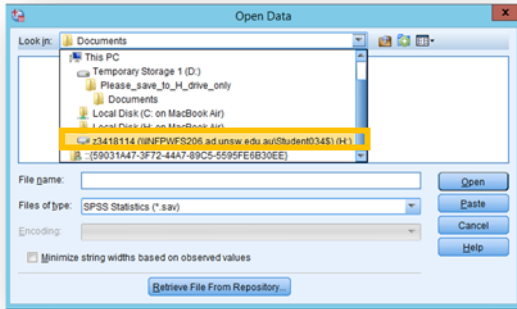


- ▶ On the **Open Data** page, select your data files from your **Cloud H:drive**.

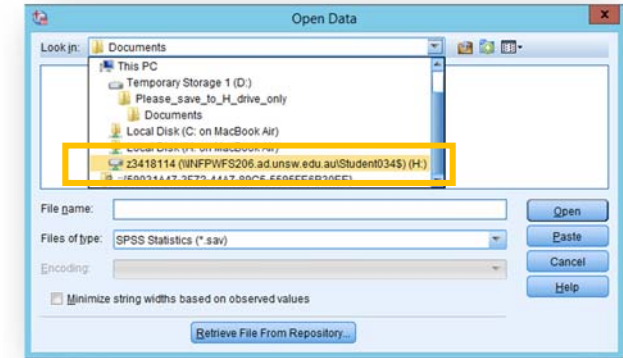
TIP: Remember to always save downloaded files straight to your **Cloud H:drive**



- Once you find your data files in the **Cloud H:drive** simply double click on them OR click **Open** and SPSS will open your data files.



- From the dropdown menu select the **Cloud H:drive** and then select the **Save** option. Please ensure you do not save to the **Temporary Storage D Drive** as your data will be lost if you do so.



TIP: If you can't find the Cloud H: Drive call the IT Service Centre on (02) 9385 1333

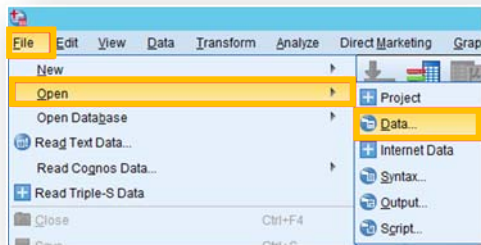
- Select the appropriate folder where your data is located in, double click on them OR click **Open** and SPSS will open your data files.

TIP: Sometimes your **Local Disk H:** may not automatically be recognised. You may have to manually locate it. On the **Open Data** window click on **Local Disk C:**, then the **Users** folder, and select the folder with your account name. You will now see your local file folders.

Locate the folder or file where your data is located in, click **Open**.

3. Importing data from your Local Disk: H

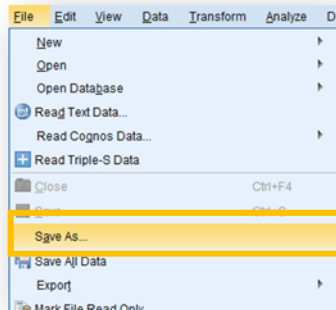
- Click on **File** and navigate to **Open** and to **Data**



- Select your **Local Disk: H** from the drop down menu.

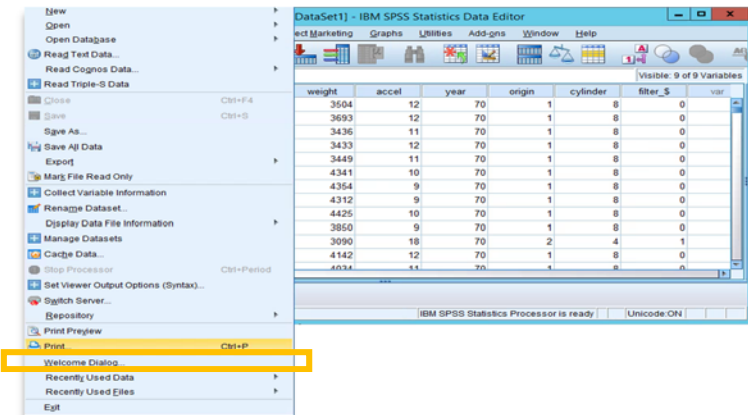
4. Saving your data set

- To save either the **Data Output** or the **Data Set** click on **File** followed by **Save As...**



5. Printing from SPSS Statistics

Go to **File->Print**





- ▶ Choose the printer you want to print to in the **Print window** then click **OK**

