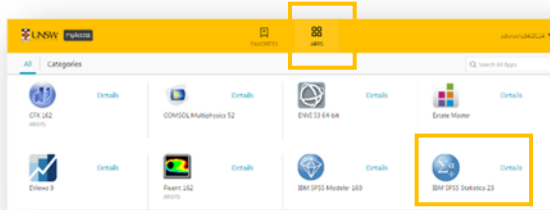




1. Open SPSS for the first time

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

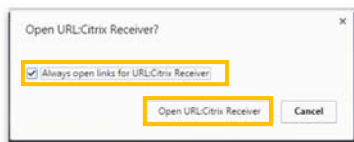
- ▶ Click on **Apps** and select **IBM SPSS STATISTICS 23** to open the application.



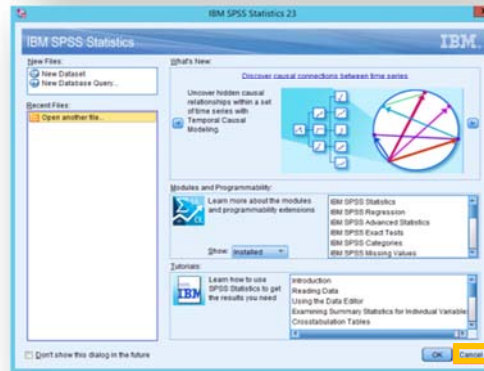
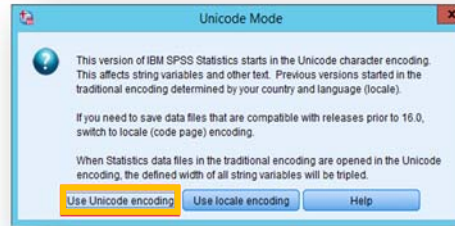
TIP: When launching your applications through Chrome, you may receive a one-off request to **Open URL Citrix Receiver**. Click **Always Open** followed by **Open URL: Citrix Receiver**.

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

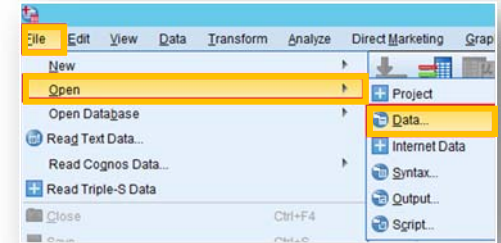
2. Import data into your SPSS project file

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.

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.

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



TIP: You may be get a **Citrix Receiver – Security Warning**, click on **Permit All Access**.

Please note that the Security Warning window could slightly vary depending on which version of windows you have installed.

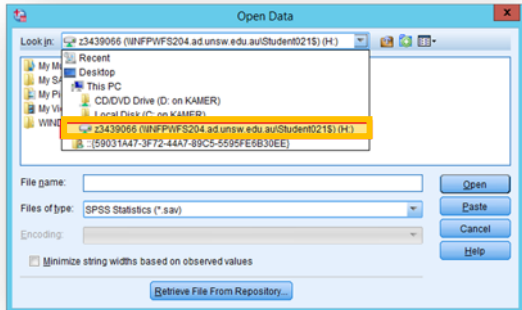


- ▶ On the **Open Data** page, select your data files from your **Cloud H:drive**.

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



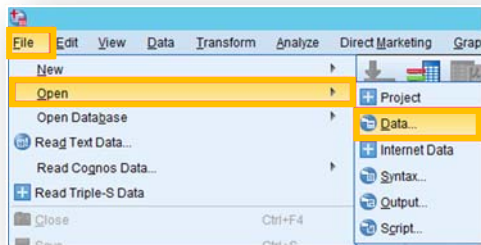
- Once you find your data files in the **Cloud H:drive** simply double click on them OR click **Open** and SPSS will open your data files.



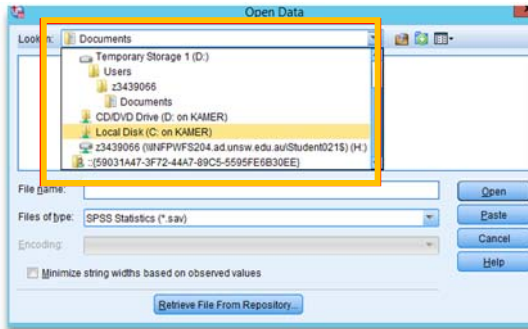
TIP: If you can't find the Cloud H: Drive call the IT Service Centre on (02) 9385 1333

3. Manually locating your files

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



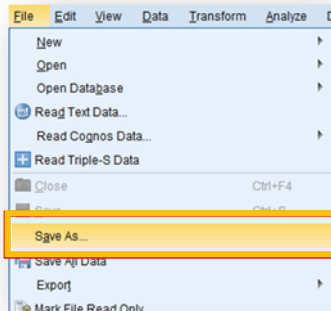
- If prompted, select **Permit all access** when the **Citrix Receiver- Security Warning** appears.
- Select your Local **C:drive** from the drop down menu.



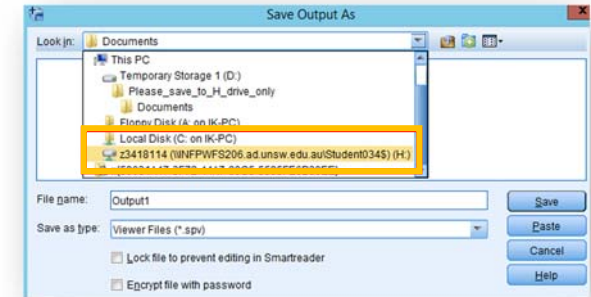
- Once you find your data files in the **C:drive** double click on them OR click **Open** and SPSS will open your data files.

4. Saving your data set

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

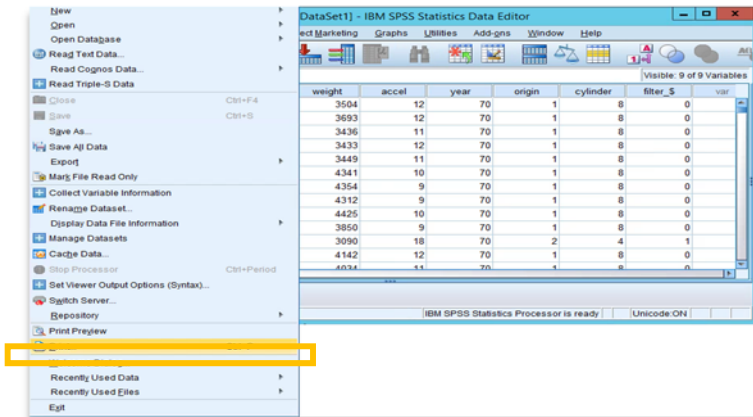


- From the dropdown menu select the **Cloud H:drive** and then select the **Save** option. Please ensure you do not save to the **Temporary Storage D Drive** as your data will be lost if you do so.



5. Printing from SPSS Statistics

Go to **File->Print**





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

