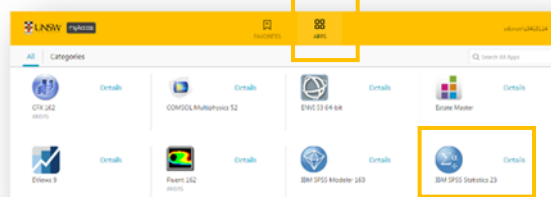## 1. Open SPSS for the first time

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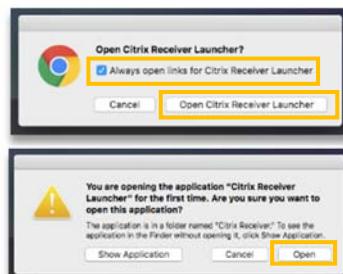
▶ Click on **Apps** and select **IBM SPSS STATISTICS 23** to open the application.
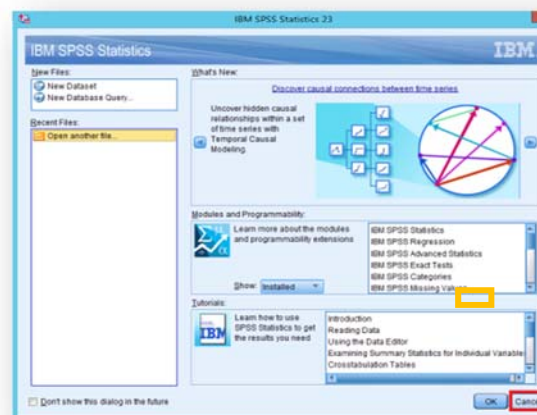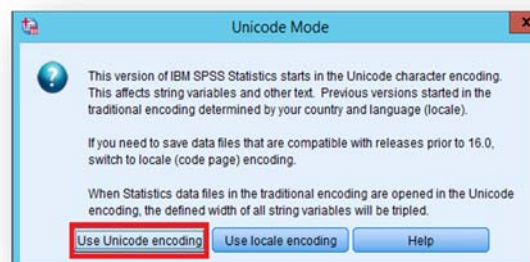

> **TIP:** *When launching your applications through Chrome, you may receive a one-off request to **Open URL Citrix Receiver.** Click **Always Open** followed by **Open URL: Citrix Receiver**. If greeted with the **You are opening the application Citrix…** window, click **Open***
>
> *You may also receive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

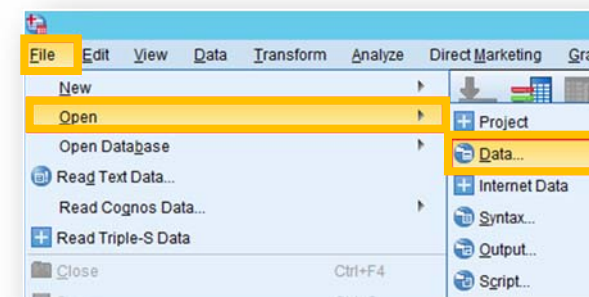▶ You have successfully opened **IBM SPSS STATISTICS**, click on **Cancel** to start importing your data

> **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.*
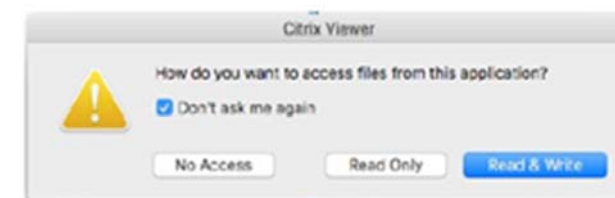
2. Import data into your SPSS project file

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.***
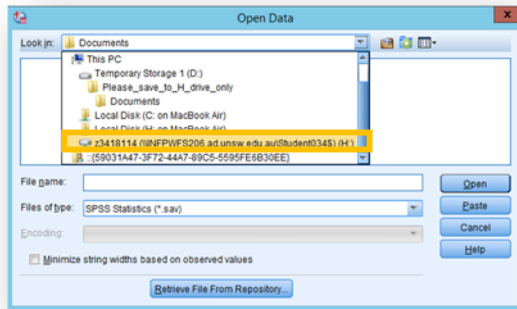

▶ On the **Open Data** page, select your data files from your **Cloud H:drive.**

> **TIP:** *Remember to always save downloaded files straight to your **Cloud H:drive***
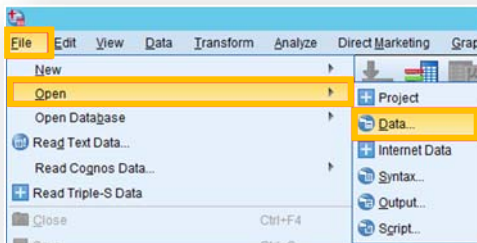
▶ Once you find your data files in the **Cloud H:drive** simply double click on them OR click **Open** and SPSS will open your data files.
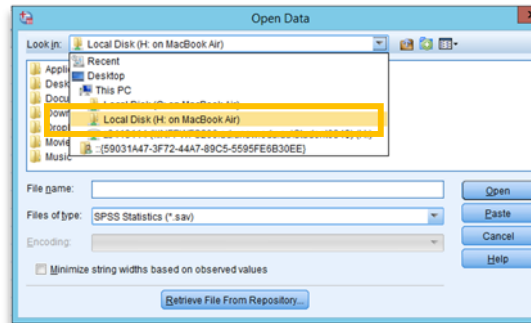

> **TIP:** If you can't find the Cloud H: Drive call the IT Service Centre on (02) 9385 1333

3. Importing data from your Local Disk: H

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

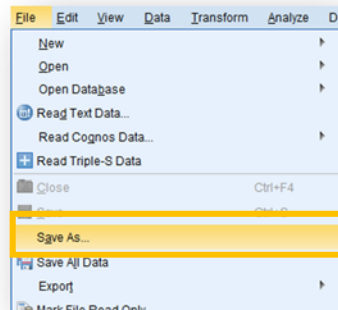▶ Select your **Local Disk: H** from the drop down menu.

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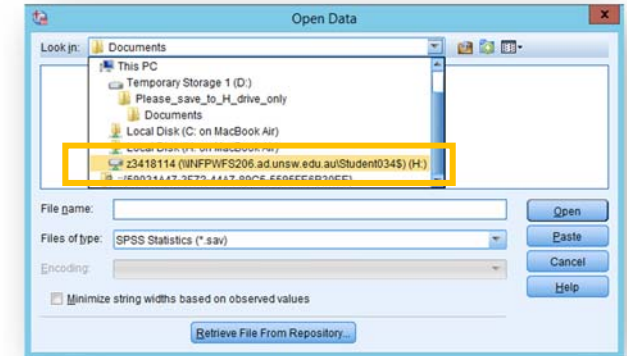>
> Locate the folder or file where your data is located in, click **Open.**

4. Saving your data set

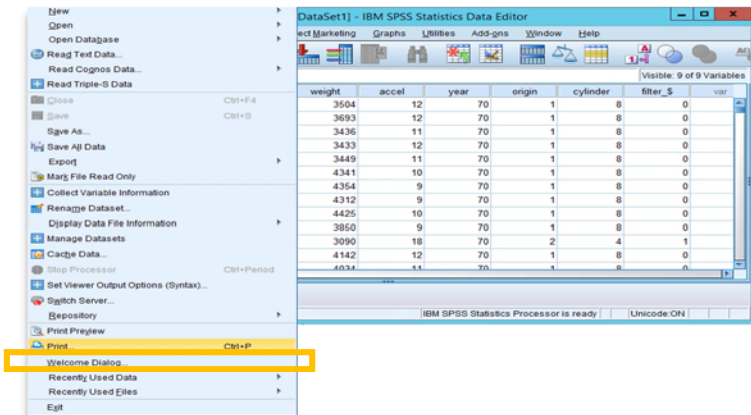▶ To save either the **Data Output** or the **Data Set** click on **File** followed by **Save As**.

▶ 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**

Should you require any further assistance, please contact IT Service Desk on (02) 9385 1333 or email: ITServiceCentre@unsw.edu.au

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