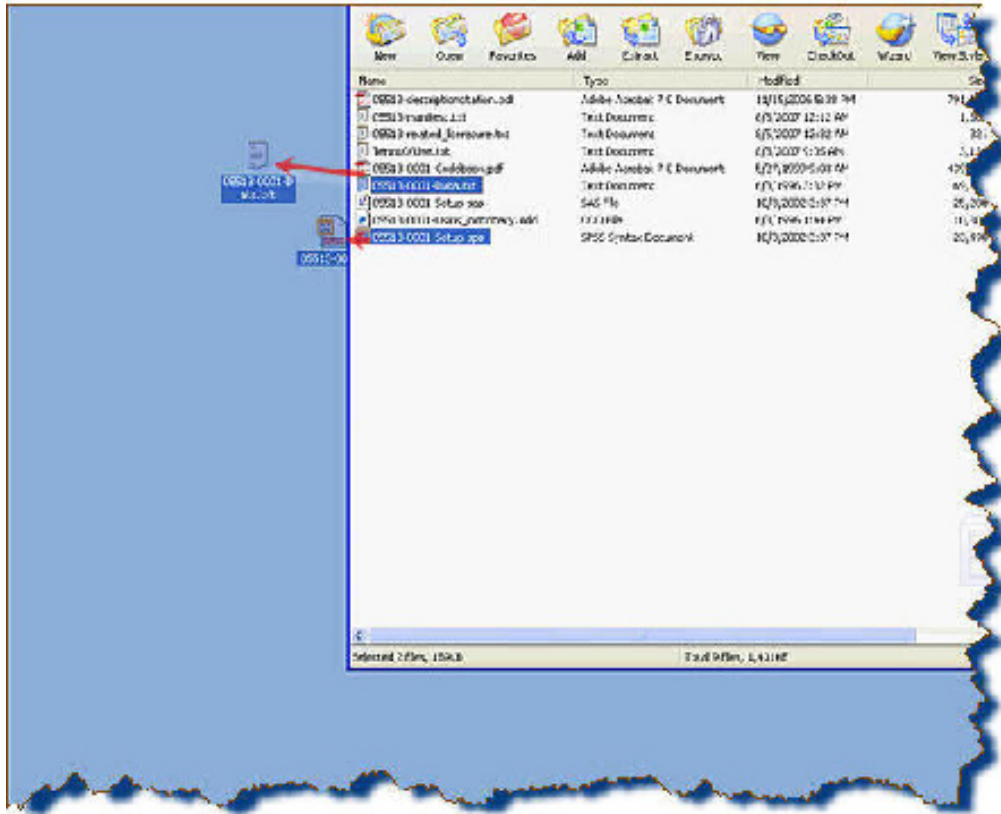


Using a set-up file to read ASCII data into SPSS

If you use the “Quick Download” button, the System file, which ends with “.sav,” and has data in “ready-to-use” format, is downloaded. There is no need to use the set-up file if there is a System file for your study.

Drag and drop the data and set-up files to the desktop.



The downloaded file is saved to the desktop.

Double-click on the zip folder icon.

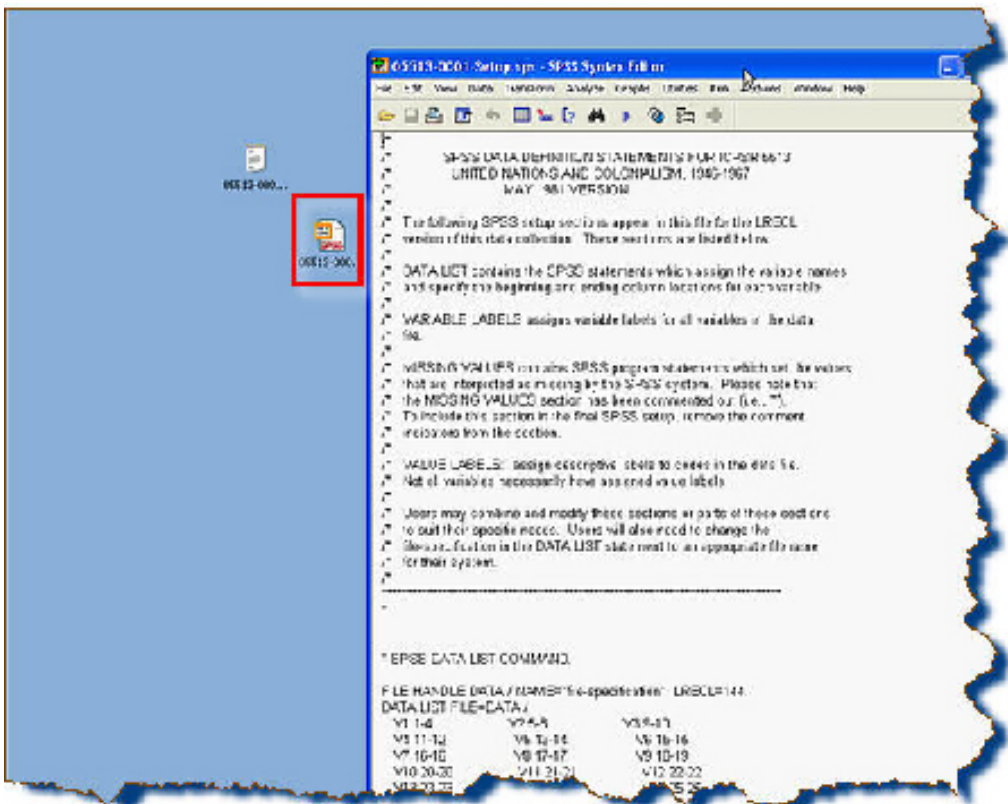
Select the files needed to read in the data - data.txt and set-up.sps.

(Be sure that the file extensions, .txt and .sps, are visible. If not, the set-up file will not run. See the tutorial on file extensions for help at www.icpsr.umich.edu/icpsrweb/ICPSR/help/datausers/index.jsp#usingdata.)

Drag and drop these files to the desktop.

When using a study with multiple datasets, be sure to use the set-up file and the data file that have the same dataset number.

Open the syntax file on desktop



To open the SPSS set-up file, launch SPSS from the Start menu. Go to File>Open>Syntax. Point at the syntax file on the desktop and click Open.

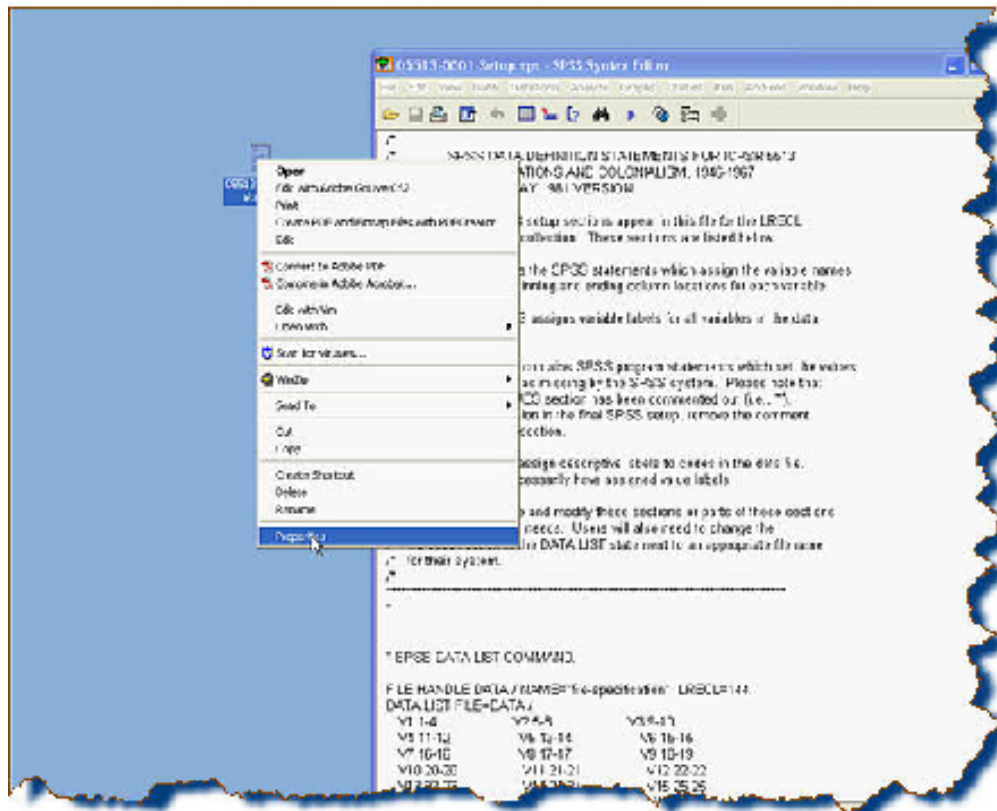
Size the Syntax Editor so that it only takes up part of the window.

The set-up file begins with the name of the study and definitions of commands used in the file.

Look for the first line after the definitions, the “File Handle” command.

This line tells SPSS the exact location of the data on the hard drive.

Right-click on data file's icon. Select Properties.

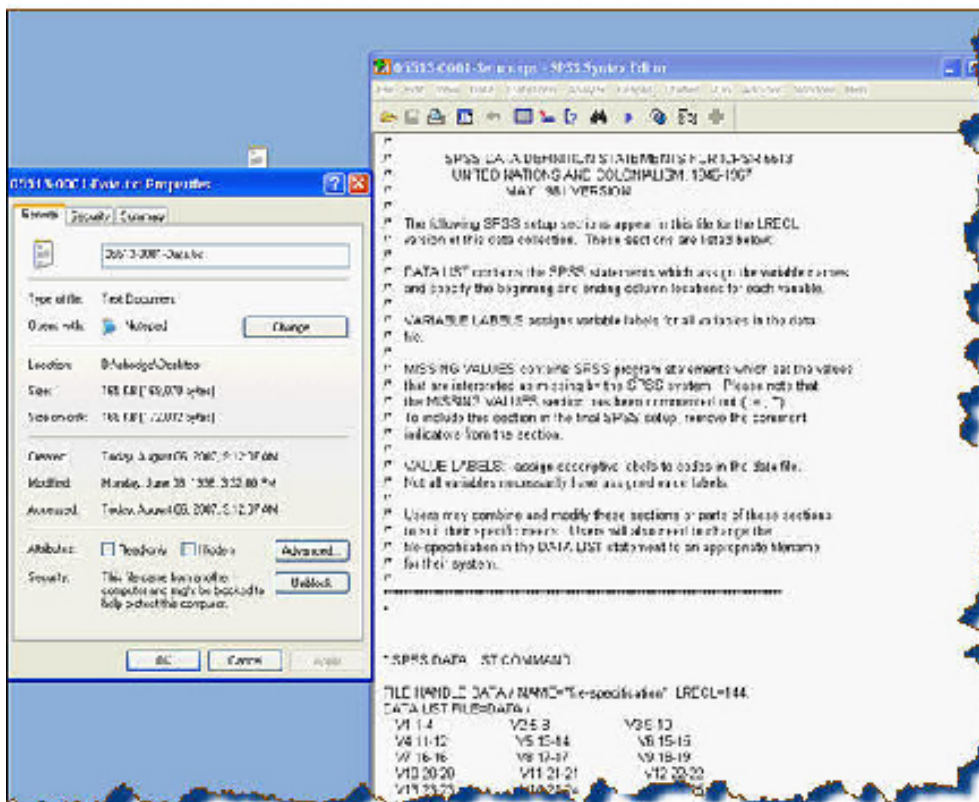


From the data file, we need the location of the data.

This is contained in the Properties Box of the data file. To display the box, put your cursor on the icon and right-click.

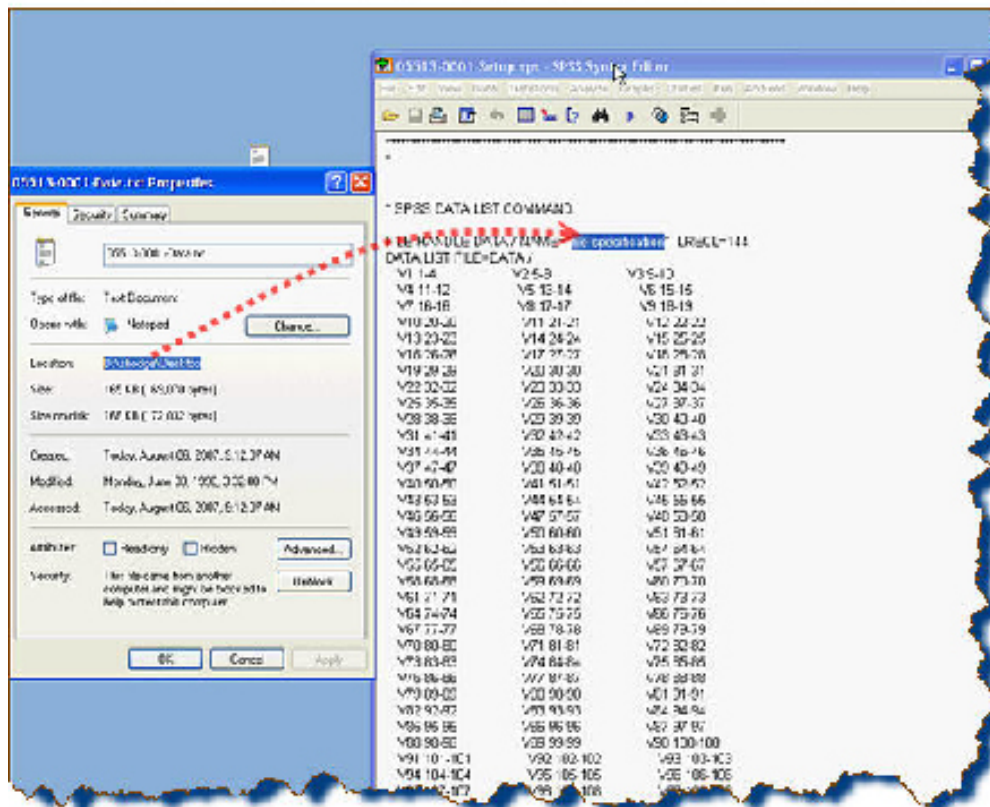
Go to Properties and left-click. Set the box next to the Syntax Editor.

Set the data file's property box next to the syntax editor.



The task now is to copy and paste the exact location of the data on the desktop, found in the Properties Box, into the File Handle command of the set-up file.

Editing "File-specification" In the FILE HANDLE command.



Look for the line that says FILE HANDLE DATA / NAME="file-specification" LRECL=144.

"File-specification" needs to be modified with the data file's location and name from the Properties Box.

Highlight only file-specification.

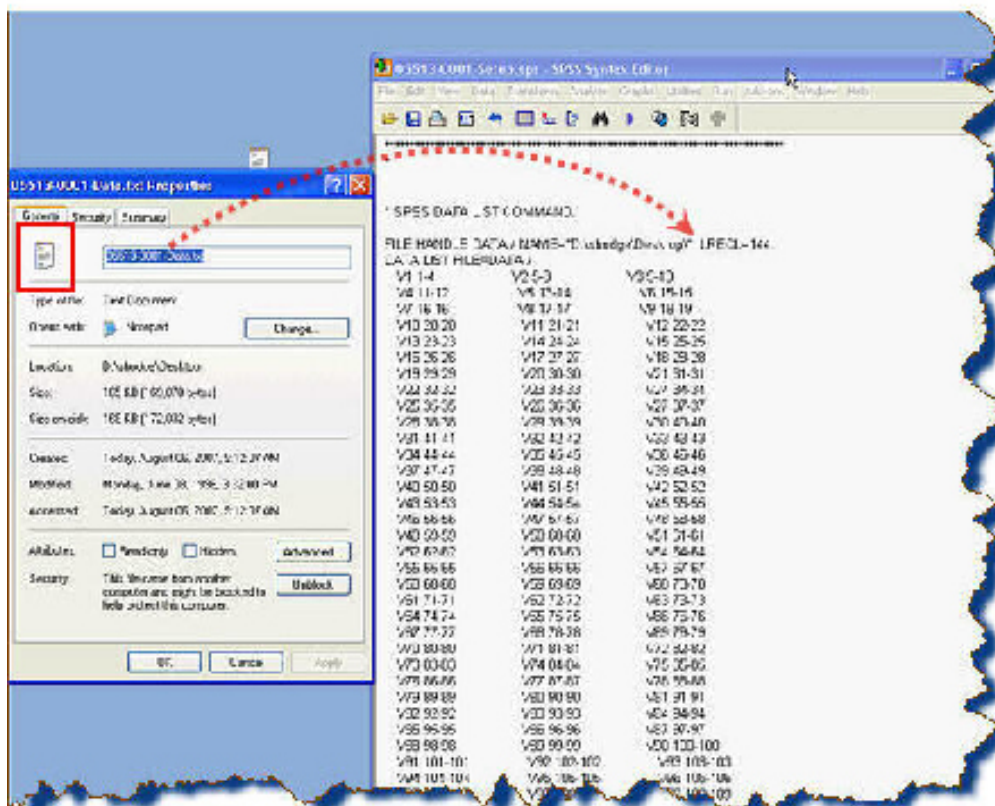
Click on the Properties Box and go to the line, "Location."

Select the text and copy it.

Click on the Syntax Editor and, as "file-specification" is already highlighted, paste over it.

Then, add a backslash.

Adding data file's name to FILE HANDLE command.



Next, add the file name.

Go back to the Properties Box.

At the top, find the notepad icon. The name of the file is next to the icon.

Select and copy the file name.

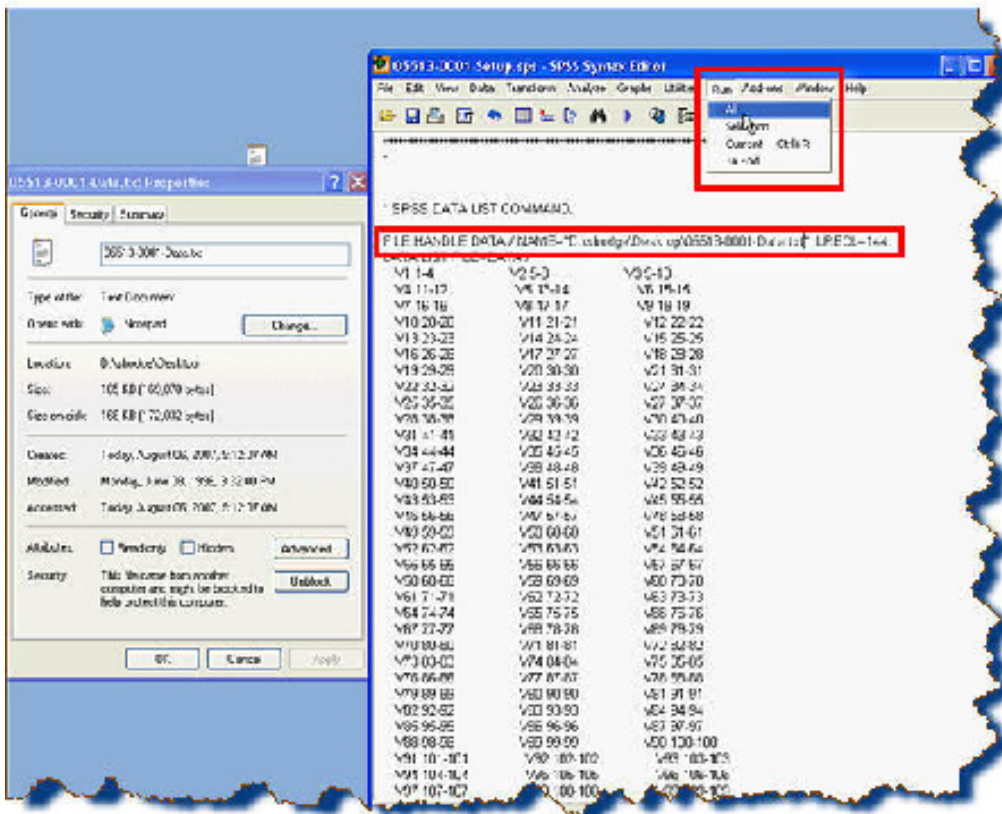
Click on the Syntax Editor.

As the cursor is in the line being edited, the file name can be pasted in.

Editing this file is complete.

To save the syntax for future use, go to File> Save As, and name it and save it. Warning: if you need to rerun this file, the data will need to be moved to the desktop or the FILE HANDLE command will need to be edited to the data's present location.

Running the set-up file.

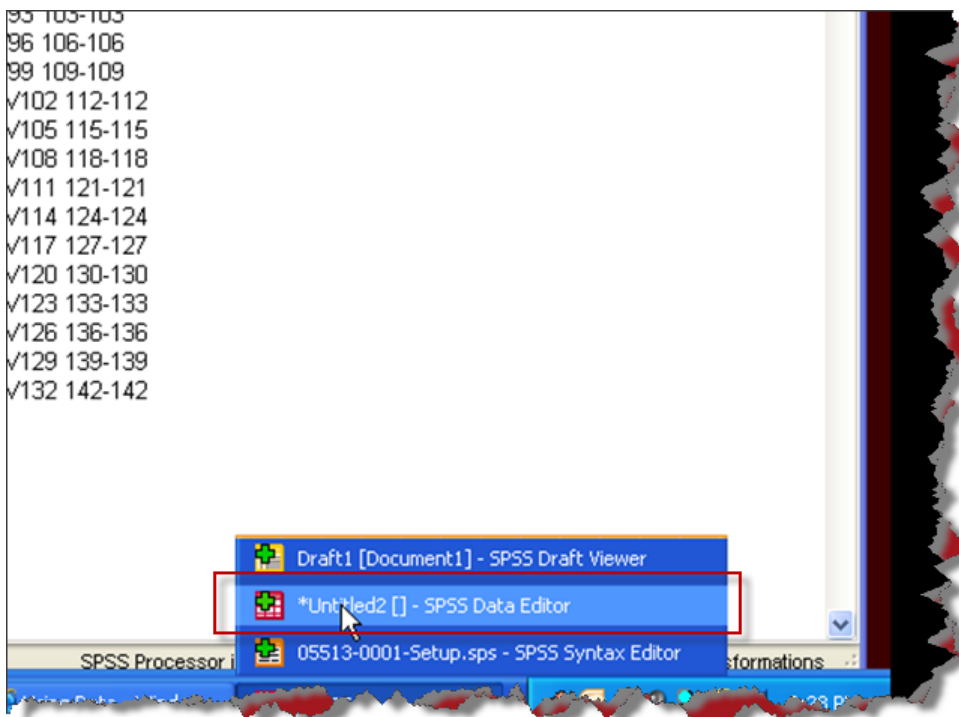


The set-up file is ready to run.

Go to the menus at the top of the window and choose the RUN menu.

Then, select ALL.

Launching the Data Editor.

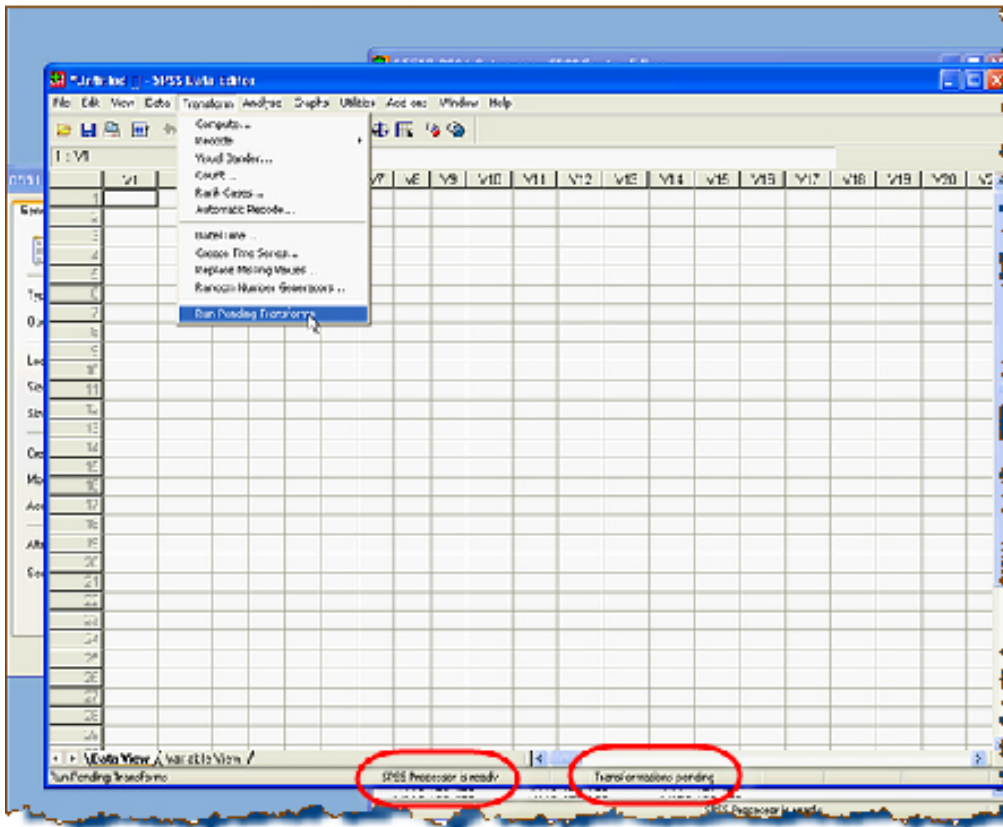


The Data Editor will not launch, as the data are not ready to use.

Go to the bottom of the window and click on SPSS. Open the file, "Untitled-SPSS Data Editor."

In the Data view, you can see that there are variables in place, but there are no data.

Preparing to transform the data

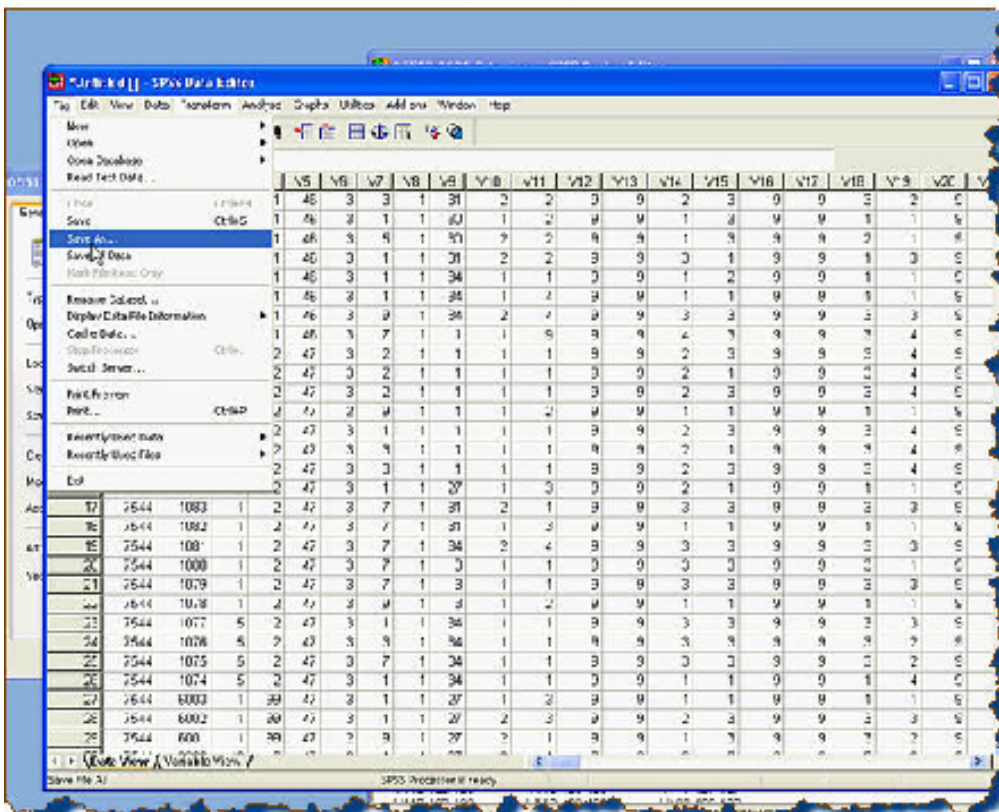


SPSS reports progress on the current task in the progress bar at the bottom of the window. It now reads: "SPSS Processor is Ready." "Transformations Pending."

The next step is to transform the data.

At the top of the window, choose the TRANSFORM menu and select, "Run Pending Transforms."

Last step: save the file.



The data have now been read into SPSS.

Now, save the file.

Go to File> Save As.

Name the file in a descriptive manner and save it to an accessible drive.

By default, SPSS will save the file as a .sav file, an SPSS system file. To open, simply double click on the file's icon.