

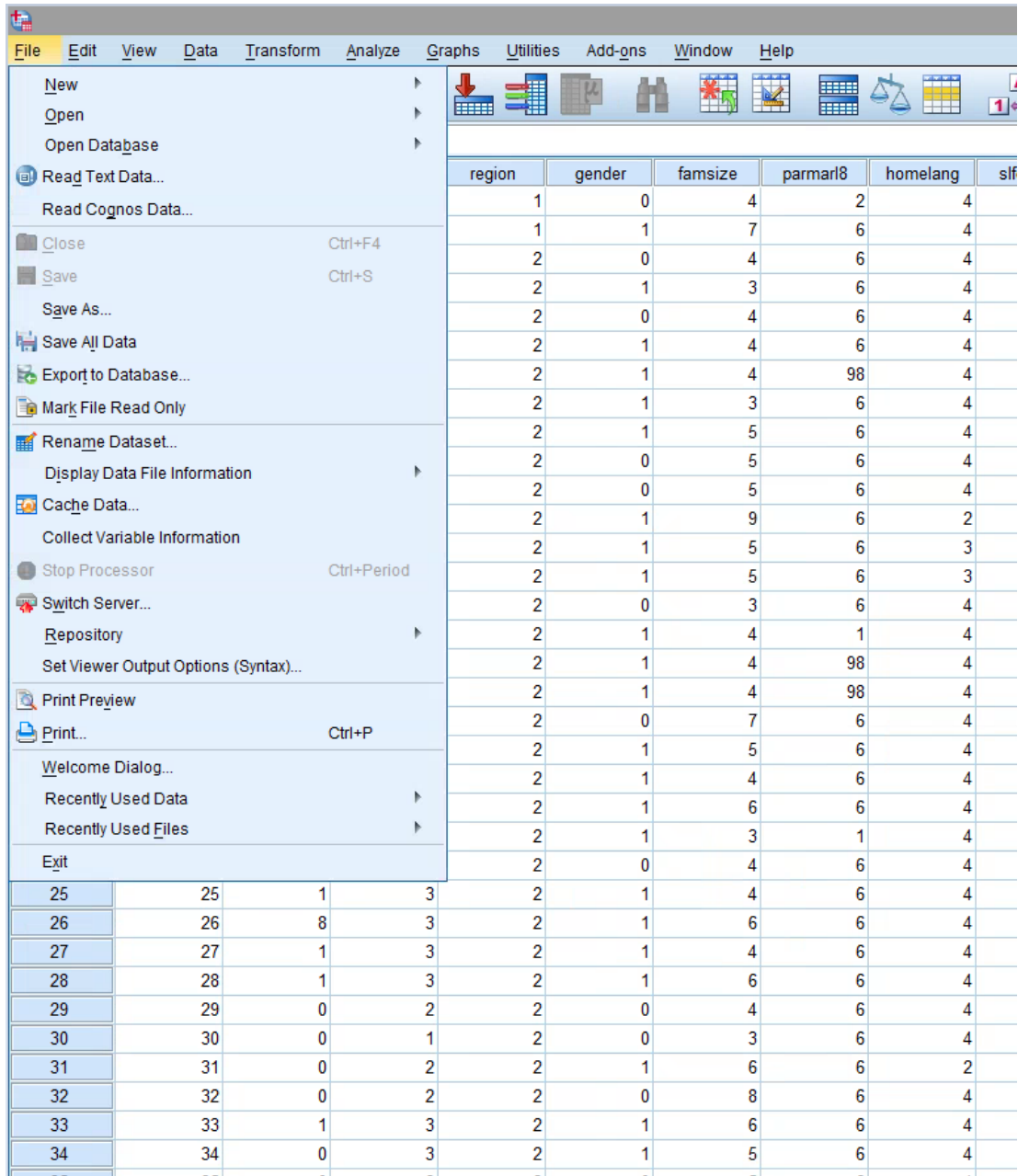
Saving Files to Your Computer in SPSS

When using SPSS for one of your classes, you will probably be asked to upload a file to Moodle. These instructions tell you how to save your work from SPSS in CloudPC directly to your computer's hard drive so that you can easily upload the file to Moodle.

Please note: In order to check the file, you will need to open it from within SPSS, through CloudPC. Trying to view the downloaded file on your personal computer will not work as SPSS is not installed on your computer.

Make sure the Citrix workspace app is installed on your computer. See [Setting Up Citrix Workspace for CloudPC](#) if needed.

1. Click **File**
2. Click **Save As**

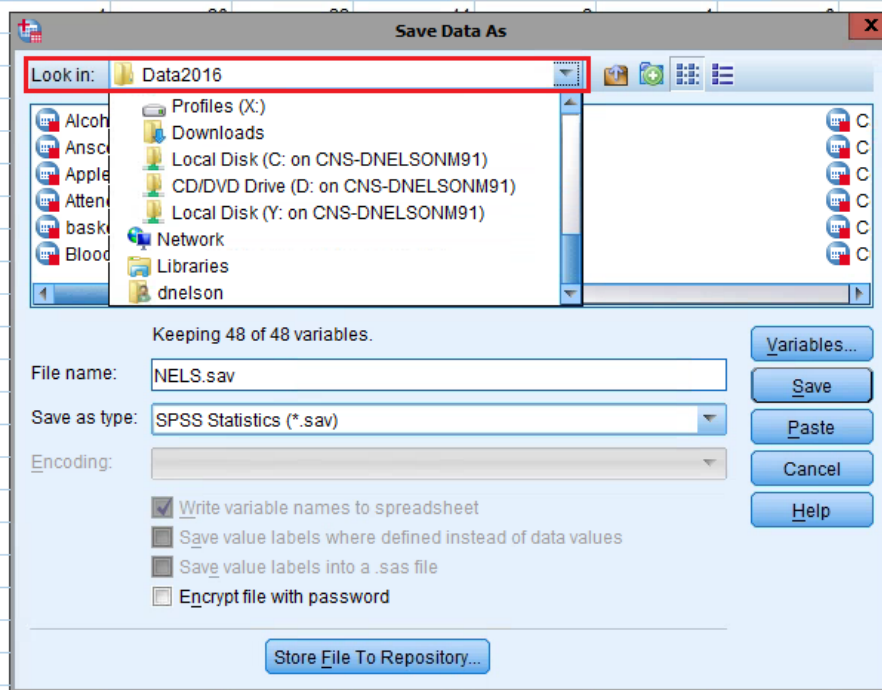


The screenshot shows the SPSS File menu open, with 'Save As...' selected. The menu options include: New, Open, Open Database, Read Text Data..., Read Cognos Data..., Close (Ctrl+F4), Save (Ctrl+S), Save As..., Save All Data, Export to Database..., Mark File Read Only, Rename Dataset..., Display Data File Information, Cache Data..., Collect Variable Information, Stop Processor (Ctrl+Period), Switch Server..., Repository, Set Viewer Output Options (Syntax)..., Print Preview, Print... (Ctrl+P), Welcome Dialog..., Recently Used Data, Recently Used Files, and Exit. The background shows a data table with columns: region, gender, famsize, parmar18, homelang, and slf. The table contains 35 rows of data.

region	gender	famsize	parmar18	homelang	slf			
1	0	4	2	4				
1	1	7	6	4				
2	0	4	6	4				
2	1	3	6	4				
2	0	4	6	4				
2	1	4	6	4				
2	1	4	98	4				
2	1	3	6	4				
2	1	5	6	4				
2	0	5	6	4				
2	1	9	6	2				
2	1	5	6	3				
2	1	5	6	3				
2	0	3	6	4				
2	1	4	1	4				
2	1	4	98	4				
2	1	4	98	4				
2	0	7	6	4				
2	1	5	6	4				
2	1	4	6	4				
2	1	6	6	4				
2	1	3	1	4				
2	0	4	6	4				
25	25	1	3	2	1	4	6	4
26	26	8	3	2	1	6	6	4
27	27	1	3	2	1	4	6	4
28	28	1	3	2	1	6	6	4
29	29	0	2	2	0	4	6	4
30	30	0	1	2	0	3	6	4
31	31	0	2	2	1	6	6	2
32	32	0	2	2	0	8	6	4
33	33	1	3	2	1	6	6	4
34	34	0	3	2	1	5	6	4

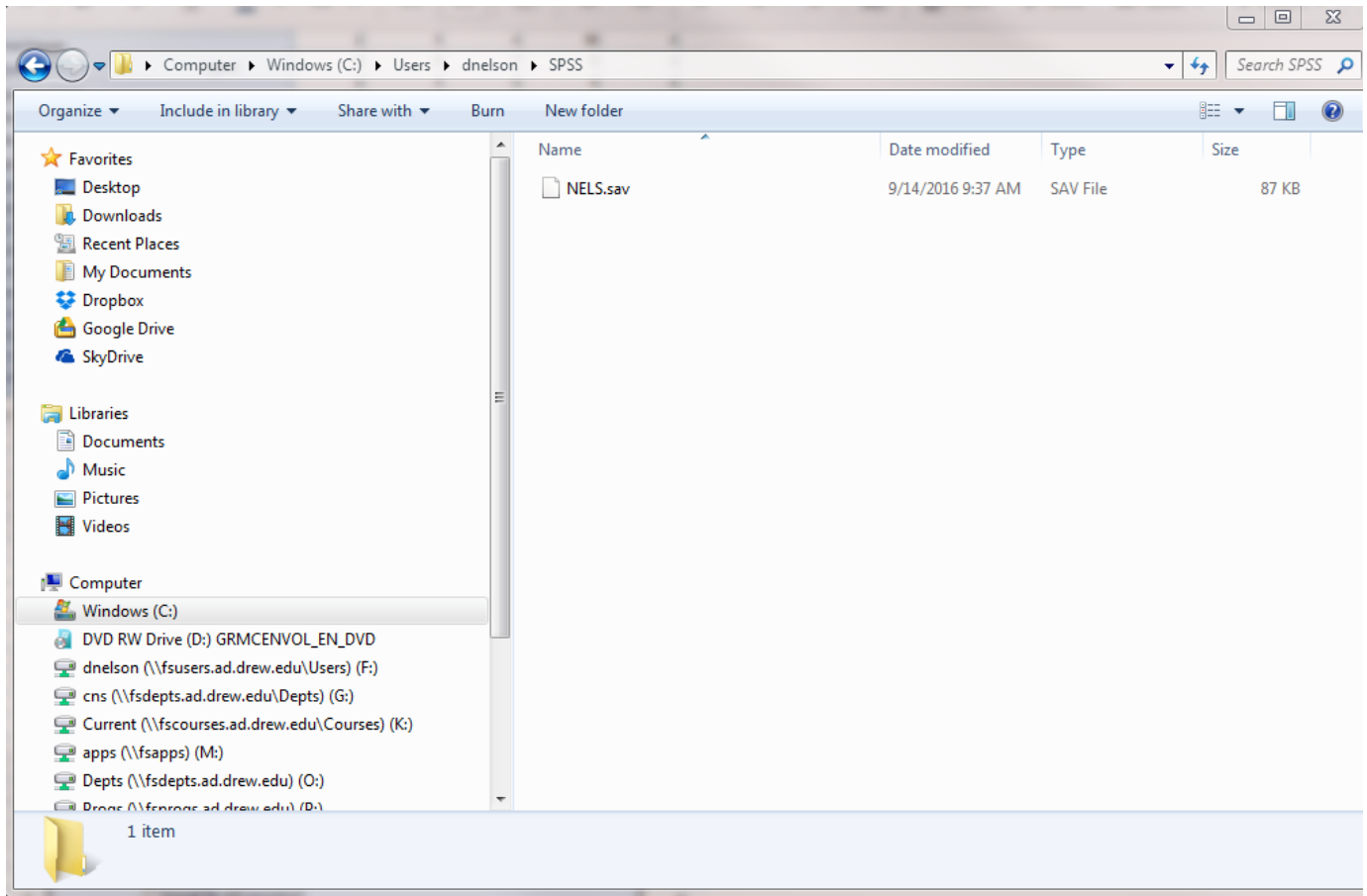
3. Click the **Look in:** drop down box at the top

98	4	20	26	33	3	1	1	0
6	4	32	28	43	2	1	0	0
6	4	23	21	29	2	2	0	0
6								0
6								0
6								0
6								0
6								0
6								0
6								0
1								0
98								0
98								0
6								1
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6								1
6								0
6								0
6								1
6								0
6								0
6								2
6	2	19	29	29	1	2	1	0
6	4	23	19	25	1	2	1	0
6	4	20	22	34	1	2	1	0
6	4	1	9	25	1	2	4	0



4. Look for **Local Disk C:** on ##### (#### will be your computer name)
5. Folders on your C drive will be listed. Browse to the folder you want to use. **Users\your username\Documents** or **Desktop** is advised.
6. Name your file (if necessary)
7. Click **Save**
8. The file is now on your C drive

The image below shows the nels.sav file on the C drive of a Windows computer in a folder called SPSS. You can upload it to Moodle from here.



The image below shows the nels.sav file on a Mac hard drive in the user's Documents folder. You can upload it to Moodle from [here](#).

