

Saving Files to Your Computer in SPSS

Starting at the End: Close Apps When You're Done!

One of the biggest problems we've seen is when people can't launch applications anymore or an app they have running freezes. Often, this is due to a "hung session", which someone in UT has to clear.

To avoid this problem, please be sure to close all of the windows you have open for every application you use in CloudPC. For an app like SPSS, this includes that welcome window that first opens, as well as any and all data sets you open during use.

Closing your browser (or browser tab) or shutting your computer lid is not sufficient to properly disconnect your virtual session.

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.



Don't try to open your file

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. If you are not using Citrix Workspace, please see instructions below.

If you are using SPSS within its own app window....

We refer to this as the Citrix Workspace app. See [Setting Up Citrix Workspace for CloudPC](#) for more information.

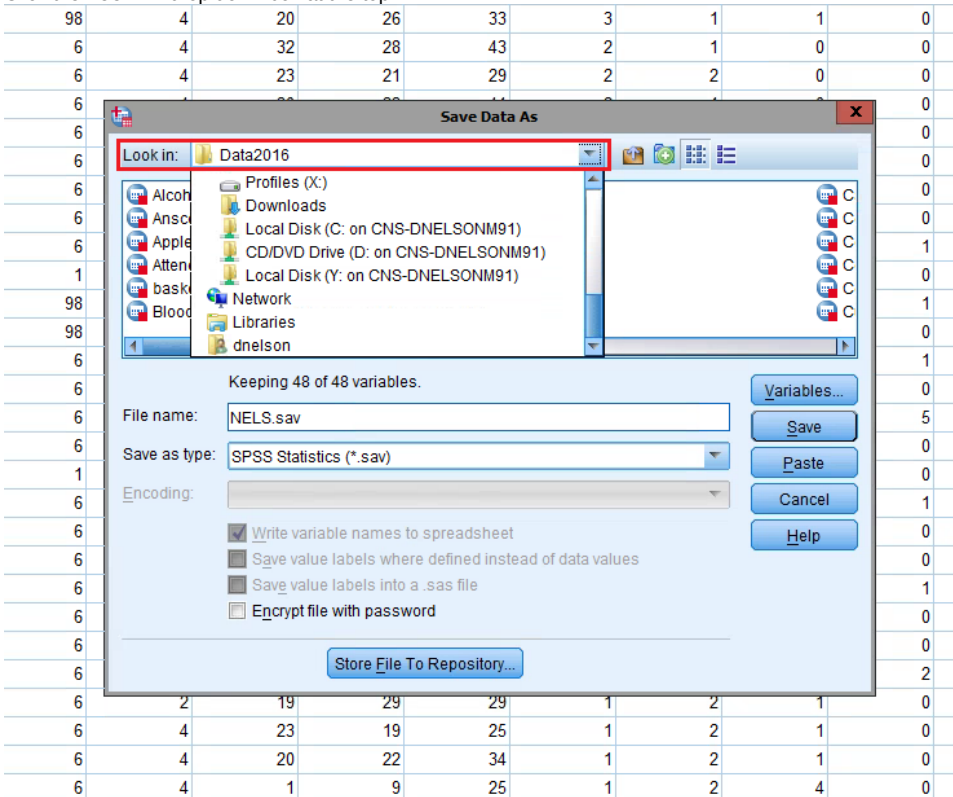
1. Click **File**

2. Click **Save As**

The screenshot shows the IBM SPSS Data Editor interface. The 'File' menu is open, and the 'Save As...' option is highlighted. The menu also includes options like 'New', 'Open', 'Open Database', 'Read Text Data...', 'Read Cognos Data...', 'Close', 'Save', 'Save All Data', 'Export to Database...', 'Mark File Read Only', 'Rename Dataset...', 'Display Data File Information', 'Cache Data...', 'Collect Variable Information', 'Stop Processor', 'Switch Server...', 'Repository', 'Set Viewer Output Options (Syntax)...', 'Print Preview', 'Print...', 'Welcome Dialog...', 'Recently Used Data', 'Recently Used Files', and 'Exit'. The background shows a dataset with the following columns: region, gender, famsize, parmar18, homelang, and slf. The data rows are numbered 25 to 34.

	region	gender	famsize	parmar18	homelang	slf
25	1	0	4	2	4	
26	1	1	7	6	4	
27	2	0	4	6	4	
28	2	1	3	6	4	
29	2	0	4	6	4	
30	2	1	4	6	4	
31	2	1	4	98	4	
32	2	1	3	6	4	
33	2	1	5	6	4	
34	2	0	5	6	4	
35	2	1	9	6	2	
36	2	1	5	6	3	
37	2	1	5	6	3	
38	2	0	3	6	4	
39	2	1	4	1	4	
40	2	1	4	98	4	
41	2	1	4	98	4	
42	2	0	7	6	4	
43	2	1	5	6	4	
44	2	1	4	6	4	
45	2	1	6	6	4	
46	2	1	3	1	4	
47	2	0	4	6	4	
48	2	1	4	6	4	
49	2	1	6	6	4	
50	2	1	4	6	4	
51	2	0	3	6	4	
52	2	2	1	6	6	2
53	2	0	8	6	4	
54	2	1	6	6	4	
55	2	1	5	6	4	
56	2	2	1	5	6	4

- Click the **Look in:** drop down box at the top



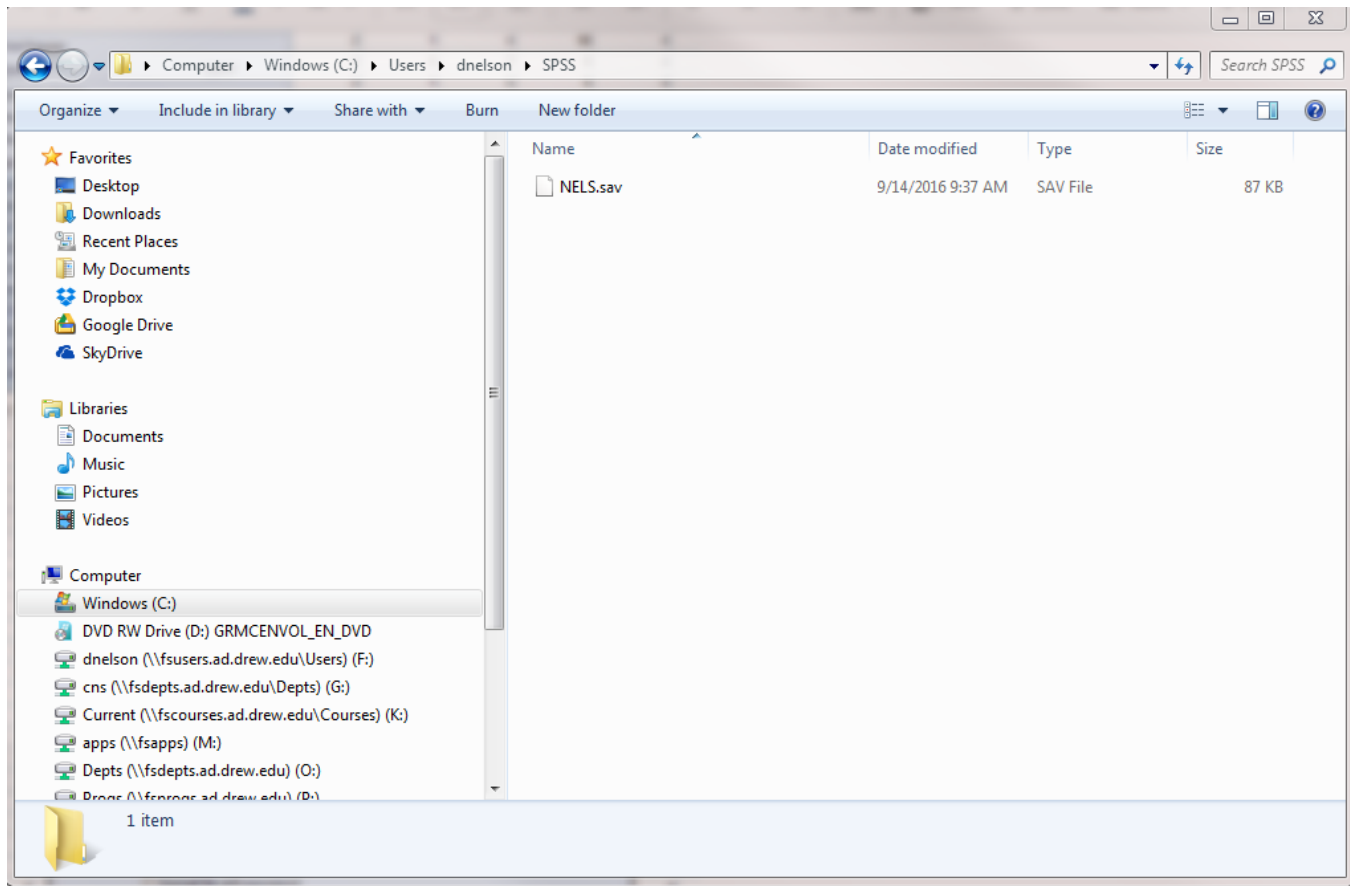
- Look for **Local Disk C:** on ##### (##### will be your computer name)
- Folders on your C drive will be listed. Browse to the folder you want to use. **Users\your username\Documents** or **Desktop** is advised.
- Name your file (if necessary)
- Click **Save**
- The file is now on your C drive



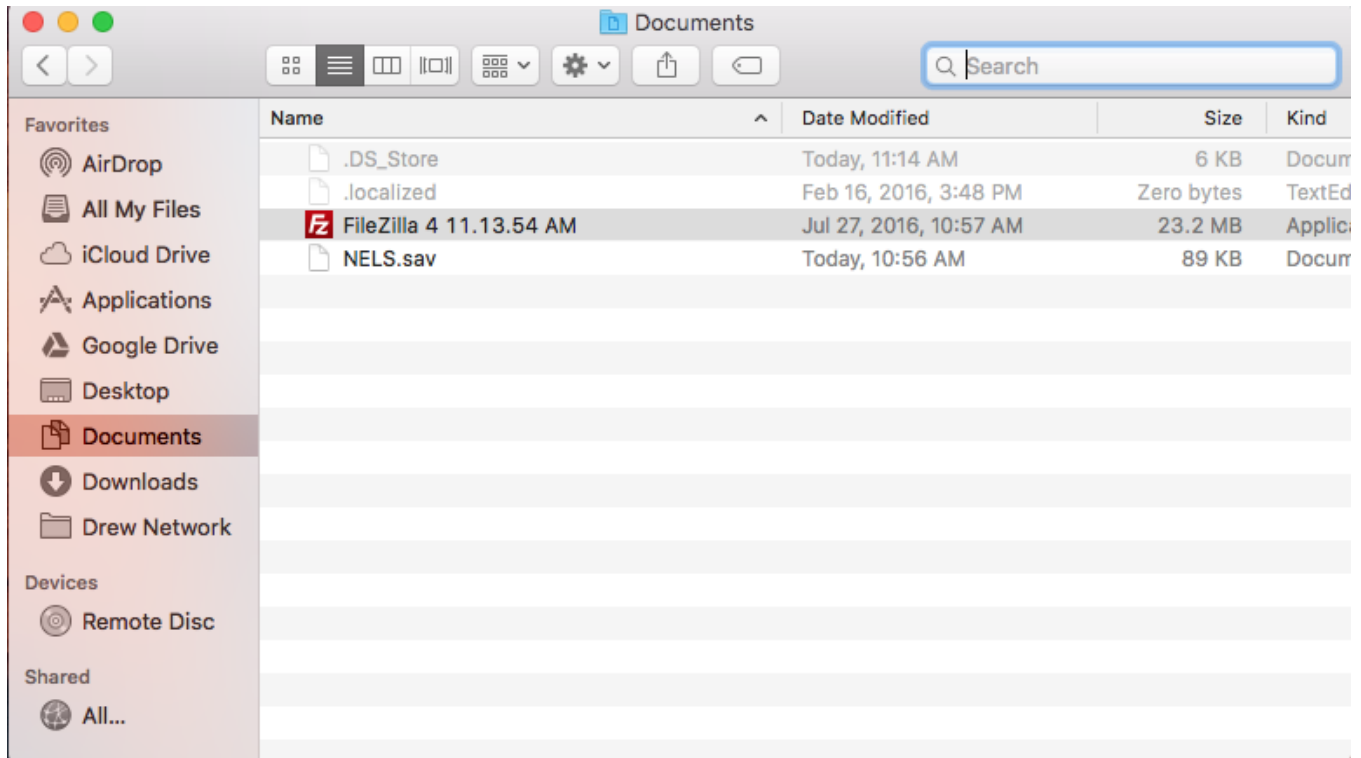
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Please note: In order to check the file, you will need to open it from within SPSS, through CloudPC. Trying to view the downloaded file on your personal computer will not work as SPSS is not installed on your computer.

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](#).



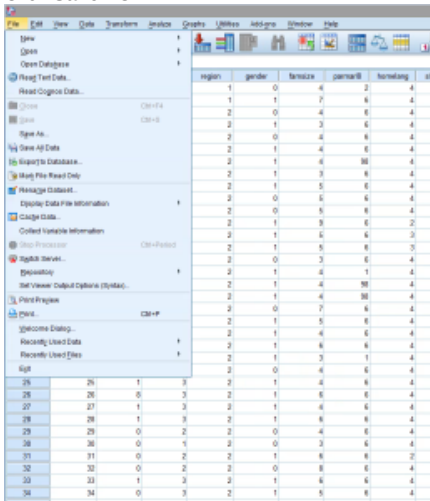
The image below shows the nels.sav file on a Mac hard drive in the user's Documents folder. You can upload it to Moodle from [here](#).



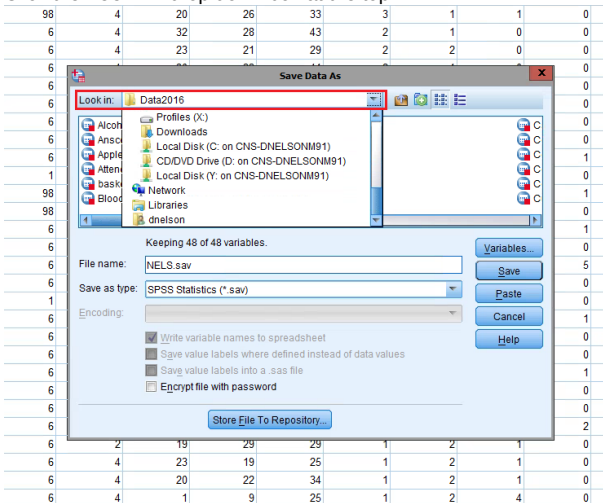
If you are using SPSS within your browser and not in its own app window....

We refer to this as the HTML5 version. See [Setting Up Citrix Workspace for CloudPC](#) for more information.

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



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



4. Look for ##### (\\fsusers.ad.drew.edu\Users) (F:) (##### will be your Drew username)
5. Folders on your F: drive will be listed. Browse to the folder you want to use. Note: You may already see the folder where you had saved the dataset you were provided; with the right naming convention, you can choose to stay here, or use your own folder.
6. Name your file (if necessary)
7. Click **Save**
8. The file is now on your F: drive



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Navigating to your F: drive to retrieve your saved file

1. Open myfiles.drew.edu
 - a. Log in if prompted
2. Navigate to the folder on your F: drive where you saved your file (in the previous set of steps)
3. Highlight the file you need
4. Either click on the Download button in the bar at the top OR right click on the file and choose Download
5. Notice where your file saves
6. Navigate to moodle.drew.edu
7. Go to your course and the proper assignment
8. Using either the file picker or drag and drop, pull in the file you wish to submit
9. Save changes

