

John MacInnes

[An Introduction to Secondary Data Analysis with IBM SPSS Statistics](#)

(Sage, 2017)

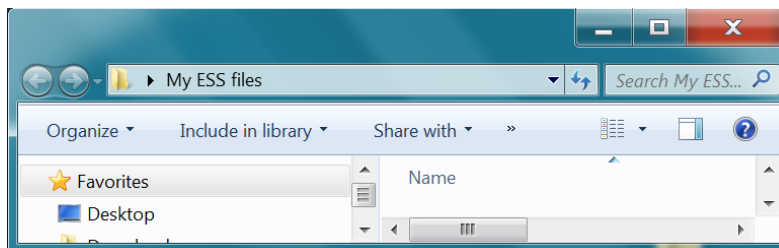
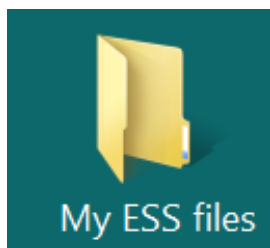
Chapter 4: Getting Started with SPSS

[Chapter 4 video tutorials](#) (direct link to companion website)

[NB: All video tutorials for chapter 4 are on the same web page and cannot (yet) be disaggregated]

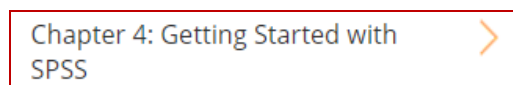
4.1.2: Downloading the European Social Survey Practice

Step 1: Create a new folder: (eg <My ESS files> in your Desktop) and open it:



Step 2: Go to: [Student resources](#)

Step 3: Scroll down and hover over:



.. to bring up → →

Chapter 4: Getting Started with SPSS

Video tutorials

Syntax files and Datasets

The page is very unstable: don't move the cursor until you've read the blurb on the right. Hover over Chapter 4 again, move the cursor to **Syntax Files and Data Sets** and click on:

Syntax files and Datasets



Chapter 4: Getting Started with SPSS

Video tutorials

Syntax files and Datasets

Exercise answer videos

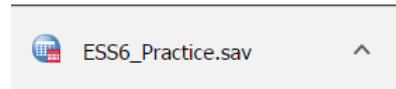


Datasets

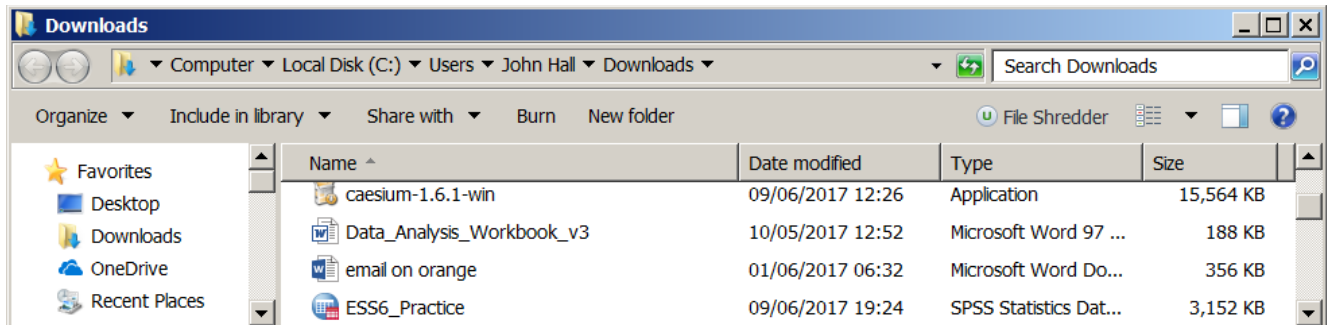
Syntax

Step 4: Click on [Datasets](#) [Direct link from this page]

[A download tab will appear at the bottom of the window]

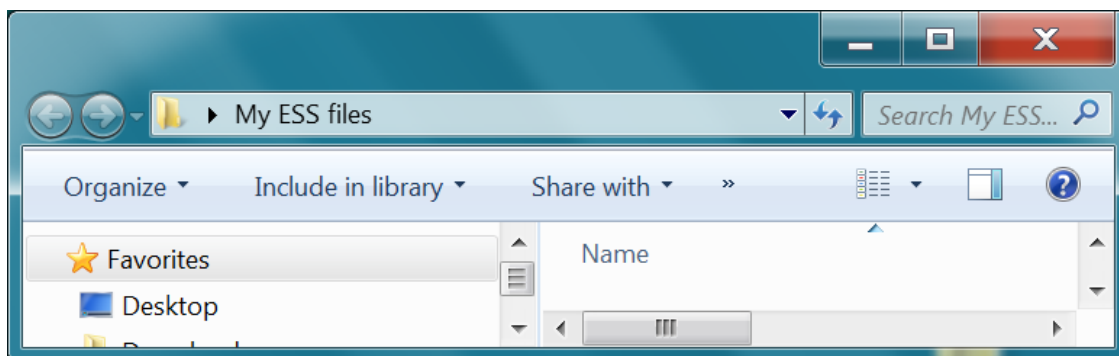


. . and the file will be found in your **Downloads** folder.

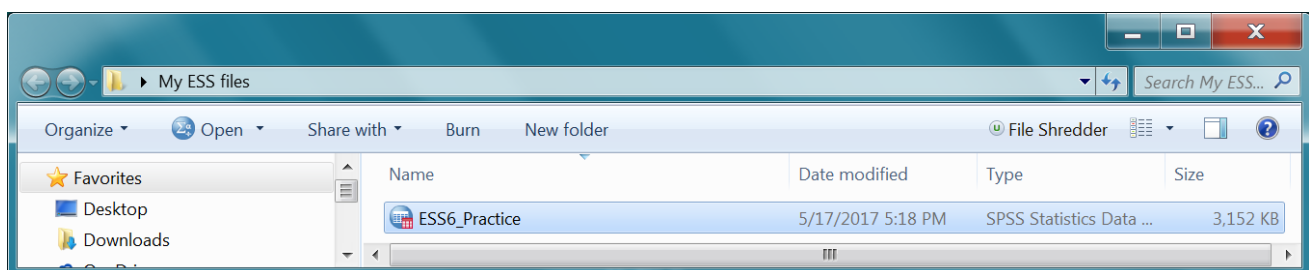


Click on then **CTRL+C**
(or right click **Copy**) to copy it to your clipboard.

Step 5: Make sure <My ESS files> is the target folder (browse if necessary)




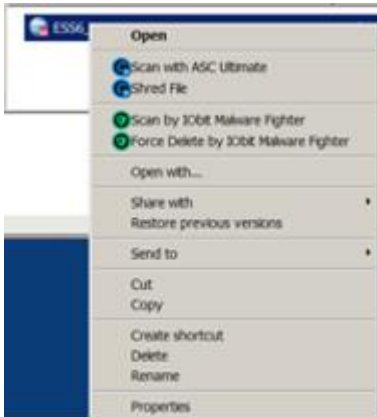
Step 6: **CTRL+V** (or right click **Paste**) to copy the file from your clipboard to folder <My ESS files>:



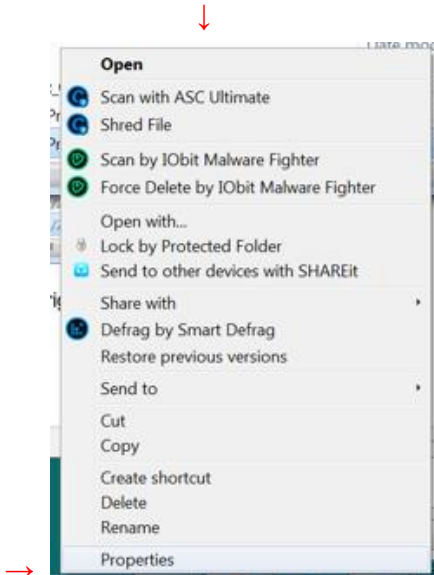
This is an original file.


To avoid any chance of inadvertently changing, corrupting or deleting it, make it **Read only**. **Now !!**

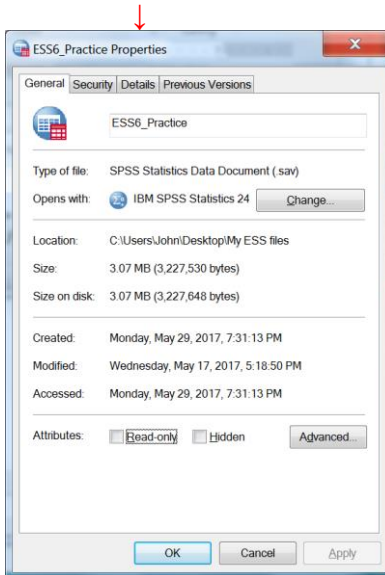
Step 7: Right click on  ESS6_Practice



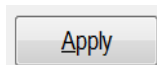
1: Click on **Properties**,
(at the bottom)



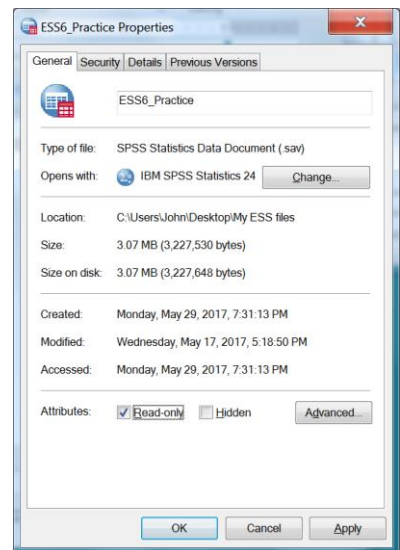
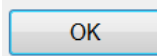
2: Check the **Read-only** box,
 **Read-only**



3: Click on



4: Click on



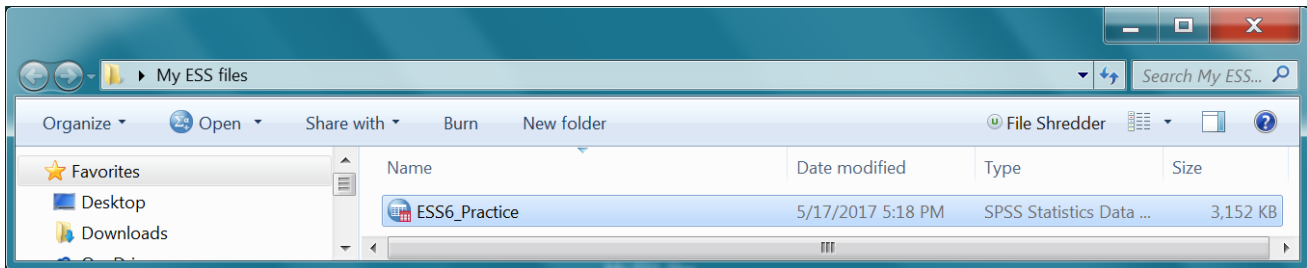
File  ESS6_Practice is now **Read Only** and **cannot be altered, damaged or deleted.**

You can now fiddle with the icons, click as many buttons, follow as many menus as you like, but **you cannot now accidentally or deliberately change, damage or delete the file.**

Step 8: Make sure you have SPSS on your machine (best to have the SPSS icon → in your taskbar) otherwise you won't be able to do the next bit! →



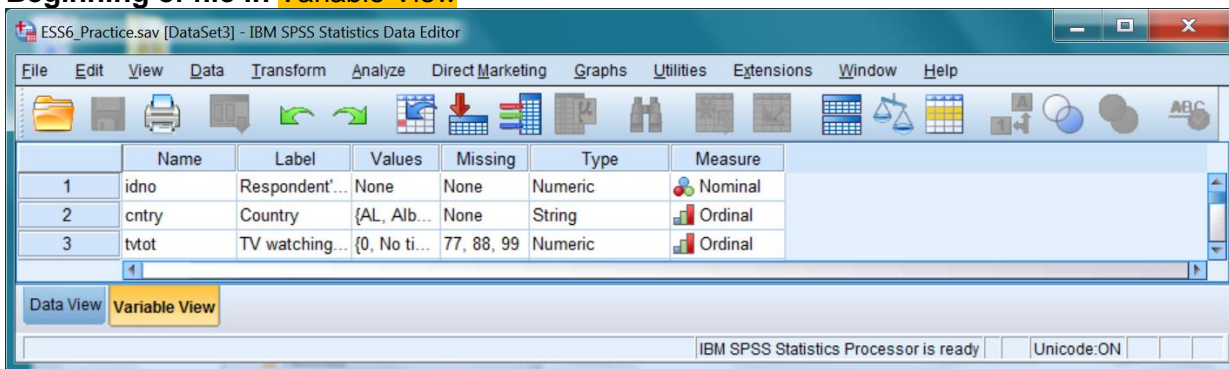
Step 9: Go back to your folder <My ESS files>:



Double click on  ESS6_Practice

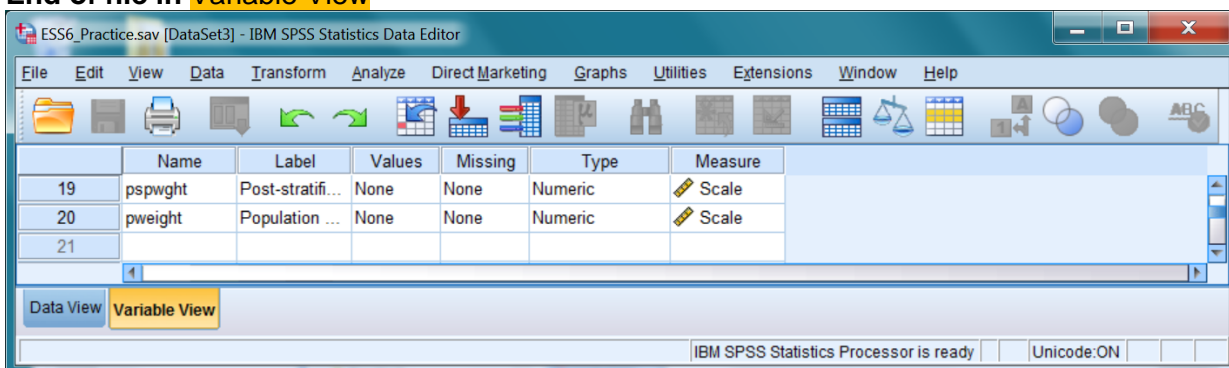
The SPSS **Data Editor** will open in **Variable View**:

Beginning of file in Variable View



Scroll up and down to see what's in the file (it's quicker to use the sidebars):

End of file in Variable View



Switch to **Data View**:


Beginning of file in Data View:

| | idno | cntry | tvot | polintr | trstprt | lrscale | freehms | rigbig |
|---|------|-------|------|---------|---------|---------|---------|--------|
| 1 | 1 | AL | 7 | 1 | 0 | 0 | 4 | 2 |
| 2 | 2 | AL | 7 | 3 | 10 | 88 | 2 | 1 |
| 3 | 3 | AL | 4 | 2 | 0 | 5 | 3 | 2 |

Scroll up and down or from side to side to see what's in the file (it's quicker to use the sidebars):

End of file in Data View:

| | ysact | hhmb | gndr | agea | maritalb | mnact | wkhtot | dweight | pspwght | pweight |
|-------|-------|------|------|------|----------|-------|--------|---------|---------|---------|
| 54672 | 1 | 1 | 1 | 69 | 4 | 6 | 888 | 0.03 | 0.04 | 0.00 |
| 54673 | 2 | 5 | 1 | 29 | 1 | 4 | 888 | 0.17 | 0.23 | 0.02 |
| 54674 | | | | | | | | | | |

File  **ESS6_Practice** contains

20 **variables**.

The first one is **[idno]**

| | |
|---|------|
| 1 | idno |
|---|------|

and the last one is **[pweight]**

| | |
|----|---------|
| 20 | pweight |
|----|---------|

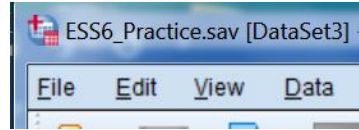
.. and 54,673 **cases**

| | |
|-------|---|
| 54672 | 1 |
| 54673 | 2 |
| 54674 | |

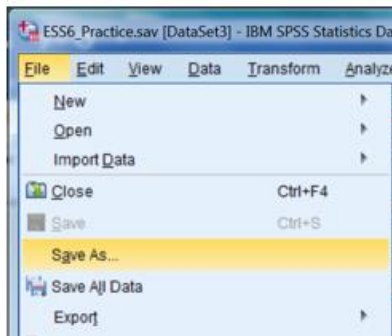
Step 11: This is an original file. You have already made it **Read only**. To prevent inadvertent changes or deletion, you should never work on an original file, especially if the data are from your own research. Before you go any further **make a copy** for you to work on.

There are two ways to do this:

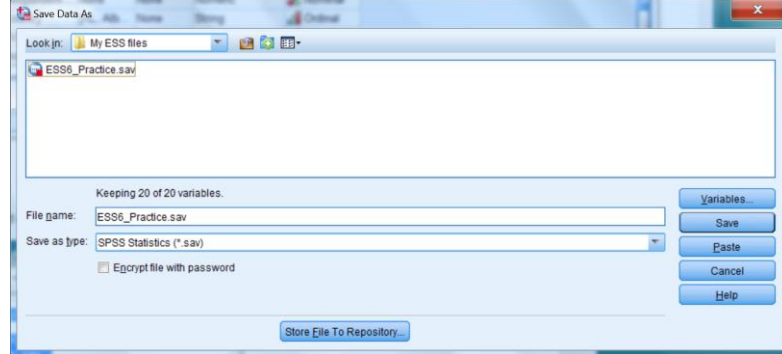
Method 1: In the top left corner of the **Data Editor**



Click on **File** >> **Save As**



Make sure the target folder is **<My ESS files>**:



Note that the file **type** is now displayed as: **(*.sav)**

Save as type: **SPSS Statistics (*.sav)**

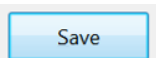
Change the file name to something personal. I usually keep the file name **root <ESS6_Practice>** add an underscore and my initials **_jfh** and a version number (1st = **1**) thus **<ESS6_Practice_jfh1>**.

Change **ESS6_Practice.sav** (by inserting an underscore, your initials and a version number)

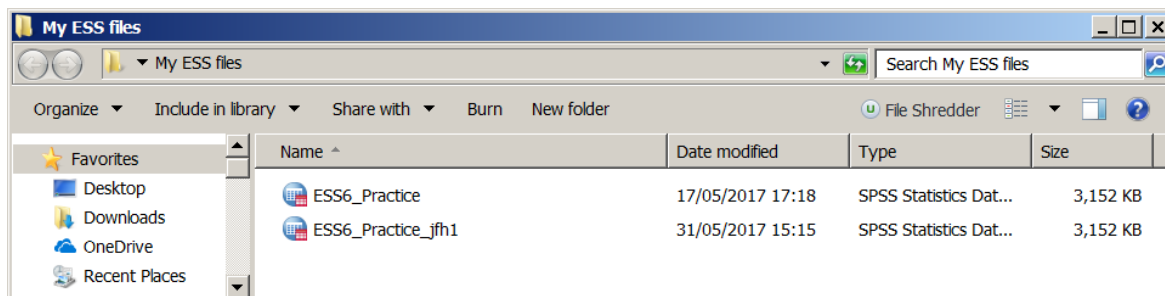
File name: **ESS6_Practice.sav**

File name: **ESS6_Practice_jfh1.sav**

Click on **Save**

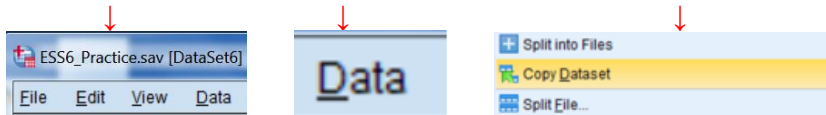


File **ESS6_Practice_jfh1** will be saved in folder **<My ESS files>**

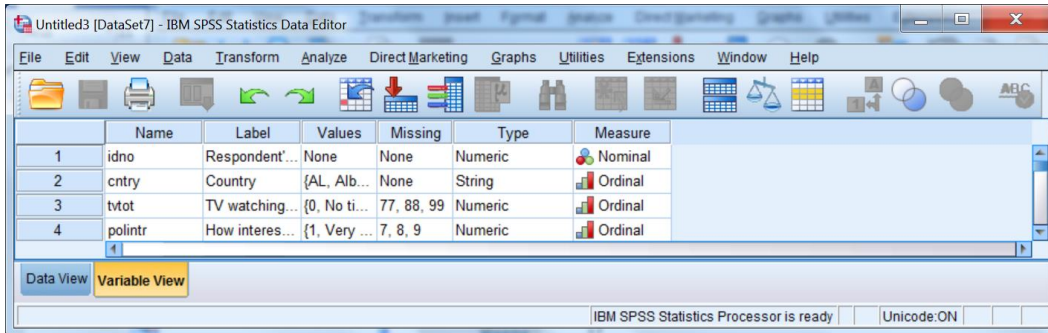


Macinnes 4.1.2 Downloading the European Social Survey Practice File

Method 2: In the **Data Editor**: click on **Data** then on **Copy Dataset**



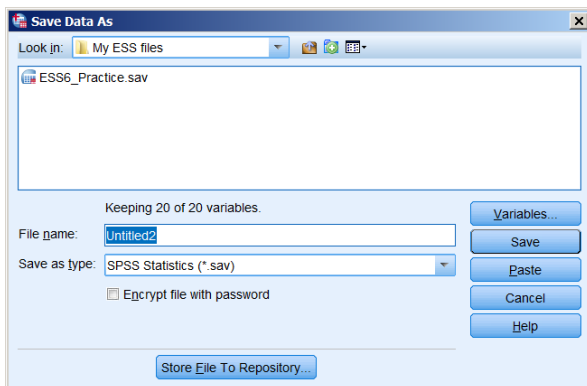
... which makes a copy file named **Untitled**



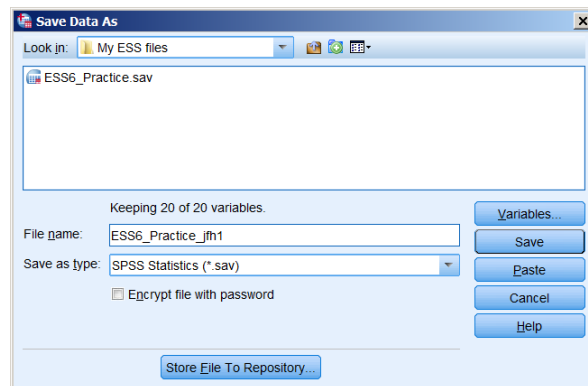
Click on **File** >> **Save As**



Change **Untitled**



to **ESS6_Practice_< your suffix ><version>**



Original file

File name: **ESS6_Practice.sav**

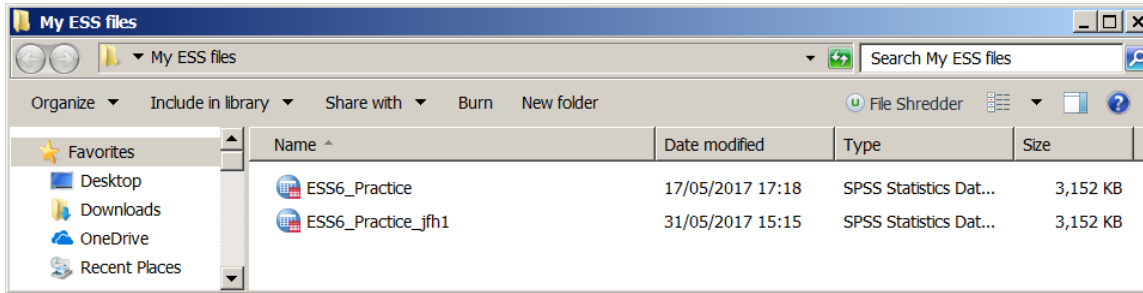
New file


File name: **ESS6_Practice_jfh1.sav**

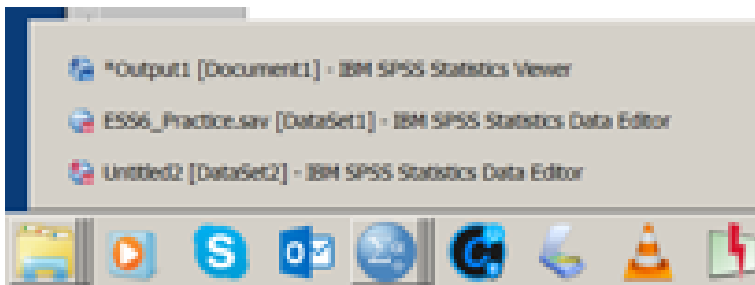
Click on

Save

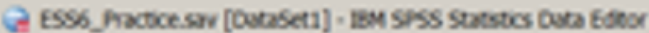
Whichever method you use, folder <My ESS files> should now contain two files:

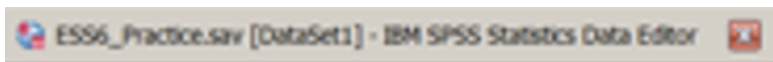


Step 12: Hover over the SPSS icon  on your taskbar to see what files SPSS has open:

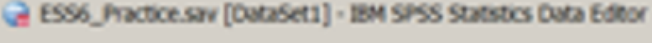


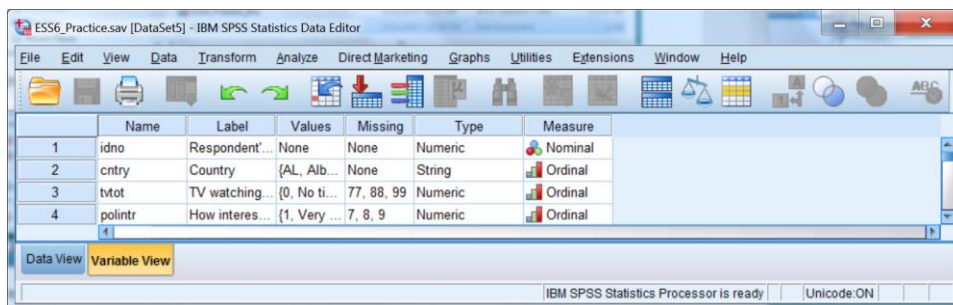
Step 13: **Close** the original file (Don't worry: it will still be there whenever you need it)


Hover over  to get




and click on  to close the file.

Alternatively click on 




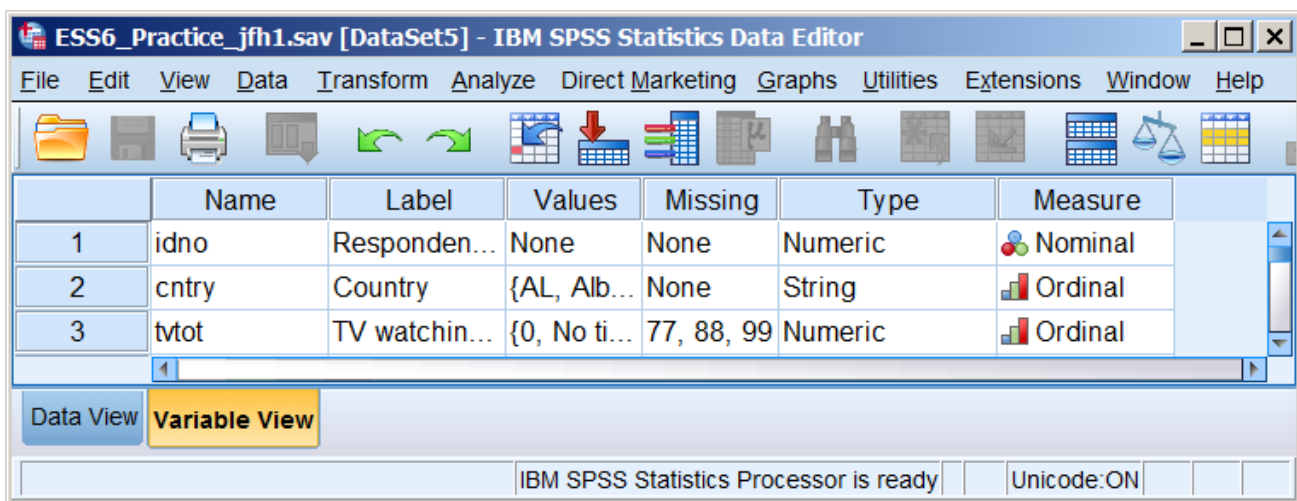
.. then click on  to close the original file <ESS6_Practice.sav>

From now on you will be using only your personal copy **<ESS6_Practice_<your suffix>.sav>**

Step 14: Hover over the SPSS icon  on your taskbar to see what files SPSS has open:



Click on  or whatever you have called your copy:

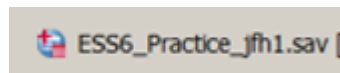


You can now click as many buttons as you like, experiment with analyses in the drop-down menus available from the icons in the Graphic User Interface (GUI) along the top of the **Data Editor**, but at this point **be careful you don't accidentally change, damage or delete the file.**

Plenty of time to modify the file later, but if you do it now, you'll have to go back to the beginning and start over. You have been warned!

Leave file ESS6_Practice_<your suffix>.sav open.

in my case



You have only one **Data Editor** open: if you close it, SPSS will close as well.

You are now (almost) ready to begin some exercises, but first you need to download the SPSS syntax for chapter 4 from the companion website.

End of: 4.1.1 Downloading the European Social Survey Practice File

Back to: [MacInnes \(2017\)](#)