

Steps to input raw data into SPSS (version 17)

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1. Entering the data directly into SPSS

- 1.1. Open SPSS by the following steps: Start icon > All Programs > SPSS Inc > PASW Statistics 17
- 1.2. Ensure you are in the Data Editor view
- 1.3. Click on the Variable View tab (at the bottom)
- 1.4. Type in each variable name according to your codebook
- 1.5. If you wish, you can fill in a variable label and value labels for your variables – as well as identify them as nominal, ordinal, or interval variables
- 1.6. Click on the Data View tab at the bottom
- 1.7. Enter in your data – one row per respondent
- 1.8. File > Save As (to save your file as an SPSS data file). Remember to save it on a medium that is not on the machine – e.g USB data chip since the machines in the sociology lab do not retain the data once you have logged off.

2. Entering the data in an Excel spreadsheet, then transferring to SPSS

- 2.1. Prepare your data in an excel spreadsheet with the variable names at the top of each column (in the first row) and the codes for each respondent's responses in the rows below the appropriate variable (one respondent per row).
- 2.2. Save it as an .xls file (excel) to a USB chip that you then take to the sociology lab computer and put in the machine.
- 2.3. Open SPSS by the following steps: All Programs > SPSS Inc > PASW Statistics 17
- 2.4. File > Open > Data
- 2.5. Go to the directory on which your excel file resides
- 2.6. Change the "Files of type" option to "Excel .xls, .xlsx,..."
- 2.7. Highlight your data file and click on "Open"
- 2.8. Click on "OK"
- 2.9. Your data can then be seen by clicking the Data View tab and the variables by clicking the Variable View tab. You may change any of the variable names, add variable labels, value labels, or any other characteristics of the data.
- 2.10. Save your file as an SPSS data file by clicking File > Save As > and choosing your USB data chip as the destination. The file will be given a .sav extension to identify it as an SPSS data file. It can be reopened in SPSS at a later time by opening SPSS, clicking on File > Data > Open and going to the proper drive location.