

Managing Files in SPSS

SPSS Files

Data file (.sav)

Output file (.spv)

Printing in SPSS

If you want to include a copy of the data in the output file, use:

Analyze → Reports → Case Summaries

and then bring over all the variables you want to print

Under **page attributes** (from FILE tab):

Include your name and date in the header

Under **page setup** (from FILE tab or Print Preview):

change to LANDSCAPE,

set all 4 margins to .3 inches

Highly suggest removing unwanted material

SAVE the output to your flash drive and give it a relevant name

Print choice 1:

Print directly to printer

Print choice 2: (currently not available in PRST 1134 or 1135, but may be in Park Center)

You want to save the output in order to print at home or at other computer

When printing, print to a pdf file. You will be prompted to supply a name.

Print choice 3:

IF a pdf file is not an option, you can export the output to a word document.

From FILE tab, select Export

Select shrink width to fit within page margins, and check to see that page setup
in export is set (landscape and .3)

Assign a relevant name for the Word document (.doc)