

## Computer Printout

Help save paper and **save yourself money**. Print out **only** those sections of the results output that you absolutely need. SPSS generates a lot of output, much of which may be unnecessary to answering the question of interest to you. Thus, two sets of instructions are provided below. At the time of this printing of the manual, students are allotted \$30 in their printing account. For each page of output printed, your account will be debited 15 cents (thus you have a 200 page capability). Unnecessary printing will be charged to **your** account. When your account value hits zero, your printing capabilities are **terminated**. If that happens in order to have your printing capabilities reinstated, you must go to **Technology Business Services** at 105 Culkin Hall and purchase additional print dollars. They may be purchased in \$5.00 increments.

1. **First put your name on your output** page by doing the following:
  - a. Make sure the active window is the Output Window
  - b. Click on Insert
  - c. Click on **New Page Title** - a box will appear
  - d. Type your name in the box and then
  - e. Move the cursor just outside of the box and click left mouse button
  
2. **Short** Output Instructions - - to be used to get **only** those portions of the SPSS output file necessary to address your questions. Make sure the **Output** Window is the **active** window. Hold down the **Control** key and then mouse to those tables that you wish to print (**Including the Table which you just typed above and which contains your name**) and click on them. Continue holding the control key and mouse to additional tables that you are interested in printing, and click on them also. Then mouse to the icon for a printer (3<sup>rd</sup> icon in from left at top of screen) and click on it. When clicking on the print icon, a window will come up that lists the name of the printer (HP LaserJet 4000 Series PS). Click the OK button. In Mahar Hall, the laserjet printer is at the front of the room. Your printout will begin immediately and include a cover page which listed your username and the dollar balance of your printing account.
  
3. **Long** Output Instructions - - to be used to get a paper printout of everything in the output file. Make sure the **Output** Window is the **active** window. Mouse to the top left corner of the screen and click on File, then click on Print. Or mouse to the icon for a printer (3<sup>rd</sup> icon in from left at top of screen) and click on it. When clicking on the print icon, a window will come up that lists the name of the printer (HP LaserJet 4000 Series PS). Click the OK button. In Mahar Hall, the laserjet printer is at the front of the room. Your printout will begin immediately and include a cover page which listed your username and the dollar balance of your printing account.

## Saving A Data (or Output) File to Disc on the A Drive

It is a wise idea to save the **data** file for any data set that you have. It is also a wise idea to save the results of any **output** file required for homework, lab or exam purposes. In order to save a **data** file, make sure that the **data** file is in the active window on the computer screen. In order to save an **output** file containing results of an analysis make sure that the **output** file is in the active window on the computer screen. To save a **data** file do the following:

1. Click **Files** (top left corner of screen) then
2. Click **Save As**-----a save data as window will then appear.
3. Click on the down arrow next to the SPSS open folder then
4. Mouse on the slide bar and move the slide bar up till you see the icon for **3 ½ Floppy (A:)**  
Make sure you have a 3 ½ disc inserted in the A drive then
5. Click on **3 ½ Floppy (A:)** then
6. Mouse to the white space next to **File Name:** type in the name you would like to give the file, e.g. homework1 or lab1 and then
7. Click on **Save** button

If you wish to save the **output** file from a statistical analysis follow the same procedure as above but **make sure** the **output** file is in the **active** window and visible on the computer monitor.

## Exiting Spss for Windows

1. Click on **File** (top left corner of screen)
2. Click **Exit**
  - a. You will be asked if you wish to save contents of output viewer - Click No assuming you don't want to save the results. Then
  - b. You will be asked if you wish to save contents of data editor - Click No -\*\*\*assuming you don't want to save the data, or if you already have saved the data.

## Logging Off Computer

Be sure to log off the computer system when you are done with your work.

1. Click the **start** button in the lower left corner of the monitor. If the start button is not visible, use the mouse and position the arrow to the lower left hand corner of the screen and the start button will appear.
2. Click **log of your user name** and answer yes.