

Downloading and Opening an SPSS Portable File

This brief guide takes you through the procedure for downloading and opening a dataset from the companion website that is in SPSS Portable format. We will focus on the **bullying.por** dataset for illustration. Right click on the link to download this dataset and then select 'Save Target As...' and this will open the Save As window shown in Figure 1. Select an appropriate place to save the dataset using the 'Save in:' drop-down menu as shown and also make sure you select 'All Files' using the 'Save as type:' drop-down menu. When you have done this click on the 'Save' button. When the download is complete another dialogue box will appear and you should click the 'Close' button.

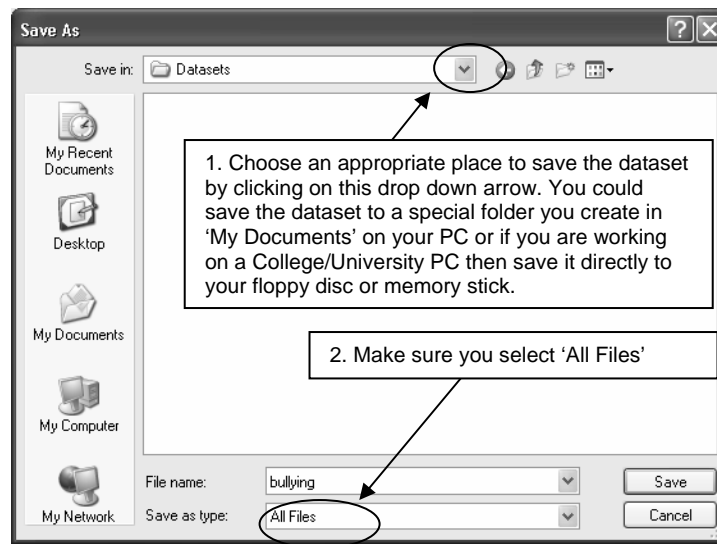
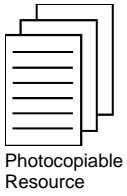


Figure 1 Save As window

Open SPSS as you would any other program. For those of you using Windows XP operating system you can do this by clicking on the Start button located at the bottom left of your screen as shown in Figure 2.

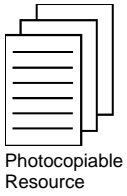


Photocopiable Resource



Figure 2 Opening SPSS in Windows XP

This will bring up the initial **SPSS 15.0 for Windows** window as shown in Figure 3. Make sure that the option 'Open an existing data source' is selected and that 'More Files...' is selected within this and then click 'OK'. This, in turn, opens up the **Open Data** window as shown in Figure 4. Make sure you select 'SPSS Portable (*.por)' for 'Files of type:' as shown and then use the 'Look in:' drop-down menu to navigate around your PC to find the 'bully.por' dataset where you saved it. Click on the dataset and then click on the 'Open' button. You should now have the screen originally shown in Figure 1.1 in the book.



Photocopiable Resource

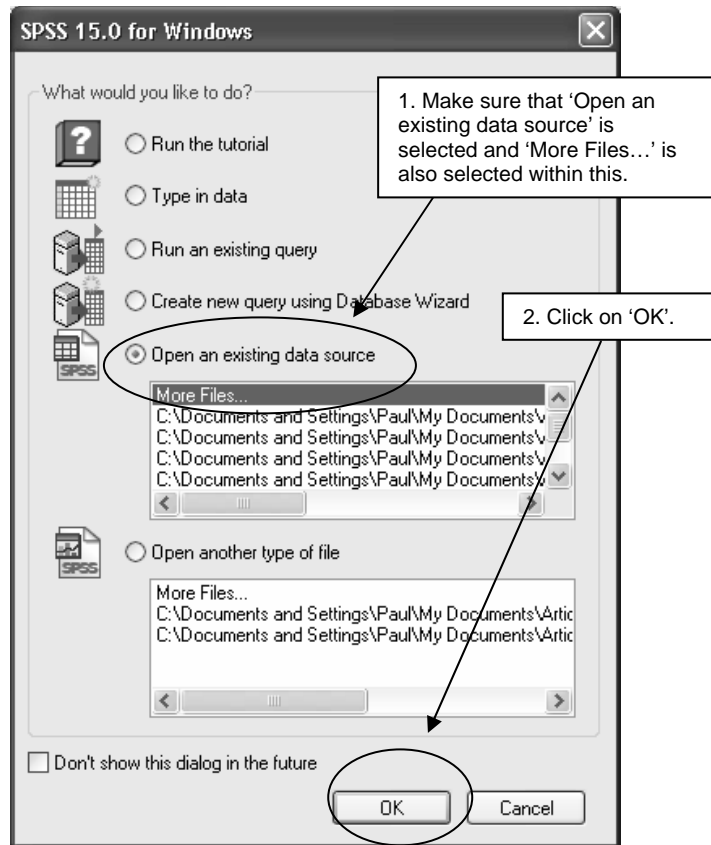


Figure 3 Initial dialogue box when opening SPSS

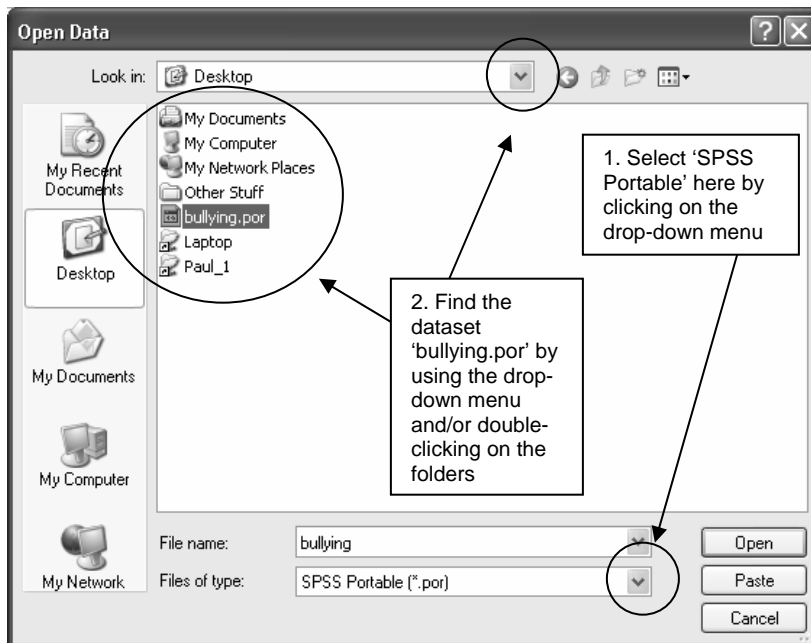


Figure 4 Open Data window

Once you have the dataset open, click on Variable View as indicated in Figure 5. Unfortunately, saving datasets in SPSS Portable format tends to lead to the original settings for the definitions of the variable (as either 'nominal', 'ordinal' or 'scale') being lost. This can be seen in the present case when comparing the definitions in Figure 5 with those from the original dataset **bullying.sav** dataset in Figure 6. It is important therefore that for each dataset you download in SPSS Portable format, you check the variable definitions and amend them accordingly before you begin any analysis. Details on all of the variables for each dataset and how they should be defined can also be downloaded from the companion website.

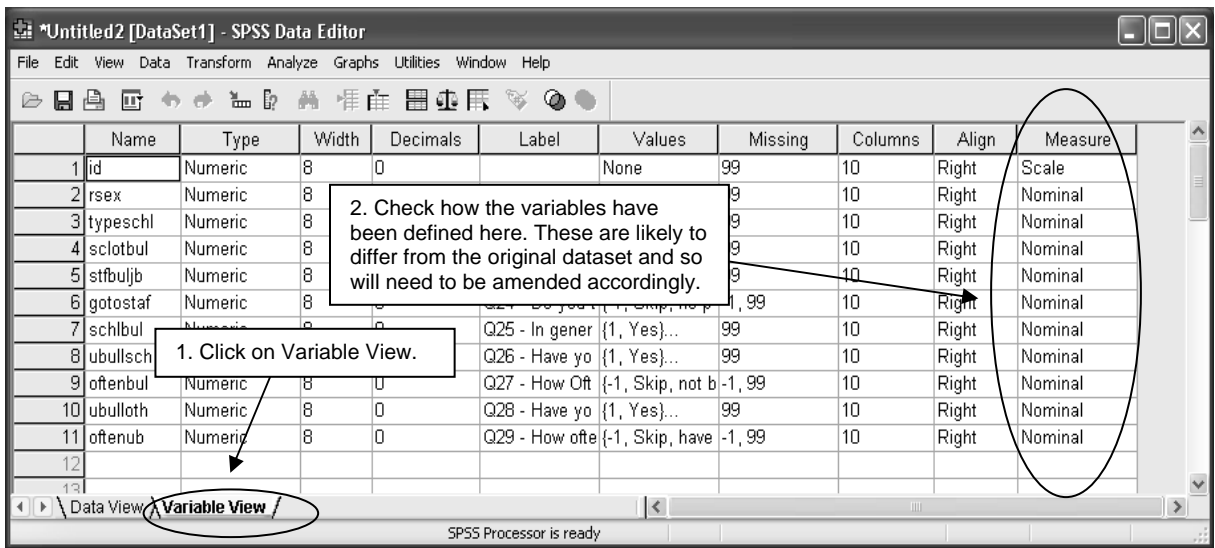


Figure 5 Variable View of the SPSS Portable dataset

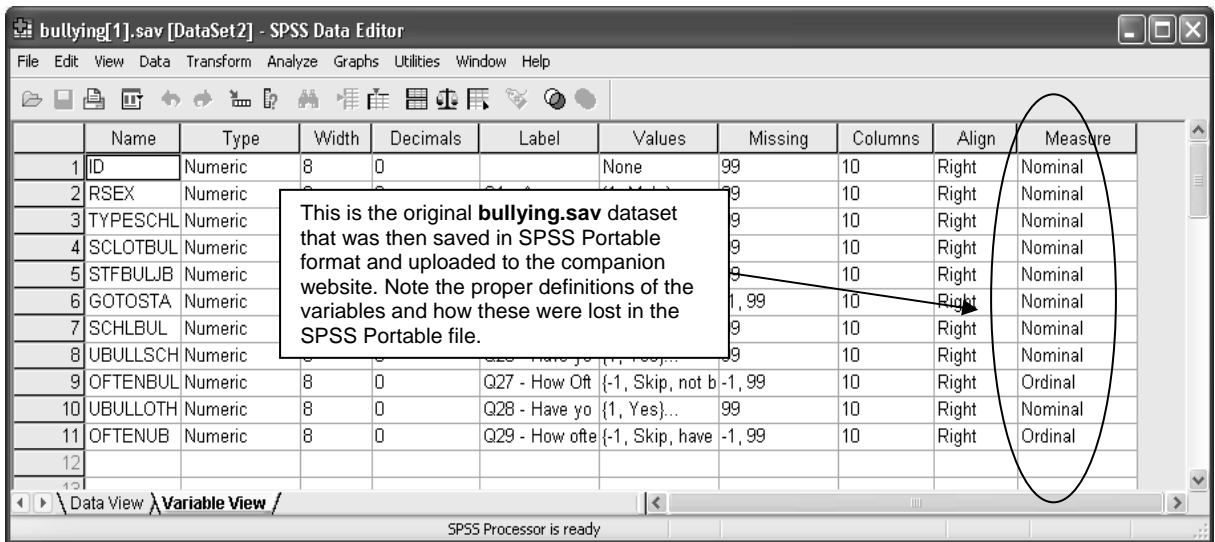


Figure 6 How the variables were originally defined in the **bullying.sav** dataset