

APPLIED INSTRUCTION SHEET

OPENING AND SAVING .SAV FILES IN SPSS AND PSPP

Richard Lee Rogers
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Instructions for Opening Files

File>Open>Data

Data files stored in the SPSS format use the .sav suffix. This file type is also used in the freeware PSPP. The path in both SPSS and PSPP is **File>Open>Data**. This command opens a dialog box that provides access to the folders on the computer. At this point, searching for the data file becomes like looking for any file in any common software package (e.g., Microsoft Word). Search through the directory structure to find the folder where the data is stored, and click on the folder to open it. If the file is in .sav format, it will appear. Click on the file to open it.

SPSS Welcome Page

SPSS has a shortcut to this step from its Welcome page, which appears when the software is first open. The left part of the screen lists Recent Files, and in the list can be opened by simply clicking on it. The first time the software is used on a computer, the list of Recent Files may be blank.

The Recent Files box also includes a folder titled “Open another file”, which gives access to the directory structure of folders on the computer. As with the Instructions, one can then search for the desired data set by working through the directory structure.

PSPP does not have the Welcome Page.

Instructions for Saving SPSS Files

Saving a data file in .sav format in SPSS and PSPP is similar to saving files in other software packages.

- If one wishes to save a new file, use **File>Save**.
- If one wishes to save an altered file and write over the original, use **File>Save**. One needs to be cautious about overwriting an original file since the data will be permanently lost. Having a backup copy in a different folder even a different location (e.g., computer, cloud drive) is a good safety strategy
- If one wishes to save an altered file and store it under a new name, use **File>Save As**.