



How to Import a Text Data File Using SPSS Import Statements

Based on SPSS version 15.0

Step 1: Create a folder called “Temp” on your “C: drive” (also known as your computer’s hard drive)

Step 2: Use one of the two options below based the arrangement of the files and folders on data CD that you received from the Archive.

Option 1: Use this option if, when you click on the dataset folder located on the data CD, you see the .dat file(s) and a folder called “SPSS_Import_Files”(or some variation of that name) at the same level.

- Copy the “.dat” file(s) and the entire “SPSS_Import_Files” folder over to the newly created “Temp” folder located on the hard drive of your computer. From this point forward, you will be working with only the files and folders located in C:\temp\. Please note that import statements will not run from the CD due to the write restrictions associated with a read-only CD/DVD.

Option 2: Use this option if, when you click on the dataset folder located on the data CD and you see a “Data” folder and a folder called “SPSS_Import_Files” at the same level.

- Copy the entire “Data” and “SPSS_Import_File” folders over to the newly created “Temp” folder located on the hard drive of your computer. From this point forward, you will be working with only the files and folders located in C:\temp\. Please note that import statements will not run from the CD due to the write restrictions associated with a read-only CD/DVD.

Step 3: Once you have the files copied to your temp folder, you can click to **open** the “SPSS_Import_Files” folder and **select**, by double-clicking, the **import statement file** relevant to the data file that you would like to open. Note: The import statement file names are identical to and correspond with the data file names.

Step 4: Once you double-click the file, SPSS should start up and display the contents of the syntax file that you selected. **To run the syntax** and import the data from the .dat file, **highlight all of the syntax** and from the menu across the top of the menu box **select “Run”** and then **“all.”**

- The first thing that will open is an SPSS output window. This is the window where error messages (if any) will be displayed. If everything imported without errors, you can go to the “data view” to view the imported data and begin exploring the data. Note: The import syntax automatically saved your SPSS data file as a “.sav” file in the same location as the “.dat” file (either c:\temp\ or c:\temp\data).