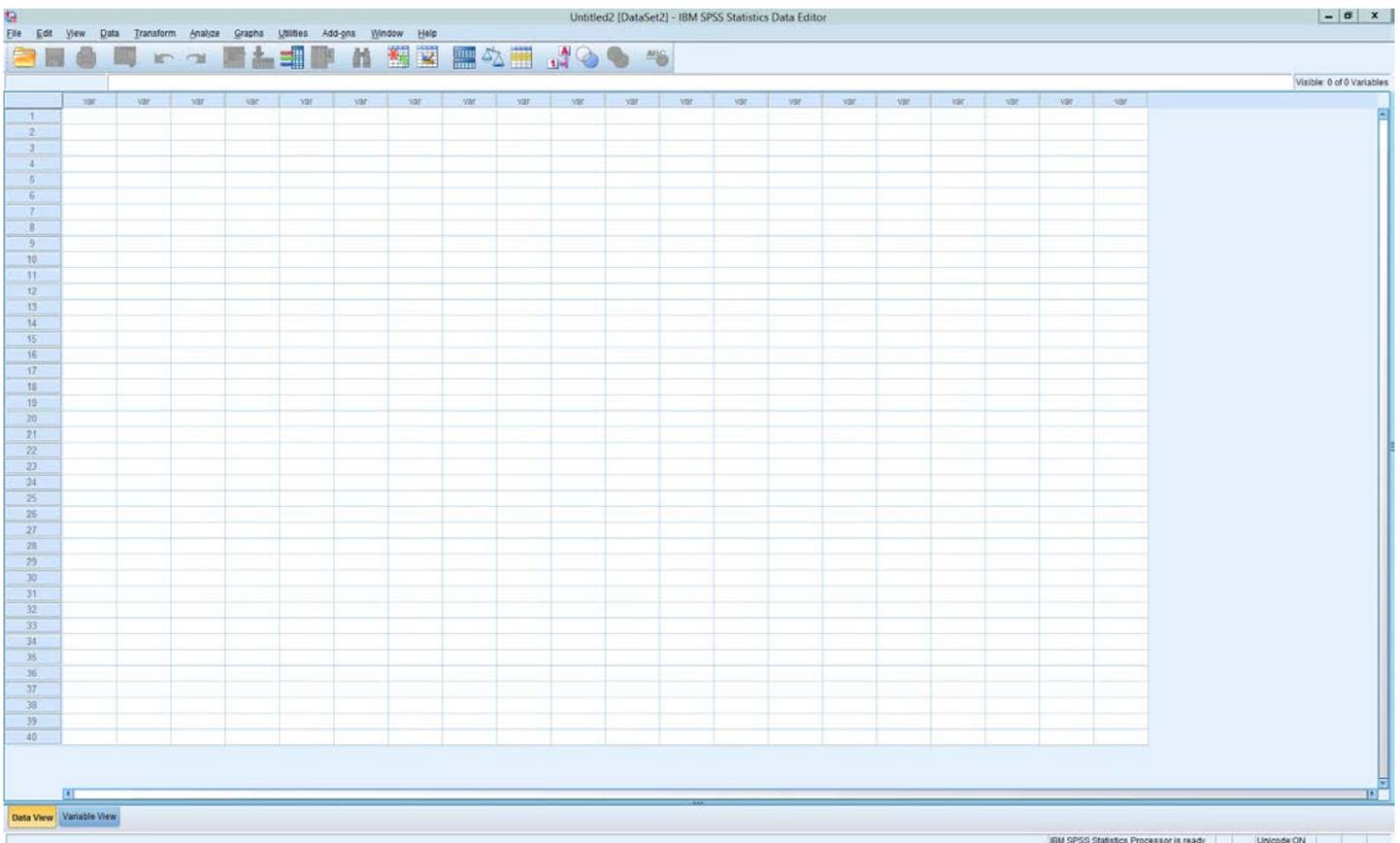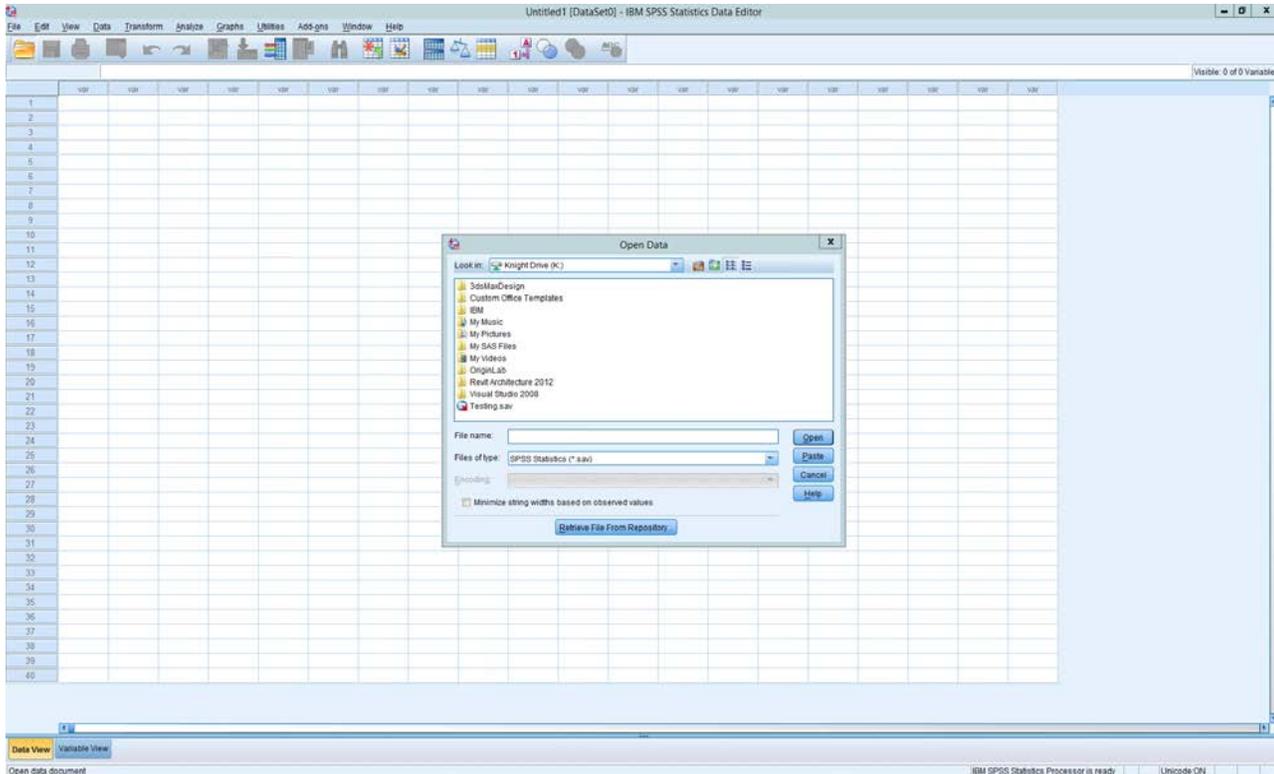# How to Open and SaveFiles in UCF Apps (SPSS)

It is highly recommend that you store your documents on the Knights Drive as frequent as possible.

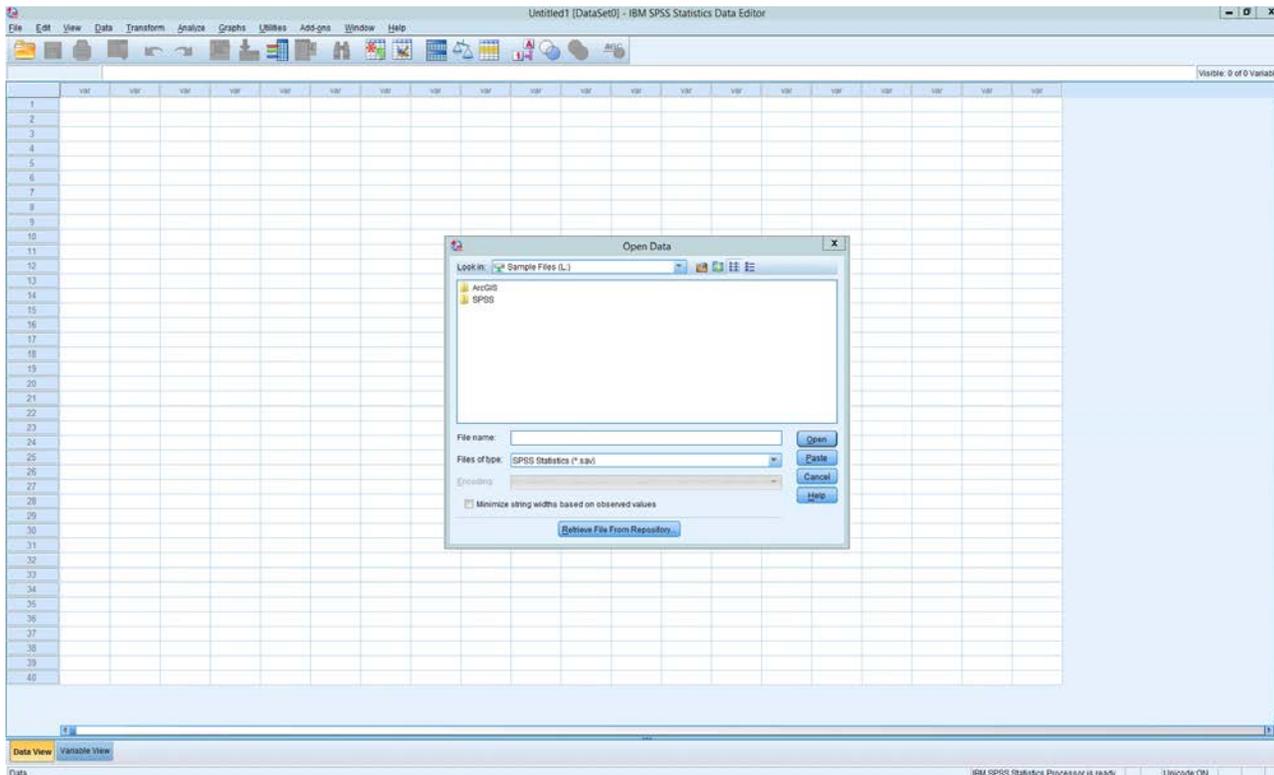*The document below will show you how to do this.*

Log into SPSS via UCF Apps (a black screen may appear for 5-10 seconds while opening SPSS... this is normal).
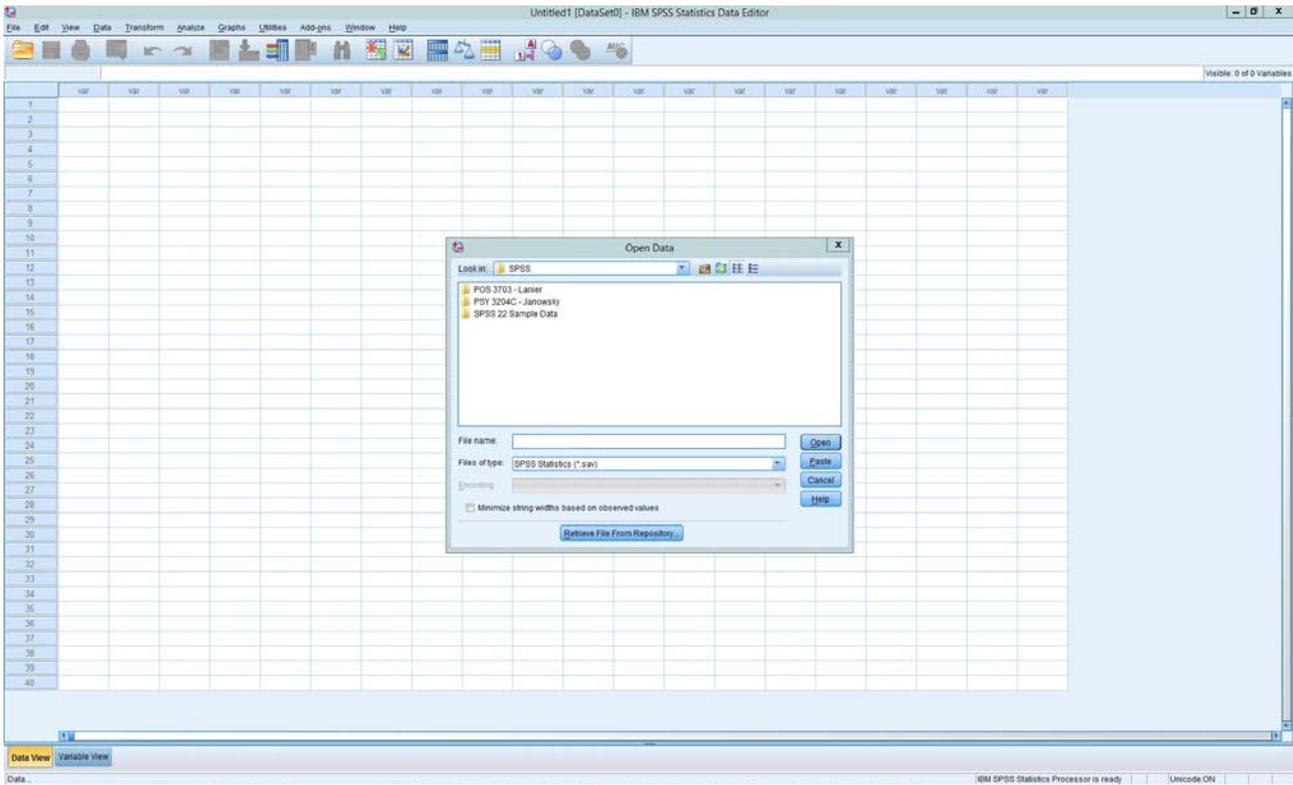
To open a file from the K: in SPSS click "File, Open, select K: Drive, select the SPSS file, the click Open."
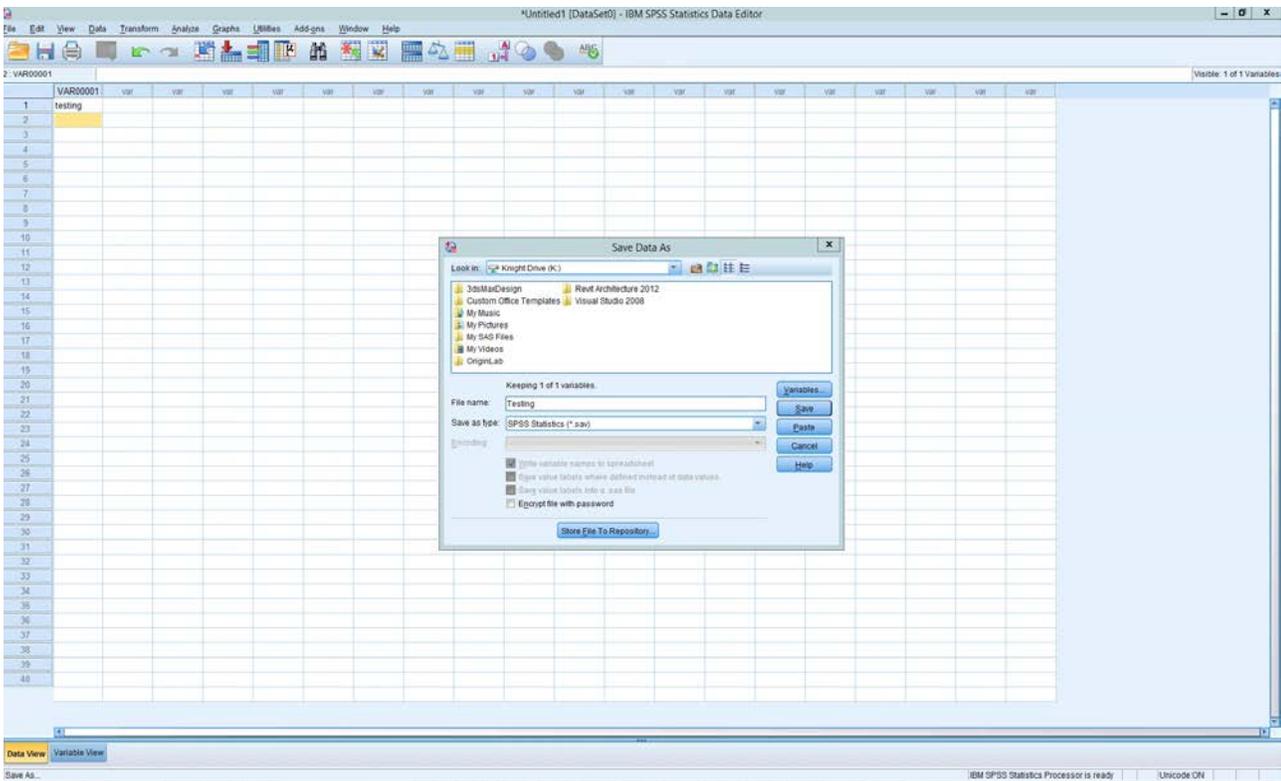

If your professor states that sample data has already been uploaded for you to SPSS click "Open, Data, Sample Files, SPSS, then select the correct class and click open to open the proper file. (next two pictures)

To save a file in SPSS click "File, Save As, select K: Drive, name the SPSS file, the click Save."

Your file is now saved on the K: drive. (See circled file below)