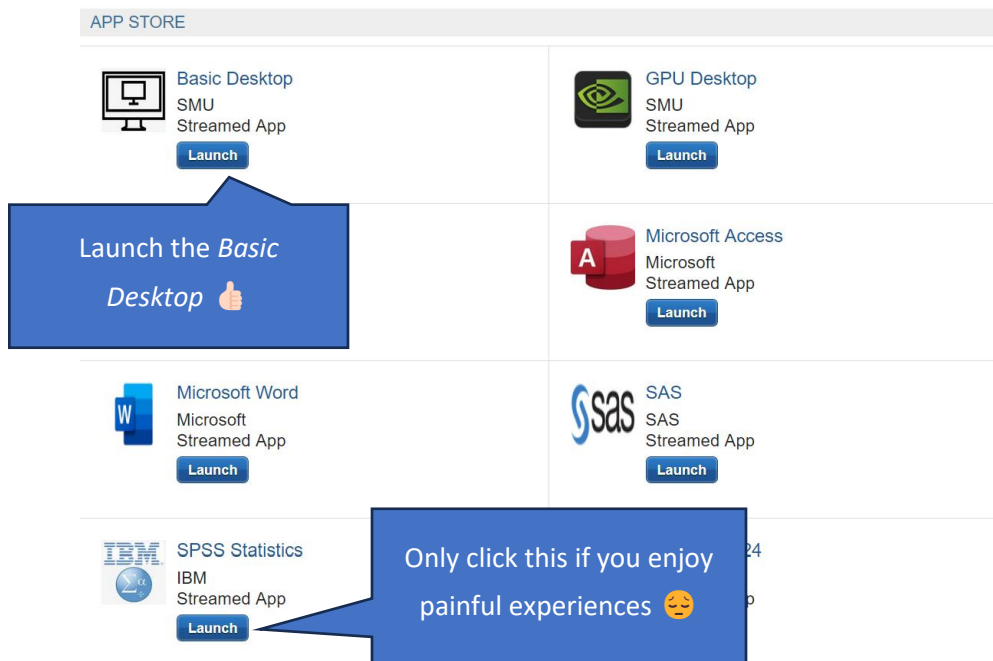


# 1. Opening Files in Apporto SPSS

## Using SPSS via Apporto

If you do not have a personal copy of SPSS on your computer, you can use it online via Apporto. Using Apporto requires a stable internet connection.

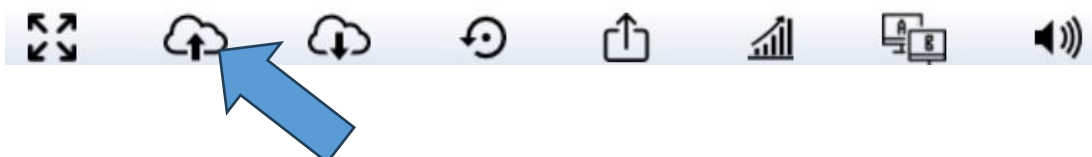
1. Visit [smu.apporto.com](http://smu.apporto.com)
2. Sign in with your SMU ID and password
3. Launch the “Basic Desktop” from the Apporto main page (“App Store”)
  - a. *Note: Do **not** launch SPSS directly from the Apporto main page/app store, as this will likely lead to a plethora of glitches and problems*
4. Once the virtual desktop loads, click the SPSS icon on the Desktop to launch SPSS



## Opening Your File in SPSS

### Uploading files to Apporto

In order to access files in Apporto SPSS, you’ll need to upload the files to your Apporto desktop. Click the upload button on the Apporto top menu to upload files.



You can think of the Apporto Desktop and “Documents” folder as being similar to cloud storage. Any files you upload to Apporto will remain there. SMU may purge files on Apporto at the end of the semester—so make sure to back up anything important on your own computer!

## Opening Files in SPSS

Once a file has been uploaded to Apporto, you can open in SPSS on Apporto.

1. In SPSS’s main menu, select “File > Open Data”
2. Navigate to the directory where you saved your SAV file
  - a. On Apporto, SPSS can only “see” files saved to Apporto. So, you’ll need to upload your dataset to Apporto before trying to open it in the Apporto version of SPSS.
  - b. By default, Apporto uploads all files to the Desktop.

## Downloading Files from Apporto

For this class, you’ll frequently need to turn in your SPSS syntax. When using SPSS, save your syntax to the Apporto Desktop or Documents folder. When you want to download your syntax to your personal computer, navigate to the correct folder on Apporto and click the download button.

