Converting ASCII Data Files to SPSS Format Using SPSS 9.0

Open SPSS and choose:

A. **File**

      Read Text Data

      <   Open folder containing the ASCII file (should be a *.txt* or *.dat* file) that you wish to convert to SPSS.

      <   Double click on the ASCII file (should be represented by a *Notepad* icon).

      <   Follow directions in the Text Import Wizard. If each column of data is right-justified then do the following, clicking "Next" after each step.

      1.   Use defaults.

      2.   Click on "Fixed Width."

      3.   Use defaults.

      4.   Make sure the column boundaries line up appropriately. If not, drag the vertical lines so that columns are correctly separated.

      5.   Preview the data to make sure it is correct.

      6.   Click "Finish."

      If data file is not aligned in columns but uses spaces or commas to separate the variables then use the defaults in Step 2 and select the separating character in Step 4.

B. After you have finished importing the data file, double click on each variable name and specify the following:

      1.   **Variable Name**

      2.   **Type** (either string or numeric — if numeric then specify the correct number of decimal places; double check the original data file to see how many decimal places are used for each variable!)

      3.   **Column Format** (make column wide enough to contain the variable name and all data values)

      4.   **Label** (an optional descriptive label used by SPSS on various reports)

C. **File**

      Save As

            File name: Specify a file name.

            Save file as type: SPSS (*.sav)

            Click on "OK".