## How to Open a CSV file in SPSS

If you're working in SPSS, but prefer Alchemer's CSV export settings, here is a way to open a CSV in SPSS for analysis.

Before we get started, it is important to note that several Alchemer features designed for SPSS will not work if you choose to import your CSV file in to SPSS (as opposed to the SPSS export option).

- Variable Names
- Variable Labels

First, export your data to a CSV file. See this article for more information on CSV exports.

Then open your CSV in SPSS by going to File > Open and selecting the .csv filetype from the dropdown menu, as shown here:

🔚 Open Data				
Look in: 🚺	Downloads	- 🔛 🔯 🎟 -		
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File <u>n</u> ame:				<u>O</u> pen
File <u>n</u> ame:	Sback Statistice (* cav)			<u>O</u> pen Paste
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After selecting your CSV file, you will be guided through SPSS's **Text Import Wizard**. Follow the screen settings below (most settings remain on their default option).

## Screen 1: select Next

Screen 2: select Yes for Are variable names included at the top of your file?

Text Import Wizard - Ste	o 2 of 6	×
- How are your variables a ◎ <u>D</u> elimited - Varia ◎ <u>F</u> ixed width - Varia	arranged? ables are delimited by a specific ables are aligned in fixed width o	: character (i.e., comma, tab). columns.
- Are variable names inclu © <u>Y</u> es © N <u>o</u>	ided at the top of your file? —	
Text file: C:\Users\bden 010. 1 2 1, "2015-04 "2", "2015-04 "3", "2015-04 "4", "2015-04 "5", "2015-04 "6", "2015-04	uth\Downloads\201504201451 20 30 20 14:45:16", "2015-04-20 20 14:45:17", "2015-04-20 14:45:17", "2015-04-20 20 14:45:17", "2	30-SurveyExport.csv 40 50 60 14:45:16", "Complete", "", " 14:45:17", "

Screen 3: select Next

Width Decimals Label Values Missing Columns	4
Text Import Wizard - Delimited Step 3 of 6	x
- The first case of data begins on which line number? 2 🗧 🗧 🧲	
How are your cases represented?	
Each line represents a case	
A specific number of variables represents a case: 73	
- Lleur many coppo de veu wontte import0	
<u>Ine first</u> 1000 cases.	
$\bigcirc$ A random <u>p</u> ercentage of the cases (approximate): 10 $\Leftarrow$ %	
-	-
Data preview	
0 10 20 30 40 50 60	
-	
2 "2","2015-04-20 14:45:17","2015-04-20 14:45:17","Complete", ",	
3 "3", "2015-04 0 14:45:17", "2015-04-20 14:45:17", "Complete", "", "	
4 "4", "2015-04-2, 14:45:17", "2015-04-20 14:45:17", "Complete", "", "	
< Back Next > Finish Cancel Help	

Screen 4: deselect any delimiters other than Comma, select Next

Which delimiters appear between variables? What is the text qualifier?   Tab Space   Comma Semicolon   Other Double quote   Only select comma Other:						
Data previ	ew V2	V3	V4	V5	V6	V7
40	2015-04-2	2015-04-2	Complete			
41	2015-04-2	2015-04-2	Complete			
42	2015-04-2	2015-04-2	Complete			
43	2015-04-2	2015-04-2	Complete			
44	2015-04-2	2015-04-2	Complete			
45	2015-04-2	2015-04-2	Complete			
46	2015-04-2	2015-04-2	Complete			
47	2015-04-2	2015-04-2	Complete			
48	2015-04	2015-04-2	Complete			
49	2015-04-2.	2015-04-2	Complete			
50	2015-04-2	015-04-2	Complete			-
4						
		Z				

Screen 5: select Next \*you may see a message that says Invalid variables names for this application have been found and changed - that's ok! Just press ok.

	Width Decimals	l ahel	Value	e Mi	eeina	Columns	<u>.</u> Δ	
1	🔒 Text Import Wizard - Step	5 of 6					×	
-	- Specifications for variable	(s) selected in t	he data previe	w				
	Data format is determined from the values present in the first 200 records. If a column contains multiple data types in the first 200 records, the variable type is set to string. The length (number of characters) for string variables is determined by the longest value present in the first 200 records. If subsequent records have longer values, they will be truncated.							
-	<u>V</u> ariable name:		Original I	Name:				
_	ResponseID		Respons	e ID				
_	Data format:							
_	Numeric	w.						
_								
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-	Data preview							
	Response TimeStar	d DateSubm	Status	ContactID	Lega	cyCo Co	m	
	1 2015-04-2	2015-04-2	Complete					
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-	3 2015-04-2	2 15-04-2	Complete					
_	1	1200-04-2	a amnielė					
	< Back Next > Finish Cancel Help							

Screen 6: select Finish, electing to Paste to Syntax if you'd like

e Width	Decimale I	l ahel	Values	Missina	Columns A
🔚 Text Import W	/izard - Step 6 of 6				<b>×</b>
var1 0 1 628 2 630 3 632 0 4 633 ₹	Par2 var3 v 840 1 2400 0 10200 0 870 0	You have succ Would you lik Yes No Would you lik Yes No Press the Finite	essfully define te to save this te to paste the sh button , co	ed the format of file format for syntax?	of your text file. future use? Save As Cache data locally xt import wizard.
Data preview Response 1 2 3 4 5 6 7 8 9 10 11 12 1 1 1 1 1 1 1 1 1 1 1 1 1	Time Start   Dz     2015-04-2   20	ate Sub Stat 15-04-2 Con 15-04-2 Con	ish Cancel	you're far yntax, you is option f ettings to a	niliar with SPSS can select to paste these a new syntax file

And that's it! All of your data should appear in a data file in SPSS, and you can then save that out as a .sav file for future use.

## **Related Articles**