




SPSS Tip 4.1

Save time and avoid RSI

By default, when you go to open a file, SPSS looks in the directory in which it is stored, which is usually not where you store your data and output. So, you waste time navigating your computer trying to find your data. If you use SPSS as much as I do then this has two consequences: (1) all those seconds have added up to weeks navigating my computer when I could have been doing something useful like playing my drum kit; (2) I have increased my chances of getting RSI in my wrists, and if I'm going to get RSI in my wrists I can think of more enjoyable ways to achieve it than navigating my computer (drumming again, obviously). Luckily, we can avoid wrist death by using *Edit*  *Options...* to open the *Options* dialog box (Figure 4.4) and selecting the 'File Locations' tab.

In this dialog box we can select the folder in which SPSS will initially look for data files and other files. For example, I keep my data files in a single folder called, rather unimaginatively, 'Data'. In the dialog box in Figure 4.4 I have clicked on *Browse...* and then navigated to my data folder. SPSS will now use this as the default location when I open files, and my wrists are spared the indignity of RSI. You can also select the option for SPSS to use the *Last folder used*, in which case SPSS remembers where you were last time it was loaded and uses that folder as the default location when you open or save files.

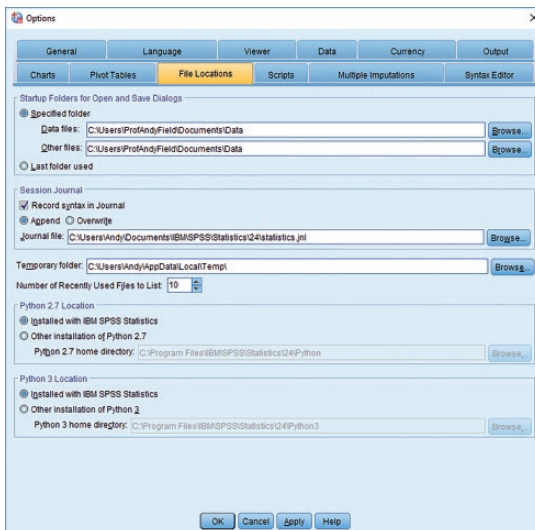


Figure 4.4 The *Options* dialog box