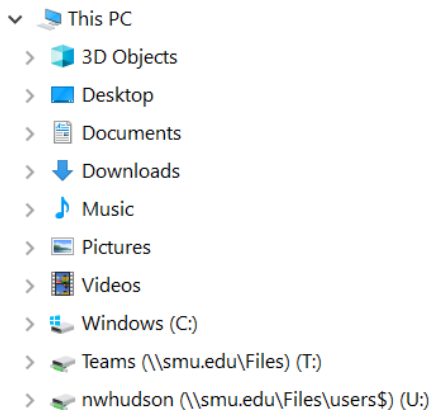# Opening Files in Apps.SMU SPSS

Files Must be on Your U: Drive

The apps.SMU version of SPSS _**can only read files that are on your SMU U: drive**_. So, if you plan to use the apps.SMU version of SPSS, you must put your data file on your U: drive.
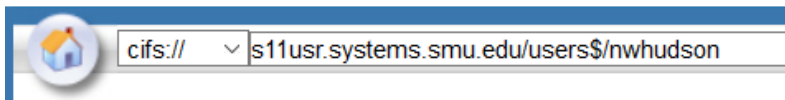
How do I put a file on my U: drive?

The easiest way to be able to put files onto your U: drive is to visit the OIT Help Desk and ask them to map your U: drive to your computer. Once your U: drive has been mapped to your computer, you will be able to drag and drop files into the U: drive, just like you would any other drive (e.g., your C: drive or a flash drive). Please note that you can only access your mapped U: drive **when you are on PerunaNet or are using the Cisco VPN Client off-campus.** (For more information on using the off-campus VPN, contact OIT.)

When your U: drive has been mapped, it appears as a drive under "This PC" in Windows File Explorer. Click the U: drive to drag and drop files into it.

If you have _not_ mapped your U: drive, you can use SMU's VPN website to upload files to your U: drive.

1. Visit https://vpn.smu.edu
2. In the address bar, choose "cifs://" from the dropdown menu
3. In the address bar, type "s11usr.systems.smu.edu/users$/yournetid" where "yournetid" is the first part of your @smu.edu email address (e.g., student1@smu.edu)
4. Click "browse"

5. Use the "Upload" button to upload the file to your U: drive

How do I access SPSS via apps.SMU?

If you do not have a personal copy of SPSS on your computer, you can use it online.

1. Visit apps.smu.edu
2. Click "Detect Receiver"
    a. Install the Citrix Receiver, if necessary
    b. Otherwise, click "Citrix Receiver Launcher" in the pop-up window and click "Open Link" (you may have to repeat this step several times if the pop-up window keeps reopening)
3. Click the "Apps" icon
4. Click "IBM SPSS Statistics." If multiple versions are listed, use the latest version
5. In the pop-up window, choose "Citrix Received Launcher" and click "Open Link"

Opening Your File in SPSS

1. In SPSS's main menu, select "File > Open Data"

2. Navigate to the directory where you saved your SAV file
    a. NOTE: If you are using the apps.SMU version of SPSS, SPSS will not be able to "see" any of the files on your computer. SPSS will only be able to "see" files on your U: drive, which is located at \\smu.edu\Files\users$. So, make sure your SAV data file is in that directory and navigate to that directory in SPSS's "Open Data" dialog window.