

# Saving Work in Citrix SPSS

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**These instructions outline how files may be saved in Citrix SPSS, but please follow guidelines provided by your instructor.**

Last updated May 2020

For further assistance with Citrix, please contact the CEIT Service Desk at [servicedesk@douglascollege.ca](mailto:servicedesk@douglascollege.ca)

## File Locations Available When Using Citrix SPSS

Use of Citrix SPSS involves a computer (the machine a user is physically touching) and a virtualized app running on a server at the college.

Work in Citrix SPSS can be saved to various locations. It's a good idea to save to a chosen location as soon as a user starts working and to save regularly while working.

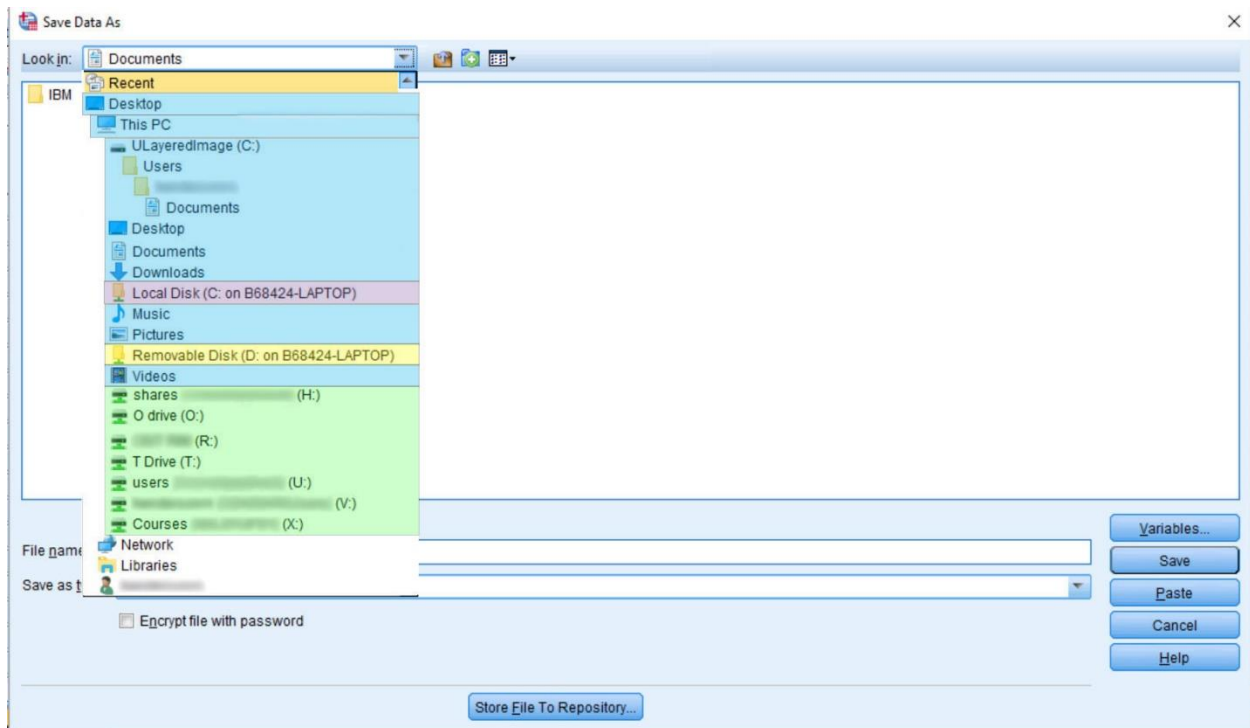


Figure 1. Identify file locations

The locations shaded in blue in *Figure 1* are on the Citrix server. Saving to these locations is not recommended, as the files will be stored temporarily, but will be removed daily and could become unavailable when a user disconnects.

The location shaded in purple in *Figure 1* is on the user's computer. In this example, the computer is a Douglas College laptop named B68424-LAPTOP. When saving to this location,

- save to the Local Disk C:\Temp folder and then move the file to the desired location when ready, or
- navigate to Local Disk C:\Users, choose the folder that matches your username, and choose a destination folder.

The location shaded in yellow in *Figure 1* refers to the flash drive (aka USB or thumb drive) plugged into the user's computer. The drive will typically be named Removable Disk and will often show as the D: drive. A user should insert their flash drive before connecting to Citrix, if possible, and should verify that they can see files on that drive before proceeding.

The locations in green in *Figure 1* refer to network drives. Employees should see shared drives as well as the drive with their CNA username (e.g. U:\smithj).

## Saving Citrix SPSS Data (.sav) Files

### Save a Citrix SPSS Data File to the Computer's Desktop

The steps below save the file to the local computer (the computer that the user is touching).

1. Click File.
2. Click Save As.
3. Click Local Disk (C:).  
(Fig. 2)
4. Double click Users.  
(Fig. 3)
5. Double click your username.  
(Fig. 4)
6. Double click Desktop.  
(Fig. 5)
7. Name the file and click Save.  
(Fig. 6)

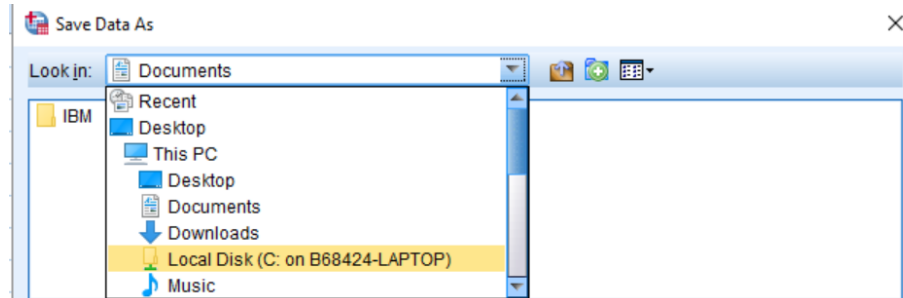


Figure 2. Selecting Local Disk

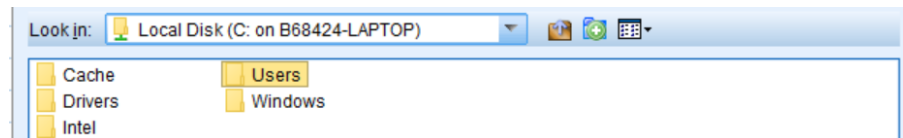


Figure 3. Selecting Users

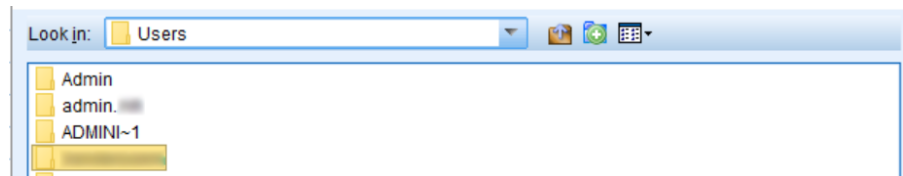


Figure 4. Selecting Username

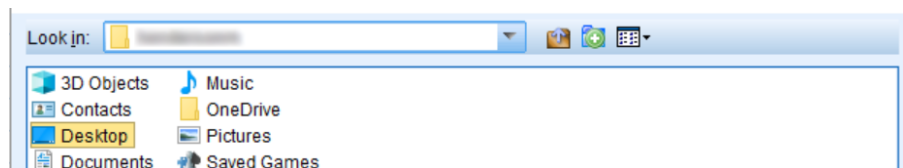


Figure 5. Choosing the desktop of the user's computer

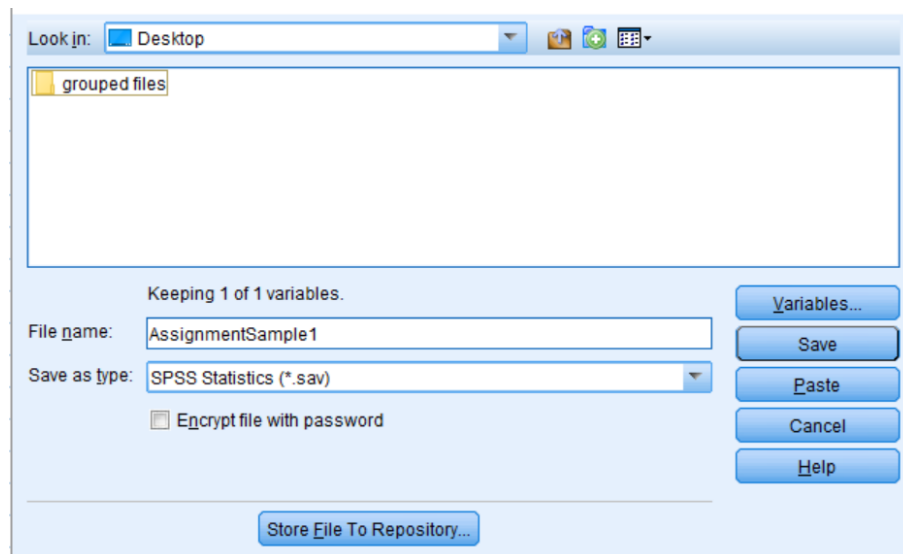


Figure 6. Choosing the desktop of a user's computer, naming the file, and saving

## Save a Citrix SPSS Data File to a Flash Drive

To save the data file

1. Click File.
2. Click Save As.
3. Choose Removable Disk.
4. (optional) Select a folder.
5. Name the file and click Save.

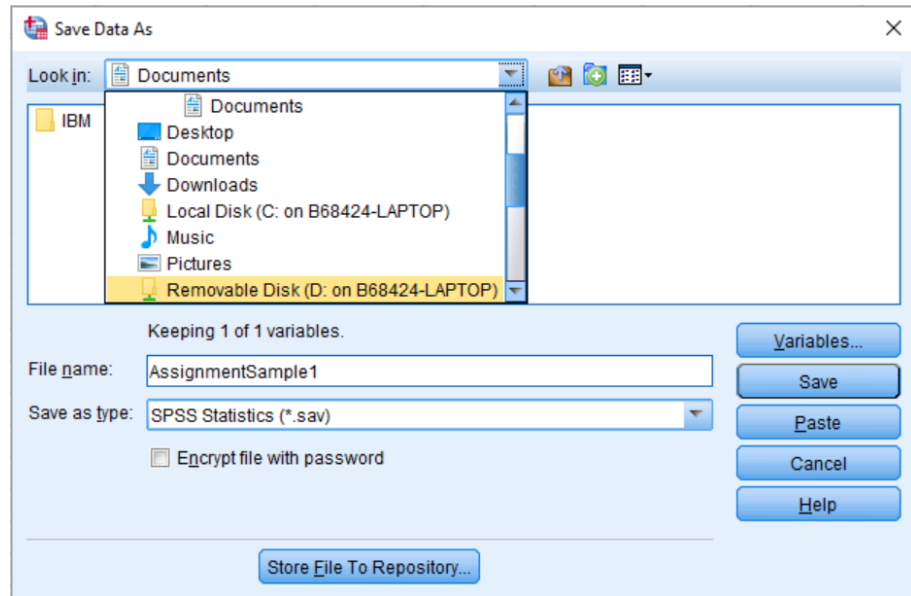


Figure 7. Saving to Removable Disk

## Save a Citrix SPSS Data File to a Network Drive (Employees)

1. Click File.
2. Click Save As.
3. Select users (U:) from the drop-down list. (Fig. 8)
4. Double click your username. (Fig. 9)
5. (optional) Double click on a subfolder.
6. Name the file and click Save. (Fig. 10)

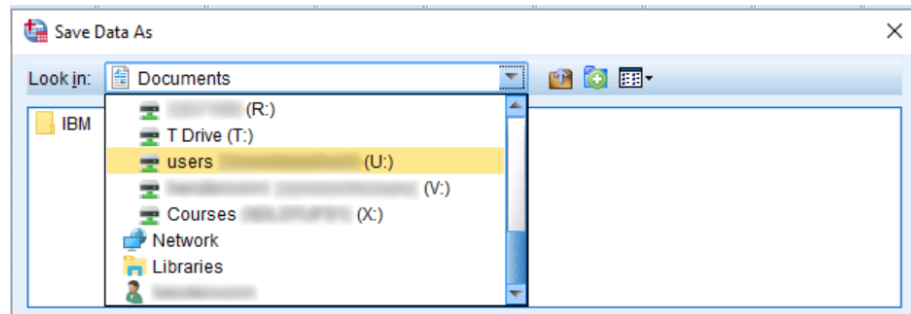


Figure 8. Selecting the users network drive

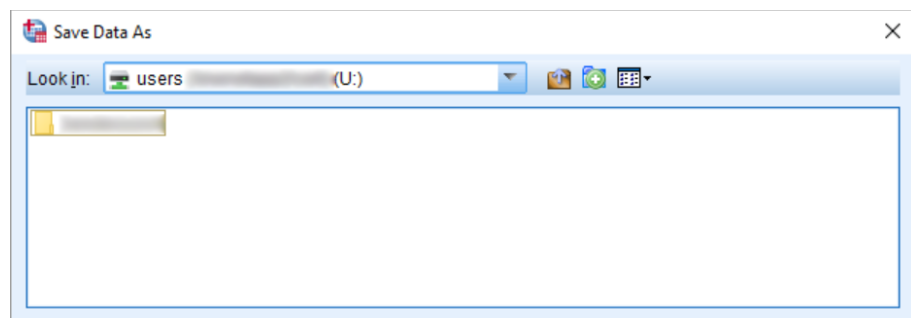


Figure 9. Selecting the user's personalized network folder

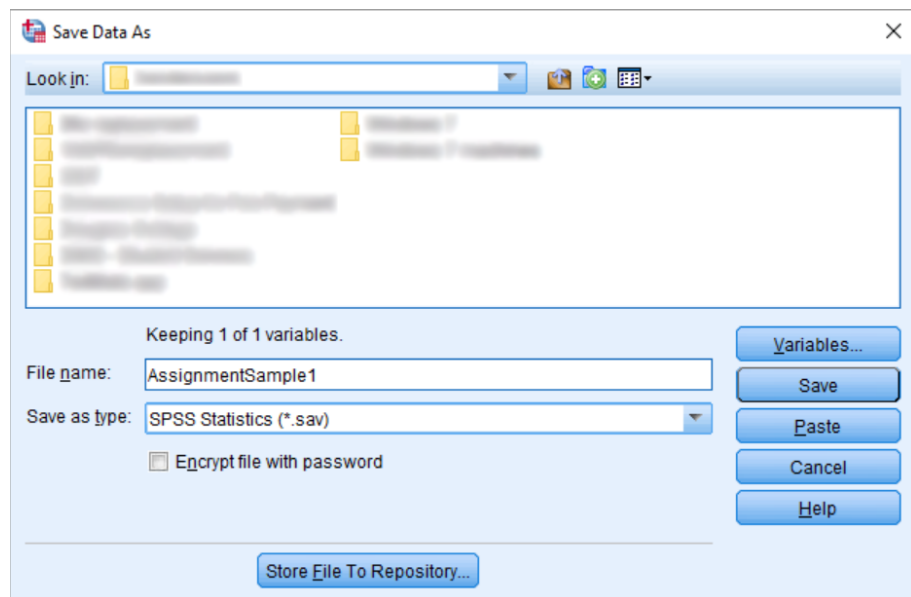


Figure 10. Naming and saving the .sav file

## Saving Citrix SPSS Output Viewer (.spv) Files

If the contents of the output viewer haven't been saved before you close the program, you may be prompted to save. This output will be saved as an spv file.

If you want to save

these contents,

1. Click Yes. (Fig. 11)
2. Choose the location where the file will be saved. (Fig. 12)
3. Name the file and click Save. (Fig. 12)

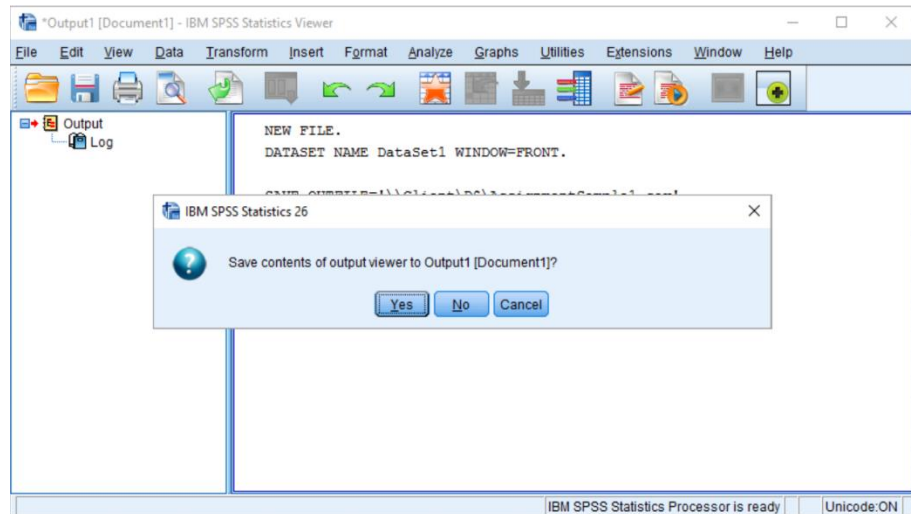


Figure 11. Prompt to save contents of output viewer

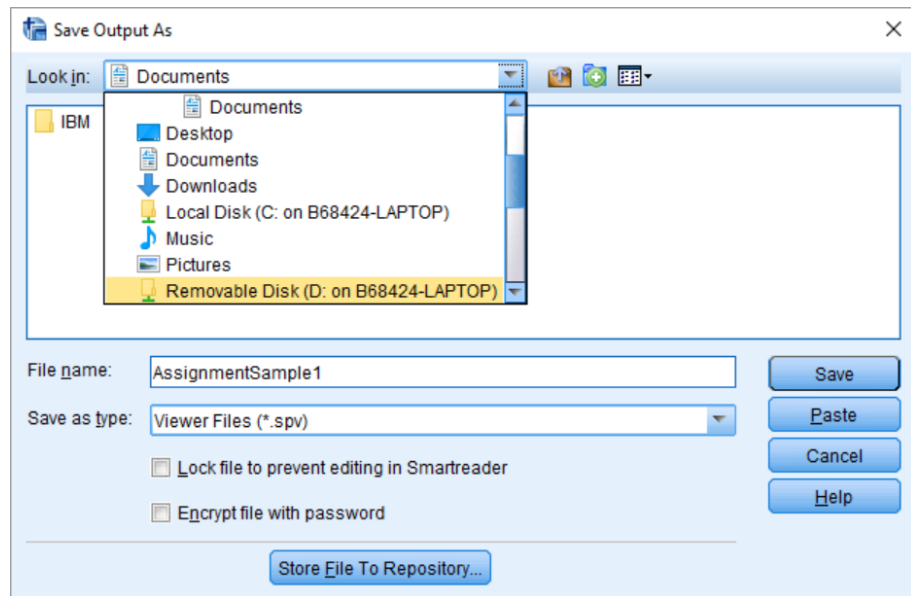


Figure 12. Selecting file location, naming file, and saving

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