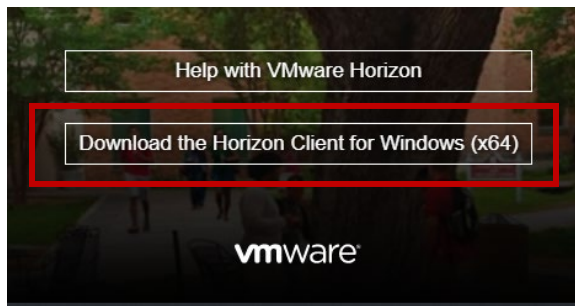


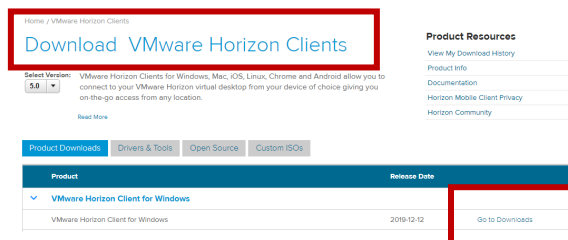
SPSS and the Vlab

By downloading the vLab application (VMware Client) to your computer, you are able to access all of the tools and features of the vLab. This tool on your computer is essential in quickly accessing SPSS, using the full range of Office 2018 application on a Mac, or accessing other programs that are not available on your personal computer. The VMware Client allows users to save documents to their computer hard drive or the OneDrive.

Download the Application



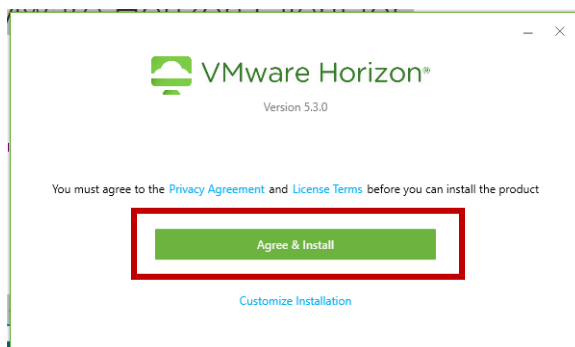
1. Open a browser and navigate to <http://vlab.uiwtx.edu>
2. Click **Download the Horizon Client for Windows (x64)**



3. On the *Download the VMware Horizon Clients* page, locate the client for your operating system. **Choose from Windows, Mac, Linux, Android, IOS or Chrome.**
4. For *Windows*, choose **VMware Horizon Client for Windows**
5. Select **Go to Downloads** on the right

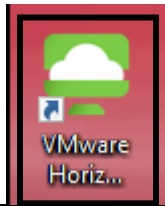


6. A new page opens. Click **Download** and **save** the file to your desktop.

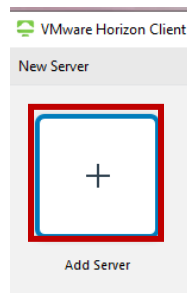


7. Click **Agree and Install**, then follow the prompts to install the software. There will be several prompts. You will need to *restart your computer* when the installation is complete.

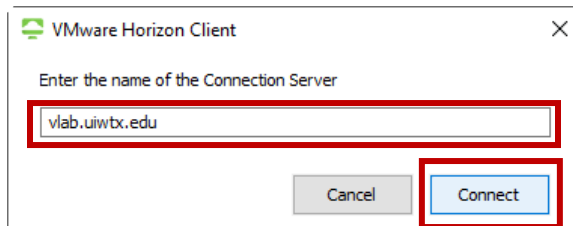
Install and Access the Application



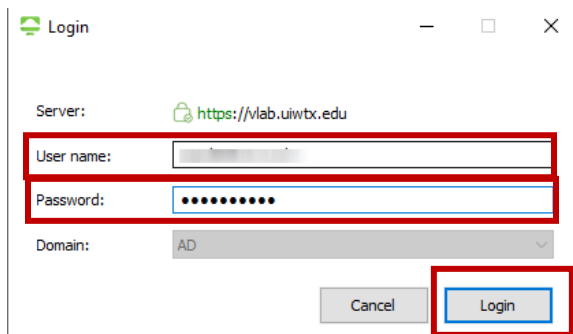
1. When this icon appears on your desktop, the installation is complete. Click the **VMware Horizon icon** to install the application



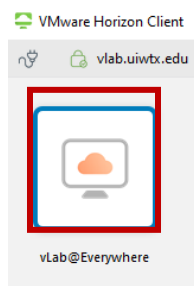
2. Click **Add Server**



3. On the next menu, type in the **vLab address: vlab.uiwtx.edu**
4. Click **Connect**



5. Enter your **UIW credentials** (*username and password*)
6. Click **Login**

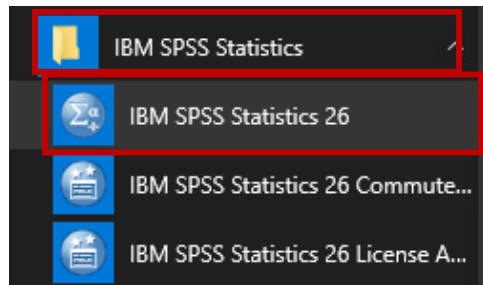


7. Click the **vlab@everywhere icon**

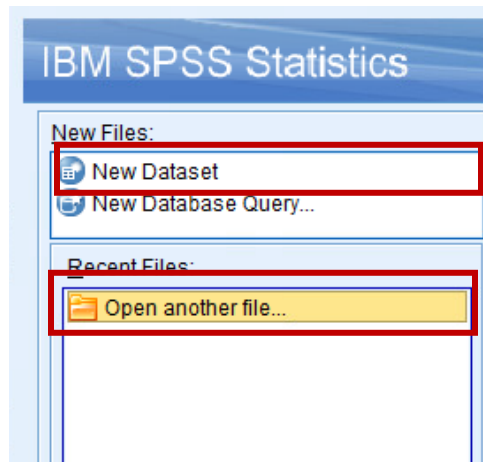


8. The Vlab page opens. Click **Start** to begin using vLab

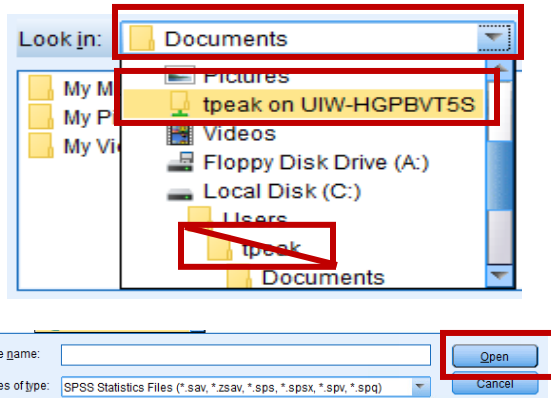
Open and Save SPSS Datasets in vLab



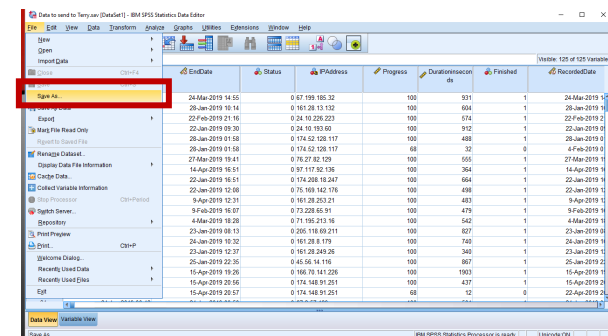
1. Clicking **Start** opens up the *Start Menu*
2. Locate *IBM SPSS Statistics* on the list, then choose **IBM SPSS Statistics 26**



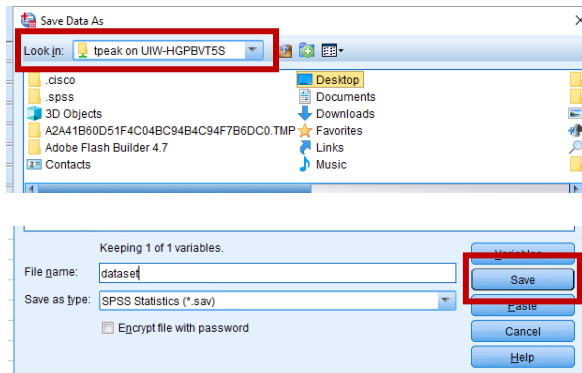
3. You may create a *New Dataset* or *Open another file* by clicking the appropriate **link**
4. Click *Open another file*



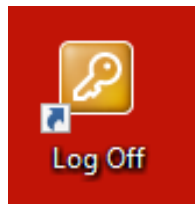
5. Click the **Documents** drop down and locate a folder named *yourusername on UIW-XXXX*. This number matches your computer's address. The Dataset will be saved to your desktop. **(There will be a folder named for your username, do not use this folder)**
6. **Note:** You can open datasets from the desktop or the OneDrive, just locate the *OneDrive at University of the Incarnate Word* folder
7. Click **Open**



8. As soon as you open the dataset, click **Save As**



9. Click the **Documents** drop down and locate the same folder (*yourusername on UIW-XXXX*)
10. **Note:** If the dataset was opened from the OneDrive, choose the folder named *F on UIW-XXXX*
11. Click **Save**
12. Continue to save the document as you modify the dataset by clicking **Save**. The document will save to the same folder.



13. To exit the vLab, click **Log Off**
 14. **Note:** Any documents saved to the vLab desktop will be **deleted**.
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