

A VERY USEFUL SHORTCUT – READ THIS

As a security safeguard, most browsers will not let me locate file directories on your hard drive. As a result, I am forced to have you type in the full file path and file name into input boxes. For example, if you want to import an SPSS file called data.sav located in the folder c:\ret then you must type in

c:\ret\data.sav

into the blank box above the ‘Choose File’ button. When you have a complex folder path, this is a pain. A shortcut you can use in Windows (and in Macs, I believe) is to click on the ‘Choose File’ button and navigate to the file you want to input. Right click on the file name and select the option “Copy as path.”

Next, click on the blank box above the “Choose File’ button to insert the cursor within the box. Press Ctrl-V to paste the clipboard contents into the box. The full folder path and file name will be pasted into the box surrounded by quotes. Delete the quotes on both ends and any other extraneous text and you will be set to go without any more typing. This makes it so you do not have to formally type the full path and file name in the box.

BE SURE TO DELETE THE DOUBLE QUOTATION MARKS