TABLE OF CONTENTS

Downloading and Installing IBM® SPSS® Statistics Data Editor ................................................ 1

  Installing Novell ZENworks .................................................................................................... 2
  Downloading and Installing IBM SPSS Statistics Data Editor .............................................. 11
  Downloading a License for Offline Use ............................................................................... 14

System Requirements ............................................................................................................. 17

  Microsoft Windows Operating System ............................................................................... 17
  The University of Southern California (USC) System Requirements ................................... 18
DOWNLOADING AND INSTALLING IBM® SPSS® STATISTICS DATA EDITOR

The purpose of this guide is to explain how to download and install IBM SPSS Statistics Data Editor. Follow the steps as detailed in this document. If you encounter any issues, contact the College and Libraries Help Desk at 213-740-2775 or clhd@usc.edu.

This guide details the installation process for Windows® 7 and 8. However, the process for Windows XP® or Vista® will be extremely similar.

| NOTE: | If you already have Novell® ZENworks® installed on your system, **DO NOT RE-INSTALL ZENworks**. Go directly to the Download and Install IBM SPSS Statistics Data Editor section of this document.

If you see the following image in your task bar, ZENworks is already installed.
Installing Novell ZENworks

1. Select the **Start** icon, located on the lower left side of the screen. The **Start** menu displays.

   ![Start menu with Control Panel highlighted]

   *Select Control Panel.*
2. Select **Control Panel** from the right side of the menu. The **Control Panel** displays.

3. Select the **System** option. The **System** window displays.
4. Locate the *Computer name, domain and workgroup settings* section and select **Change settings**. The *System Properties* window displays.
5. On the **Computer Name** tab of the **System Properties** window, select the **Change...** button. The **Computer Name/Domain Changes** window displays.

6. Enter the designated hostname for your computer in the **Computer name:** field. Desktop computers at USC have a designated hostname that should be used. If you do not know the designated hostname of your computer, you can locate the name by visiting [http://www.displaymyhostname.com/](http://www.displaymyhostname.com/).

   If your desktop/laptop computer already has a name listed in the **Computer name:** field that is not the designated hostname, remove the existing name from the **Computer name:** field and replace it with the designated hostname.

   If you are using a laptop computer or a desktop computer that does not have a static designated hostname, enter a unique, identifying name in the **Computer name:** field. The name you choose must be 15 characters or less. For example, you might name your laptop JohnDoeLaptop or JaneDoeEALCPC. If a name already exists in the **Computer name:** field, remove the existing name and replace it with a name of your choosing.

   You will provide the name of your computer to the College and Libraries Help Desk later in this process.
7. Select the **OK** button to save your changes. You may be prompted to restart your computer. Select the option to **Restart Later**.

![Restart Window](image1.png)

8. Launch your web browser and navigate to [https://mydornsife.usc.edu/](https://mydornsife.usc.edu/). Log into the *MyDornsife Portal*, if necessary, and then select the **Download Software** hyperlink, located on the *Personal Tools* tab.

![Download Software](image2.png)

The **Download Software** page displays.
9. Locate ZENworks® Agent for Windows and select the corresponding Download hyperlink.

The File Download - Security Warning window displays.

10. Select the Run button to begin the download.
11. Some versions of Windows® display a User Account Control window before installing new software. If the User Account Control window displays, select the Yes button to authorize the installation. You may have to enter your login credentials, as well.

12. The ZENworks Agent application begins to install and the installation's progress is displayed in the Windows task bar.
13. When the installation is complete, the Reboot Required window displays. Select the Yes button and restart your computer at this time.

14. After restarting your computer, select the ZENworks icon from the task bar. The ZENworks icon should appear similar to the following image.

15. The ZENworks Configuration Management window may display. Select the Cancel button. It is not necessary to enter your login credentials, at this time.
16. Right-click on the ZENworks icon in the task bar. Select **Show Properties**.

17. The ZENworks Adaptive Agent window displays. Verify the **Device Name**. The **Device Name** should match the name you entered in the **System Properties** menu.
Downloading and Installing IBM SPSS Statistics Data Editor

1. E-mail the *Device Name* (see Step 6 in the previous section) of your computer to clhd@usc.edu and request that it be assigned a license. You will receive an e-mail confirmation once the license has been assigned.

2. Access the *ZENworks Application Window* by navigating to **Start > All Programs > Novell ZENworks > ZENworks Application Window**.

![ZENworks Application Window](image)
3. Select the **ZENworks Application Window** option. The **ZENworks Window** displays.

4. If it is not already selected, select the **Applications** option located on the left-side of the window. The right-side of the window displays the software applications available for download and installation.

5. Locate and double-click the **SPSS Statistics** icon.
6. The software application begins to download and install.

7. When the installation is complete, the software application will automatically open.

8. Upon the first launch of the application, SPSS displays the following message.

9. Select the appropriate option on the *Unicode Mode* screen. The recommended setting for this application is to use Unicode encoding. However, locale encoding might be more appropriate for your needs.

10. After selecting the appropriate encoding mode, the application is ready for use.

Repeat these steps to download and install additional software applications to your computer.
DOWNLOADING AND INSTALLING

Downloading a License for Offline Use

If you want to use your copy of SPSS when not connected to the USC network, either on campus or via VPN, you will need to download an offline license. This license is good for 7 days and will provide you with full access to SPSS. When the license expires, simply connect to the USC network and download a new 7 days license.

1. To download the offline license, open the Zenworks window or the Start menu, depending on how you access SPSS. Select **SPSS 21 Commuter Utility**. An icon similar to the following should be displayed.

   ![SPSS 21 Commuter Utility icon]

2. The Commuter Utility displays. Highlight the name of the license. The **Duration (Days)** field and **Check Out** button become active.

   ![Commuter Utility interface]

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3. Enter the number 7 into the **Duration (Days)** field. Numbers larger than 7 are not accepted. Next, select the **Check Out** button.

4. A red checkmark appears next to the name of the license, indicating that the check out is complete. Select the **Exit** button to close the Commuter Utility.

You may now launch SPSS as you normally would, but for use offline.
SYSTEM REQUIREMENTS

This document details the system requirements to run Microsoft Outlook. Review the document's contents by:

- Microsoft Windows Operating System
- The University of Southern California System Requirements

Microsoft Windows Operating System

Your computer system must meet the following requirements to successfully run IBM SPSS on the Windows operating system.

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer and Processor</td>
<td>500-megahertz (MHz) processor or higher</td>
</tr>
<tr>
<td>Memory</td>
<td>1 gigabyte (GB) OF RAM recommended for accessing Microsoft Outlook data files larger than 1GB*</td>
</tr>
<tr>
<td>Hard Disk</td>
<td>900 megabytes (MB) available disk space</td>
</tr>
<tr>
<td>Display</td>
<td>1024 × 576 or higher resolution monitor</td>
</tr>
<tr>
<td>Operating System</td>
<td>• Windows Vista (64-bit)</td>
</tr>
<tr>
<td></td>
<td>• Windows 7 (64-bit)</td>
</tr>
<tr>
<td></td>
<td>• Windows 8 (64-bit)</td>
</tr>
<tr>
<td>Other</td>
<td>Internet Explorer® versions 7 or later</td>
</tr>
<tr>
<td></td>
<td>-OR-</td>
</tr>
<tr>
<td></td>
<td>Mozilla® Firefox® versions 3 or later</td>
</tr>
<tr>
<td></td>
<td>Additional services may require an Internet connection.</td>
</tr>
<tr>
<td>Network</td>
<td>You must be connected to the University of Southern California network (physically or through VPN) when using IBM SPSS, due to licensing agreements</td>
</tr>
</tbody>
</table>

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The University of Southern California (USC) System Requirements

In order to ensure the integrity of university data, USC requires all laptops and mobile storage devices that are paid for with university funds and/or used for USC business purposes to be encrypted. As an additional security measure, we strongly encourage you to avoid storing any sensitive data on such equipment altogether.

Laptops and mobile storage devices purchased on or after April 22, 2009 must be either a.) delivered with built-in encryption (preferred) or b.) accompanied by a software-based encryption solution for subsequent installation. All encryption solutions purchased separately must be installed before the instrument may be used to store or access university data. This policy applies to laptops and mobile storage devices purchased from all sources of university funds, including sponsored project accounts, and applies to laptops and mobile storage devices used for business purposes but purchased with personal money.

For assistance with encryption compliance, contact the College and Libraries Help Desk at clhd@usc.edu or (213) 740-2775.
CONTACT DORNSIFE TECHNOLOGY SERVICES

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825 Bloom Walk, ACB 530
Los Angeles, CA 90089-1486

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E-mail: clhd@usc.edu