

## Worksheet: Register and download UK Data Service data

This worksheet shows you how to get data from the UK Data Service. Following the worksheet, you will:

- register with the UK Data Service
- download data in SPSS format

The worksheet uses the Crime Survey for England and Wales 2013-2014 as an example, but the same steps apply to other datasets.

### Task – Download data from the Crime Survey for England and Wales 2013-2014

The task in this worksheet is to obtain relevant survey data for a research project examining fear of crime.

Follow the instructions and download the Crime Survey for England and Wales 2013-2014.

*Follow instructions marked with a ➔ on your computer*

## 1. Register with the UK Data Service

Anyone can register with the UK Data Service. Once you are registered, you can download most datasets.

- ➔ go to [www.ukdataservice.ac.uk](http://www.ukdataservice.ac.uk)
- ➔ click on 'Register / Login' near the top right of the page and follow the instructions

Students at a UK Higher Education institute or university can log in through using their institutional username and password.

If you are a student elsewhere, you will need to 'Request a username'.

## 2. Download a dataset

### 2.1. Go to the relevant catalogue page

Once registered, download the Crime Survey for England and Wales 2013-2014.

- ➔ go to [www.ukdataservice.ac.uk](http://www.ukdataservice.ac.uk)
- ➔ go to Get Data

Use the UK Data Service Data Catalogue search engine to search for Crime Survey for England and Wales 2013-2014

- ➔ type Crime Survey for England and Wales 2013-2014 into the search box
- ➔ click the search icon

The screenshot shows the search results page for 'Crime Survey for England and Wales 2013-2014'. The search bar at the top contains the text 'Crime Survey for England and Wales 2013-2014' and a search icon. Below the search bar, there are tabs for 'STUDIES (7344)' and 'SERIES (73)'. The main content area displays a list of search results, including 'SN 8142 | Scottish Crime and Justice Survey, 2014-2015: Special Licence Access, Victim Form Data', 'SN 8143 | Scottish Crime and Justice Survey, 2014-2015: Special Licence Access, Self-Completion Data', 'SN 8011 | Crime Survey for England and Wales, 2013-2014: Unrestricted Access Teaching Dataset', 'SN 7911 | Crime Survey for England and Wales, 2013-2014: Teaching Dataset', 'SN 7311 | Crime Survey for England and Wales, 2011-2017: Secure Access, Low-Level Geographic Data', and 'SN 7619 | Crime Survey for England and Wales, 2013-2014'. On the left side, there is a filter panel with fields for 'Date from:', 'Date to:', 'Topic:', 'Data Type:', 'Access:', and 'Country:', along with a 'Refine date' button and a 'Reset filters' button. The top right of the results area shows 'Displaying 1 - 10 of 13 results for 'Crime Survey for England and Wales 2013-2014'' and 'Page 1 of 2'.

From the search results,  
➔ click on the dataset title

*Tip: Be careful not to choose the 'Secure Access' datasets. These datasets contain more detailed information than the standard datasets and can only be accessed via a more involved registration process.*

## 2.2. Read the catalogue page

Clicking on the dataset title will take you to the catalogue page.

### Crime Survey for England and Wales, 2013-2014

Details	Documentation	Resources	Access
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**Details** ▼

<b>Title:</b>	Crime Survey for England and Wales, 2013-2014
<b>Alternative title:</b>	CSEW
<b>Study number (SN):</b>	7619
<b>Persistent identifier:</b>	<a href="#">10.5255/UKDA-SN-7619-2</a>
<b>Series:</b>	<a href="#">Crime Survey for England and Wales</a>
<b>Principal investigator(s):</b>	Office for National Statistics

  

**Sponsors and contributors** ▼

  

**Topics** ▼

Crime and law enforcement  
Social behaviour and attitudes  
Youth

The catalogue page includes useful information about the dataset.

Reading through the catalogue page is important for getting a feel for the data. It will help you understand when and how it was collected, the main topics asked and the number of responses obtained.

You can find further survey documentation, such as user guides and questionnaires, on the 'Documentation' tab.

## 2.3. Click on the 'Access' tab and log in

To download the data

➔ click on the 'Access' tab and 'logged in'

This will take you to a login screen:

- ➔ type in the name of your organisation and click 'Continue' (If you are not in the UK, or your organisation is not on the list of federation members, click on 'request a username')
- ➔ enter your institutional username and password

**Login**

Select your organisation to continue:

You previously selected: [University of Manchester](#)

Start typing the name of your organisation...

Continue

If you have a username beginning 'ukd', [use this link to login](#).

If you are a Secure Lab user, [login to Secure Lab](#).

## 2.4. Access the data

You will arrive at the 'Access' screen.

➔ click on 'Add to account'

[Home](#) / [Data catalogue](#) / [Studies](#) / [Study](#)

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### Crime Survey for England and Wales, 2013-2014

[Details](#) [Documentation](#) [Resources](#) [Access](#)

#### Access

The Data Collection is to be made available to Registered or Authorised Users.

Requests for Commercial Use of data are to be subject to the permission of the data owner or his/her nominee.

Add these data to your account. (Safeguarded UKDA Download)

[Add to account](#)

➔ click on 'My Account' at the top of the screen

[My Account \(1\)](#) | [Help](#) | [Accessibility](#) | [Data catalogue](#)

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### Crime Survey for England and Wales, 2013-2014

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#### Access

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➔ click on 'View data' and select your dataset

➔ click on 'Add to project'. You can add the dataset to a new or existing project

### Assign datasets to project

ID	Dataset	Status	
7619	Crime Survey for England and Wales, 2013-2014	-	<input checked="" type="checkbox"/>

☒ Create a new project

☐ Add to an existing project

[Create a new project](#)

[Cancel](#)

- ➔ click on 'Create a new project'
- ➔ enter a title and a brief description of the project and click on 'Create project'
- ➔ click on 'Add to project'

### Assign datasets to project

ID	Dataset	Status	
7619	Crime Survey for England and Wales, 2013-2014	✓ Ready to assign	<input checked="" type="checkbox"/>

**Information:** Your new project has been created and is preselected below.

☐ Create a new project  
☒ Add to an existing project

Project: \* UK Data Service

Only checked datasets will be added to this project.

Add to project

[Cancel](#)

## 2.5. Download

You can now download the data.

**Data**

Projects ➤

Datasets

Deposits

My Details

### UK Data Service

Project
Datasets
Members
Notes
Log

**Datasets in project** Unselect all datasets

ID	Dataset	Status		
8370	<a href="#">Annual Population Survey Three-Year Pooled Dataset, January 2015 - December 2017</a>	✓ Active	Actions ▼	<input type="checkbox"/>
7619	<a href="#">Crime Survey for England and Wales, 2013-2014</a>	✓ Active	Actions ▼	<input checked="" type="checkbox"/>
5439	<a href="#">Health Survey for England, 2004</a>	✓ Active	Actions ▼	<input type="checkbox"/>

Download selected

- ➔ click on 'Projects' then the 'Datasets' tab
- ➔ select your data and click on 'Download selected'

## 2.6. Choose data format and download

Choose the format in which you want the data.

### Download

Unselect all downloads

File Format	File Size (mb)	Download	
Dataset: Crime Survey for England and Wales, 2013-2014			
SPSS	18.03	<a href="#">Download</a>	<input checked="" type="checkbox"/>
STATA	16.84	<a href="#">Download</a>	<input type="checkbox"/>
TAB	19.2	<a href="#">Download</a>	<input type="checkbox"/>

Download selected

In the worksheets, we will be using SPSS

➔ click on *SPSS*

Data is downloaded in a zip-file, which will also include the documentation.

➔ *Save* the zip file somewhere you will find it

To find the data,

- ➔ Open the zip file
- ➔ Find and open the folder called 'SPSS' (there may also be another folder to open inside)

SPSS data are normally in .sav files but older data may be saved in a .por file, which is an SPSS portable file.

### 3. Which data file?

You will see there is more than one data file. Survey data often comes in several files. The different files might contain data:

- for specific samples
- from different parts of the questionnaire
- for different units of analysis

Name	Type	Com
csew_apr13mar14_10-15_nvfv.sav	SPSS Statistics Data Docu...	
csew_apr13mar14_10-15_vfv.sav	SPSS Statistics Data Docu...	
csew_apr13mar14_nvfv.sav	SPSS Statistics Data Docu...	
csew_apr13mar14_vfv.sav	SPSS Statistics Data Docu...	

The filenames might make it clear what data the files contain. In this case the files marked with 10-15 include data for children aged 10-15.

However, we often need to consult the documentation to understand difference between the files.

For instance, in this case we need to find out the differences between the files:

- csewapr13mar14\_nvfv.sav
- csewapr13mar14\_vfv.sav

Copies of the documentation come in the downloaded zip file.

- ➔ Return to the main folder
- ➔ Find and open the folder called 'mrdoc'
- ➔ In mrdoc, open the folder 'PDF' (which contains all the documentation in PDF)
- ➔ Open the main user guide (7619\_csew\_adult\_userguide.pdf).

When the document is open

- ➔ Scroll to the second page to see the Contents

In the Contents list you can see there is a chapter of the user guide discussing the different file types.

- ➔ Go to this chapter

Scanning through this text we find the following details

*"The CSEW dataset is made up of two files – the victim form (VF) and the non-victim form (NVF). Each case on the non-victim form refers to an individual respondent, whereas each case on the victim form refers to an individual incident reported by a respondent."*

In this case, the focus of analysis is on individuals; we therefore need the non-victim form (csewapr13mar14\_nvfv.sav)

- ➔ Open this file

You are now ready to start analysing the fear of crime using this survey dataset in SPSS.