

GeoLytics®

CensusCD® 2000

Long Form

(Release 1.0)

User Guide

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A. Introduction

CensusCD 2000 Long Form is the first product to contain complete Census 2000 Long Form data. **CensusCD 2000 Long Form** incorporates many other value added data items and tools such as calculating population and their characteristics by distance around a point and customized data and map extracts.

CensusCD 2000 Long Form is the solution for government business and academic users who need easy and instant access to area statistics and mapping. For existing GIS users, data and maps can be exported as ArcView® shape and Map-Info® MID/MIF files. For non-GIS users, thematic mapping, query capability, and statistical tools are built into a stand-alone sophisticated mapping application that integrates incredibly detailed information. This unique product offers an unparalleled breadth of data and revolutionary technology to extract, create, and export data and maps for any block group or larger community in the nation.

The on-line help contains additional information about selecting, mapping, and exporting data and boundaries. Documentation provided by the Census Bureau about Long Form data that has been compiled into **Census CD 2000 Long Form** and is also included. A specific Help section to explain the Map Viewer is available from both the main Help Contents and the Map Viewer itself.

B. Installation

When installing this product either use the default path or if you want to reassign the path, no part of the path name can exceed 8 characters.

1. Insert the CensusCD 2000 Long Form CD disk into your CD-ROM drive
2. In the Windows Program Manager, choose Run from the Start Menu
3. Type D:\setup.exe (assuming D is the letter of your CD-ROM drive), click OK

OR

2. Click on the "My Computer" Icon, choose the CD Drive (often D:\)
3. Click on the "Set Up" Icon (it looks like a blue computer)
4. Follow the on-screen instructions. Note: If you have previously installed CensusCD 2000 Long Form, uninstall it now
5. When prompted, enter your Name, the name of your Organization, and your Serial Number. Type the serial number with no spaces or dashes. It is very important that the number is exact.
6. After installation is done, you can start CensusCD 2000 Long Form at any time by double clicking on the CensusCD 2000 Long Form icon or from the Windows "Start" button.

Note: To use the program, the original CD must be in the same CD-ROM drive in which it was installed. Otherwise, the program will start, but the reports will not run correctly.

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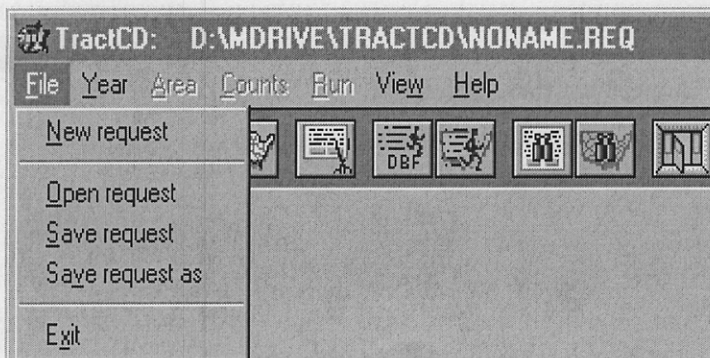
You must agree to the **End User License Agreement (EULA)** for CensusCD 2000 Long Form during Setup or the product will not be installed and you will have no right to use the product or resulting data. A copy of this EULA can be found under the Help menu item. You can view a copy of the EULA in advance, **before purchasing** or opening any GeoLytics product, by **downloading** it from the **GeoLytics web site** at: **www.geolytics.com**

September 23, 2002

C. Five Steps to Producing Files and Maps

1. Name your **File** – where to store the report (data files and maps) you are about to generate
2. Select the **Area** from the pull-down menu (If you think of a map this will be the entire area covered)
3. Select the **Sub-area** from the menu (If you think of a spreadsheet this is the individual lines of data)
4. Select the **Counts** (variables) that you want to see for these areas (in a spreadsheet the columns of data)
5. **Run** the Report that you are interested in. Report formats are Summary, ASCII, dbf, or Maps.

1. Name your File



The **Request File** controls the directory where the **output files** (including reports, dBase files, or maps) **will be written**. Changing the drive or directory of the request file will control where the file is produced. Output files will have the same name as the request file with a different extension. For example, if the request file name is changed to "**a:myfile.req**", then the file can be written as "**a:myfile.rpt**" (Summary report), "**a:myfile.csv**" (ASCII), or "**a:myfile.dbf**" (Dbase output).

The default name given to the request and file is "Noname". You can change the directory of the name by selecting **Save**

Request As and then changing either the File and/or Subdirectory names

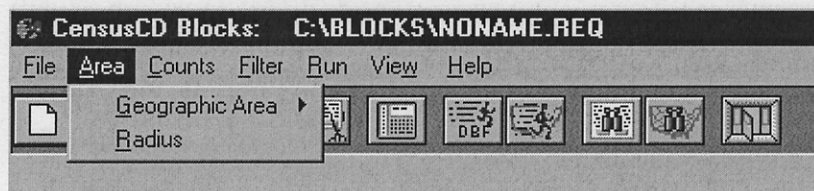
Caution: names of the file and subdirectory must be **8 characters or SHORTER** and **cannot contain spaces**.

New Request	Creates a new request; allows you to select the geographies and variables from start
Open Request	Opens existing, saved requests
Save Request	Saves current request parameters giving it the same name and path
Save Request As	Used to start a new series of files and controls the path/name of subsequent files

Note: A request tells **CensusCD 2000 Long Form** the information you want and how you want it. **The Request file stores information about the Area, Subarea and Counts**, which is passed to the database to produce a file.

2. Select the Area (A Geographic Choice)

Select Area menu command. You will see two types of areas: **Geographic** and **Radius**.



Select Geographic Area, or press the button to display the geographic area screen:

There are 8 levels of geography that can be selected for:

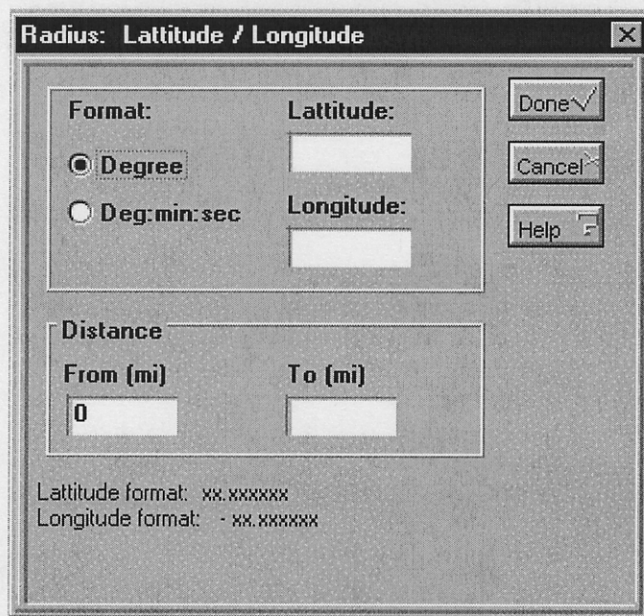
States	Counties	Tracts	Block Groups	MDC/CCD
Places	Congressional Districts		Zip or ZCTA (Zip Code Tabulation Area)	

The Geographic area screen will let you easily select any of the geographic levels. If you only want data for a specific tract within a county, then you will need to select State, then County, then the tract – the pull-down menu will guide you through the selection process.

You can select any area and up to 240 areas of the same type. If you need more than 240 you should probably select a larger “area” to begin with. For example to select all of the tracts in a state – the area is the State – not the tract. The Tract will be the subarea.

2. Select the Area (Radius Choice)

The second type of area is **Radius** (circular area). You may decide to use this type of area view to get information for what’s around a specific location. Use an exact **Latitude** and **Longitude** to specify the center of the Radius. Then, enter the distance from the center of the radius to specify the radial area size (for example, 20 miles from a specific location).




3. Select the Sub-area

The sub-area is the geography that you want the area subdivided into. For example the counties of the state, the tracts in a county, the zip codes in the state. In these examples the sub-area is the county, tract, then zip code. The sub-area is either the same as the area or it needs to be a smaller wholly contained component. You cannot, for example run the zip codes of a county, because zip codes cross county lines. To build an association for these sort of relationships run

the state level with county as the sub-area and then add zip as a layer over the map. Alternatively, you could run the county at a block level (if you have a block product from us) with the Geographic Indicators for both zip code and county and then you can see which blocks from a given zip code are in which county.

4. Select the Counts (Variables)

Next, specify census counts to include in your file. In other words, "what information are you interested in?" **Counts are the actual demographic and geographic variables that you want to know.**

Any of the 16,500 counts available at the tract level or above (or 5,500 variables at the block group level) can be selected using the counts pull down menu or this icon . For a complete list of the data tables available, go to our website www.geolytics.com and select the Census2000 link and then the Long Form.

- (1) Select the menu item COUNTS
- (2) Select the **group** you want; Geographic Identifiers, Population 1 or 2, and Household 1 or 2

BLOCK GROUP data is only available for Geographic Identifiers, Population 1 and Housing 1. Population 2 and Housing 2 variables CANNOT be selected at the Block Group level.

- (3) In the window marked TABLES all demographic categories will appear, scroll down and select the ones you want
- (4) In the COUNTS listing will be the selections within that category. For example the Table is Race but the Counts are White, Black, Asian, American Indian or Native Alaskan, Native Hawaiian or Pacific Islander, Other or 2 or More Races. .
- (5) Select DONE

While in the tailored counts screen, simply select the demographics you want. You know a count is selected when you see its short description in the "selected" window. Tagging the first and last counts in this series and then tagging the "Select Between" button can select a series of counts.

Searching for Geographic Areas and Counts:

There are search functions that will help you to find the geographic areas you are looking for or the demographics you are looking for. Both will search through the complete lists of areas, or counts, and return a list that matches the search word you entered.

5. Run the Report in the Format You Select

Go to "Run", select Summary, dbf, ASCII, or Maps.

Summary – a sum for the area (without listing subarea numbers) for the counts selected

Dbf – a dBase-compatible data file with a .dbf extension easily imported into statistical and spreadsheet packages.

ASCII – available in tab or comma delimited format with headers. File will have a .txt or .csv extension and can be easily imported into statistical and spreadsheet packages.

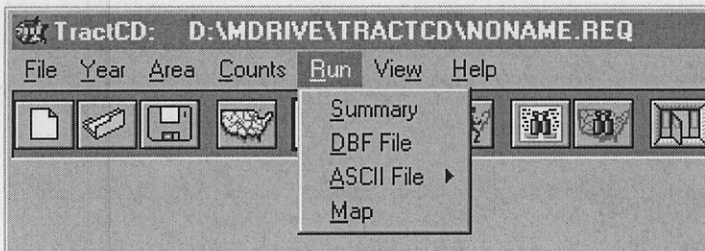
Map – the polygons can be exported as either shape or mid/mif files and will have an accompanying .dbf file with the data. You can import these files into ArcView , MapInfo and other mapping software packages.

Your output file can be found under the subdirectory and file name that you selected when

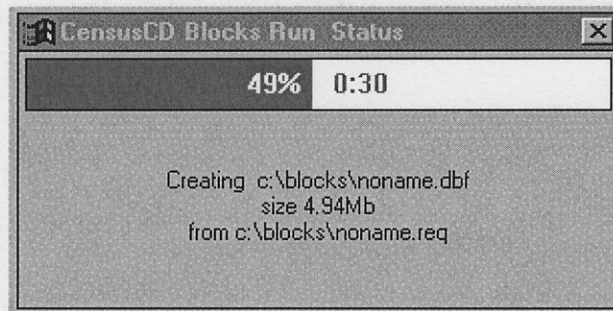
you named the request file. If you didn't save the request file then your output file will be found under the subdirectory you installed the Neighborhood Change Database on with the name "noname". In addition to the output file you requested, there will also be a .doc file that will have the full name of the variables and geographies you selected.

For example, lets map it:

- (1) Select the menu item RUN
- (2) Select Summary, DBF, ASCII or Map



The file run is done in a multi-tasking mode so that you can go on selecting other files, or doing other tasks, while the system continues to access the database for the information you requested. When the file is completed, a viewer/map window will be created and activated, and the completed file will be displayed or mapped.



You can **view** any file using the **CensusCD 2000 Long Form** viewer. While browsing the file, you can **search** for information, **copy** to clipboard, or **print** the file.

Finally, you can use the file data as an input to other systems like **statistical** (e.g. SAS, SPSS), **database** (e.g. Access, Oracle), **spreadsheet** (e.g. Excel, 1-2-3), or **mapping** (e.g. ArcView, MapInfo) packages.

D. Saving your data

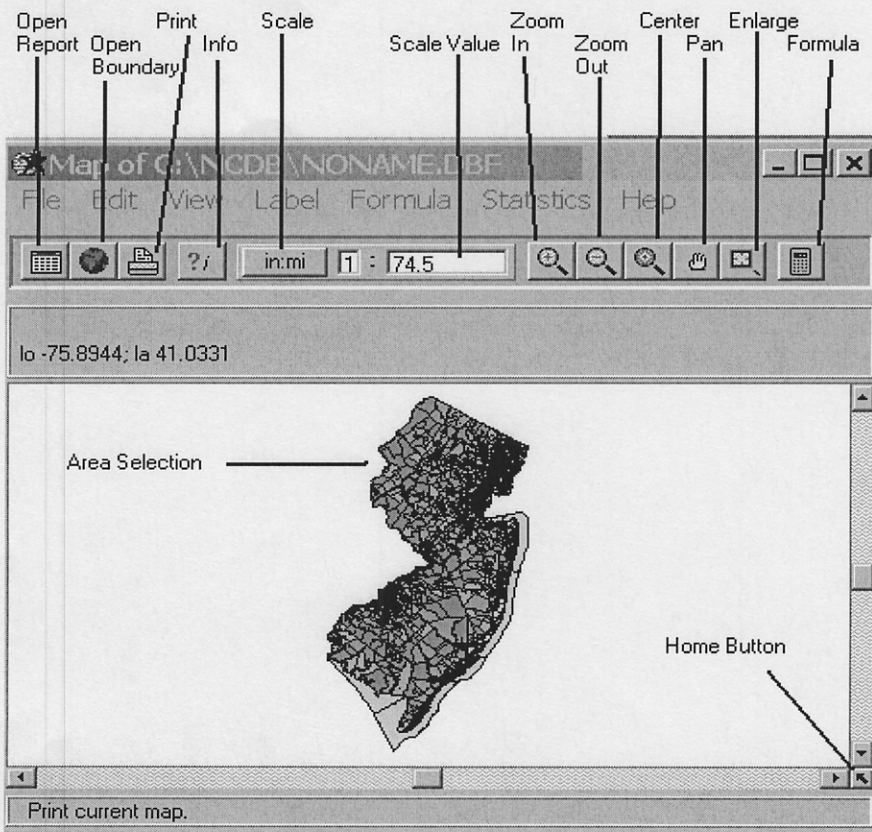
SAVING your report – this is **automatically done**; your output file can be found under the subdirectory and file name that you selected when you named the request file. If you didn't save the request file then your output file will be found under the subdirectory you installed the Neighborhood Change Database on with the name "noname". In addition to the output file you requested, there will also be a .doc file (with the same name as your report) that will have the full names of each of the variables and geographies that you selected for your report. This is very helpful when labeling spreadsheet columns.

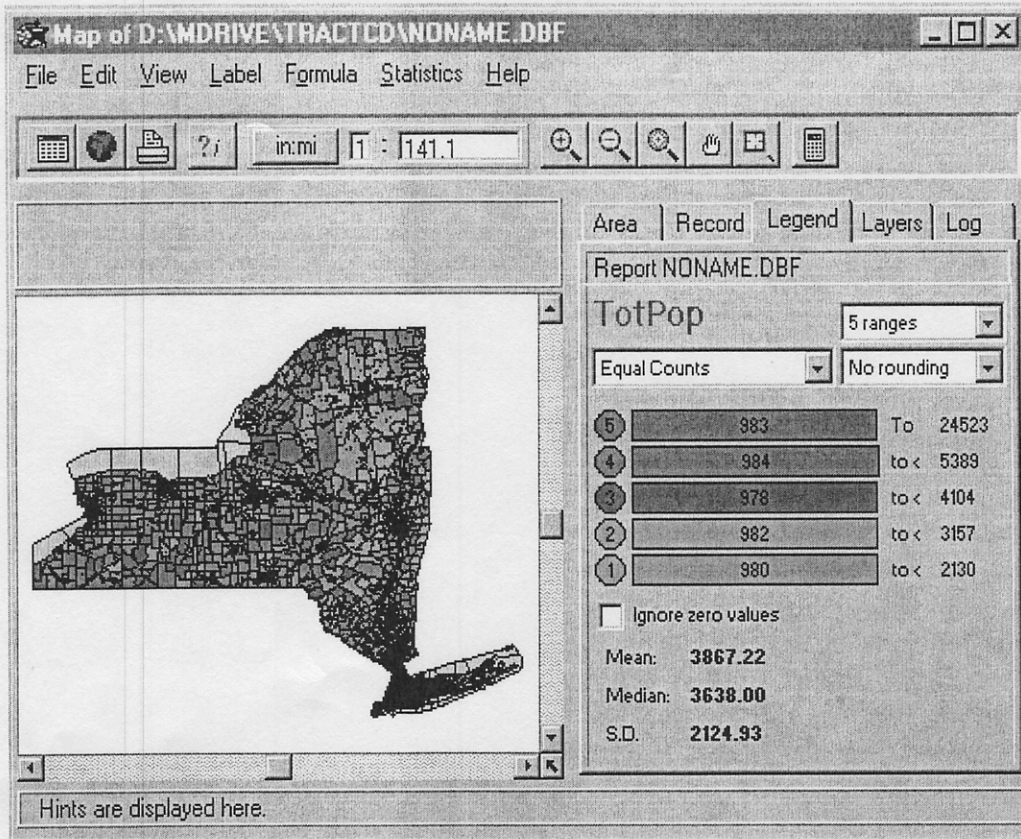
E. Using the Map Viewer

Within the Map Viewer you can change data themes, ranges, and color schemes. It allows you to print your map with options to save it as a bitmap (.bmp) file, which can be imported or pasted into most word processing, spreadsheet, and graphics packages. **CensusCD 2000 Long Form** also lets you export boundaries and data in desktop mapping formats (ArcView or MapInfo). There is even a variable calculator for creating and displaying virtual variables based on data in your file.

Generating the map automatically generates a dBase file, which can be used with other software, including **statistical** (SAS, SPSS), **database** (Access, Oracle) and **spreadsheet** (Excel, 1-2-3) packages. You can also export the boundary files (under the File menu) for use in **mapping** (Arc View, MapInfo) software.

A specific help section for the map viewer is available from the main help contents and the Map Viewer itself.





Area – Lists each area that is mapped

Record – Lists the counts in the file, change the one being mapped by clicking on a new count

Legend – Choose the ranges and colors for your map, also shows mean, median and standard deviation

Layers – Control border thickness & color, add labels, you can also add an internal or external boundary map

Log - Records what has been mapped.

5. Help

CensusCD 2000 Long Form contains extensive on-line help. From the main menu, select “Help”, then select “Contents”. Also, on the bottom bar of your screen (in blue) you will receive “**automatic advice**” for “next step” prompting.

The on-line help contains additional information about selecting, mapping, and exporting Geographic data and boundaries. Documentation provided by the creators of the data compiled into **CensusCD 2000 Long Form** is also included. A specific help section to explain the map viewer is available from both the main help contents and the Map Viewer itself.

Additionally, if you want a list of variables available, check out our website at www.geolytics.com

6. Contacting GeoLytics, Inc.

Web Site:

Tech Support:

Fax:

Sales & Customer Support:

Mail:

<http://www.Geolytics.com>

732-651-2000 or support@Geolytics.com

1-732-651-2721

1-800-577-6717 or info@Geolytics.com

GeoLytics, Inc.

PO Box 10

East Brunswick, NJ 08816