GeoLytics®

2010 Summary File (SF1) User Guide

Your Serial Number is on your INVOICE – please copy it from there.

Installation

Disk 1 needs to be in the drive to install the product.

1. Insert **Disk 1** into your disk drive.

2. Click the **Start** button on the taskbar and choose **Run** from the Start menu.
3. Type **D:/setup.exe** (assuming D is the letter of your CD-ROM drive).

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. Click **OK.**

5. Follow the instructions on the screen. When prompted, enter you Name, your Organization, and your Serial Number (on the invoice). ***Type the serial number without spaces. The serial number is case sensitive so please pay special attention to this.***

We recommend you select the COMPLETE installation, it will take more space on your computer but then run reports faster

6. Halfway through the installation you will be prompted to switch to **Disk 2**. Do so and continue.

7. After the installation is complete, you can start 2010 Summary File (SF1) at any time by double clicking the Summary File 1 icon or by choosing Programs on the Start menu and selecting Summary File

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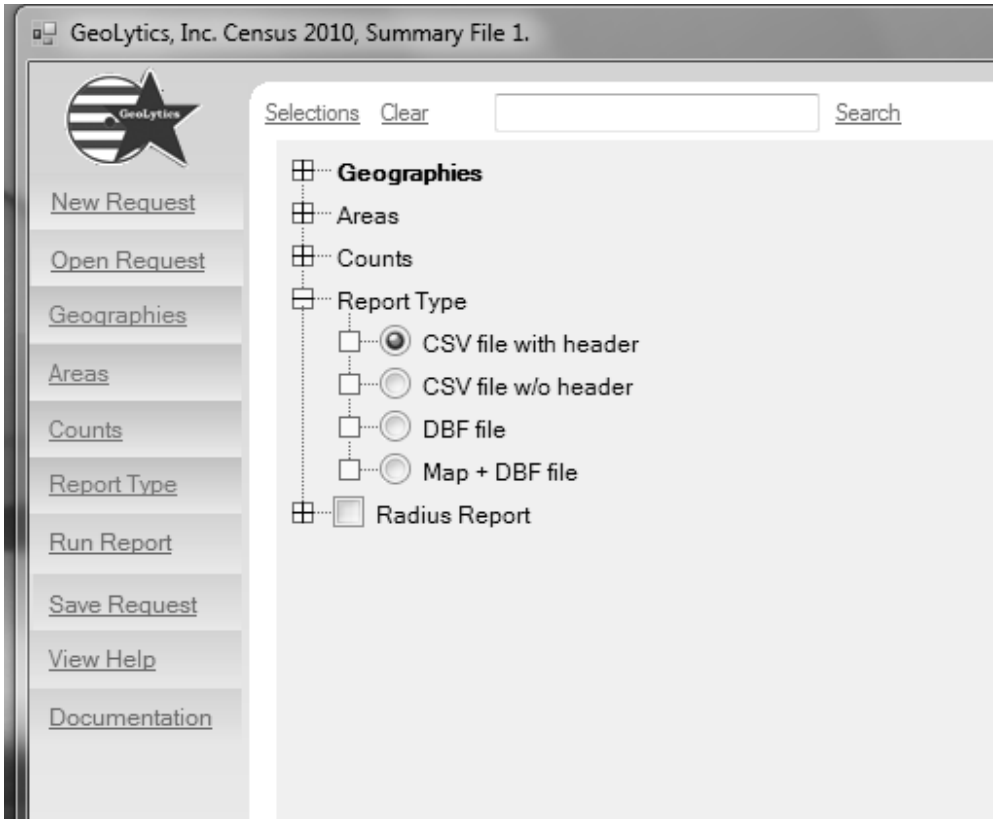
Interface (Layout of the Screen)

The Summary File interface is divided into 5 sections:

1. Geographies
2. Areas
3. Counts
4. Report Type
5. Saving and Naming Your File



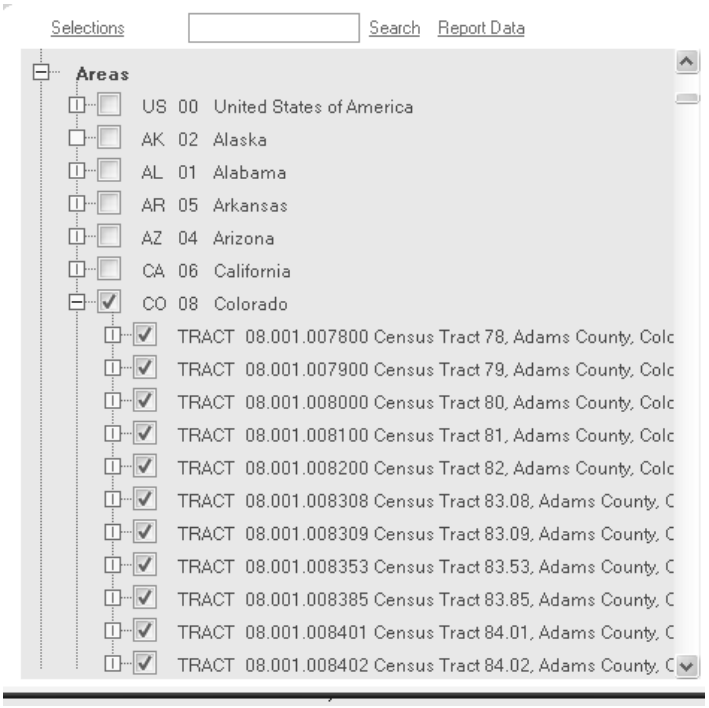
You can select or change any of these either from the underlined words on the sidebar or by using the tree in the center of the page

1. Geographies

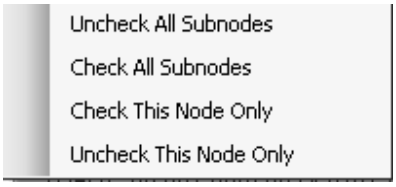
The Geography is what used to be known as the "Subarea" in our previous products. This is the Geography at which you would like to see the data expressed. For example if you want the Block Groups in California then Block Groups is your Geography. (incidentally the Area would then be State and you would select just CA).

2. Areas

The Area is the entire area you want covered – it could be the US, 5 states, 12 counties across 2 states, etc. To make a selection click on the node for Area and that part of the tree will open. So for example here we have the Geography as Tract and then the Area we have selected CO and then by clicking on the node we can open up CO and make selections or just click on CO and get all of the tracts in Colorado.



If you right-click on one of the tracks a box will pop up



This will allow you to easily select or un-select all of the subnodes (tracts) in this case.

3. Counts

There are thousands of counts that are grouped together into 3 initial categories:

- Geographic Data
- Population, Age, Race, Household, and Family
- Housing Unit, Occupancy Status, Population in Housing Unit

The **Graphic Data** is broken into two categories, the first tells you about the geography and the second category is all of the Geographic Identifiers that you could assign and then sort on for this geography. These will only be enumerated when the area is fully contained within the Geography selected. So for example it will work at the BLOCK level but may or may not work at the Block Group or Tract level.

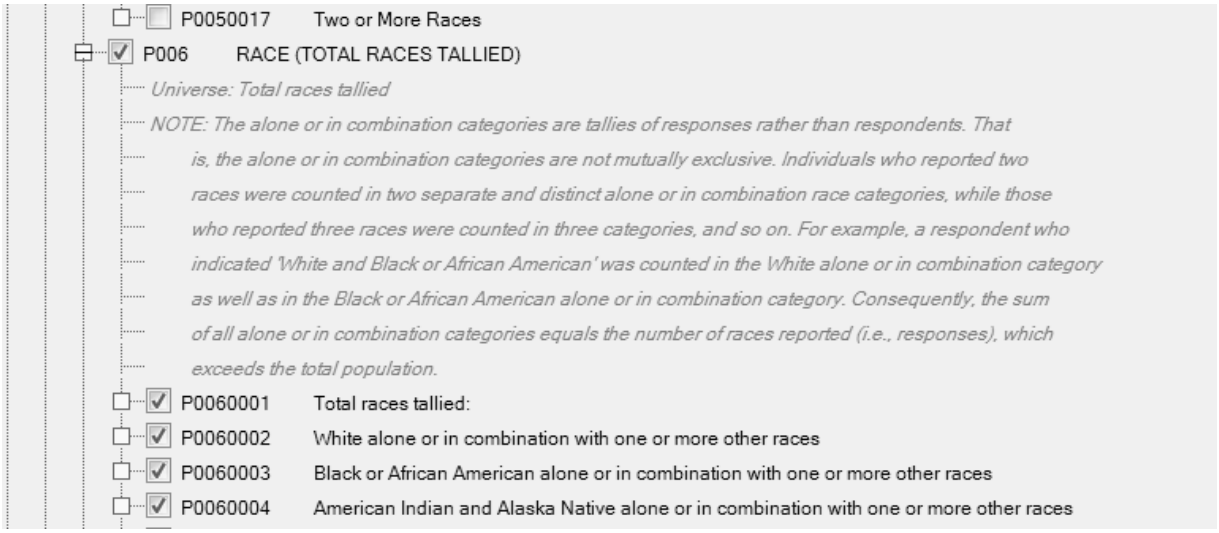
Variables from the **Population, Age, Race, Household, and Family** category come in three types P, PCO, and PCT as lead indicators on the variable codes. P variables are simply Population variables that occur at all geographies. PCT variables are available at the TRACT level or larger geographies and PCO are available starting at the County level and larger geographies. If you try to run a PCT variable at the Block Group or Block level you will get an Unhandled Exception Error. Just reselect your geography (or change your Counts selection) and rerun it.

Similarly **Housing Unit, Occupancy Status, Population in Housing Unit** variables are broken into 2 groups: H and HCT – H variables are available at every geography and HCT only at the Tract level or larger.

Each variable has a Census Code attached to it, for example the P003 has 8 variables that range from P0030001 to P0030008 also written as P3-1 to P3-8.

Under each Count selection it will tell you the UNIVERSE – this means what the total is summing to. So for example P006 the Universe is Total races tallied, other universes could be Total Population, Population over age 16, Total Housing Units, etc.

Additionally there is documentation for SOME variables from the US Census Bureau, to explain how the variables were calculated and to assist the user. In addition the entire USCB documentation guide is included on the disk under Documentation.



Figuring Out Which Variables You Selected

When you run a report you will automatically generate a .txt file with the same name, written to the same directory on your computer. In the .txt file there will be a list of each variable you selected, its code and then its name in English. The easiest way to label your report is to open this .txt file in Excel and then transpose it and use it for the header in your database file.

Finding A Particular Variable – Using "Search"

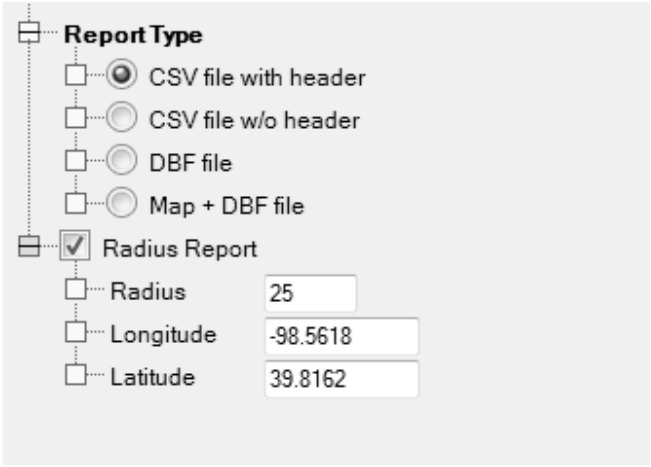
The Search function is at the top of the screen – you enter the item you want to look for into the box and then hit "search". You can search either for a subject or for a Census variable code. For example you can search for P0030002 and it will bring you to the right variable in the Counts tree. Or you can search for "white alone" and it will bring you to the first variable

with that name. If you hit "search" again it will take you to the second listing, then the third and so on.

4. Report Type

From "Run Type ", you can select

- **CSV file with header or w/o header** – this is an ASCII files (.csv are comma separated files) and are available with or without headers. Files with a .csv extension can be imported into statistical or spreadsheet packages, including Excel.
- **DBF** – a dBase-compatible data file with a .dbf extension that easily imports into statistical and spreadsheet packages, including Excel.
- **Map + DBF file** – this produces a map that you can see and manipulate with our map viewer. Additionally, 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. When the map has run you will have an image like the one below.
- **Radius Report** – if you select Radius Report the "tree" will open to allow you to enter the radius size (in miles), the Longitude and Latitude. You will still need to select the Area (Block will give you the cleanest circle edge) and the Area – you can select the state that this Lat/Long is located in.



5. Saving and Naming Your File

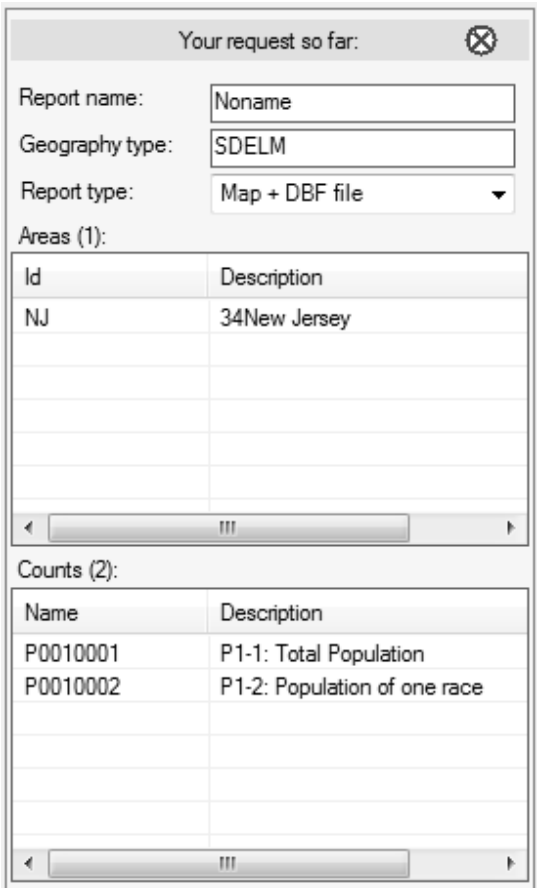
The interface creates request files to describe to the report engine what kind of a report should be generated. A request file stores all the information about the report format, geography to be used, areas to be covered, and counts to be included. If you do not change it, the default name is Noname.req. Before the report is generated, the current request is automatically saved to a hard disk directory reserved for this purpose. If you use the default request Noname.req, its previous content is overwritten.

New Request

This will automatically clear any selections that you have made so that you can start a fresh, new request.

Open Request

This will open a content box with a list of all of your existing requests so that you can open an existing request to run again or change.



What is in my Request (my selections)
At the top of the screen it says Selections, Search and Report Data. If you hover over Report Data you will see a window with a synopsis of your request. If you move the box it will stay open otherwise it will close when you hover away, or when you click the "X" in the corner.

For example this report to the left is for Elementary School Districts for the state of NJ. It should be run as a DBF with map and it is still named Noname. I have selected variables P1-1 and P1-2.

Save Request
This opens a content box that will allow you to type in the name of the new request at the bottom in the box that says "File Name"

When you run a report it automatically saves the report to your hard drive under the name that the Request was given you do NOT need to save the report that is generated on your screen – it is already saved.

Example of a Report Viewer

STATE	COUNTY	NAME	B03001_1	B03001_2	B03001_3	B03001_4	B03001_5	B0
01	001	Autauga County, Alabama	49,584	48,572	1,012	573	142	
01	003	Baldwin County, Alabama	171,997	167,008	4,989	2,797	238	
01	005	Barbour County, Alabama	29,663	28,401	1,262	1,180	19	
01	007	Bibb County, Alabama	21,464	21,274	190	184	6	
01	009	Blount County, Alabama	56,804	52,670	4,134	3,808	28	
01	011	Bullock County, Alabama	10,917	10,665	252	252	0	
01	013	Butler County, Alabama	20,189	20,115	74	0	0	
01	015	Calhoun County, Alabama	112,969	110,244	2,725	1,612	332	
01	017	Chambers County, Alabama	34,704	34,242	462	314	116	
01	019	Cherokee County, Alabama	24,427	24,134	293	142	30	
01	021	Chilton County, Alabama	42,272	40,294	1,978	1,863	28	
01	023	Choctaw County, Alabama	14,229	14,145	84	11	0	
01	025	Clarke County, Alabama	26,438	26,294	144	116	0	
01	027	Clay County, Alabama	13,769	13,403	366	139	42	
01	029	Cleburne County, Alabama	14,579	14,437	142	119	23	
01	031	Coffee County, Alabama	46,892	44,871	1,931	985	240	

Name	Type	Table
STATE	Numeric	
COUNTY	Numeric	
NAME	String(0)	
B03001_1	Numeric	
B03001_2	Numeric	
B03001_3	Numeric	
B03001_4	Numeric	
B03001_5	Numeric	
B03001_6	Numeric	
B03001_7	Numeric	
B03001_8	Numeric	
B03001_9	Numeric	
B03001_10	Numeric	
B03001_11	Numeric	
B03001_12	Numeric	
B03001_13	Numeric	
B03001_14	Numeric	
B03001_15	Numeric	
B03001_16	Numeric	
B03001_17	Numeric	
B03001_18	Numeric	

The Report Viewer shows you the Data that you have selected – it is already written to your hard drive so if you want to manipulate it use the REAL data – this is just a viewer.

Labeling my output columns

When you run a report you will also generate (automatically) a report with the exact same name as your report but with the extension .txt. If you did not name your request than this will be noname.txt.

This file will include a list of all of the fields that you selected, and for each it will show:

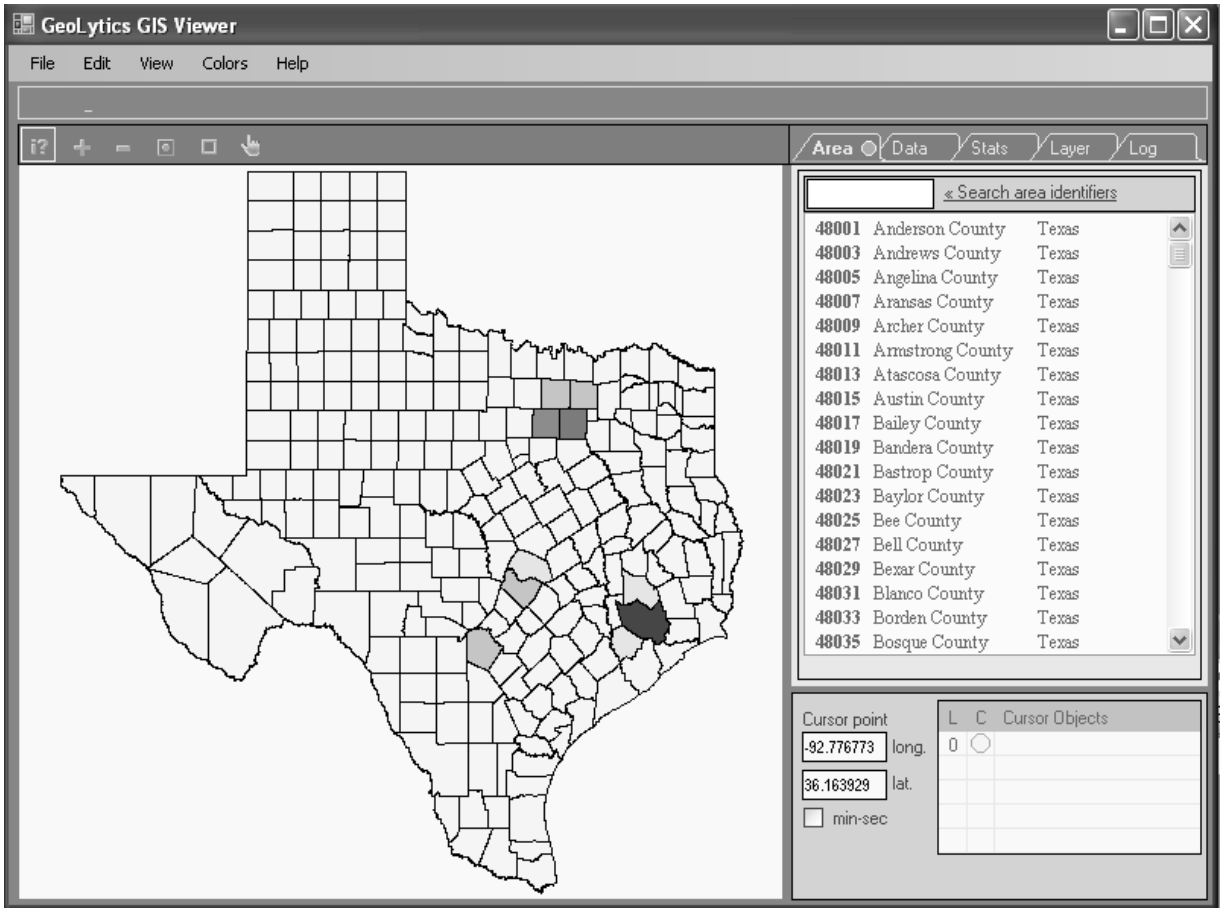
- The full variable code
- The variable in short hand: table and number
- The name of the variable in English

```
Field          Description
-------------- ---------------------------------
P0010001       P1-1: Total Population
P0010002       P1-2: Population of one race
```

If you open this file in Excel and then transpose the columns you can use it as a header row.

Using the Map Viewer

When you create a map, you can use the map viewer to view and change data themes, ranges, and color schemes. The map viewer allows you to print your map as well as export boundaries and data in desktop mapping formats (ArcGIS or MapInfo).



To print, under File select Print

To save as Bitmap, under File select save as Bitmap

To export ArcGIS / ArcView shape files or .geo files, go to "File" at the top left-hand of the menu and select "Save As", a window will pop up that will allow you to change the name or directory location if you want. And the bottom selection will allow you to select "boundary files (*.geo)" or "Shape (*.shp)". Your exported shape file or boundary file will be located in the subdirectory where you installed the ACS, along with the associated dbf file.

To change the colors, under Colors select Green, Blue, Grey or Spectrum

To change the number of Ranges, under Color select Algorithm then either Equal Ranges or Equal Area Counts

To learn the name of a given location, put your cursor over it and in the bottom box it will tell you the name.

To find out the data for a given area, on the map click on the area and on the side bar switch from the tab AREA to the tab DATA, then the demographics for the variables you selected will appear for that location in the side box.

Stats Tab – will show you a bar chart as well as the Minimum, Maximum, Mean and Standard Deviation, for whichever variable you have highlighted.

Creating a map automatically generates a dBase file, which can be exported to use with other software including statistical (SAS, SPASS), database (Access, Oracle), and spreadsheet (Excel, 1-2-3). A specific help section for the map viewer is available from the main help contents and in the map viewer itself.

Change the scale of the map, use the + and - icons at the top to make the map zoom in or out.

Frequently Asked Questions

How do I save a report that I just ran?
When you run a report it is automatically saved to your computer. When you save your request you name the file and set the path. If you don't save your request, it is given the default name of "Noname" and it's path defaults to the directory and subdirectory where you installed your product.

How do I find a report that I just ran?
When you save your request you name the file and set the path. If you don't save your request, it is given the default name of "noname" and it's path defaults to the path that you installed the program under. The list of default path names is at the end of this section. Additionally, the path name is recorded in the blue bar along the top of your screen.

How do I find the median and standard deviation of my data?
When looking at the map, to the right is a column heading with 5 tabs (area, data, stats, layer, log). Select the Stats tab. You will then see a bar graph, under that are the Min, Max, Mean and Standard Deviation.

Help

The Help section will have most of the same information that is listed in this Users Guide as well as the License Agreement and a few other features. It will also give you a link to our website (www.geolytics.com) if your computer is hooked up to the Internet.

The entire US Census Bureau's Documentation to the Summary File 1 is on the under Documentation from the side bar. Also read the text boxes below the table selections (see chart on page 5 of this guide for an example.

