

Instructions

There are two options for using the Census CD with the CHIS Community/Target Area Data programs created by OHCP. The first and easiest method is to fully install the Census CD on your computer's hard drive. This will consume about 500 MB of space, but it will allow you to put the Ohio CHIS Data CD in your computer's CD-ROM drive which will allow you to access needed files from it. If you choose this option, you need not do anything further, but follow the instructions starting on the next page. (The file copying procedure described below also must be followed in the unusual case that your D-drive is not your CD-ROM drive.)

The second alternative is to partially install the Census CD, installing only the program and not the data, which will consume much less disk space on your computer. However, this method means that you will need to run the Census CD from the CD ROM Drive, and you will not be able to use this drive for the Ohio CHIS Data CD. If you use this method, you must first move a few files from the Ohio CHIS Data CD to your computer's C-drive. This procedure is fairly simple. Either through "My Computer" or "Windows Explorer" go to your CD-ROM Drive (usually D) and copy the following files to your computer's C-drive – do not put them in any folders in C, just to the C-drive. If you do not know how to do this, simply right click on the file on the CD-ROM (this will highlight it in blue), and select "Copy", then right click on your C-drive and "Paste". Repeat this for each file. Note that when following the instructions below, you will need to use the CHIS Community Data C.aws file and CHIS Target Area Data C.aws file, both of which are now in you C-drive. In addition, the Community Data Program.xls file and the Target Area Program.xls file are likewise now in C. Otherwise everything else is the same.

Files that must be transferred from the D-Drive to the C-Drive if using the second method:

Bullet2.gif

CHIS Community Data C.aws

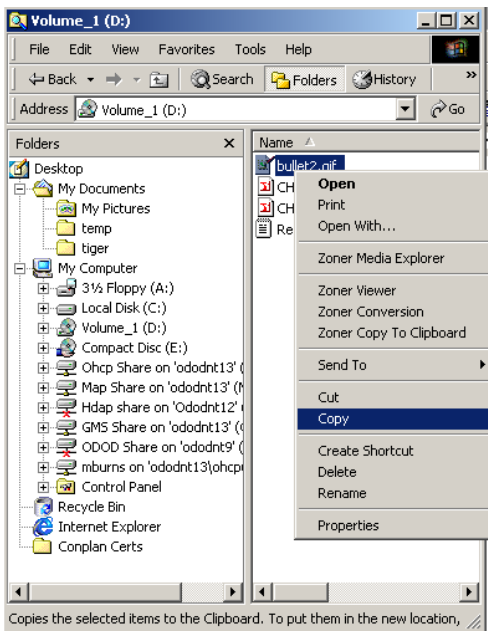
CHIS Target Area Data C.aws

Report (Blank).aws

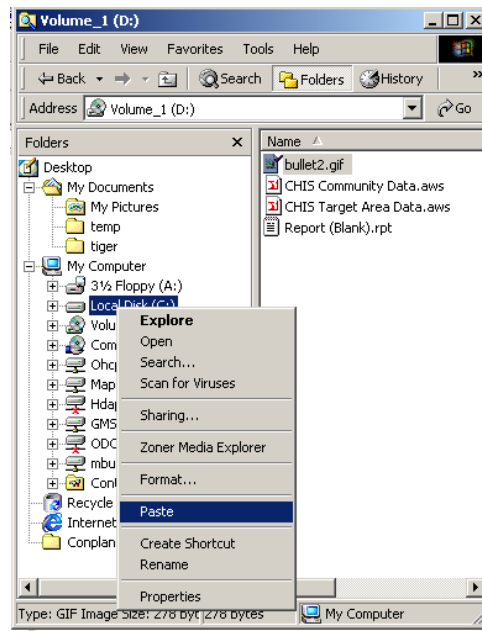
CHIS Community Data Program

CHIS Target Area Data Program

Step 1: Right click on the file in D, "Copy"

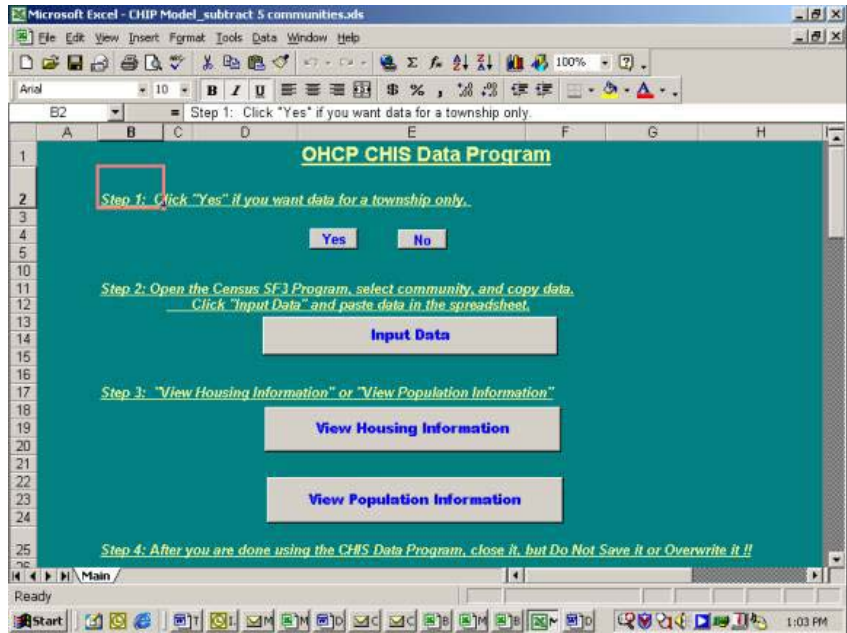


Step 2: Right click on C and "Paste"

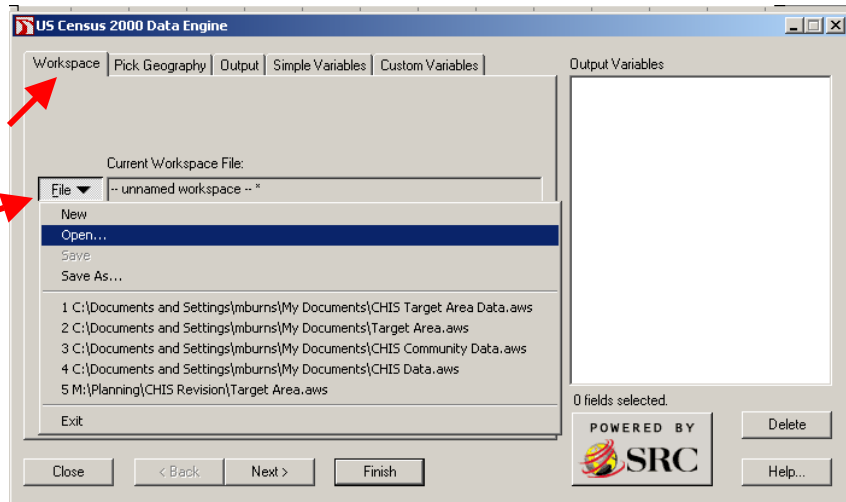


Open the CHIS Community Data Program, located on the CHIS Data CD-ROM (or on your C-drive if you used the file transfer process described above). For now, we will skip Step One and assume we want total county data.

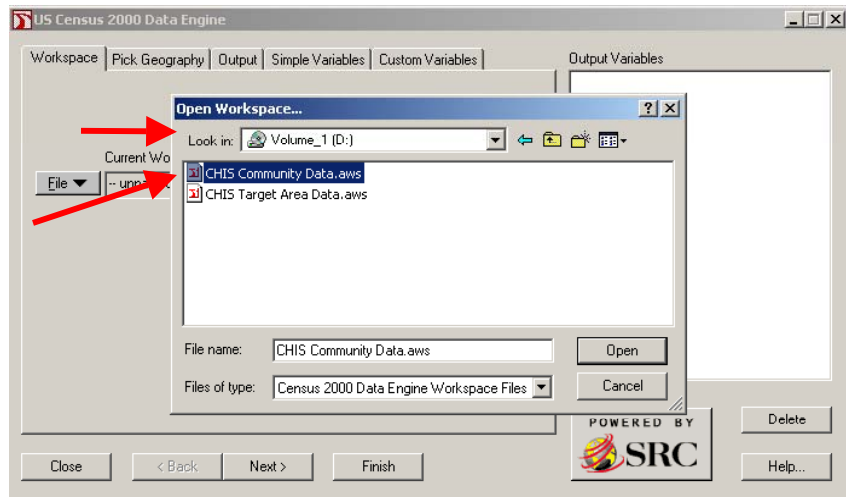
Note that you should answer “Yes” to “Enable Macros?”, if the program asks this question.



Next Open the Census SF3 Data CD. The “Pick Geography” tab usually appears. Instead, click on the “Workspace Tab”, and then click on “File” and “Open”.



Then go to the CD ROM to open the “CHIS Community Data Workspace”. Note that you will need to locate the “D” drive in the “Look in” window (as explained above, if you transferred files to C, then “Look in” must be set to C not D.)



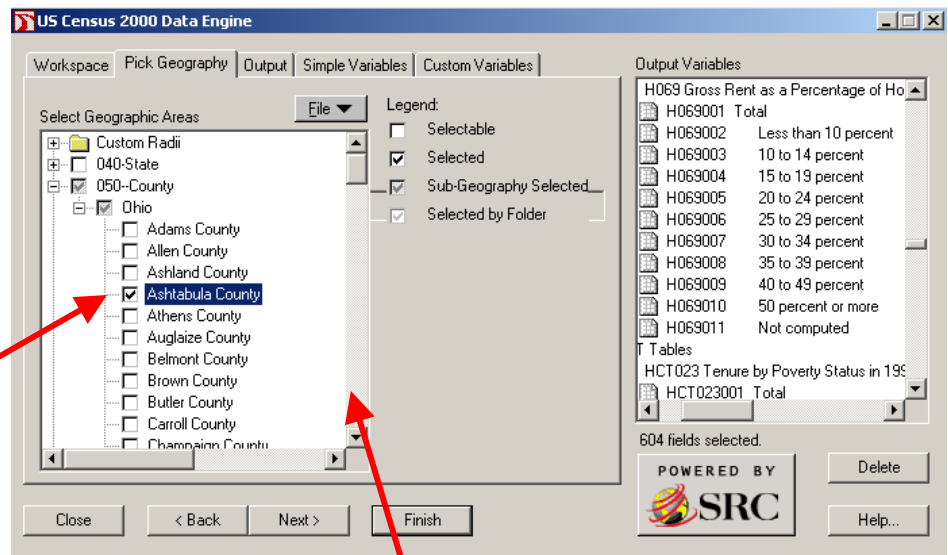
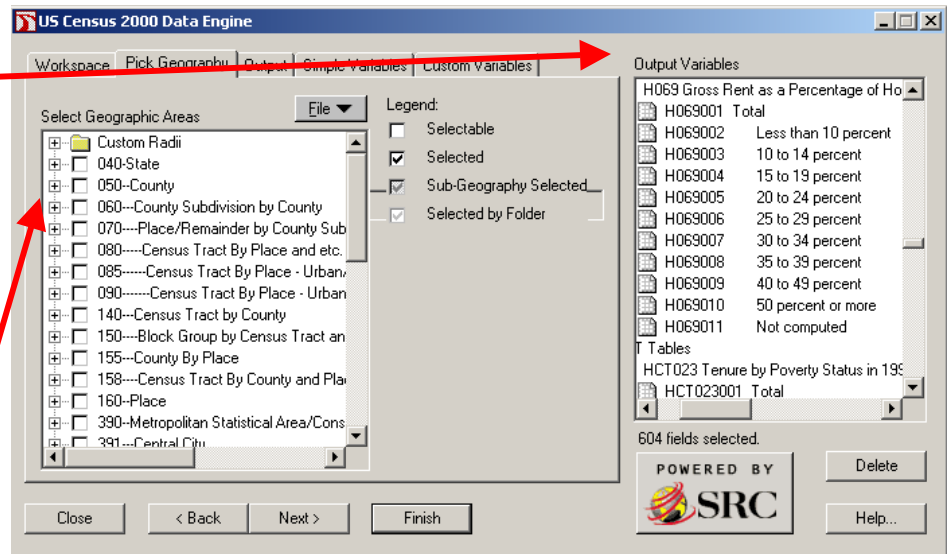
After you open the Workspace, the **Output variables** will be loaded automatically.

The only thing left is to select the geography. At this point the program should be set to the “Pick Geography” tab – if not just click on that tab.

To select the County, first click on the small “+” signs next to 050-County and next to Ohio. The list of counties will appear. Do not click in the “County” box or you will get data for all Ohio counties.

Next, select the county for which you want data – simply click in the box and a **check mark** will appear, as below for Ashtabula County.

You are done with the selection process – just click on **Finish**.

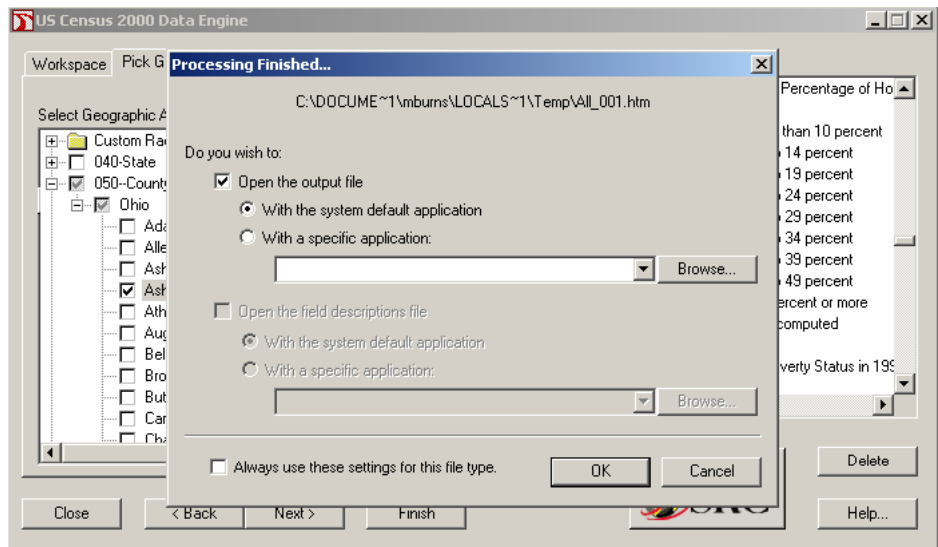


Note that there is a slight glitch in the Census software program. Sometimes a fragment of a sentence will appear on the screen (usually the word “File”), and it can get in the way of selecting the geographic areas. One way to deal with this is to use the **scroll bar**, and move it so the “phantom phrase” moves up until it goes away; then if you keep the County (or any category you are working with) up near the top of the window, the phantom phrase will not to be a problem.

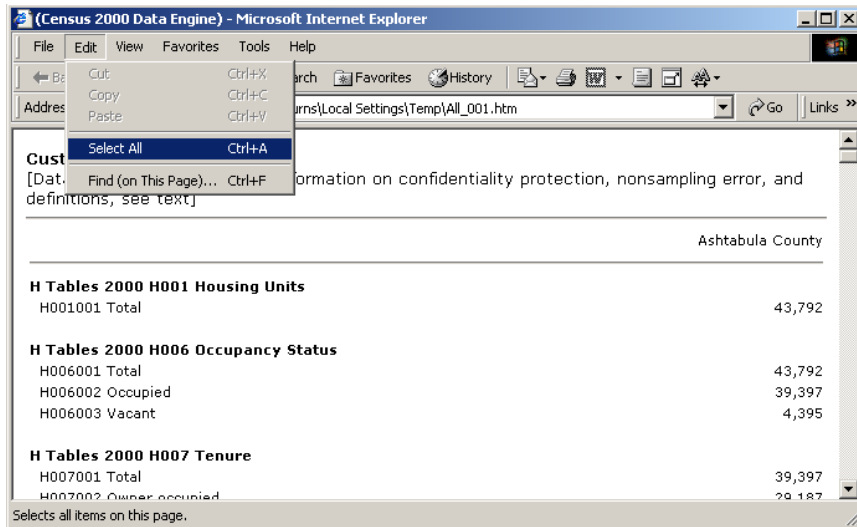
After the program processes the data, it will ask if you want open the file with the default application (that is the software built into the program) – click on “OK”.

When you do this, it will prepare a report on the screen – unfortunately, this

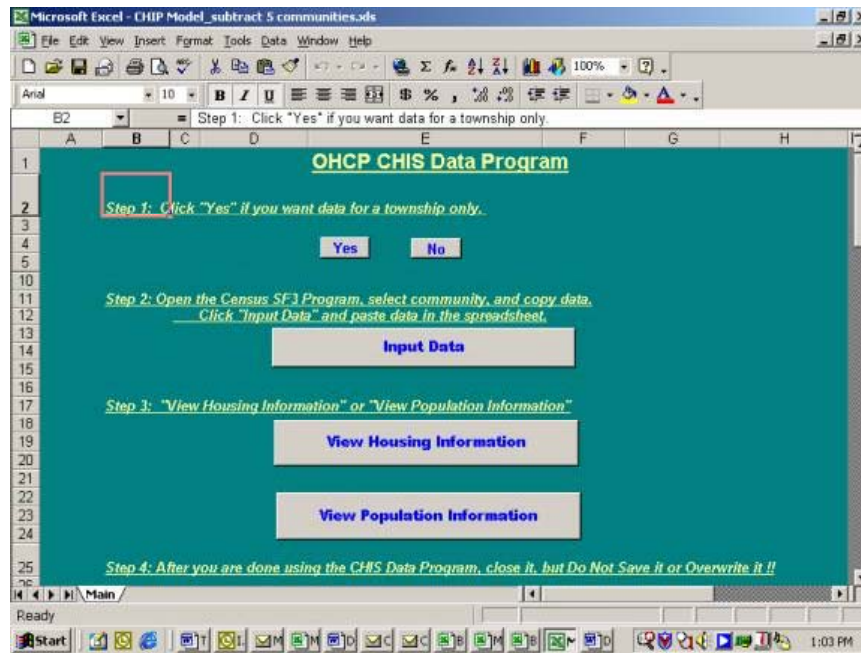
appears behind the Census Data Engine window. Either minimize this window, or click on any part of the report window, which will bring it forward.



This is the completed report – the next task is to copy the data into the Excel Worksheet. Just click **Edit** and then **Select All**, which will cause all the lines to be highlighted in blue, meaning they are selected. Then click on **Edit** and **Copy**. Though you can't see it, the computer has copied this sheet to the clipboard. (if select doesn't work, put the cursor on the data page, left click the mouse, and try selecting it again).



Now return to the Excel Data Program and click on **Input Data**, to paste the data from the clipboard into the spreadsheet.

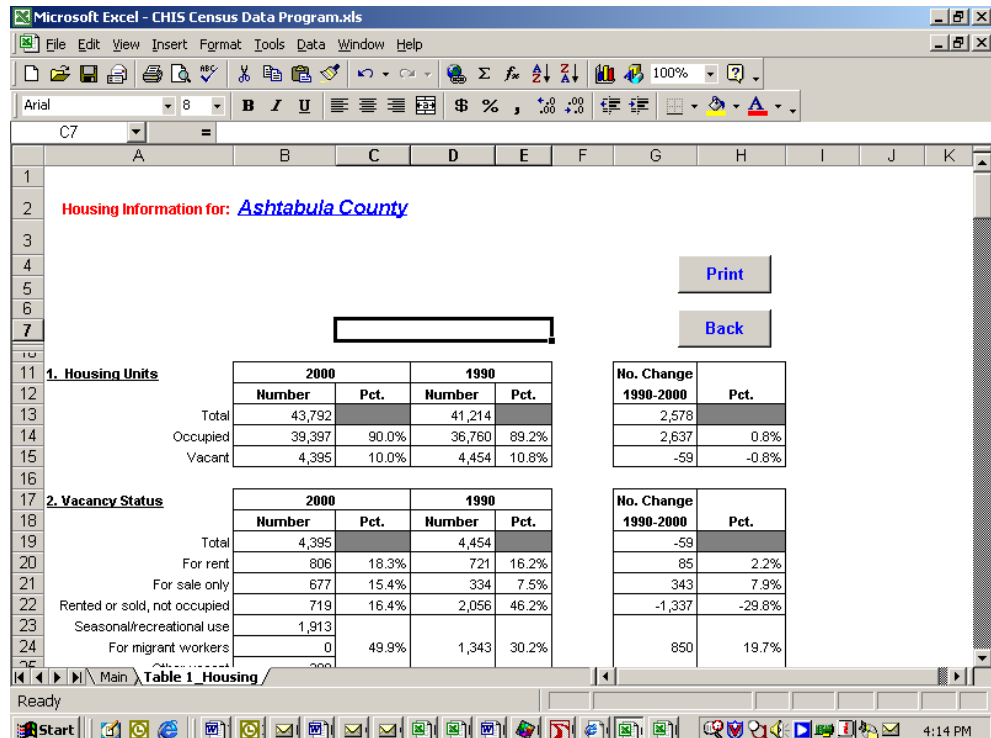
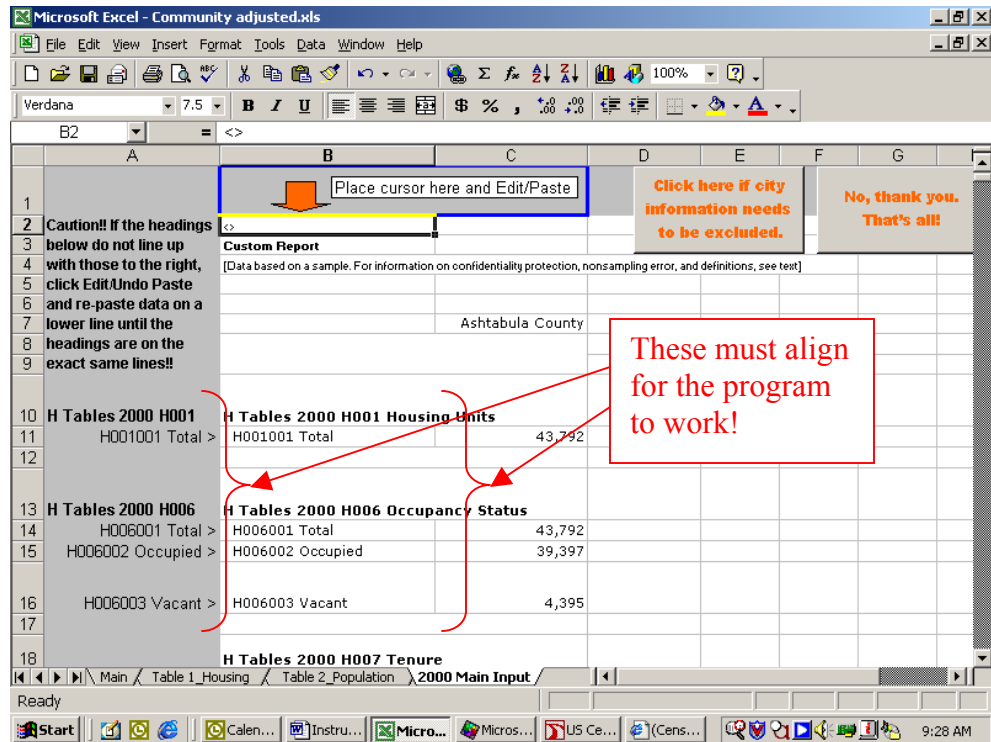


This screen will appear. Click on **Edit and Paste** and the data will be pasted into the spreadsheet.

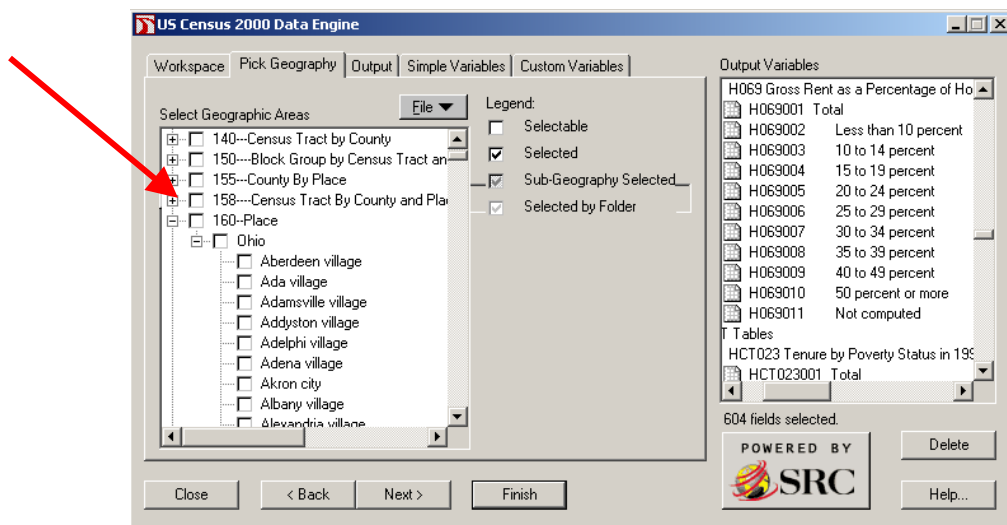
One caution – some versions of software do not Paste in the same way. Check to see if the headings line up correctly – if not, click on Edit/Undo Paste and re-Paste in a lower cell on the spreadsheet.

Now, click on **That's All!** And you will go back to the main menu.

Select either “**View Housing Information**” or “**View Population Information**”, you should get a spreadsheet that looks like the one to the right. Since this is in Excel, you can sum the data in the tables or use other functions.



The identical procedures are used for a city or village (i.e., a “Place” in Census terminology). Just click on the plus signs next to “160-Place” in the Pick Geography step described above, and select the city or village name, everything else is the same.



Data can also be selected for a township using the same procedure, except that you must specify the county name on the first page of the CHIS Community Data Program. To select township use the 060-County Subdivision by County selection.

Finally, you may exclude up to five municipalities from the county data, if you wish (such as a city that is doing its own CHIS). To do this follow the procedures for a County as described on the previous pages. Then, after you paste the county data into the Community Data Sheet, select “Click here if city data needs to be excluded” – this will create a new blank input sheet. Now return to the Census program, uncheck the county, and then check the city/village you want to exclude. Do the same “select copy procedure” and paste this into the blank spreadsheet program. You can do the same procedure for up to 5 cities/villages. When you are done, click on “No thank You, That’s All!”, and your revised county data sheets for housing and population will be ready to view.

If you want to save the data sheet or copy it, you should do the following. First, highlight what you want to copy. Then open a new spreadsheet, and click Edit, Paste Special Values, and then Edit, Paste Special, Format. This will remove the formulas in the spreadsheet that can cause problems later.

Also, it is advisable to open a new CHIS Community Data Program or Target Area Data Program for each new Community or Area, to avoid accidentally modifying the worksheet by deleting a previously pasted set of data.