

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 you 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, one way is to 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

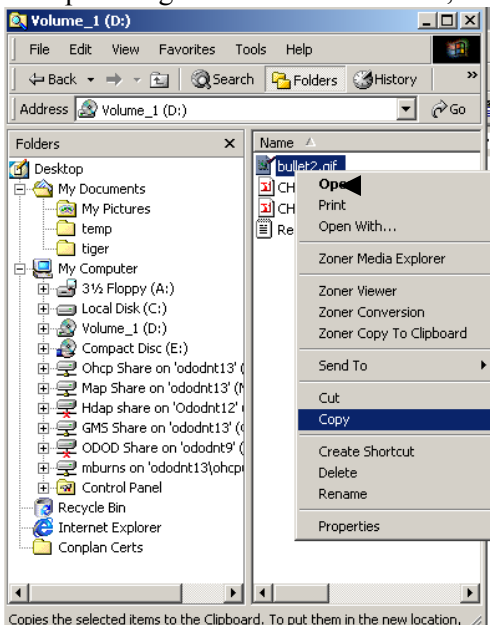
CHIS Target Area Data C.aws

Report (Blank).aws

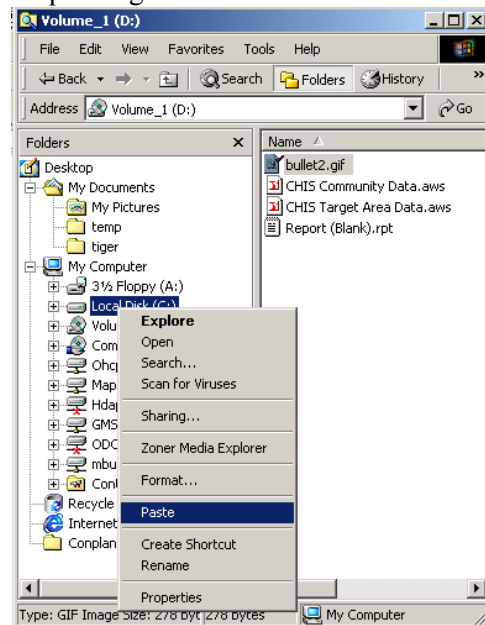
CHIS Community Data Program

CHIS Target Area Data Program

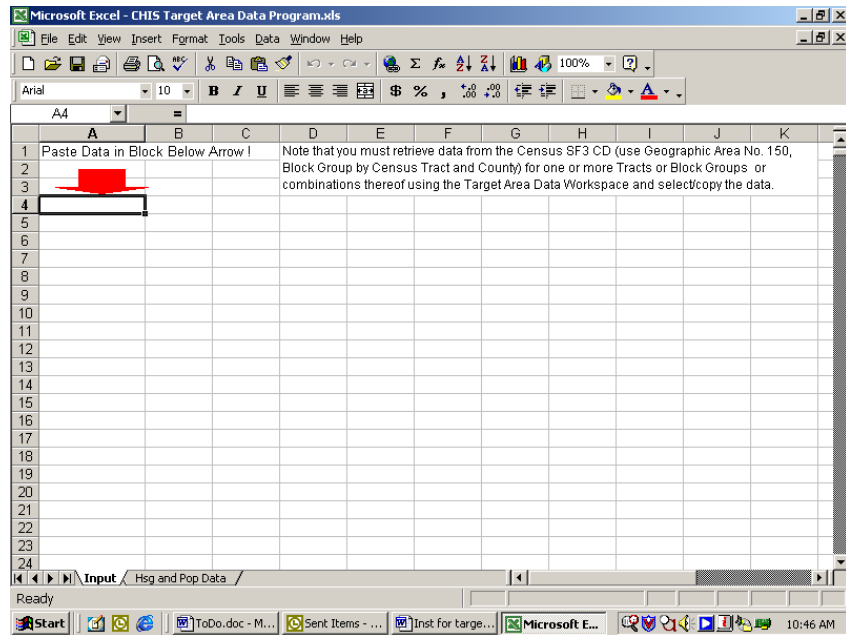
Step 1: Right click on the file in D, "Copy"



Step 2: Right click on C and "Paste"

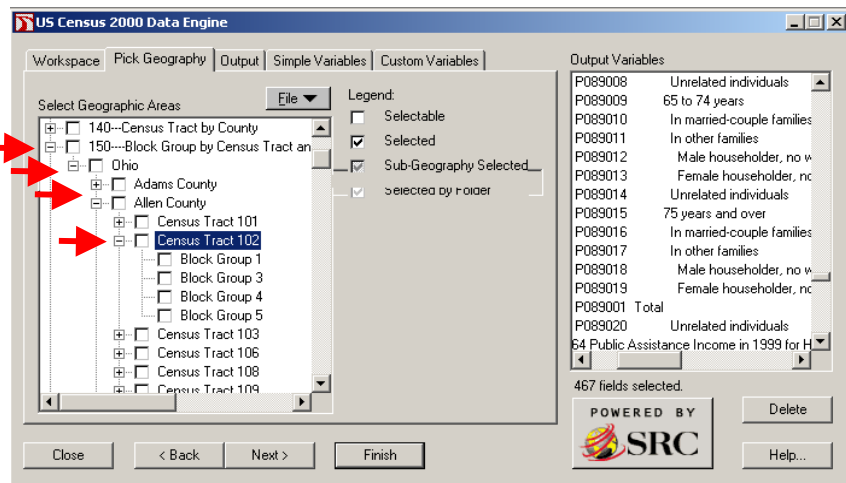
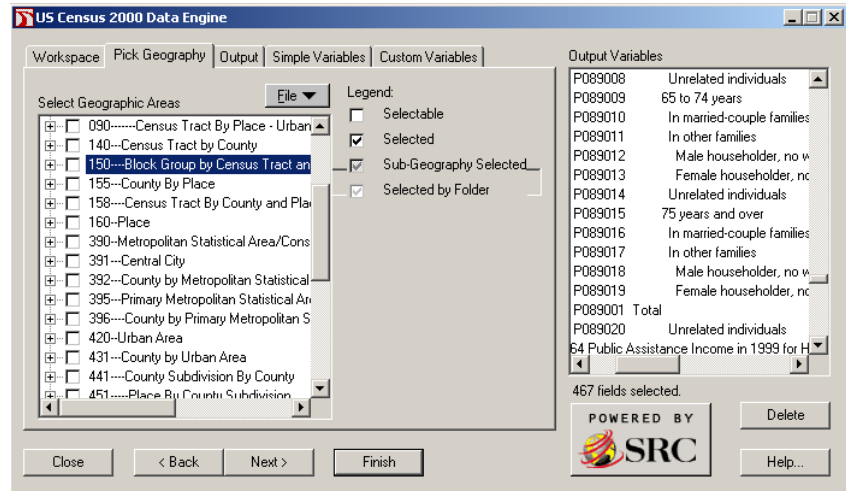


The next step is to open the CHIS Target Area Data Program.xls file either from the Ohio CHIS Data CD (or from your C-drive if you moved it there). You should get a sheet that looks like the picture to the right.

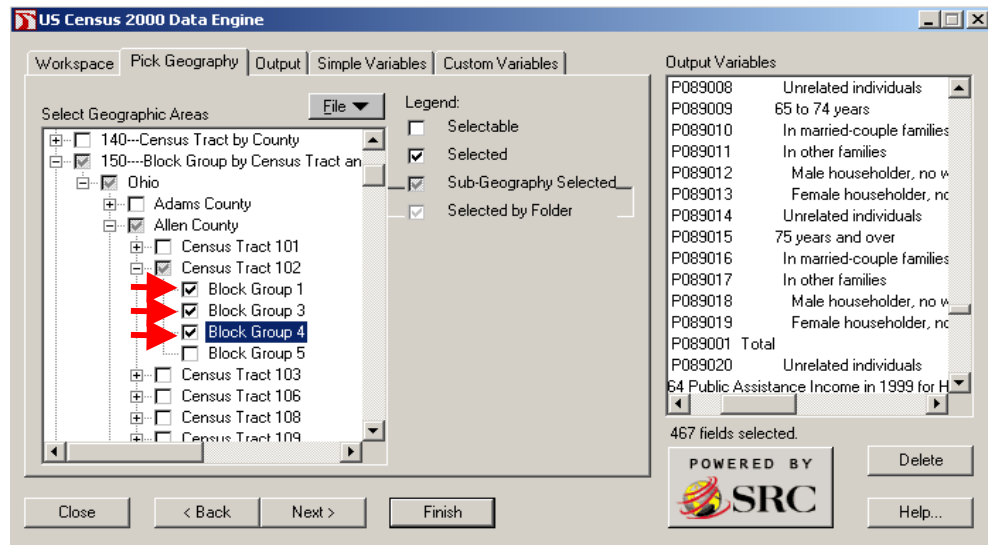


Note that you should answer “Yes” to “Enable Macros?”, if the program asks this question.

Then, open the Census CD, go to the Workspace tab and open the CHIS Target Area Data.aws from the Ohio CHIS Data CD (or CHIS Target Area Data C.aws, if you copied it to your C-drive). The window will look like the one to the right. You will be selecting the block group data from the “150-Block Group by Census Tract and County” geography. Click on the “+” sign next to this category, then for Ohio and then for the county, and finally for the Census Tract(s), until you get a screen like the one to the right.

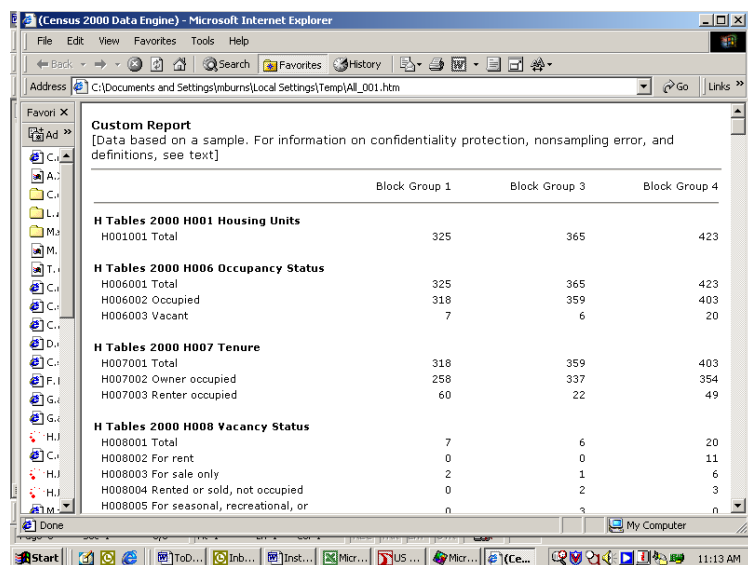


Let's assume the target area you want data for is basically comprised of Census Block Groups 1, 3 and 4. Simply check these four blocks and click on "Finish".



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 be a problem.

You should get a report that looks like the one to the right. Next Click on Edit, Select All and then Edit and Copy.

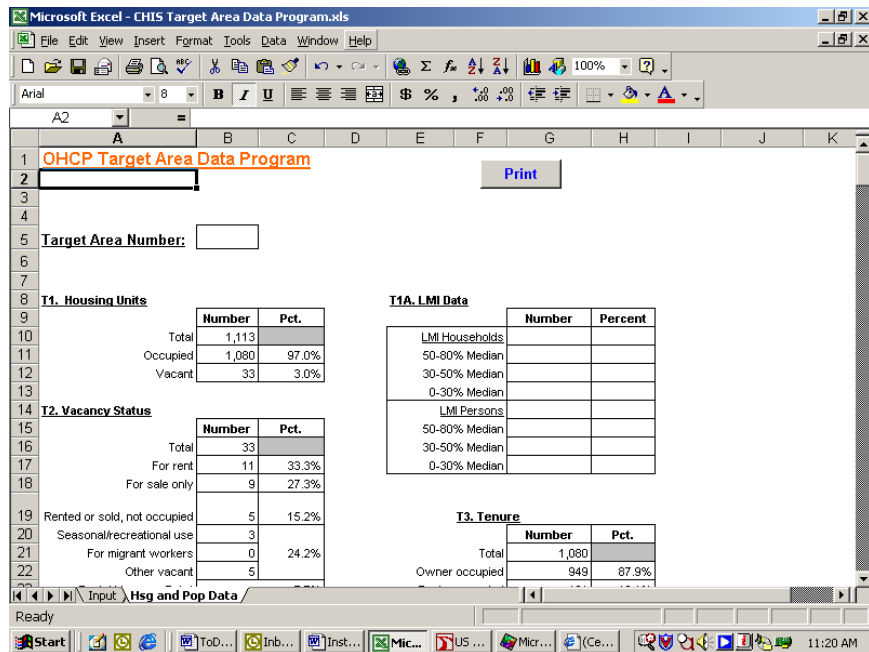
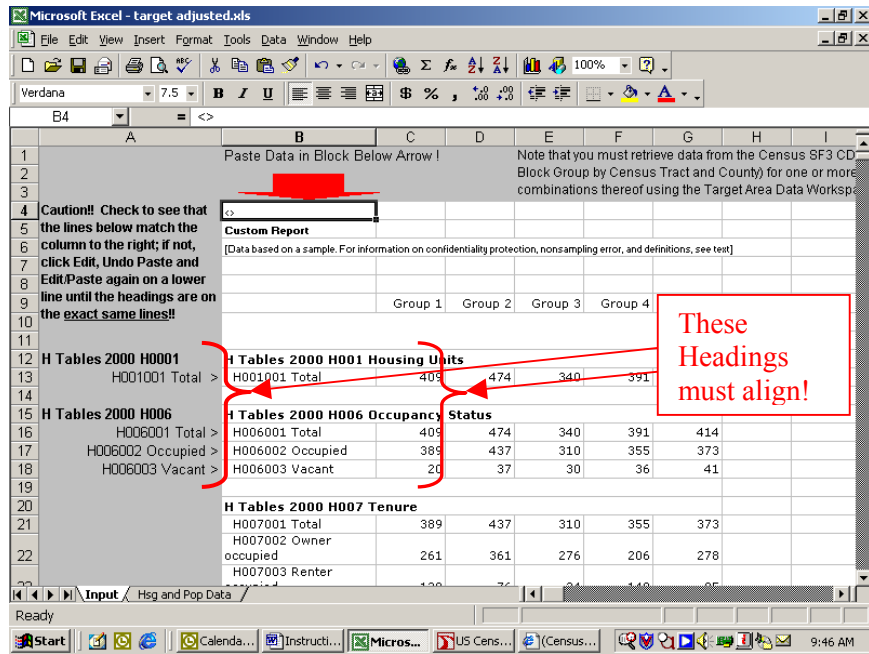


Though you cannot see it, the data has been copied to the computer's clipboard. Now simply return to the CHIS Target Area Data Program worksheet and click Edit, Paste in the block shown.

One Caution – some software pastes differently, so make sure that the headings align; if they do not click Edit and Undo Paste, and Paste again in a lower cell on the spreadsheet.

Now, just click on the Tab, “Hsg and Pop Data” to view the data tables.

Note that the LMI data is not included, but this can be accessed via the Ohio LMI data table on the Ohio CHIS data CD, or from the Maptitude GIS software and LMI Block Group layer data.



For additional target areas, it is best to close the spreadsheet and reopen a new one.

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.