

1997
CD-ROM

American Community Survey 1997 CD-ROM

System Requirements:

Hardware: a 386/33 or faster microprocessor with 16 megabytes of memory and a minimum of 8 megabytes of free disk space

Operating system: Windows 3.11, Windows 95, Windows 98, or Windows NT

IBM compatible:

To run the American Community Survey 1997 CD-ROM, insert your disc into your CD-ROM drive. In Windows 3.11, choose File, Run...in Program Manager. In Windows 95 choose Start, Run from the task bar, type the drive letter for the CD-ROM drive, a colon(:) and \ACS.exe. Click OK.

U.S. Department of Commerce
William M. Daley, Secretary

Economics and Statistics Administration
Robert J. Shapiro, Under Secretary for Economic Affairs

BUREAU OF THE CENSUS
Kenneth Prewitt, Director

The American Community Survey



Your
Community's
Key to the
Future

U.S. Census Bureau *the Official Statistics*

Hints and Tips for Using this CD-ROM

- Skim through this Quick Start Guide and familiarize yourself with the CD-ROM contents and capabilities.
- View the tutorial movies. A tour of the CD-ROM is provided on the first menu screen, and the others are provided under the “Show me the data” menu, then “Browser Basics.”
- Work through the Hands-On Guided Tour by clicking on the “Show me the data” menu choice, then click on the “Browser Basics” menu choice. This demo provides step by step instructions for you to print and work through at your own pace.

Send your questions to
ACS@census.gov

We would also like to hear your comments about the CD-ROM and your suggestions for future improvements. Since the American Community Survey provides data every year, we have built continuous improvement into the program. Please send your comments to the address above.

Check out the American Community Survey Internet site at <http://www.census.gov/acs/www>

A wealth of information to meet your needs...

The American Community Survey CD-ROM is just one of the many products offering social, demographic, and economic information from the U.S. Census Bureau. Take a look at these other Census Bureau products that you can use, along with the American Community Survey data, to give you the most current, accurate picture of social and economic conditions in your community and the country.

- **Statistical Abstract 1997:**

You can use this to create a general portrait of America for recent years plus find valuable resources that tell you where to go for additional information.

- **LandView III:** You can use this electronic atlas to draw maps showing social and economic characteristics or find locations or streets on a map.

- **County Business Patterns:**

This product helps you find data by 2-, 3-, and 4-digit Standard

Industrial Classification codes on total number of establishments, mid-March employment, first quarter and annual payroll, and number of establishments by employment-size classes.

- **State and Metropolitan Area Data Book:** You can use this book to find 1990 census population and land area for all areas covered. For the United States, regions, divisions, and States, the report also features 1990 census race, Hispanic origin, household, and housing counts. Also, the tables summarize data from the economic censuses and continuing demographic and economic surveys. The report also includes data from other governmental and private agencies.

- **CountyScope:** This custom product helps you compile data from over 12 leading Census Bureau products.

For more information visit us on the Internet at <http://www.census.gov> or call our Customer Services Center on 301-457-4100.

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BUREAU OF THE CENSUS

What is the American Community Survey Your Community's Key to the Future...

For years, communities have been asking for more timely information for local planning and economic development. In response, the Census Bureau is developing the American Community Survey (ACS), a survey that will give you up-to-date economic, demographic, social, and housing profiles of America's communities every year instead of once every ten years.

This timely data will help community leaders make informed decisions about their community's future that are based on current conditions rather than outdated information. Communities can use the information to plan for economic development; to make decisions about locating schools, hospitals, and roads; and to compare their situation with other communities.

New sites will gradually be added to the American Community Survey until 2003 when it will be launched nationwide. The survey will provide estimates of housing, social, and economic characteristics every year for all states, as well as for cities, counties, metropolitan areas, and population groups of 65,000 persons or more. For small areas and population groups of 15,000 or less, it will take five years to accumulate information to provide accurate estimates. Once the survey is in full operation, the estimates will be updated every year for every governmental unit, for components of the population, and for census tracts and block groups.

What's on the American Community Survey 1997 CD-ROM?

- **The ACS... What it is; Why we do it; How we do it:**
A description of the American Community Survey and information about how the data are collected and processed
- **Tell me about the survey:** The survey questionnaire
- **Answer me this:** Frequently asked questions and answers to help you understand the survey
- **Show me the data:** A wealth of data from the survey
 - Profiles of social and economic characteristics for each site
 - Summary tables similar to those from the census
 - Public Use Microdata Sample (PUMS) for research and special purposes
- **Also under Show me the data:** A Hands-On Tour, Quick Start Guide, and tutorial “movies” about how to use the Beyond 20/20 software to find the information you need

Beyond 20/20 Concepts

A *table* is an integrated presentation of multi-dimensional data and descriptive text prepared with the Beyond 20/20 Builder. Tables are composed of descriptive components, dimension field information, and data values. When a table is opened, the Browser presents the data in a table view.

A *dimension* describes an attribute of the table data, e.g. sex, geography, or time. Beyond 20/20 tables can have up to eight dimensions.

An *item* is an element of a dimension, e.g. June is an item of the time dimension; and Male, of the sex dimension.

A *label* is a title or display heading of an item. An item can have more than one label although you see

only one label at a time, e.g., United States is a label for the code "U.S."

An *extract* is a special type of database file that is created with the Beyond 20/20 Builder. It is a preprocessed form of a microdata file and is optimized to permit rapid table creation with the Browser. You can create a table by opening an extract, defining the dimensions and contents of the table, and clicking on the Go button in the toolbar.

GETTING STARTED

Looking at the Data

To start the Beyond 20/20 Browser, double-click on “Show me the data” on the first menu screen. Then click on “Summary Tables” or “Public Use Microdata Sample” (PUMS) files. By default, when the Browser opens, the Find dialog box appears to provide you with a quick and easy way to find and open a table or an extract.

Finding a Table or an Extract



If you're not already in the Find dialog box, click on the Find button in the toolbar.

Confirm or modify the path shown in the Directory box so that it's pointing to the directory that contains the tables and/or extracts you want to browse:

```
b2020/data/tables  
b2020/data/extracts
```

Select the categories that most likely contain the table or extract you need. A list of tables and extracts belonging to that category is displayed.

Note: If you want to see more information about what a particular table or extract contains, click on its name and choose the Summary button. You can also use the Search button to find tables or extracts containing keywords.

Opening a Table or an Extract

Open a Beyond 20/20 table or extract by double-clicking on its name in the Find dialog box.

Note: To browse the tables you create from an extract, see “Working with Tables” below.

WORKING WITH TABLES

Table Browsing

Once you have opened a table, you can browse through the items in any dimension. First you must make the dimension active

by clicking on one of the dimension tiles in the

Dimension bar.

You'll notice that the dimension is now shown in the Active Dimension box.

Click the Previous Item button or the

Next Item button to browse through the

data for the items in that dimension. Note that each dimension tile shows the

dimension name and the code or label of the item for which data is currently displayed.

POVERTY STATUS (Income)	FAMILY TYPE: In married-couple family	AGE: Under 5 years	Dimension Bar
ESTIMATE	Direct Estimate	Upper Bound	Lower Bound
GEOGRAPHY			
Sheward County	19,067	21,224	16,910
Melbourne	-2,621	3,434	1,803
Fairfax	4,206	6,246	-
Douglas County	22,002	23,086	20,918
Douglas County, Tract 2	173	272	-
Douglas County, Tract 2, BG 3	7	71	-
Douglas County, Tract 2, BG 4	21	95	-
Douglas County, Tract 2, BG 5	100	174	26
Douglas County, Tract 2, BG 6	46	108	-
Douglas County, Tract 3	31	96	-
Douglas County, Tract 3, BG 1	31	96	-
Douglas County, Tract 3, BG 2	-	64	-
Douglas County, Tract 3, BG 3	0	64	-
Douglas County, Tract 4, Tract 4	26	163	-
Douglas County, Tract 4, BG 1	25	89	-

Viewing Table, Dimension and Item Summaries

Summaries give additional information about the data you are viewing.

File summaries explain what's in a table, and can be viewed by selecting Summary from the file menu.

Dimension summaries can provide a description of the variable, an explanation about where and how the source data was collected, or reasons for any anomalies in the data.

Item summaries provide an extended description of the active item, and they are typically used to give reasons for any anomalies in the data.

View dimension or item summaries by clicking on the blue underline.

Switching Table Dimensions

Once you have opened a table, you are in the table view. You can change your view of the table by dragging and dropping dimension tiles with the mouse, one at a time. For example, if you want to see Poverty Status for the current geography, drag the Poverty Status dimension tile and drop it on the Geography dimension tile.

Nesting Table Dimensions

You can view more than one dimension at the same time along either the rows or the columns by nesting dimensions. Nesting means showing one dimension within another. With the left mouse button depressed, slowly drag the desired dimension tile from the Dimension bar to the top or bottom edge of the column labels, or to the right or left

edge of the row labels, until a thick line (or highlight) appears. Release the mouse button to nest the dragged dimension.

PB7. Poverty Status by Family Type and Age				
GEOGRAPHY: Brevard County		FAMILY TYPE: In married-couple family		AGE: Under 5 years
ESTIMATE				
	Direct Estimate	Upper Bound	Lower Bound	
POVERTY STATUS				
Income in the past 12 months above poverty level	19,067	21,224	16,910	
Income in the past 12 months below poverty level	1,841	2,286	996	

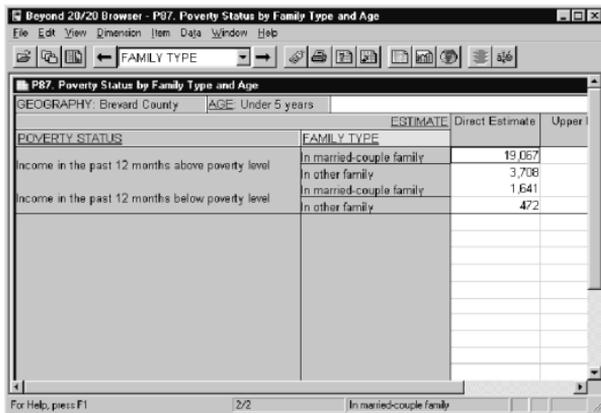
In the example above, the Poverty Status dimension tile is dragged on top of the Geography column. Now, to nest the table, drag the family type dimension tile until it hits the right edge of the row labels and the highlight appears.

The left mouse button is released, and the Family Type dimension is nested inside the Poverty Status dimension. (See next page)

Selecting Data from a Table

To reduce the amount of displayed data, to move data to another application, or to chart or map data, you first need to select it.

- To select a row or a column of data, click on the corresponding row or column heading.
- To select multiple consecutive rows or columns, drag the mouse across the row or column headings.
- To select nonadjacent rows and/or columns, press the *CTRL* key while you click on the row and/or column headings.



The screenshot shows a software window titled "Beyond 20/20 Browser - P87. Poverty Status by Family Type and Age". The window contains a table with the following data:

GEOGRAPHY: Brevard County		AGE: Under 5 years	ESTIMATE	Direct Estimate	Upper
POVERTY STATUS	FAMILY TYPE				
Income in the past 12 months above poverty level	In married-couple family			19,057	
	In other family			3,708	
Income in the past 12 months below poverty level	In married-couple family			1,641	
	In other family			472	

The status bar at the bottom of the window displays "For Help, press F1", "| 2/2", and "In married-couple family".

With your selection highlighted, click on the right mouse button for the shortcut menu, then select the desired operation. You can show, hide, chart, copy or print the selected items.

Displaying Alternate Item Labels



Frequently there is more than one set of labels available for the items in a dimension. For example, there may be a short label and a longer more descriptive label. To view the next set of labels for a dimension:

1. Make the dimension active by clicking on the appropriate dimension tile.
2. Click on the Change Labels button in the toolbar.

Searching for Items Along a Dimension



You can reduce the items shown along a dimension by displaying only the ones you want. To search for items along a dimension:

1. Make the dimension active by clicking on the appropriate dimension tile.

2. Click on the Search Dimension button in the toolbar.
3. In the Search dialog box, click on the Data field if you want to search the data, then enter minimum and/or maximum values to constrain your search. When you choose OK, Beyond 20/20 searches the active items and shows only those items that have satisfied your criteria.

OR

In the Search dialog box, click on the field you want to search, then enter the text string that you want to search for in the Text to Find box. When you choose OK, Beyond 20/20 searches the field you selected and shows only those items that contain the text string specified.

Note: To jump to a desired item along a dimension, choose Find Next.

Sorting Data Across a Dimension



You can sort items across a dimension to reorder them in the table view. To sort items across a dimension:

1. Make the dimension active by clicking on the appropriate dimension tile.
2. Click on the Sort Dimension button in the toolbar.
3. If you want to sort the dimension based on the data values, click on the Data field in the Sort dialog box. Then click on either Increasing or Decreasing, and choose OK.

OR

If you want to sort the dimension based on the codes or labels associated with it, click on the field that you want to sort, then indicate the Sort Option and choose OK.

Changing the Frequency of the Displayed Data

Many tables use time as a dimension. You may want to decrease the display frequency by aggregating the data. For example, if your table contains monthly data, you can average or sum the monthly values to produce annual data. To change the frequency of displayed table data:

1. Choose Time Series from the View menu.
2. Click on the desired Display Frequency.
3. Select the Aggregation Method you want Beyond 20/20 to use to compute the new data.
4. Choose OK.

Creating Percentage Distributions

You can display numeric values distributed as percentages of row, column, or table totals.

1. Choose Distributions from the View menu.
2. Select the dimension you want to include in the distribution calculation. Note that the row and column dimensions are automatically included in the distribution calculation.
3. Clear any check boxes for those items you want to exclude from the new distribution dimension.
4. Click OK.

Beyond 20/20 creates a new table view with a new dimension called Distributions. This dimension contains one item for each type of distribution you've selected.

Performing Calculations

You can apply formulas to items in a dimension to create a computed group. For example, you can sum two items together and divide the results by two.

1. Choose Define Group from the Item menu.
2. Enter a unique name or group code represent the result of the formula.
3. Choose the Computed Group Type.
4. Enter a formula to describe how the new group is to be calculated. For example, $(\text{item1}+\text{item2})/2$.
5. Click OK and proceed with calculation of the group.

Charting Data



You can choose from many chart types to display table data. To create a chart:

1. Select the rows and/or columns that you want to chart.
2. Click on the Display Chart button in the toolbar.
3. With the mouse pointer in the chart view, click on the right mouse button to see the Charting shortcut menu.
4. Choose Chart Options to change the current chart type.
5. Make a selection and click OK to return to the chart view.

ChartBrowse



The ChartBrowse feature lets you view a series of charts in rapid succession so that you can quickly and easily see trends and variations in the data.

1. With the mouse pointer in the chart view, select one of the headings in the title of the chart to make that dimension active.
2. Use the Previous Item and Next Item buttons in the toolbar to chart the previous or next item.

Mapping Data

Some tables that have a geographic dimension have maps associated with them. To view the table data within its geographic context:

1. In a table view, move the cursor to the item that contains the data you want to display on a map.
2. Click on the Display Map button in the toolbar.

Zooming In and Out of a Map View

To zoom in to a region on a map, double-click on the region or the value representing that region.

To zoom out to a higher level on a map, double-click on the white space inside the map border.

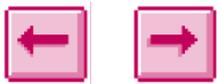
Changing Map Colors

1. With the mouse pointer in the map view, click the right mouse button to see the Mapping shortcut menu.
2. Choose Map Options.
3. Click on the radio button in the Range Definition area that corresponds to the preferred method of data classification.
4. Use the Range Colors pop-down menus to select the colors that you want to appear on your map.

MapBrowse

The MapBrowse feature lets you view a series of maps in rapid succession for data tables that support mapping. This feature provides a quick, easy way to view the trends and variations of the data.

1. With the mouse pointer in the map view, click on one of the headings in the title of the map to make that dimension active.
2. Use the Previous Item and the Next Item buttons in the toolbar to display the previous or next item on the map.



Saving and Opening Views

A saved view is a personalized snapshot of a table that allows you to quickly recall a specific layout of a table without having to redefine its attributes. Dimension order and nesting, item selections, column widths, decimal settings and time

series aggregations are all examples of attributes that are stored in a view.

■ To permanently change the default view of a table, you must have permission to modify the table.

Arrange the table in the layout you wish to save and choose Save from the view menu. The next time you open the table the saved view will automatically appear.

■ If you are in a read-only table or you don't want to permanently modify the default view of a table:

1. Arrange the table in the layout you wish to save.
2. Choose Save As from the File menu and clear the Include Numeric Data check box.
3. Name the view and specify its location.
4. Click OK.

A view saved in this fashion can be recalled by choosing Open from the View menu and selecting the view filename. This method of saving a view can also be used to save multiple views for one table.

Printing a Table, Chart or Map

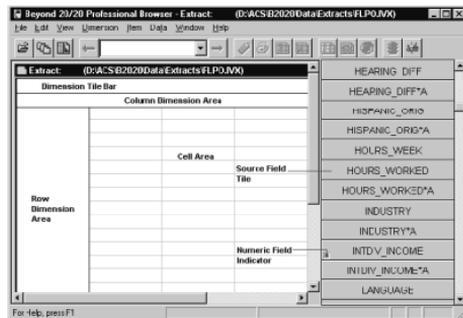
To print a table view, chart view, or map view, click on the right mouse button to see the shortcut menu and select the Print option.

Saving a Table

To save a table (or a subset of one) as a new Beyond 20/20 table, choose Save As from the File menu. You can also save Beyond 20/20 table data in several other formats including, dBase (.dbf), comma-separated value (.csv), and Lotus (.wks). When saving to any non-Beyond 20/20 format, you'll need to nest all the dimensions along the rows and/or columns before you save if you want to retain the data for these dimensions (see "Nesting Table Dimensions" on page 9).

When you open an extract, (see "Opening a Table or an Extract" on page 7), the Browser displays an empty table view and the Source Field bar – a list of *source field tiles* down the right side of the screen. Each source field tile represents one of the fields in the original data file.

WORKING WITH EXTRACTS



Viewing Extract and Source Field Summaries

An *extract summary* contains descriptive information about the extract and lists the attributes of the extract along with the fields it contains. Choose Extract Summary from the Data menu to view the summary information.

A *source field summary* contains descriptive information about a particular source field. To view this information, right click on a source field tile and select Source Field Summary.

Finding Source Fields

Source fields are the components of an extract. When positioned into an empty table view, they become the dimension of a table or define the content of a table. Often you have a large number of source fields to work with and you need a way to find specific fields. The Find Source Field dialog box helps you to do this.

1. Choose Find Source from the Data menu. Initially, all categories and consequently all source fields are displayed.
2. Locate a particular field by searching for the field using the Search button or by selecting individual categories that may contain the source field you are looking for.
3. Once you have found a specific source field, select it and click OK. In the Source Field bar the Browser will position the cursor on the selected field.

Defining the Dimensions of a Table

Define the dimensions of a table by dragging your choice of source field

tiles, one at a time, into the row and column dimension area.

1. Drag a source field tile into the row dimension area. You'll see that Browser highlights the area where the tile can be dropped.
2. Drag a second tile into the column dimension area.
3. Drag up to eight more source field tiles into the Dimension bar.

Filling a Table with Units

If you want the table to be filled with counts, you can create them by clicking on the Go button in the toolbar. However, you may want to have other data values aside from counts in the table. Just drag and drop tiles associated with numeric values into the cell area of the table view. Beyond 20/20 creates a new dimension called Units containing one item for each tile you move into the cell area. As you drop the tiles, Beyond 20/20 lets you choose which statistical value related to the source field will be used to fill the table.

Applying Weighting Factor to the Data

If you are working with an extract that represents data collected from a survey there will probably be at least one field that contains weights. These weights are used to generate population-based tables from sample survey data. An extract is pre-weighted if one of the weight fields is greyed out in the Source Field bar. Tables built from a pre-weighted extract will automatically contain weighted values. To set a weight field or to clear or change a previously set weight:

1. Choose Set Weight Field from the Data menu.
2. Select or clear the Use Weight Field check box and if selected, click on the numeric source field that you want to use as the weight field.
3. Click OK.

Creating a Table

Once you've defined the table, create it by clicking on the Go button in the toolbar.



Saving a Table

To save your table for future use:

1. Choose Save As from the File menu.
2. Enter up to eight characters to name the table.
3. Choose OK.

Documenting a Table

1. Choose Summary from the Edit menu, then choose File.
2. Enter a title and Category these will appear in the Find dialog box.
3. If you wish, enter Keywords to help you find the table later, and Notes to provide additional information.
4. Choose OK.

Other Table Creation Features

The Data menu contains commands that you can use to further customize your table.

- The **Define Recode** command lets you create a new source field tile based on an existing coded field such as occupation or marital status. Use this feature to combine items from an original source field. For example, for the source field Marital Status, the codes for Single, Divorced and Widowed could be combined to form a new code called Unmarried.
- The **Define Bands** command lets you create a new source field tile based on an existing numeric field. Use this feature to redefine the default bands of an existing source field. For example, if Age is a source field, then you may wish to change five-year bands to ten-year bands.

- The **Define Derived Field** command lets you create a new source field tile using arithmetic operations on one or more existing source fields. For example, given Net Income and Taxes as two source fields, you can add them together to create a new tile called Gross Income.
- The **Record Constraints** command lets you create a table subject to certain criteria or constraints. For example, if Sex and Age are two of your source fields, you could create a table that contains data only for females between the ages of 15 and 24.

See the On-line Help or the *“Beyond 20/20 Browser User’s Guide”* at **www.ivation.com** for further information on how to use these commands.

For More information...

Block Group Data

Block group data for the 1996 American Community Survey sites are available on this CD-ROM. If you wish to work with these data, please contact Elaine Quesinberry on 301-457-3109 for instructions on how to access these data.

These data are estimates from a sample of households. As such, the smaller the population size, the larger the sampling error. Usually, block groups have a small population, and usually they are not appropriate as individual units of analysis because of their large sampling variance. We provide block group data so you can aggregate them into larger geographic districts that are not provided here as a standard product (for example, a water district, a

hospital service district, or the service district of a business).

NOTE: To see a detailed explanation go to the first screen on the CD-ROM and choose "The nitty gritty of data collection"...then "Accuracy of the Data."

Maps

When using the maps, please note that the original boundary coordinates were extracted from the Census Bureau's TIGER/Line® files to create tract outline files. The map boundaries have been simplified to speed display of the maps.

For information on obtaining more detailed maps from the Census Bureau, please call our Customer Services Center on 301-457-4100.