

Census 2001: Key Statistics for Output Areas DVD

Frequently asked questions

Introduction

These Frequently Asked Questions are intended to assist you when using the *Key Statistics for Output Areas* DVD released in June 2003. If your query is not resolved, contact details for Census Customer Services are provided below.

Users are advised to regularly review these Frequently Asked Questions, available at www.statistics.gov.uk/census2001/nr_cd_faq.asp, which will be updated with details of any new issues as they become known.

1. Getting started

Q. How do I start using the DVD?

A. Put the DVD in your DVD drive. It will start up automatically and you will be presented with a screen that asks you to either accept or decline the ONS conditions of supply. Before registering your acceptance, it is recommended that you click on the link to the Read Me file that is just above the 'DECLINE' and 'ACCEPT' options, and available here. Within this Read Me file is The Guide to Getting Started. You are advised to read this thoroughly and follow the instructions closely before trying to use the DVD.

Q. Do I have to install the contents of the DVD on my computer?

A. No, much of the contents can be accessed with the DVD in the DVD drive and with no software installed from the DVD. However, you will need to install some software to access all the data and get the maximum from the DVD. If you are connected to a network you may need to seek the assistance of your network administrator to install SuperTABLE and Adobe Acrobat. When you put the DVD in your DVD drive, the first screen that you see shows you the conditions of supply, a link to a Read Me file which provides a guide to installing the software, and provides you with the options to either accept or decline the conditions. If you accept the conditions, a second screen will appear which provides you with options to install.

2. Conditions of supply

Q. Why am I frequently asked to accept the conditions of supply when I have already done so after first putting the DVD in my disk drive?

A. This will occur if you are using the DVD in your DVD drive and have not chosen to install the contents of the DVD on your PC. ONS cannot control the use and possession of the DVD and this procedure ensures that the content of the DVD is never viewed without the conditions of supply having been accepted. If you opt to install the contents of the DVD on to your computer you will not be asked to accept the conditions again.

3. Installation

Q. I am encountering issues when attempting to install and use SuperTABLE. For example, either error messages appear at installation or, once installed using an administrator's account, users cannot start the application when they logon and have insufficient authority to access the appropriate folders. Can ONS help ?

There are a number of reasons why an install of SuperTABLE may fail or prove difficult, and administration privileges applied to PCs can impede installation. Unfortunately ONS is unable to provide technical support regarding the installation of SuperTABLE, but further information can be found at the manufacturer's website in pages such as www.str.com.au/content.php?c=content/solutions/modules/supertable_faq_win2000.htm or by contacting support@str.com.au. Note that ONS has been informed by one customer that McAfee anti-virus software would not accept SuperTABLE. Disabling the virus check enabled them to install successfully.

4. Loading data into databases

Q. The data on the DVD is in HTML and SuperTABLE formats and neither of these are suitable for loading into a database. In addition, the Save as CSV option does not produce a comma separated file that I can use for this purpose. Is the data available in other formats?

A. All the tables on the DVD are available in a csv format specifically designed by ONS for loading into database systems, and can be obtained free of charge by contacting Census Customer Services (contact details below).

Q. I have received the CSV data from ONS and it includes area codes in the file. I need to know the names of these areas.

A. Information about names and codes can be found on the National Statistics website www.statistics.gov.uk/geography/beginners_guide.asp, and later versions of the CSV DVD will contain a look up file of areas and names.

Q. The total number of Output Areas is 175,434, but on three tables (KS11b, KS11c, and KS12c) there are only 175,433 rows. Are some Output Areas missing ?

A. In some circumstances Output Areas have been excluded from these files as the entire area contains zero counts. This applies to 00MFNR0014 in Table KS11b, 00PRNR0006 in KS11c, and 19UDGJ0011 in Table KS12c.

5. Finding results

Q. How do I view the Census results?

A. Put the DVD in your DVD drive. It will start up automatically and you will be presented with a screen that asks you to either accept or decline the Census conditions of supply. Before accepting, it is recommended that you click on the link to the Read Me file that is just above the 'DECLINE' and 'ACCEPT' options, and available here.

On acceptance of the conditions you may then choose to either browse the data or install the product from the DVD on to a computer or network.

When you use the product, a screen is available which enables you to select Census tables using either a list of areas or navigation by maps. Detailed instructions are provided on the DVD. On selection, a table will appear within a window in your browser. This window will display the data for the area you selected.

Q. There are only Government Office Regions shown on the 'List View' and 'Map View' options. How do I find results for Output Areas and local authorities ?

A. Results for local authorities, wards and Output Areas in England and Wales are available in SuperTABLE files. You can find the results you want by choosing a table and Government Office Region of interest. A screen showing results as percentages will appear. Selecting the option on the screen to manipulate or download data will provide you with options to view results in SuperTABLE for either wards and higher areas in England and Wales or Output Areas in the

Government Office Region. Selecting these options will open SuperTABLE (if installed, see below for installation advice), and by scrolling down the list of areas in the first column you can find the area you want. In the files showing wards and higher geographies, areas such as Government Office Regions and local authorities appear in the same order as in the list view on the DVD. Wards can be found listed beneath the local authority to which they belong. In the files showing Output Areas the areas are listed alphanumerically within each Government Office Region.

Q. How do I find out what tables are on this DVD, and what topics are covered?

A. A facility to browse the topics and table titles is provided in the product, and the titles can be listed according to summary classifications or in table number order. Table titles are also provided on the main table selection screens.

Q. How do I find an area?

A. The DVD enables you to select results (expressed as percentages) for local authorities and higher areas from a list or by using maps. Detailed instructions are on the DVD. To expand the list of areas, click on the red crosses to the right of the area name. The maps can be navigated by selecting those area names that are underlined in the map view. You will need to use SuperTABLE to view results for smaller areas such as wards and Output Areas.

Q. How can I find figures for average age and average hours worked at the Output Area level? The columns are missing from the files provided.

A. These figures were not produced in the main run of the Key Statistics for Output Areas. They are available on request from Census Customer Services.

6. Using SuperTABLE

Q. How do I manipulate or download the Census results?

When you use the DVD, a screen is available which enables you to select Census tables for areas using either a list of these areas or navigation by maps. Detailed instructions are provided on the DVD. On selection, a table will appear within a window in your browser. This window will display the data for the area you selected. On this screen there is an option to 'manipulate or download data' which, if selected, provides options to view, manipulate and download data. To use these options you must first have installed SuperTABLE, and instructions for doing so are provided in the Read Me file which can be accessed from the screen displayed after the DVD is put into the DVD drive. The SuperTABLE files contain results for the areas that appear in the lists and maps, and also for smaller areas such as local authorities, wards, and Output Areas.

Q. How do I get the results from SuperTABLE into Excel?

Choose the table of interest and select the option "manipulate or download data" to open the SuperTABLE file. You can transfer this data into Excel in two ways. Firstly you can use the *File/Save as* menu commands, and specify *Save as type*

Excel (.XLS) with an appropriate file name. This will create an Excel file containing all the data in the SuperTABLE file. Alternatively, use the *Edit/Select All* then *Edit/Copy* menu commands in SuperTABLE, switch to an open Excel workbook and select *Edit/Paste*.

Q. Why does nothing happen when I click on the icon that offers to let me "manipulate or download data"?

A. To use this facility of the DVD you must first have installed some software called "SuperTABLE", which is available on the DVD. Advice on installing SuperTABLE is available in the Read Me file, a link to which can be found just above the "DECLINE" and "ACCEPT" options in the screen displaying the conditions of supply, and which is available at www.statistics.gov.uk/census2001/files/nr_cd_readme.txt (If you are uncertain that you can find the screen that displays the conditions of supply, remove the DVD from the DVD drive and put it back in. This will cause the screen to be redisplayed automatically. Accept the conditions, and then select the installation option).

If you have already installed SuperTABLE it is possible that the install has not fully completed. This can be easily resolved by opening up SuperTABLE and then closing it. Details of how to carry out this simple procedure are in the Read Me file).

Q. How do I use SuperTABLE?

A. A Census specific tutorial is available from the Help option within the SuperTABLE application.

Q. How do I return back to the original screen showing results after downloading or manipulating data using SuperTABLE?

A. SuperTABLE is a stand alone application and there is no facility within it to return to the browser you used to view the DVD. Closing or minimising SuperTABLE will return you to your browser.

Q. What are the codes in the Output Area files?

Output Area codes are a combination of County, Local Authority District, and Ward codes plus a numeric identifier to make the Output Area unique within the ward. Output Areas are not named. Further information about Output Areas is available on the National Statistics website.

7. Using maps

Q. How do I view a reference map?

A. When you browse the DVD, a screen is available which enables you to select Census tables for Government Office Regions. On selection, a table will appear within a window in your browser. This window will display the data for the area you selected. On this screen there is an option to click an icon enabling further results and boundary maps to be viewed. On selection, a screen appears with options to use SuperTABLE, or view maps as PDF files, or view maps on the web via the Neighbourhood Statistics Service on the National Statistics website. To use the PDF option you must first have installed

Adobe Acrobat, and it is recommended that you use the version provided on this DVD. Instructions for installation are provided in the Read Me file which can be accessed from the screen displayed after the DVD is put into the DVD drive, and at www.statistics.gov.uk/census2001/files/nr_cd_readme.txt All areas shown in the table are presented on the associated map, and as the table and the map appear in the same window you can toggle between the two screens (using Back and Forward buttons) to compare results and locations of these areas. If you wish to view maps for smaller areas, please select the option to use the Neighbourhood Statistics Service on the National Statistics website.

Q. Why does the PDF map appear discoloured or incomplete?

A. It is recommended that you install Adobe Acrobat from the DVD. If you have another version on your computer it may not be compatible with the map files on the DVD.

Q. Why, when I close a PDF map after viewing it, does the screen showing the associated Census results close as well?

A. The map appears in the same window as the Census results, so in closing the map you have also closed the results. Rather than close the screen, use the Back and Forward buttons on your browser to toggle between the two. This will enable you to view results for your selected area and its neighbouring areas, and also locate these areas on the map.

8. General

Q. I think that I have found some errors on the CD, how do I confirm this and find out if they have been corrected?

A. It is possible that some errors have been discovered on the CD since it was published. Any such errors will be noted in the Census product error log available at www.statistics.gov.uk/census2001/error_log.asp which is regularly updated. As well as explaining any errors, the log contains details of how the error has been corrected; how the corrected information can be obtained; and, where applicable, links to further information. If the error log does not list the specific error you have found, please contact Census Customer Services using the contact details listed below.

9. Contact details

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