

Census 2001: CD Supplement to *the* National report for England and Wales *and* Key Statistics for local authorities in England and Wales

Frequently Asked Questions

Introduction

These Frequently Asked Questions are intended to assist you when using the Census CD. They supplement The Guide to Getting Started supplied with the CD. If your query is not resolved, contact details are provided below.

These Questions and Answers refer to the CD accompanying the National report for England and Wales part 2 released in February 2004, which supersedes the disc provided with the first part of the National report in May 2003.

This disc includes tables that are revised from the first May 2003 release, in addition to a number of new tables. Customers with the May 2003 CD can obtain the revised disc from Census Customer Services using the contact details listed below.

Details of the revisions and additions are contained in **Section 1**, and Frequently Asked Questions that relate only to the May 2003 disc are retained and provided for reference in Appendix A.

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 is this CD different from the 'CD Supplement to the National Report for England and Wales and Key Statistics for local authorities in England and Wales' released in May 2003?

A. The CD released in February 2004 supersedes the first disc that was released in May 2003. It contains all of the correct information on that disc, some tables that have been revised and corrected, and some new previously unreleased tables. Details of these changes are provided on the CD under 'Finding information in this report' in the About Census section of product 2, and are summarized below (all tables are contained in product 2 on the CD unless otherwise specified):

Tables revised from previous release:

S020 Limiting long-term illness and age by accommodation type and lowest floor level of accommodation

Table corrects error relating to lowest floor-level contained in the first part of the National report for England and Wales.

S034 Sex and former occupation by age

Table corrects error relating to process, plant and machine operatives counts contained in the first part of the National report for England and Wales.

S057 Tenure and lowest floor level by household composition

Table corrects error relating to lowest floor-level contained in the first part of the National report for England and Wales.

S067 Age of Household Reference Person (HRP) and dependent children by approximated social grade

Table corrects error in table population contained in the first part of the National report for England and Wales.

S068 Age and dependent children by household type (Household Reference Persons)

Table corrects error in counts for Pensionable age – 74 and 75+ contained in the first part of the National report for England and Wales.

S110 Sex and industry by ethnic group

Table in the first part of the National report for England and Wales incorrectly labelled.

S115 Count of qualifications by sex

Table corrects error in counts contained in the first part of the National report for England and Wales.

S123 Shared/unshared dwelling and central heating and occupancy rating by ethnic group of Household Reference Person (HRP)

Table corrects error in table title contained in the first part of the National report for England and Wales.

S155 Sex and industry by religion

Table in the first part of the National report for England and Wales incorrectly labelled.

T01 Theme table on all dependent children

Table corrects error relating to lowest floor-level contained in the first part of the National report for England and Wales.

T05 Theme table on people aged 50 and over

Table corrects error relating to lowest floor-level contained in the first part of the National report for England and Wales.

T06 Theme table on pensioner households

Table corrects error relating to lowest floor-level contained in the first part of the National report for England and Wales.

T08 Theme table on households

Table corrects error relating to lowest floor-level contained in the first part of the National report for England and Wales.

T12 Theme table on ethnicity of all dependent children in households

Table corrects error relating to lowest floor-level contained in the first part of the National report for England and Wales.

T52 Theme table on religion of all dependent children in households

Table corrects error relating to lowest floor-level contained in the first part of the National report for England and Wales.

UV08 Country of birth

Table in the first part of the National report for England and Wales missing footnote.

UV83 Persons per room

Table corrects error in allocation of households with exactly 0.5, 1.0 and 1.5 persons per room, contained in the first part of the National Report for England and Wales

Tables additional to those in previous release:

KS24 Migration (contained in product 1 on the CD)

S008 Resident type and sex and age by migration

S009 Age of Household Reference Person (HRP) and number of dependent children by migration of households

S010 Household composition by migration of households

S048 Dwelling type and accommodation type by household space type

S104 Ethnic group by religion

S120 Sex and age by distance travelled to work

S121 Sex and distance travelled to work by method of travel to work

S129 Sex and distance travelled to work by method of travel to work (workplace population)

S130 Sex and industry by distance travelled to work (workplace population)

S131 Sex and industry by highest level of qualification (workplace population)

S132 Sex and industry by occupation (workplace population)

S134 Sex and knowledge of Welsh and age by migration within Wales

S135 Migration of Welsh speaking households within Wales by age of Household Reference Person (HRP) and presence of dependent children

S146 Sex and ability to speak Welsh and age by migration within Wales

T10 Theme table on resident, workplace and daytime population

T11 Theme table on travel to work

T33 Theme table on migration (people)

T34 Theme table on migration (households)

UV81 Armed Forces

UV93 Same-sex couples

AF01 Residents in employment in Armed Forces

AF02 Household Reference Person (HRP) in Armed Forces and associated persons

AF03 Economic activity of associated people resident in households with Armed Forces personnel

AF04 UK and Foreign Armed Forces by residence and workplace

Q. I have both the May 2003 CD and the February 2004 CD, how do I tell them apart as they have the same title?

A. The February 2004 has the date printed on the disc surface, to the right of the Census 2001 logo, and all of the packaging contains the date just after the title.

Q. I copied the data from the previous National report CD onto my PC. Should I delete this?

You are advised to delete all the files copied from the previous CD and to replace them with the files contained on the CD released February 2004. This will ensure that you are using the full and correct set of tables.

Q. Why are there two sets of Census results on the CD?

A. The CD contains a large amount of data that supplements the printed National Report for England and Wales laid before Parliament on 7 May 2003 and the National Report for England and Wales part 2 laid before Parliament on 3 February 2004. It also contains the Key Statistics for local authorities in England and Wales that were laid before Parliament 13 February 2003.

Q. How do I start using the CD?

A. Put the CD in your CD drive. It will start up automatically and you will be presented with a screen that asks you to 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 is also available at www.statistics.gov.uk/census2001/files/nr_cd_readme.txt. Within this Read Me file is The Guide to Getting Started. You are advised to read this thoroughly and follow the instructions closely before use of the CD.

Q. I am following the procedures in The Guide to Getting Started in the Read Me file, and have reached the part about installation. However, the screen displayed on my computer does not appear to have any instructions about installation. What should I do?

A. When you put the CD in your CD drive, the first screen that you see shows you the conditions of supply, a link to a Read Me file, and provides you with the options to accept or decline the conditions. If you accept the conditions, a second screen will appear which provides you with a choice of products to view or install. Choose either product and an installation option is provided on the next screen. Note that you need to install each product separately, but need only install SuperTABLE and Adobe Acrobat once. If you are uncertain that you can find the screen that displays the conditions of supply, remove the CD from the CD drive and put it back in. This will cause the screen to be re-displayed automatically. Accept the conditions, choose a product, and then select the installation option.

Q. Does the CD run on an Apple Mac?

A. Much of the content of the CD can be viewed with an Apple Mac, but the facility to download and manipulate the data is not available because SuperTABLE software cannot be installed on an Apple Mac.

2. Installation

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

A. No, much of the contents can be accessed with the CD in the CD drive and with no software installed from the CD. However, you will need to install some software to access all the data and get the maximum from the CD. 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 CD in your CD 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 a choice of products to view or install. Choose either product and an installation option is provided on the next screen.

Q. If I install the contents of the CD on my computer, can I install both products simultaneously?

A. You must install each product separately. After installing the first product you will need to return to the screen that shows you the conditions of supply. To do this you can either close all windows until that screen is revealed or select Index.htm from the list of screens already open within your browser. Alternatively, remove the CD from the CD drive and put it back in. This will ensure the screen offering the conditions of supply re-appears on your computer. Select ACCEPT on this screen and another screen offering a choice of product will be displayed. On selecting the product you have not yet installed the option to install it will be offered to you.

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 administrators 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.

3. 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 CD in my disk drive?

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

4. Selecting products

Q. How do I select a product?

A. Put the CD in your CD drive and a screen showing the conditions of supply will be displayed. Open the link on that screen to the Read Me file and follow the Guide to Getting Started. If you have already done this, by accepting the conditions of supply you will be presented with a screen including icons which offer you a choice of the two products on the CD, the National Report for England and Wales and the Key Statistics for local authorities in England and Wales. You may choose to either browse the data or install a product from the CD on to a computer or network.

Q. Once I have looked at one product, how do I select the other one?

A. If you are browsing the contents of the CD from your CD drive, the selection of the alternative product can be made by closing all screens except the screen which shows you the conditions of supply (Index.htm), or selecting this screen from those already open within your browser. Alternatively, removing the CD from the CD drive and putting it back in will ensure that this screen is displayed on your PC. Accepting the conditions of supply will return you to the screen that offers you the choice of products.

Alternatively, if you have installed the contents of the CD on your computer, a shortcut icon for each product will be available on your desktop. Clicking on either of these will launch the products.

If the contents of the CD have been installed on a network, you should seek the advice of your network administrator.

5. Finding results

Q. How do I view the Census results?

A. Put the CD in your CD drive. It will start up automatically and you will be presented with a screen that asks you to 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 at www.statistics.gov.uk/census2001/files/nr_cd_readme.txt.

On accepting the conditions of supply you will be presented with a screen that offers you a choice of the two products on the CD, the National Report for England and Wales and the Key Statistics for local authorities in England and Wales. On selection of a product, you may then choose to either browse the data or install the product from the CD on to a computer or network.

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

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

A. A facility to browse a list of the topics and table titles is provided in both products, 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. Product 1 enables you to select results (expressed as percentages) for all local authorities from a list or from maps. Detailed instructions are on the CD. 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. There is also a search facility to find named areas. Product 1 presents results for the same areas (expressed as counts) in SuperTABLE files, and these areas can be selected from a list within each file.

Product 2 enables you to view results (expressed as counts) for England and Wales, England, Wales, and all Government Office Regions in England using a choice of a list or maps that can be expanded or navigated in the same way as Product 1. Product 2 also provides results for these areas and other local authorities (Counties, Unitary Authorities, Local Authority Districts and Boroughs) in SuperTABLE files, and areas can be selected from a list within each file.

Q. Some footnotes are truncated on the CD. Where can I find them ?

A. Some of the footnotes of the Standard Tables have been truncated during the manufacturing process. You will find more comprehensive footnotes in the SuperTABLE files which can be opened using the 'manipulate or download data' option. A complete set of footnotes can be viewed in the PDF versions of the published England and Wales tables available at www.statistics.gov.uk/StatBase/Product.asp?vlnk=10441.

Q. Why does nothing happen when I click on tables S133 – S148, T15, T39, and UV84 for England and Wales, England, and Government Office Regions in England

A. These tables apply to Wales only.

6. Using SuperTABLE**Q. I installed SuperTABLE from the previous National report CD released in May 2003. Do I need to reinstall?**

A. No. The same version of SuperTABLE is included on both CDs and you do not need to reinstall this. Advanced users may be interested in obtaining a later version of SuperTABLE, which provides some minor added functionality, from Census Customer Services.

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

A. When you use the products, a screen is available which enables you to select Census tables for local authorities using either a list of these areas or navigation by maps. Detailed instructions are provided on the CD. 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'. To use this option 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 CD is put into the CD drive, and is available at www.statistics.gov.uk/census2001/files/nr_cd_readme.txt.

Q. When I click on the icon to 'manipulate or download data' I am prompted to open the file or save the file. Which should I choose?

A. To view the data when browsing the CD select the option to open the file. This will enable you to view the table using SuperTABLE. Saving the file will place the file in a folder on your PC.

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 CD you must first have installed some software called SuperTABLE, which is available on the CD. 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 here. (If you are uncertain that you can find the screen that displays the conditions of supply, remove the CD from the CD drive and put it back in. This will cause the screen to be re-displayed

automatically. Accept the conditions, choose a product, 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, available at www.statistics.gov.uk/census2001/files/nr_cd_readme.txt.

Q. How do I use SuperTABLE ?

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

Q. The Tutorial and Demo mentions that I can save just one wafer as HTML by highlighting all the cells in it and choosing: Save As | HTML Single File. This doesn't seem to work - My PC seems to be saving the table for the whole country rather than just my Borough. Why is this?

A. There is an error in Chapter 7 of the Tutorial, and the function to save wafers in this way is not available in the version of the software on the CD. The Save As HTML function will only reproduce the entire table, even when choosing the option 'HTML single file'. It is anticipated that future releases of SuperTABLE will provide the facility to save wafers. In the meantime, two alternatives are available:

Either

Select the wafer

Save a wafer as a .txt (highlight the wafer by clicking on the local authority name in the top left this will highlight the individual wafer, use the 'save as' to save the wafer as .txt) Import the .txt file into Excel.

Reformat the layout to suit.

From Excel, save as an HTML page.

Or

Select the wafer.

Click 'Edit' 'Copy'

Paste the wafer into Excel (or text format).

Reformat the layout to suit.

From Excel, save as an HTML page.

Customers may be interested to know that free software exists that can be used to save multiple .txt files to HTML, but ONS is unable to endorse such products.

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 CD. Closing or minimising SuperTABLE will return you to your browser.

7. Using maps

Q. How do I view a reference map?

A. When you browse the CD, a screen is available which enables you to select Census tables for local authorities. 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 here for boundary map'. To use this option you must first have installed Adobe Acrobat, and it is recommended that you use the version provided on this CD. Instructions for installation are provided in the Read Me file which can be accessed from the screen displayed after the CD is put into the CD 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.

Q. Why does the map appear discoloured or incomplete?

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

Q. Why, when I close a 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. Loading data into databases

Q. The data on the CD 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 CD 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**.

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 at www.statistics.gov.uk/geography/beginners_guide.asp, and the CSV CD contains a look up file of areas and names.

9. 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.

10. Contact details

Census Customer Services

ONS
Titchfield
Fareham
Hants PO15 5RR

Telephone: ++44 (0)1329 813800
Fax: ++44 (0)1329 813587
Minicom: ++44 (0)1329 813669
E-mail: census.customerservices@ons.gov.uk

Customer Contact Centre

Government Buildings
Cardiff Road
Newport NP10 8XG

Telephone: ++44 (0)845 6013034
Fax: ++44 (0)1633 652747
E-mail: info@statistics.gov.uk

1. Finding results

Q. Why does nothing happen when I click on table S103 for England and Wales ?

A. This file has been inadvertently omitted from the CD. The data is available in HTML format for England, Wales, and the Government Office Regions in England; and selection of any of these files will enable you to access a SuperTABLE file containing data for England and Wales and a range of other areas. Should SuperTABLE not be installed on your computer, a PDF of the printed National report for England and Wales available at www.statistics.gov.uk/StatBase/Product.asp?vlnk=10441 contains tables for England and Wales combined.

2. Using SuperTABLE

Q. Why does a screen appear displaying an error message "the page cannot be displayed" when I click on the icon that offers to let me manipulate or download data for table T053?

A. Table T053 is only available on the CD for Government Office Regions and above in HTML format. The SuperTABLE version of the table can be downloaded from the National Statistics website at www.statistics.gov.uk/census2001/downloads/nr_t53.exe.