

**American FactFinder Training
New Jersey State Data Center Meeting
Rutgers University, June 9, 2011**

1) 2010 Demographic Profile: How do I find age specific data?

In the 2010 Census, The West Windsor-Plainsboro Regional School District, which includes the towns of West Windsor in Mercer County & Plainsboro in Middlesex County, gained 8,042 new residents since the last Census. The Board of Education is concerned that the population increase may be stressing their school system. After seeing these numbers, the West Windsor –Plainsboro Board of Education calls your office to find out how many of residents are under the age of 5. They need the information broken out by Town and you have been assigned to help them find the data.

#	<u>Step</u>	<u>System Response</u>
1	Open the Geographic search by clicking on the Geographies button located on the left hand side of the Main or Search page.	<i>The Geography Search option will open on top of your Search Results as an overlay window.</i>
2	Select City or Town from the Geography Filter Options – Geographic Type Filter	<i>The Geography Results are now limited to Cities & Towns</i>
3	Select Within State – NJ	<i>The Geography Results are now limited to Cities & Towns within NJ</i>
4	Select Within County- Mercer	<i>The Geography Results are now limited to Cities & Towns within Mercer County</i>
5	Using the Geography text box, type West Windsor, NJ and click GO	<i>The Geography Results are now limited to Cities & Towns within Mercer County that have West Windsor, NJ in the geography name</i>
6	Select the County Subdivision: West Windsor Township, Mercer County, NJ	<i>West Windsor Township, NJ has now been added to Your Selections. Your Search Results are updated behind the Geographies search.</i>
7	Remove Mercer & West Windsor, NJ from Your Geography Filters	<i>The Geography Results are expanded to all Cities and Towns within NJ</i>
8	Select Within County- Middlesex	<i>The Geography Results are now limited to Cities & Towns within Middlesex</i>
9	Using the Geography text box, type Plainsboro, NJ and click go.	<i>The Geography Results are now limited to Cities & Towns within Middlesex County that have Plainsboro, NJ in the geography name</i>

#	Step – Cont'd	System Response – Cont'd
10	Select Plainsboro Township, Middlesex County, NJ County Subdivision & Close the Geographies search overlay window	<i>Your Selections should now include West Windsor Township, Mercer County, NJ & Plainsboro Township, Middlesex County, NJ The Search Results will be limited to the 1601 tables that have the Townships as a relevant geography</i>
11	Select DP -1 from the search results	<i>The table will display one geography at a time. To view the other selected geography, use the drop down list located above the table</i>
12	<p>To send the table to the Board of Education you have the following options: Download: Tables can be saved in a database compatible format (.csv) or Presentation Ready Formats (.xls & .pdf)</p> <p>Tip: Save Query: Allows users to save the basic information that the system needs to recreate the table in a file. The file has an (.aff) extension and can be sent via email to other users. Once emailed, users can load the query using the “Load Query” button located on the lower left of the Main page. <i>Note Save Query will only save 1 table at a time.</i></p>	<i>The file is saved and sent to the WW-P Board of Education</i>

2) 2010 Demographic Profile: How do I compare 2010 to 2000 Data?

The Board was very happy with the information you provided earlier, but now they want to compare the data to 2000 and have the ability to work with the data in MS Excel. You have been tasked to help them.

#	Step	System Response
1	Go back to search using the “ Back to Search Button ” located above the table	<i>AFF returns to the Search Results page</i>
2	Select Topics- Dataset – 2010 Demographic Profile SF. Also select 2000 SF1 100% data.	<i>Your search results are now limited to the 305 tables that meet all the search terms in Your Selections.</i>
3	Select Topics - Product Type – Data Profile	<i>Your search results are now limited to 2000 DP -1 & 2010 DP-1</i>
4	Select 2010 DP -1 & 2000 DP- 1 and select the Download button located at the top of the Search Results. This creates a zip file that saves the table in a database compatible format.	<i>File is saved and the WW-P Board of Education can now work with it in MS Excel.</i>

3) 2010 Redistricting Summary File: How do I find Voting Districts within a Township?

Additionally, the two towns are now looking at redrawing their Voting Districts to account for any population shift. For their initial look, they want the 2010 populations for Voting Age Population by Race & Hispanic Origin for all Voting Districts broken out in both tabular and map form.

#	Step	System Response
1	Clear all selections in the Your Selections box	<i>All Search Results are displayed.</i>
2	Select Topics – Dataset - 2010 Redistricting Data SF (PL94-171)	<i>This will limit your Search Results & geographies to Redistricting Data specific geographies</i>
3	Open the Geographies search overlay	<i>The Geography Search option will open on top of your Search Results as an overlay window.</i>
4	Select the “Show all summary levels” radio button located below the Geography Filter Options box	<p><i>Note: Geography Filter Options are available in 3 different indexes:</i></p> <ul style="list-style-type: none"> • <i>Most requested summary levels (569,119 total geographies)- This index contains the most commonly selected geographies -</i> • <i>Show all summary levels (7,826,301 total geographies) - This index contains all summary levels except individual blocks. Because of the size difference this index will run slower than the most requested summary levels.</i> • <i>Select individual blocks (11,155,486 total geographies)- This index is only used for selecting individual blocks. If you want “All blocks within a Place”, “All blocks within a County” , or other similar group geographies for blocks you should use the Show all summary levels index. This is also the slowest available index.</i>

#	Step Cont'd	System Response cont'd
5	Using the Geography Filter Options, select Within State- NJ	<i>The Geography Results are limited to display only NJ geographies</i>
6	Select Summary Level – 700-Voting District /Remainder	<i>The Geography Results are limited to only display Voting Districts within NJ</i>
7	Select Within County – Mercer	<i>The Geography Results are limited to only display Voting Districts within Mercer County</i>
8	Using the Geography text box, type West Windsor, NJ and click GO	<i>The Geography Results now display all Voting Districts within West Windsor, NJ</i>
9	Click the “Check All” button & then Add	<i>All 16 Voting Districts in West Windsor Township, NJ have now been added to Your Selections. Your Search Results are updated behind the Geographies search.</i>
10	Remove West Windsor, NJ & Mercer County from Your Geography Filters	<i>The Geography Results are expanded to display all Voting Districts within NJ</i>
11	Select Within County – Middlesex	<i>The Geography Results are limited to display only Voting Districts within Middlesex County</i>
12	Using the Geography text box, type Plainsboro, NJ and click GO	<i>The Geography Results now display all Voting Districts within Plainsboro, NJ</i>
13	Click the “Check All” button & then Add.	<i>All 12 Voting Districts in Plainsboro Township, NJ have now been added to Your Selections. Your Search Results are updated behind the Geographies search. You can now close the Geography search overlay window.</i>
14	Select P4 HISPANIC OR LATINO, AND NOT HISPANIC OR LATINO BY RACE FOR THE POPULATION 18 YEARS AND OVER	<i>The table displays</i>
15	Click on the “Create a map” button– Note that you must have at least 2+ like geographies when creating a map (i.e., 2+ cities, 2+ states, 2+ counties, etc.)	<i>All data points within the table will now become hyperlinks and are selectable.</i>

#	<u>Step Cont'd</u>	<u>System Response cont'd</u>
16	Click on the Hispanic or Latino line to specify what cell you would like to map.	<i>A confirmation box will appear. Once you confirm your choice, the map will display.</i>
17	Click on the Print button or Bookmark to save the map	<i>You can save the map as a bookmark, query, or download it to send it to the WW-P Board</i>
18	Return to the Table and save the table	<i>You can save the table as a bookmark, query, or download it to send it to the WW-P Board</i>