



CANADA 1996 CENSUS IN BEYOND 20/20: SEARCHING FOR MONTREAL CENSUS TRACTS

This guide is designed to help you find data on census tracts using the 1996 Census data available on the Electronic Data Resources Service (EDRS) web site. This data is available only to McGill, Concordia and Bishop's users.

1. Consult the 1996 Census Tract Map for Montreal in Government Information Service. The reference librarian will help you locate it. Note down the numbers of the Census Tracts (CTs) that interest you.
2. Then, add a 0 before each census tract number, e.g. 194 becomes 0194; 378.01 becomes 0378.01. Retain these numbers for use in step 9.
3. Go to Canada 1996 Census in Beyond 20/20 Format (<http://www.library.mcgill.ca/edrs/data/dli/statcan/census/census96/frontends/census.html>)
4. Scroll down to **Cumulative Profiles**
5. Select **Profile of Census Tract (CT)**
6. In the resulting table, click on the **Geography** dimension (just above **Profile of CT**) to make it the active dimension. It will then be highlighted in yellow.
7. Search for Montreal Census Tracts as follows:
 - a. Click on the **Search** icon (a blue spreadsheet with a question mark)
 - b. Select **Unof/Non-of**.
 - c. Select **Reduce**
 - d. Type **montreal** in **Text to Find** (no accent is needed)
 - e. Click **OK**

You now have a table that displays only the census tracts of Montreal.

Note: Every time you choose **Reduce** it will retain only those records that match your search term(s). If you choose **Find Next** instead, it will retain the whole table but take you to the next incidence of your search term(s).

If you want to get back the whole table again, select **Dimension/Reset** (which brings you to the beginning of the table) or **Dimension/Show All** (which retains your cursor at its last position)

8. On the reduced table, the first column gives statistics for the Census Metropolitan Area (CMA) of Montreal, meaning all of the CTs combined. In the rest of the columns, the Census Tract Number is the number given at the top of the column. This corresponds to the number on the map. In terms of searching, disregard the second number (the one in parentheses) which is a Census Tract Name. Disregard also the third number (0000 etc.) which is a control number.
9. To search for a particular Census Tract Number:
 - a. Click on the **Search** icon (the blue spreadsheet with a question mark)
 - b. Select **English Desc.**
 - c. Select **Find Next**
 - d. Type in the Census Tract Number from step 2 (with the zero in front)
 - e. Click **OK**

You will be taken to the part of the table including the requested census tract.

10. To select several Census Tracts:
 - a. If your Census Tracts are contiguous on the screen, simply click on the first Census Tract, and holding down the mouse, drag the cursor across the CTs that interest you. When you let go of the mouse, the selected CTs will turn black.
 - b. If your Census Tracts are not contiguous, select them by Control-Clicking (holding down the Control Key and clicking at the same time) on their column headings. These columns of data will be highlighted in black.
 - c. To de-select a column, Control-Click the column heading again. Other selected headings will be retained.
 - d. To de-select all the selected columns, click once anywhere on the table.
 - e. Check the bottom of the screen for the number of columns you have selected. The number appears within parentheses.
11. To reduce the table to the selected census tracts:
 - a. Select **Item/Show**. Only the highlighted CTs will remain in your table.
 - b. However, if you want to put the data for the selected CTS into a worksheet in order to do calculations, select **View/Worksheet**.
 - c. Click on **Values**
 - d. Click **OK**. This operation takes longer to perform so be patient.
12. To select rows (variables)
 - a. Scroll down and Control-Click on the row headings you want to include. These rows of data will be highlighted in black.
 - b. To de-select a row, Control-Click on that row heading again.
 - c. To de-select all the selected rows, click once anywhere on the table.
 - d. Put the selected variables in a new table by selecting **Item/Show** or **View/Worksheet/Values/OK** as in step 11.
13. To jump to a particular row heading (variable):

- a. Click on the dimension name **Profile of CT** (to make it the active, yellow, dimension)
- b. Click on the **Search** icon
- c. Select **English Desc**
- d. Select **Find Next**
- e. Type your search term, e.g. **income** in **Text to Find**
- f. Click **OK**

It will jump to the row where the word **income** first appears.

14. To see only the rows (variables) with your search term in their headings:
 - a. Click on the dimension name **Profile of CT** to make it the active dimension
 - b. Click on the **Search** icon
 - c. Select **English Desc**
 - d. Select **Reduce**
 - e. Type your search term, e.g. **childcare** in **Text to Find**
 - f. Click **OK**

(Caution: The rows without your search term in their headings will not be shown even if they contain relevant information to your search)

15. To print this table:
 - a. Select **File**
 - b. Select **Print**
 - c. Click **OK** in the properties box and **OK** in the **print** box
 - d. If you see a grey box on the screen saying: "You have performed an illegal operation", this means you have tried to print too large a file. You will have to restart and save to a disk.

16. To save this table:
 - a. Select **File**
 - b. Select **Save as**
 - c. In **List of Files of Type** there are several choices:
 - .ivt is for **Beyond 20/20**
 - .csv is for **Excel**
 - .wks is for **Lotus**
 - .dbf is for **D-base**

Select the one which will allow you to use the table in the appropriate statistical package, the one you will use at home, in the lab, etc.

- d. Select **drive A**
- e. Type in file name
- f. Click **OK**.

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