

American Community Survey

Summary File Excel Retrieval Tool

User Guide

Table of Contents

- Introduction 3
- Step-by-Step Instructions 4
- Apply Filtering 9
- Reset the Template 12
- Minimum Hardware and Software Requirements 13

Introduction

This tool allows users to load tables from the American Community Survey Summary File into an Excel spreadsheet, then sort or manipulate it as needed. This tool works best for users who need data for a few tables. Users who need data for more than 20 tables are encouraged to access the ACS Summary File directly on the FTP site at <http://www2.census.gov/>.

Please note users must have MS Excel 2007 or newer to run this tool. It is recommended that you **close all other applications when using this tool**.

This software was developed and tested for use in PC environments with mid to high-end PC hardware, up to date software, and a mid to high speed internet connection such as those found in governments, educational institutions, and businesses. Ensure that your computing environment conforms to the minimum requirements listed in this document before launching this application.

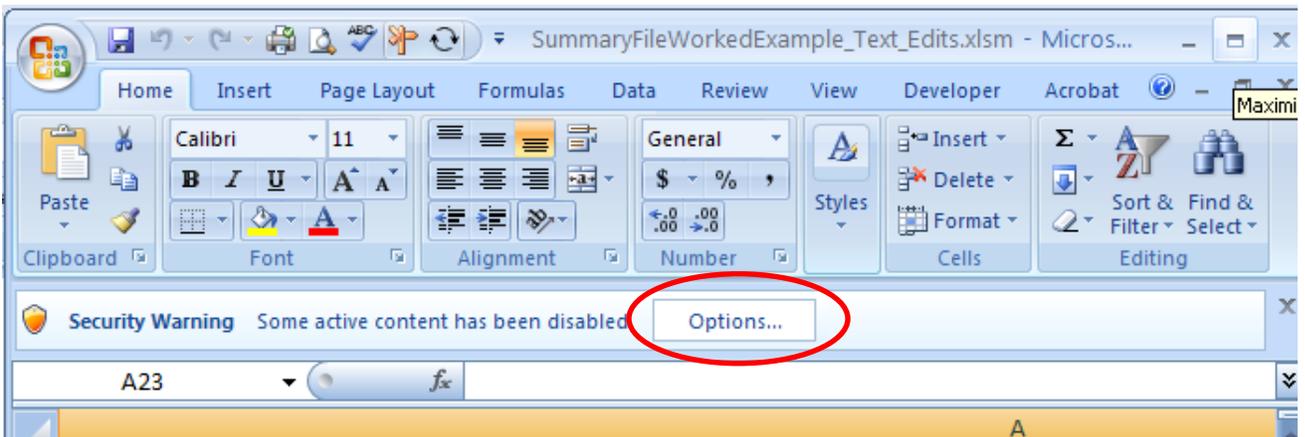
This tool will retrieve ACS Summary Files for the following:

- 2005-2009 ACS 5-year estimates
- 2009 ACS 1-year estimates
- 2008 ACS 1-year estimates
- 2006-2008 ACS 3-year estimates
- 2007-2009 ACS 3-year estimates

Step-by-Step Instructions

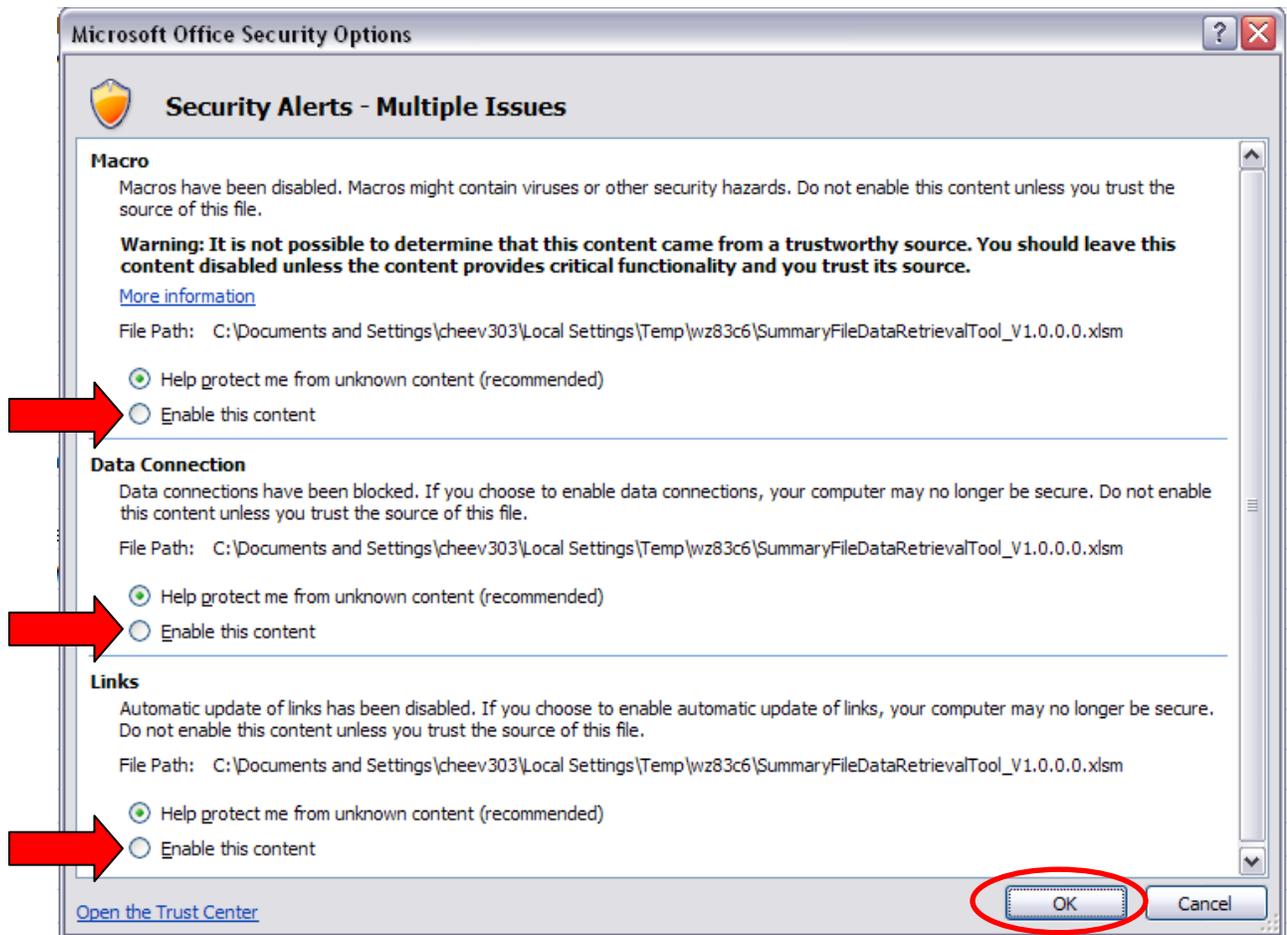
1. Open the Summary File Retrieval Tool at:
http://www.census.gov/acs/www/data_documentation/summary_file/
2. Enable the Macro(s): Click on “Options...” in the Security Warning bar

Figure 1



3. Select the radio button(s) to “Enable this content” → Click “OK”

Figure 2



4. Click on the application icon  → A popup window will appear (Fig. 4) “Step 1 of 2: Select a Major geographic area and dataset”

Figure 3

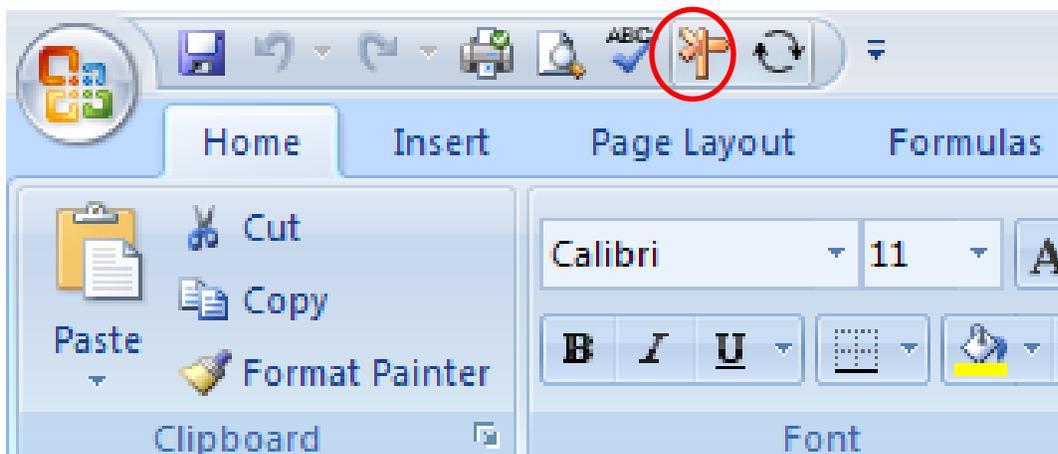


Figure 4

Step 1 of 2: Select a Major geographic area and dataset

Select a State :

Data Product:

Next Cancel Clear Form

5. Select from the drop down menu or type a state, Puerto Rico or United States → Select a dataset year from the dropdown → Click “Next”
 - i. Figure 5 shows Step 1 complete with Michigan as the state and the 2005-2009 ACS 5-year data as the dataset.

Figure 5

Step 1 of 2: Select a Major geographic area and dataset

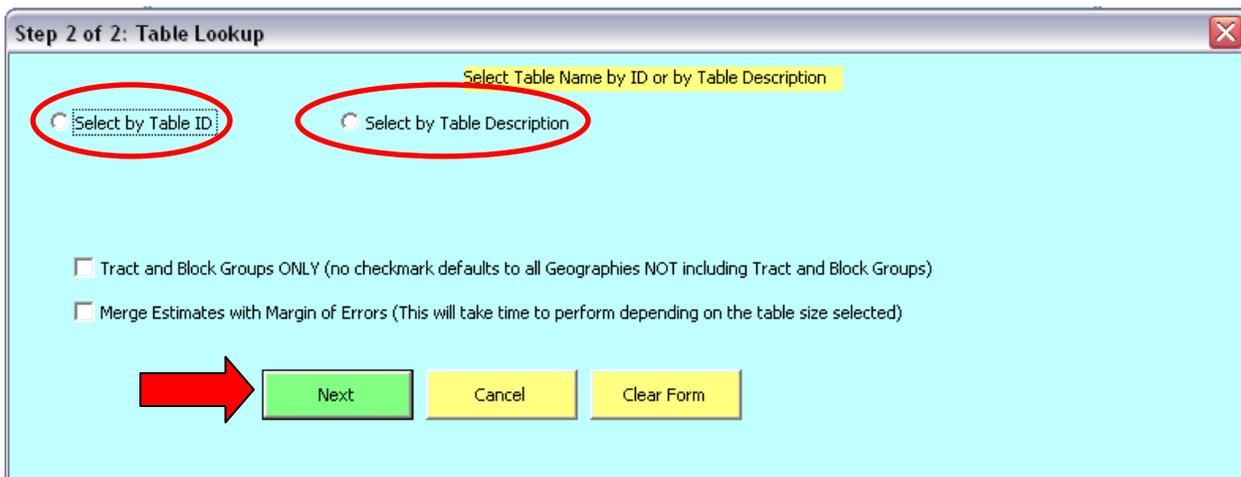
Select a State : MI --- Michigan

Data Product: 5-Year (2005-2009)

Next Cancel Clear Form

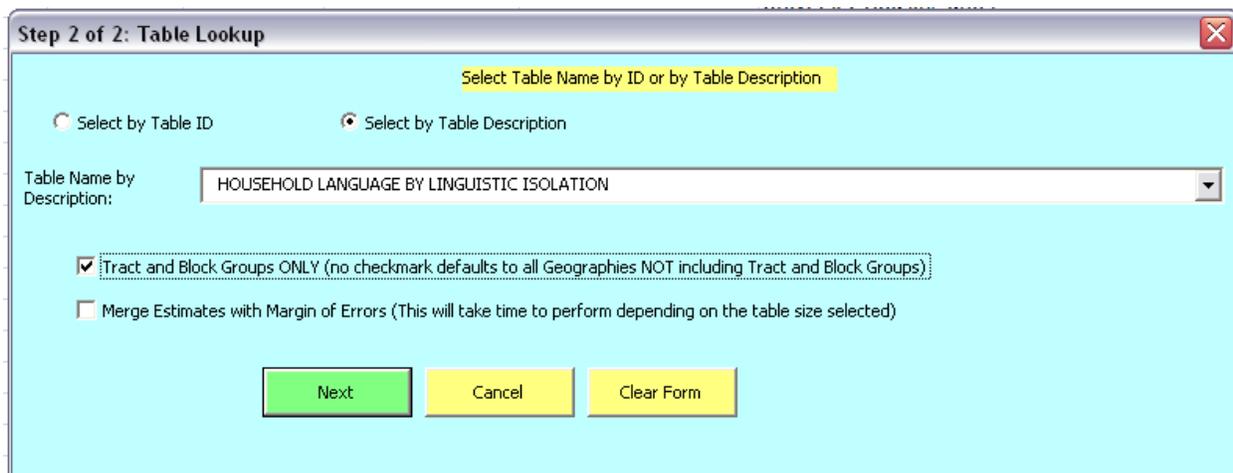
6. The next window “Step 2 of 2: Table Lookup” allows you to select a Detailed Table by Table ID or Table Description.
 - i. Click the first checkbox if you are interested in data for Tracts and Block Groups only.
 - ii. Click the second checkbox to include the estimates and margin of errors in columns side-by-side. Please note: selecting the second checkbox will increase processing time. Leaving the box unchecked will produce the estimates and margin of errors in two separate Excel sheets.
 - iii. Select a table → Click “Next”

Figure 6



7. Figure 7 shows Step 2 complete with “Household Language by Linguistic Isolation” for Tracts and Block Groups only.

Figure 7



- Lastly, you will receive a popup window indicating the Summary File retrieval is complete. Simply click "OK"

Figure 8

The screenshot shows a Microsoft Excel spreadsheet titled 'SummaryFileDataRetrievalTool_V1.0.0.0.xlsx'. The spreadsheet contains a table with the following columns: File Type, Estimate Type, State, Iteration, Sequence Number, LOGREC NO, Geo Name, B16002 Total, B16002 English only, B16002 Spanish, B16002 Linguistically isolated, B16002 Not linguistically isolated, B16002 Other Indo-European languages, and B16002 Linguistic isolates. The data rows list various census tracts in Michigan, such as 'Block Group 1, Census Tract 9801, Alcona County, Michigan'. A 'Microsoft Excel' popup window is overlaid on the spreadsheet, displaying the message: 'Operation Complete for product year 2009 for selected 5 year data product.' The 'OK' button in the popup is circled in red.

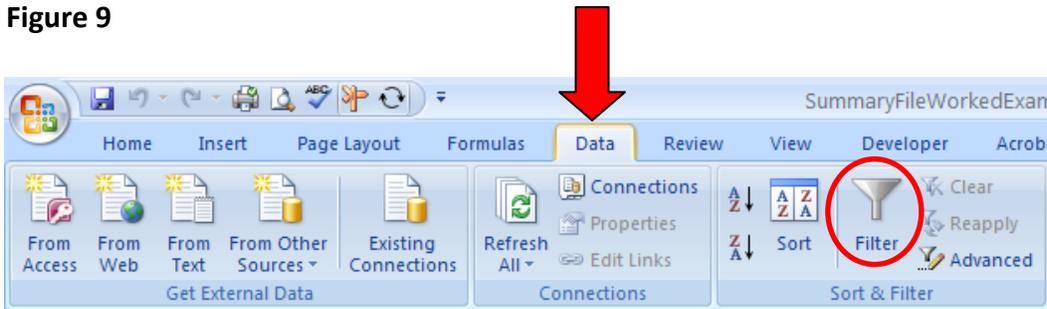
File Type	Estimate Type	State	Iteration	Sequence Number	LOGREC NO	Geo Name	B16002 Total	B16002 English only	B16002 Spanish	B16002 Linguistically isolated	B16002 Not linguistically isolated	B16002 Other Indo-European languages	B16002 Linguistic isolates
2760	ACSSF	2009e5	mi	000	0042	0011922	457	433	0	0	0	24	0
2761	ACSSF	2009e5	mi	000	0042	0011923	607	569	8	4	4	26	0
2762	ACSSF	2009e5	mi	000	0042	0011924	386	366	3	0	3	4	0
2763	ACSSF	2009e5	mi	000	0042	0011925	367	359	4	0	4	4	0
2764	ACSSF	2009e5	mi	000	0042	0011926	608	590	2	0	2	14	0
2765	ACSSF	2009e5	mi	000	0042	0011927				0	6	12	0
2766	ACSSF	2009e5	mi	000	0042	0011928				0	0	3	0
2767	ACSSF	2009e5	mi	000	0042	0011929				0	0	19	0
2768	ACSSF	2009e5	mi	000	0042	0011930	427	412	6	0	6	3	0
2769	ACSSF	2009e5	mi	000	0042	0011931	263	253	3	0	3	7	0
2770	ACSSF	2009e5	mi	000	0042	0011932	403	389	0	0	0	11	0
2771	ACSSF	2009e5	mi	000	0042	0011933	0	0	0	0	0	0	0
2772	ACSSF	2009e5	mi	000	0042	0011934	425	425	0	0	0	0	0
2773	ACSSF	2009e5	mi	000	0042	0011935	708	654	15	0	15	25	0
2774	ACSSF	2009e5	mi	000	0042	0011936	592	573	12	7	5	7	0
2775	ACSSF	2009e5	mi	000	0042	0011937	646	600	27	0	27	13	0
2776	ACSSF	2009e5	mi	000	0042	0011938	586	509	2	0	2	31	0

Apply Filtering

You can easily sort the data by applying the Filter. There are several ways to sort the data in Excel; this example just displays one way to sort the data by Block Group.

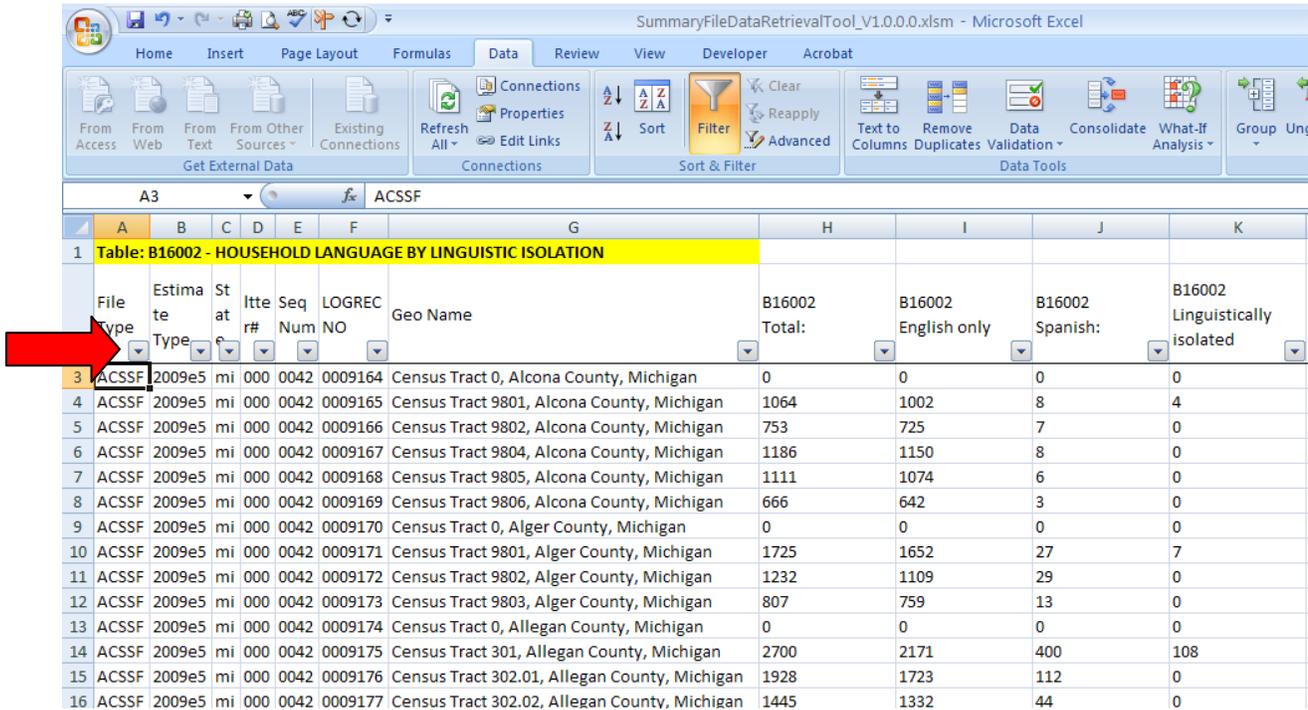
1. Select the "Data" tab → Click on "Filter"

Figure 9



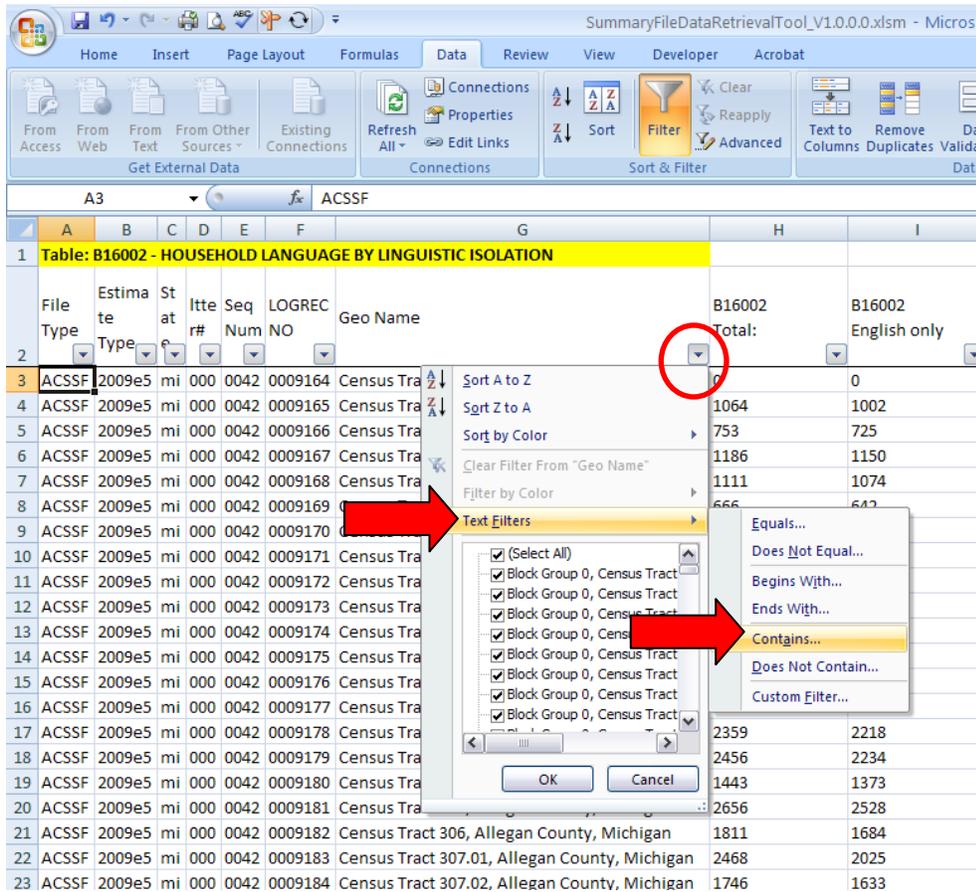
2. Now you will see  within the column headers.

Figure 10



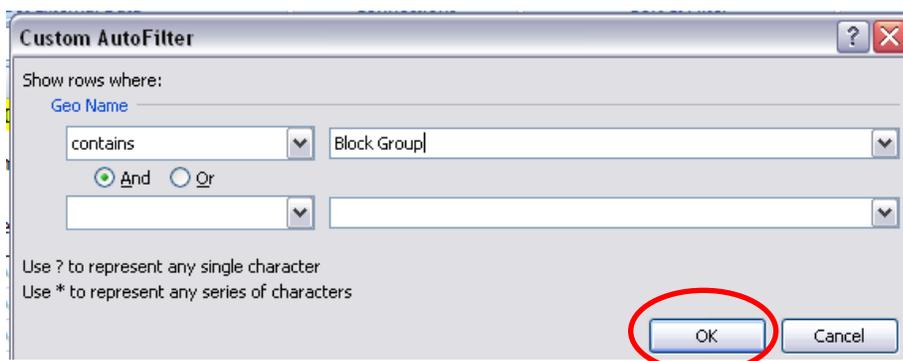
3. Select the dropdown in the “Geo Name” cell → Click on “Text Filters” → Click on “Contains”

Figure 11



4. A pop-up box titled “Custom AutoFilter” will appear (Fig. 12). In this example, we will filter by Block Groups. Type “Block Group” → Click “OK”

Figure 12



5. Now the table only displays data for Block Groups, see Figure 13.

Figure 13

1	Table: B16002 - HOUSEHOLD LANGUAGE BY LINGUISTIC ISOLATION						H	I	J	K	
2	File Type	Estimate	State	Latitude	Seq Num	LOGREC NO	Geo Name	B16002 Total:	B16002 English only	B16002 Spanish:	B16002 Linguistically isolated
2760	ACSSF	2009e5	mi	000	0042	0011921	Block Group 0, Census Tract 0, Alcona County, Michigan	0	0	0	0
2761	ACSSF	2009e5	mi	000	0042	0011922	Block Group 1, Census Tract 9801, Alcona County, Michigan	457	433	0	0
2762	ACSSF	2009e5	mi	000	0042	0011923	Block Group 2, Census Tract 9801, Alcona County, Michigan	607	569	8	4
2763	ACSSF	2009e5	mi	000	0042	0011924	Block Group 1, Census Tract 9802, Alcona County, Michigan	386	366	3	0
2764	ACSSF	2009e5	mi	000	0042	0011925	Block Group 2, Census Tract 9802, Alcona County, Michigan	367	359	4	0
2765	ACSSF	2009e5	mi	000	0042	0011926	Block Group 1, Census Tract 9804, Alcona County, Michigan	608	590	2	0
2766	ACSSF	2009e5	mi	000	0042	0011927	Block Group 2, Census Tract 9804, Alcona County, Michigan	578	560	6	0
2767	ACSSF	2009e5	mi	000	0042	0011928	Block Group 1, Census Tract 9805, Alcona County, Michigan	311	308	0	0
2768	ACSSF	2009e5	mi	000	0042	0011929	Block Group 2, Census Tract 9805, Alcona County, Michigan	373	354	0	0
2769	ACSSF	2009e5	mi	000	0042	0011930	Block Group 3, Census Tract 9805, Alcona County, Michigan	427	412	6	0
2770	ACSSF	2009e5	mi	000	0042	0011931	Block Group 1, Census Tract 9806, Alcona County, Michigan	263	253	3	0

Minimum Hardware and Software Requirements

MS Office Product:

- Office 2007 and newer

Minimum Hardware Requirements:

- Intel(R) Core(TM) 2 Duo CPU E6550 @ 2.33 GHz or comparable
OR
- AMD Phenom™ II X2 Processor Model 555 at 3.2 GHz or comparable
- Total Physical Memory 4,096.00 MB or higher

Operating System:

- Microsoft Windows XP Professional or newer

Compression/Un-Compression Application:

- Winzip version 14.5 or compatible

Internet Connection:

- DSL connection at 1.0 Mbps or greater is recommended. The slower the connection speed the longer the download speed.

Netbooks, iPad and like Smart Devices:

- These devices do not have enough CPU power and memory to allow the application to execute in an acceptable time frame. It may take hours to process the data once downloaded.