

## Quick Start (CD/DVD) - Partnership Shapefiles or Reference PDF Maps

### 2020 Census New Construction Program

#### Getting Started

Open (or print) the *2020 Census New Construction Program Digital Respondent Guide* (e.g., NC\_Digital\_Respondent\_Guide.pdf) as listed in **Figure 1** and **Figure 2**. The Digital Respondent Guide offers participants instructions on using the Partnership Shapefiles, Reference PDF Maps, and the Address List Template to submit their newly constructed addresses to the U.S. Census Bureau. Please note the sections below correspond to the method of participation an entity selected when registering for the New Construction Program. Participants that selected to receive Partnership Shapefiles by Data Disc DVD also receive a Geographic Update Partnership Software (GUPS) installation disc in the event they decide to use GUPS rather than their own GIS. Participants that selected to receive Reference PDF Maps by Data Disc DVD do not receive a GUPS installation disc.

If a participant with Partnership Shapefiles chooses to use GUPS, they must locate the GUPS Quick Start Guide to begin their work. A printed copy is included with the New Construction Program materials or a digital version, NC\_GUPS\_Quick\_Start.pdf, is located on their Data Disc. They must also open (or print) the *2020 Census New Construction Program Geographic Update Partnership Software (GUPS) Respondent Guide* (e.g., NC\_GUPS\_Respondent\_Guide.pdf) because it includes specific instructions on the use of GUPS for the New Construction Program. **Figure 1** depicts digital versions of both the GUPS Quick Start Guide and the GUPS Respondent Guide.

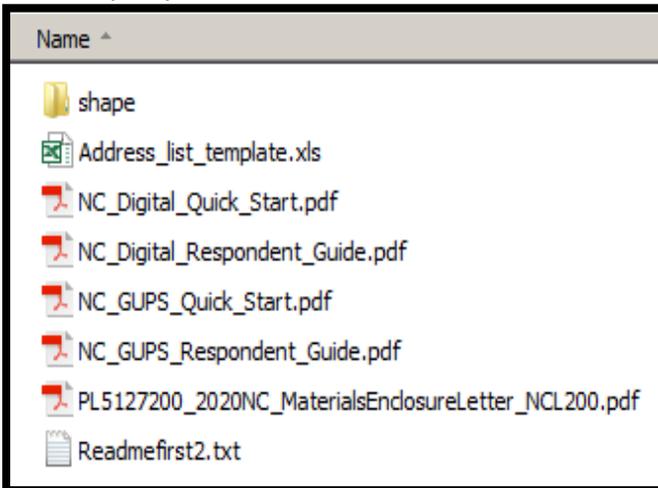
While available on the Data Disc, most of these materials are also available for download from the New Construction Program website:

<https://www.census.gov/programs-surveys/decennial-census/about/new-construction.html>.

To get started, follow these steps.

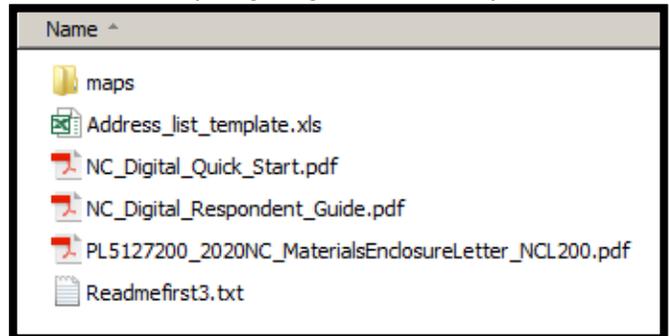
1. First, create a new folder (or new directory) on a local computer to copy the contents from the Data Disc. Consider using the “NC2020” naming convention for the folder name.
2. Insert the Data Disc into the CD/DVD drive of the local computer with the newly created folder. One of two windows, as shown in **Figure 1** and **Figure 2**, opens based on the method of participation selected during registration.

#### Partnership Shapefiles



**Figure 1: Data Disc Layout for Partnership Shapefiles** (refer to Section I to proceed with setup)

#### Reference PDF Maps (e.g., Large Format PDF Maps)



**Figure 2: Data Disc Layout for Reference PDF Maps** (refer to Section II to proceed with setup)

3. With the window open that shows the Data Disc contents, select all of the materials and right-click the mouse to **Copy** the selected materials.
4. Navigate to the newly created folder and right-click to **Paste** the copied materials. Ensure everything from the Data Disc is in the new folder and then remove the Data Disc from the CD/DVD drive.

#### I. Extracting the Partnership Shapefiles

To open the Partnership Shapefiles from the new folder created in step 1 of the **Getting Started** section, follow these steps.

1. Double-click on the folder named “**shape**” shown in **Figure 1**.

2. Within the “shape” folder, double-click on the file name **2020NC\_<EntityID>.exe** to extract the shapefiles. In this instance, since the example is for participant PL5127200, the .exe file name would be **2020NC\_PL5127200.exe**.
3. A command prompt shows the progress of the file extraction and closes upon completion. The Partnership Shapefiles extract within the “shape” folder as individual folders for the state and each county in which the participant’s jurisdiction is located.
4. Refer to Chapter 2 in the Digital Respondent Guide for information on using the Partnership Shapefiles.

**II. Viewing the Reference PDF Maps (e.g., Large Format PDF Maps)**

To open the Reference PDF Maps from the new folder created in step 1 of the **Getting Started** section, follow these steps.

1. Launch Adobe Acrobat Reader® software. **IMPORTANT:** Adobe Acrobat Reader is required to view the Reference PDF Maps effectively. Other software that open PDF files may distort this product.
2. Choose **File-Open** and navigate to the “maps” folder shown in **Figure 2**.
3. The large format maps are located within the bundled PDF file named NC20<EntType><EntCode>.pdf, where EntType is the entity type and EntCode is the entity code. In this instance, the bundled PDF file name would be **NC20P5127200.pdf**. The Digital Respondent Guide contains more detail on this file and the three other files in the “maps” folder.
4. Select the **NC20<EntType><EntCode>.pdf** file and click **Open**.
5. Refer to Chapter 1 in the Digital Respondent Guide for information on using the Reference PDF Maps.

**III. Using the Address List Template**

The Address List Template, shown in **Figure 3**, is a blank Microsoft Excel®.xls spreadsheet included on the Data Disc for all New Construction Program participants. The Census Bureau provides this file for the purpose of keying addresses into a file to ensure that city-style addresses for housing units, group quarters, and transitory locations are submitted in the required format for the New Construction Program and as a “header” file for participants that already have their address information in a digital file and would like to import that information into GUPS.

**IMPORTANT:** The Census Bureau will not accept addresses in the incorrect file format or with inadequate information.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	LINE_NUMBER	ENTITY_ID	STATE	COUNTY	CENSUS _TRACT	CENSUS _BLOCK	GQ_TL _FLAG	COMPLETE_ADDRESS _NUMBER	COMPLETE_STREET _NAME	APTUNIT_ NUMBER	MAILING_ZIP _CODE	GQ_TL NAME	FACILITY_ NAME	LOCATION_DESCRIPTION	LATITUDE	LONGITUDE
1																
2																
3																
4																
5																
6																
7																
8																

**Figure 3: Address List Template**

To open the Address List Template from the new folder created in step 1 of the **Getting Started** section, follow these steps.

1. From the new folder created in step 1 of the **Getting Started** section, double-click on the **Address\_list\_template.xls** to open it.
2. Save the template as **nc20\_<EntityID>\_addresses\_return.xls**, where “EntityID” matches the aforementioned coding (e.g., PL5127200). This file name for this example would be **nc20\_PL5127200\_addresses\_return.xls**.
3. **IMPORTANT:** The file must maintain the fields as text to ensure the preservation of the format embedded within the template. Upon completion of all work and prior to submission to the Census Bureau, participants must save the .xls file as a comma delimited value .csv file. Participants that use the template to format their own locally sourced address information and plan to import their addresses into GUPS must also save their file in the .csv format prior to importing into GUPS. Refer to Chapter 4 in the GUPS Respondent Guide for more instructions.
4. Following the instructions in the Digital Respondent Guide, provide the required address information in the appropriate fields.
5. Save often to preserve the edits.
6. Refer to Chapters 3, 4, and 5 in the Digital Respondent Guide for more instructions on the use of the template and the subsequent tasks for submitting the information to the Census Bureau.

Please contact the New Construction Program Help Desk by phone at (844) 242-1765 or by email at [GEO.2020.NC@census.gov](mailto:GEO.2020.NC@census.gov) if questions remain after consulting the respondent guide(s) or for additional assistance. As a reminder, information about the New Construction Program, as well as Frequently Asked Questions (FAQs) and schedules, is available on the New Construction Program website at <https://www.census.gov/programs-surveys/decennial-census/about/new-construction.html>.