(1) Working with Search Results

- Click the Search tab on the upper navigation bar to display the Search Results page.
- Click on the word Topics on the left navigation bar to expand it (if it is not expanded by default). The topic People may already be expanded as well.
- Scroll down to the choice called Program and click on the plus sign to expand it.
- Next, click on Decennial Census.
- Type the word housing in the Search within Results text box and click GO.
- Sort your search results by clicking on the Dataset column header. (This rearranges the products.)
- Click on clear all selections in the Your Selections box.

(2) Quick Start

- Click Main to return to the American FactFinder Main page.
- Enter population estimates in the topic or table name text box. (As you enter the text the type-ahead overlay appears with recommendations.)
- Next, enter Oregon in the Geography text box.
- Click GO to start your search.
- Scroll down to the last table on the page -- T01 -- and either: (1) click on the hyperlink
 Population Estimates, or (2) click on the checkbox to the left of the ID T01 and then
 select View, which is now illuminated below the blue Search Results bar. (Either method
 takes you to the table on the Data Products View page.)
- Click Main to return to the American FactFinder Main page.
- Clear all selections.

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(3) Topic Search

- If not already expanded, expand the Topics section and then expand People.
- Expand the Age Group section, then click on Children.
- Expand the Dataset section.
- Click on 2008 Population Estimates and note the available data products.
- Click the Remove button to remove the 2008 Population Estimates search criteria.
- Click Main to return to the American FactFinder Main page.
- Clear all selections.

(4) Search Using Geographies, Population Groups and Industry Codes

- Click on Geographies on the left navigation bar to display the Geographies overlay.
- Type Oregon in the Geography Name Search text box and click GO.
- Select the check box for the first item on the list (Oregon) and click the Add button.
- Using your Geography Filter Options, expand the Within State section.
- Select Oregon.
- Select the check boxes next to the first three Oregon counties listed - Baker, Benton, and Clackamas - - and click the Add button.
- Close the overlay.
- Expand the Population Groups overlay. Note the available data products. Close the overlay..
- Expand the Industry Codes overlay and close it.
- Clear all selections.

(5) Create a Map

- If not already expanded, expand the Topics section and then expand Program.
- Select Population Estimates.
- Click on GCT-T01 Population Estimates United States - States; and Puerto Rico.
- Click Create a Map on the Actions bar.
- Click on the cell that intersects July 1, 2008 and Alabama (value in cell is 4,661,900)
- Click Show Map.
- To create a different thematic map from the same table, select Create a Different Map, and American FactFinder returns you to the table view. (On this table the only option is to choose a different year.)
- Click Back to Search, then clear all selections.

(6) Modify a Table

- Click the Search tab on the Navigation bar to display the search results page.
- Scroll down the page of data products and select H1 Occupancy Status, then click
 View. (Note that this table is from the 2010 Redistricting data.)
- Click Modify Table.
- Click the check box at the top of the Indiana column (wait), then the Iowa column.
- To restore the Indiana and Iowa columns, click the Show Hidden Rows/Columns link.
- Click the Collapse button next to Total, then click the Expand sign to show all rows.
- Click on the Move up arrow next to the Vacant row in the table.
- Click Reset Table and then OK to restore the original unmodified table.
- Click Back to Search, then clear all selections.

(7) Transpose Rows and Columns

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- Select Topics.
- Select Product Type.
- Select Geographic Comparison Table.
- Select Geographies from the left navigation bar.
- From the Geography Overlay, under Geography Filter Options, select State (under Geographic Type)
- From the Geography Results, select Oregon (second page), then click Add.
- Close the Geography overlay.
- From the Search Results, click on GCT-PL1 Race and Hispanic or Latino: 2010 State – County / County Equivalent (8th item).
- From the Data Product Viewer page, select Modify Table.
- To swap the rows and columns within the table, click Transpose Rows/Columns.
- Click Reset Table.
- Click OK.
- Click Main to return to the American FactFinder Main page.
- Clear all selections.

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(8) Bookmark, Download, and Save Query

- Click on Topics, then Program, then Population Estimates.
- Click on Table T06, Sex by Age (page 2) from the 2008 Population Estimates.
- Click Bookmark.
- Click Create Bookmark.
- Next, click Add. (You may select a sub-folder.)
- Click <u>Download</u>.
- Next, select the Comma delimited radio button (default) and click OK.
- Click Save.
- In Save As dialog box, select a file (or desktop) in which to save the table, then click Save.
- From Download complete box, click Open to check file.
- Click Bookmark then click Save Query.
- Select Save, then (after picking a location) Save in the Save as box.
- Close when Download Complete is displayed.
- To retrieve a saved query, click Main on the navigation bar.
- Next, scroll down to the lower left of page and click the <u>Load Query</u> button.
- Click Browse to search for the saved file. It will have the extension .aff.
- Once the file is highlighted, click Open, then click OK.
- Click Main on the Navigation bar.
- Clear all selections.