

## STANDARD PROCEDURES

### Navigating to Homepage & Basic Navigation

- Type **neocando.case.edu** in the address bar of your web browser then press **Enter** or click **Go**.
- To access any part of NEO CANDO, click the desired link.
- To select an item from a list, use your cursor to highlight the selection, then click item to select it.
- To scroll up and down, position your cursor on the scrollbar, then click and hold the left-mouse button.
- To enter text, click inside a text box then type desired text.
- To change screen resolution, follow directions for your system.

### Accessing Major Sections

- Four major sections in NEO CANDO are:
  - Property Data
  - Social and Economic Data
  - Quick Profiles
  - Reference Maps and Geographic Information
- Click the desired section from the header, left-menu, graphic header, or right-hand text.

### Downloading Reports

- Depending on the section of NEO CANDO in which you are working, download options include:
  - Interactive Mapping or Charting
  - PDF (Get Adobe Acrobat Reader for free at: [www.adobe.com](http://www.adobe.com))
  - Excel Spreadsheet (Microsoft Excel)
  - Delimited Text File or DBF/DATABASE File or SAS Dataset

### Printing Reports

- Use the printing options for the program you are using such as Excel or Adobe Acrobat Reader. Other options include:
  - Print function of internet browser, highlight and print details using mouse, **Print Screen** on keyboard, or a screen capture tool.

### Using Data Dictionary, What Is This?, & What's New To NEO CANDO

- In any main section click the **Data Dictionary** link to access a glossary of terms and abbreviations.
- When available, click (**what is this?**) for more information.
- Click **What's New** in the About NEO CANDO menu for additions.

### Using Interactive Mapping

- Choose one of the following options:
  - A. Click **Access Reference Maps and Geographic Information** in the Data Access menu then click **desired county**.
  - B. Select **Interactive Mapping** from the Property Data or the Social and Economic Data header bars.
- Click **Documentation** in the Interactive Mapping header bar to access PDF instructions. Print the document for future reference and to learn about features such as layering, panning, and zooming.

### Using Charting

- Trend lines are available for certain variables in the Quick Profiles.
  - These trend lines are based on a three year rolling average to smooth out erratic data.
- Charting options are available in the Social and Economic data report. Click **Chart** on the results page.
- To save, print, or e-mail, put cursor on image and use the pop-up menu that appears, or select **Download PDF** from the header bar.

### Using Tutorials

- Click **Tutorial** to see an online demonstration of each major section of NEO CANDO and have the opportunity to conduct a simulated activity to check your understanding.

### Joining Online User Group

- Click **Join NEO CANDO User Group** in left-menu or enter **neocando.case.edu/usergroup** in web browser.
- Follow the online instructions to join and use the group.

## REFERENCE MAPS & GEOGRAPHIC INFORMATION

### Navigating To Ref. Maps/Geo. Info. Homepage

- From the NEO CANDO homepage, click **Access Reference Maps and Geographic Information**.
- See "Using Interactive Mapping" above.

### Accessing & Using Geo. Reference Tables

- Scroll to Geographic Reference Tables menu and click the desired county, CDC, or census tract to open Excel file.
- Click **Open** to open the file.

- Review the spreadsheet, then save file or print in Excel.
- Close window to return to Ref. Maps/Geo. Info. homepage.

### Accessing & Using Static Reference Maps

- From Static Ref. Maps menu, select a Cleveland City SPA; or a County and corresponding city, village, or township.
- Click **get map** to open the PDF Static Reference Map.
- Review map and use Acrobat Reader to use, save, or print the map.
- Close window to return to Ref. Maps/Geo. Info. homepage.

Join the NEO CANDO Online User Group at: [neocando.case.edu/usergroup](http://neocando.case.edu/usergroup)

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### PROPERTY DATA

(NOTE: To select multiple items, press and hold the **Ctrl** key, then click the desired items.)

#### 1. Navigating To Property Data Homepage

- From the NEO CANDO homepage, click an option below:
  - Property Data** in the header bar, Access **Property Data** in the Data Access menu or Data right-side menu, or **Property Data image** on the homepage only

#### 2. Logging Into Property Data

- Type your **Username** and **Password** then click **Sign In**.
- If you don't have a **Username** and **Password**, be sure to self-register, it's free!

#### 3. Selecting Data Source & Geographic Area

- Scroll to the Data source menu then select a Data Source, then scroll to Geographic Area section to select a Geographic Level.
- Click **get data** or filter data using Step 4.

#### 4. Filtering Data (If Desired)

- Click **filter data** then select items you wish to filter then select the Reportable Fields & Report Type to display.

#### 5. Using Data to:

##### A. Read Report

- Scan report to see if data is what you need or filter using Step 4. Select page number from drop-down menu to go to that page. To view the variable definition, click the **variable name**.

##### B. Create Interactive Map (see reverse side)

##### C. Download Report

- Click **Download Menu** in the header bar to select download option.

##### D. Print Report (see reverse side)

### SOCIAL & ECONOMIC DATA

(NOTE: To select multiple items, press and hold the **Ctrl** key, then click the desired items.)

#### 1. Navigating To Social & Econ. Data Homepage

- From the NEO CANDO homepage, click an option below:
  - Social and Economic Data** in the header bar, **Access Social and Economic Data** in the Data Access menu or right-side menu, or **Social and Economic Data image** on homepage

#### 2. Selecting Indicator Category & Geo. Area

- Scroll to the Choose Indicator Category menu then select a Subject Category and associated Detail Category.
- Scroll to the Choose Geographic Area menu then select a County, Geographic Level and associate Geographic Entity.
- Select an option from the Report by Geography menu.
- Click **next** to continue or **reset** to start over.

#### 3. Select Variables

- Select a Subject Category from the Select Variables menu then click **get data** to continue or **reset** to start over.

#### 4. Using Data To:

##### A. Read Report

##### B. Create Interactive Map (see reverse side)

##### C. Chart Data

- Click **Chart** from the Social & Economic Data header bar.
- Select an option from the Charting menu.
  - Type, Variables, Style, Filters, Sort
- Click **Create Chart**. Selected chart appears at bottom of screen.
- To print/save chart, click **Printer Friendly PDF** from header bar.
- Click **Return to Results** to alternate windows or close window.

##### D. Download Report

- From the Social and Economic Data header bar, select **Download PDF** or **Download CSV** to open a PDF or Excel file to save.

##### E. Print Report (see reverse side)

### QUICK PROFILES

#### 1. Navigating To Quick Profiles Homepage

- From the NEO CANDO homepage, click an option below:
  - Quick Profiles** in the header bar, **Access Quick Profiles** in the Data Access menu or in the Quick profiles right-side menu, or the **Quick Profiles image** on the homepage only.

#### 2. Select Geographic Area

- Scroll to the Select Geographic Criteria menu then select a County, Geographic Level, and Geographic Entity.
- Click **get profile** to continue or **reset** to start over.

#### 3. Using Quick Profiles To:

##### A. Read Quick Profile

##### B. Launch Trendline Link (if available in Indicator column)

- Click **trend line** then review data. To save, print, or e-mail, put the cursor on the image and use the pop-up menu that appears.

##### C. Download Quick Profile

- From header bar, select **Download PDF** to open a PDF file to save.

##### D. Print Quick Profile

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