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System Requirements

- Windows 95, 98, or NT4.0
- Pentium 100 MHz (133+ recommended)
- 20 MB RAM (32 MB recommended)
- 800 x 600 or higher SVGA screen resolution
- CD-ROM drive

Hints and Tips for Using This CD-ROM

Skim through this Quick Start Guide and familiarize yourself with the CD-ROM contents and capabilities.

Send your questions to cfs@bts.gov.

We would also like to hear your comments about the CD-ROM and your suggestions for future improvements. The next Commodity Flow Survey will be conducted in the year 2002.

Also, take a look at the Commodity Flow Survey Internet site at <http://www.census.gov/econ/www/cfsmain.html> or www.bts.gov.

Licensing Info

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What Is the Commodity Flow Survey?

The 1997 Commodity Flow Survey (CFS) is undertaken through a partnership between the U.S. Census Bureau, U.S. Department of Commerce, and the U.S. Department of Transportation, Bureau of Transportation Statistics. This survey produces data on the movement of goods in the United States. It provides information on commodities shipped, their value, weight, and mode of transportation, as well as the origin and destination of shipments.

The data from the CFS are used by public policy analysts and for transportation planning and decision-making to assess the demand for transportation facilities and services, energy use, safety, and environmental concerns.

The 1997 CFS covers business establishments in mining, manufacturing, wholesale trade, and selected retail industries. The survey also covers selected auxiliary establishments (e.g., warehouses) of in-scope multiunit companies. The survey coverage excludes establishments classified as farms, forestry, fisheries, governments, construction, transportation, foreign establishments, services, and most establishments in retail.

What's on the 1997 Commodity Flow Survey CD-ROM?

- *About the CFS* - Descriptions of the survey coverage, terminology, and methodology used to produce the CFS data.
- *Frequently Asked Questions* - Answers to frequently asked questions about the CFS data and the CD-ROM capabilities.
- *Predefined Data Tables* - A wide range of CFS tables for access by the Ivation software, organized by geography, including:
 - National
 - Census regions and divisions
 - States
 - Selected metropolitan areas and remainder of states
- In addition, each predefined table has a companion table which shows the measures of sampling variability for each published data item.
- *View Only Tables* - CFS data presented in PDF format suitable for viewing and printing. In addition to selected tables from the national and state data series, the CD-ROM also includes tables for states, metropolitan areas and remainder of states tables, as well as additional reports on hazardous material shipments and exports. We have also included reports for Census regions and divisions.

- *Maps* - We have included maps in JPG format for each of the metropolitan areas. In addition, we have provided a file in ASCII format that lists the counties comprising metropolitan areas and remainder of states.

Beyond 20/20 Browser Concepts

A *table* is the format in which the data is displayed.

A *dimension* describes an attribute of the table data. Beyond 20/20 tables can have up to eight dimensions.

An *item* is an element of a dimension (e.g. private truck is an item of mode of transportation).

Getting Started

Looking at the Data

To start the Beyond 20/20 Browser, click on “Data” on the first menu screen. Then click on “Predefined Tables” then select desired geography. By default, when the Browser opens, the Find dialog box appears to provide you with a quick and easy way to find and open a table.



Finding a Table

If you're not already in the Find dialog box, click on the Find button in the toolbar.

Confirm or modify the path shown in the Directory box so that it's pointing to the directory that contains the tables you want to browse such as: b2020/data/states for individual state tables.

Select the geography that most likely contains the tables you need. A list of tables belonging to that category is displayed.

Opening a Table or an Extract

Open a Beyond 20/20 table by double-clicking on its name in the Find dialog box.

Note: To browse the tables you create from an extract, see "Working With Tables" below.

Nesting Table Dimensions

You can view more than one dimension at the same time along either the rows or the columns by nesting dimensions. Nesting means showing one dimension within another. With the left mouse button depressed, slowly drag the desired dimension tile from the Dimension bar to the top or bottom edge of the column labels, or to the right or left edge of the row labels, until a thick line (or highlight) appears. Release the mouse button to nest the dragged dimension.

Selecting Data From a Table

To reduce the amount of displayed data, to move data to another application, or to chart or map data, you first need to select it.

- To select a row or a column of data, click on the corresponding row or column heading.
- To select multiple consecutive rows or columns, drag the mouse across the row or column headings.

CHARACTERISTIC	DATA	SUM(COL)
STATE	OR	208,234
COMMODITY	311	208,234
All commodities	100	208,234
Agriculture and forestry	100	208,234
Manufacturing	100	208,234
Retail trade	100	208,234
Food and kindred products	100	208,234
Textile mill product	100	208,234
Lumber and wood products	100	208,234
Paper and allied products	100	208,234
Chemical and allied products	100	208,234
Petroleum and coal products	100	208,234
Metal and metal products	100	208,234
Machinery and equipment	100	208,234
Transportation equipment	100	208,234
Electrical, electronic and other equipment	100	208,234
Instruments, related articles, and related parts	100	208,234
Miscellaneous	100	208,234
Food and kindred products	100	208,234
Textile mill product	100	208,234
Lumber and wood products	100	208,234
Paper and allied products	100	208,234
Chemical and allied products	100	208,234
Petroleum and coal products	100	208,234
Metal and metal products	100	208,234
Machinery and equipment	100	208,234
Transportation equipment	100	208,234
Electrical, electronic and other equipment	100	208,234
Instruments, related articles, and related parts	100	208,234
Miscellaneous	100	208,234

- To select nonadjacent rows and/or columns, press the CTRL key while you click on the row and/or column headings.

With your selection highlighted, click on the right mouse button for the shortcut menu, then select the desired operation. You can show, hide, chart, copy, or print the selected items.

For example, if viewing the symbol column for a particular table is not required, you may choose to hide them by clicking the right mouse button and selecting "hide." To undo the hide, simply right click the column heading bar and select "show all."

The symbol column is present to indicate why a given cell is not shown. There are three reasons why a cell may show a "-" instead of a number:

- 1) Represents zero or less than 1 unit of measure.
- 2) Data do not meet publication standards due to high sampling variability or other reasons.
- 3) Denotes figures withheld to avoid disclosing data for individual companies.

To determine why a cell was not published, click on the appropriate "symbol" cell. The definition of the symbols presented will appear.



Searching for Items Along a Dimension

You can reduce the items shown along a dimension by displaying only the ones you want. To search for items along a dimension:

1. Make the dimension active by clicking on the appropriate dimension tile.
2. Click on the Search Dimension button in the toolbar.
3. In the Search dialog box, click on the Data field if you want to search the data, then enter minimum and/or maximum values to constrain your search. When you choose OK, Beyond 20/20 searches the active items and shows only those items that have satisfied your criteria.

OR

In the Search dialog box, click on the field you want to search, then enter the text string that you want to search for in the Text to Find box. When you choose OK, Beyond 20/20 searches the field you selected and shows only those items that contain the text string specified.

Note: To jump to a desired item along a dimension, choose Find Next.



Sorting Data Across a Dimension

You can sort items across a dimension to reorder them in the table view. To sort items across a dimension:

1. Make the dimension active by clicking on the appropriate dimension tile.
2. Click on the Sort Dimension button in the toolbar.
3. If you want to sort the dimension based on the data values, click on the Data field in the Sort dialog box. Then click on either Increasing or Decreasing, and choose OK.

OR

If you want to sort the dimension based on the codes or labels associated with it, click on the field that you want to sort, then indicate the Sort Option and choose OK.

Creating Percentage Distributions

You can display numeric values distributed as percentages of row, column, or table totals.

1. Choose Distributions from the View menu.

2. Select the dimension you want to include in the distribution calculation. Note that the row and column dimensions are automatically included in the distribution calculation.
3. Clear any check boxes for those items you want to exclude from the new distribution dimension.
4. Click OK.

Beyond 20/20 creates a new table view with a new dimension called Distributions. This dimension contains one item for each type of distribution you've selected.

Saving and Opening Views

A saved view is a personalized snapshot of a table that allows you to quickly recall a specific layout of a table without having to redefine its attributes. Dimension order and nesting, item selections, column widths, and decimal settings are all examples of attributes that are stored in a view.

- To permanently change the default view of a table, you must have permission to modify the table. Arrange the table in the layout you wish to save and choose Save from the view menu. The next time you open the table the saved view will automatically appear.
- If you are in a read-only table or you don't want to permanently modify the default view of a table:

1. Arrange the table in the layout you wish to save.
2. Choose Save As from the File menu and clear the Include Numeric Data check box.
3. Name the view and specify its location.
4. Click OK.

A view saved in this fashion can be recalled by choosing Open from the View menu and selecting the view filename. This method of saving a view can also be used to save multiple views for one table.

Printing a Table, Chart, or Map

To print a table view, chart view, or map view, click on the right mouse button to see the shortcut menu and select the Print option.

Saving a Table

To save a table (or a subset of one) as a new Beyond 20/20 table, choose Save As from the File menu. You can also save Beyond 20/20 table data in several other formats, including dBase (.dbf), comma-separated value (.csv), and Lotus (.wks). When saving to any non-Beyond 20/20 format, you'll need to nest all the dimensions along the rows and/or columns before you save if you want to retain the data for these dimensions (see "Nesting Table Dimensions" on page 9).

Performing Calculations

You can apply formulas to items in a dimension to create a computed group. For example, you can sum two items together and divide the results by two.

1. Choose Define Group from the Item menu.
2. Enter a unique name or group code to represent the result of the formula.
3. Choose the Computed Group Type.
4. Enter a formula to describe how the new group is to be calculated. For example, $(\text{item1} + \text{item2}) / 2$.
5. Click OK and proceed with calculation of the group.



Charting Data

You can choose from many chart types to display table data. To create a chart:

1. Select the rows and/or columns that you want to chart.
2. Click on the Display Chart button in the toolbar.
3. With the mouse pointer in the chart view, click on the right mouse button to see the Charting shortcut menu.
4. Choose Chart Options to change the current chart type.
5. Make a selection and click OK to return to the chart view.

ChartBrowse

The ChartBrowse feature lets you view a series of charts in rapid succession so that you can quickly and easily see trends and variations in the data.

1. With the mouse pointer in the chart view, select one of the headings in the title of the chart to make that dimension active.
2. Use the Previous Item and Next Item buttons in the toolbar to chart the previous or next item.