Using the BEYOND 20/20 Data Browser

Beyond 20/20 is software that allows you to browse, manipulate, chart, map, print and save aggregate data. It is a free software to download.

Getting Started: About Dimensions

- The **Active Dimension Box** is located at the top of the screen in the Toolbar.

| ← | Geography | ▼ | → | There are arrows to the left and right of it.

- This window displays what your active dimension is at any given time in your current application (it is the highlighted dimension title in your data table).
- A **Dimension** name is the name given to the variables available (e.g. year, province, gender, municipality …).
- Clicking on the small downward arrow will allow you to see all the possible **Dimensions**.

Dimension Information

Summary Information: An identify icon ⓘ is often located on a Dimension Tile. This icon indicates that there is additional information available about that particular dimension.
- Select a **Dimension Tile** from the **Active Dimension** box by highlighting it.
- Click on **"Dimension"** in the top toolbar and, from this menu, click on **"Summary"**. This will open a window with the **Summary** of your highlighted field.
- To close this window, click on the small **X** in the top right-hand corner of the Summary window.

Dimension Items
- Select an **Active Dimension** (notice that your current selection will be highlighted).
- To review items in that dimension, click on the **Next Item arrows** (located to the left and right of the **Active Dimension Tile**). You can move through the items in the Dimension Tile.

Review of Features

Display Items for a Dimension: This is useful when you want to search a highlighted dimension instead of actually scrolling through all the items.
- Select a **Dimension**
- Click on the **Display Active Dimension** button in the toolbar

<u>Changing Dimension Labels</u>
- Highlight a **Dimension**
- Click on **"Dimension"** from the top toolbar, and then select **"Change Labels"**.
  Now, instead of a name, you will see a code for that particular item (e.g. SMA: 1001).

<u>Searching through your Dimension:</u> This button allows you to find a specific item within a dimension, e.g. City - search for Ottawa.
- Select a **Dimension**
- Click on the **Search** button in the toolbar

- This will bring you to the Search application - notice the **Field**, **Type of Selection**, and depending on the type of search, **Text to Find** or **Data Range.**
- In the **Field** option, if you have selected **Data**, then you will have to define the **Data Range**. In the **Field** option, if you select **Code** or **English Desc** (Description) then you will have the opportunity to use the **Text to Find** search.

<u>Sorting Items in a Dimension:</u> Modifies display by showing items by the value of the data. The data can be arranged in another order. e.g. Year can be in ascending or descending order.
- Click on the **Sort Dimension** button.

- Select **Code.**
- Select **Decreasing Numeric** (or whichever order you wish to sort).
- Click **OK.**

Customizing Your Tables

<u>Switching Dimensions; A 'drag and drop' feature</u>
- Click and drag the selected **Dimension Tile.**
- Drop it on top of the **Dimension Tile** you wish to switch.
- The tiles can be repositioned simply by repeating the procedure. You can only drag and drop Dimensions - other rows and columns cannot be used with this feature.
  Note: Play with this feature and get comfortable with it. By simply clicking and dragging your dimension tiles around new displays of your data table are created.

<u>Nesting Dimensions</u>
- Allows you to display more than one dimension along the columns and/or rows of your table. You are able to view more information from each dimension at once - potentially all information at the same time. This creates a large table with as much information as you wish to view.
- Click and drag the selected dimension.
- Position it over the column border until the *border* is highlighted (double grey).
- Drop when border is highlighted.

<u>Showing & Hiding Items</u>

- You can **'hide'** items that you do not want to show. You can also do the reverse and **'show'** items.
- Select items in a dimension you wish to hide by clicking on them.
- If you wish to select more than one item at a time, hold the control button and click on each item.
- Go up to the **"Item"** in the top toolbar.
- Click **"Hide"** from the drop down menu.
- To do the reverse, click on **"Show"**.

❖ <u>OH NO! I want my data BACK!</u>

When you use the **Show and Hide** feature, the data will disappear so you can only view the information in which you are interested. To get the data back click your right mouse button and select **"Show All"**. The data that was hidden will magically reappear!

Charts and Maps

Note: Charts and maps can only be reprinted, not saved.

<u>Charts</u>

- Click on an **Item** in a dimension you wish to chart (data selected will be in black) eg. Males, Females, Ottawa
- To select multiple fields, hold control button and click on other fields you wish to highlight.
- Click on the **Display Chart** button in the toolbar.

<u>Maps</u>

Note: Not <u>ALL</u> tables and information can be mapped. If the **Display Map** button is grayed out, then the table is not mappable.

- Click on display map and read the map title information. If the map is not showing the information you wish to see (e.g. the incorrect Dimension Item is mapped), use the **Active Dimension Box** to select the correct dimension and item.
- If you are interested in more detailed information about a particular province or region:
  - Double click on the particular province to zoom in for more detail.
  - To reset back to the map of Canada, right click the mouse and select **"Zoom Out"**.
- Once the map is displayed on the screen, you are able customize it.
  - Click the right mouse button anywhere on the map window and then select **"Map Options"**.
  - You can alter the colours, the data labels and more using this menu.
  - If you want more room for your map click the up arrow in the upper-right corner of the map window.

Saving and Printing a Table

When you have customized the table to show all the information you need, you can save it to a file or print it out.

Saving: Looking at your table:
- From menu bar select **"File"** > **"Save As"**.
- Insert your USB flash drive.
- Select appropriate **Drive** (e.g. H:/)
- Choose the appropriate format from **List Files of Type.** The **.ivt** is the Beyond 20/20 Database table file, and using this format will only work if you have access to a Beyond 20/20 browser. Otherwise, you can use the **.txt, .xls** (Excel)**, …**
- Enter your filename and extension.
- Click **OK**.
- Before exiting, check to make sure that your file has saved properly. Go to Windows Explorer and find the file you just saved. Double click on it and it should open automatically in the proper application.

Printing: Printing is not available from the MADGIC terminals. You can, however, make use of any of the publicly accessible printers within the library. First, using your MyCarletonOne account log on to one of the library's public computers and print your document from the USB flash drive. Then log onto one of the print station computers with your MyCarletonOne login. Swipe you Campus Card in the card reader and select, from the displayed list, the document to print. Press the print button to print your document. The cost of the print job will be deducted from your Campus Card.

Note: Only the data that is visible to you (on the screen) will print or be saved.