

Arapahoe Libraries Demographics Now Guide

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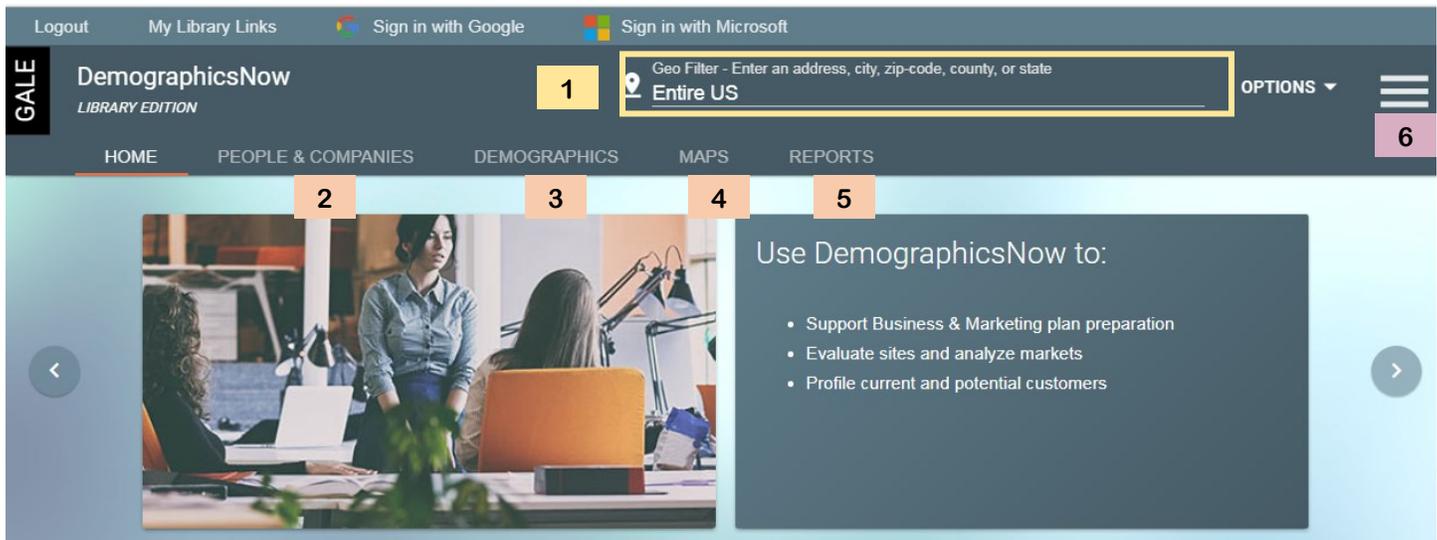
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Getting Started with a Single Geographic Area



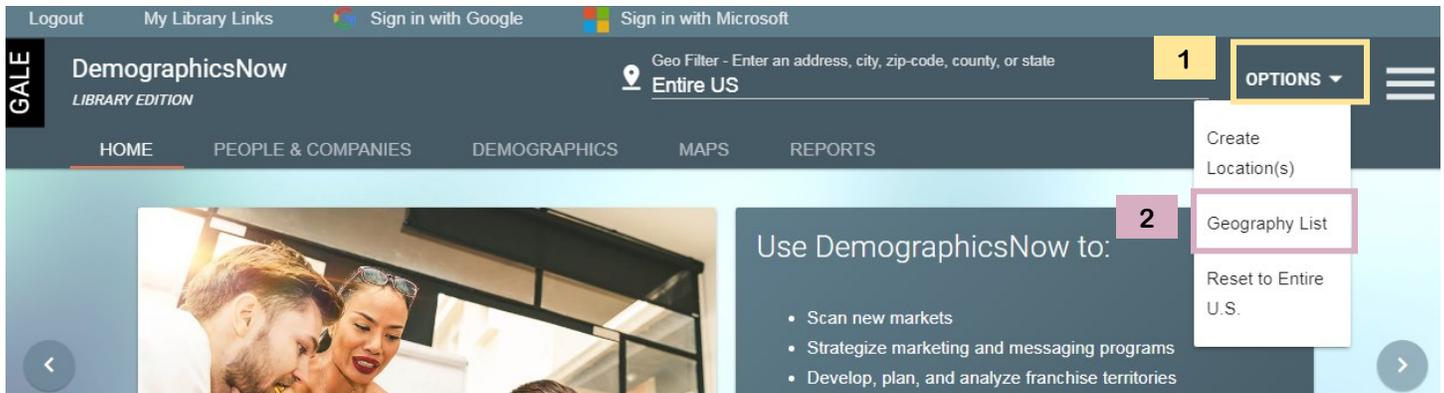
The Geo Filter (aka geography) defaults to the Entire US. To run reports for a single geographic area, click on “Entire US” and enter an address, city, zip-code, county or state.

Next, select a menu option. Your choices are:

- 2 **People & Companies** - Generate lists of people, businesses, or physicians/dentists.
- 3 **Demographics** - Generate demographic, consumer expenditure, and psychographic (lifestyle related) reports.
- 4 **Maps** - Generate heat maps or draw custom geographies.
- 5 **Reports** - Generate advanced reports, such as market risk assessments or customer analysis.
- 6 **Help & Supporting Documents** - To access this information, click the menu button (3 horizontal lines), then click Help. See [page 20](#) for step-by-step instructions.

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Selecting Additional Geographies (1 of 2)



To run reports for multiple geographies or to select other types of geographies (such as census block groups or school districts):

- 1 Select the Options dropdown
- 2 Then, choose Geography List. The dialogue box shown below will appear.
- 3 For cities, click Places. Then, click the name of the state. From there, you'll see an alphabetical list of cities in that state.

Top >

Block Groups	>
CCDs/MCDs by County	>
Census Tracts	>
Congressional Districts (114th)	>
Counties	>
DMA	>
DMA by State	>
Entire US	>
Metro CBSAs	>
Metro CBSAs by State	>
Micro CBSAs	>
Micro CBSAs by State	>
Other Name Places	>
Places	>
School Districts - Elementary	>

CANCEL

DONE

Continues on next page

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Selecting Additional Geographies (2 of 2)

Top > Places > Colorado

Black Hawk
Blanca
Blende
Blue River
Blue Sky
Bonanza
Bonanza Mountain Estates
Boone
Boulder **1**
Bow Mar
Brandon
Branson
Breckenridge
Brick Center
Brighton
Brookside
Broomfield

Denver X Boulder X

2 **3**

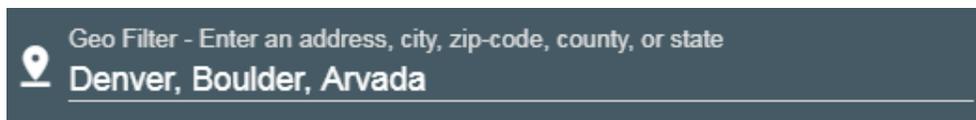
CANCEL **DONE**

4

- 1** Click the name of each city you'd like to include in the report.
- 2** After they're selected, they will appear on the right.
- 3** To remove a city, click the circle with the X in it.
- 4** To finish choosing geographies, click Done.

Pro Tip - To find an item quickly in any list on Demographics Now (or any other website), press and hold the Ctrl Key + F. This will bring up a Find dialogue box. Type in the word(s) you want to find. The menu will adjust to show those words highlighted!

Verify the Geo Filter reflects the geographies you selected:

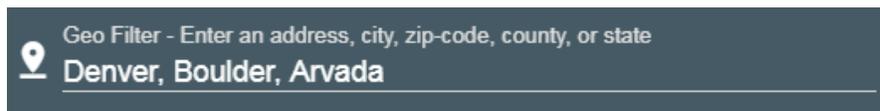


Select one of the menu options to begin generating lists, reports, or maps for these geographies.

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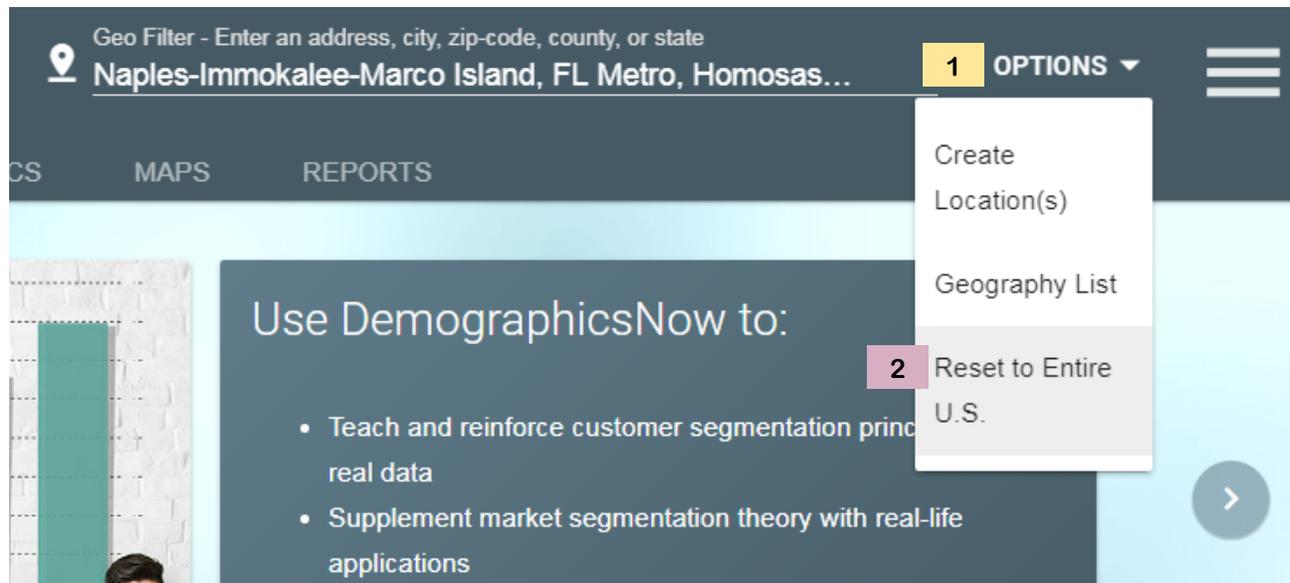
Geography Tips

Each time you select a new geographic location, it is added to the search box:



To clear your current geography selections:

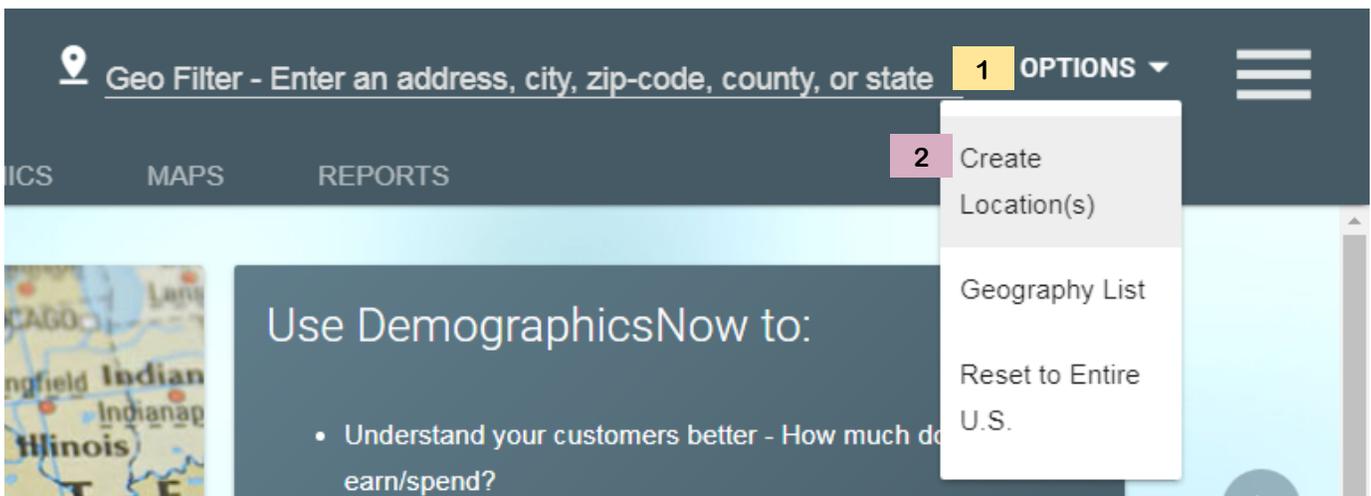
- 1 Click on OPTIONS
- 2 Then, select reset to Entire U.S.



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Creating Custom Geographies (1 of 3)

This is a great option if you want to search for a radius around one or multiple addresses/locations.



To create a custom geography

1 Click on OPTIONS

2 Then, select Create Location(s)

A new window will pop-up, select Address, Coordinates or Click on a Map.

A screenshot of the "Create Custom Locations" dialog box. The dialog has a title bar with the text "Create Custom Locations" and a close button (X). Below the title bar, there is a section labeled "Location Format" with a dropdown menu that says "Please Select...". The dropdown menu is open, showing three options: "Enter an Address", "Enter Coordinates", and "Click on a Map". The "Enter an Address" option is highlighted with a red border. Below the dropdown menu, there are input fields for "Latitude" and "Longitude", each with a small up/down arrow icon. To the right of these fields is an "Actions" dropdown menu. Below the input fields, there is a "Ranges:" label followed by the text "1,3,5". At the bottom right of the dialog, there are two buttons: "CANCEL" and "OK".

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Creating Custom Geographies (2 of 3)

After selecting a Location Format, enter the address, coordinates, or use the map to select.

1 Click ADD POINT

Repeat for all geographies

Create Custom Locations

Location Format

Please Select...

Enter an Address

1 Address
10 W 14th Ave Parkway 80302

ADD POINT

The selected geographies will be listed as shown in the purple box below.

2 In the Ranges box, specify the number of miles you'd like for the radius/range

3 Then, Click OK.

Selected Points

Name	Latitude	Longitude	Actions
10 W 14TH AVE, DENVER, CO, 80204	39.738326150729	-104.987519714286	REMOVE
2401 WELTON ST, DENVER, CO, 80205	39.7523230340384	-104.981484861119	REMOVE

2 Ranges:
2 Miles

3

CANCEL

OK

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Creating Custom Geographies (3 of 3)

When you return to the home screen of Demographics Now, the Geo Filter will now include fields to change the Ranges and Units.

Geo Filter - Enter an address, city, zip-code, county, or state
 10 W 14TH AVE, DENVER, CO, 80204 2401 WELTO...
 Ranges: MI KM Minutes

In this example, I've select 2 ranges: 2 miles and 3 miles. Using a Comparison Report, I can see the demographics for both of these ranges for multiple addresses (see example below).

Select a Report Type ?

Report Type: Comparison Report Name: Age By Sex Comparison Report

RUN REPORT

DOWNLOAD

Age by Sex Comparison				
Date: October 17, 2017				
	3 Miles: 10 W 14TH AVE, DENVER, CO, 80204	3 Miles: 2401 WELTON ST, DENVER, CO, 80205	2 Miles: 10 W 14TH AVE, DENVER, CO, 80204	2 Miles: 2401 WELTON ST, DENVER, CO, 80205
2017A Population by Age:				
Total Population	225,477	210,323	116,837	115,638
Age 0 - 4	5.3%	5.3%	3.7%	3.9%
Age 5 - 9	4.2%	4.2%	2.7%	3.0%
Age 10 - 14	3.4%	3.4%	2.0%	2.3%
Age 15 - 19	3.5%	3.5%	2.7%	3.3%
Age 20 - 24	7.2%	7.3%	8.5%	8.8%

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Generating Demographic Reports (1 of 2)

Below are the basic steps for generating a report in Demographics Now. The following pages will address the different options, including Report Type and Advanced Reports.

The screenshot shows the 'Demographics Now' interface. At the top, there is a 'Geo Filter' with the location 'Denver, Boulder, Arvada'. Below this is a navigation bar with 'PEOPLE & COMPANIES', 'DEMOGRAPHICS', 'MAPS', and 'REPORTS'. Under 'DEMOGRAPHICS', there are two tabs: 'BASIC' and 'ADVANCED'. The 'BASIC' tab is selected, and a 'Select a Report Type' section is visible. This section has a 'Report Type' dropdown set to 'Comparison' and a 'Report Name' dropdown set to 'Age By Sex Comparison Report'. A 'RUN REPORT' button is located below the dropdowns. Three numbered callouts are present: 1. A yellow box points to the dropdown arrow next to 'Age By Sex Comparison Report' with the text: 'Click the carrot to view the dropdown list of reports. Scroll down to view all the reports.' 2. A purple box points to the 'Age By Sex Comparison Report' in the list with the text: 'Click on a report to select it.' 3. An orange box points to the 'RUN REPORT' button with the text: 'Click here to run the report. Then, scroll down to view it.'

The Demographic section has more options than its name suggests. In addition to demographics, you can run reports for:

Simmons Lifestyle Surveys

Consumer Expenditure by Category

Market Segmentation (Mosaic)

Business Comparison

To learn more about these reports and the data sources, go to the Help page in Demographics Now. See [page 20](#) for step-by-step instructions.

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Generating Demographic Reports (2 of 2)

After running the report, you can view it in the screen or download it.

Select a Report Type ?

Report Type: Comparison Report Name: Age By Sex Comparison Report

RUN REPORT

DOWNLOAD 1 Select this button to download the report shown. This will bring up a dialogue box (see below).

Age by Sex Comparison			
Date: October 15, 2017			
	Arvada	Boulder	Denver
2017A Population by Age:			
Total Population	114,511	106,292	699,881
Age 0 - 4	5.4%	3.8%	6.7%
Age 5 - 9	5.9%	3.7%	6.0%

Download Report

- PDF
- DOCX
- HTML
- XLSX
- Save To Google Drive™
- Save To Microsoft OneDrive™

Choose the file type to save the document to the computer (or device) you're currently using. If you have a Google or Microsoft account, you can log in and save directly to those sites.

CANCEL

DOWNLOAD

Arapahoe Libraries Demographics Now Guide

Report Types: Comparison, Summary, or Rank (1 of 2)

Before running a report, you can select the Report Type. Here's what they mean and samples:

Comparison: A comparison report displays multiple geographies as columns, so you can easily see how geographies compare to one another. You may include up to 16 geographies on a single report.

	Arvada	Boulder	Denver
2017A Population by Age:			
Total Population	114,511	106,292	699,881
Age 0 - 4	5.4%	3.8%	6.7%
Age 5 - 9	5.9%	3.7%	6.0%
Age 10 - 14	6.3%	3.5%	5.3%
Age 15 - 19	5.9%	11.2%	4.7%

Summary: A summary report delivers demographic information on a single geographic area or on a group of geographic areas summarized into a single value.

Population Demographics											
	2000 Census		2010 Census		2017A Estimate		2022 Projection		Percent Change		
									2000 to 2010	2010 to 2017	2017 to 2022
Total Population	754,953		804,459		920,684		943,964		6.6%	14.4%	2.5%
Gender:											
Male	380,437	50.4%	402,215	50.0%	460,513	50.0%	472,860	50.1%	5.7%	14.5%	2.7%
Female	374,516	49.6%	402,244	50.0%	460,171	50.0%	471,105	49.9%	7.4%	14.4%	2.4%
Total Median Age	33.4		33.9		34.3		35.2				

Continues on next page

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Report Types: Comparison, Summary, or Rank (2 of 2)

Rank: A rank report sorts geographies based on a single demographic variable from high to low.

Rank	Name	Age	Population	0-14	15-24	25-34	35-44	45-54	55-64	65-74	75 Plus
1	Arvada	40.8	114,511	17.6%	11.6%	13.5%	12.6%	14.2%	13.9%	9.8%	6.8%
	Subtotal of Above Average	40.8	114,511	17.6%	11.6%	13.5%	12.6%	14.2%	13.9%	9.8%	6.8%
2	Denver	34.3	699,881	18.0%	11.2%	22.3%	15.6%	11.6%	10.4%	6.5%	4.5%
	Subtotal of Average	34.3	699,881	18.0%	11.2%	22.3%	15.6%	11.6%	10.4%	6.5%	4.5%
3	Boulder	28.4	106,292	11.0%	32.1%	16.3%	10.7%	9.3%	9.6%	6.1%	4.8%
	Subtotal of Below Average	28.4	106,292	11.0%	32.1%	16.3%	10.7%	9.3%	9.6%	6.1%	4.8%
	Grand Total	34.3	920,684	17.1%	13.7%	20.5%	14.6%	11.6%	10.7%	6.8%	4.8%

There are reasons each of these reports may be valuable. In the experience of our librarians, the Comparison report is often the most useful and easiest to interpret. Below is a list of pros (+) and cons (-) for the 3 report types.

Comparison	Summary	Rank
<ul style="list-style-type: none"> • +Visually simplified • +Prioritizes latest data • +Great for comparing geographies 	<ul style="list-style-type: none"> • +Automatically groups geographies • +Compares current data to 2000 & 2010 Census • -Visually overwhelming 	<ul style="list-style-type: none"> • +Ranks geographies • +May help set priorities • -Not possible to customize

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Running Advanced Demographic Reports (1 of 4)

In addition to the standard reports, Demographics Now allows you to run reports for every variable available in their system. To do this:

1 Select DEMOGRAPHICS

2 Choose ADVANCED

3 Select a Report Type

4 Enter a title for the report

5 Scroll down to the list of options, such as Age by Race by Sex (note - This is also called a Report Type but is different from Step 3).

6 Click on a source, such as Business Summary to see the sub-headings and variables available.

The screenshot shows the 'DEMOGRAPHICS' section of the interface. The 'DEMOGRAPHICS' tab is selected (1). The 'ADVANCED' report type is chosen (2). The 'Select a Report Type' dropdown menu is open, showing 'Comparison' selected (3). The 'Report Title' field is empty (4). The 'Select a Report Type' dropdown menu is open again, showing a list of report types: Custom Variables, Age by Race by Sex, American Community Survey, Basic Variables (6), Business Summary, Consumer Expenditure, Daytime Population, and Geographic Identifiers. A callout box points to 'Basic Variables' with the text: 'Pro Tip: Basic Variables contains the most recent American Community Survey data for commonly needed items, such as age, income, and household type.'

Continues on next page

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Running Advanced Demographic Reports (2 of 4)

- 1 Breadcrumbs - Click on these options to go back. Choose Top to go back to the beginning
- 2 Lines that end with an arrow lead to additional variable options. Click those to continue to drill down.
- 3 Use the scroll bar to view additional options.

Select a Report Type

1
Top > Basic Variables > Current Year Estimates A (2017)

Group Quarters (Pop)	>	2
Household Size	>	
Household Type Details and Race and Ethnicity (HH)	>	
Household Type and Age of Householder (HH)	>	
Household Types by Relationship	>	
Income	>	3
Language Spoken at Home (Pop 5 Plus)	>	
Language by Linguistic Isolation (HH)	>	
Marital Status (Pop 15 Plus)	>	
Poverty	>	
Presence of People Under 18 Years of Age by Household Type (HH)	>	
Race and Ethnicity	>	
School Enrollment (Pop 3+)	>	
Seasonal Population by Quarter	>	
Urban and Rural (Pop)	>	
Veteran Status (Civilian Pop 18+)	>	

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Running Advanced Demographic Reports (3 of 4)

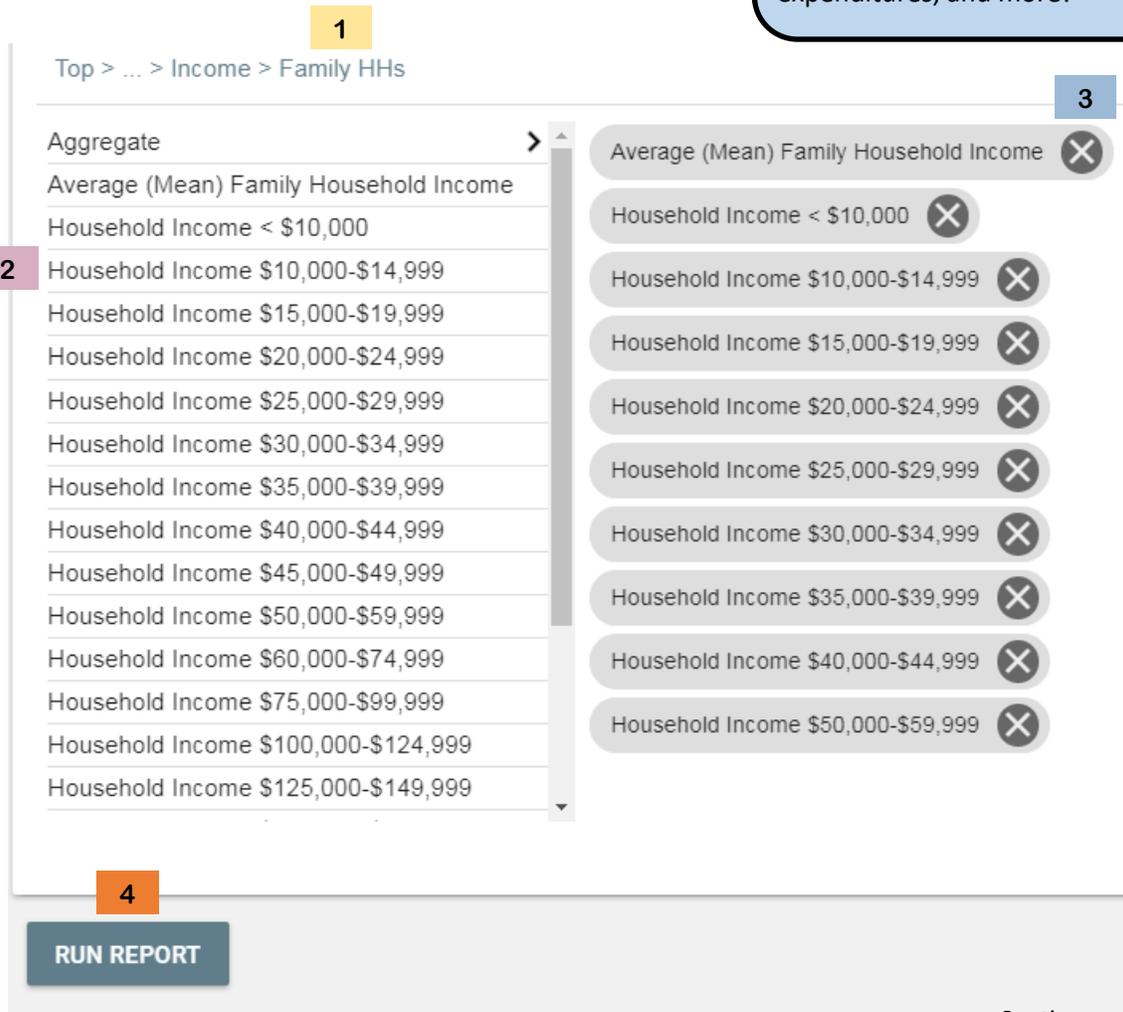
1 Breadcrumbs - Click on these options to go back. Choose Top to go back to the beginning

2 Click on a line to select the variable. Variables will appear on the right after they're selected.

3 Click on the  to remove a selected variable.

4 Click Run Report when you've selected all of your variables.

Pro Tip - Use the breadcrumbs to move back and forth between options & variables. A report could include variables for income, consumer expenditures, and more!



The screenshot shows the 'Income > Family HHs' section of the application. At the top, a breadcrumb trail reads 'Top > ... > Income > Family HHs'. Below this, a list of variables is displayed on the left, and a list of selected variables is on the right. The 'Average (Mean) Family Household Income' variable is selected, and its corresponding income brackets are also selected. A 'RUN REPORT' button is visible at the bottom.

1 Top > ... > Income > Family HHs

2

Aggregate	
Average (Mean) Family Household Income	Average (Mean) Family Household Income 
Household Income < \$10,000	Household Income < \$10,000 
Household Income \$10,000-\$14,999	Household Income \$10,000-\$14,999 
Household Income \$15,000-\$19,999	Household Income \$15,000-\$19,999 
Household Income \$20,000-\$24,999	Household Income \$20,000-\$24,999 
Household Income \$25,000-\$29,999	Household Income \$25,000-\$29,999 
Household Income \$30,000-\$34,999	Household Income \$30,000-\$34,999 
Household Income \$35,000-\$39,999	Household Income \$35,000-\$39,999 
Household Income \$40,000-\$44,999	Household Income \$40,000-\$44,999 
Household Income \$45,000-\$49,999	Household Income \$45,000-\$49,999 
Household Income \$50,000-\$59,999	Household Income \$50,000-\$59,999 
Household Income \$60,000-\$74,999	Household Income \$60,000-\$74,999 
Household Income \$75,000-\$99,999	Household Income \$75,000-\$99,999 
Household Income \$100,000-\$124,999	Household Income \$100,000-\$124,999 
Household Income \$125,000-\$149,999	Household Income \$125,000-\$149,999 

3

4

RUN REPORT

Continues on next page

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Running Advanced Demographic Reports (4 of 4)

After you click Run Report, the report will load below. To edit the report, scroll back up to the variable section.

To download a report, click the Download button. See [page 11](#) for instructions on downloading.

DOWNLOAD

Language Spoken at Home - Denver



Geography: County - Denver

Denver

Basic Variables

Total Population	699,223
Total Households	305,381
Total Families	145,028
5 Year Projected Population Growth	2.66%

Basic Variables Income:Family HHs

Household Income < \$10,000	7,095
Household Income \$10,000-\$14,999	4,604
Household Income \$15,000-\$19,999	5,299
Household Income \$20,000-\$24,999	5,652
Household Income \$25,000-\$29,999	5,766
Household Income \$30,000-\$34,999	5,801
Household Income \$35,000-\$39,999	5,084
Household Income \$40,000-\$44,999	4,764
Household Income \$50,000-\$59,999	11,420
Average (Mean) Family Household Income	\$107,896.00

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Market Segmentation: Mosaic USA

“Mosaic® USA consumer segmentation portal of 126 million households and 650 lifestyle and interest attributes empowers marketers like you to precisely target your ideal audience and communicate with them on a personal level. Mosaic’s data segments the US into 19 overarching groups and 71 underlying types, giving you the insights needed to anticipate the behavior, attitudes and preferences of your most profitable customers and communicate with them on their preferred channels, with messaging that resonates.” **Source:** [Mosaic®](#) USA Customer Segmentation Solution

Running a Mosaic Report (1 of 2)

Running a report for Mosaic USA data is the same process as running any other basic report. Follow the steps for running a basic report ([page 10](#)) and locate the reports that begin with “Mosaic.” After you run a report, many of them include notes about the data methodology at the bottom. Below is a very brief explanation of the data in each report.

The screenshot shows a web interface for selecting a report. At the top, it says "Select a Report Type" with a red question mark icon. Below this, there are two dropdown menus: "Report Type" set to "Comparison" and "Report Name" set to "Age By Sex Comparison Report". A "RUN REPORT" button is visible on the left. A list of report options is shown, with "Mosaic Comparison Report" highlighted in a purple box. To the right of this box, a purple callout provides a brief description: "Classifies each individual by group & type". Below the list, a blue callout box contains a "Pro Tip" pointing to the "Mosaic HH Cluster Comparison Report" option, stating: "Pro Tip - For small businesses the HH Cluster Comparison Report is often the best choice, as the data reflects the individual households." To the right of the list, another purple callout provides descriptions for other reports: "Mosaic HH Cluster Comparison Report" (Classifies each household by group & type. HH = Household), "Mosaic Household Comparison Report" (Shows the dominant type for each block group within the geographic area.), and "Mosaic WP Pop Comparison Report" (Classifies individuals based on their work location's dominant group & type.).

Select a Report Type ⓘ

Report Type: Comparison
Report Name: Age By Sex Comparison Report

RUN REPORT

- Mature Market Comparison Report
- Mosaic Comparison Report** ⓘ
Classifies each individual by group & type
- Mosaic HH Cluster Comparison Report ⓘ
Classifies each household by group & type. HH = Household
- Mosaic Household Comparison Report ⓘ
Shows the dominant type for each block group within the geographic area.
- Mosaic WP Pop Comparison Report ⓘ
Classifies individuals based on their work location's dominant group & type.
- Population Comparison Report

Pro Tip - For small businesses the HH Cluster Comparison Report is often the best choice, as the data reflects the individual households.

Continues on next page

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Running a Mosaic Report (2 of 2)

Below is a sample of the Mosaic HH Cluster Comparison Report. For small businesses, we recommend this report as the data is based on the individual household's Mosaic type, rather than the dominant type for that area. Like other reports, it be downloaded in a variety of formats.

1 Groups

2 Types (aka Segments)

Mosaic Household Comparison Report	
Date: September 28, 2022	

		Arapahoe (County)	
		Current Year Estimate HH Count	%
Group A: Power Elite 1			
A01 American Royalty	2	10,049	3.9%
A02 Platinum Prosperity		0	0.0%
A03 Kids and Cabernet		0	0.0%
A04 Picture Perfect Families		0	0.0%
A05 Couples with Clout		891	0.4%
A06 Jet Set Urbanites	2	163	0.1%
Group B: Flourishing Families 1			
B07 Across the Ages	2	19,509	7.6%
B08 Babies and Bliss		0	0.0%
B09 Family Fun-tastic		3,793	1.5%
B10 Cosmopolitan Achievers		468	0.2%
Group C: Booming with Confidence 1			
C11 Sophisticated City Dweller	2	4,420	1.7%
C12 Golf Carts and Gourmets		1,893	0.7%
C13 Philanthropic Sophisticates		30,671	11.9%
C14 Boomers and Boomerangs		1,251	0.5%

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Accessing the Help Screen to Learn About Mosaic Groups & Types

There are two ways to learn about the groups & types. To look up an individual group or type click on the name of the group or type in the report. Each one of them is a link to a PDF of the profile.

Mosaic Household Comparison Report	
Date: September 28, 2022	

	Arapahoe (County)
	Current Year Estimate I
<u>Group A: Power Elite</u>	
<u>A01 American Royalty</u>	10,049
<u>A02 Platinum Prosperity</u>	0
<u>A03 Kids and Cabernet</u>	0
<u>A04 Picture Perfect Families</u>	0
<u>A05 Couples with Clout</u>	891

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Learning About Mosaic's Groups & Types (2 of 2)

For a comprehensive look at all the Groups & Types, there are three files. These both located in the Help section of Demographics Now. See page 20 for step-by-step instructions for getting to the Help section.

1 **MOSAIC Handbook** - A high-level guide to Mosaic, how it can be used, the data sources, and methodology. It also includes a list of all the groups and types.

2 **MOSAIC USA Grand Index** - A detailed index of the Mosaic groups and types, including:

- Primary Content - Short description of the family structure of each group & type.
- Key Features - Six buzz words or phrases for each group & type.
- Grand Index Indices - Index scores for demographic and psychographic variables for every group & type.
- Grand Index Mean - Average percentage for demographic and psychographic variables for every group & type.
- Rankings - Ranks key variables from low to high for each type.

3 **MOSAIC USA About Mosaic** - An overview of Mosaic, including how it can be useful and the other types of products available. It also includes a list of all the groups and types.

Data Methodology Documents

[Business Data Methodology Guide](#)
[Suspected Out of Business Methodology Guide](#)
[Household Data Methodology Guide](#)
[Demographic Data Methodology Guide](#)
[American Community Survey Guide](#)
1 [Demographic Reports Guide](#)
[MOSAIC Handbook](#)
[Simmons Help Documentation](#)
[Simmons Quintile Methodology Guide](#)
[Simmons Index to Definitions](#)

Drivetime Engine

Custom Reports/Variables
[Custom Reports](#)
[Custom Variables](#)

Glossary of Terms

Alteryx Privacy Statement

Mosaic USA Details

2 [MOSAIC USA Grand Index](#)
3 [MOSAIC USA: About Mosaic](#)

Pro Tip: For questions about how to use the Mosaic Grand Index, please schedule an appointment with your local Business Librarian. Here are three options in the Denver Metro:

- * Arapahoe Libraries - Request an Ask a Librarian appointment on the [Business Help page](#)
- * Denver Public Library - Request a [Bizboost appointment](#)
- * Douglas County Libraries - Request an appointment or ask a question at [DCL for Business](#)

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Creating Heat Maps (1 of 3)

The maps tab can be used to visualize data for a single variable at a time, select custom geographies via drawing, and see traffic counts.

To visualize data (aka create a heat map):

- 1 Click MAPS
- 2 If you've inputted a geography previously, the map will zoom to that area and the geography will be outlined in blue. If you have not selected a geography, it will be for the entire United States.
- 3 Click the carrot next to Thematic Controls to open that panel.
- 4 On the Variable line click CHOOSE. A dropdown menu of variables will open eventually (this may take a few moments).

The screenshot displays the 'icsNow' web application interface. At the top, there is a search bar labeled 'Geo Filter - Enter an address, city, zip-code, county, or state' with a location pin icon and the text 'Entire US'. Below this is a navigation bar with tabs for 'PEOPLE & COMPANIES', 'DEMOGRAPHICS', 'MAPS', and 'REPORTS'. The 'MAPS' tab is selected and highlighted. A 'Thematic Controls' panel is open on the right side of the map, showing the following settings: 'Enabled' (checked), 'Variable' (set to 'CHOOSE'), 'Geography' (set to 'AUTO-SELECT (STATES)'), and 'Color Scale' (set to 'RED/YELLOW'). The map itself shows a geographical view of the United States with state boundaries and labels for various states and provinces, including Northwest Territories, Alberta, Saskatchewan, Manitoba, Ontario, Washington, Montana, North Dakota, Minnesota, Wisconsin, Michigan, Oregon, Idaho, Wyoming, South Dakota, and Illinois. The map is overlaid with a heat map visualization.

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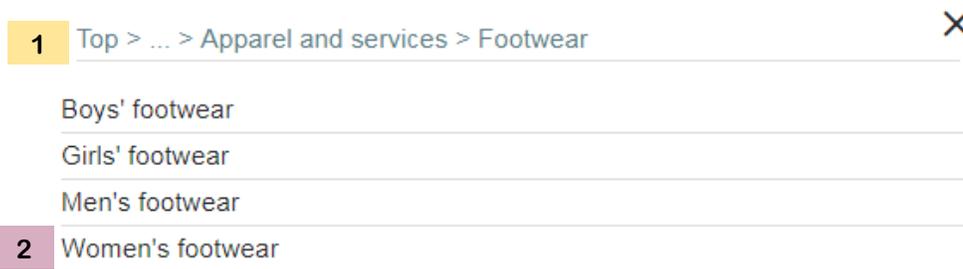
Arapahoe Libraries Demographics Now Guide

Creating Maps (2 of 3)

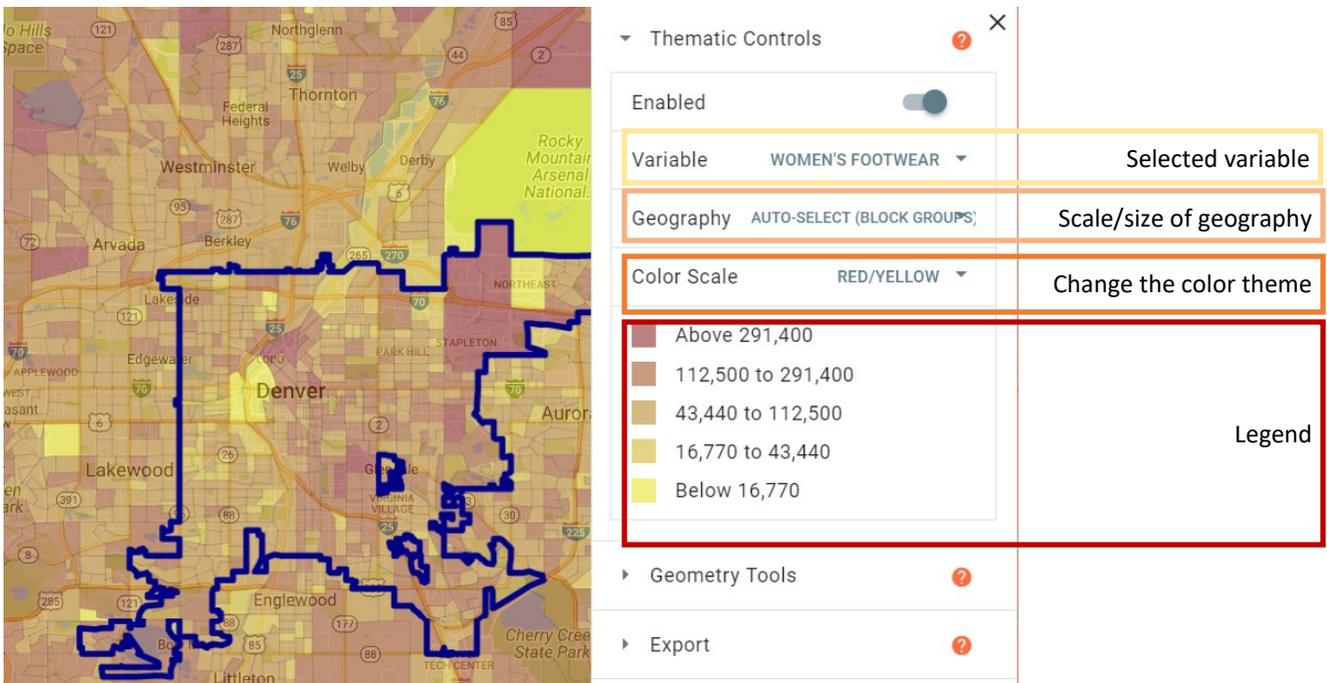
The Variable menu will be extremely similar to the one found in an Advanced Report, except you can only select one variable.

1 Breadcrumbs - Click on these options to go back. Choose Top to go back to the beginning

2 Click on a line to select the variable. The variable menu will disappear and the map will begin to update. This can take several minutes.



After the map generates it will display as shown below. On the next page, we'll show map options



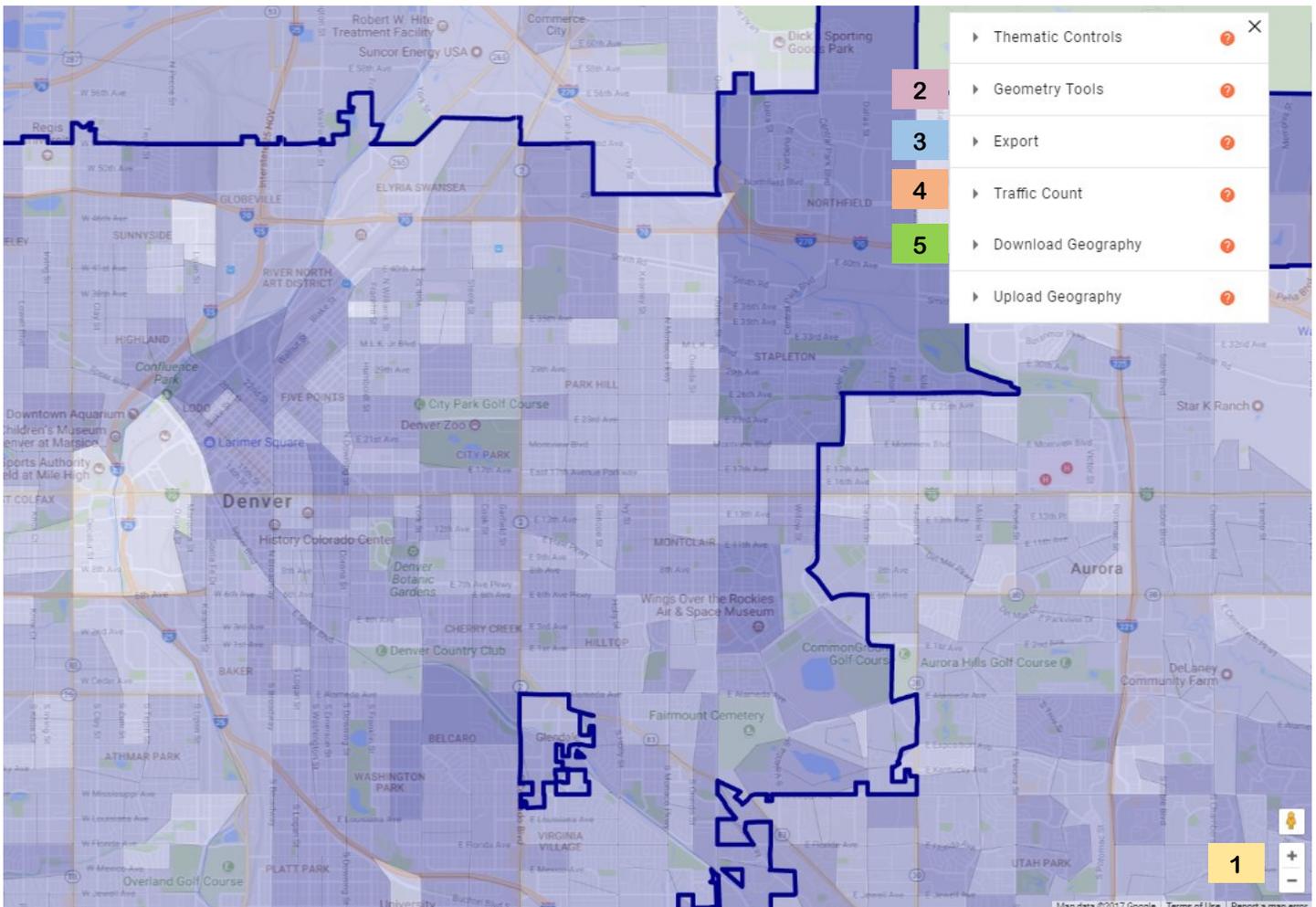
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Arapahoe Libraries Demographics Now Guide

Creating Maps (3 of 3)

There are a number of great options for interacting with maps.

- 1 Zooming in to view a specific neighborhood or area (bottom right corner, you may have to scroll down to find this option).
- 2 Draw custom geographies to run reports, create lists of homeowners, or create lists of businesses.
- 3 Export the visible map to an image file ([page 25](#)).
- 4 View & download traffic count data ([pages 31 - 33](#)).
- 5 Save custom geographies, which can then be uploaded and reused for items 2 & 3 ([page 26](#)).

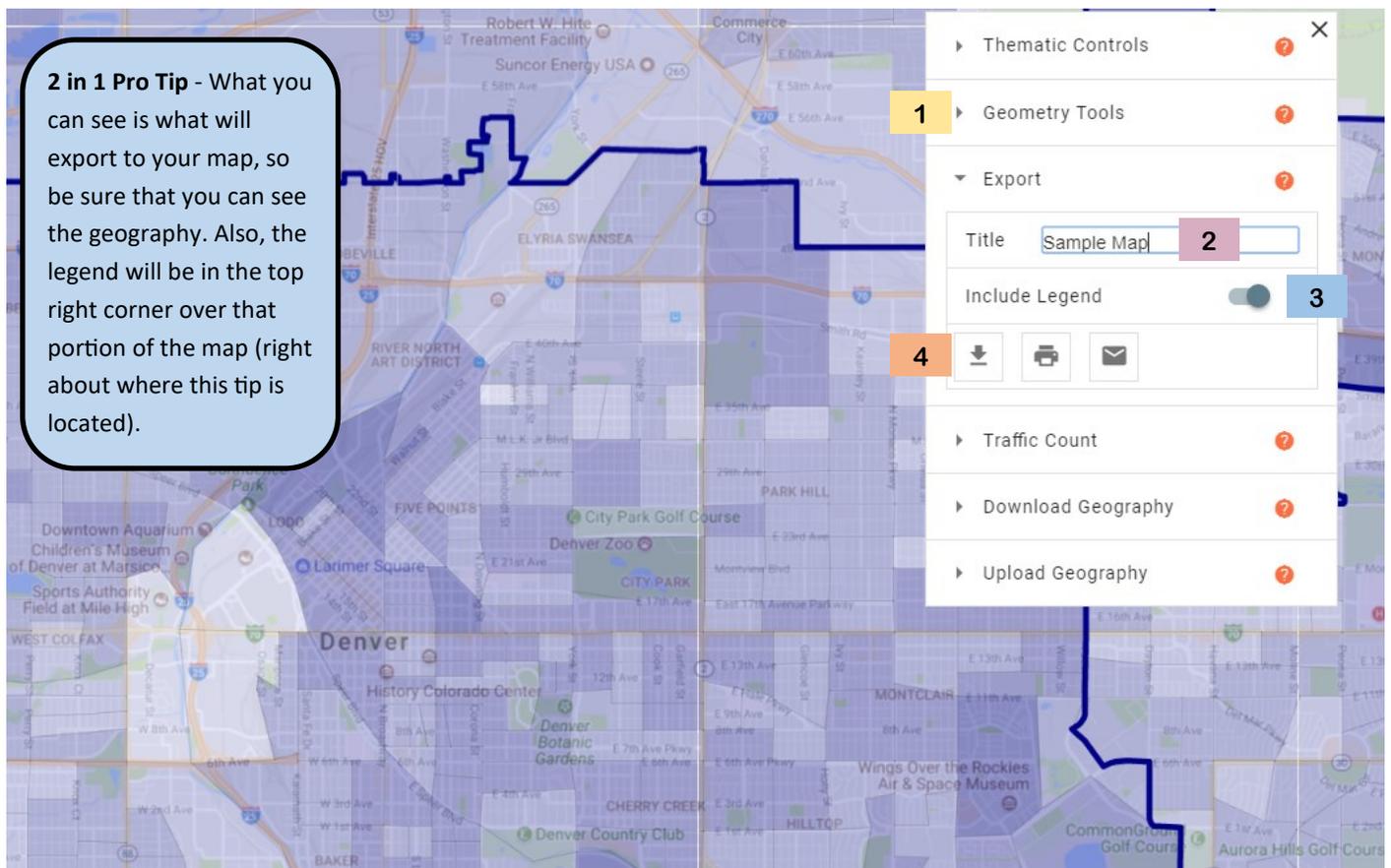


Arapahoe Libraries Demographics Now Guide

Exporting a Map

These instructions can be used to export any type of map in Demographics Now

- 1 Click the carrot next to Export to open that panel
- 2 Click in the text box to enter a title for the map
- 3 Verify that “Include a Legend” is enabled (blue = enabled, white = off)
- 4 Choose whether to download , print , or e-mail  your map
- 5 The file will download in an image (.jpg) file format



Arapahoe Libraries Demographics Now Guide

Drawing and Downloading a Custom Geography

In addition to selecting geographies using the Geo Filter or Geography List, you can also draw and download a custom geography. This can be useful for quite a few different situations including:

- To see demographics and other data for a geography with non-standard borders, such as a neighborhood or special district. For example, Colorado has Creative Arts Districts.
- To download household or business lists for a smaller subset of a larger geography.
- To download household or business lists based on a concentration of potential customer (identified with a heat map).

Note - Instructions for running reports and downloading household or business data will be coming soon.

Drawing a Custom Geography (1 of 3)

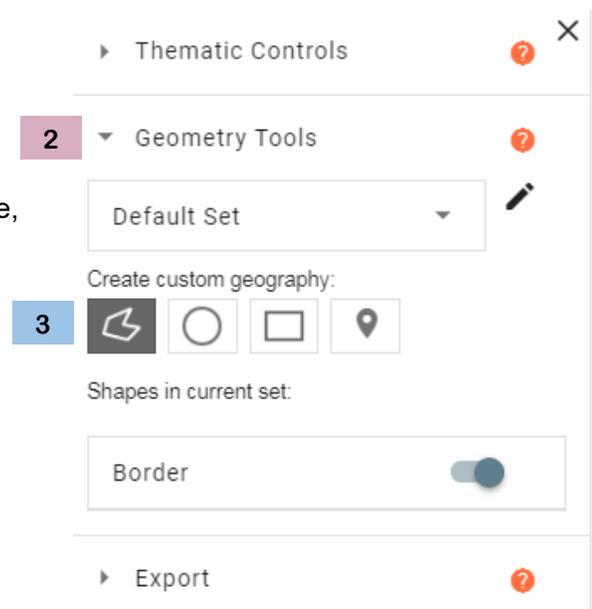
Preliminary steps:

- If your geography will be based on an existing geography, you can select the starting geography using the Geo Filter ([page 3](#)) or with the Geography List ([page 4](#)).
- If your geography will be based on a heat map ([page 22](#)), begin by creating the heat map.

After you have completed the necessary preliminary steps:

- 1 Click MAPS (not shown)
- 2 Click the carrot next to Thematic Controls to open that panel
- 3 Click the type of custom geography you want to use to draw. The options are (left to right): free form, circle, square, or point.

Pro Tip - Most of the time, the free form geography is the most useful. Also, points can be created using the Custom Geography option ([page 7](#)).



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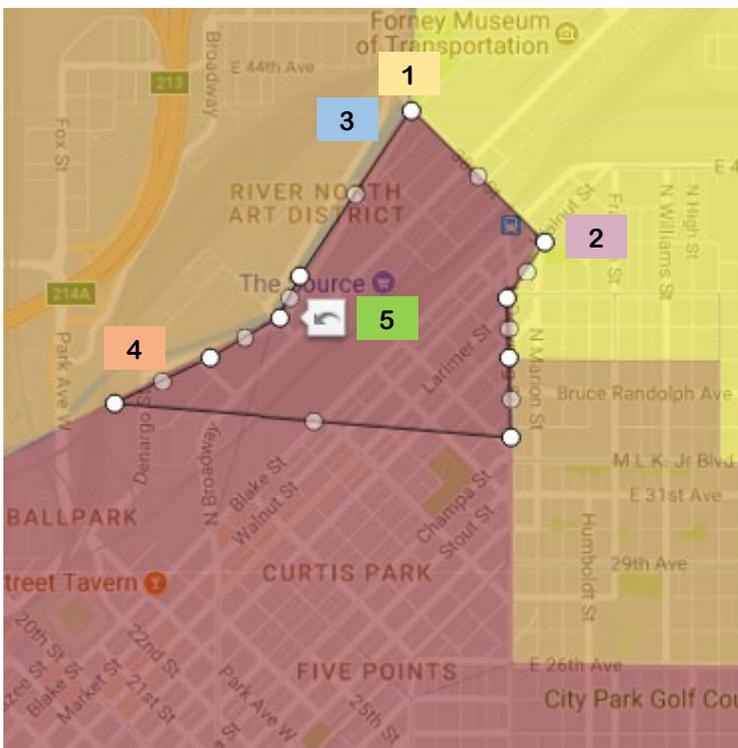
Arapahoe Libraries Demographics Now Guide

Drawing a Custom Geography (2 of 3)

To draw a free form custom geography:

- 1 Single click on the first point
 - 2 Single click on each additional point in order
 - 3 To complete the geography, double click on the original point
 - 4 To adjust a point, click and drag it. This can be especially helpful when dealing with a geography that has jagged edges or cut outs.
 - 5 After making an adjustment, an undo error will be offered. Click on it to undo the last adjustment.
- Finally, name the custom shape.

To see this process in action, watch this [video](#).



Geometry Tools

Default Set

Create custom geography:



Shapes in current set:

Sample



UPDATE GEOGRAPHY

Border



Continues on next page

Arapahoe Libraries Demographics Now Guide

Drawing a Custom Geography (3 of 3)

Drawing a Circle

1. Single click the point that should serve as the center of the circle
2. Mouse outward to expand the circle
3. Single click again to complete the circle
4. To adjust the circle, click and drag it OR click an outer point to make the circle larger or smaller
5. Name the custom shape

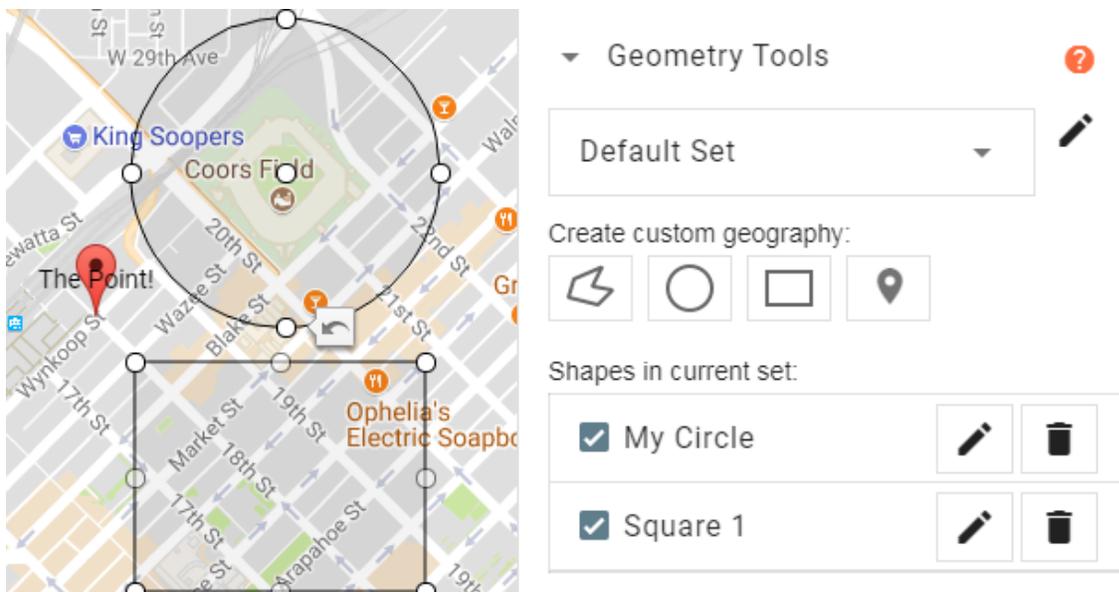
Drawing a Square

1. Single click the point that should serve as the left upper corner
2. Mouse outward to make the square larger
3. Single click again to complete the square
4. To adjust the square, click and drag it OR click a corner to make the square larger or smaller
5. Name the custom shape

Creating a Point

1. Click on the desired point
2. Name the point (optional: give it a description).

Note - The functionality related to points is extremely limited; they simply serve as markers on the map and cannot be saved. For greater functionality, consider using a Google map to create a list of locations.



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Saving a Custom Geography

After creating a custom geography, you are able to save it to your own device. To do this:

- 1 Select the custom geography
- 2 Click UPDATE GEOGRAPHY
- 3 Click the carrot next to Download Geography to open that panel
- 4 Select the file type. The default is KML (Google) and this has the added bonus of working in Google Earth. If you use (or may ever use) ArcGIS choose SHP (ESRI).
- 5 Click DOWNLOAD. Follow the steps provided in the internet browser to save the file for future use. Note - Demographics Now cannot recall custom geographies after you log off.

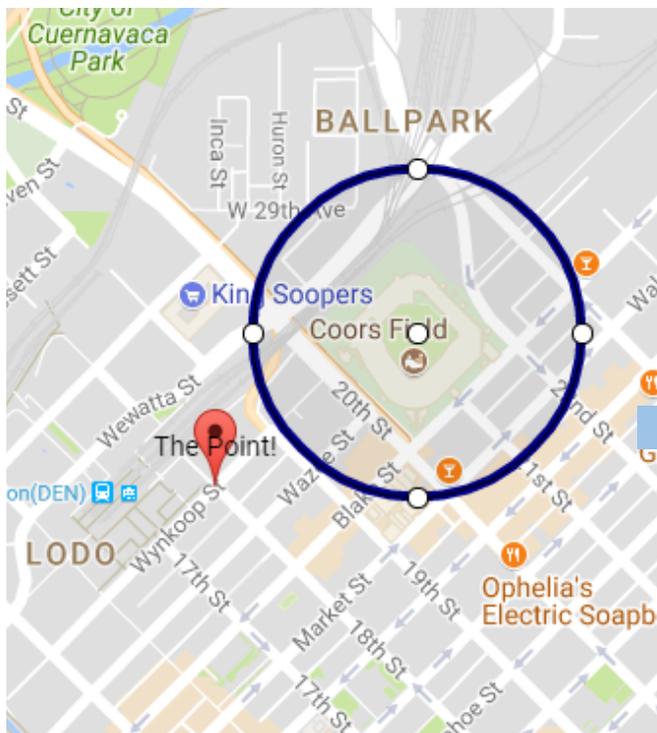
Shapes in current set:

1 My Circle



2

UPDATE GEOGRAPHY



▶ Geometry Tools ?

▶ Export ?

▶ Traffic Count ?

3 ▼ Download Geography ?

Format 4 KML (GOOGLE) ▼

5

DOWNLOAD

Arapahoe Libraries Demographics Now Guide

Uploading a Custom Geography

To work with a custom geography that you downloaded and saved in a prior session, take the following steps:

- 1 Click MAPS (not shown)
- 2 Click the carrot next to Upload Geography to open that panel
- 3 Click the paper clip icon next to Choose File. Follow the steps provided by your browser to select and open the file.
- 4 After the file uploads in Demographics Now, the file name will be shown with 2 options:
- 5 Name - Choose Name (see Pro Tip)
- 6 Spatial Obj Field - Choose SPATIALOBJ
- 7 Click UPLOAD

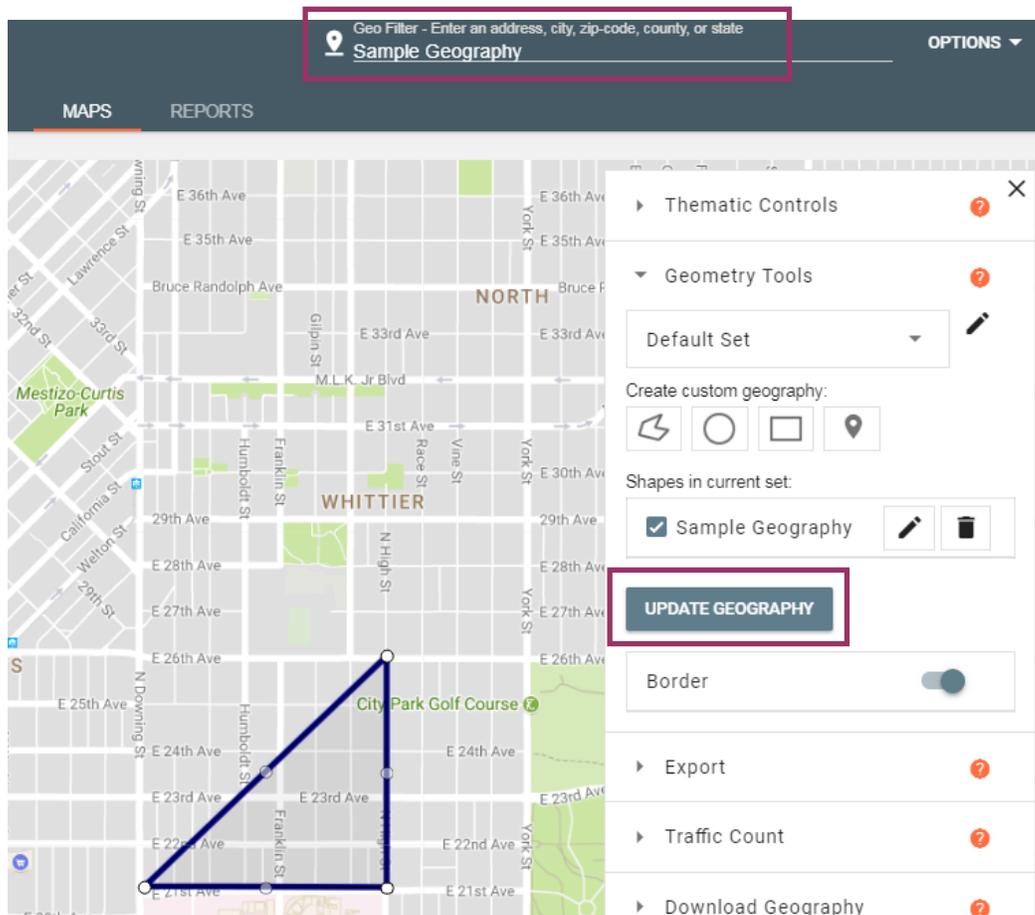
The screenshot shows the 'Upload Geography' panel in the Demographics Now interface. The panel is expanded, showing a 'Choose File' button with a paperclip icon. Below it, the file 'Geography (2).kml' is listed. Underneath, there are two dropdown menus: 'Name Field' set to 'NAME' and 'Spatial Obj Field' set to 'SPATIALOBJ'. At the bottom right of the panel is an 'UPLOAD' button.

Pro Tip (aka What's up with Name and Spatial Obj Field) - Demographics Now is designed to be able to upload a variety of different file types that originate in other programs such as ArcGIS and QGIS. This is why the system confirms the Name and Type of file, even if it seems straight forward for a file you downloaded from Demo Now.

Arapahoe Libraries Demographics Now Guide

Running Reports Based on Custom Geographies

After creating a custom geography, you are able to run reports for it. For this process, it's essential to click Update Geography on the Maps tab. After you do that, the Geo Filter will list the name of the updated geography. Both of these items are highlighted below.



Once the custom geography has been updated, click the Demographics tab and run reports as usual ([page 10](#)).

Note - It is possible to compare custom geographies by creating/uploading them and then following the steps above. It is also possible to compare custom and standard geographies, using the process found on [pages 10 - 11](#).

Arapahoe Libraries Demographics Now Guide

Traffic Count Data

The Maps tab includes Traffic Count data that can be viewed or saved (either as a spreadsheet or map image).

The traffic data in Demographics Now is sourced from a company called [Kalibrate Global](#). They obtain the data from "Government agencies, metropolitan planning organizations and various third-party vendors perform traffic counts for a number of reasons."

All of the counts are for a 24 hour period but there are two different types of counts (and if you ever export the spreadsheet data, you'll see these abbreviations):

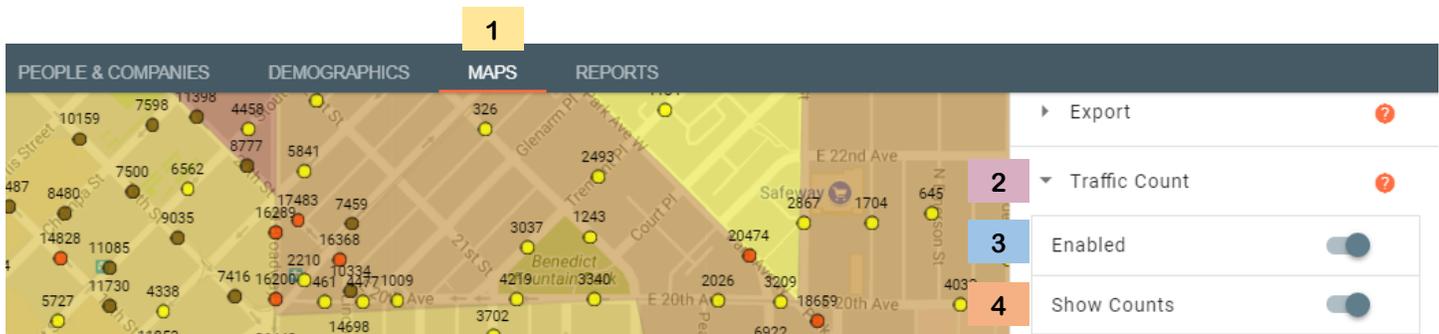
- Average Daily Traffic (ADT) refers to the number of vehicles traveling through a particular traffic count point in a 24-hour period. This is like the census of traffic for 24 hours
- Average Annual Daily Traffic (AADT) The annualized average 24-hour volume of vehicles at a given traffic point is called a traffic count. This is like the American Community survey of traffic.

If you would like additional information or have questions about Kalibrate's data, please request a Bizboost appointment or refer to Kalibrate's [FAQ page](#) on their website.

Viewing Traffic Counts (1 of 2)

The Maps tab includes Traffic Count data that can be viewed or download. To view traffic count data:

- 1 Verify you are on the Maps tab
- 2 Locate the Traffic Count section in the Maps Options. Click the carrot next to Traffic Count to open that section.
- 3 Use the slider next to Enabled to turn on the colored legend.
- 4 If you'd also like to view counts, use the slider next to Show Counts.



Continues on next page

Arapahoe Libraries Demographics Now Guide

Viewing Traffic Counts (2 of 2)

If you'd like to remove the heat map data and only view the Traffic Counts:

- 1 Scroll up to view the Thematic Control in the Map Options box.
- 2 Click the carrot next to Thematic Control.
- 3 Use the slider next to Enabled to turn off the heat map.

The screenshot displays the Arapahoe Libraries Demographics Now interface. At the top, there are tabs for 'MAPS' and 'REPORTS'. The main area shows a map with various data points represented by colored dots. A 'Thematic Controls' panel is open on the right side of the map. The panel has a title 'Thematic Controls' with a red question mark icon and a close button. Below the title, there are several sections: 'Enabled' with a toggle switch that is currently turned on; 'Variable' set to 'AGGREGATE HOUSEHOLD SIZE, I'; 'Geography' set to 'AUTO-SELECT (BLOCK GROUPS)'; 'Color Scale' set to 'RED/YELLOW'; and a legend with five color-coded categories: 'Above 587.8' (dark red), '279.4 to 587.8' (medium red), '132.8 to 279.4' (light red), '63.11 to 132.8' (yellow), and 'Below 63.11' (light yellow). Below the legend, there are three expandable sections: 'Geometry Tools', 'Export', and 'Traffic Count', each with a red question mark icon. The map in the background shows a grid of streets with several data points plotted. A yellow box with the number '1' is in the top right corner of the map area, and a blue box with the number '3' is next to the 'Enabled' toggle. A purple box with the number '2' is next to the 'Thematic Controls' title.

Arapahoe Libraries Demographics Now Guide

Downloading Traffic Counts

After viewing the Traffic Count data, you can choose to download an Excel file that contains all of the visible traffic count data.

The first step is to zoom into the area of interest. There are two ways to do this:

- Use the Zoom In / Zoom Out tool located in the bottom right corner of the map. You will likely need to scroll to find it.
- Double click on the spot that you'd like to zoom in on.

Once the area you'd like to download is shown on the screen, click the Download Report button. Please see the next page for details about the acronyms used in this report.

The screenshot displays the Arapahoe Libraries Demographics Now interface. At the top, there is a navigation bar with tabs for HOME, PEOPLE & COMPANIES, DEMOGRAPHICS, MAPS, and REPORTS. The MAPS tab is currently selected. The main area shows a map of downtown Colorado Springs, Colorado, with various street names and landmarks visible. A sidebar menu is open on the right side, listing several options: Thematic Controls, Geometry Tools, Export, and Traffic Count. The Traffic Count option is expanded, showing a list of traffic count ranges with corresponding color swatches: Above 28,000 (red), 21,000 to 27,999 (dark brown), 14,000 to 20,999 (orange), 7,000 to 13,999 (light brown), and Below 7,000 (yellow). A 'DOWNLOAD REPORT' button is highlighted with a red box at the bottom of the sidebar menu.

Exporting Traffic Counts

Similar to heat maps, the traffic count data can also be export. Refer to the instructions on [page 22](#).

Arapahoe Libraries Demographics Now Guide

Creating Lists Based on Geographies (1 of 2)

Demographics Now allows you to run custom of lists of businesses, households, and physicians/dentists based on a geography. To do this:

Select a geography, either a standard one ([page 10](#)) or a custom one ([pages 26 - 28](#)). For custom geographies, verify that you've clicked the Update Geography button on the Maps tab.

- 1 Click the People & Companies tab
- 2 Select the type of list you'd like to create
- 3 Choose the criteria for your list. Each list has different criteria options.
- 4 Click the Search button

The screenshot shows the 'PEOPLE & COMPANIES' tab selected in the top navigation bar. Below the navigation bar is a 'Select a List Type' dropdown menu with 'Business List' selected. Below the dropdown menu is a 'SEARCH' button and 'RESULTS (0)'. Below the search bar is a search criteria filter panel with a 'Company Name' search box and a 'SEARCH' button. The filter panel includes a list of criteria with checkboxes and expand/collapse arrows:

- Company Name (checked)
- Product Category
- Executives
- Business Type
- Major Industry Group (SIC)
- Major Industry Group (NAICS)
- Keyword SIC/NAICS
- Business Size
- Ownership
- Financial
- Special Selects
- Phone Number
- Street Address

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Arapahoe Libraries Demographics Now Guide

Creating Lists Based on Geographies (2 of 2)

Here are a few tips for creating and using lists:

- All Lists: Use the filters to create a well-refined list, as you're only able to download 50 results at a time (and must individually select each one).
- All Lists: On the Results page, you can view the list or choose to view on the map (see below for instructions).
- Business Lists: Some of the industry codes (NAICS and SICs) included in the options are not commonly used by businesses, so the results may be very limited. Use a site like NAICS (<https://www.naics.com/naics-search-results/>) to identify a standard code.

Viewing or Downloading Results

To start, create your list using the instructions on the prior page.

- 1 Click the check box at the top to select all results for viewing (or individually click desired items).
- 2 Click VIEW ON MAP
- 3 OR if you want to download the results, select the DOWNLOAD button. It will download the first 50 results.
- 4 Click EMAIL to have the first 50 results e-mailed to you.

The screenshot shows a web interface for 'Business List Results'. At the top right, there are five buttons: 'VIEW ON MAP' (with callout 2), 'DETAILS', 'PRINT', 'DOWNLOAD' (with callout 3), and 'EMAIL' (with callout 4). Below the buttons, it says 'Showing 1 to 72 of 72'. A table follows with columns: Company Name, Contact Name, Street Address, City, State, ZIP, Phone, Corp. Tree, Sales, and Employ. The first row of the table has a checkbox with callout 1. The table contains four rows of data.

<input checked="" type="checkbox"/>	Company Name	Contact Name	Street Address	City, State	ZIP	Phone	Corp. Tree	Sales	Employ
<input checked="" type="checkbox"/>	Plaza Veterinary Clinic	Aubrey J Lavizzo	1167 Santa Fe Dr	Denver, CO	80204	(303) 534-1875		\$290,000	3
<input checked="" type="checkbox"/>	Praise The Paw Dog Grooming LLC	J N Foreman	100 S Madison St Ste 3c	Denver, CO	80209	(303) 550-9522		\$59,115	2
<input checked="" type="checkbox"/>	Radio Enhancement Systems LLC	Teri L Pettit	828 S Race St	Denver, CO	80209	(303) 722-9997		\$48,625	2
<input checked="" type="checkbox"/>	Scratch N Sniff LLC	Michael Sobol	5105 W Moncrieff Pl	Denver, CO	80212	(303) 859-1376		\$30,123	1

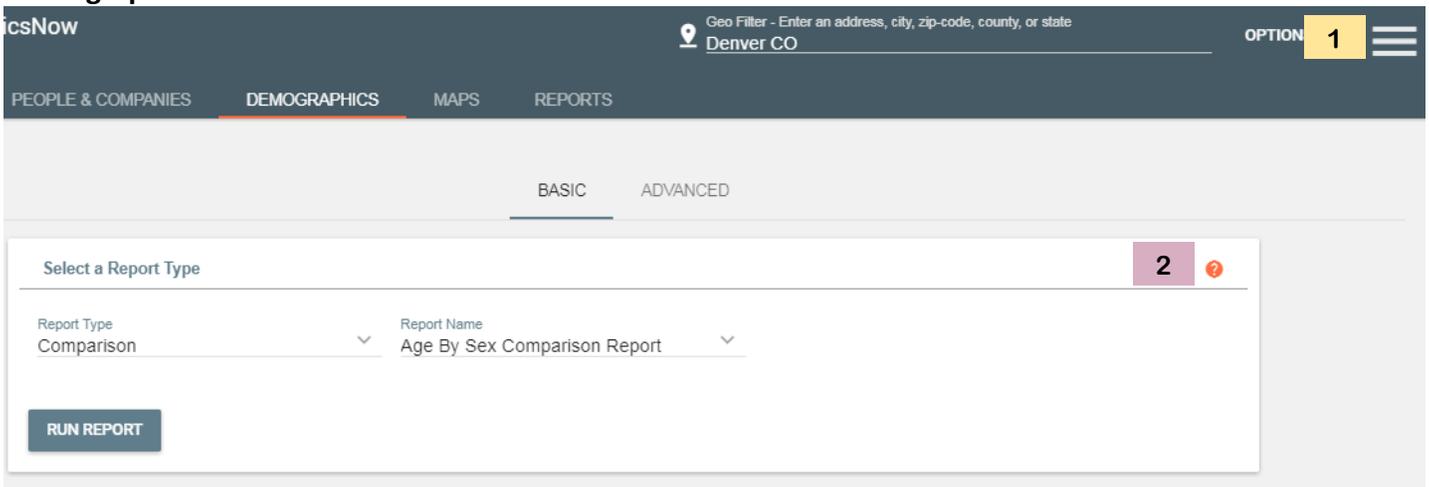
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Getting Help

Demographics Now offers several places to get help.

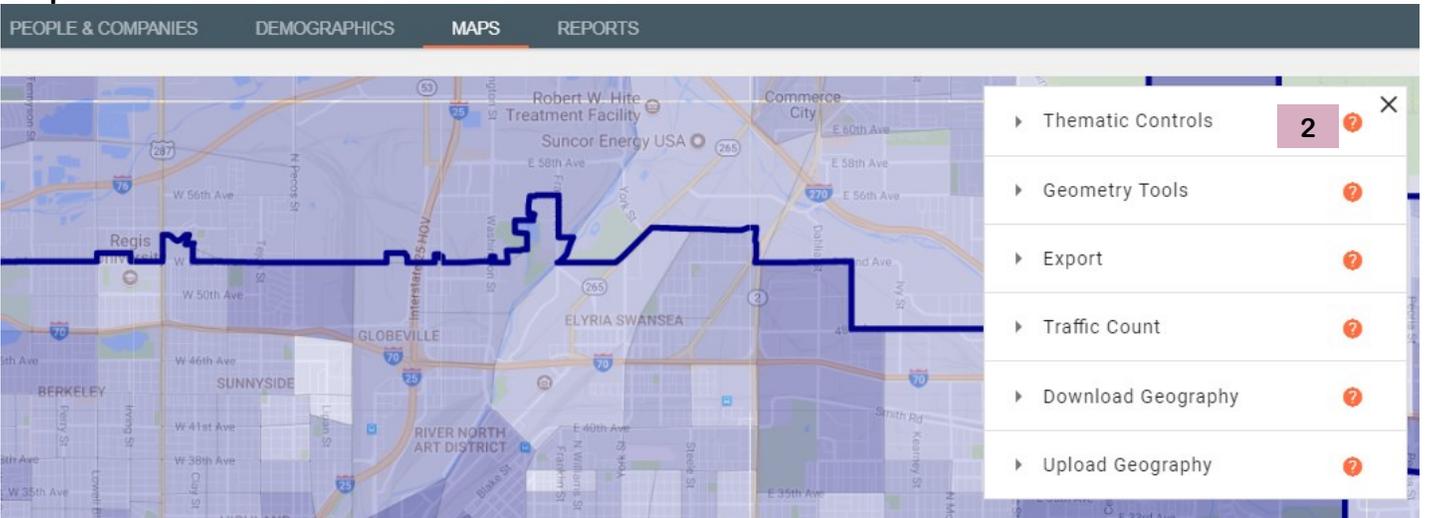
- 1 Help & Supporting Documents** - To access this information, click the menu button (3 horizontal lines), then click Help. See [page 20](#) for step-by-step instructions.
- 2** Anywhere you see a  you can mouse over it for more information about the options on that page. See below for another example.

Demographics Tab



The screenshot shows the 'Demographics Now' interface. At the top, there is a search bar labeled 'Geo Filter - Enter an address, city, zip-code, county, or state' with 'Denver CO' entered. To the right of the search bar is a menu icon with the label 'OPTION 1'. Below the search bar is a navigation bar with tabs for 'PEOPLE & COMPANIES', 'DEMOGRAPHICS', 'MAPS', and 'REPORTS'. The 'DEMOGRAPHICS' tab is selected. Below the navigation bar are two sub-tabs: 'BASIC' and 'ADVANCED'. The 'BASIC' sub-tab is selected. In the center of the page is a 'Select a Report Type' dropdown menu. The dropdown is open, showing 'Report Type' set to 'Comparison' and 'Report Name' set to 'Age By Sex Comparison Report'. A 'RUN REPORT' button is located below the dropdown. A callout box with the number '2' and a help icon is positioned over the dropdown menu.

Maps Tab



The screenshot shows the 'Demographics Now' interface with the 'MAPS' tab selected. The map displays a city area with a blue outline highlighting a specific region. A 'Thematic Controls' dropdown menu is open on the right side of the map, showing options: 'Thematic Controls', 'Geometry Tools', 'Export', 'Traffic Count', 'Download Geography', and 'Upload Geography'. Each option has a help icon next to it. A callout box with the number '2' and a help icon is positioned over the 'Thematic Controls' dropdown menu.

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Contacting Us

Arapahoe Library's Business Librarian is here to help with your questions!

For Questions

Call us at (303) 792-8989

Request an appointment at the [Business Help page](#)