

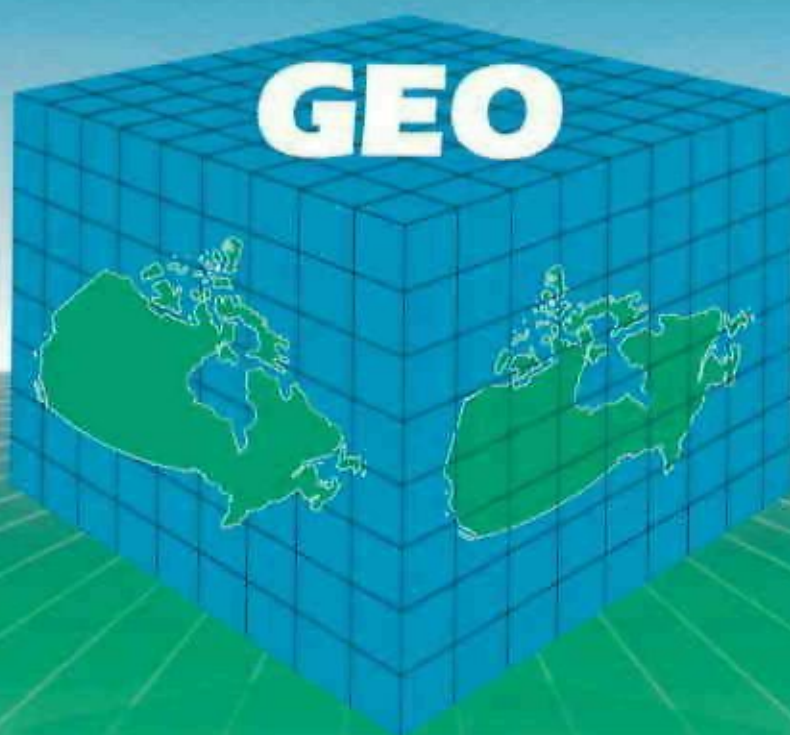
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# GEO

Complete Online Guide  
to Geography  
User Guide

c. 2



Statistics  
Canada

Statistique  
Canada

Canada

## How to Reach Us

### To Obtain More Information

Inquiries about products and services should be directed to one of the following Statistics Canada Reference Centres:

St. John's	(709) 772-4073
Halifax	(902) 426-5331
Montréal	(514) 283-5725
Ottawa	(613) 951-8116
Toronto	(416) 973-6586
Winnipeg	(204) 983-4020
Régina	(306) 780-5405
Edmonton	(403) 495-3027
Calgary	(403) 292-6717
Vancouver	(604) 666-3691

A toll-free number is provided in all provinces and territories, for users who reside outside the local dialing area of any of the Regional Reference Centres.

## Pour nous joindre

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Un numéro d'appel sans frais est offert, dans toutes les provinces et territoires, aux utilisateurs qui habitent à l'extérieur du secteur d'appel local des Centres régionaux de consultation.

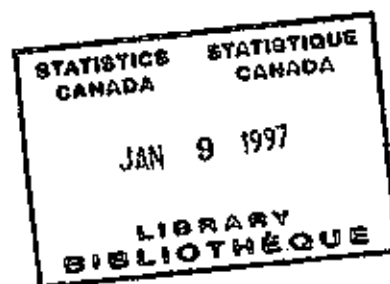
Newfoundland and Labrador/Terre-Neuve et Labrador	1-800-565-7192
Nova Scotia, New Brunswick and Prince Edward Island/ Nouvelle-Écosse, Nouveau-Brunswick et Île-du-Prince-Édouard	1-800-565-7192
Quebec/Québec	1-800-361-2831
Ontario	1-800-263-1136
Manitoba	1-800-542-3404
Saskatchewan	1-800-667-7164
Alberta	1-800-282-3907
Southern Alberta/Sud de l'Alberta	1-800-472-9708
British Columbia (South and Central)/ Colombie-Britannique (sud et centre)	1-800-663-1551
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# **Complete Online Guide to Geography**

## **User Guide**



# **Complete Online Guide to Geography**

## **User Guide**

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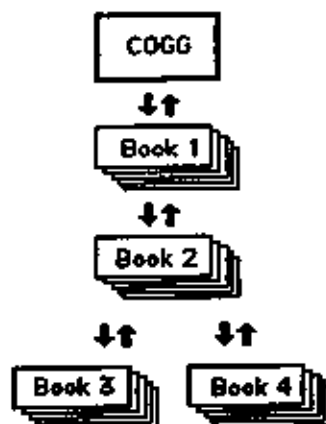
**APPENDIX C REFERENCE DICTIONARY Contents Outline**

**APPENDIX D EXAMPLE Contents Outline**

## 1. Welcome to the Guide

Welcome to the Complete Online Guide to Geography (COGG). The guide has been developed to provide you with an overview of the key activities in the Geography Division at Statistics Canada as well as to introduce the concepts that are fundamental to these activities.

COGG is a single integrated learning program made up of a launch program (COGG) and four separate electronic documents structured as follows:



Legend: Book1 is the Electronic Guide to Geography (EGG); Book2 is the Illustrated Glossary; Book3 is the 1991 Geography Reference Dictionary; and Book4, Examples.

The documents all operate within a hypertext environment, in which text can be linked to other text (or images) so that the material need not be read sequentially. With the click of a mouse, the user can proceed to the next page or go off and explore related material in any one of the four documents. There are many ways to navigate through the documents.

A new user may want to start with the first book and work through the different sections and levels of information sequentially—from the simple activities in the Electronic Guide, to the explanatory definitions and illustrations in the Glossary, to the full definition in the reference dictionary.

Users more experienced with the navigational tools may want to start with a given topic and explore related topics that are of particular interest. Most pages offer the opportunity to go off in different directions. This is done by clicking on an active object; e.g., an icon in the control panel at the bottom of the screen, a highlighted phrase (bold type) somewhere in the text, or an illustration somewhere on the page.

## 2. Getting Started

The Complete Online Guide to Geography is an interactive, hypertext document created with the *ToolBook*<sup>1</sup> authoring environment as a *Windows*<sup>2</sup> application. The *ToolBook* runtime system is packaged with the distribution copy of the Guide, but your IBM-pc or PC-compatible must first be set up to operate under *Windows*. The minimum system requirements to run the Guide are:

- a personal computer with an 80286 or higher
- MicroSoft *Windows* version 3.0 or higher
- DOS 3.1 or higher
- 1.5 MB memory (but preferably 4)
- one 1.2 MB (5 1/4") or 1.4 MB (3 1/2") disk drive
- a hard disk with 4 MB free space

The COGG package includes 3 disks:

COGG 1/3--The *ToolBook* Runtime system (\*Asymetrix Inc.)  
COGG 2/3--COGG.tbk, Book1.tbk, Book2.tbk  
COGG 3/3--Book3.tbk, Book4.tbk

Install all the files in a single directory. We suggest the following, but you may want to modify this procedure to satisfy a different configuration.

```
C:
CD \
MD c:\cogg                      or MD c:\mypath
CD cogg                        CD mypath
COPY a:\install.bat install.bat  COPY b:\install.bat install.bat
INSTALL c:\cogg a:              INSTALL c:\mypath b:
```

To start the program from the DOS prompt simply type:

COGG

This batch program positions you in the root directory and invokes runtime *ToolBook* as a *Windows* application with COGG.TBK as the startup document. (The full command used is "WIN c:\cogg\tbook.exe c:\cogg\cogg.tbk"). You may wish to install COGG as an application under *Windows*; see *Windows* documentation.

If you do change the startup procedure, be sure to invoke the program from the directory containing the *ToolBook* executable program, TBOOK.EXE and the associated documents (\*.TBK files) or COGG will not find the related documents.

<sup>1</sup> \*Asymetrix Corporation

<sup>2</sup> \*Microsoft Corporation

### 3. Navigation

Navigation through the guide is accomplished by clicking buttons in a control panel at the bottom of the screen. The icon for each button indicates its function:



- Go to the next page in the guide



- Go to the previous page in the guide



- Go back up a level to the parent of the current page



- Go to the Contents menu



- Go to the Index



- Go to the Guide chart



- Display the history of pages recently viewed



- Go to the full definition in the Reference Dictionary

The introduction to the guide includes a navigation demo to illustrate the effect of the arrow keys at different levels in the documents. With the up arrow, users who meander in a secondary document can, with one click, return to the page they were at in the calling, or, initial, document. In a single document the up arrow takes the reader to the first page of a topic, and then to the parent page of the current section.

Bold text is used to highlight terms that are described in more detail elsewhere; for example, many of the geographical terms in the Guide are defined in the Illustrated Glossary, whereas terms in the Illustrated Glossary typically cross-reference each other. For each term in the Illustrated Glossary it is always possible to go to the full dictionary for a complete technical description.

Each document includes a table of contents and an index. The main guide (EGG) also includes a program map, so that users can see where they are on a hierarchical chart. From all three pages--contents, index, and chart--the user can return to his/her previous position in the guide, or go to any one of the topics listed.

The ease of navigation can sometimes lead the user to unknown territory where it is not always obvious how to return to a specific page. The program stores a history of the recently viewed pages. By clicking on the watch icon it is possible to return to a specific page in the list of pages displayed in the dialog box.

## **4. Contents**

The main part of the Guide (EGG, or, Book1 ) is made up of 4 main sections:

- (1 ) About the Guide--an introduction to the goals and objectives of the Guide with instructions on how to use it.
- (2) Census Geography Basics--a description of the programs and concepts that are fundamental to the preparation and delivery of census geography products and services.
- (3) Products and Services--a look at a sample of products and services provided by the Geography Division for the 1991 Census.
- (4) Case Studies--a quick look at 5 applications developed around Census Geography products and services.

The Illustrated Glossary (Book2) includes short descriptions and illustrations for each of the 52 geography terms in the 1991 Census Dictionary.

The Reference Dictionary (Book3) provides the full description for each term.

The Examples document (Book4) provides a small sample of digitized maps and illustrations taken from various products and product descriptions.

## **5. Activities**

The Guide includes a number of activities to challenge your knowledge of a particular topic; for instance a review of geography basics and interviews with hypothetical clients of geography products. With each Question/Answer you have an opportunity to review relevant information.

There are two geography area activities, one to delineate enumeration areas (EA) and one to review census tracts (CT) after a census. In the first, you study a sample area made up of 25 cells and propose EA groupings that neither cross the existing geographical boundaries nor exceed the maximum dwelling count for an EA. In the CT activity you examine the population changes for some 12 CTs in a sample area and recommend whether or not the CT boundary should be changed.

All the activities assume a reasonable familiarity with the Graphical User Interface and may be best attempted after some experience with the Guide.



## **6. Acknowledgements**

The Geography Division would like to recognize and acknowledge the following individuals for their contribution to the development of this guide:

Special thanks to **Grafton Ross** for his tremendous input to the design, content, and look of the electronic guide and to **Victor Glickman** for pursuing and driving the idea of making access to Geography concepts clearer and easier.

Nelson Kopustas, Carolyn Weiss, Richard Nadwodny, Chris Shadbolt and Brian Wright spent many hours developing text. Robert Parenteau, Rennie Molnar, Shiela Currie and Christine Landry were on the review team. Ingrid Ivanovs and J.P. Parker were the division's administration and co-ordination backbones throughout the development of the guide.

The consultants on the projects were **Katherine Rlordon** and **Martha Johnston** from Computers for People in Ottawa, and Bob Karam & Arlene Zuckernick from Newport Bay Consulting Services in Toronto.

The documents were produced by Computers for People, Ottawa, Canada, 1992

## **APPENDIX A: ELECTRONIC GUIDE to GEOGRAPHY Contents Outline**

### **About this guide**

- Introduction
- Goals and Objectives
- Using Icons to Navigate
- Using Hot Objects
- Using Program Cues
- Printing Pages

### **Geography Basics**

- GeoBasics Intro
- Programs
- Concepts and Standards
- Geography Production
- The Census
- Census Activities
- Geographic Areas
  - National Hierarchies
  - Census Tract Activity
  - Enumeration Area Activity
  - Metropolitan Hierarchies
- GeoBasics Review

### **Products and Services**

- Product Intro
- Reference Maps
  - Population Distribution
  - Population Density
- Thematic Maps
- Digital Data Files
  - Digital Boundary Files
- Publications
  - 1991 Census Geography
  - 1991 Census Dictionary
- Services
  - Geocoding
  - Custom Maps

### **Case Studies**

- Ambulance Service
- Direct Mail Marketing
- City Planning
- School Bus Routing
- School Age Population

## **APPENDIX B: ILLUSTRATED GLOSSARY Contents Outline**

Agricultural Region  
Block-face  
Census Agglomeration (CA)  
Census Consolidated Subdivision  
Census Division  
Census Farm  
Census Metropolitan Area (CMA)  
CMA/CA Parts  
CMA/CA Component  
Census Subdivision  
Census Subdivision Type  
Census Tract  
Centroid  
Centroid, Block-face  
Centroid, EA  
Digital Boundary File  
Ecumene, Population  
Enumeration Area  
Federal Electoral District  
Geocoding  
Geographic Areas  
Geographic Reference Date  
Geographical Names  
Land Area  
Latitude/Longitude  
Map Projection  
Map Projection, Lambert  
Map Projection, UTM  
Map Scale  
Place Names  
Population Density  
Postal Code  
Postal Code Conversion File  
Primary Census Agglomeration  
Primary Census Metropolitan Area  
Province  
Provincial CensusTract  
Query Area  
Reference Map  
Rural Area  
Rural Fringe  
Standard Geographical Classification  
Street Network File  
Subprovincial Region

Territory  
Thematic Map  
Township, Range and Meridian  
Unincorporated Place  
Universal Transverse Mercator  
Urban Area  
Urban Fringe  
Urbanized Core  
Urban Population Size group

## **APPENDIX C: REFERENCE DICTIONARY Contents Outline**

Introduction

Geography Terms (See Appendix B for alphabetical list)

Definition  
Rules  
User Issues  
Censuses  
Footnotes

Figure 1 Hierarchy of Standard Geography Areas

Figure 2 Hierarchy of Quasi-standard and User-defined Geographic Areas

Figure 3A Census Geographic Areas by Province and Territory

Figure 3B Census Subdivision Types by Province and Territory

Appendix 1 Census Metropolitan Areas (CMAs) and Census Agglomerations (CAs) with their Component Primary Census Metropolitan Areas (PCMAS) and Primary Census Agglomerations (PCAs), showing Census Tract and Street Network File coverage

## **APPENDIX D EXAMPLE Contents Outline**

Block-face  
Census Agglomeration  
Census Consolidated Subdivision  
Census Division  
Census Metropolitan Area  
Census Subdivision  
Census Tract  
Centroid, Block-face  
CMA/CA Components  
CMA/CA Part  
Digital Boundary File  
Enumeration Area  
Federal Electoral District  
Place Names  
Postal Code  
Query Area  
Reference Map  
Rural Area  
Standard Geographical Classification  
Street Network File  
Thematic Map  
Township, Range and Meridian  
Urban Area



## **COGG FEEDBACK**

Please tell us what you think of COGG.  
Send your comments or suggestions to:

Marketing Section  
Geography Division  
Statistics Canada  
3rd Floor, Jean Talon Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0T6

or fax them to:

(613) 951-0569

## **COMMENTAIRES SUR LE GICG**

Auriez-vous l'obligeance de nous informer de ce que vous pensez du GICG. Faites parvenir vos commentaires ou suggestions à la :

Section de Marketing  
Division de la géographie  
Statistique Canada  
3<sup>e</sup> étage, Edifice Jean-Talon  
Parc Tunney  
Ottawa (Ontario)  
K1A 0T6

ou par télécopieur au

(613) 951-0569