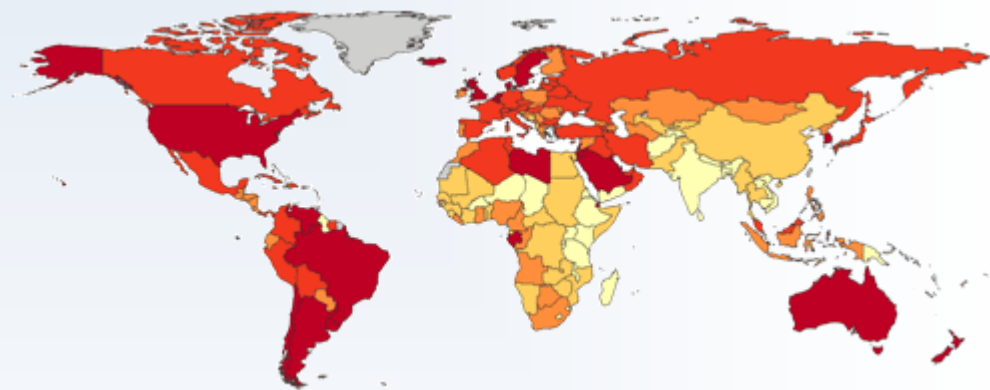


STATPLANET

QUICK START



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Import a map (shapefile version).

- Please see <http://www.statsilk.com/maps/download-free-shapefile-maps> to obtain free shapefile maps.
1. In the folder “Shapefile_map_(ESRI)” open the sub-folder 'map'. Copy your map files here.
 2. Run the file “update_map.bat”. This automates the following procedure which can also be done manually: (i) remove the included example shapefiles (map of Indonesia), and (ii) rename your map files (e.g. “mycountry.shp” and “mycountry.dbf”) to “map.shp” and “map.dbf”

Please note that there are two map folders in “Shapefile_map_(ESRI)” to which you need to copy your map files:

- \map (for the offline version)
 - \web\map (for the web version)
3. Open the StatPlanet_data_editor file. Click on the button 'Setup shapefile' (in the top-left, macros need to be enabled).
 4. Select your “map.dbf” file in the map folder, and follow the instructions. Make sure that the ‘ID’ column is alphabetical (a-z), numerical (0-9), or alpha-numeric (a combination of alphabetical and numeric characters such as “reg21”). Special characters such as ã ¸ & / - may cause problems in loading the map. If you do not have a suitable ID column, you could use software such as Open Office Calc to edit the “map.dbf” file and create/edit an ID column. Open Office Calc is free software (<http://www.openoffice.org/>).
 5. Run StatPlanet to see the results with the included sample data.

You can now start importing or inserting data for your map, but first you may wish to modify the map position and add text labels.

Map positioning:

To change the position and size of the map, move the mouse to the bottom-right of the screen to see the map zoom controls:

- **Zoom:** You can zoom in and out of the map using the 'zoom in' and 'zoom out' buttons, or by dragging the zoom slider up or down. If your mouse has a scroll wheel, you can also use this to zoom in and out.
- **Moving the map:** click and drag the map with the mouse to move it to a new position.

Once the map is in the right position, right-click and select 'Copy map coordinates'. In the StatPlanet Data Editor, go to the sheet 'Map regions', select the cell below 'X'. Then paste the coordinates here.

Text labels:

1. To show the text labels for the map, click on 'Show text labels' in the StatPlanet Data Editor (sheet Import, below the Save button).
2. Click on "Save data" and open StatPlanet to see the results. It is likely that the position of some or all of the text labels will need some adjusting.
3. To adjust the position of the text labels, right click anywhere in StatPlanet and select 'Move text labels' in the menu. Click on any of the text labels to drag them to a new position.
4. Once you have finished moving the text labels, right click and select 'Copy text label coordinates' in the menu.
5. In StatPlanet, go to the sheet 'Settings'. Select the cell next to 'Text label coordinates', and paste the coordinates here. (You may also wish to modify other settings in this sheet, such as the text font size.)
6. Click on 'Save settings' (or alternatively, 'Save data' in the Import data screen). The coordinates have now been saved for when you next open StatPlanet.
7. In the sheet 'Settings', you can also change additional settings such as the font size of the text labels.

Structuring source data files prior to import

When importing data using the StatPlanet Data Editor, data will automatically be organized using the correct data structure as described in the section “Data file structure” below. The import macro is able to recognize many different data structures. However, to ensure importing of both indicators and years is successful it is recommended that your source data file is structured similarly to the example Excel file “data_example_for_import_worldmap.xls” included with StatPlanet. This example includes data for multiple indicators and multiple years.

Data can only be imported one category at a time. Therefore, it is a good idea to organize or group your data sets into categories prior to importing, for example, one category per Excel sheet or Excel file. Data can then be imported one file or Excel sheet at a time. The category names cannot be imported and need to be edited manually.

Importing data

Data can be imported through the following steps:

1. Open the StatPlanet Data Editor.
2. Enable macros in Excel:

When you open StatPlanet_Data_Editor.xls you will normally get a message asking you whether you wish to enable macros. The message depends on the version of Excel.

- **Excel 2007 or newer:** In the top of the screen, next to 'Security Warning', click the button 'Options'. Select 'Enable this content' and click on 'OK'.
- **Older versions of Excel:** Select 'Enable macros' in the popup window.

If you do not receive this message, the macro security level in Excel is set to high. Follow the instructions below to change the security level to a lower setting.

- **Excel 2007 or newer:** Click the Microsoft Office Button (top-left) and click Excel Options. In the Popular category, check 'Show Developer tab in the Ribbon' (if it is not already checked). Click on 'OK', then select the Developer tab. Click on 'Macro security' (on the left). Select 'Disable all macros with notification'.
- **Older versions of Excel:** In the Tools menu, go to -> Macro -> Security. Change the security level to Medium.

3. Click the button 'Import data' and select a data file to import the data.
4. Click on 'Save data' once you are done.

The next section describes in more detail how data needs to be structured. Data can also be copied and pasted manually to the Excel sheet 'Import' following the data structure described in this section.

Data file structure

Data in the StatPlanet Data Editor consists of 11 columns containing category names, indicator names and meta-information. This is followed by x number of columns for the countries or other map areas (where x corresponds to the number of countries / map areas). Data is edited in the sheet "Import". When clicking on "Save data", a copy is saved to the sheet "Data" prior to saving the file as 'data.csv' (removing duplicate indicator names to reduce file size). The 'data.csv' file is the actual data file read by StatPlanet.

Columns 1, 2 and 3 contain the Category names, Years and Indicator names respectively. Columns 4 to 11 are optional and can be left blank (for more details please see the User Guide).

The most important columns are therefore columns 1 to 3, which need to be structured according to the following rules:

- Data is structured first by category, then by year, and then by indicator.
- Years must be in order from *highest* to *lowest*.
- Each category has its own list of indicators. However, 'within' a category, the list of indicators must be exactly the same for each year.
- Spacing (empty cells in white) between the different categories, years and indicators need to be maintained as shown in the example below. See also the included example data which comes with StatPlanet for a more elaborate data structure. In the example below, please note that there are empty spaces between each category and between each year, as well as an empty space between each list of indicators.

CATEGORY	YEAR*	INDICATOR**
Category1	2010	
		Indicator 1a

		Indicator 1b
	2009	
		Indicator 1a
		Indicator 1b
Category2	2010	
		Indicator 2a
		Indicator 2b
		Indicator 2c
	2009	
		Indicator 2a
		Indicator 2b
		Indicator 2c

Settings file structure

This section is for those who wish to create or edit the settings.csv file manually, rather than using the StatPlanet Data Editor.

The setting.csv file consists of three parts, which are extracted from different sheets in the StatPlanet Data Editor:

1. Map coordinates

- Found in sheet “Map regions”

The structure for the map coordinates consists of the heading “MAP”, followed by at least one line providing the startup coordinates of the map (in the order - X coordinate, Y coordinate, zoom level), e.g.:

All regions	0	0	100
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2. Settings

- Found in the sheets “Settings” and “Text-Translations”

The structure of the settings consists of the heading “SETTINGS”, followed by a list of settings. The first column contains the variable name and the second column the corresponding value. The order of the variables does not matter. This section also includes the interface and help text.

3. Names (optional)

- Found in the sheet “Text-Translations”, a copy of which is found in the sheet “Import”

The map area names are optional. If left out the country or other map area names will be the same as the country / map area codes in the sheet “Data”. The structure of the “names” section consists of the heading “NAMES”, followed by a list of country or other map area names. The order of the names should be the same as the order of the corresponding country / map area codes in the sheet “Data”, but transposed vertically rather than horizontally. The sheet “Data” and corresponding file “data.csv” are described below.