Instructions for Using Spreadsheet Files

The spreadsheet data for summary file three (SF3) is organized into 76 file segments. To identify the file you want for the selected geography (e.g. counties), it is recommended that you do the following:

1. Open up the Data Dictionary File. Note that the items that are in blue are not available.
2. Go to Column E where there is a description of the data items available.
3. Scroll Down Column F until you find the data item you want.
4. For example, household income distributions are found in row 1375 in the data dictionary.
5. Note that column A is the file segment. In this case for the household income distributions, it is SF3_6.
6. In Column B (& D) is the Table Number (in this case, P52, or P052).
7. In Column C is the field number (P052001 to P052017), i.e. there are 17 data items in this table.
8. The File segment (SF3_6) will let you know what file to open and where in the file the income distribution data is located.
9. The spreadsheet files are named for the first file segment included, so for example, File SF3_1.xls begins with file segment one. Likewise, File SF3_11, begins with file segment 11.
10. At the county level, then, file segment SF_6, where the income distribution data is located, is in the first file, SF3_1.xls.
11. Open file SF3_1.xls. There will be a series of tabs at the bottom of the spreadsheet.
12. The first tab, "Tables" will repeat the data dictionary. The remaining tabs are the file segments.
13. In this case, since the income data is in file segment 6, click on tab "SF3_6" in the opened file.
14. In the County file, when you click on tab SF_6, it begins with Table P51 in Column G.
15. For the income data, which begins with Table P52, scroll over to Column BT. This is easiest if you place the cursor in cell G1 and then hit the "end" key and then the "right" arrow
16. You now have the distribution of households by income class.