



## Portrait Painter User Guide

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## Introduction

This is the manual for using the Portrait Painter (PP), which is Excel™-based software designed to prepare socio-economic profiles of communities, called Portraits, using Census and other data available from the ABS web site or other sources.

The Portrait Painter software is provided electronically as two Excel™ workbooks, both of which are required to run the software.

- The Template, an Excel workbook called “Portrait Template.xls” or like, contains the generic layout of the Portraits. One sheet of this workbook contains the Portrait report, and five other sheets contain a text-only summary of the Portrait and the sets of data used in the Portrait.
- The Painter, an Excel workbook called “PPainter.xls” or like, contains programs written in Visual Basic to create a Portrait using the template.

The Portrait Painter software is sold under license, and each licensed version is given a distinctive name, so the two files provided to a hypothetical Department of Public Works might be called “PPainterB DPW.xls” and “PortraitB Template DPW.xls”.

Both the Painter and the Template can be modified or upgraded through customisation. Each new version is given an identifying letter, hence the ‘B’ on the end of the two file names signifies version B.

Call The Public Practice on 02 9716 8530 for phone support.

## Installing the Portrait Painter

Save the Portrait Painter files to a new folder on your computer:

**PPainter <version> <name>.xls**

**Portrait <version> <name>Template.xls**

Your version of Excel™ must have its Security set to allow macros written in Visual Basic to run; otherwise the software will not be able to work. The following procedure will ask you whether to allow macros to run, so you can say Yes when opening the Portrait Painter.

In Excel 97 – 2001; select [Tools] > [Macro] > [Security] and pick Medium

In Excel 2007, select [Developer] > [Macro security] and select [Disable macros with notification]

As well, the Portrait uses some specially created data files, which are supplied with the software and should be copied into the directory of the Portrait Painter. These might include:

- ❑ **'Occupations\_OCC93.xls'**
- ❑ **'SALM 2008\_2009'**
- ❑ **'Building 2010.xls'**

## Data requirements

The Portrait Painter uses 2006 and 2001 Census data and National Regional Profile data which is freely available from the ABS web site. Copyright in this data is held by the Commonwealth of Australia and managed by the Australian Bureau of Statistics. To publish the data, or a report substantially based upon it, may require the permission of the ABS.

### The Portrait Painter uses five sets of tables, called Profiles, from the ABS:

- The 2006 Working Population Profile (WPP) consists of 22 tables containing Census characteristics of the workers in an area. The data are based on place of work. This file is named **20060-WPP-<place name>**.
- The 2006 Basic Community Profile (BCP) is the primary demographic profile of a place. It consists of 45 tables containing Census characteristics on residents, households and dwellings. The data are based on place of usual residence. This file is named **20010-BCP-<place name>**.
- The 2001 Working Population Profile (WPP) consists of 18 tables containing Census characteristics of the workers in an area. The data are based on place of work. This file is named **WPP-<place name>**.
- The 2001 Usual Residents Profile (URP) consists of 88 tables containing Census characteristics of the residents, households and dwellings. The data are based on place of usual residence. This file is named **URP-<place name>**.
- The National Regional Profile (NRP) consists of 4 tables containing some Census and some more recent data including population estimates and business numbers. This file is named **Region\_<place name>**.

The Portrait uses ten Profiles in all: five for the main area and five for the comparison area. All ten need to be downloaded from ABS and unzipped to complete the Portrait. When saving these files, do not rename them, as the program uses their name to identify them as the correct type of files.

As well, the Portrait uses data files that are supplied with it. These are:

- '**Occupations\_OCC93.xls**', which contains the number of workers in the main occupational categories in 2006 for all SLAs, using the 2001 occupational classification, so that changes can be measured.
- '**SALM 2008\_2009**', which contains more recent employment data from DEEWAR.
- '**Building 2010.xls**', which has 2010 building data

## Opening the Portrait Painter

Open **PPainter.xls** in Excel.

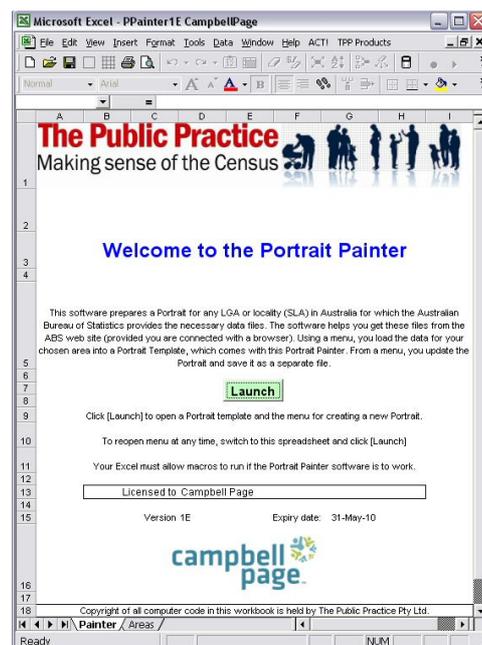
Click the green [Launch] button.

This will open a window asking you to select the Template, 'Portrait <version> Template.xls'. Navigate to where this file is stored, and select it.

The selected Portrait template will open with the Portrait Painter Menu on top.

Proceed to create your next Portrait. When you do, save it as a new file to protect your template.

At any time, you can close the Portrait Painter Menu and work directly on the Portrait underneath. To reopen the menu, switch to the **PPainter.xls** file and click [Launch]. This will switch you back to the template and re-open the menu.



## Tips

Use the Print Preview option to check your Portrait before printing. Look for paragraphs that don't fit (their row needs to be higher) or chart titles that have wandered. Places with long names may make some paragraphs too long for the space provided.

To edit a Portrait, you must close the Portrait Painter menu. For paragraphs not fitting, click and drag the bottom of the row to make it higher or lower. For chart items, click and drag them.

If a page is too long and a line flows over, use the [Margins] button in [Print Preview] so you can drag the top margin up or bottom margin down, until the errant page fits.

You do not need to open the Portrait Painter if you later want to use a Portrait.

You can use any Portrait of the current version as the Template to create a new Portrait., say if you want to use some of the same data.

You can open the Portrait Painter after the Portrait if you wish. When you click [Launch], the menu will appear on top of the currently opened Portrait.

Do not open two Portraits at once as the Portrait Painter may become confused. If you create a series of Portraits, just keeping using [Save As] to rename each Portrait, after entering the new place name on the menu, remembering to [Save] when it is finished.

If the software does become confused and lock up, or you have any other problem, quit Excel. Use <Ctrl><Alt><Delete> if necessary. Don't save the Portrait Painter; but you can save your Portrait if half-way through, preferably not as the Portrait Template.

## Using the Portrait Painter menu

The Portrait Painter Menu is used to operate the software. Your menu may be modified and not match the sample menu below, but the functions will operate similarly.

Through the menu, you change the Portrait template into a new Portrait, ready to save, print, edit or otherwise use. There are four common steps in creating a new Portrait.

1. Naming the places.

2. Downloading data for these places.

3. Loading the data into the template.

4. Updating the Portrait with the new data, and saving it.

**Portrait Painter Menu**

**1. Name the places**

the Wollongong region or W'gong vs NSW or NSW 1

Notes: The Wollongong Employment Services Area (ESA) consists of the Statistical Local Areas (SLAs) of Wollongong, Shellharbour

**2. Download data**

2006 data 2001 data NRP data LGA data SLA data

**3. Load data for the main area**

WPP 2006	Shellharbour (C) (LGA 16900) + Wollongong (C) (LGA	Load	+	-
BCP 2006	Shellharbour (C) (LGA 16900) + Wollongong (C) (LGA	Load	+	-
WPP 2001	Shellharbour (C) (LGA 16900) + Wollongong (C) (LGA	Load	+	-
URP 2001	Shellharbour (C) (LGA 16900) + Wollongong (C) (LGA	Load	+	-
NRP	Shellharbour (C) + Wollongong (C)	Load	+	-
Occ data	Shellharbour (C) + Wollongong (C)	Load		clear
SALM	Shellharbour (C) + Wollongong (C) - Inner + Wollongong	Load		clear

**4. Load data for the comparison area**

WPP 2006	New South Wales (STE 1)	Load	+	-
BCP 2006	New South Wales (STE 1)	Load	+	-
WPP 2001	New South Wales (STATE 1)	Load	+	-
URP 2001	New South Wales (STATE 1)	Load	+	-
NRP	New South Wales	Load	+	-

**5. Create the Portrait**

Update SaveAs Save

Copy text Preview Close Menu

**Look around**

sheet page line

left right

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Once the Portrait you want is saved as a new file, ready to print, edit or otherwise use as you need. You can then load another place's data into the open Portrait, update it and save it as another new one.

When the menu is showing, hover your cursor over any item in the menu for a help tip.

## 1. Naming the areas

**1. Name the places**

the Wollongong region or W'gong vs NSW or NSW 1

Notes: The Wollongong Employment Services Area (ESA) consists of the Statistical Local Areas (SLAs) of Wollongong, Shellharbour

- In the first box, type the name of the main area (e.g. 'the Southern Ranges') as it is to appear in the Portrait, and an abbreviated name eg 'Sth Rng'. Limit the abbreviation to about six characters, as it is used in some tables and graphs where space is limited.
- Enter the name of the comparison area and an abbreviated name (eg NSW).
- Enter the number corresponding to the home state of the main area.  
1 = NSW, 2 = VIC, 3 = QLD, 4 = WA, 5 = SA, 6 = TAS, 7 = NT, 8 = ACT.
- The Notes box is a place to paste details of the area in the Portrait; it appears on the cover. You can leave this blank, or name the ABS areas used to construct the Portrait.

## 2. Downloading data

**2. Download data**

2006 data 2001 data NRP data LGA data SLA data

You may need to download the data for the main area and the comparison area. If so, there are two methods in the Portrait Painter – by type of data (2006, 2001 or NRP) or by place (LGA or SLA). For most places, using [LGA data] or [SLA data] is quicker. Places with odd or changing names or boundaries are best searched through the other data buttons.

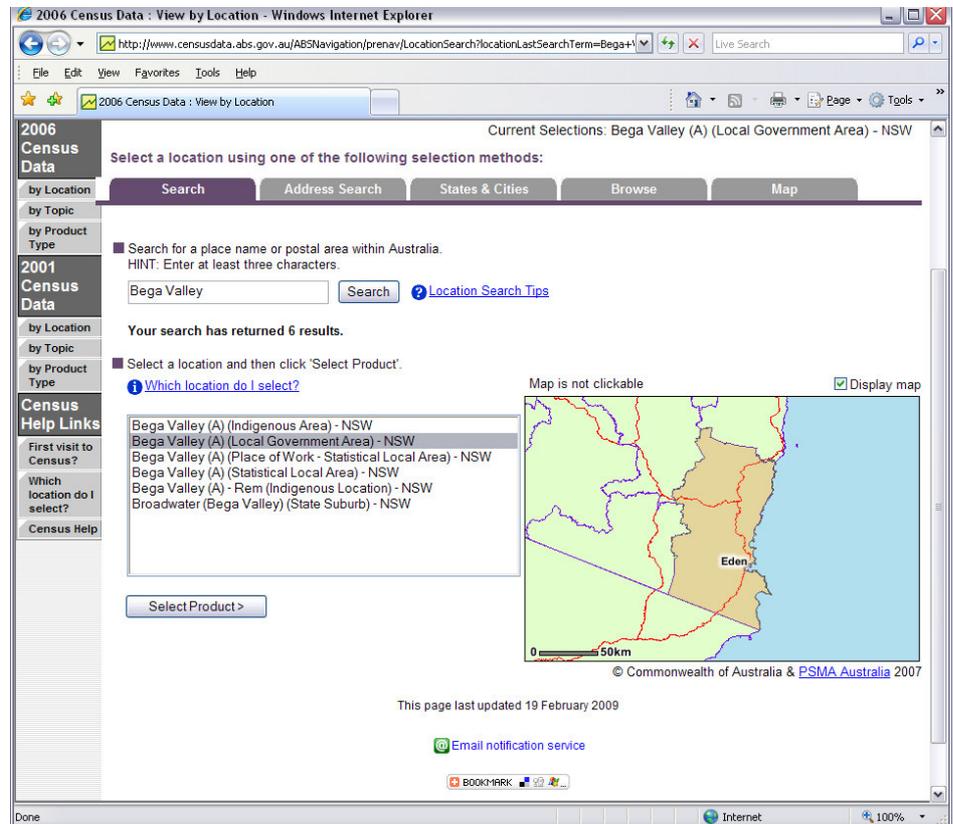
## [2006 data]

Click the [2006 data] button on the Portrait Painter menu to open a web browser at ABS's 2006 Census data by location page. A sample is shown below.

The main area's name will already be entered in the [Search] field. There can be a number of locations suggested.

Read the list of possible locations and click the appropriate one so it is highlighted. A map of the area you selected will appear.

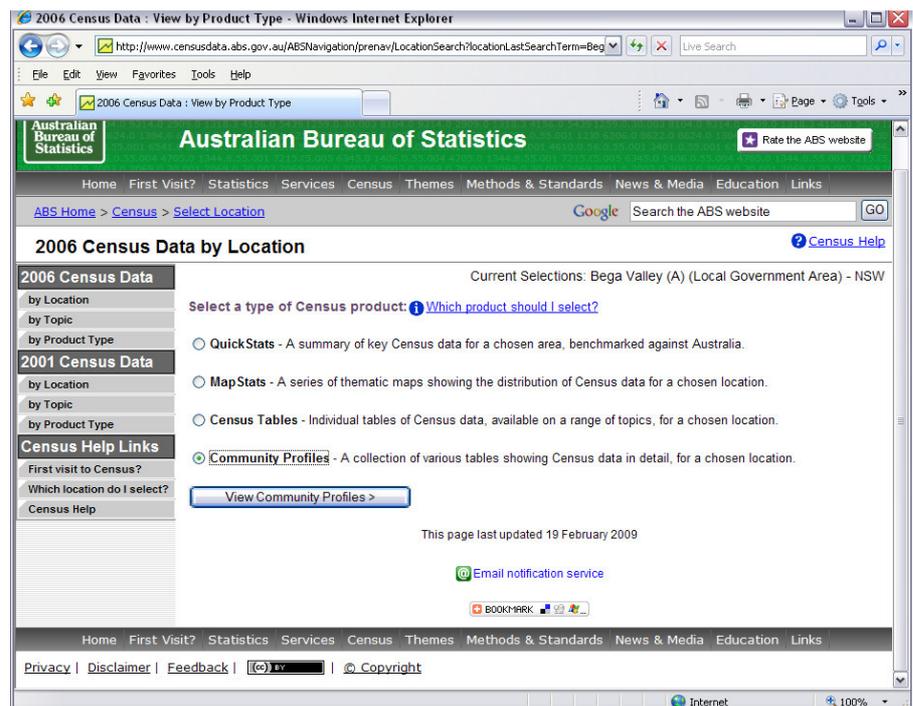
Select a Local Government Area if possible, as all the data you need will be available. You can type in another search name if the place you want does not appear.



When the correct area is highlighted, click [Select Product].

On the next ABS screen that appears, shown below, select "Community Profiles" from the options and click "View Community Profiles".

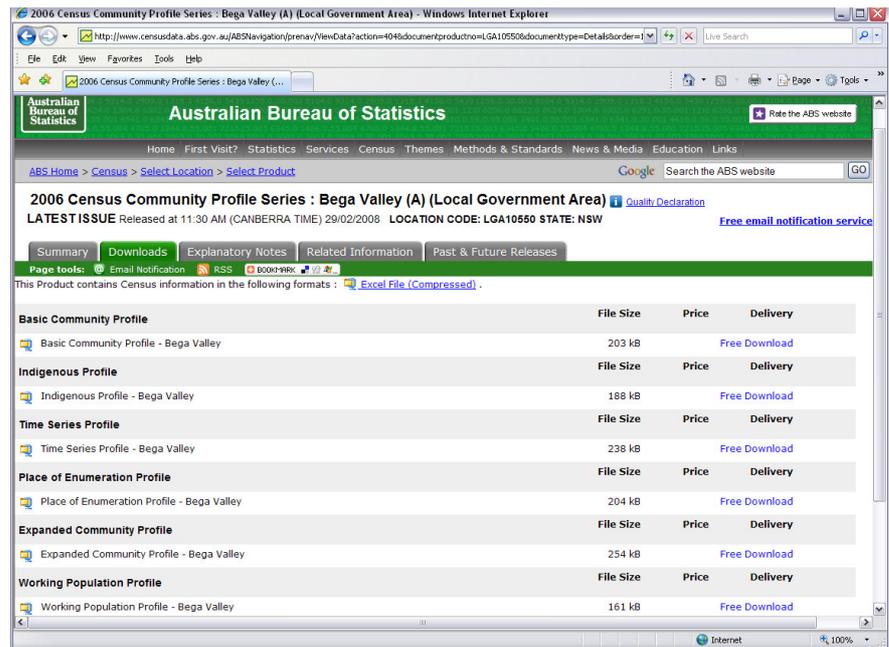
On the next screen, select the [Downloads] tab to go to the page shown below.



Click [File Download] for the Basic Community Profile (BCP) and the Working Population Profile (WPP).

It is easiest if your browser is set to download rather than open these files.

The BCP and WPP files need to be unzipped into Excel™ files (\*.xls) before you can use them. Save the Excel files to a directory on your computer. Do not change the name of these files, or they may not be recognised.



Hit [back] in your browser to the first page, until you are back at Step 2, and type in the name of the comparison area. Repeat the above process for the comparison area.

## [2001 data]

Clicking the [2001 data] button will open a new browser to download 2001 data. Repeat the 2006 downloading process.

You need the Working Population Profile (called 'WPP\_<placecode>.xls') and the Usual Residents Profile (called 'URP\_<placecode>.xls') for the main and comparison areas for 2001.

It is suggested that you take note of a place's 2001 code when downloading a file so you can identify the right one for loading into the Portrait..

You do not need to re-download data if you have already downloaded it for a previous portrait, just used the files saved on your computer.

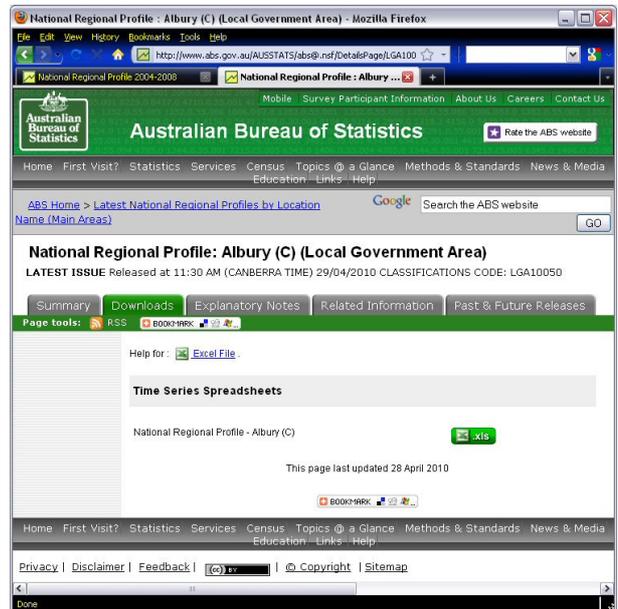
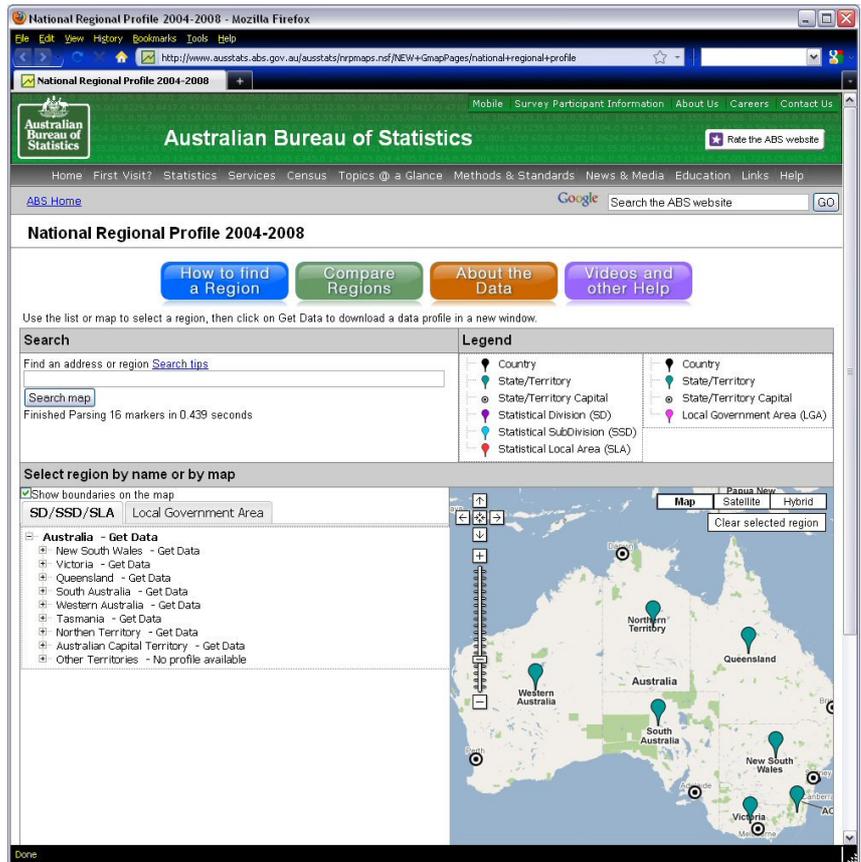
## [NRP data]

Clicking the “NRP data” button will open a new browser to download the National Regional Profile Data.

In bottom left corner, select either LGA or SD/SSD/SLA tab, find your area, click [Get Data].

From the page that opens, click the [Downloads] tab (see left below).

Click the green [xls] button to download the file (see right below).



NRP file are not zipped. They are called ‘Region\_xxxx’ where xxxx is the number of the region, LGA or SLA.

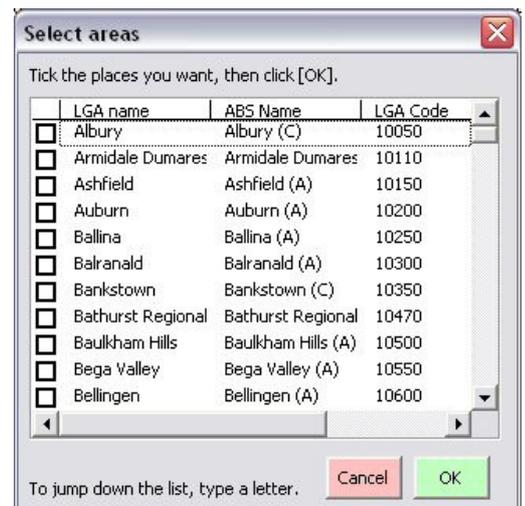
## [LGA data]

Clicking the “LGA data” button will open a pop-up list of all LGAs. Tick the one’s whose data you want, then [OK].

Typing a letter will jump to names starting with that letter.

The software will open your browser, look for the places ticked, and download the 2006 BCP and WPP files automatically.

Other web pages will open at the place’s 2001 page and NRP download pages, where you click [download].



## [SLA data]

This button will open a pop-up list of all SLAs. Tick the one’s whose data you want, then [OK].

Note: if a place’s file cannot be found, the web page will be “Attachment not found”. Use the 2006, 2001 and NRP buttons.

### 3. Loading or adding data

To load the data for the main and comparison areas, click on the [Load] button beside each of the data boxes.

This will open a directory window. Navigate to your data files, select the appropriate file, then click [OK].

Use the “+” and “-” buttons to add or subtract multiple areas.

The white text boxes show which areas’ data is currently loaded. It shows the ABS’s name and/or code number as used in the data file.

3. Load data for the main area			
WPP 2006	Shellharbour (C) (LGA 16900) + Wollongong (C) (LGA	Load	+ -
BCP 2006	Shellharbour (C) (LGA 16900) + Wollongong (C) (LGA	Load	+ -
WPP 2001	Shellharbour (C) (LGA 16900) + Wollongong (C) (LGA	Load	+ -
URP 2001	Shellharbour (C) (LGA 16900) + Wollongong (C) (LGA	Load	+ -
NRP	Shellharbour (C) + Wollongong (C)	Load	+ -
Occ data	Shellharbour (C) + Wollongong (C)	Load	clear
SALM	Shellharbour (C) + Wollongong (C) - Inner + Wollongong	Load	clear

4. Load data for the comparison area			
WPP 2006	New South Wales (STE 1)	Load	+ -
BCP 2006	New South Wales (STE 1)	Load	+ -
WPP 2001	New South Wales (STATE 1)	Load	+ -
URP 2001	New South Wales (STATE 1)	Load	+ -
NRP	New South Wales	Load	+ -

With the Occ(upations) and SALM data,

- ❑ clicking [Load] will ask you to select the data file ('Occupations\_OCC93.xls' or 'SALM 2008\_2009').
- ❑ A pop-up list of LGAs or SLAs appears.
- ❑ Tick the places you want to include, then [OK]. The data will be loaded.

### 4. Creating the Portrait

When all data sets are loaded, click the green [Update] button. This will update the Portrait Template with the data. Your new Portrait is ready.

5. Create the Portrait		
Update	SaveAs	Save
Copy text	Preview	Close Menu

The [Copy Text] button will copy the text only from the Portrait onto the Windows Clipboard. Switch to or open a word processor or notepad, and paste in the text, or use Paste Special. Switch back to Excel. Click [OK] to close the copy text message box. The text stays on the clipboard.

Once you have loaded all data, click on [SaveAs]. A name is suggested – 'Portrait<version> <placename>' – correct or click OK. The new Portrait will be saved in the directory of the original Portrait.