User's Guide

Acknowledgement

This database software has been developed with the cooperation of the UN system. The product has been adapted from UNICEF ChildInfo technology.

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Contents

INTRODUCTION

Welcome to DevInfo!

DevInfo is a database system for monitoring human development. It is a powerful tool for organizing, storing and presenting data in a uniform way, allowing data to be easily and quickly shared across government departments, UN agencies and other development organizations. With DevInfo, you are literally just a few mouse clicks away from:

- Getting facts to help make better decisions based on evidence
- Analyzing national, sub-national and regional data for monitoring and evaluation purposes
- Producing high-quality tables, graphs and maps for inclusion in reports, presentations and advocacy materials

DevInfo supports both UN-defined human development indicators (related to the Millennium Development Goals) as well as user-defined indicators. DevInfo is compliant with international statistical standards and operates both as a desktop application as well as on the web, thus making it accessible from anywhere in the world.

Whether you are a UN professional, a government executive or policy maker, an NGO worker, or a concerned citizen, you will find DevInfo an indispensable tool for your research, analysis and advocacy tasks.

Overview

What's new in DevInfo 6.0?   See what's new in this version.

System Requirements   Find out what you need to run DevInfo 6.0.

Installing DevInfo 6.0   Follow these simple steps to install the software.

What's new in DevInfo 6.0?

In this release, you will find significant improvements in the ways you can generate data views and produce presentation objects, as well as many new, powerful features to make your user experience much more enjoyable.

Reduced learning curve

The enhanced user interface of DevInfo 6.0 contains a new Data Wizard, enabling first-time users to easily access data and generate presentation objects with minimal training.

Improved performance

DevInfo 6.0 executes tasks significantly faster as compared to previous versions of DevInfo, particularly on large data sets.

Instant previews for tables, graphs and maps

DevInfo 6.0 provides instant previews of tables, graphs and maps when generating data views.

Upgraded Gallery

The completely upgraded DevInfo 6.0 Gallery allows you to edit previously created tables, graphs and maps without having to re-create them. It also displays thumbnails of saved presentation objects and allows you to search for presentation objects by keywords.

New report features

DevInfo 6.0 enables you to generate profiles as well as standard and advanced reports. You can create your own report layouts, which can then be used to generate quick and consistent reports for different areas or time periods. You can also create reports with dynamically-embedded presentation objects, which can easily be updated to reflect changes in the underlying data.

New book and video presentation tools

DevInfo 6.0 now introduces new ways to make exciting animated presentations in flipbook (di Book) and video (di Video) formats.

New desktop sidebar

DevInfo 6.0 contains a customizable desktop sidebar which provides you with quick access to Gallery objects, RSS feeds, and related facts.

Live software updates

Software updates to DevInfo 6.0 are now available through a live update feature, enabling you to stay updated with the latest application version.

DevInfo Lite

You now have the option of running DevInfo 6.0 directly from the setup CD instead of having to install it on your computer, thereby saving space on your hard drive.

System Requirements

The recommended minimum hardware requirements to install and run the DevInfo 6.0 application are as follows:

- Pentium IV
- 512 MB of RAM
- 1 GB of free hard disk space
- Display resolution 1024 x 768
- Microsoft Windows XP or above
- Microsoft Internet Explorer
- Microsoft Office XP is recommended but not required

Installing DevInfo 6.0

To install the DevInfo 6.0 application on your computer, follow these steps:

- Insert the DevInfo 6.0 User Interface CD into the CD drive.
- Wait for Auto-run to launch the Setup screen.
- Follow the instructions on the screen to complete setup.

If the setup program does not load automatically, then do the following:

- Click **Start** and then click **Run**.
- Type **d:\setup** (where "d" is the location of your CD drive) and press **Enter**.
- Follow the instructions on the screen to complete setup.

Note: Using DevInfo Lite

DevInfo 6.0 users now have the option of running the application directly from the setup CD instead of having to install it on their computers. This version of the software is called DevInfo Lite.

The main advantage of using DevInfo Lite is that it saves space on your hard drive, as you do not need to install the entire software application. Moreover, it can easily be used to demonstrate the powerful features of DevInfo on other computers.

However, it is recommended that regular DevInfo 6.0 users still install the full application on their computers, mainly for ease of access. Moreover, several features in DevInfo 6.0, such as Live Update, di Video, di Book, di Profiles and di Sidebar, are not available in DevInfo Lite.

Using DevInfo Lite only requires that .Net Framework 2.0 be pre-installed on your computer before running the application. For your convenience, this software is included with the DevInfo Lite CD, from where it can be installed on your computer. If you attempt to run DevInfo Lite without having .Net Framework 2.0 installed, the application will generate an error message.

Learning DevInfo 6.0

If you are new to DevInfo, then it is recommended that you read through and follow along Chapter 1, "Getting Started." Although this release of DevInfo has been designed with minimal user training in mind, reading through this chapter will help you to understand and begin using the powerful features of DevInfo 6.0 even more quickly.

If you already have previous experience using DevInfo, you may wish to explore the new features of DevInfo 6.0 on your own and consult the *User's Guide* as needed.

Detailed information about the various features of DevInfo 6.0 can be found in the remaining chapters of the *User's Guide*.

CHAPTER 1

Getting Started

DevInfo 6.0 contains many powerful tools to help you search for, organize, filter, analyze, present and share data. Once you learn how to use these tools, you can accomplish all these tasks in just a few mouse clicks.

This chapter gives an overview of how to use the Data Wizard feature - the quickest way to begin using DevInfo 6.0 to search for and view data.

Starting DevInfo 6.0

To start the application, do one of the following:

If you have already installed DevInfo 6.0 on your computer: Double-click the DevInfo 6.0 icon on your desktop to start the application.

If you are using the DevInfo Lite CD: Insert the CD into your CD drive. The application should automatically start up by itself. If it does not, then click **Run** from the **Start** menu and browse for the location of your CD drive. Click it to view its contents, and then double-click **DI_UserInterface.exe** to start the application.

The DevInfo 6.0 home page will appear on your screen (Fig. 1.1).

Fig. 1.1 DevInfo 6.0 home page

Opening the Data Wizard

The Data Wizard allows you to easily access data and generate presentation objects - tables, graphs and maps - with minimal user training. Click **Start** to open the Data Wizard (Fig. 1.2).

Fig. 1.2 Data Wizard

Selecting a database

Before searching for data, you must first select a database. When you open the Data Wizard, the application selects a default database, which appears in the **Database** box at upper right. A description of the selected database appears at upper center below the database name.

To select your own database, click the **Database** box to open the **Open** dialog box, which displays a list of all available offline databases in the default location (Fig. 1.3). Scroll down to view the complete list, select the desired database, and click **OK**.
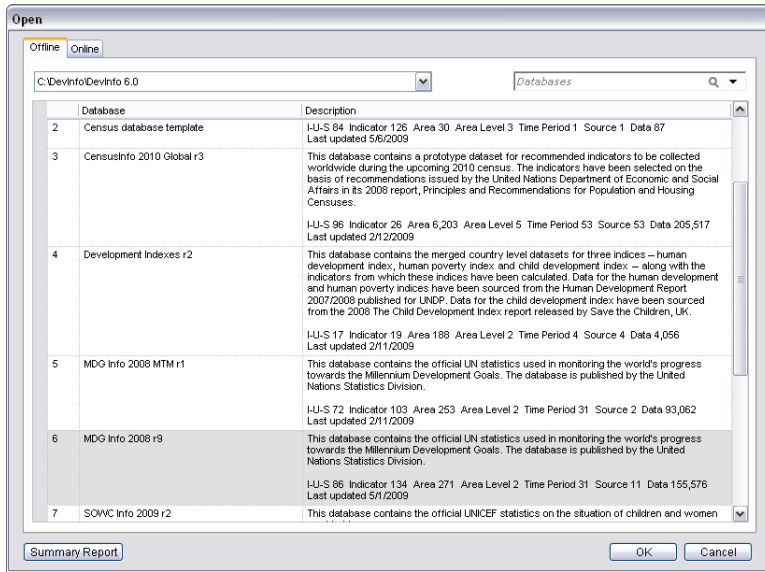
Fig. 1.3 Selecting a database from the Open dialog box

Selecting indicators and areas

After selecting a database, you can begin searching by either selecting indicators or areas. Click either [icon] **Select Indicator** or [icon] **Select Area** to begin searching for data.

The Data Wizard will now guide you through an easy three-step process to search for and view your data as a table, graph and map.

Depending on how you wish to search for data, your first step is either selecting one or more indicators (Fig. 1.4a) or selecting one or more areas (Fig. 1.4b). Scroll down to view the entire list of available indicators and areas in the selected database. Select the check box next to the indicator(s) or area(s) for which you wish to view data. Use the **Select All** or **Clear All** menu bar commands to select or clear all the items in the list. Highlight any item and click **Metadata** on the menu bar to view additional information about the selected item.

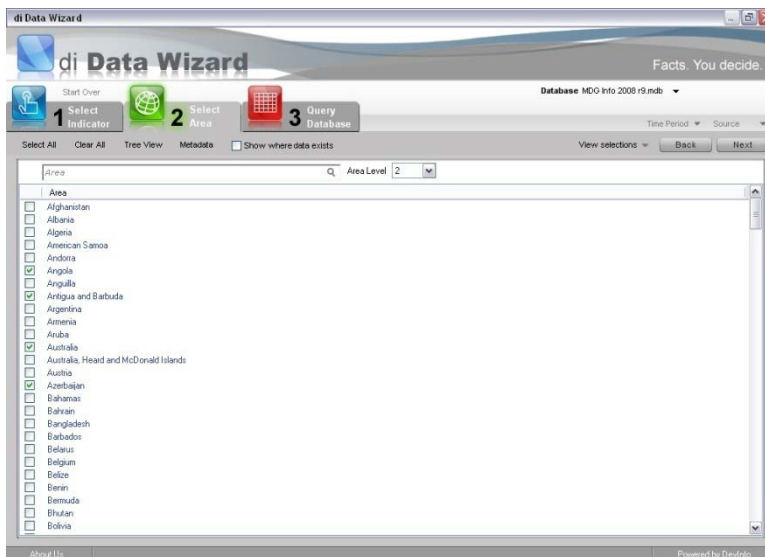Fig. 1.4a Selecting indicators

Fig 1.4b Selecting areas

When you select an indicator, a sub-list will appear displaying the different indicator-unit-subgroup (I-U-S) combinations available for that particular indicator. For example, in Fig 1.4a, selecting the indicator "Children of secondary school age by educational status" results in three I-U-S combinations being displayed, each representing data for a different subgroup. To refine your data search, clear the I-U-S combinations for which you do not wish to view data.

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To view the different sub-areas available for your selected indicator(s), click the **Area Level** box below the menu bar to select a new area level. Note that area level 1 refers to the highest area level in the database (for example, continents), area level 2 to the next sub-level (for example, countries), area level 3 to the next sub-level (for example, states or provinces), etc.

Speed up your data search by using the built-in search features. In the indicator search box located just below the menu bar, type keywords such as "education" or "child" to view all the indicators containing those keywords. Likewise, type the first few letters of an area name (such as "Tan" for Tanzania) in the area search box to view all the available areas containing those letters.

Tip: Searching for indicators and areas in Tree View

Sometimes you may wish to search for indicators by category (for example, all health-related indicators) or for areas by regional grouping (for example, all the countries in Asia). To do this, click **Tree View** on the menu bar after clicking either the **Select Indicator** or **Select Area** tabs.

In the tree view for indicators, all available indicators will now be grouped under a particular classification displayed on the menu bar: **Sector**, **Goal**, **Framework**, **Theme**, **Source**, **Institution** or **Convention** (Fig. 1.5a).
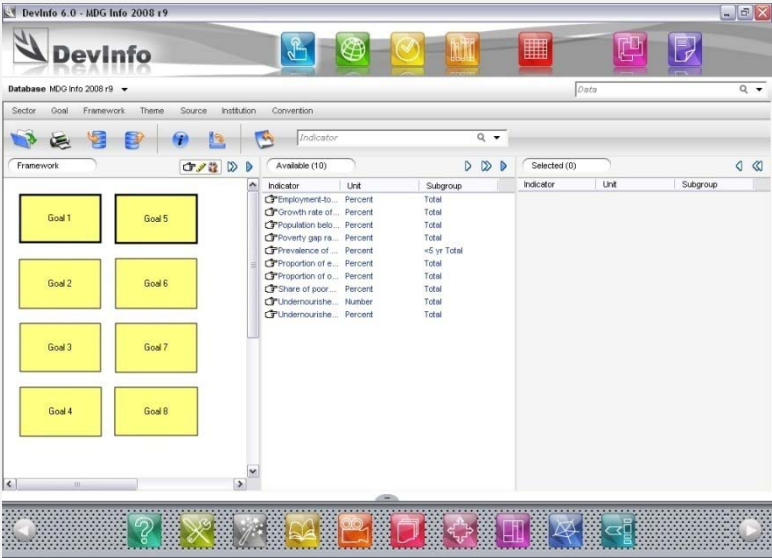
Fig. 1.5a Searching for indicators in tree view

In the tree view for areas, all available areas will now be grouped under different area nodes: for example, continents, countries, etc. (Fig. 1.5b).
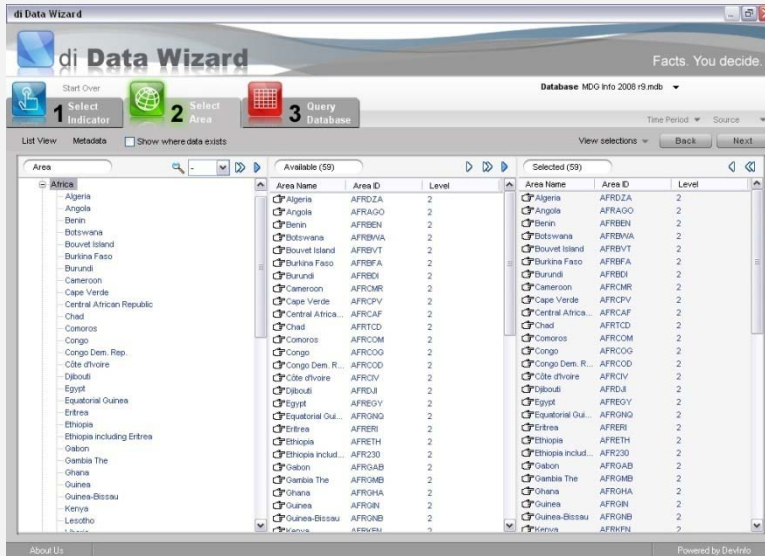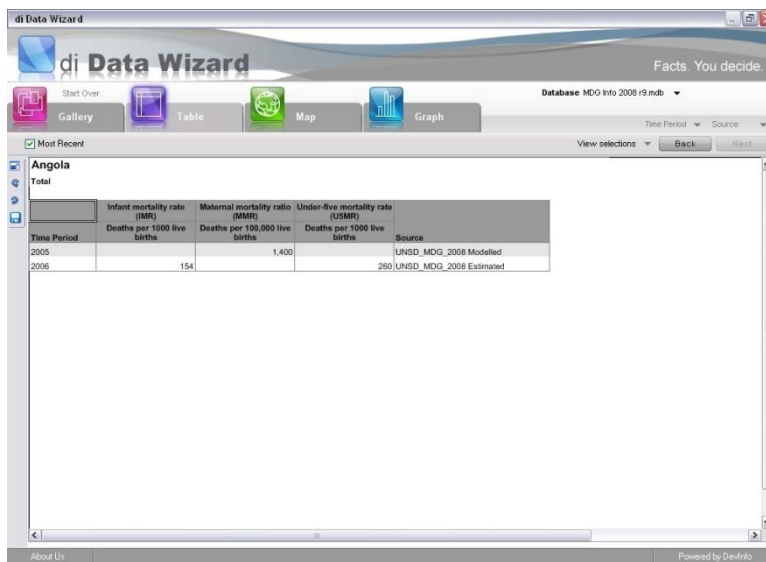

Fig. 1.5b Searching for areas in tree view

Select any category in the left pane to view the list of all available indicators or areas in the middle (**Available**) pane. Use the selection arrows in the toolbar at the top of each pane to transfer your selections from the middle (**Available**) pane to the right (**Selected**) pane. This is particularly useful if you wish to quickly select all the countries in a continent or all the sub-national regions in a country. For more information on how to make selections in tree view, see Chapter 2, "Searching for Data."

When you are finished making your first selection(s), click the second tab (either **Select Area** 🌐 or **Select Indicator** 👆) to continue with your second selection(s).

Viewing tables, graphs and maps

After making both your indicator and area selections, click the **Query Database** ▦ tab to query the database and view the data. The Data Wizard will query the database based on your indicator and area selections and will generate three different presentation objects to display the data: a table, a map and a graph. These can be viewed by selecting the **Table**, **Map** and **Graph** tabs (Fig. 1.6). By default, the Data Wizard displays the data in table presentation first.

Fig 1.6 Data displayed in table presentation

To enlarge the table for better viewing and editing, click 🖼 **Click to enlarge** on the left toolbar. You will now be able to conveniently edit your table using either the editing tools on the **Table** toolbar or the editing features on the left panel (Fig. 1.7). The **Wizard** feature at the top of the left panel guides you step-by-step through the various table editing options. For more details on how to edit tables, see Chapter 4, "Tables."
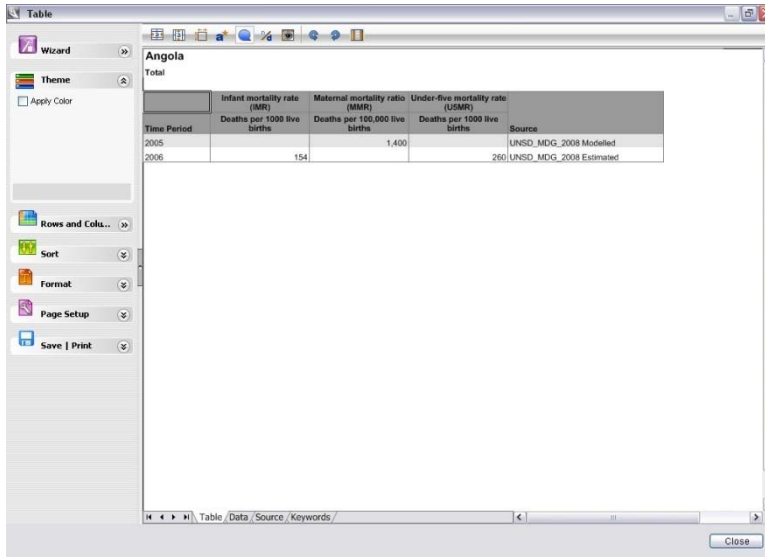
Fig. 1.7 Editing the table using the Table toolbar and the left panel

When you are satisfied with your table edits, you can save it or print it by clicking **Save | Print** at the bottom of the left panel. By default, DevInfo 6.0 saves all presentation objects in the Gallery, where they can later be conveniently viewed and edited.

To view your data displayed in map and graph presentations, click the **Map** and **Graph** tabs, respectively (Figs. 1.8a and 1.8b).
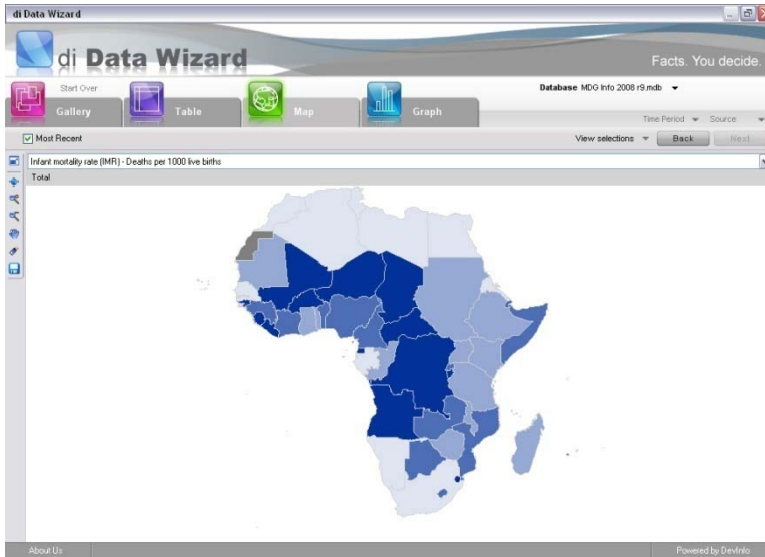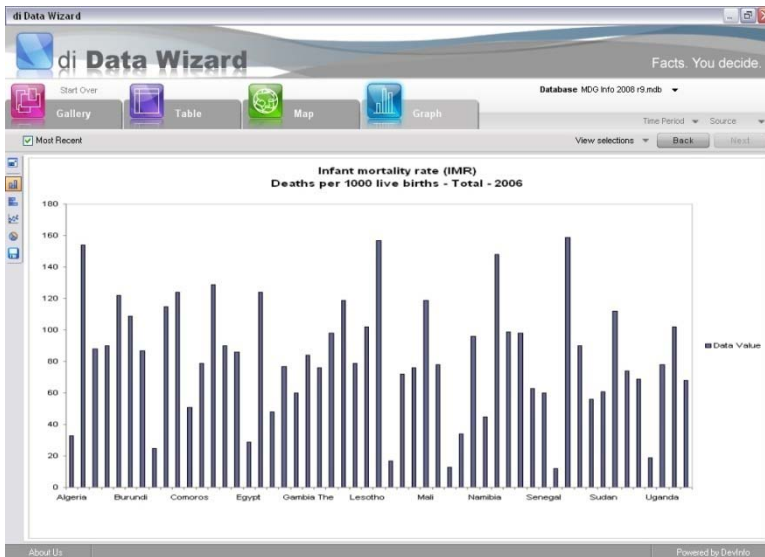
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Fig. 1.8a Data displayed in map presentation

Fig. 1.8b Data displayed in graph presentation

The process for viewing and editing maps and graphs is the same as that for tables. After clicking

🖼️ **Click to Enlarge** on the left toolbar, you can conveniently edit your map and graph using either the editing tools on the **Map** and **Graph** toolbars or the editing features on the left panel (Figs. 1.9a and 1.9b).
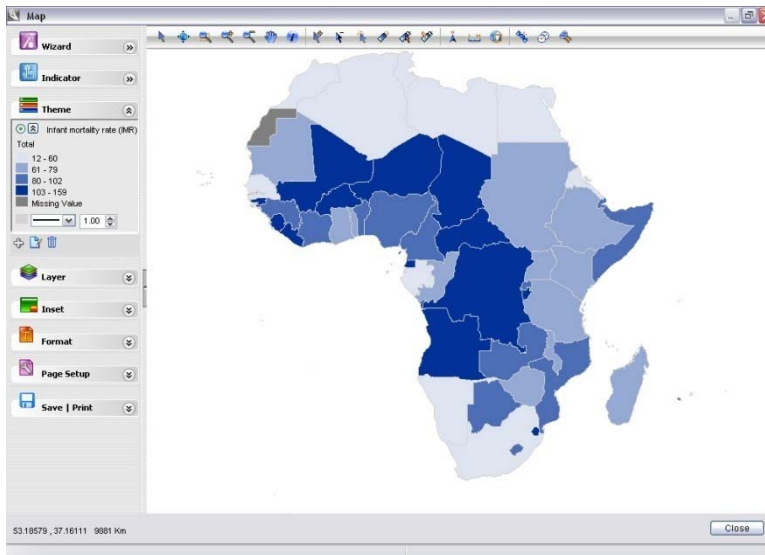

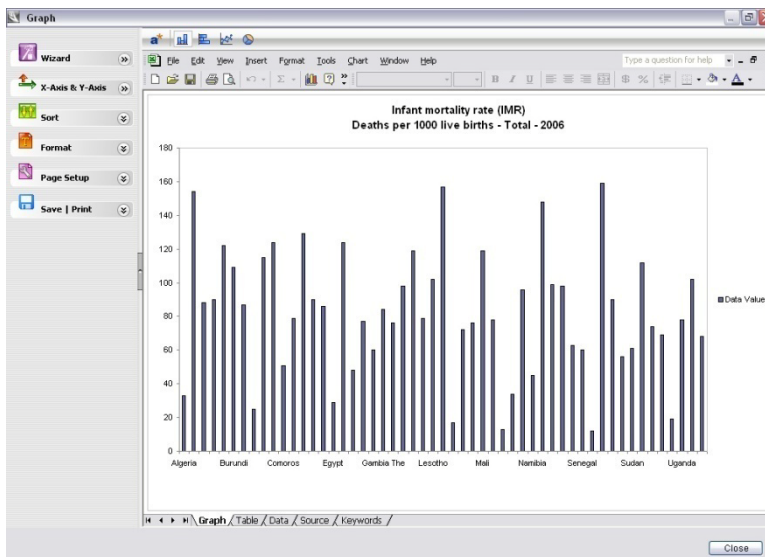Fig. 1.9a Editing the map using the Map toolbar and the left panel

Fig. 1.9b Editing the graph using the Graph toolbar and the left panel

The **Wizard** feature at the top of the left panel guides you step-by-step through the various map and graph editing options. For more details on how to edit maps and graphs, see Chapter 5, "Maps" and Chapter 6, "Graphs."

When you are satisfied with your map and graph edits, you can save them or print them by clicking **Save | Print** at the bottom of the left panel.

Using the Gallery

Click [icon] **Gallery** from the Data Wizard home page to view and manage the various presentation objects - tables, maps and graphs – created in DevInfo. The Gallery displays these objects as thumbnails (reduced-size images) (Fig. 1.10).

Fig. 1.10 Gallery

Within the Gallery, you can perform the following tasks:

- Browse and view Gallery objects
- Edit Gallery objects
- Replicate Gallery objects for different indicators, areas and time periods
- Copy Gallery objects directly into MS PowerPoint

For more details on how to use the various Gallery features, see Chapter 7, "Gallery."

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Refining your data search: selecting time periods, sources and areas for which data does not exist

You can easily refine your data search by selecting different time periods and data sources as well as areas for which data does not exist.

Selecting different time periods

Sometimes you may wish to view data for multiple time periods, in order to compare data over time or to view trends. By default, the Data Wizard displays data only for the most recent time period.

To view data for multiple time periods, click **Time Period** on the menu bar. The time period window opens, displaying all time periods for which data is available. If you have previously made indicator and/or area selections, then the time periods for which data is available based on your selections will be displayed (Fig. 1.11).
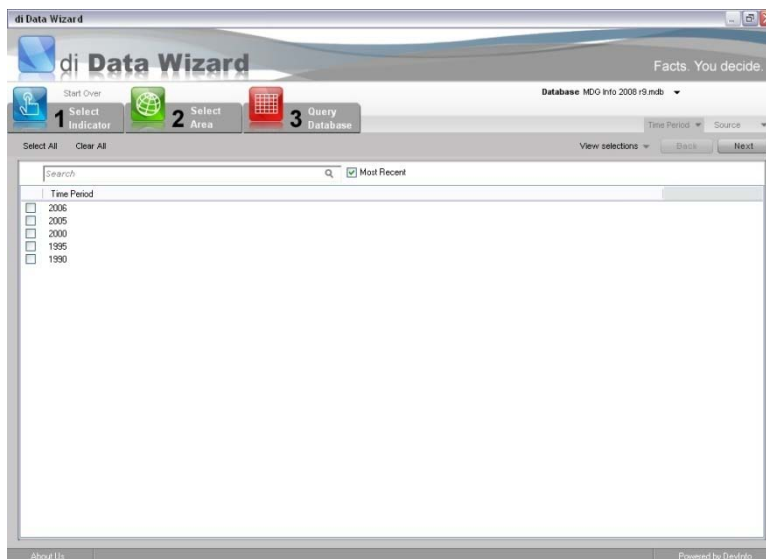

Fig. 1.11 Selecting different time periods

Clear the **Most Recent** check box to the right of the search box and select the desired time periods. When you are finished, click one of the Data Wizard tabs or **Next** on the menu bar to continue.

Another way to view data for multiple time periods is to first select your indicator(s) and area(s), click **Query Database** and then clear the **Most Recent** check box below the **Gallery** tab. Data for all available time periods will now be displayed.

Selecting different sources

Sometimes you may wish to view data from a particular source. By default, the Data Wizard displays data from recommended sources only. (The decision as to which sources are recommended is left to the database administrator.) If you wish to view all data sources available for your selections, simply click **Source** on the menu bar. The source window opens, displaying all sources containing data for your selections (Fig. 1.12). You now have the option to select or clear the desired sources to further refine your data search.
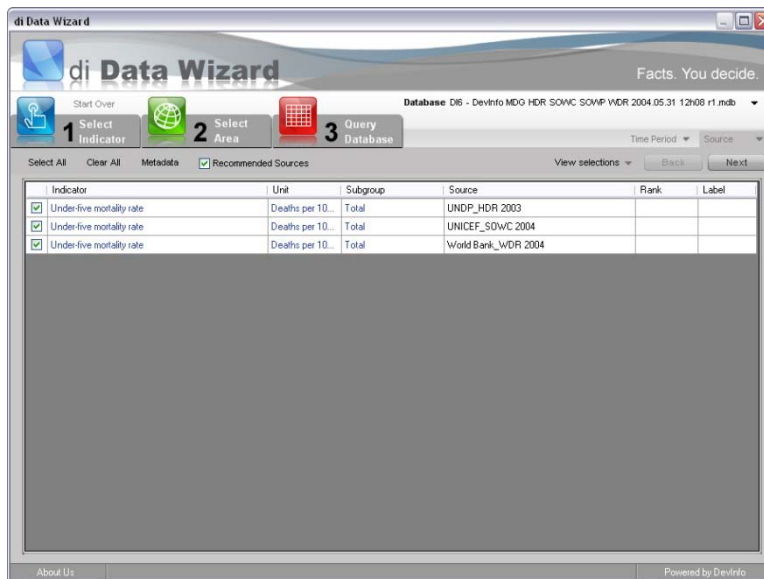

Fig. 1.12 Selecting different sources

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Selecting areas where data is not available

Sometimes you may wish to create a map for an entire geographic region showing all of its areas, even if data is not available for some of them. By default, the Data Wizard only displays areas for which data exists. As a result, this often leads to incomplete map presentations with missing areas (Fig. 1.13).
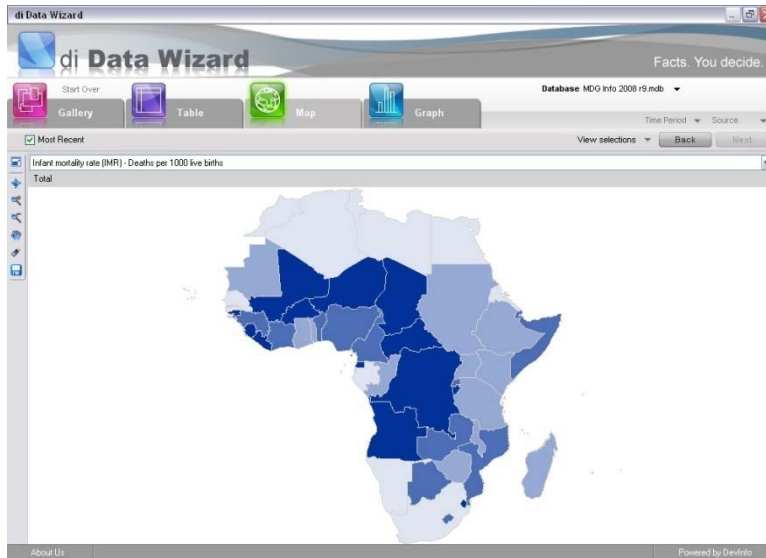
Fig. 1.13 Sample regional map with missing areas

To create a map for an entire geographic region showing all of its areas, simply clear the **Show where data exists** check box on the menu bar in the **Area** window before making your area selections. The Data Wizard will now display all available areas for your selection, allowing you to generate a more complete map (Fig. 1.14). Note that by default, areas with missing data are displayed in grey.
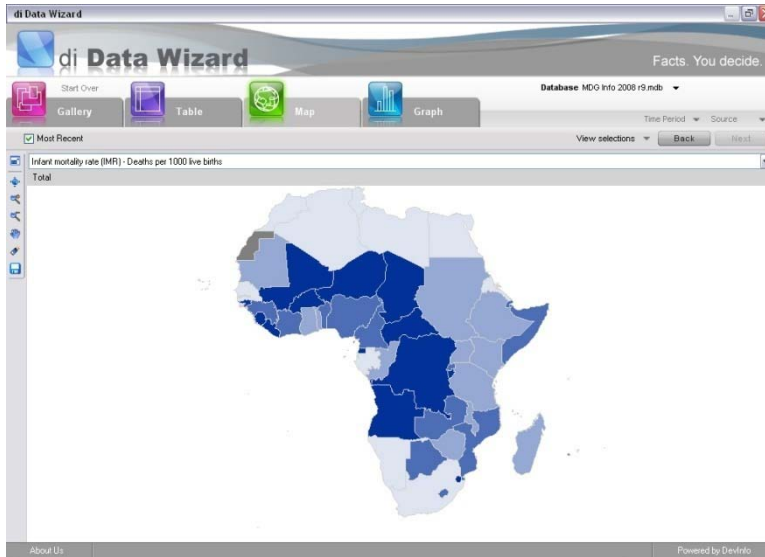
Fig. 1.14 Sample regional map displaying areas with missing data in grey

Getting more out of DevInfo

This chapter has covered only the Data Wizard feature in DevInfo 6.0, which provides the quickest way for new users to begin using DevInfo. Once you are comfortable using the Data Wizard, you may wish to begin exploring the many additional DevInfo features available in the regular (non-Wizard) data search mode. These features include powerful tools to help you search for, organize, filter, analyze, present and share your data using the latest database technology.

More details about these features can be found in the remaining chapters of the *User's Guide*.

CHAPTER 2

Searching for Data

Searching for data is the first and most important task facing any DevInfo user. Before you can analyze, present or share any data, you must first search for it accurately. One of the greatest strengths of DevInfo database technology is that it helps you quickly search for the data you want, in the way you wish to search for it.

This chapter gives an overview of the following tasks related to searching for data in regular (non-Wizard) mode:

- Understanding the home page features
- Selecting a database
- Selecting data elements
- Selecting indicators
- Selecting areas
- Selecting time periods
- Selecting sources
- Starting over with a new search
- Using search boxes to speed up your search process

Understanding the home page features

When you start the DevInfo application, the DevInfo 6.0 home page will appear on your screen (Fig 2.1).
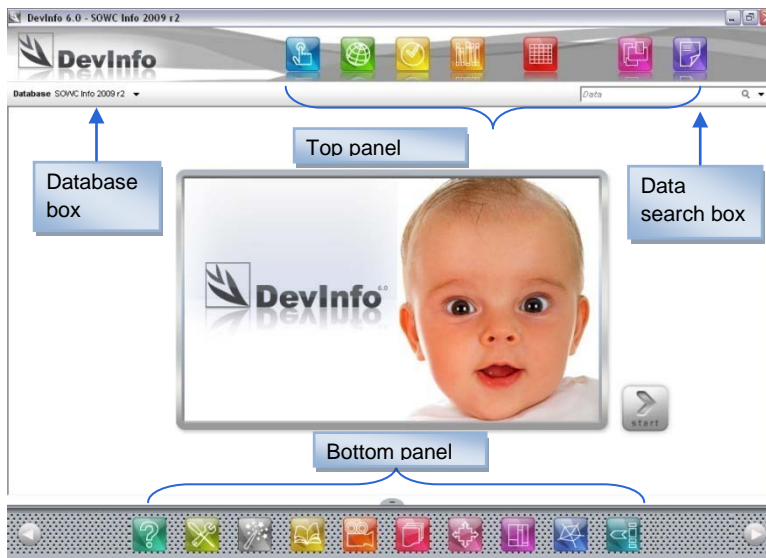

Fig. 2.1 DevInfo 6.0 home page

The various home page features are explained below.

Top panel features

Located on the top panel are the main data search and presentation features of DevInfo:

DevInfo Home   Takes you back to the DevInfo home page from any window

Indicator   Opens the indicator window to allow you to view and select indicators

Area   Opens the area window to allow you to view and select areas

Time Period   Opens the time period window to allow you to view and select time periods

Source   Opens the source window to allow you to view and select sources

Data   Takes you to the data view window to allow you to view data

Gallery   Opens the Gallery window to allow you to view and edit saved tables, maps and graphs

Reports   Opens the Reports window to allow you to create and edit reports

Bottom panel features

Located on the bottom panel are the following additional data analysis and presentation features as well as administrative options:

di About   Provides links to important product information about DevInfo 6.0, including live updates

di Settings   Allows you to customize the DevInfo 6.0 user interface settings

di DataWizard   Launches the Data Wizard

di Book   Allows you to create animated flipbooks using DevInfo presentation objects

di Video   Allows you to create videos using DevInfo presentation objects

di Profiles   Allows you to generate uniform profiles for multiple areas using created profile layouts

di Analyzer   Allows you to display and view data in scatter plots to analyze correlations among multiple indicators over time

 di Tree Map   Allows you to display and view data in tree maps to analyze data patterns and relationships

 di Radar   Allows you to display and view data in radar charts to analyze relative data values for a set of indicators

 di Sidebar   Launches a customizable desktop sidebar providing quick access to Gallery objects, RSS feeds, and related facts

Other home page features

Other features located on the home page include the following (Fig. 2.1):

 Start   Launches the Data Wizard

Database box   Displays the selected database and allows you to view and select other databases

Data search box   Allows you to search the entire database by keywords

Selecting a database

The first step in searching for data is selecting a database. When you start the DevInfo application, a default database appears in the **Database** box. To view a description of this database as well as a list of other available databases, click the **Database** box. The **Open** dialog box opens, displaying all available offline databases in the default location (Fig. 2.2).
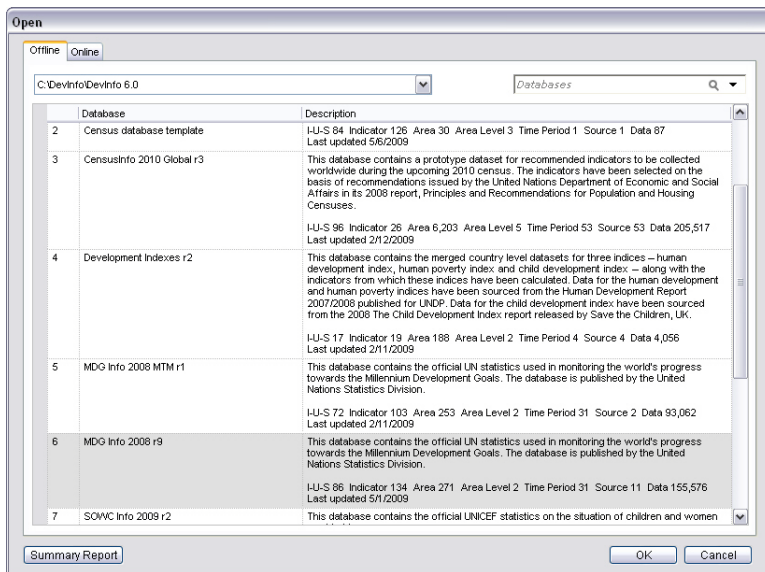

Fig. 2.2 Selecting an offline database

Scroll down to view the list of databases available in the default location. To view a comprehensive summary of any database, select the desired database and click **Summary Report**. To view and select other offline databases, click the arrow to the right of the file directory box and select **more…**

If you wish to select an online database, click the **Online** tab to open the **Open** dialog box (Fig. 2.3). Click the arrow to the right of the online database connection box to view and select a previously-saved online database connection.
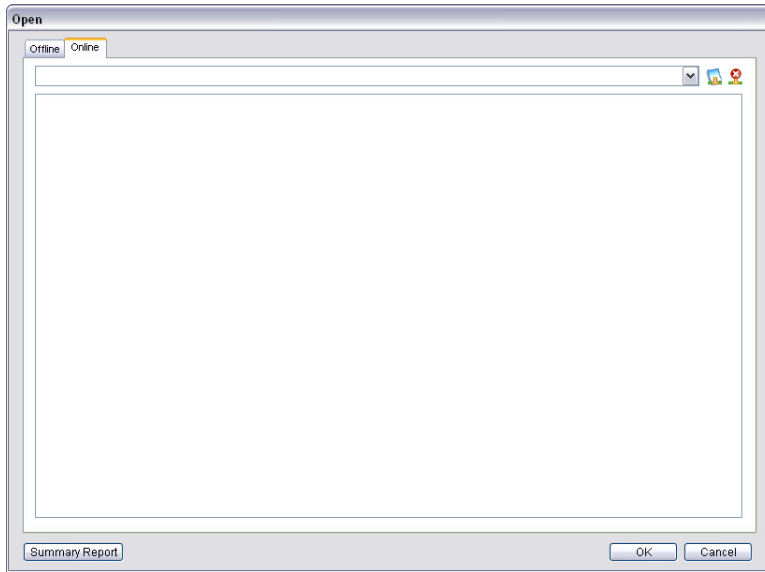
Fig. 2.3 Selecting an online database

To connect to an online database not listed, click ![icon] **New Connection** to open the **New Connection** dialog box (Fig. 2.4). Provide the requested information and click **Test** to authenticate the user name and password on the specified server. The system will return a **Connection successful** message after authentication. Click **Save** to save the connection for future use.
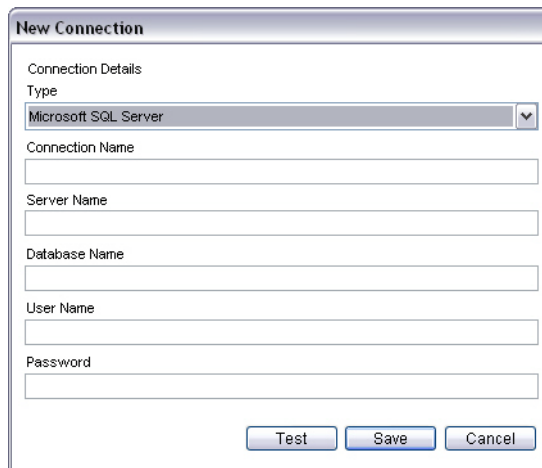

Fig. 2.4 Providing details for a new online database connection

After selecting your desired database, click **OK**.

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Selecting data search elements

After selecting a database, the next step is selecting the data search elements. Only after selecting these elements can you query the database, view the data, and generate tables, maps, graphs and other presentation objects.

DevInfo 6.0 allows you to search for data by selecting four major data search elements, all located on the top panel:

- **Indicator**
- **Area**
- **Time Period**
- **Source**

These elements can be selected in any sequence, and you can choose to modify them at any time. You can also choose to skip selecting one or more of these elements, in which case the system will automatically search for all records where data is available based on your previous selections. Generally, you should always select indicator(s) and area(s) at a minimum, to narrow your data search. Note that at least one element must be selected in order to generate a data view.

To select an element, click its button on the top panel to open its respective window, in which you can make your selections. The process of making a selection is similar for all the elements. When you have finished making your selection(s), click another element button to make additional selections.

Below are details on how to select indicators, areas, time periods and sources, as well as useful tips to help you select these elements more efficiently.

Selecting indicators

Click ![Indicator icon] **Indicator** to open the indicator window, in which you can view and select indicators. In DevInfo, indicators refer to pointers or benchmarks intended to measure progress towards particular goals. Note that the indicator window is divided into three panes: left, center and right (Fig. 2.5).
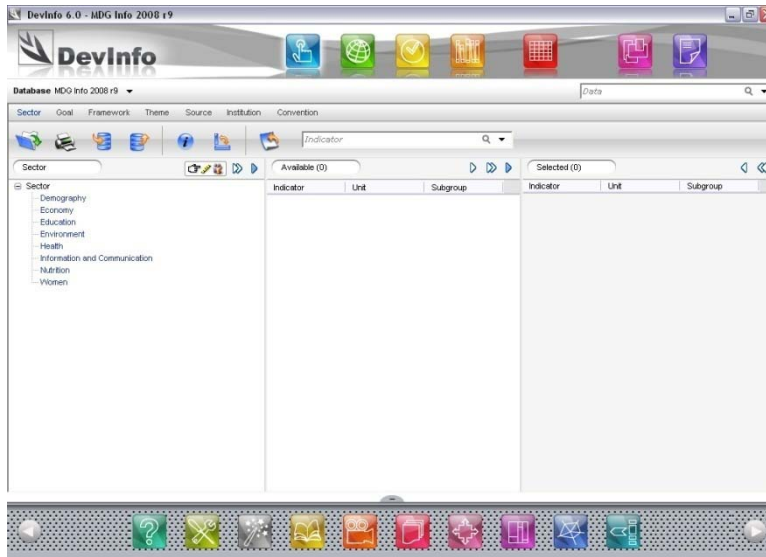

Fig. 2.5 Indicator window

The left pane displays the various classifications under which the available indicators are grouped. By default, indicators are classified according to **Sector** as displayed in the pane header below the toolbar. In DevInfo, indicators can be classified in seven different ways: **Sector**, **Goal**, **Framework**, **Theme**, **Source**, **Institution** and **Convention**. Click any of these to change the indicator classification, to help you better search for indicators.

Under **Sector**, indicators are classified according to sectors typically used at the national and international levels, such as demography, education, health and women.

Under **Goal**, indicators are classified according to agreed-upon national or international goals, such as national planning goals and the Millennium Development Goals.

Under **Framework**, indicators are classified according to agreed-upon national or international frameworks, such as DFID's Sustainable Livelihoods framework and IFAD's Food Security framework.

Under **Theme**, indicators are classified according to broad themes, such as poverty and gender.

Under **Source**, indicators are classified according to data source, such as government and international agencies.

Under **Institution**, indicators are classified according to related institutions, such as national governments, UN agencies and NGOs.

Under **Convention**, indicators are classified according to formal UN multi-lateral conventions, such as the Child Rights Convention and the Convention on Bio-Diversity.

Click any indicator classification in the left pane. Immediately in the center or **Available** pane, you will see a list of all available indicators classified under your selection. Note that in the **Available** pane, the list of indicators is displayed in three columns: **Indicator**, **Unit** and **Subgroup** (Fig. 2.6).
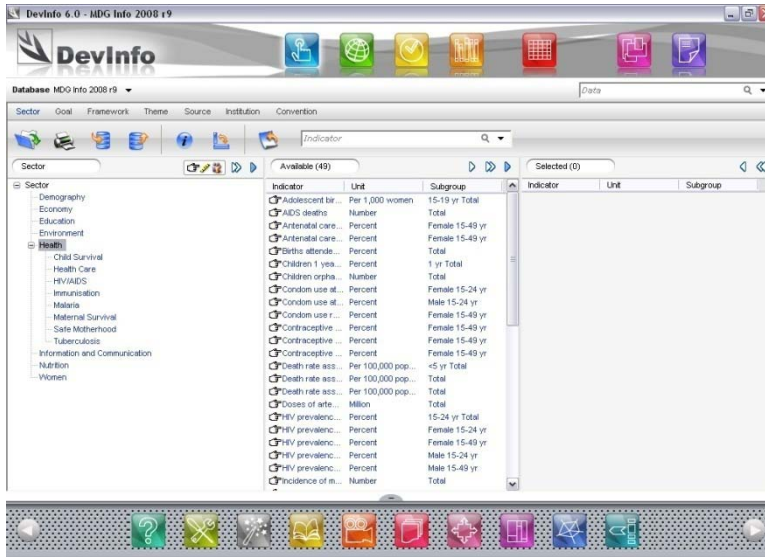
Fig. 2.6 Available pane displaying indicator, unit and subgroup columns

In DevInfo, indicators are always linked with units and subgroups to form indicator-unit-subgroup or I-U-S combinations. Examples of units in DevInfo include percent, births per thousand and million. Examples of subgroups in DevInfo include female/male, rural/urban and 15-19 years of age.

To view the I-U-S combinations in their entirety, click **View Horizontally** on the toolbar. The **Available** and **Selected** panes will now be displayed horizontally, allowing you to better view the I-U-S combinations (Fig. 2.7). You can further adjust the viewing area within these panes by clicking and dragging the I-U-S column dividers to either side.
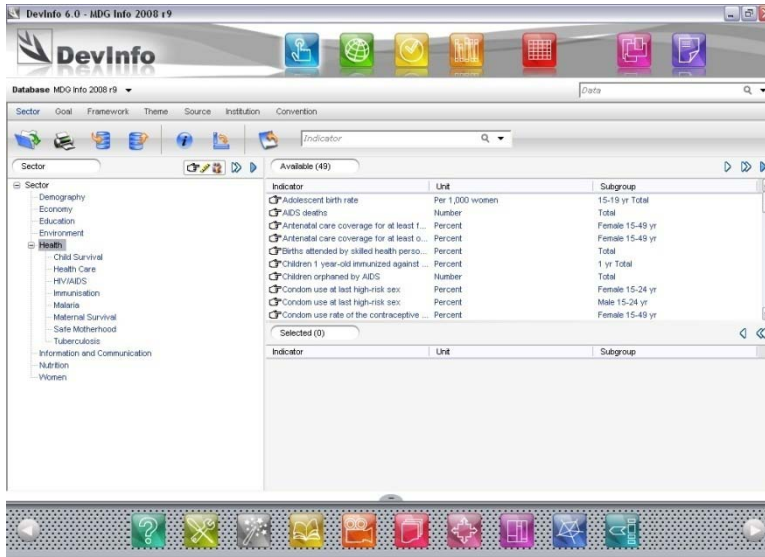
Fig. 2.7 Viewing I-U-S combinations horizontally

Tip: Viewing only indicators, not units or subgroups

By default, the **Available** pane displays the indicator-unit-subgroup (I-U-S) combinations. Click [icon] **Show Units and Subgroups** on the left pane header to view only indicators. Click it again to return to the original I-U-S view.

To expand the indicator classifications in the left pane to show sub-classifications, either double-click the classification or click the plus sign ⊞ next to the classification. The sub-classifications will now be displayed in tree view. To focus your indicator search, click any sub-classification to view all its related indicators in the **Available** pane.

Tip: Learning more about indicators

To learn more about a particular indicator, highlight it and click [icon] **Information** on the toolbar. A window will open displaying descriptive information (metadata), where available, about the indicator.

Making your selections

Items are selected only when they appear in the **Selected** pane - either the right pane or the lower right pane, depending on whether you have clicked ![icon] **View Horizontally** (Fig. 2.8). DevInfo allows you to make selections in multiple ways, depending on your preference. The process of making and deleting selections is similar for all the data search elements (indicator, area, time period and source).
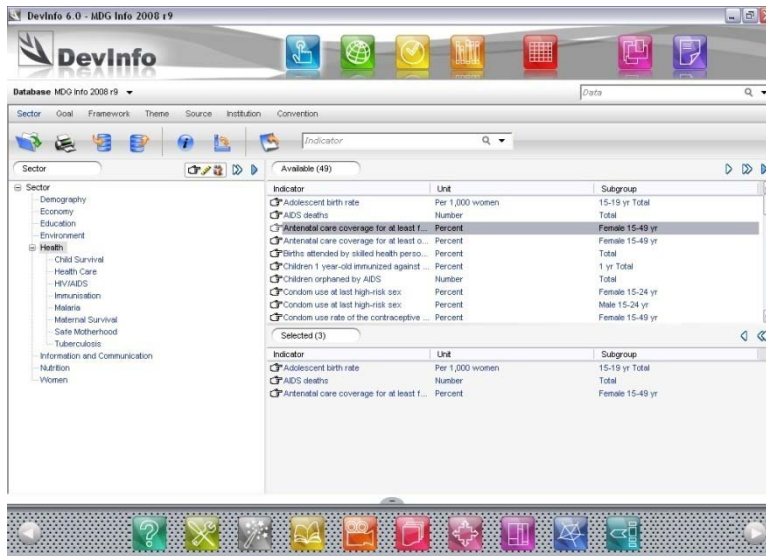

Fig. 2.8 Making your selections

Selecting items

Selecting an item involves moving it from the **Available** pane to the **Selected** pane. To do this, you can:

- Double-click the item
- Click and drag the item to the **Selected** pane
- Highlight the item and click ![icon] **Select Highlighted** on the **Available** pane header
- Highlight the item, right-click and choose **Select Highlighted** from the right-click menu

To select multiple items in the **Available** pane, you can:

- Click an item and hold down the SHIFT key while using the arrow keys or the mouse to highlight a block of items
- Click an item and hold down the CTRL key while using the mouse to highlight multiple scattered items

To select all the items in the **Available** pane, you can:

- Click ⟫ **Select All** on the **Available** pane header
- Right-click in the **Available** pane and choose **Select All** from the right-click menu

Sometimes you may wish to select all items in the left (tree view) pane, such as all the indicators in the database. To do this, click ⟫ **Select AI** on the left pane header.

Deleting selections

To remove one or more items from the **Selected** pane, you can:

- Double-click the item(s)
- Highlight the item(s) and click ◁ **Remove Highlighted** on the **Selected** pane header
- Highlight the item(s), right-click and choose **Remove Highlighted** from the right-click menu
- Highlight the item(s) and press the DELETE key

To remove all the items from the **Selected** pane, click ⟪ **Remove All** on the **Selected** pane header or right-click in the **Selected** pane and choose **Remove All** from the right-click menu.

Tip: Sorting your selections	
✓	To quickly sort your selections in ascending or descending order, click any of the column headers in the **Selected** and **Available** panes.

Selecting areas

Click ⊕ **Area** to open the area window, in which you can view and select areas (Fig. 2.9). The left pane displays the tree view of all available areas, grouped by area levels - continents, countries, sub-national regions, etc.
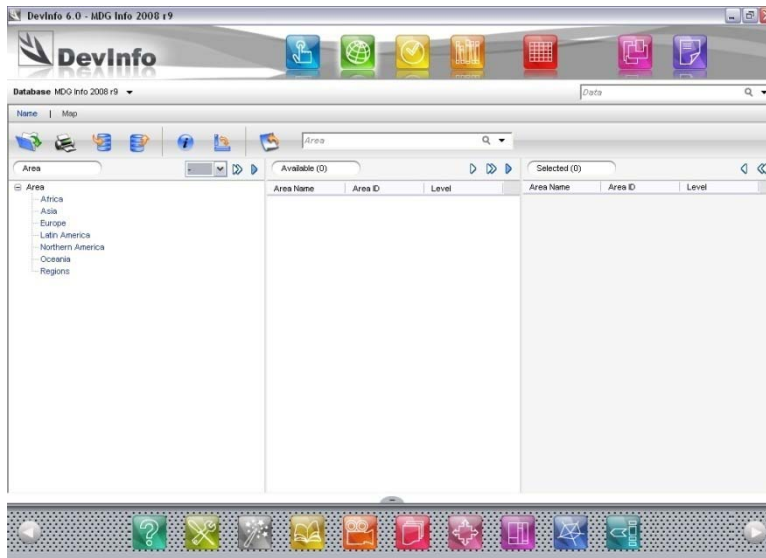

Fig. 2.9 Area window

Click an area or the plus sign ⊞ next to the area to view all areas available in the next sub-level (Fig. 2.10). For example, in a particular database, area level 1 could refer to continents, area level 2 to countries, area level 3 to states or provinces, etc. In the example below, clicking "Africa" (area level 1) in the left pane causes various African countries (area level 2) to be displayed in the **Available** pane.
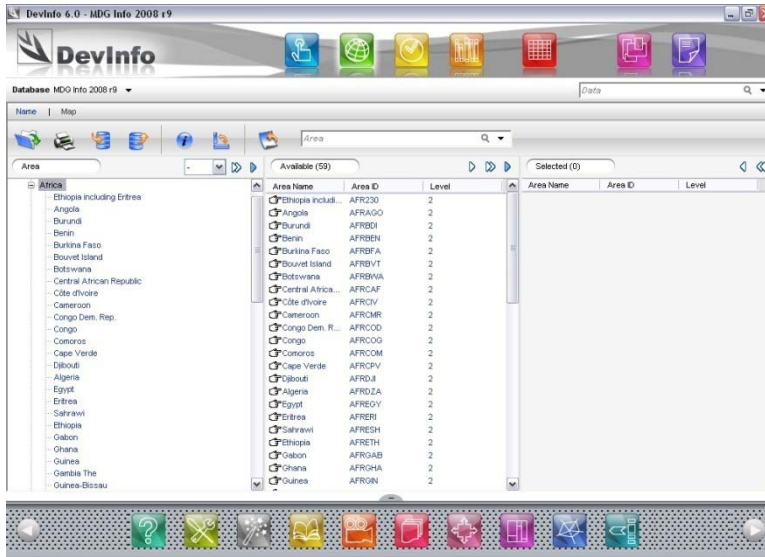
Fig. 2.10 Viewing available areas

Note: Area ID

Each area in DevInfo has a unique Area ID which is used to link the area name with its associated map file. The Area ID is displayed in the center column of the **Available** pane.

The process for selecting areas is nearly identical to that of selecting indicators. Transfer the desired areas from the **Available** pane to the **Selected** pane using any of the methods previously described. Additionally, you can double-click any area in the left pane to transfer it immediately to the **Selected** pane.

Tip: Selecting all countries within a continent or all sub-national regions within a country

To select all countries within a continent, you can:

· Click the desired continent in the left pane and then click ⟫ **Select All** on the **Available** pane header

· Click the desired continent in the left pane, click the **Area Level** box on the left pane header, select area level 2, and then click ⟫ **Select All** on the left pane header.

This same procedure can be used to select all sub-national regions (such as states or provinces) within a country.

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Selecting areas by map

You can also select areas by map instead of by name. This is particularly useful when you wish to select various countries within a continent or various sub-national regions within a country. In the area window, click **Map** on the menu bar and select the desired area from the area tree to view its map in

the **Available** pane (Fig. 2.11). For some maps, you may wish to click ![icon] **View Horizontally** for better viewing.
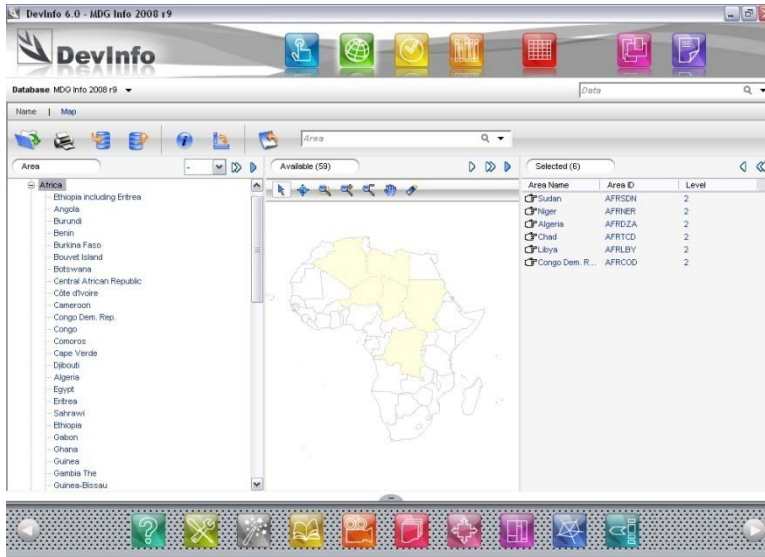
Fig. 2.11 Selecting areas by map

Click any area in the left pane (area tree) to view its map in the **Available** pane. Then click ![icon] **Select** on the map toolbar on the **Available** pane header. The mouse pointer changes into a map pointer. Move the map pointer over different map areas and click to select them. The selected areas are highlighted and will automatically appear in the **Selected** pane.

Use the other tools on the map toolbar to make your area selection process easier. You can:

- Click ![icon] **Full Extent** to view the entire map in the pane
- Click ![icon] **Zoom in Frame** to use the mouse to select and zoom in on a particular area
- Click ![icon] **Zoom In** to zoom in on a particular area by a fixed magnitude
- Click ![icon] **Zoom Out** to zoom out from a particular area by a fixed magnitude
- Click ![icon] **Pan** to pan (move) to a particular location on the map using the mouse

- Click ✏ **Labels** to display labels (area names) on the map

---

Tip: Selecting various countries within a continent or various sub-national regions within a country

If you have selected a database containing composite maps, then you can select various countries within a continent by doing the following:

- First click **Map** on the menu bar to view areas displayed in Map view.

- Then click the desired continent in the left pane to display its map with country boundaries outlined in the **Available** pane.

- Then click ⬉ **Select** on the map toolbar and select the desired countries. Use the other tools on the map toolbar to make your selection process easier.

This same procedure can be used to select various sub-national regions (such as states or provinces) within a country.

Selecting time periods

Click ☑ **Time Period** to open the time period window, in which you can view and select time periods (Fig. 2.12). The left pane displays all available time periods. Note that the time period window only contains two panes, **Available** and **Selected**.

Fig. 2.12 Time period window

Transfer the desired time periods from the **Available** pane to the **Selected** pane using any of the methods previously described.

Tip: Using Auto-Select to select time periods, indicators and areas

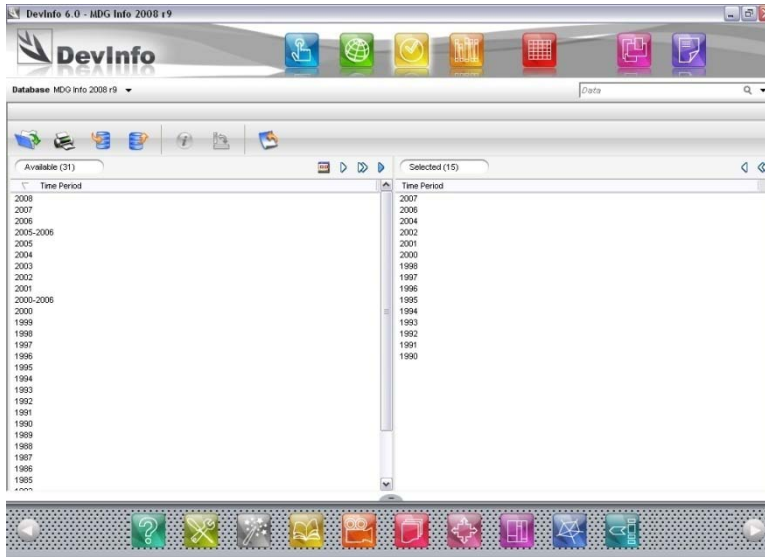Often when searching for data, you may have no idea which time periods contain data for the selected indicator(s) and area(s). For example, suppose data exists only for the time periods "2004" and "2006" for the combination of indicator(s) and area(s) you selected. If you select "2007" and "2008" as time periods, wishing to get the most recent data, the system will display a "**No records found**" message when you query the database.

To avoid this scenario, it is generally recommended that you use the **Auto-Select** feature when selecting time periods. After making your indicator and area selections, open the time period window and click ▶ **Auto-Select** on the **Available** pane header. This will instruct the system to automatically select only those time periods for which data is available, based upon your previous selections (in this case, indicator and area). The auto-selected time periods will appear in the **Selected** pane. If you wish, you can manually remove any unwanted selections.

While the **Auto-Select** feature is most often used to select time periods, it can also be used to auto-select indicators and areas. For example, if you are interested in a particular country and wish to view all the indicators containing data for that country, you can select that country and auto-select the indicators. Or if you are interested in a particular indicator and wish to view all the countries containing data for that indicator, you can select that indicator and auto-select the areas.

Selecting sources

Selecting sources is a new feature in DevInfo 6.0 and offers a convenient method to restrict your data search to the selected source(s) only. Click ▥ **Source** to open the source window, in which you can select the desired sources for which you wish to view data. To learn more about a particular source, highlight it and click ⓘ **Information** on the toolbar.

If you choose not to select any sources, the application will automatically display data from all available sources.

Starting over with a new search

At any point if you wish to start over with a new search, click ↩ **Start Over** on the toolbar to clear all previous selections for all data search elements.

You can also select a new database to search by clicking the **Database** box.

Using search boxes to speed up your search process

You can greatly speed up your data search by using the various search boxes. There are four search boxes available for your use:

- Indicator
- Area
- Data
- Database

To speed up your indicator search, open the indicator window and use the indicator search box, located at the right of the toolbar. For example, type keywords such as "education" or "child" to search the database for and view all indicators containing these keywords.

In the same way, speed up your area search by using the area search box, located at the right of the toolbar in the area window. Type the first few letters of an area name (such as "Tan" for Tanzania) to search for and view all areas containing these letters.

Use the data search box located just below **Gallery** and **Reports** to search the database by one or more keywords. For example, type "Philippines population" to search for and view all data containing these keywords.

To search for data across multiple databases, use the database search box. Click the **Database** box to open the **Open** dialog box (Fig. 2.2). Enter one or more keywords in the database search box at upper right to search for data across all available offline databases.

CHAPTER 3

Viewing Data

After selecting your indicator(s), area(s), time period(s) and source(s), you are now ready to view the data. Click ▦ **Data** to query the database and generate the data view in the data window (Fig 3.1).
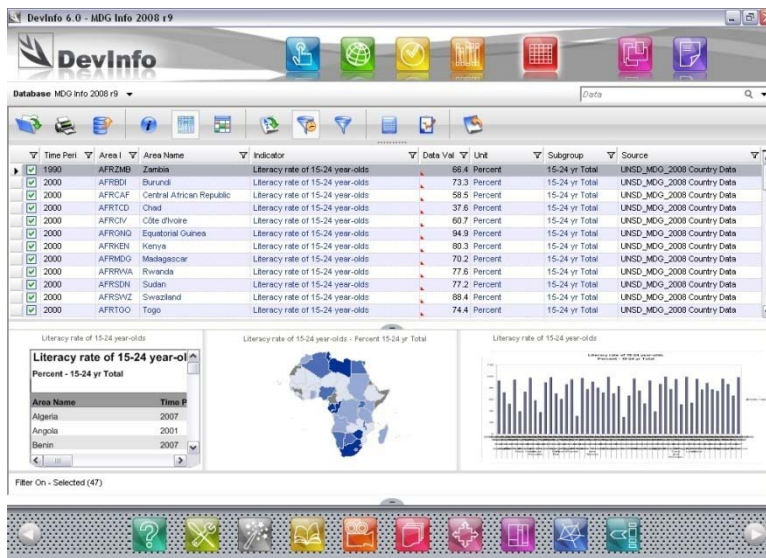
Fig. 3.1 Data window

Note that the data window is divided into two panes. The top pane contains the data view, which displays all the data records - the data values along with their associated data elements. The bottom pane contains three presentation preview panels, which display data for your selections in table, map and graph preview format.

Data view overview

The data view displays the data records for your selections in eight columns: **Time Period**, **Area ID**, **Area Name**, **Indicator**, **Data Value**, **Unit**, **Subgroup** and **Source**. The total number of selected

records in the data view is displayed at lower left under the table preview. Note that by default, all the data records are considered while generating the table, map and graph presentations.

Click any column header to quickly sort the column items in ascending or descending order. For example, click the **Data Value** column header to sort the records by data value in ascending order. Click it again to sort the records in descending order.

To re-arrange the order of the columns in the data view, drag any of the column headers to the desired location in the column header area.

Presentation preview panel overview

Move the mouse pointer over any of the three presentation preview panels (table, map or graph) to cause its respective toolbar to appear at the left of the preview panel (Fig 3.2).
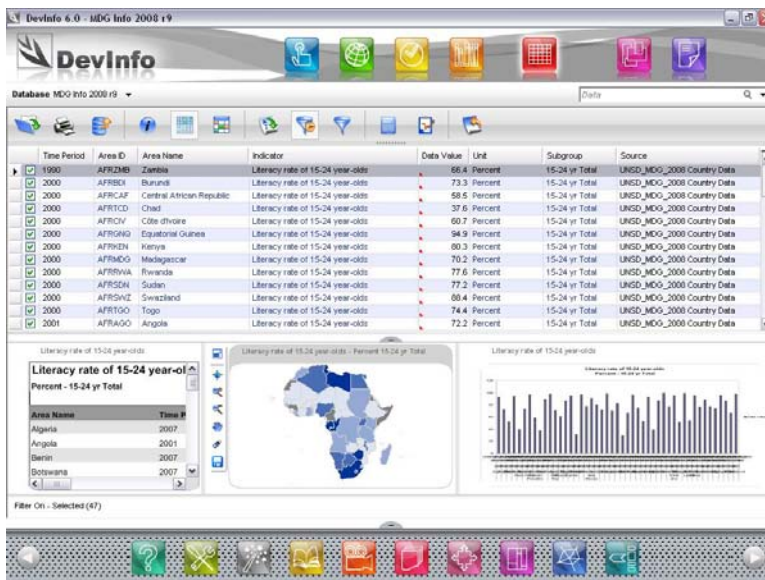
Fig. 3.2 Moving the mouse pointer over any of the presentation
preview panels causes its toolbar to appear at left

To enlarge any of the presentation objects (table, map or graph) for better viewing and editing, click

Click to enlarge on its toolbar. You will now be able to conveniently view and edit the object. For details on how to edit presentation objects, see Chapter 4, "Tables," Chapter 5, "Maps," and Chapter 6, "Graphs."

Customizing the data view

By default, all the records displayed in the data view are considered while generating the table, map and graph presentations. However, you can filter the records considered for these presentations by clearing the check boxes to the left of the desired records. Although the cleared records will still be visible in the data view, they will not be considered while generating presentation objects.

To clear a range of data records, highlight a record and use the mouse or SHIFT + arrow keys to select a range of records and then press DELETE. To restore the cleared records, click ☑ **Filters** on the toolbar and choose **Clear Filter** to return to the original data view.

Using the grouping bar to group elements

Sometimes when the data view contains many records, you may wish to see the records grouped by particular data elements for easier viewing. To do this, click the dotted line ·········· below 🖩 **Calculate** on the toolbar. The grouping bar will now be visible above the data view (Fig. 3.3).
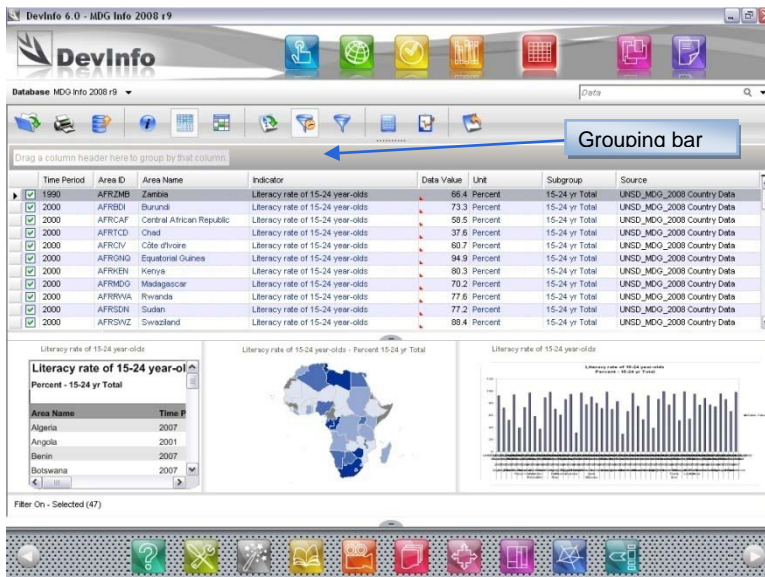

Fig. 3.3 Revealing the grouping bar to group data records

Click and drag any column header to the grouping bar to view the data grouped by that column element. For example, dragging **Area Name** to the grouping bar instructs the system to group all data records by area name. This allows you to easily view multiple data records for each area name (Fig. 3.4).

Fig 3.4 Grouping data records by area name

You can drag additional column headers to the grouping bar to further organize your data view by sub-headers. You can also re-arrange them in any order by dragging them within the grouping bar. To return to the original data view, drag the column headers back to the data view area.

Data view toolbar

The data view toolbar in the data window contains 12 tools to help you better view and manage your data. Each of these will be explained below.

Open

Click **Open** to open the **Open** dialog box to select a new database.

Print

Click **Print** to generate a .pdf file of the data view, which can subsequently be printed.

Export

Click **Export** to export your data to another file format, such as .xls or .pdf.

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Information

Click ![info icon] **Information** to display indicator, area and source information (metadata) about any highlighted record.

Data View

Click ![data view icon] **Data View** to view the data displayed only in the three presentation preview panels - table, graph and map (Fig. 3.5). Click it again to return to the default view.
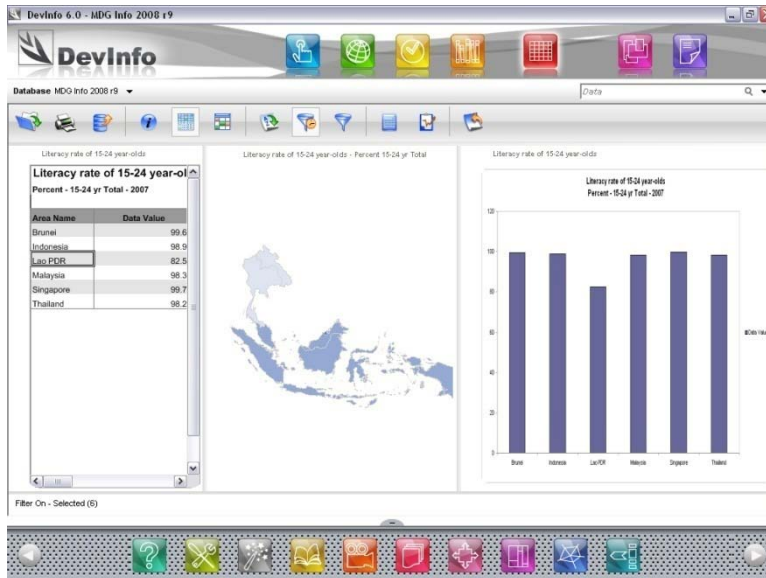
Fig. 3.5 Viewing the data displayed only in the three presentation preview panels

Table

Click ![table icon] **Table** to display the data view in table format. Click it again to return to the default view.

Sort

Click ![sort icon] **Sort** to open the **Sort** dialog box to sort the data according to various criteria (Fig. 3.6).
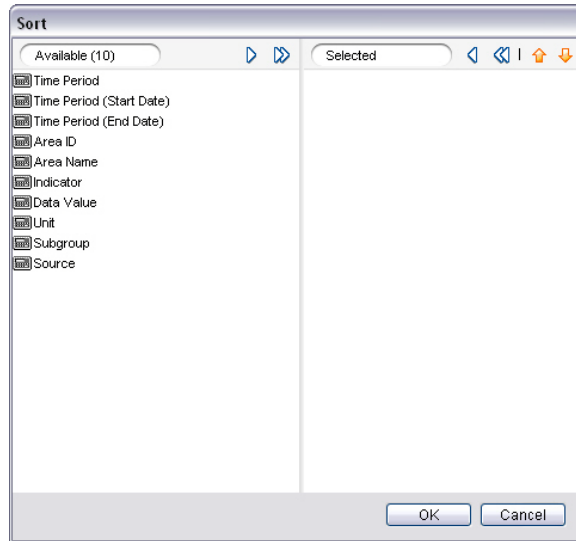
Fig. 3.6 Sort dialog box

To specify criteria for sorting, double-click any element in the **Available** pane or use the selection arrows in the pane header to transfer it to the **Selected** pane. You can specify multiple criteria for sorting by selecting multiple elements. To change the order of the sort elements, highlight an element in the **Selected** pane and click ⬆ **Move Up** or ⬇ **Move Down**. Click the ▲ arrow to the left of the element to indicate whether you want the records sorted in ▲ ascending or ▼ descending order.

When you are finished specifying your sort criteria, click **OK** to sort and view the data.

Most Recent

Click 🎣 **Most Recent** to filter and display only the most recent data for each I-U-S and area combination in the data view. Click it again to revert to the original view.

For example, selecting the indicator "Infant mortality rate" for a particular country may yield many data records, one for each year. Click 🎣 **Most Recent** to filter the data to display only the record from the most recent year.

Filters

Click ![funnel icon] **Filters** to open the Apply Filters window to filter the data records according to various criteria. The Apply Filters window contains six tabs: **Source**, **Unit**, **Subgroup**, **I-U-S**, **Data Value** and **Time Period** (Fig. 3.7).
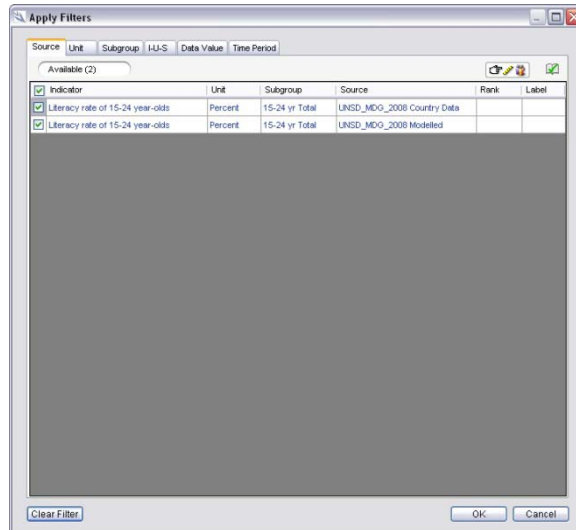
Fig. 3.7 Apply Filters window displaying the Source tab

By default, the Apply Filters window opens to the **Source** tab, under which you can view and filter records based on their sources. The system displays the source for each indicator-unit-subgroup (I-U-S) combination. If you do not wish to view data from a particular source, you can clear the source selection only for that particular I-U-S combination or click ![I-U-S icon] **I-U-S** to hide all the I-U-S combinations and then clear the source for all I-U-S combinations.

Click the **Unit** and **Subgroup** tabs to view and filter records based on their units and subgroups. If you do not wish to view data for a particular unit or subgroup, you can clear those selections.

Click the **I-U-S** tab to set minimum and maximum values for particular I-U-S combinations. Enter these values in the **From** and **To** columns next to the I-U-S combinations you wish to filter (Fig 3.8). The data records will then be filtered based on the specified ranges.
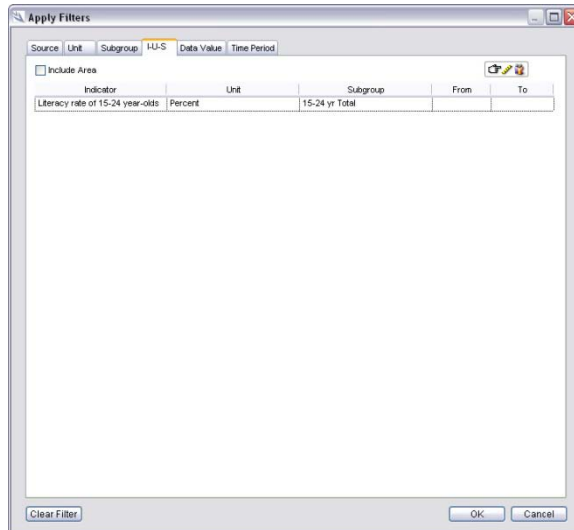
Fig. 3.8 Filtering records based on data values for
particular I-U-S combinations

Click the **Data Value** tab to filter records based on all data values. Click the box to display four filter options: **Between**, **Greater than**, **Less than** and **Equal to** (Fig. 3.9).
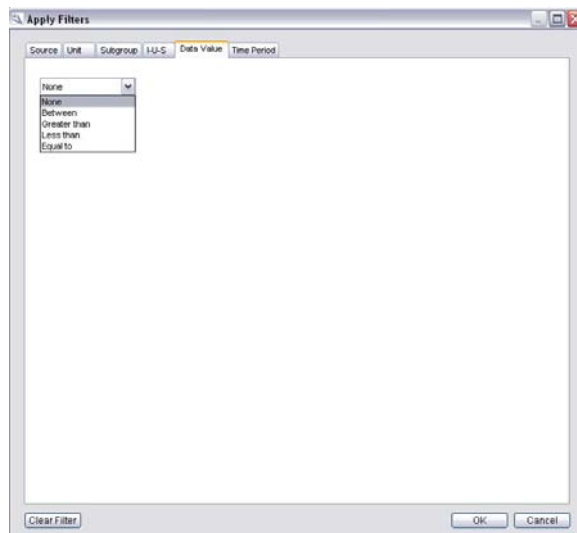
Fig. 3.9 Filtering records based on all data values

Select the desired filter and enter the appropriate values. For example, if you wish to view only those records with data values between 60 and 80, select **Between** and enter "60" and "80" in the boxes that appear.

Click the **Time Period** tab to filter records based on the most recent time period only. Select the **Most Recent** check box to display the most recent data for all indicator and area combinations. Note that this performs the same function as 🪣 **Most Recent** (Fig 3.10).
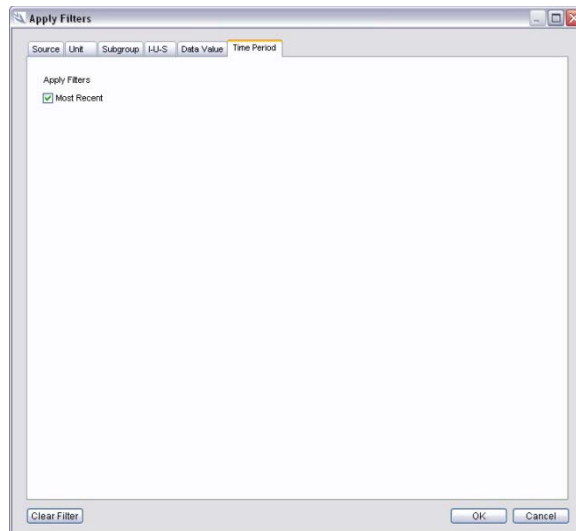
Fig. 3.10 Filtering records based on the most recent time period

At any point, you can click **Cancel** to cancel only your most recent filter selection or click **Clear Filter** to clear all filters. When you are finished making your filter selections, click **OK** to apply them and view the filtered data.

Calculate

Click 🧮 **Calculate** to perform the following calculations on the data values: **Percent**, **100 Minus**, **Composite Index**, **Subtotal**, **Transform Unit** and **User Defined Formula**. The **Calculate** tool is discussed in detail in Chapter 9, "Calculate."

Statistics

Click 📈 **Statistics** to view the following statistical values for each of the I-U-S combinations displayed in the data view: count, minimum, maximum, mean, standard deviation and variance (Fig. 3.11).
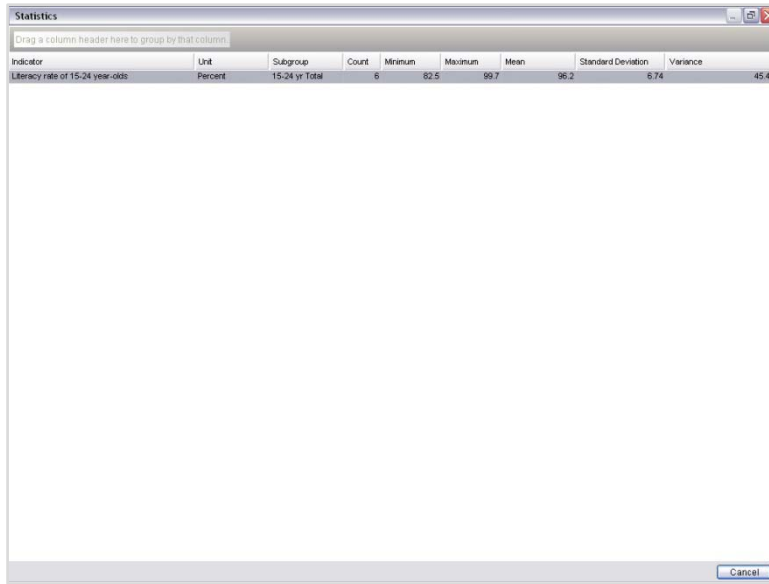
Fig. 3.11 Statistics window

Start Over

Click **Start Over** at any point to clear all selections for all data search elements and start over with a new search.

Right-click menu commands

Right-click anywhere in the data view to display a menu with six data view commands (Fig. 3.12).

Fig. 3.12 Right-click menu

Click **Enable Auto Filters** to set up filters ($\triangledown$) on each of the column headers in the data view (Fig. 3.13).
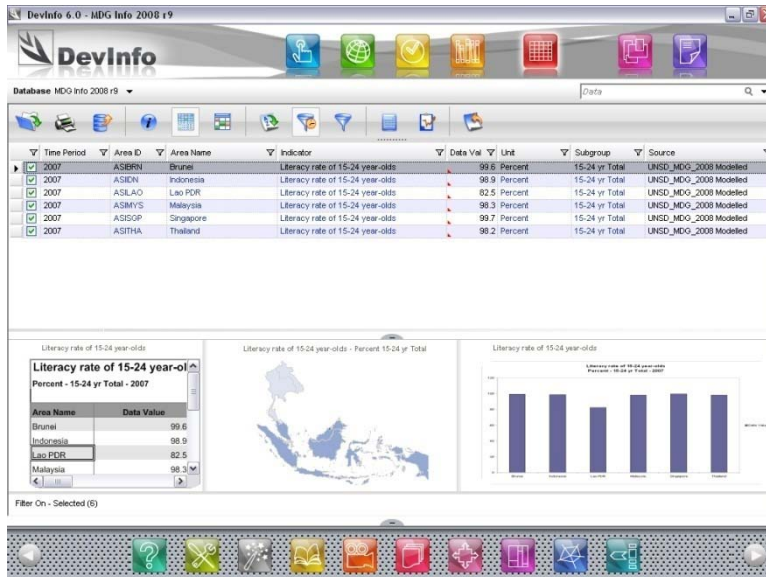
Fig. 3.13 Enabling Auto filters on each of the column headers

Click $\triangledown$ on any column header to display the **Auto Filter** menu containing various filter options. For example, to view data records for a particular year only, click $\triangledown$ on the **Time Period** column header and select the desired year from the **Auto Filter** menu (Fig. 3.14). Click **Custom** to customize your own filter for any column.
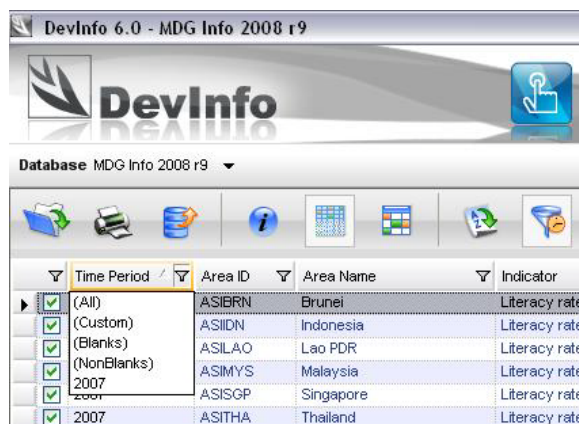
Fig. 3.14 Using the Auto Filter feature to filter time periods

Click **Expand Subgroup** to expand the subgroup column in the data view to show its different dimensions: sex, age, location, etc.

Click **Format** to change the default format settings for the data view.

CHAPTER 4

Tables

DevInfo 6.0 automatically generates three presentation objects based on the data view to help you prepare professional presentations and reports: a table, a map and a graph. Each of these objects can then be edited and formatted as per your requirements and then printed or saved.

This chapter deals with how to edit tables. In DevInfo 6.0, the same procedure is used for editing tables, whether in regular or Data Wizard mode.

Note: Finalize the data view before editing a table

i Before editing your table, ensure that the data view contains the data records you wish to display. If necessary, refine your indicator, area and time period selections, because you cannot change the data records while editing your table. Alternatively, use the various filter options to refine the data view.

Table editing overview

Move the mouse pointer over the table preview panel at lower left in regular mode to cause the table preview toolbar to appear at the left of the panel (Fig 4.1). The same toolbar is located to the left of the table in Data Wizard mode.

Fig. 4.1 Move the mouse pointer over the table presentation preview panel
to cause its respective toolbar to appear at left

You can use the horizontal and vertical scroll bars on the preview panel to quickly preview your entire table. From the toolbar on the table preview panel, you can also pivot your table by clicking 🍥 **Pivoting** and 🍂 **Pivoting**. If you are satisfied with your table, you can click 💾 **Save** to save your table in various file formats.

To enlarge your table for more convenient viewing and editing, click 🔲 **Click to enlarge** to open the Table window (Fig. 4.2).
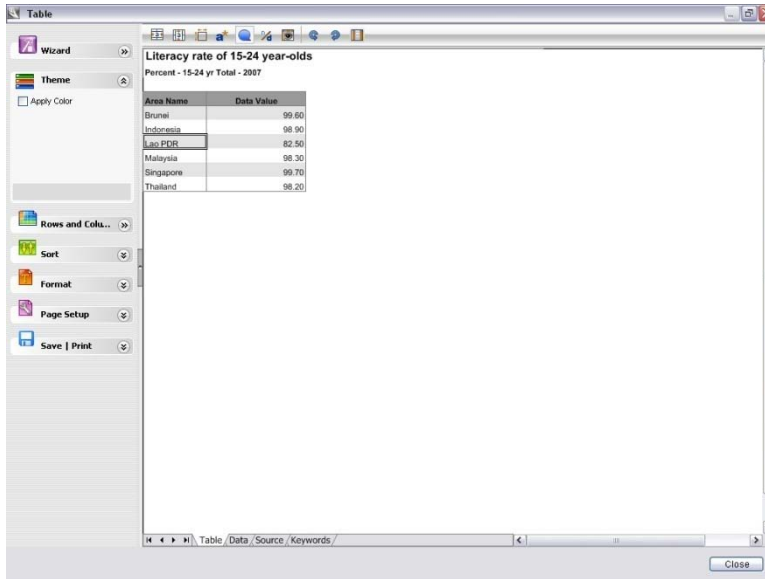
Fig. 4.2 Table window

The Table window displays your table with the default format settings for the rows, columns and other table elements. To edit your table, you can use any of the following:

- Editing tools on the **Table** toolbar
- Editing features on the left panel
- Table Wizard

Each of these will now be explained in detail.

Editing tools on the Table toolbar

The **Table** toolbar located at the top of the Table window contains the following ten editing tools:

Suppress Duplicate Rows   Suppresses duplicate rows in the table

Suppress Duplicate Columns   Suppresses duplicate columns in the table

Autofit   Automatically adjusts the column widths to fit the longest entry

a^* **Footnotes**   Displays footnotes for data values wherever entered in the
                                       database

🔵 **Comments**   Displays comments about data sets wherever entered in the
                                       database

$^n/_d$ **Denominator**   Displays the denominator used to compute data values
                                       wherever entered in the database

👁 **Row and Column Header**   Displays the MS-Excel row and column headers

↩ ↪ **Pivoting**   Pivots the table either counter-clockwise or clockwise

▥ **Column Arrangement**   Allows you to re-arrange the column order (for more
                                       details,see *Step 3 – Arrangements* under the "Table Wizard"
                                       heading later in this chapter)

Editing features on the left panel

The left panel in the Table window contains six features which allow you to edit your table: **Theme**,
Rows and Columns, **Sort**, **Format**, **Page Setup** and **Save | Print** (Fig. 4.3). The Table Wizard
feature will be discussed separately later in this chapter.
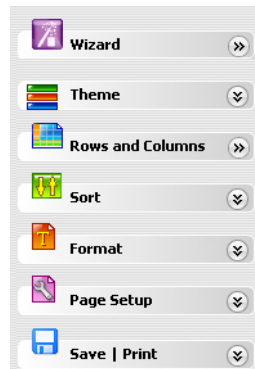
Fig. 4.3 Editing features on the left panel

Theme

The [icon] **Theme** feature allows you to apply a customizable color theme to the table. Click the arrow to the right of [icon] **Theme** to expand the panel window (Fig. 4.4).
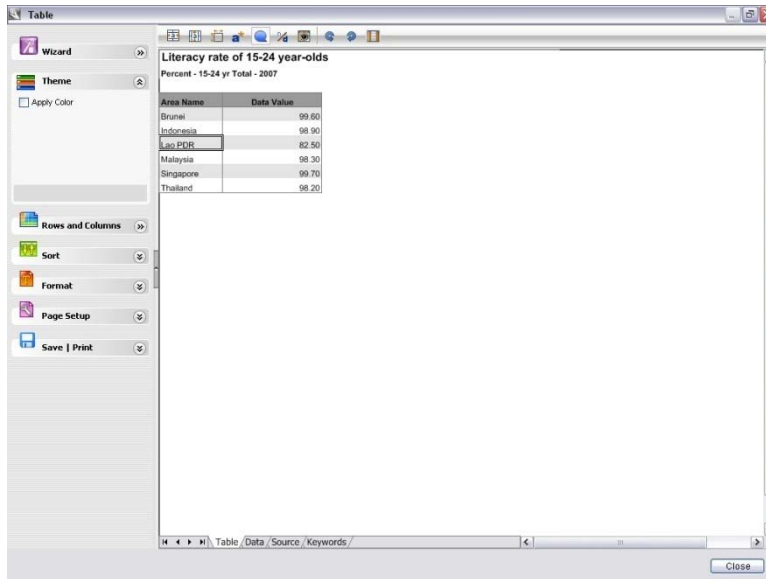
Fig. 4.4 Expanded Theme panel window

Select the **Apply Color** check box to instruct the system to automatically arrange the data into four equal breaks and apply a default color scheme to each break (Fig. 4.5).
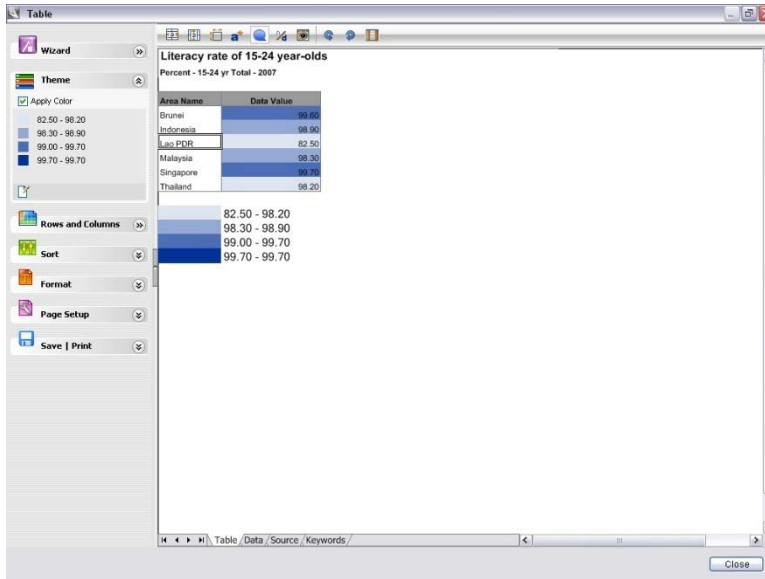
Fig. 4.5 Applying default breaks and a color scheme to the table

To change any of the default colors, click any color in the expanded Theme panel window and select the desired color from the color palette. To remove the color scheme from the table, clear the **Apply Color** check box.

To edit the data breaks, click ☑ **Theme Edit** at the lower left of the panel window to open the Theme window (Fig. 4.6).
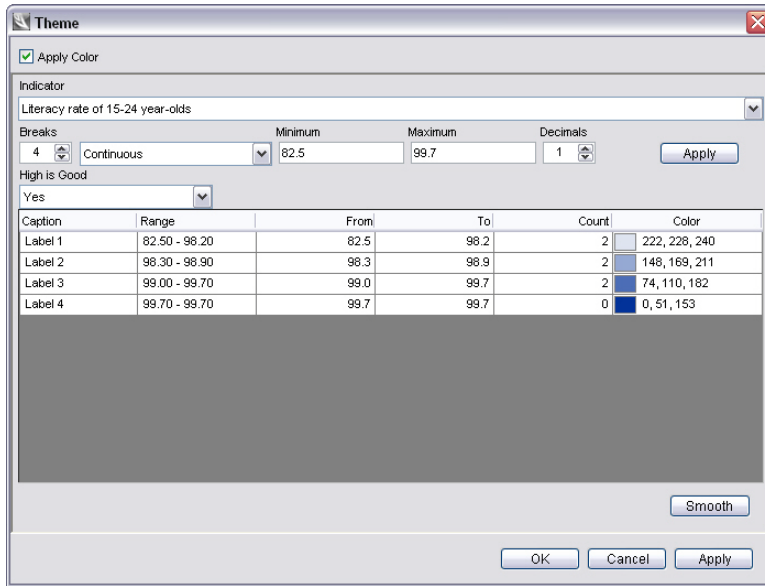
Fig. 4.6 Theme Window

The **Indicator** box displays the indicator to which the breaks and color scheme have been applied. To apply the breaks and color scheme to a different indicator (if multiple indicators were selected in the data view), click the box and select the desired indicator from the list.

The **Breaks** box displays the number of data breaks. To change the number of data breaks, use the box arrows or enter the desired number of breaks. You can set a maximum of ten and a minimum of two breaks.

The box to the right of the **Breaks** box displays the method of data break. Click the box to select one of the following four methods of data break:

Equal count   Instructs the application to arrange the data values into the specified number of breaks such that each break has approximately the same number of data values.

Equal size   Instructs the application to arrange the data values into the specified number of breaks such that each break range (that is, the difference between the **From** and **To** range values) is of the same magnitude.

Continuous	Instructs the application to arrange the data values into the specified number of breaks according to the continuous break ranges specified by the user. You can change the range values for each break by entering new values in the **To** column. Upon changing a value in the **To** column, the other break ranges will be automatically re-calculated to ensure continuity.
Discontinuous	Instructs the application to arrange the data values into the specified number of breaks according to the discontinuous break ranges specified by the user. You can change the range values for each break by entering new values in both the **From** and **To** columns. Upon changing any of these values, the other break ranges will not be automatically re-calculated.

Tip: Choosing the right method of data break

Choose **Equal Count** to divide your areas into groups of equal count.

Choose **Equal Size** to show the inherent variation in the data values.

Choose **Continuous** to manually define the break ranges while retaining continuity across the breaks. For example, you may wish to show which sub-national regions are close to the national average for a given indicator.

Choose **Discontinuous** to group data values that are widely dispersed. For example, you may wish to group data for maternal mortality rates across developed and developing countries.

The **Minimum** and **Maximum** boxes display the default values for the minimum and maximum range values for the data set. You can change these by entering new values in these boxes.

The **Decimal** box displays the default number of decimal places used for all data values and the break range values. You can change the default setting by entering a new number in the box. Note that changing this number may affect the distribution of the data values across the various breaks.

The **High is Good** box displays the default setting indicating that the higher the data value, the better the indicator performance. For some indicators, however, the reverse is true - such as infant mortality rate, illiteracy, carbon dioxide emissions, etc. To apply a reverse color scheme for such indicators, select **No** from the list in the box.

Click **Apply** to the right of the **Decimal** box to apply and view the specified data break settings.

To add captions to the table legend, click the respective boxes in the **Caption** column and enter the desired captions.

To change the color of any data break, click its color box and select the desired color from the color palette. Click **Smooth** to smooth out the color gradient from the first break to the last.

When you are satisfied with your color theme, click **OK**.

Rows and Columns

The [icon] **Rows and Columns** feature allows you to specify the row and column elements that you wish to include in the table. Click the arrow to the right of [icon] **Rows and Columns** to open the Rows and Columns window (Fig. 4.7).
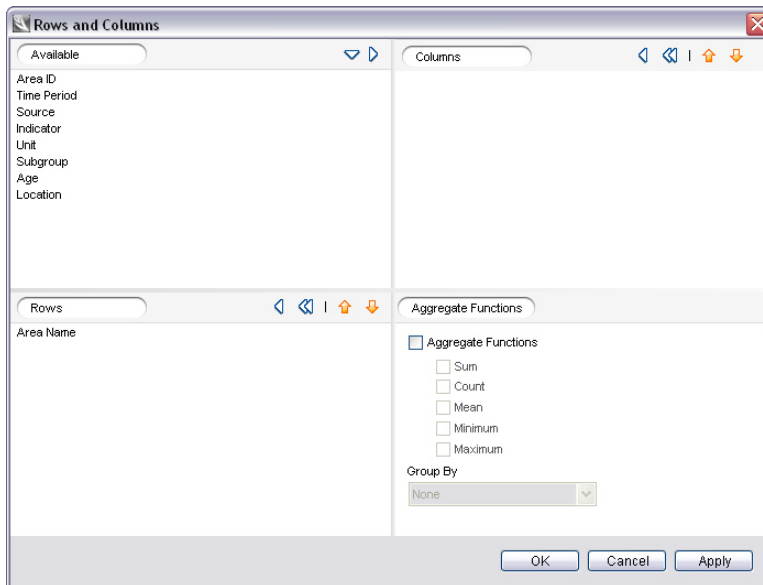
Fig. 4.7 Rows and Columns window

Note that the window is divided into four panes. The **Available** pane displays the list of elements available for selection for the table rows and columns. The **Rows** and **Columns** panes display the default selections for the table rows and columns, respectively. To specify additional row and column elements or to modify the default selections, transfer the desired elements from one pane to the other by either using the selection arrows in the pane headers or by dragging them.

The **Aggregate Functions** pane allows you to generate and display the following aggregate statistics in your table:

- Sum
- Count
- Mean
- Minimum
- Maximum

Select the **Aggregate Functions** check box and then select the statistical functions you wish to be applied to the table data. If you wish to apply these functions to groups of data records, select the **Group By** check box and make your selection from the list.

When you are satisfied with your row and column settings, click **OK**.

Sort

The ⬆⬇ **Sort** feature allows you to specify the sort order for the different row elements and data values in the table. Click the arrow to the right of ⬆⬇ **Sort** to expand the panel window (Fig. 4.8).

Fig. 4.8 Expanded Sort panel window

To modify the default sort order, highlight any element in the panel window and click ⬆ **Move Up** or ⬇ **Move Down** to move it to the desired location. Click the ▲ arrow to the left of the element to

indicate whether you want the records sorted in ▲ ascending or ▼ descending order. Your sort selections will be automatically reflected in the Table window.

Format

The ⬛ **Format** feature allows you to customize fonts, font sizes and font colors for all the items in your table, as well as to automatically apply other previously-saved table formats to your table. Click the arrow to the right of ⬛ **Format** to expand the panel window (Fig. 4.9).

Fig. 4.9 Expanded Format panel window

Note that there are four tool buttons in the panel window:

New	Allows you to create a new table format by opening the **File Name** dialog box, in which you can enter a file name for your new table format. Upon clicking **OK**, you will be taken to the Format window.
Edit	Opens the Format window where you can customize the fonts, font sizes and font colors for all the items in your table.
Save	Allows you to save your table format as an .xml file for future use.
Import	Allows you to import a table format from a previously-created Gallery object and apply the same format to your table.

In the Format window, you can customize table fonts, font sizes and font colors for all the items in your table (Fig. 4.10).
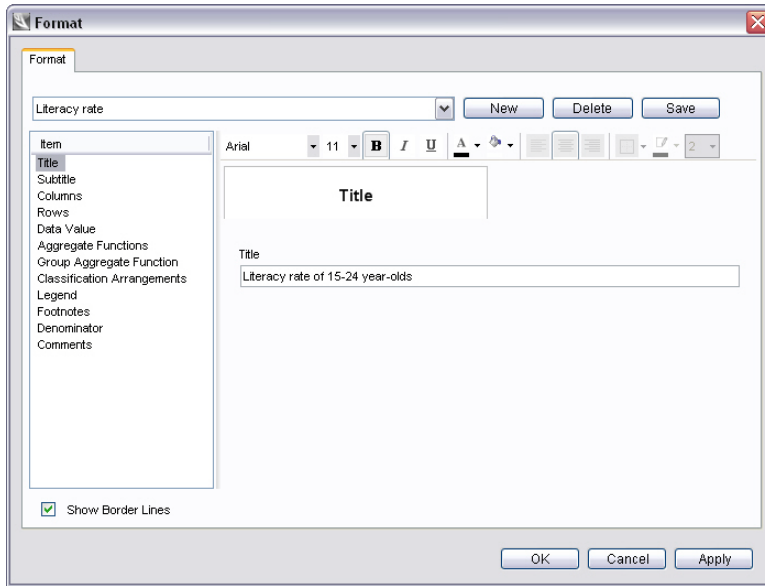
Fig. 4.10 Format window

To apply a previously created and saved format to your table, click the format file name box located just below the **Format** tab and select a format from the list.

The **Item** pane at the left of the Format window displays all the table items that can be customized: **Title**, **Subtitle**, **Columns**, **Rows,** etc. To customize any table item, highlight the item in the **Item** pane and use the **Format** toolbar at right to change its font, font size, font color, background color or alignment.

Highlight various table items to cause additional customizable features to be displayed below the **Format** toolbar. For example, you can edit the title and subtitle texts, adjust the column width, display or hide footnotes and comments, opt to display legend captions instead of labels, etc.

By default, the **Show Border Lines** check box is selected to display the table gridlines. Clear the check box to hide gridlines.

To apply any format change(s) and view the table without closing the Format window, click **Apply**. You can now view the table with any applied format changes in the Table window behind the Format window.

To save your table format as an .xml file for future use, click **Save**. When you are satisfied with your table format, click **OK**.

Page Setup

The ⬜ **Page Setup** feature allows you to customize the page setup for printing your table. Click the arrow to the right of ⬜ **Page Setup** to expand the panel window (Fig. 4.11).
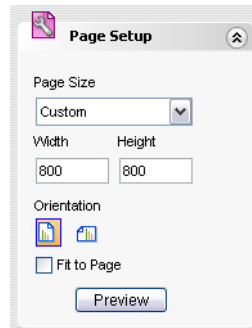
Fig. 4.11 Expanded Page Setup panel window

Here you can change the page size, change the page orientation, and preview your table before printing.

Save I Print

The 💾 **Save I Print** feature allows you to save your table in a variety of file formats and print it. Click the arrow to the right of 💾 **Save I Print** to expand the panel menu (Fig. 4.12).
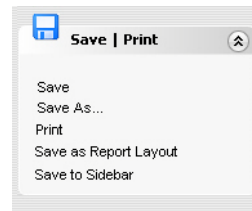
Fig. 4.12 Expanded Save I Print panel menu

Here you can save your table in the Gallery, save it as a report layout (see Chapter 8, "Reports"), save it to the Sidebar (see Chapter 10, "Bottom Panel Features"), or print it.

Table Wizard

The **Table Wizard** feature located at the top of the left panel guides you through a series of seven steps to help you format your table. Most of these steps are also available as stand-alone editing features on the left panel.

Click **Wizard** to start the Table Wizard. The Table Wizard window opens and automatically takes you to **Step 6 - Preview**, which appears at the bottom of the table in the wizard step box (Fig. 4.13).
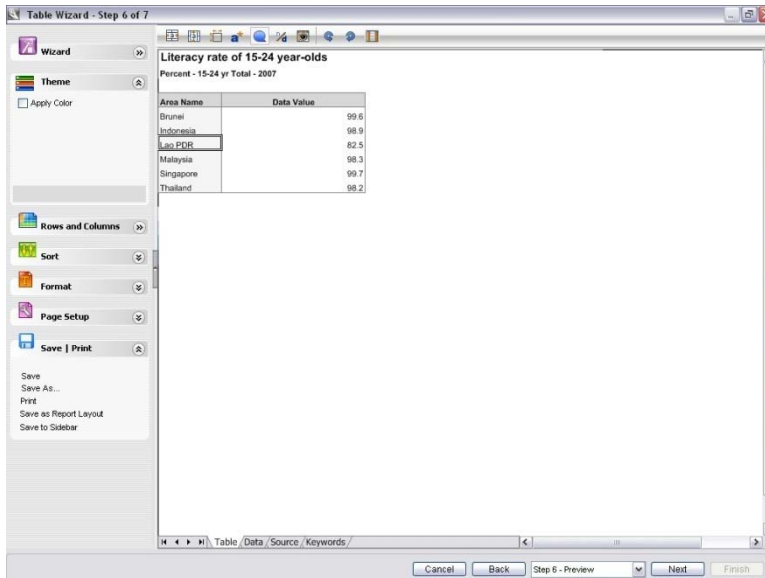
Fig. 4.13 Starting the Table Wizard

At any point in the Table Wizard, you can go to a different step by clicking **Back** or **Next** at the bottom of the window or by clicking the wizard step box and selecting any step from the list. You may skip any step if you wish, and you may exit the Table Wizard at any point without saving your table by clicking **Cancel**.

Step 1 - Rows & Columns

In **Step 1 - Rows & Columns,** you can specify the row and column elements that you wish to include in your table. You can also generate and display aggregate statistics such as sum, count and mean in your table. This is identical to the **Rows and Columns** feature on the left panel. For more details, see *Rows and Columns* earlier in this chapter.

Step 2 - Apply Color

In **Step 2 - Apply Color**, you can arrange the data into various breaks and apply a customizable color theme to the table. This is identical to the [icon] **Theme** feature on the left panel. For more details, see *Theme* earlier in this chapter.

Step 3 - Arrangements

In **Step 3 - Arrangements**, you can specify the grouping criteria for the table rows as well as re-arrange the sequence of the table columns (Fig. 4.14).
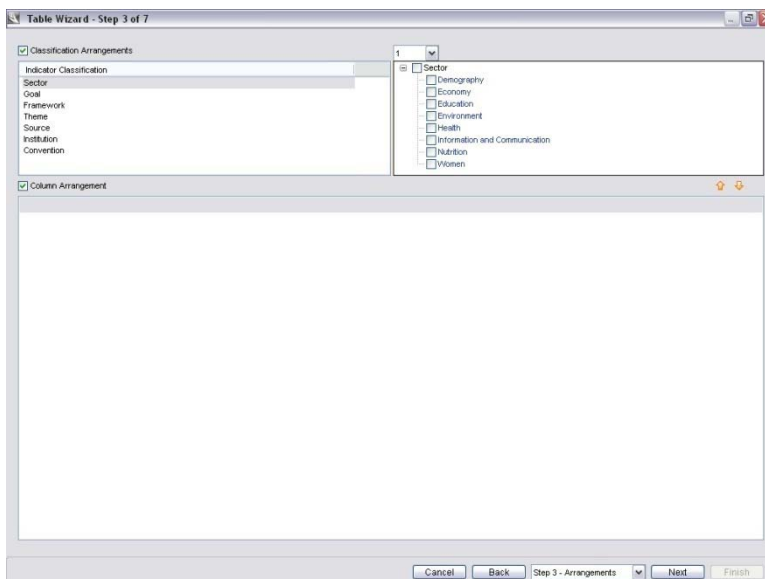
Fig. 4.14 Table Wizard Step 3 - Arrangements

To specify grouping criteria for the table rows, first select the **Classification Arrangements** check box. Next, select the desired indicator classification in the **Indicator Classification** pane by which you wish to group the table rows. The upper right pane automatically displays the available sub-classification for your selection. Specify the level of classification to be displayed in the box above the upper right pane. Finally, select all the classifications by which you wish to group the table rows.

To re-arrange the sequence of the table columns, select the **Column Arrangement** check box and use ⬆ **Move Up** and ⬇ **Move Down** to move the column headers to the desired location.

Step 4 - Sort By

In **Step 4 - Sort By**, you can specify the sort order for the different row elements in the table (Fig. 4.15). This is almost identical to the **Sort** feature on the left panel, with the only difference being that this window displays the **Available** and **Selected** panes. For more details, see *Sort* earlier in this chapter.
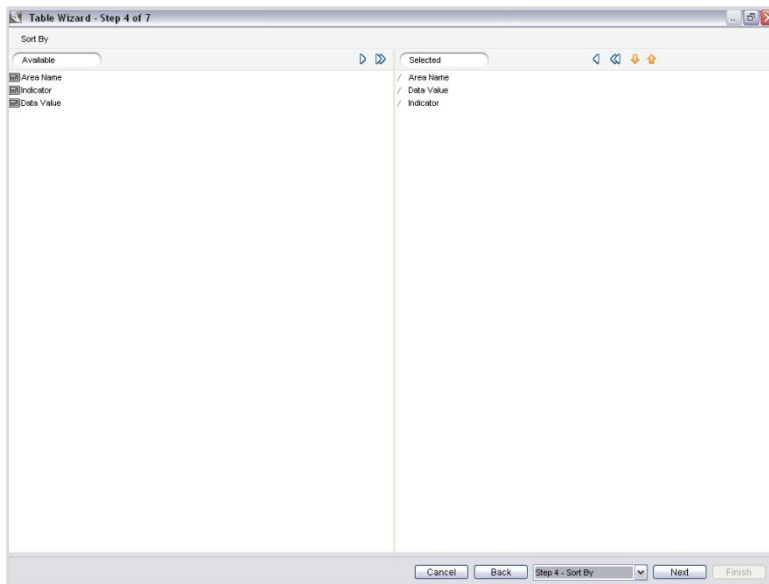
Fig. 4.15 Table Wizard Step 4 - Sort By

Step 5 - Format

In **Step 5 - Format**, you can customize fonts, font sizes, font colors and many other items in your table. This is nearly identical to the **Format** feature on the left panel. For more details, see *Format* earlier in this chapter.

Step 6 - Preview

In **Step 6 - Preview**, you can preview the edits made to your table in Steps 1 through 5.

Step 7 - Gallery

In **Step 7 - Gallery**, you can save your table in the DevInfo Gallery (Fig. 4.16).
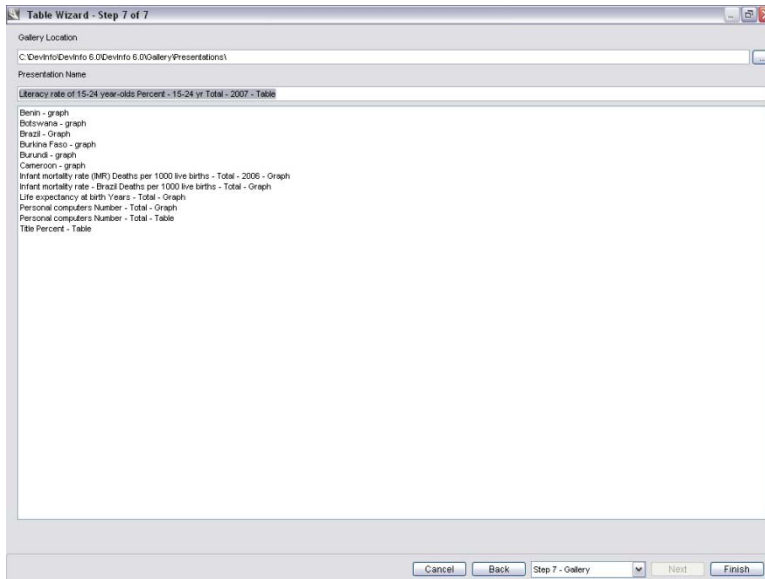
Fig. 4.16 Table Wizard Step 7 - Gallery

Enter the name of your table in the **Presentation Name** box. By default, the table is saved in the

C:\DevInfo\DevInfo 6.0 \DevInfo 6.0\Gallery\Presentations folder. Click [...] **Browse** to save the table in a different location.

Click **Finish** to save your table and exit the Table Wizard

CHAPTER 5

Maps

DevInfo 6.0 automatically generates a map (along with a table and a graph) based on the data view to help you prepare professional presentations and reports. A map helps you effectively visualize data and communicate information on development trends across geographic regions - international, regional, national and sub-national.

Maps in DevInfo 6.0 can be edited and re-formatted to suit your preferences. You can apply multiple themes - color gradients, patterns and charts - to the same geographic area to display data for multiple indicators. You can overlay feature layers such as road and river networks on the base map to improve its visual impact. You can create map insets to display data trends over time for a particular geographic region. You can overlay the map on a three-dimensional globe to create a raster image.

This chapter deals with how to edit maps. In DevInfo 6.0, the same procedure is used for editing maps, whether in regular or Data Wizard mode.

Note: Finalize the data view before editing a map

i   Before editing your map, ensure that the data view contains the data records you wish to display. If necessary, refine your indicator, area and time period selections, because you cannot change the data records while editing your map. Alternatively, use the various filter options to refine the data view.

Map editing overview

Move the mouse pointer over the map preview panel at lower center in regular mode to cause the map preview toolbar to appear at the left of the panel (Fig 5.1). The same toolbar is located at the left of the map in Data Wizard mode. Note that DevInfo automatically applies a default color scheme to the data values, which can be later edited.
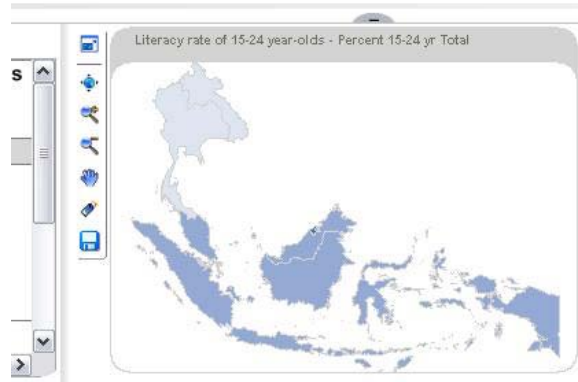
Fig. 5.1 Move the mouse pointer over the map presentation preview panel to cause its respective toolbar to appear at left

To quickly view your map, you can use the following tools on the map preview panel toolbar:

Full Extent   Resets your map so you can view it in its full extent

Zoom In   Allows you to use the mouse to zoom in on a particular area by a fixed magnitude

Zoom Out   Allows you to use the mouse to zoom out from a particular area by a fixed magnitude

Pan   Allows you to use the mouse to pan (move) to any location on the map

Labels   Displays labels (area names) on the map

If you are satisfied with the map, you can click **Save** to save your map in various file formats.

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To enlarge your map for more convenient viewing and editing, click 🖼 **Click to enlarge** to open the Map window (Fig. 5.2).
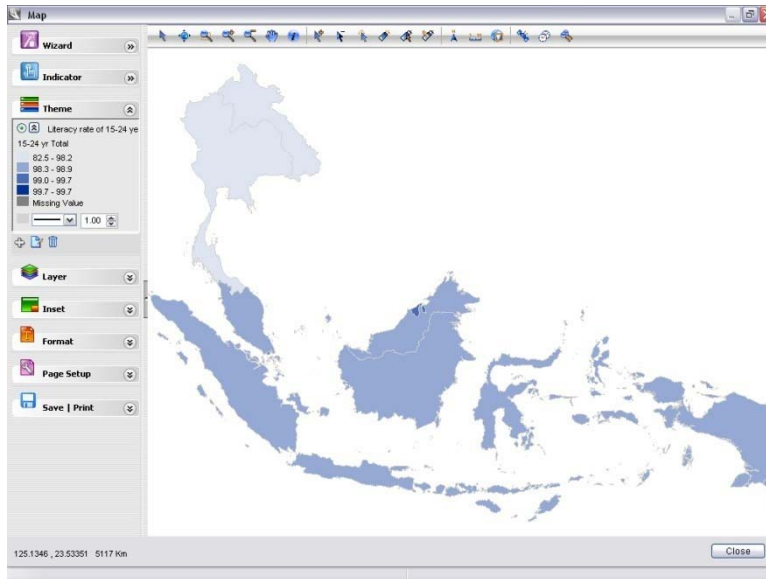
Fig. 5.2 Map window

The Map window displays your map with the default format settings for the color, theme and other map elements. To edit your map, you can use any or all of the following:

- Editing tools on the **Map** toolbar
- Editing features on the left panel
- Map Wizard

Each of these will now be explained in detail.

Editing tools on the Map toolbar

The **Map** toolbar located at the top of the Map window contains the following 19 editing tools:

	Select	Returns the mouse to regular pointer mode, after you are done using any of the other map tools.
	Full extent	Resets the map so you can view it in its full extent.
	Zoom in Frame	Allows you to use the mouse to select and zoom in on a particular area.
	Zoom In	Allows you to use the mouse to zoom in on a particular area by a fixed magnitude
	Zoom Out	Allows you to use the mouse to zoom out from a particular area by a fixed magnitude.
	Pan	Allows you to use the mouse to pan or move to any location on the map.
	Information	Displays information (metadata) on any selected area, including the Area ID, area name and data value (Fig 5.3).
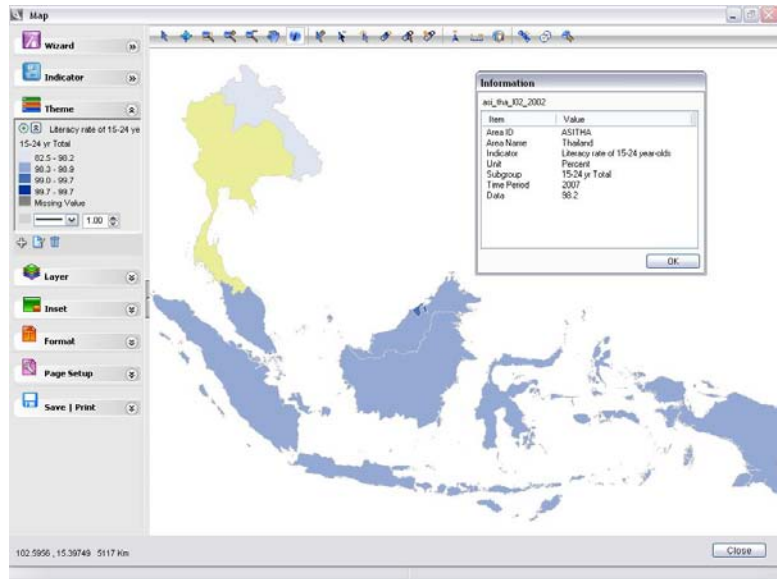
Fig. 5.3 Viewing map information

After displaying information on an area, the area remains highlighted. Click **Remove Highlighted** to remove the highlight.

Select to Highlight Changes the mouse pointer into a map pointer, so you can move the map pointer over different map areas and click to select or highlight them.

Remove Highlighted Removes the highlight from all selected or highlighted areas.

Zoom to Highlight Instructs the system to zoom in on all highlighted areas.

🏷️ Labels

Instructs the system to display map labels or area names (Fig. 5.4). Click 🏷️ **Labels** again to hide map labels.
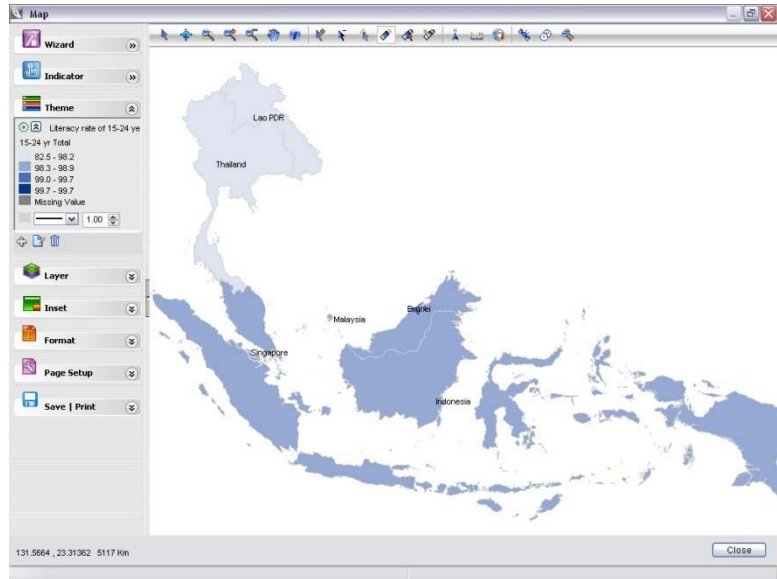
Fig. 5.4 Displaying map labels (area names)

🏹 Nudge

Allows you to nudge or re-position map labels to avoid a cluttered look. Use the mouse to drag any label which you wish to re-position. A leader line automatically appears, connecting the label with the area (Fig 5.5).
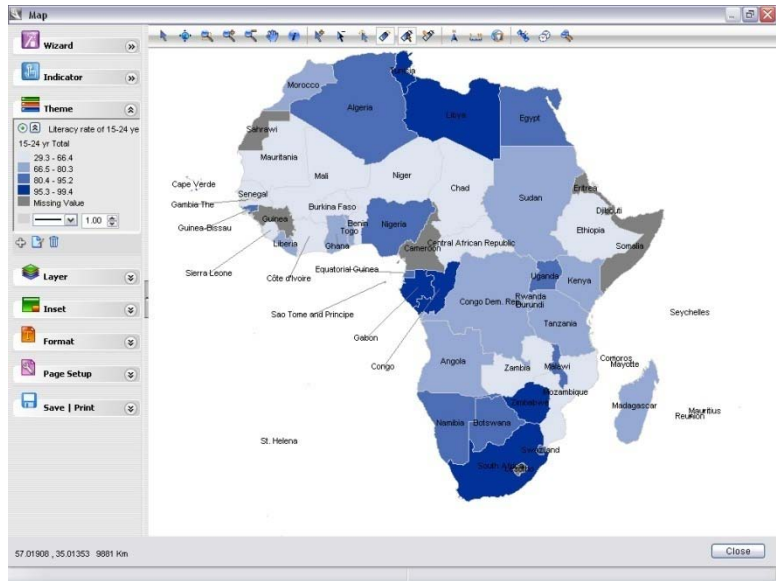
Fig. 5.5 Nudging or re-positioning map labels to avoid a cluttered look

Edit Label Opens the **Label** dialog box, in which you can edit map labels and modify label settings (Fig. 5.6).
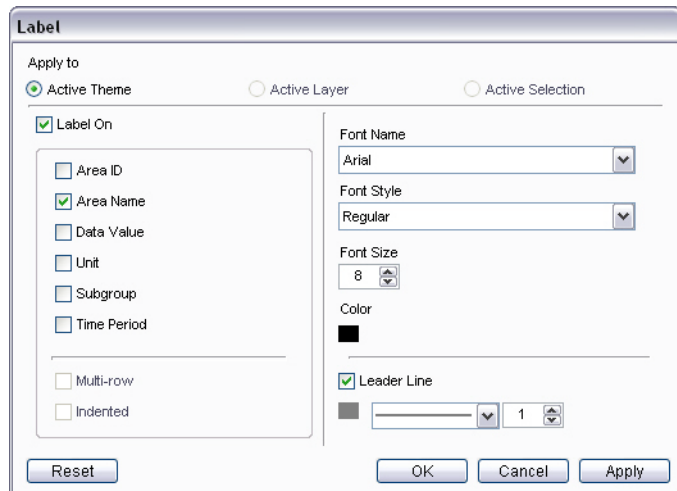
Fig. 5.6 Label dialog box

Note that you can choose to apply label edits to three different map levels:

- **Active Theme** (default) - Applies label edits to the active theme selected in the ![theme icon] **Theme** window on the left panel
- **Active Layer** – Applies label edits to the active layer selected in the ![layer icon] **Layer** window on the left panel
- **Active Selection** – Applies label edits only to highlighted areas selected using ![select icon] **Select to Highlight**

To display labels for the selected map level, select the **Label On** check box on the left side of the **Label** dialog box. Then select the data elements which you wish to display in each map label (for example, **Area Name**, **Data Value**, etc.). On the right side of the dialog box, you can edit the label font name, style, size and color.

To display leader lines for the selected map level, select the **Leader Line** check box on the right side of the **Label** dialog box. You can also modify the leader line color, style and thickness.

![north icon] **North** — Inserts a north pointer in the map.

![scale icon] **Scale** — Displays the map scale.

![map overview icon] **Map Overview** — Displays a small map showing the context of the currently visible map within its larger geographic region.

![add to raster icon] **Add to Raster Image** — Overlays the map on a raster (three-dimensional globe) image, using previously-installed map software such as Google Earth or NASA Worldwind (Fig. 5.7).
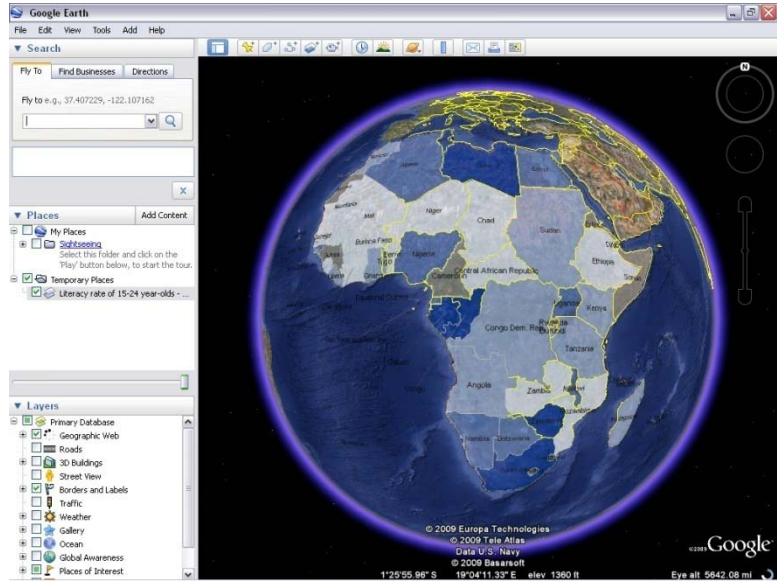
Fig. 5.7 Map overlaid on a raster image in Google Earth

Note that software to display raster images is not part of the DevInfo 6.0 application and must be downloaded separately. It is recommended that you download Google Earth (not Google Earth Plug-In) as the raster image software to use with DevInfo 6.0.

| | **Show by Time** | Creates time series maps for all time periods available in the data view, to show data trends over time. A time series bar appears below the map (Fig. 5.8). |
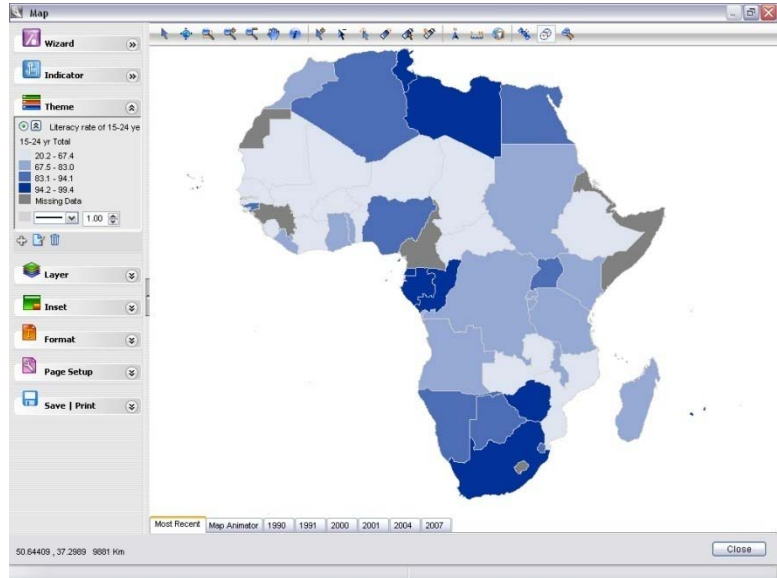
Fig. 5.8 Time series bar below the map

The **Most Recent** tab displays a map with the latest data. Click any of the individual year tabs to view maps showing data for the selected year. Click **Map Animator** to open di Video and view a video presentation showing maps for all time periods in sequence.

Show by Area   Creates area series maps for all area levels available in the data view, to show data across area levels. An area series bar appears below the map (Fig. 5.9).
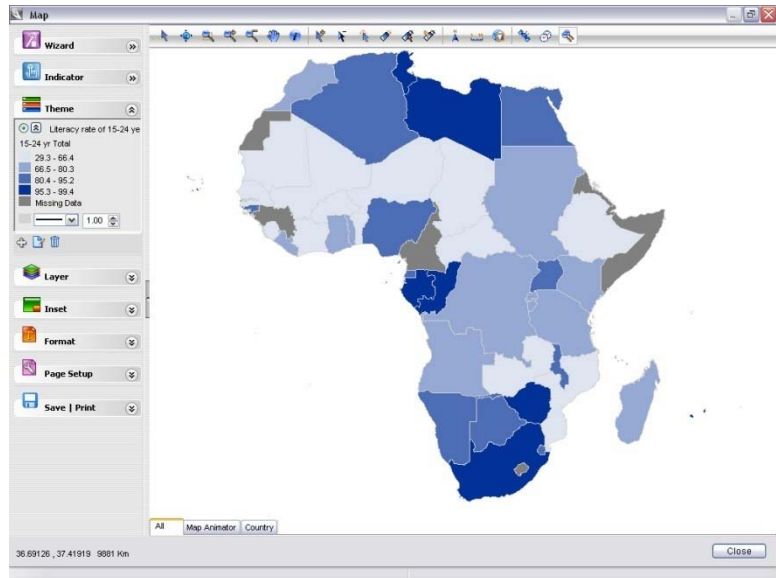
Fig. 5.9 Area series bar below the map

The **All** tab displays a map with data for all levels. Click any of the individual area level tabs to view maps showing data for the selected area level. Click **Map Animator** to view an animated presentation showing maps for all area levels in sequence.

Editing features on the left panel

The left panel in the Map window contains seven features which allow you to edit your table: **Indicator**, **Theme**, **Layer**, **Inset**, **Format**, **Page Setup** and **Save | Print** (Fig. 5.10). The **Map Wizard** feature will be discussed separately later in this chapter.
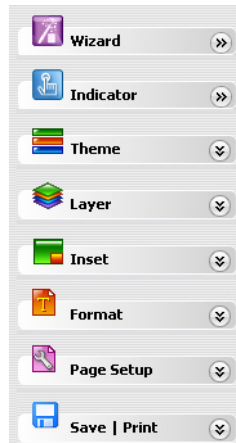
Fig. 5.10 Editing features on the left panel

Indicator

The [icon] **Indicator** feature allows you to view your map according to different indicators, if your data view contains data for more than one indicator. Click the arrow to the right of [icon] **Indicator** to open the **Indicator** window. Then click the indicator box to display all available indicators in the data view (Fig. 5.11).
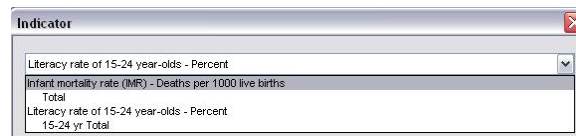
Fig. 5.11 Indicator window displaying all indicators in the data view

Select the indicator for which you wish to see data presented on the map.

Theme

The [icon] **Theme** feature allows you to apply one or more customizable themes to your map - including color gradients, patterns and charts - to display data for one or more indicators. In DevInfo

6.0, maps can be customized along six different themes: **Color**, **Hatch**, **Dot Density**, **Chart**, **Symbol** and **Label**. Click the arrow to the right of ▦ **Theme** to expand the panel window (Fig. 5.12).
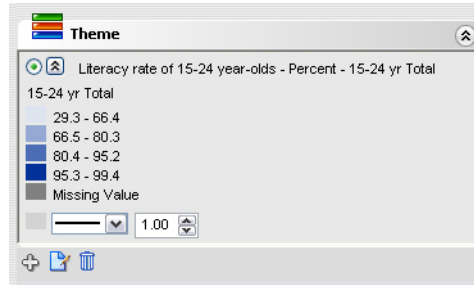
Fig. 5.12 Expanded Theme panel window

Note that the system automatically arranges the data into four breaks and applies a default color scheme to each break. To quickly change any of the default colors, click any color in the panel window and select the desired color from the color palette. You can also change any of the default map border settings - color, style and thickness - by making the desired selections below **Missing Value**.

Note the three tools located on the bottom of the panel window:

✚ **Add**   Opens the Theme window to allow you to add a new map theme

▣ **Edit**   Opens the Map window to allow you to edit the selected map theme

🗑 **Delete**   Deletes the selected theme

Editing map themes

To edit the selected map theme, click [icon] **Edit** to open the Map window (Fig. 5.13).
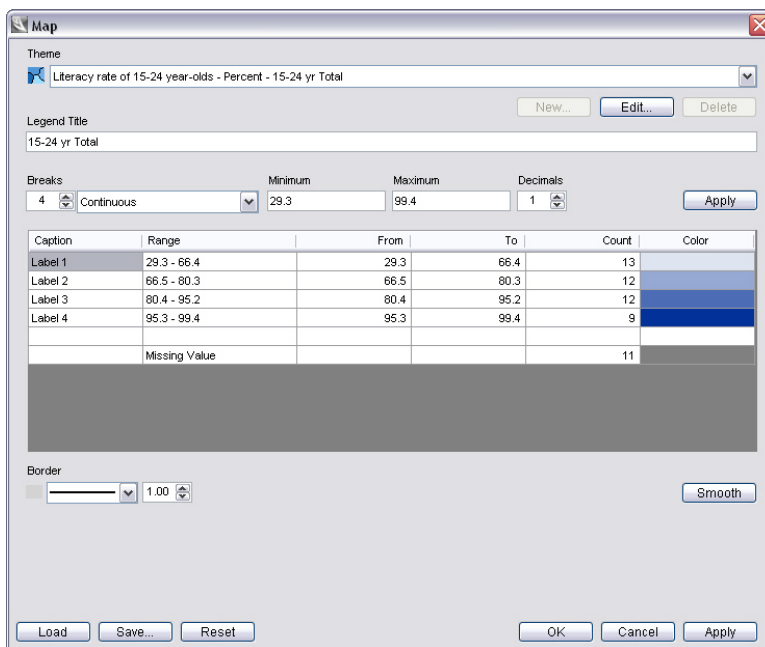
Fig. 5.13 Editing the selected map theme in the Map window

The Map window displays the editing options available for the selected theme type. As the default theme type is **Color**, clicking [icon] **Edit** opens the Map window displaying editing options for the **Color** theme type. Here you can edit the legend title, data breaks and colors for the map. In addition, you can edit the map borders by specifying the border style and thickness in the **Border** boxes. See *Color theme type* later in this chapter for more details.

To apply any map edits to the map without closing the Map window, click **Apply**. You can now view the updated map behind the Map window. If you are satisfied with your map, click **OK**.

If you wish to apply a different theme type to the selected indicator, click **Edit…** at the top of the Map window to open the Theme window (Fig. 5.14).
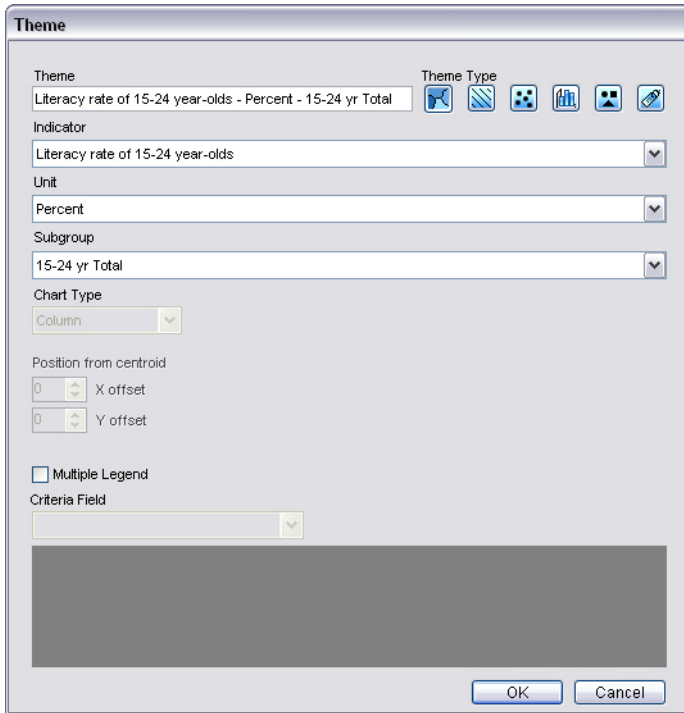
Fig. 5.14 Applying a new theme type in the Theme window

Note that there are six different customizable theme types available at the top of the Theme window:

Color   Uses different colors or color gradients to represent data ranges

Hatch   Uses different hatch patterns to represent data ranges

Dot Density   Uses dots or other symbols to represent the number of occurrences
                       of a particular indicator

Chart   Uses column, pie or line charts to represent data values

Symbol   Uses different symbols to represent data ranges

Label   Uses different colored labels to represent data ranges

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To apply a different theme type to the selected indicator, first click the theme type you want. To change the default theme name, enter the desired text in the **Theme** box at the top of the window. Ensure that the indicator, unit and subgroup selections in the respective boxes are correct.
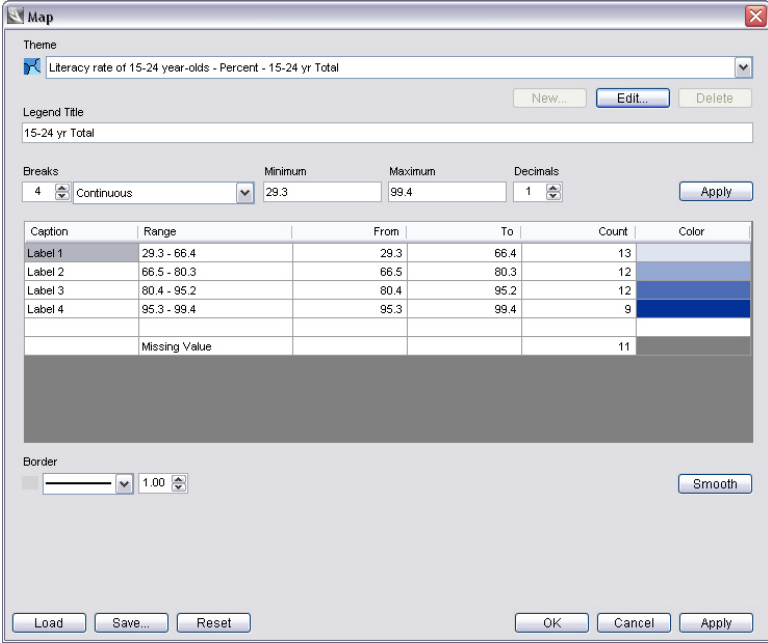
If you select **Chart** theme type, you will have the option to select the desired chart type - column, pie or line - from the **Chart Type** box.

When you are satisfied with your selections, click **OK** to open the Map window and display the editing options available for your selected theme type.

Color theme type

The **Color** theme type uses different colors or color gradients to represent data ranges on the map. It is useful for presenting data for most indicators.

Click and then click **OK** to edit the **Color** theme type in the Map window (Fig. 5.15).

Fig. 5.15 Editing Color theme type

Here you can edit the legend title, data breaks and colors for the map. In addition, you can edit the map borders by specifying the border color, style and thickness in the **Border** boxes. See *Theme*, Chapter 4, "Tables" for detailed information on how to edit the **Color** theme type.

Tip: Selecting colors for your data breaks

To create a smooth color gradient for your map color theme, select a light color for the first data break range and a dark color for the last data break range. Then click **Smooth** to smooth out the color gradient from the first break to the last.

To create a "traffic light" color theme, change the number of data breaks to three and color them red (for the break representing poor performance), green (for the break representing excellent performance), and yellow (for the middle break).

To reset the map data breaks and colors to the default settings, click **Reset** at the bottom of the Map window.

To save your legend, range (data breaks) and color settings so you can apply them later to other maps, click **Save…** Later, you can click **Load** to open the **Legend** dialog box and load these same settings to apply them to a new map (Fig. 5.16). Select the desired legend file as well as the desired elements (**Breaks**, **Caption**, **Color** and **Range**) which you wish to apply to the new map.
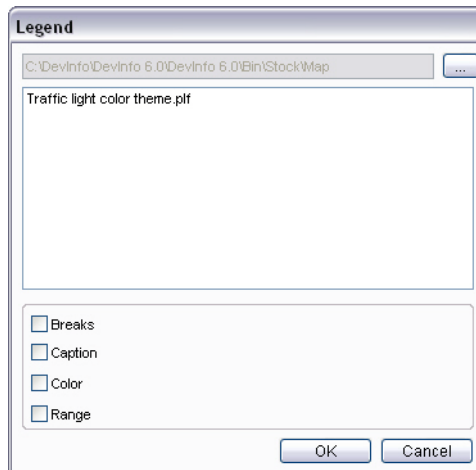
Fig. 5.16 Legend dialog box

 Hatch theme type

The **Hatch** theme type uses different hatch patterns to represent data ranges.

Click and then click **OK** to edit the **Hatch** theme type in the Map window (Fig. 5.17).
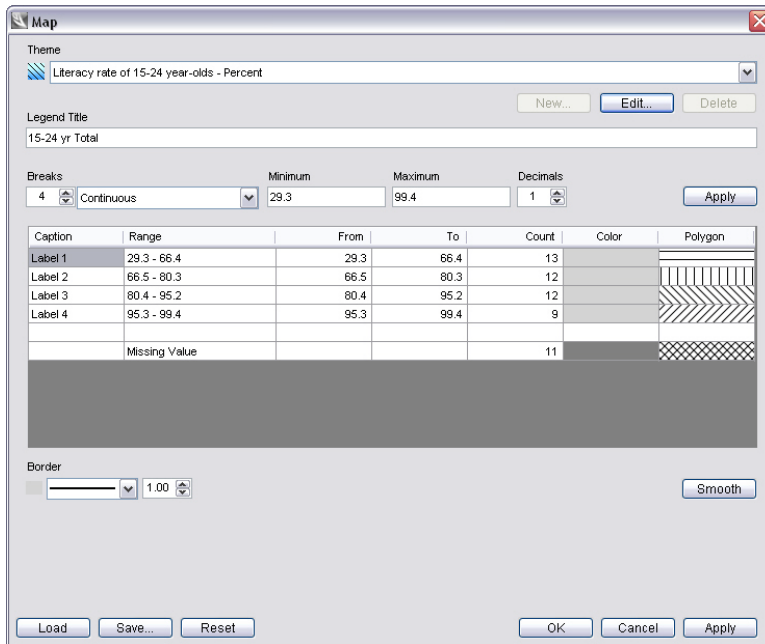
Fig. 5.17 Editing Hatch theme type

To change any of the hatch patterns, click its cell in the **Polygon** column and select the desired pattern from the list. You can also change the color of any of the hatch patterns by clicking its cell in the **Color** column and selecting the desired color from the color palette.

The other editing options for the **Hatch** theme type are identical to those for the **Color** theme type. For more information on these options, see *Color theme type* earlier in this chapter.

⬚ Dot Density theme type

The **Dot Density** theme type uses dots or other symbols to represent the number of occurrences of a particular indicator. It is useful for presenting data expressed through absolute numbers (such as population size) rather than percentages.

Click ⬚ and then click **OK** to edit the **Dot Density** theme type in the Map window (Fig. 5.18).
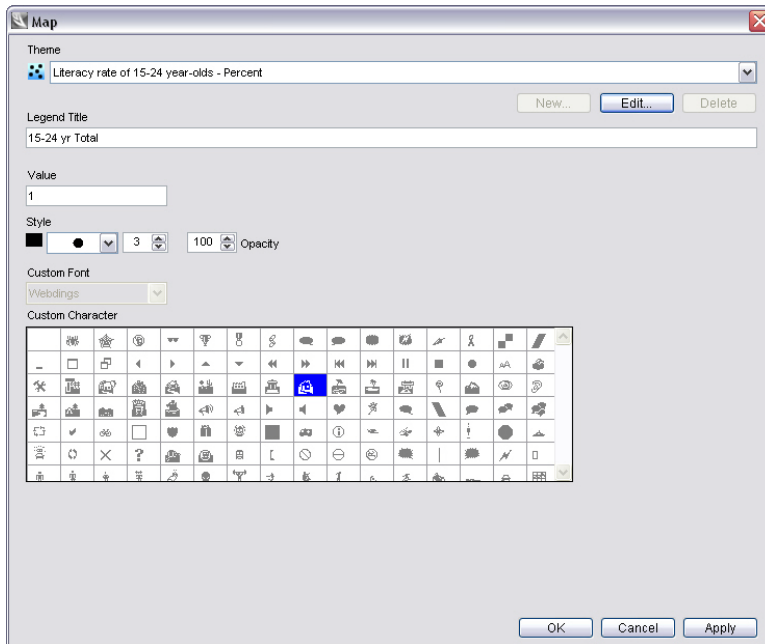
Fig. 5.18 Editing Dot Density theme type

Here you can edit the legend title, symbol color, symbol style, symbol font size and symbol opacity for the map. To use a custom character, select ⬚ (the last option) from the **Style** box, which allows you to select a custom font as well as a custom character.

To edit the default data value represented by one dot or other symbol, enter the desired value in the **Value** box.

[icon] Chart theme type

The **Chart** theme type uses column, pie or line charts to represent data values. It is useful for comparing different subgroup values and can be effectively overlaid on top of a **Color** theme to display data for multiple indicators.

Click [icon] and then select the desired chart type - column, pie or line - from the **Chart Type** box. Then click **OK** to edit the **Chart** theme type in the Map window (Fig. 5.19).
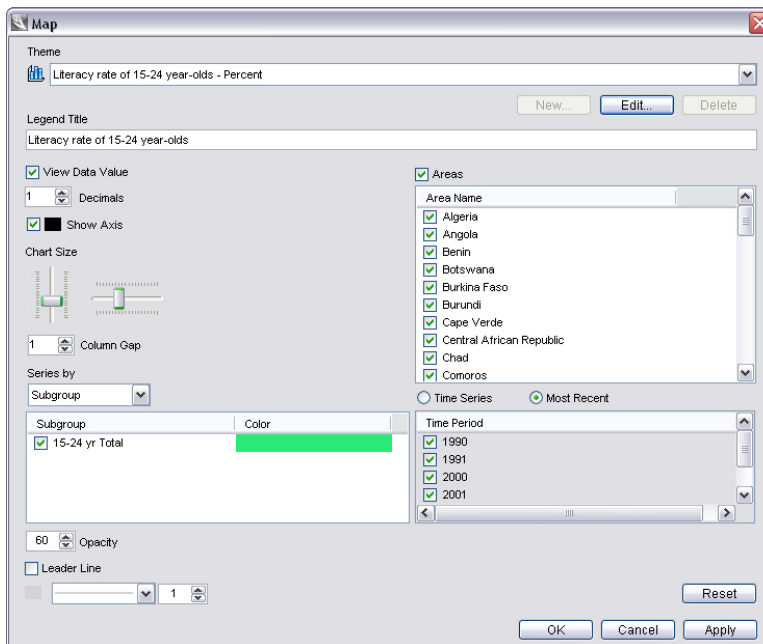
Fig. 5.19 Editing Chart theme type (column chart)

Note that by default, each subgroup associated with the selected indicator has been assigned a different color and is selected for display.

In the Map window, the following edits are available for all chart types (column, pie and line):

Legend Title   Enter the desired text in the **Legend Title** box.

View Data Value   Select or clear the **View Data Value** check box to display or hide data values.

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Decimals	Modify the level of decimal places displayed in the **Decimals** box.
Subgroup	Select or clear the check boxes next to the various subgroups to display or hide subgroup data. Click any of the colors in the **Color** column to change the default colors.
Opacity	Enter the desired number in the **Opacity** box to adjust the opacity of the chart relative to the background map.
Leader Line	Select or clear the **Leader Line** box to display or hide leader lines, which are displayed when using the **Nudge** tool to nudge or re-position charts. You can also modify the leader line color, style and thickness.
Area Name	Select or clear the areas for which you want chart data displayed.
Time Period	By default, only chart data for the most recent time period is displayed. To display data for other time periods, select **Time Series** and then select or clear the time periods for which you want data displayed.

For column charts, the following additional edit options are available in the Map window (Fig. 5.20):
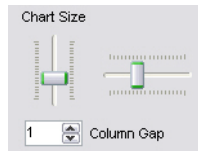
Fig. 5.20 Additional edit options for column charts

Chart Size	Use the **Chart Size** sliders to adjust column width and height
Column Gap	Enter the desired number in the **Column Gap** box to adjust the column gap

For pie charts, the following additional edit options are available in the Map window (Fig. 5.21):

Fig. 5.21 Additional edit options for pie charts

Chart size   Select the desired chart size from either the **Auto Size** box or the
                                 Custom Size box

For line charts, the following additional edit options are available in the Map window (Fig. 5.22):
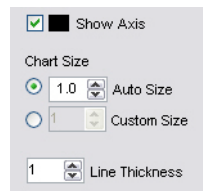
Fig. 5.22 Additional edit options for line charts

Show Axis   Select or clear the **Show Axis** check box to display or hide the X and
                                 Y axes

Chart Size   Select the desired chart size from either the **Auto Size** box or the
                                 Custom Size box

Line Thickness   Enter the desired number in the **Line Thickness** box to adjust line
                                 thickness

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![Symbol icon] **Symbol theme type**

The **Symbol** theme type uses different symbols to represent data ranges.

Click ![icon] and then click **OK** to edit the **Symbol** theme type in the Map window (Fig. 5.23).
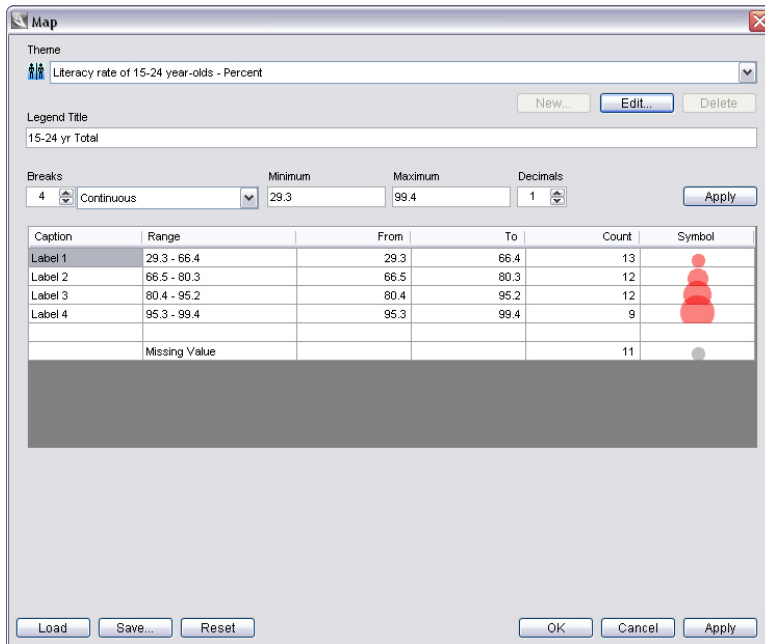
Fig. 5.23 Editing Symbol theme type

To change any of the symbols, click its cell in the **Symbol** column to open the **Symbol** dialog box (Fig. 5.24). Select the desired symbol from the grid or click the **Custom** tab to select a custom symbol from another file location on your computer. Here you can also edit the symbol color, font size, and opacity.
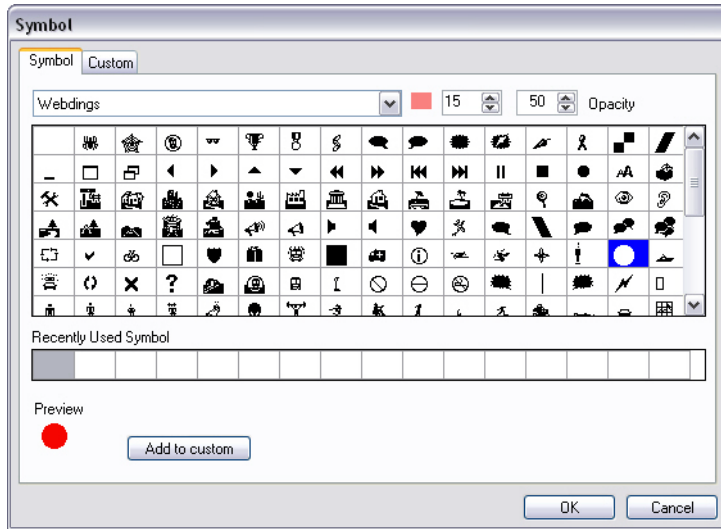
Fig. 5.24 Selecting a symbol from the Symbol dialog box

The other editing options for the **Symbol** theme type in the Map window are identical to those for the **Color** theme type. For more information on these options, see *Color theme type* earlier in this chapter.

Label theme type

The **Label** theme type uses different colored labels to represent data ranges.

Click [icon] and then click **OK** to edit the **Label** theme type in the Map window (Fig. 5.25).

Fig. 5.25 Editing Label theme type

To change any of the labels, click its cell in the **Label** column to open the Label dialog box (Fig. 5.26). Here you can select the data elements you wish to display in each map label (for example, **Area Name**, **Data Value**, etc.). On the right side, you can edit the label font name, style, size and color.
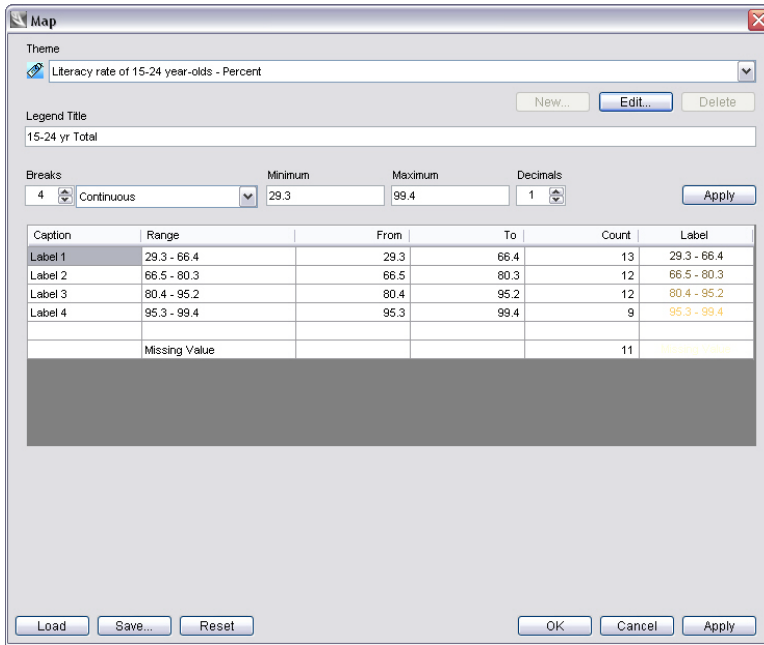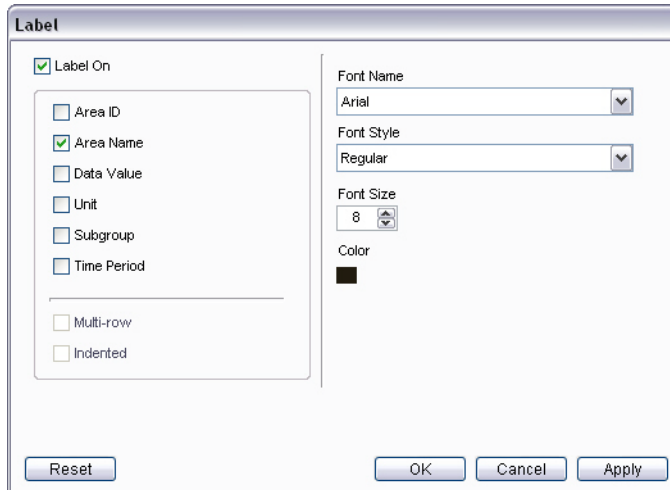

Fig. 5.26 Label window

The other editing options for the **Label** theme type are identical to those for the **Color** theme type. For more information on these options, see *Color theme type* earlier in this chapter.

Adding map themes

To show data on a map for more than one indicator-unit-subgroup (I-U-S) combination, you can add themes. By default, the system generates a color theme map for one of your I-U-S combinations. To add a map theme for another I-U-S combination, click ⊕ on the toolbar in the expanded Theme panel window. The Theme window will open (Fig. 5.27).
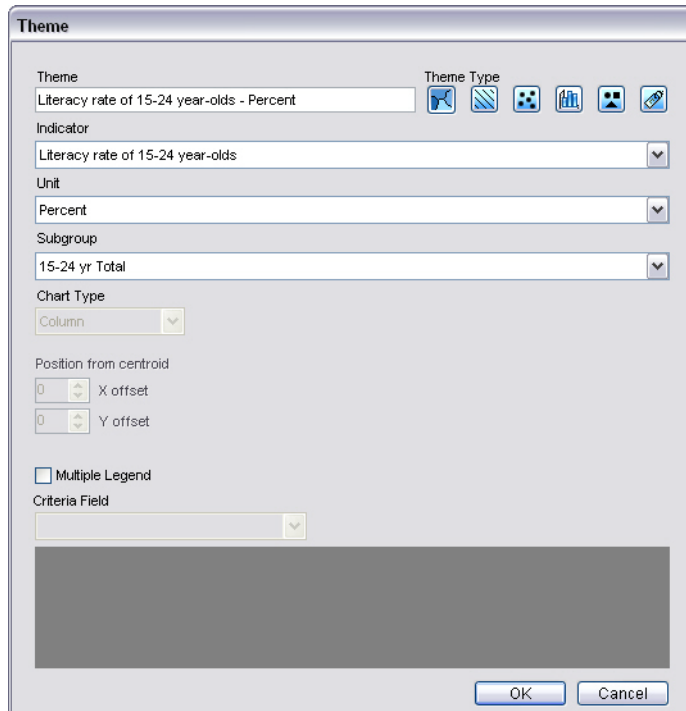
Fig. 5.27 Adding a map theme in the Theme window

Select the indicator, unit and subgroup for which you want a new map theme. Then select the desired theme type and click **OK**. You will now be able to edit your new theme type before applying it to the map.

Layer

The **Layer** feature allows you edit existing map layers and add additional layers to your map. Click the arrow to the right of **Layer** to expand the panel window (Fig. 5.28).
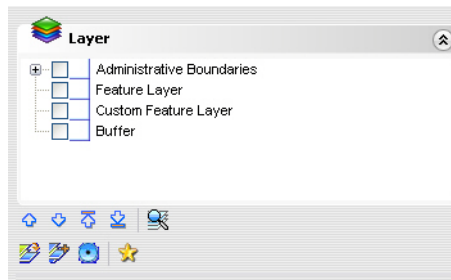
Fig. 5.28 Expanded Layer panel window

Displayed in the expanded layer panel window are four layer categories:

Administrative Boundaries	Shapefiles depicting boundaries for continents, countries and sub-national regions. Also called base layers, these are automatically generated based upon the area selections.
Feature Layer	Shapefiles depicting other geographic features such as lakes, parks, villages, hospitals, rivers, roads, etc. These are added individually by the user and overlaid on top of base layers.
Custom Feature Layer	User-defined symbols, labels, or colors applied over existing base layers.

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| **Buffer** | Buffer zones around geographic features. |

Click ⊞ next to any layer category to expand and view the list of available layers under that category. Note that each layer is displayed with an icon and a shapefile name (Fig. 5.29).
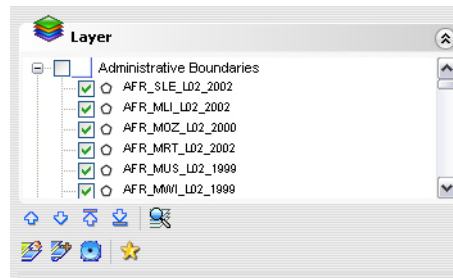
Fig. 5.29 Layer icons and shapefile names

Layer icons in DevInfo can be classified as follows:

- ⬡ Represents polygon shapefiles. Common examples of polygon shapefiles include administrative boundaries, lakes and national parks.

- · Represents point shapefiles. Common examples of point shapefiles include villages, hospitals, and service centers.

- ∿ Represents line shapefiles. Common examples of line shapefiles include rivers, rail networks and road networks.

To hide a layer, clear its check box. To display it again, select its check box.

There are nine tools on the toolbar at the bottom of the expanded layer panel window to help you edit layers.

| ⬆ **Move Up**
 ⬇ **Move Down**
 ⬒ **Move to Top**
 ⬓ **Move to Bottom** | Moves the highlighted (selected) layer up, down, to the top, or to the bottom. Layer order affects the map display as the layers are added in sequence from bottom to top. These options are also available by right-clicking any layer and selecting **Move** from the right-click menu. |
| **Zoom In** | Zooms in to the highlighted (selected) layer. |

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Change Base Layer

Allows you to change any base layer (administrative boundary) by opening the **Change Base Layer** dialog box (Fig. 5.30).
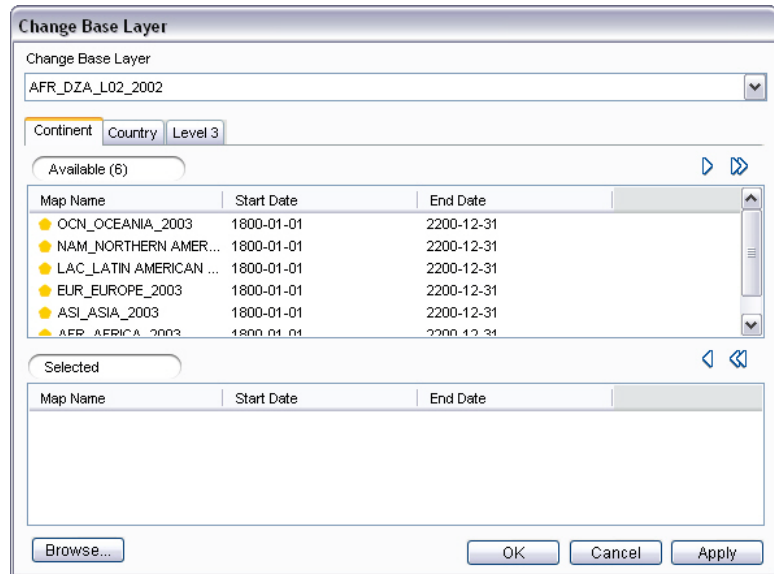
Fig. 5.30 Change Base Layer dialog box

Changing base layers becomes necessary when the database map file associated with a particular area becomes outdated due to changes in administrative boundaries. If an updated map is available, it can be substituted in place of the outdated file.

To change a base layer, first select it from the list in the **Change Base Layer** box. Then select the shapefile you wish to change it to by transferring it from the **Available** pane to the **Selected** pane. Select from the list of shapefiles available in the database or click **Browse…** to browse for shapefiles in another location. Click **Apply** to change the base layer and continue changing more base layers. When you are finished, click **OK**.

 Add Layer   Allows you to add feature layers such as roads, rivers, health centers, villages, etc. by opening the **Add Layer** diailog box (Fig. 5.31).
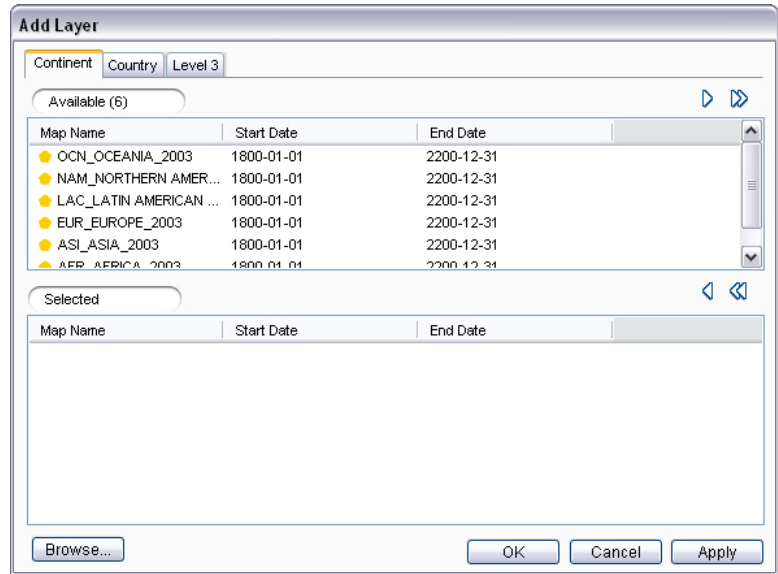
Fig. 5.31 Add Layer dialog box

Select the desierd feature layer by transferring it from the **Available** pane to the **Selected** pane. Select from the list of shapefiles available in the database or click **Browse…** to browse for shapefiles in another location. Click **Apply** to add the feature layer and continue adding more feature layers. When you are finished, click **OK**.

⊙ Buffer   Allows you to create buffer zones around administrative boundaries or geographic features by opening the **Buffer** dialog box (Fig. 5.32).
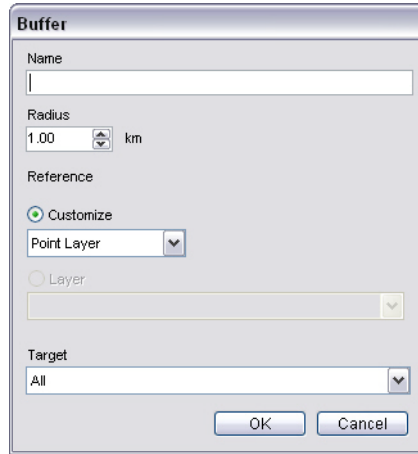
Fig. 5.32 Buffer dialog box

Buffers are concentric polygons drawn around feature layers (both line layers and point layers) intended to show the area of impact or influence. For example, you can use buffers to show the area within 5 km of a national highway or a river (line layers) or the area within a 10 km radius of a major city or an earthquake epicenter (point layers). Note that buffers are not generally applied to administrative (base) layers.

To apply a buffer, first enter the buffer name and the desired buffer radius. For a line layer, the buffer radius refers to the buffer thickness on either side of the line. For a point layer, the buffer radius refers to the radius of the circle whose center is at the point.

From the list in the **Customize** box, select either **Point Layer** or **Line Layer**, depending on the type of layer you wish to apply the buffer to. From the list in the **Target** box, select the targeted layer to which you wish to apply the buffer. Then click **OK** to apply the buffer.

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⭐ **Custom Feature Layer**   Allows you to create user-defined symbols, labels, or colors to be applied over existing base layers by opening the **Custom Feature Layer** dialog box (Fig. 5.33).
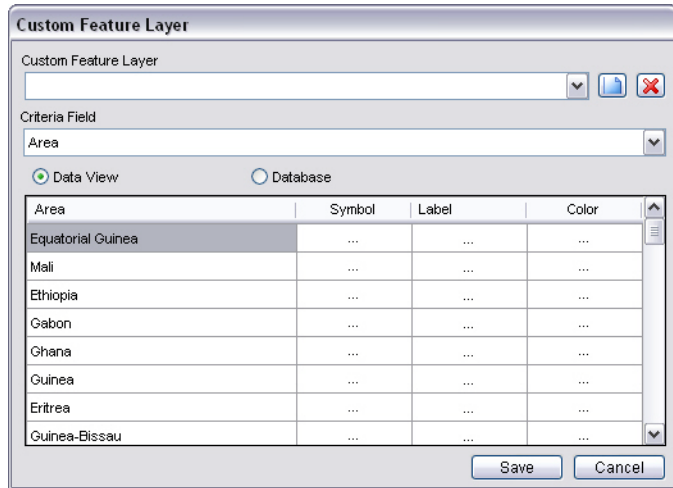
Fig. 5.33 Custom Feature Layer dialog box

Enter the name of the custom feature layer you wish to create. The default criteria field is area, and the default source of data elements is the data view.

Note that in the custom feature layer grid, you have the option of overlaying a symbol, a label and/or a color on top of each area (base layer). To overlay a symbol on top of an area, click the cell in the **Symbol** column next to the desired area to open the **Symbol** dialog box (Fig. 5.34).
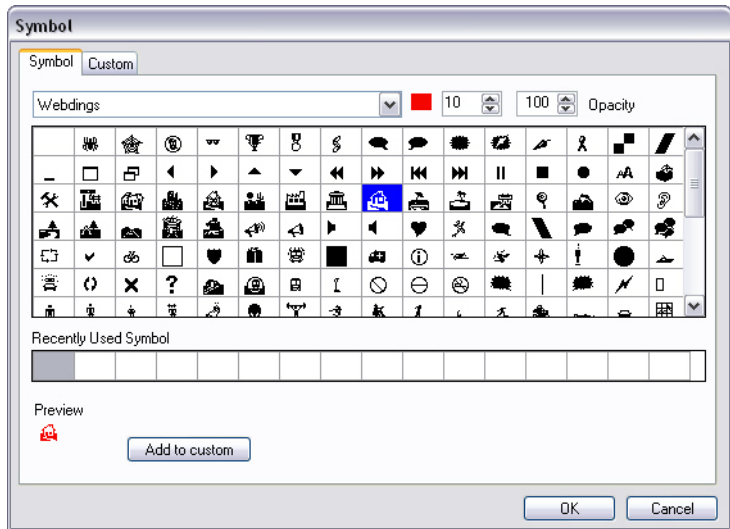
Fig. 5.34 Symbol dialog box

Select the desired symbol to overlay on top of the area (base layer). To view other available symbols, you can either select another font type besides the default **Webdings** font or click the **Custom** tab to browse other locations. You can also edit the symbol color, size and opacity. Click **Add to custom** to add the symbol to the custom symbol bar, from where you can easily re-select it under the **Custom** tab.

To overlay a label or color on top of an area, click the cell in the respective column to open a window allowing you to make edits to your custom feature. To delete any custom feature, highlight the cell and press DELETE.

When you are finished editing the custom feature layer, click **Save** to apply and save the layer.

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Layer editing options available on the right-click menu

Additional layer editing options are available by highlighting any layer and right-clicking to open the right-click edit menu (Fig. 5.35).
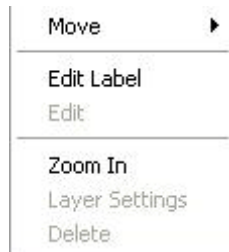
Fig. 5.35 Right-click menu displaying
additional layer editing options

The following editing options are available on the right-click edit menu:

Move

Moves the highlighted (selected) layer up, down, to the top, or to the bottom. Layer order affects the map display as the layers are added in sequence from bottom to top.

Edit Label

Allows you to edit the map label for the highlighted layer

Edit

Allows you to edit the highlighted custom feature layer by opening the **Custom Feature Layer** dialog box

Zoom In

Zooms in to the highlighted layer

Layer Settings

Opens the **Layer Settings** dialog box to allow you to edit the fill color, fill style and fill opacity for polygon and point layers and the border color, border style and border thickness for line layers (Fig. 5.36).
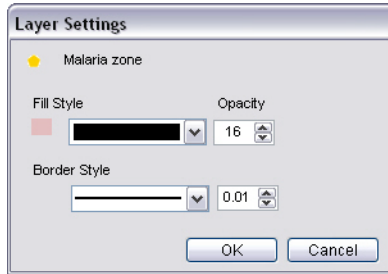
Fig. 5.36 Layer Settings dialog box

Delete   Deletes the highlighted layer

Inset

The **Inset** feature allows you to create smaller map insets highlighting specific areas of the main map, to be displayed on the same page. Click the arrow to the right of **Inset** to expand the panel window (Fig. 5.37).

Fig. 5.37 Expanded Inset panel window

The panel window lists all the added insets under the main map. Note the three tools located on the bottom of the window:

⊕ Add   Creates a new inset of the current map image in the Map window and opens the **Inset** dialog box to allow you to enter the inset name

Edit   Opens the **Inset** dialog box to allow you to edit the selected inset name

🗑 Delete   Deletes the selected inset

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To add an inset, first use the various zoom tools on the map tool bar such as 🔍 **Zoom in Frame** and 🔍 **Zoom In** to select the area for which you want to create an inset. Then click ➕ **Add** to create a new inset of the current map image in the Map window. The **Inset** dialog box opens, allowing you to enter the inset name (Fig. 5.38).
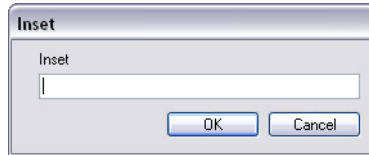
Fig. 5.38 Inset dialog box

To return to the main map view or to add additional insets, click **Map** in the expanded Inset panel window. To edit the inset name, select the desired inset and click 📝 **Edit**.

To view the inset(s) along with the main map, click 🖼 **Wizard** at the top of the left panel and then click **Next**. You will be able to view your inset(s) in **Step 4 - Preview**. To hide an inset, clear the check box next to its name in the expanded Inset panel window.

Tip: Adding insets
✔ Insets are useful for bringing specific smaller areas into focus. They can also be used to display time series data by showing map data from previous years.

Format

The 🇹 **Format** feature allows you to customize the fonts, font sizes and colors for the map title, subtitle, disclaimer and legend, as well as to automatically apply other previously-saved formats to your map. Click the arrow to the right of 🇹 **Format** to expand the panel window (Fig. 5.39).

Fig. 5.39 Expanded Format panel window

Note that there are four format tool buttons in the expanded panel window. These four format tools - [icon] **New,** [icon] **Edit,** [icon] **Save** and [icon] **Import** - are nearly identical to those used for editing tables. See *Format* in Chapter 4, "Tables" for more details.

Page Setup

The [icon] **Page Setup** feature allows you to customize the page setup for printing your map. Click the arrow to the right of [icon] **Page Setup** to expand the panel window (Fig. 5.40).
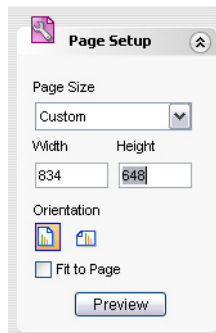
Fig. 5.40 Expanded Page Setup panel window

Here you can change the page size, change the page orientation, and preview your table before printing.

Save I Print

The [icon] **Save I Print** feature allows you to save your map in a variety of file formats and print it. Click the arrow to the right of [icon] **Save I Print** to expand the panel menu (Fig. 5.41).
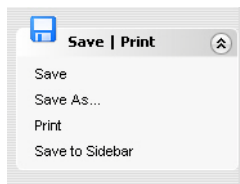
Fig. 5.41 Expanded Save I Print panel menu

Here you can save your map in the Gallery, save it to the Sidebar (see Chapter 10, "Bottom Panel Features"), or print it.

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Map Wizard

The Map Wizard located at the top of the left panel guides you through a series of five steps to help you format your map. All of the Map Wizard steps are also available as stand-alone editing features on the left panel.

Click ![icon] **Wizard** to start the Map Wizard. The Map Wizard window opens and automatically takes you to **Step 3 – Settings**, which appears at the bottom of the map in the wizard step box (Fig. 5.42).
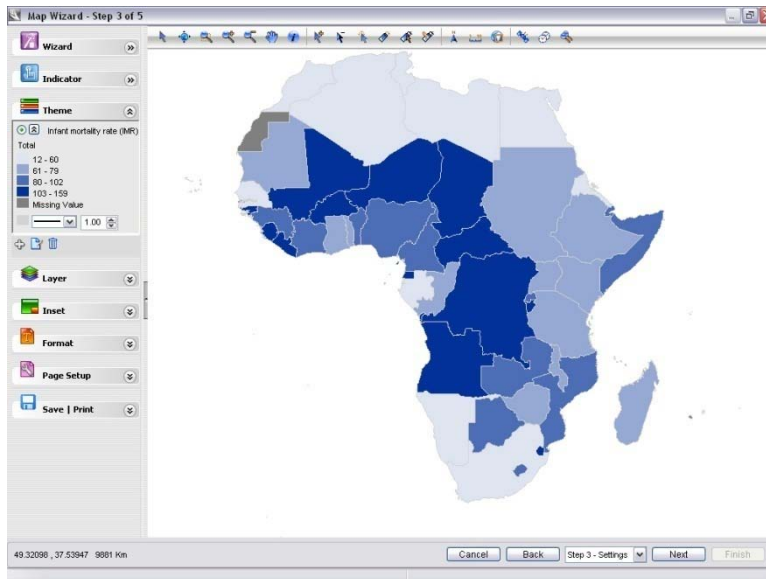
Fig. 5.42 Starting the Map Wizard

At any point in the Map Wizard, you can go to a different step by clicking **Back** or **Next** or by clicking the wizard step box and selecting any step from the list. You may skip any step if you wish, and you may exit the Map Wizard at any point without saving your map by clicking **Cancel**.

Step 1 - Theme

In **Step 1 - Theme**, you can apply one or more customizable themes to your map – including color gradients, patterns and charts - to display data for one or more indicators. This is identical to the ![icon] **Theme** feature on the left panel. For more details, see *Theme* earlier in this chapter.

Step 2 - Title

In **Step 2 - Title,** you can customize fonts, font sizes, colors and many other items in your map. This is nearly identical to the 🅣 **Format** feature on the left panel. For more details, see *Format* earlier in this chapter.

Step 3 - Settings

In **Step 3 - Settings**, you can preview the edits made to your map in Steps 1 and 2, as well as use the editing tools on the map toolbar and on the left panel to make further edits.

Step 4 - Preview

In **Step 4 - Preview**, you can preview the map in MS Excel format.

Step 5 - Gallery

In **Step 5 - Gallery**, you can save your map in the DevInfo Gallery (Fig. 5.43).
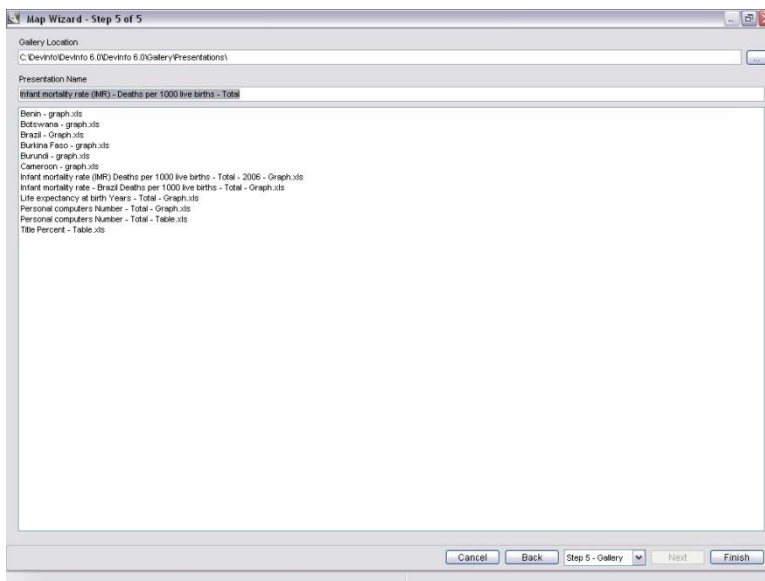
Fig. 5.43 Map Wizard Step 5 – Gallery

Enter the name of your map in the **Presentation Name** box. By default, the map is saved in the

C:\DevInfo\DevInfo 6.0 \DevInfo 6.0\Gallery\Presentations folder. Click ⋯ **Browse** to save the map in a different location. Click **Finish** to save your map and exit the Map Wizard.

CHAPTER 6

Graphs

DevInfo 6.0 automatically generates a graph (along with a table and a map) based on the data view to help you prepare professional presentations and reports. Graphs in DevInfo can be easily edited and re-formatted as per your requirements and then printed or saved.

This chapter deals with how to edit graphs. In DevInfo 6.0, the same procedure is used for editing graphs, whether in regular or Data Wizard mode.

Note: Finalize the data view before editing a graph
i   Before editing your graph, ensure that the data view contains the data records you wish to display. If necessary, refine your indicator, area and time period selections, because you cannot change the data records while editing your graph. Alternatively, use the various filter options to refine the data view.

Graph editing overview

Move the mouse pointer over the graph preview panel at lower right in regular mode to cause the graph preview toolbar to appear at the left of the panel (Fig 6.1). The same toolbar is located at the left of the graph in Data Wizard mode.
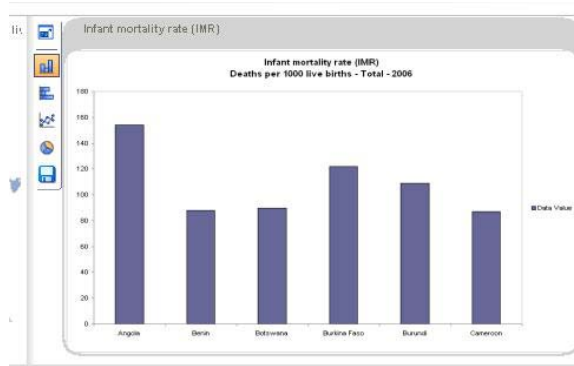
Fig. 6.1 Move the mouse pointer over the graph presentation preview
panel to cause its respective toolbar to appear at left

From the toolbar on the graph preview panel, you can modify the graph display by clicking ⬛

Column, ⬛ **Bar**, 🔵 **Pie** or 📈 **Line**. If you are satisfied with your graph, you can click 💾 **Save As…** to save your graph in various file formats.

To enlarge your graph for more convenient viewing and editing, click 📰 **Click to enlarge** to open the Graph window (Fig. 6.2).
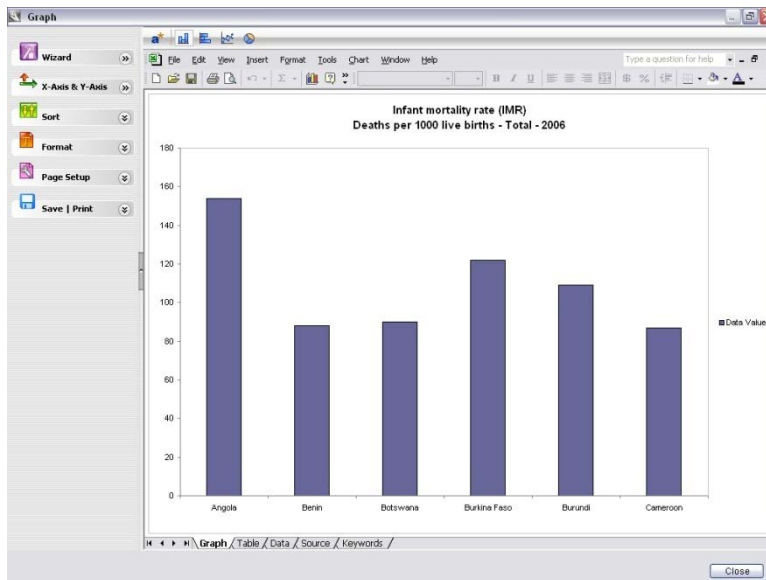
Fig. 6.2 Graph window

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The Graph window displays your graph with the default format settings. To edit your graph, you can use any of the following:

- Editing tools on the **Graph** toolbar
- Editing features on the left panel
- Right-click menu editing features (if MS-Excel is installed on your computer)
- Graph Wizard

Each of these will now be explained in detail.

Editing tools on the Graph toolbar

The **Graph** toolbar located at the top of the Graph window contains the following five editing tools:

a^* **Footnotes**	Displays footnotes for data values whenever recorded in the database
Column	Displays data in a column graph
Bar	Displays data in a bar graph
Line	Displays data in a line graph
Pie	Displays data in a pie graph

Editing features on the left panel

The left panel in the Graph window contains five features which allow you to edit your graph: **X-Axis & Y-Axis**, **Sort**, **Format**, **Page Setup** and **Save | Print** (Fig. 6.3). The **Graph Wizard** feature will be discussed separately later in this chapter.
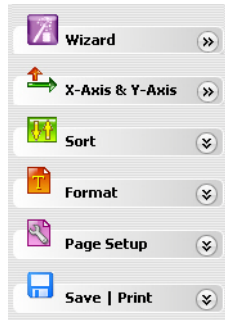
Fig. 6.3 Editing features on the left panel

X-Axis & Y-Axis

The ⬆➡ **X-Axis & Y-Axis** feature allows you to specify the X-Axis and Y-Axis elements that you wish to include in the graph. Click the arrow to the right of ⬆➡ **X-Axis & Y-Axis** to open the X-Axis & Y-Axis window (Fig. 6.4).
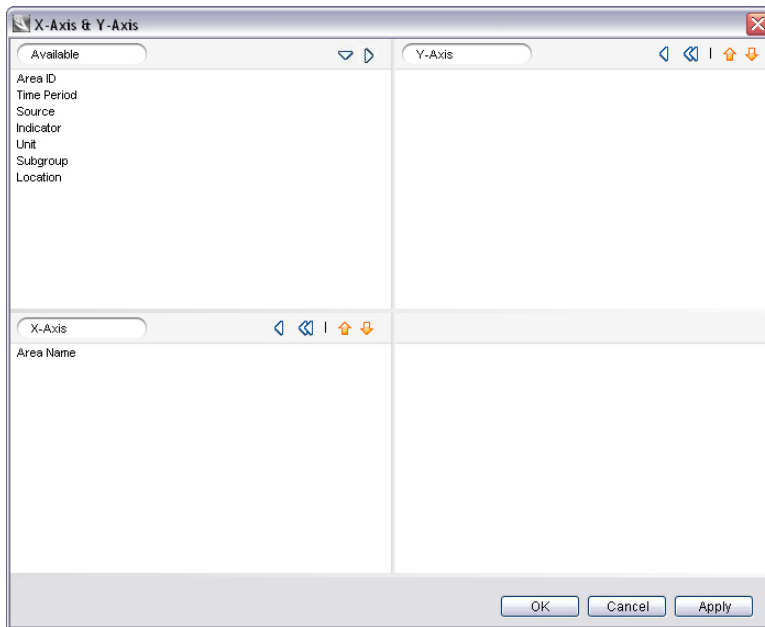
Fig. 6.4 X-Axis & Y-Axis window

Note that the window is divided into four panes. The **Available** pane displays the list of elements available for selection for the graph axes. The **X-Axis** and **Y-Axis** panes display the default selections for the graph axes. To specify additional X-axis and Y-axis elements or to modify the

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default selections, transfer the desired elements from one pane to the other either by using the selection arrows in the pane headers or dragging them.

When you are satisfied with your row and column settings, click **OK**.

Sort

The ⬆⬇ **Sort** feature allows you to sort the graph by data value. Click the arrow to the right of ⬆⬇ **Sort** to expand the panel window (Fig. 6.5).
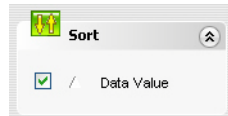
Fig. 6.5 Expanded Sort panel window

Click the ▲ arrow to the left of **Data Value** to indicate whether you want the records sorted in ▲ ascending or ▼ descending order. If you do not wish to sort the records by data value, clear the **Data Value** check box. Your sort selections will be automatically reflected in the Graph window.

Format

The **Format** feature allows you to customize the graph title, grid, X-axis, Y-axis, legend and chart, as well as to automatically apply other previously-saved formats to your graph. Click the arrow to the right of **Format** to expand the panel window (Fig. 6.6).

Fig. 6.6 Expanded Format panel window

Note that there are four format options in the expanded panel window:

New   Allows you to create a new graph format by opening the **File Name** dialog box, in which you can enter a file name for your new graph format. Upon clicking **OK**, you will be taken to the Format window.

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Edit   Opens the Format window, where you can customize the graph title, grid, X-axis, Y-axis, legend and chart.

Save As   Allows you to save your graph format as an .xml file for future use.

Import   Allows you to import a format from a previously-created Gallery object and apply the same format to your graph.

In the Format window, you can customize the graph title, grid, X-axis, Y-axis, legend and chart (Fig. 6.7).
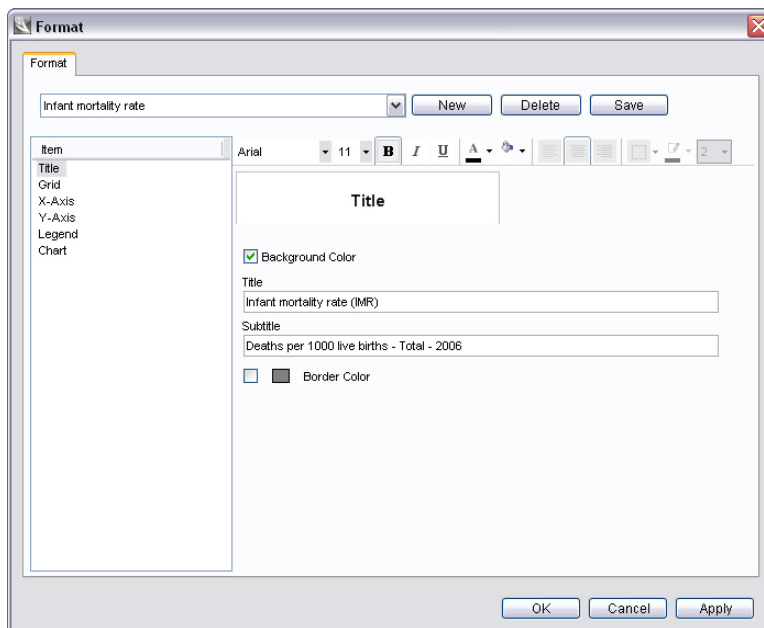
Fig. 6.7 Format window

To apply a previously created and saved format to your graph, click the format file name box located just below the **Format** tab and select a format from the list.

The **Item** pane at the left of the Format window contains all the graph items that can be customized: **Title**, **Grid**, **X-Axis**, **Y-Axis**, etc. To customize any graph item, highlight the item in the **Item** pane, which causes the customizable features to appear at right.

To apply any format change(s) and view the graph without closing the Format window, click **Apply**. You can now view the graph with any applied format changes in the Graph window behind the Format window.

To save your graph format as an .xml file for future use, click **Save**.

When you are satisfied with your graph format, click **OK**.

Page Setup

The ![icon] **Page Setup** feature allows you to customize the page setup for printing your graph. Click the arrow to the right of ![icon] **Page Setup** to expand the panel window (Fig. 6.8).
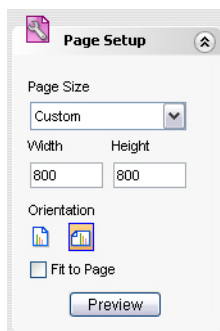
Fig. 6.8 Expanded Page Setup panel window

Here you can change the page size, change the page orientation, and preview your graph before printing.

Save I Print

The ![icon] **Save I Print** feature allows you to save your graph in a variety of file formats and print it. Click the arrow to the right of ![icon] **Save I Print** to expand the panel menu (Fig. 6.9).
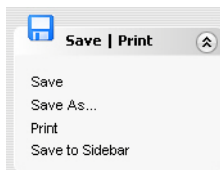
Fig. 6.9 Expanded Save I Print panel menu

Here you can save your graph in the Gallery, save it to the Sidebar (see Chapter 10, "Bottom Panel Features "), or print it.

Right-click menu editing features

If MS-Excel is installed on your computer, you can use the graph editing features available from the various right-click menus. Right-click the following graph items in the Graph window to open their respective MS-Excel edit menus:

- Chart Area
- X-Axis
- Y-Axis
- Columns, bars, lines or pie slices
- Gridlines
- Legend

Edit the graph items using the options available from the respective right-click menus.

Graph Wizard

The Graph Wizard located at the top of the left panel guides you through a series of three steps to help you format your graph. All of the Graph Wizard steps are also available as stand-alone editing features on the left panel.

Click ![Wizard icon] **Wizard** to start the Graph Wizard. The Graph Wizard window opens and automatically takes you to **Step 2 - Preview**, which appears at the bottom of the graph in the wizard step box (Fig. 6.10).
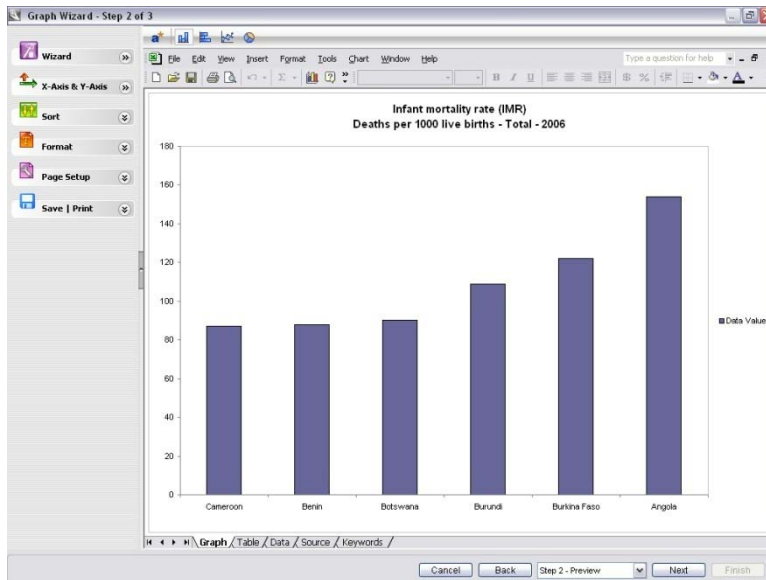
Fig. 6.10 Starting the Graph Wizard

At any point in the Graph Wizard, you can go to a different step by clicking **Back** or **Next** at the bottom of the window or by clicking the wizard step box and selecting any step from the list. You may skip any step if you wish, and you may exit the Graph Wizard at any point without saving your graph by clicking **Cancel**.

Step 1 - X-Axis & Y-Axis

In **Step 1 - X-Axis & Y- Axis**, you can specify the X-axis and Y-axis elements that you wish to include in the graph. This is identical to the ![X-Axis icon] **X-Axis & Y-Axis** feature on the left panel. For more details, see *X-Axis & Y-Axis* earlier in this chapter.

Step 2 - Preview

In **Step 2 - Preview**, you can preview the edits made to your graph in Step 1, as well as use the editing tools on the graph toolbar and on the left panel to make further edits.

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Step 3 - Gallery

In **Step 3 - Gallery**, you can save your graph in the DevInfo Gallery (Fig. 6.11).
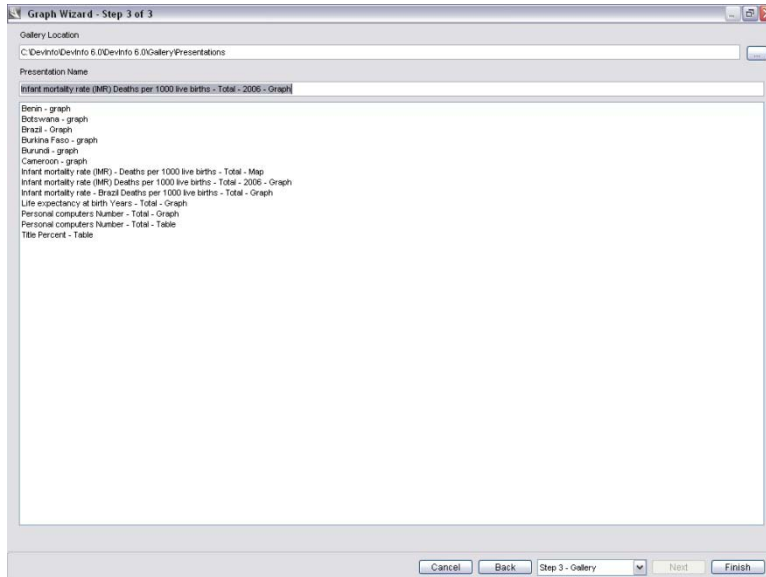
Fig. 6.11 Graph Wizard Step 3 - Gallery

Enter the name of your graph in the **Presentation Name** box. By default, the graph is saved in the

C:\DevInfo\DevInfo 6.0 \DevInfo 6.0\Gallery\Presentations folder. Click [...] **Browse** to save the graph in a different location.

Click **Finish** to save your graph and exit the Graph Wizard.

CHAPTER 7

Gallery

DevInfo 6.0 uses the Gallery to manage the various presentation objects - tables, maps and graphs - created in DevInfo. The following tasks can be performed in the Gallery:

- Browsing and viewing Gallery objects
- Managing Gallery objects
- Editing Gallery objects
- Replicating Gallery objects for different indicators, areas and time periods
- Copying Gallery objects directly into MS PowerPoint
- Publishing Gallery objects to the web

Click **Gallery** from either the DevInfo home page or the Data Wizard to open the di Gallery window. The Gallery displays previously-saved tables, maps and graphs as thumbnails (reduced-size images) (Fig. 7.1).
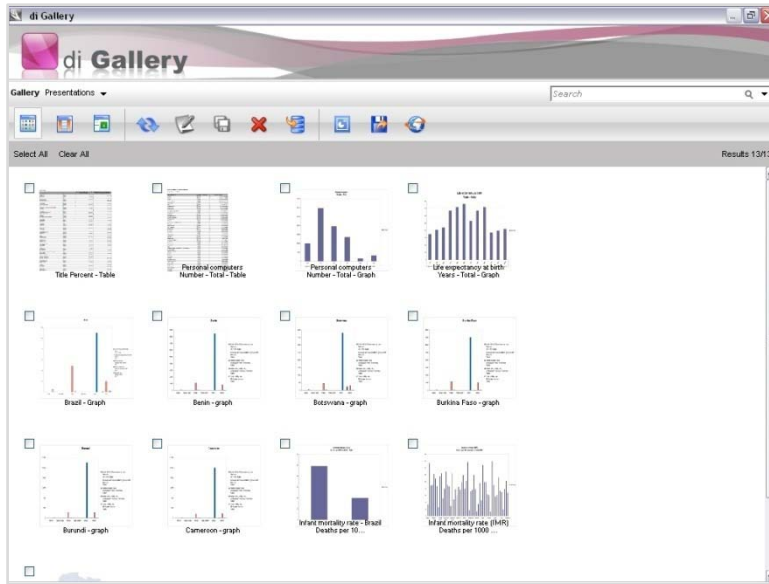
Fig. 7.1 di Gallery window

Browsing and viewing Gallery objects

The first three tools on the Gallery toolbar allow you to change the display format of Gallery objects as follows:

Tile View   Allows you to view Gallery objects as thumbnails (default view) (Fig. 7.2)

Fig. 7.2 Gallery objects in tile view

Detail View   Allows you to view file details of Gallery objects (Fig. 7.3)
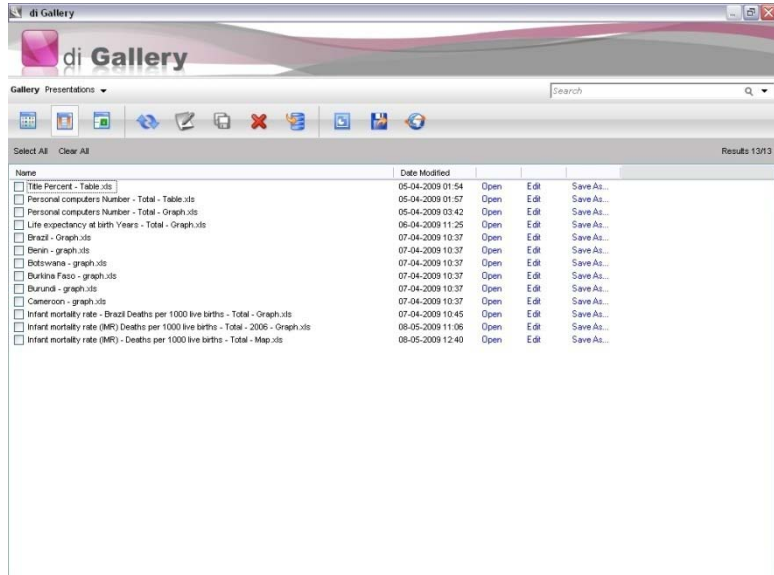
Fig. 7.3 Gallery objects in detail view

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Classic View   Allows you to view Gallery objects in DevInfo 5.0 format (Fig. 7.4)
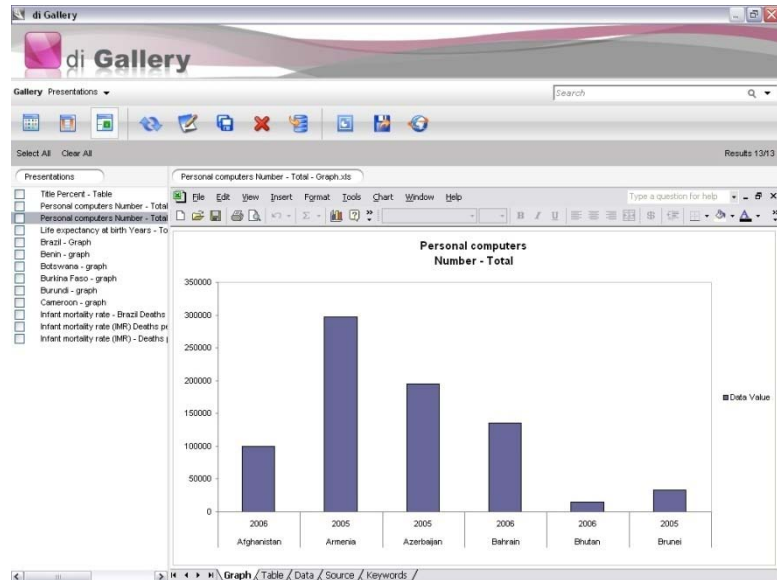
Fig. 7.4 Gallery objects in classic view

In classic view, Gallery objects are automatically enlarged in the right pane for better viewing. For better viewing in tile view, double-click the object. In detail view, click **Open** next to the object.

To browse for objects in other galleries, click the **Gallery** box above the toolbar and select the desired gallery from the list.

To search for Gallery objects by keyword, enter the desired text in the search box above the toolbar.

Managing Gallery objects

To save a Gallery object to a new location or under a new file name, select the desired object in classic view and click **Save As**.

To delete a Gallery object, select the desired object and click **Delete**.

To import a Gallery object from another location, click **Import**.

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To save a Gallery object to the sidebar, select the desired object and click **Save to Sidebar**.

Editing Gallery objects

DevInfo allows you to edit (modify the format settings of) any Gallery object. To edit any Gallery object, do any of the following:

- In tile view, double-click the desired object to enlarge it and then click **Edit** on the toolbar in the enlarged viewing window.
- In detail view, click **Edit** next to the desired object.
- In classic view, select the desired object and click **Edit** on the toolbar.

If the database from which the object was generated is different from the current database open, the application will prompt you to select the correct database. After clicking **OK**, the application will open a window allowing you to edit and re-save the object (Fig. 7.5).
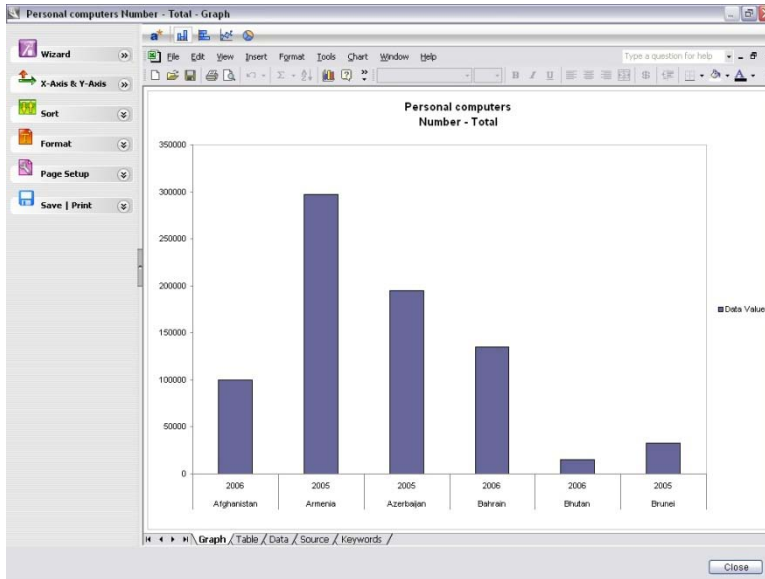
Fig. 7.5 Editing a Gallery object

Replicating Gallery objects for different indicators, areas and time periods

From the Gallery, you can replicate Gallery objects for different indicators, areas and time periods.

For example, suppose you have created a graph displaying the female literacy rate of 15-24 year-olds for selected Latin American and Caribbean countries (Fig. 7.6).
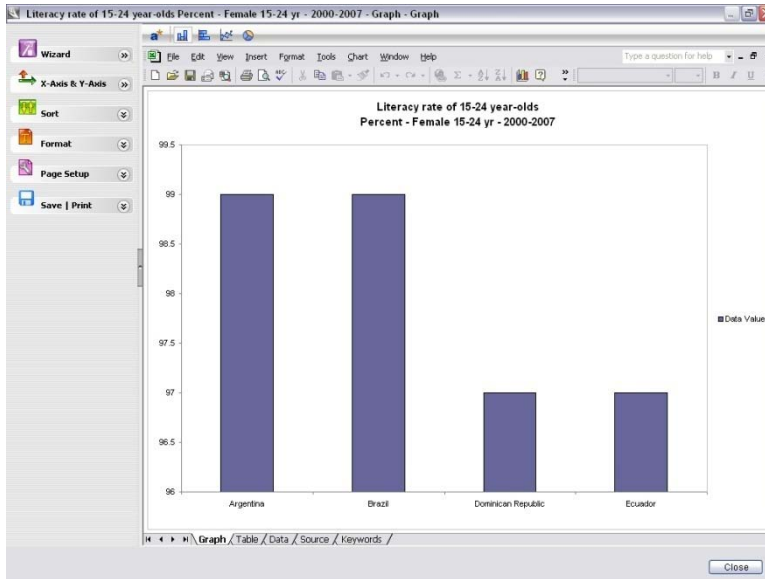
Fig. 7.6 Original graph displaying female literacy rate of 15-24
year-olds for selected Latin American and Caribbean countries

To replicate the same graph for a different indicator (for example, "Proportion of infants with low

birth-weight"), select the object and click [icon] **Refresh** on the Gallery toolbar. A dialog box will open
displaying the name of the object in the title bar and the data elements which can be refreshed
(updated or modified) (Fig. 7.7).

Fig. 7.7 Refreshing the Gallery object

Select the desired time period from the **Time Period** boxes or select the **Most Recent** check box.
Then select the desired indicator (for example, "Proportion of infants with low birth-weight") from the
list in the **Indicator** box. Click **Save** to save the replicated graph with refreshed data under the
original file name. Click **Save As** to save the replicated graph under a new file name. Open the new
graph in the Gallery to view it (Fig. 7.8).

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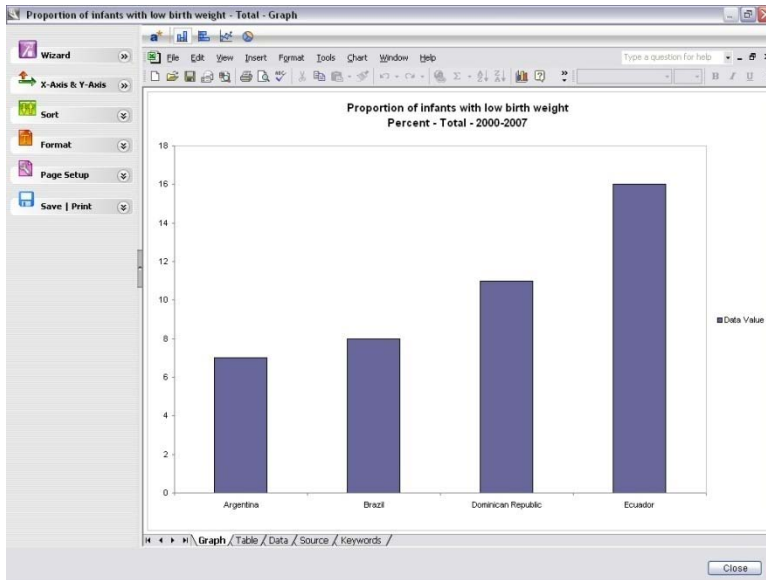
Fig. 7.8 Replicated graph displaying proportion of infants with low
birth-weight for the same selected Latin American and Caribbean countries

To replicate the same graph for multiple indicators, click **Advanced** from the Refresh window to open
a new window displaying all the available indicators in tree view (Fig. 7.9).
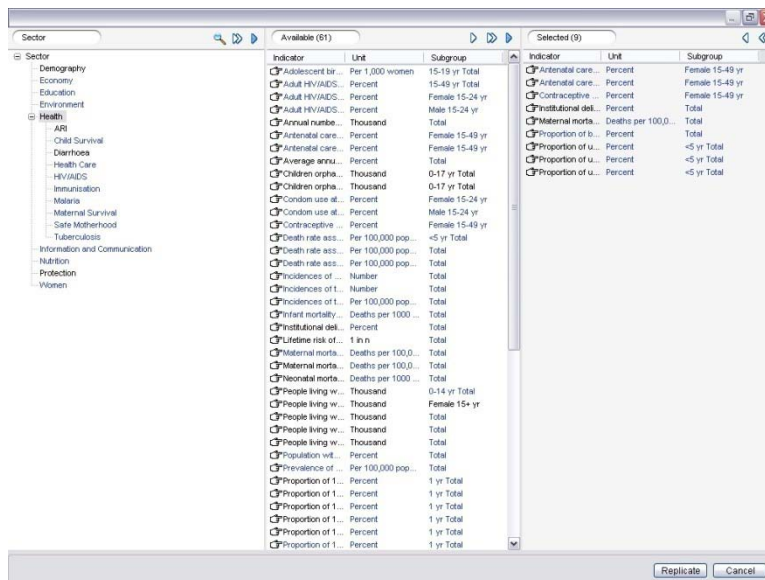
Fig. 7.9 Selecting multiple indicators for replication

Select the desired indicators by transferring them from the **Available** pane to the **Selected** pane. When you are finished, click **Replicate**. The application will replicate the graph for each of the selected indicators and save them all to the Gallery.

Note: Replicating Gallery objects for different indicators and areas

Gallery objects can be replicated for different indicators only when the original object displays data for a single indicator. In other words, if the original object displays data for multiple indicators, then it cannot be replicated for different indicators.

Similarly, Gallery objects can be replicated for different areas only when the original object displays data for a single area. In other words, if the original object displays data for multiple areas, then it cannot be replicated for different areas.

Gallery objects displaying data for a single indicator and a single area can be replicated for both different indicators and areas.

Copying Gallery objects directly into MS PowerPoint

From the Gallery, you can copy Gallery objects directly into MS PowerPoint to quickly create a presentation.

From any view (tree view, detail view or classic view), first select the Gallery objects which you wish

to copy into your presentation. Then click [icon] **Copy to Slideshow** on the toolbar to open the **Copy to Slideshow** dialog box (Fig. 7.10).
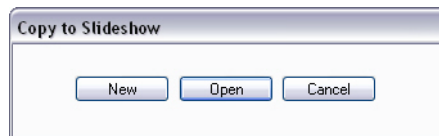
Fig. 7.10 Copy to Slideshow dialog box

Click **New** to copy the selected objects into a new PowerPoint presentation. Click **Open** to copy them into an existing presentation.

After specifying the presentation file name, the application automatically copies the selected objects in sequence into the PowerPoint presentation and saves the presentation either in the default location (C:\DevInfo\DevInfo 6.0 \DevInfo 6.0\Gallery\Presentations) or in the specified location.

To view the presentation, open the PowerPoint file from the saved location. You can then re-size and re-sequence the objects according to your requirements.

Publishing Gallery objects to the web

From the Gallery, you can publish selected Gallery objects to a searchable web application (Fig. 7.11).

Fig. 7.11 Publishing Gallery objects to a searchable web application

First select the Gallery objects which you wish to publish. Then click [globe icon] **Publish** from the toolbar to open the Browse For Folder window (Fig. 7.12).
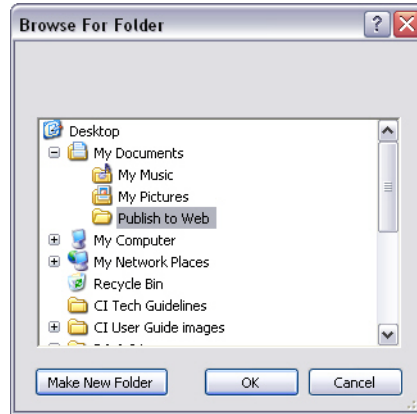
Fig. 7.12 Browse For Folder window

Select an existing folder and click **OK**, or select the desired location and click **Make New Folder** to specify a new folder name. The application then publishes the selected Gallery objects to the specified folder. Configure this folder on a web server to publish your gallery as a searchable web application.

CHAPTER 8

Reports

The **Reports** feature in DevInfo 6.0 allows you to replicate standard table reports for different areas and time periods. This feature is particularly useful when standard table reports need to be replicated regularly for different areas and/or time periods. Instead of re-selecting the same set of indicators and re-formatting the table repeatedly, you can create a report layout to greatly simplify the process.

The Reports feature also offers an **Advanced Reports** option, through which users can easily paste saved tables, maps and graphs into an MS-Word document.

Generating standard reports in DevInfo 6.0 is a four-step process.

Step 1 - Creating a report layout

The first step in generating reports is to create a report layout. This is done by generating a sample table which you wish to later replicate for different areas and/or time periods. For example, suppose you wish to replicate a standard table report displaying basic demographic and health data for various Latin American and Caribbean countries.

In the DevInfo 6.0 application, select the desired database, the desired demographic and health indicators, and a sample country (for example, Brazil). Auto-select the time periods. For more information on how to select indicators, areas and time periods, see Chapter 2, "Searching for Data."

After generating the data view and filtering the data to show only the most recent data, enlarge the table presentation preview panel to better view and edit the table. Format the table according to your desired specifications.

In this example, the default row and column settings have been modified to display the area name in the right column and the standard report title, "Demographic and Health Report," has been added (Fig. 8.1). For more information on how to edit tables, see Chapter 4, "Tables."
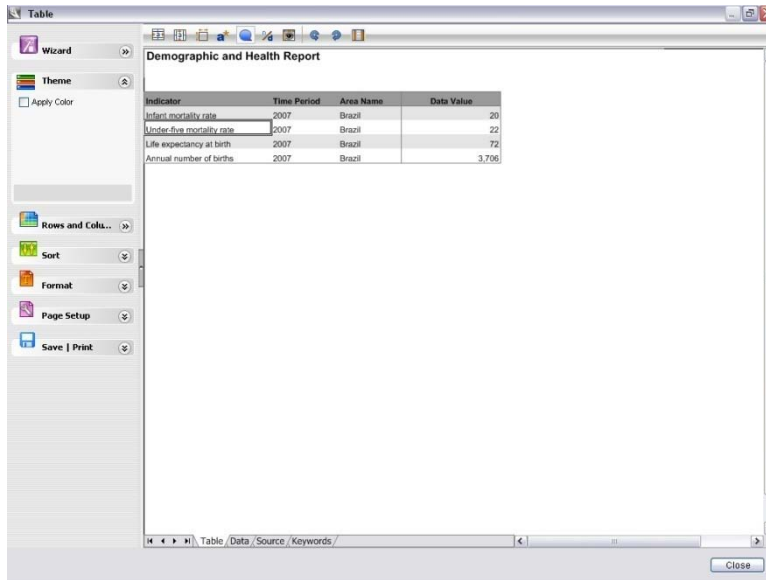
Fig. 8.1 Generating a sample table

Step 2 - Saving the report layout

The next step is to save the formatted table as a report layout. From the expanded 🖫 **Save I Print** menu on the left panel, click **Save as Report Layout** (Fig. 8.2).
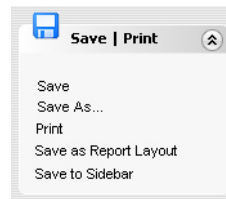
Fig. 8.2 Expanded Save I Print menu

This opens the Save as Report Layout window, which contains three tabs representing the three steps needed to save your table as a report layout: **Area**, **Time Period** and **Source**.

Selecting area levels

First select the area level(s) which you wish to display in your reports and clear the selections which you do not wish to display (Fig. 8.3).
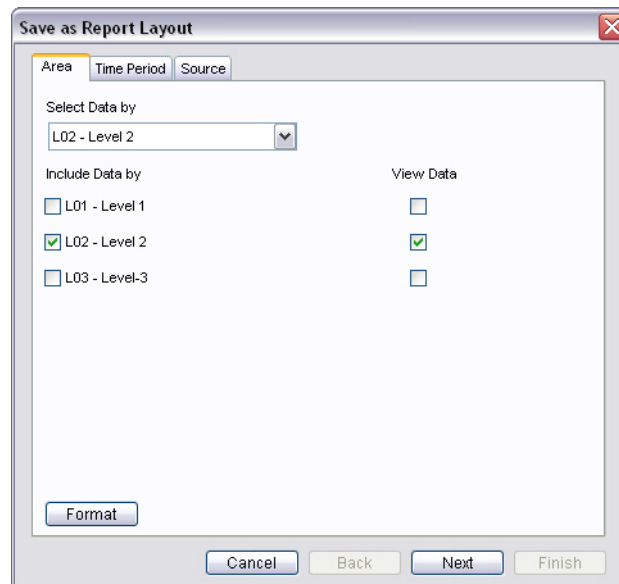
Fig. 8.3 Selecting areas for the report layout

To select an area level, highlight the desired selection in the **Select Data by** box. To clear an area level, select the desired check box in the **Include Data by** column. Note that an area level cannot be cleared if it is being displayed in the **Select Data by** box.

For example, to display only country level data in your reports, select "Level 2" from the **Select Data by** box and then clear the "Level 1" check box (if area level 1 refers to continents and area level 2 to countries in your database).

Click **Format** to edit the format (font name, size, appearance, etc.) of the area level(s) selected.

Click **Next** to proceed to the **Time Period** tab.

Selecting time periods

Select the time period which you wish to display in your reports. By default, the **Most Recent** check box is selected to display only the most recent data for all reports generated (Fig. 8.4).
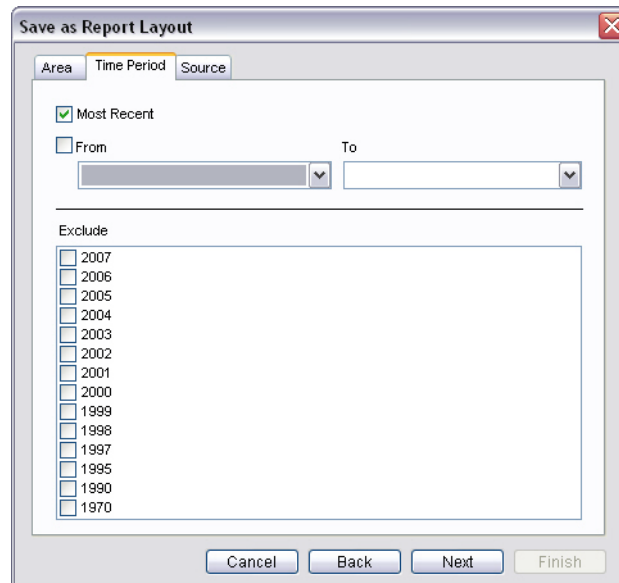
Fig. 8.4 Selecting time periods for the report layout

Select the **From** check box as well as the time periods listed in the **From** and **To** boxes to only display data within a specified time range.

If you wish to exclude certain time periods from being displayed, select the desired time periods in the **Exclude** pane.

Selecting sources

Next, select the category of sources which you wish to use in your reports. By default, the **Recommended Sources** check box is selected to display data only from recommended sources.

Saving the report layout

The final step involves saving the report layout. Enter the desired text for the category, file name and description of the report layout (Fig. 8.5).
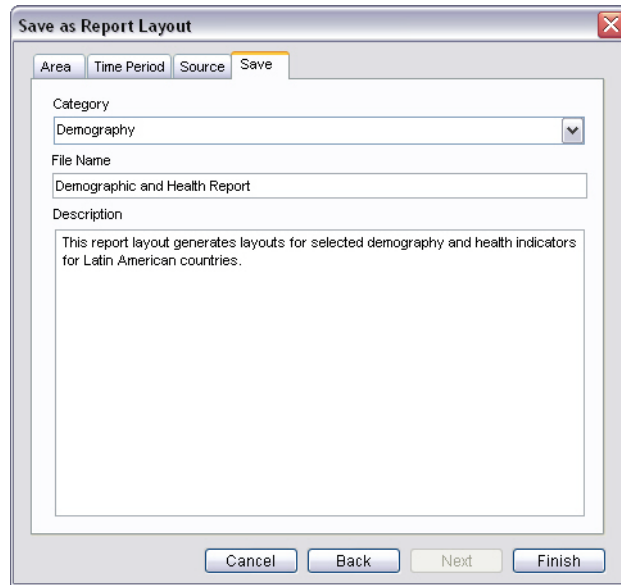
Fig. 8.5 Saving the report layout

Click **Finish** to save the report layout.

Note: Difference between saving table formats and saving report layouts

When you save your table format in DevInfo 6.0, the application saves only those table settings available in the **Format** feature on the left panel in the Table window, such as the table fonts, font colors, font styles, etc.

When you save your table as a report layout, the application saves the table settings available in all the features on the left panel, including **Theme**, **Rows and Columns**, **Sort**, **Format** and **Page Setup.** Additionally, the application saves your indicator, area and time period selections.

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Step 3 - Selecting the desired report layout

After saving your table as a report layout, you can now begin to generate reports displaying the same table, but for different areas and time periods. Click 📝 **Reports** on the top panel to open the di Reports window (Fig. 8.6).
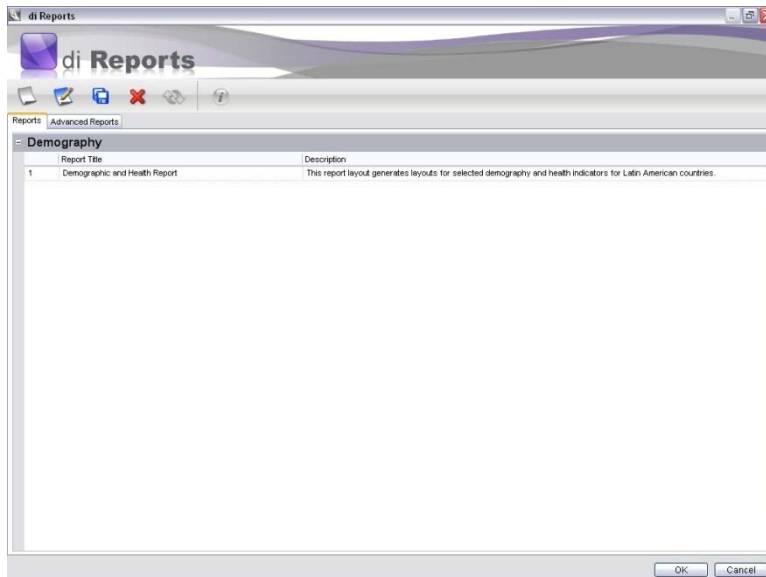
Fig. 8.6 di Reports window

The di Reports window displays all previously saved report layouts, grouped under the category specified at the time of saving. Note that the following tools are available on the main toolbar:

Edit	Allows you to edit the selected report layout
Save As	Allows you to re-save the selected report layout under a new category, file name or description
Delete	Allows you to delete the selected report layout

Select the desired report layout either by double-clicking it or by clicking **OK**.

Step 4 - Selecting new areas and time periods to generate reports

Selecting the desired report layout opens the Reports window (Fig. 8.7).
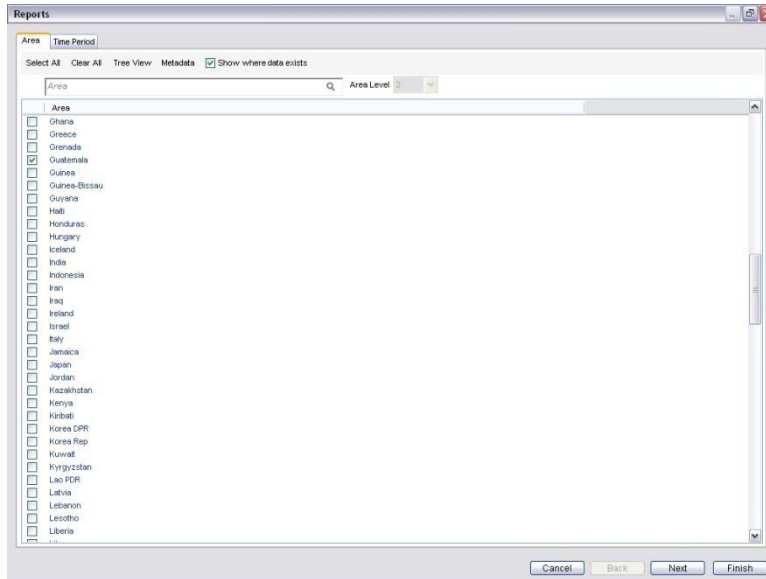
Fig. 8.7 Reports window - Area tab

The Reports window contains two tabs - **Area** and **Time Period** - which allow you to select the areas and time periods for which you wish to generate reports. By default, the **Area** tab opens first.

First select the desired area(s) from the list. Note that areas will be displayed only for the area level(s) specified at the time of saving the report layout. Also note that by default, the application pre-selects the area(s) used to create the report layout (in this example, Brazil). If you wish to generate a report for a different area (for example, Guatemala), be sure to clear the default area selection.

When you are done with your area selections, click **Next** to proceed to the **Time Period** tab (Fig. 8.8).
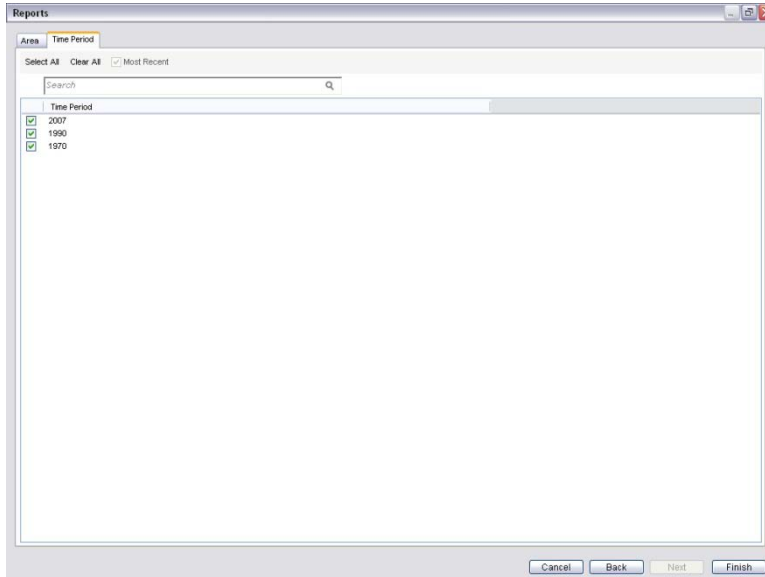
Fig. 8.8 Reports window - Time Period tab

By default, the application pre-selects the time period specified at the time of saving the report layout (in this example, **Most Recent**). If you wish to change the default selection, select the desired time period(s) for which you wish to view data.

When you are done with your time period selections, click **Finish** to generate the report. The application will open the Table window and generate a new table based on the saved report layout for your new area and time period selections (Fig. 8.9).
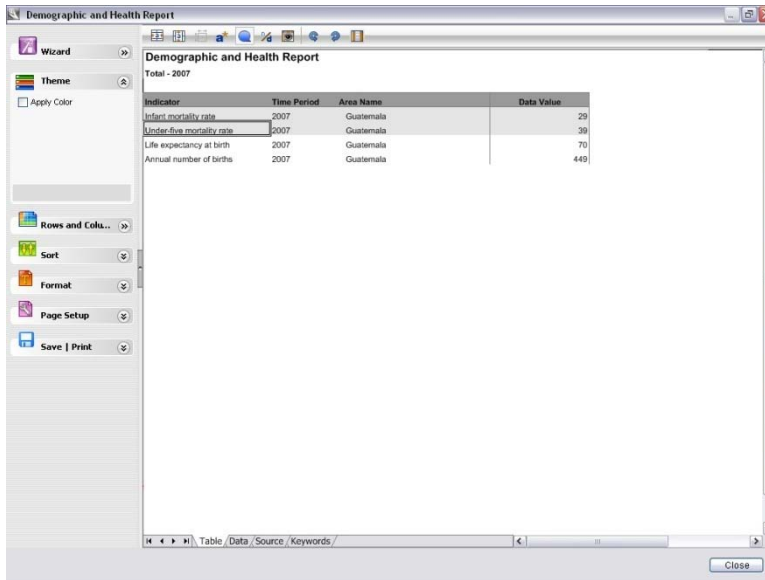
Fig. 8.9 Generating a report

This process can be repeated to quickly replicate standard table reports for different areas and time periods.

Creating advanced reports

The Reports feature in DevInfo 6.0 also offers an **Advanced Reports** option, through which users can easily paste tables, maps and graphs saved in the Gallery into an MS-Word document.

Click the **Advanced Reports** tab in the di Reports window to begin (Fig. 8.10).
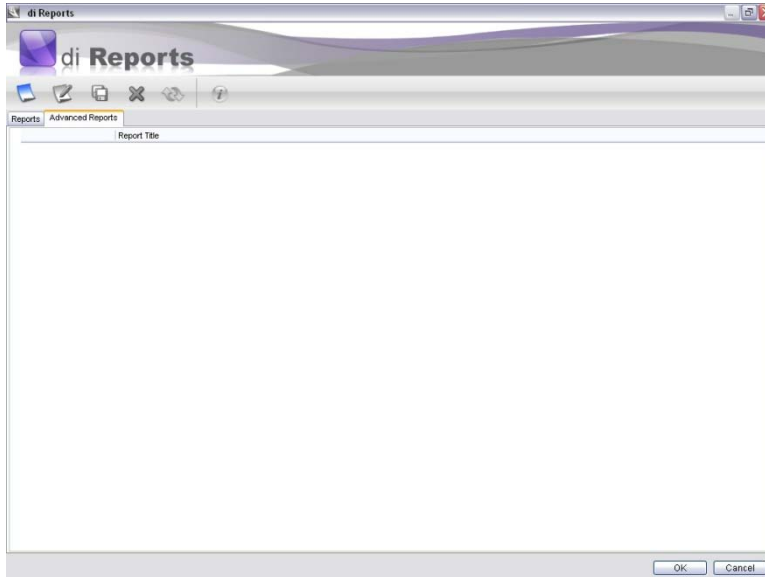
Fig. 8.10 Creating advanced reports

To create a new advanced report, click ⬜ **New** from the toolbar. The Advanced Reports Wizard opens, which guides you through a series of three steps.

Step 1 - Select Presentation

In Step 1, select the presentation objects - tables, maps and graphs - which you wish to paste into your MS-Word document (Fig. 8.11).
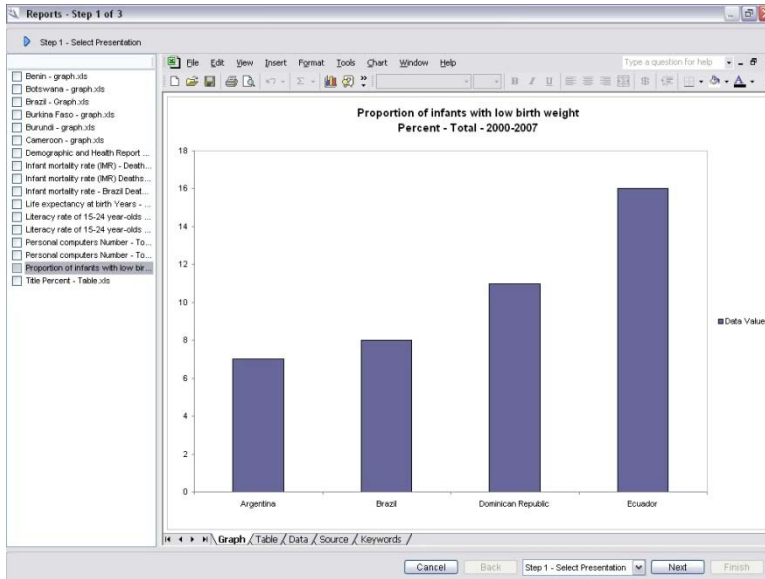
Fig. 8.11 Advanced Reports Wizard - Selecting tables, maps and graphs

The left panel displays all the presentation objects saved in the Gallery. Highlight any object in the left panel to preview it in the main window.

When you are finished selecting presentation objects, click **Next** to proceed to Step 2.

Step 2 - Create Report

In Step 2, the application opens a new MS-Word document with a bottom panel displaying thumbnails of all the selected objects. Double-click any table, map or graph in the bottom panel to paste it into the MS-Word document and then re-size and/or re-position the object as needed. Enter text as desired above or below the pasted objects to create the report (Fig. 8.12).
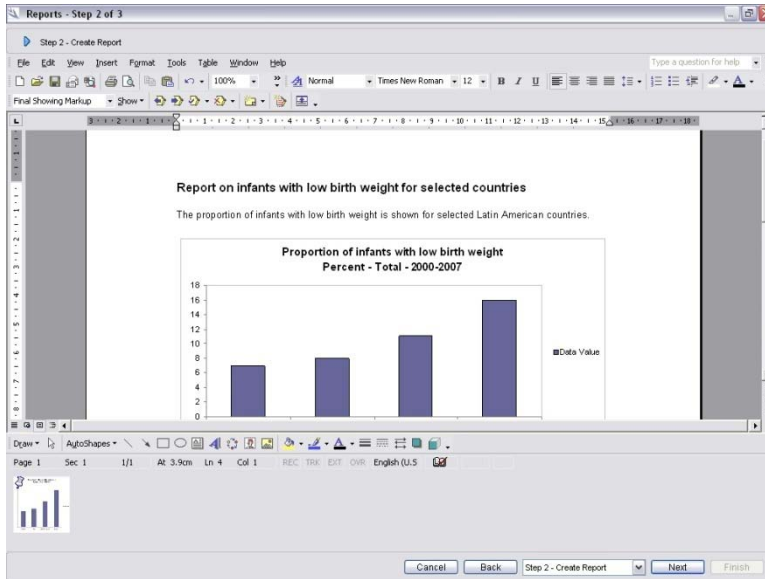
Fig. 8.12 Advanced Reports Wizard – Creating a report

Step 3 – Finish

In Step 3, enter the title for your report and click **Finish** to save it.

Viewing and editing advanced reports

To view an advanced report, highlight the desired report and click ⊞ **Save As** on the toolbar to open the Save As window (Fig. 8.13).
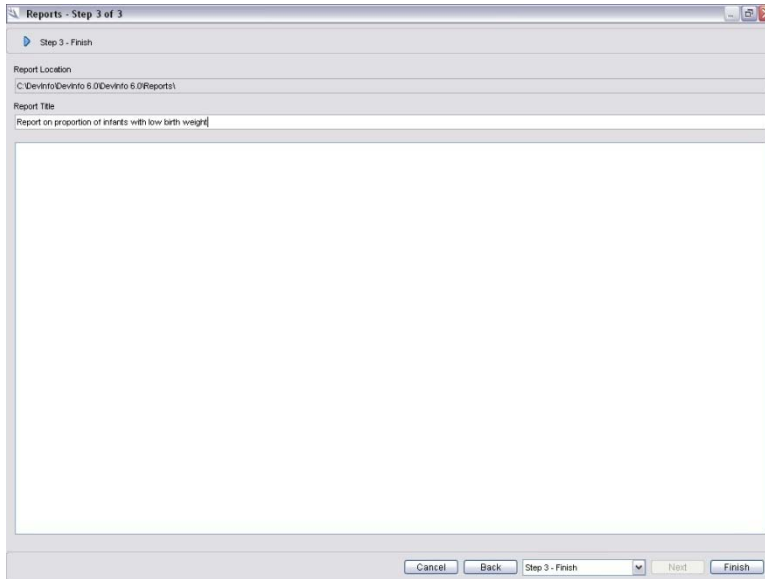
Fig. 8.13 Save As window

Choose a file location other than the default C:\DevInfo\DevInfo 6.0 \DevInfo 6.0\Reports location in which to re-save the report. Then open the report from the new location to view it.

To edit an advanced report, highlight the desired report and click **Edit** on the main toolbar. The Advanced Reports Wizard opens, allowing you select additional presentation objects to include in the report.

To delete an advanced report, highlight the desired report and click **Delete**.

To update an advanced report with more recent data, highlight the desired report and click
Refresh. If the database from which the presentation objects were generated is different from the
current database open, the application will prompt you to select the correct database. A dialog box
opens displaying the name of the advanced report in the title bar and the data elements in the report
that can be refreshed (Fig. 8.14).
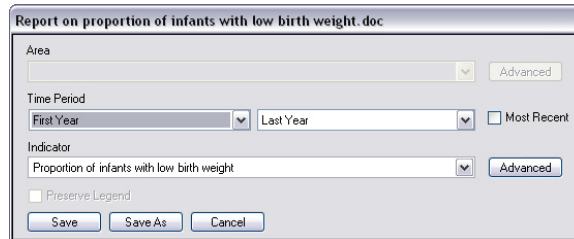
Fig. 8.14 Refreshing the report

To update the report to reflect the most recent data, select the **Most Recent** check box. Alternatively,
select the time period for which you wish to generate new data to be included in the report. Click
Save to save the report with refreshed data under the original file name. Click **Save As** to save the
report with refreshed data under a new file name.

CHAPTER 9

Calculate

The **Calculate** tool allows you to perform various calculations on the data queried from the database.

Click ▦ **Calculate** on the main toolbar in the data view window to open the Calculate window (Fig. 9.1).
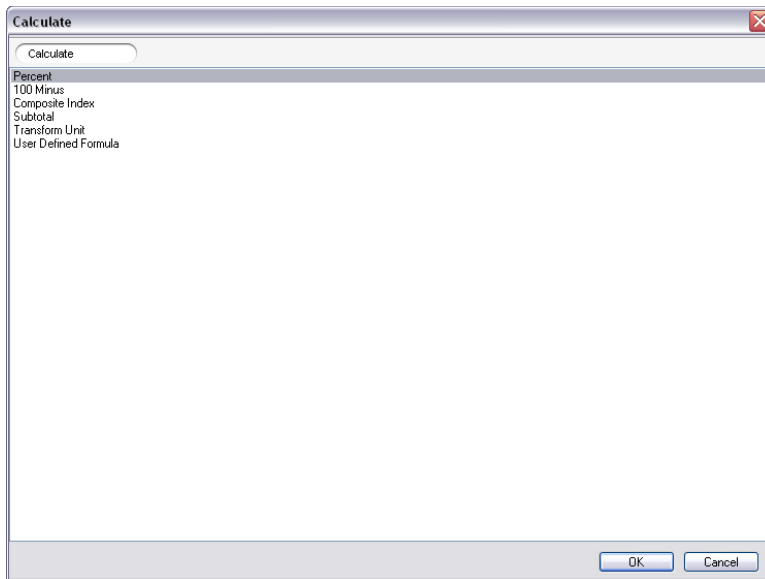
Fig. 9.1 Calculate window

From the Calculate window, you can select the following six functions:

Percent	Converts absolute numbers into percentages
100 Minus	Calculates complementary (inverse) indicator values
Composite Index	Creates and calculates a weighted composite index
Subtotal	Subtotals data values for a given indicator
Transform Unit	Transforms one unit into another by a multiplier

User-Defined Formula   Performs a calculation using your own custom formula

Note: Viewing newly calculated data

All the functions under the **Calculate** tool generate new databases containing the calculated values. To view this data in the form of tables, maps and graphs, you need to first open the newly created database in DevInfo and then select the indicator assigned to the newly calculated value.

Each of these **Calculate** functions will be explained in detail.

Percent

The **Percent** function converts absolute numbers into percentages. It is based on the formula:

$$100 \text{ x numerator / denominator = percentage value}$$

For example, suppose you have already generated a data view displaying data for selected countries in Europe for the following two indicators:

- Net ODA (Official Development Assistance)
- Net ODA to LDCs (Least Developed Countries)

You can then use the **Percent** function to calculate the Net ODA to LDCs as a percentage of Net ODA for the same areas.

Click **Calculate** on the toolbar in the data view window and then double-click **Percent**. This launches the Percent Wizard, which consists of five steps.

Step 1 - Numerator

In Step 1, select the numerator to be used for calculating the percentage and transfer it to the **Selected** pane by either double-clicking it or by using the selection arrows in the pane header. In this example, the numerator selected is "Net ODA to LDCs" (Fig. 9.2).
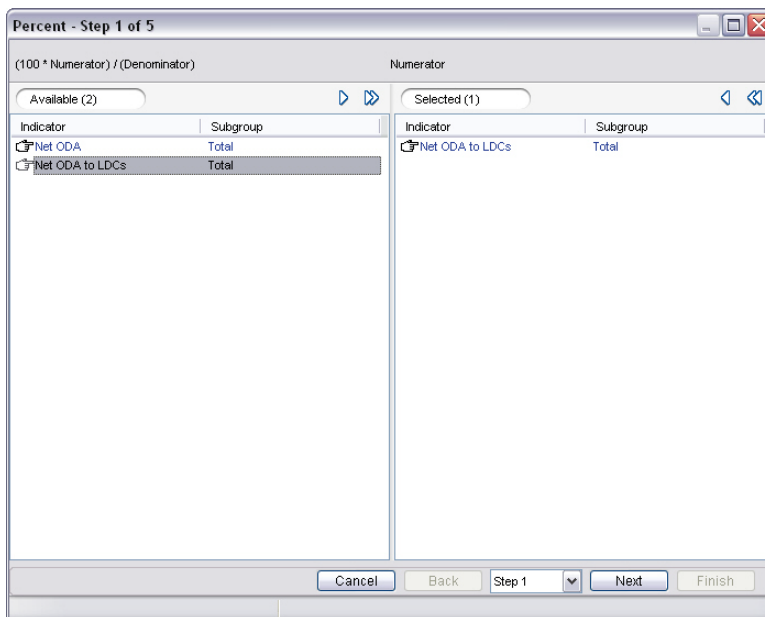
Fig. 9.2 Selecting the numerator

Click **Next** to proceed to Step 2.

Step 2 - Denominator

In Step 2, select the denominator to be used for calculating the percentage and transfer it to the **Selected** pane. In this example, the denominator selected is "Net ODA" (Fig. 9.3).

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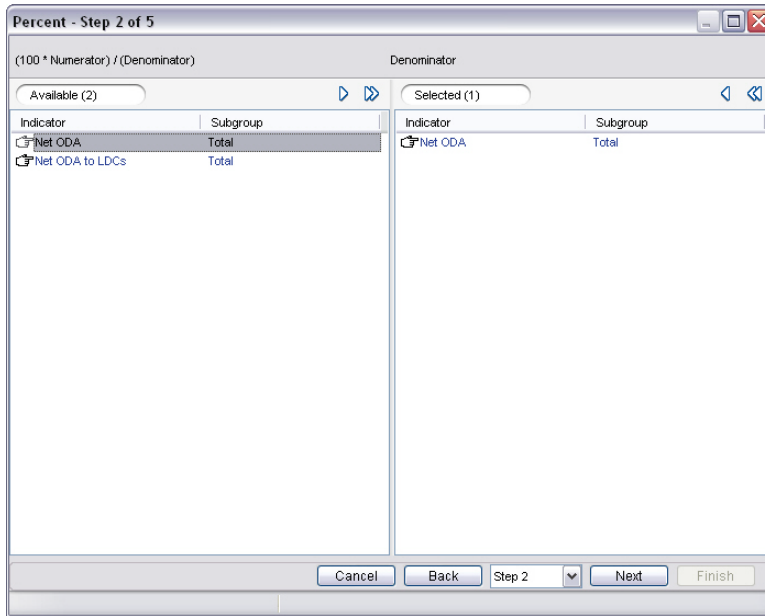
Fig. 9.3 Selecting the denominator

Step 3 - Classification, I-U-S and decimals

In Step 3, specify the new indicator classification, indicator name, unit name, subgroup name and number of decimal places desired for the percentage calculation (Fig. 9.4).
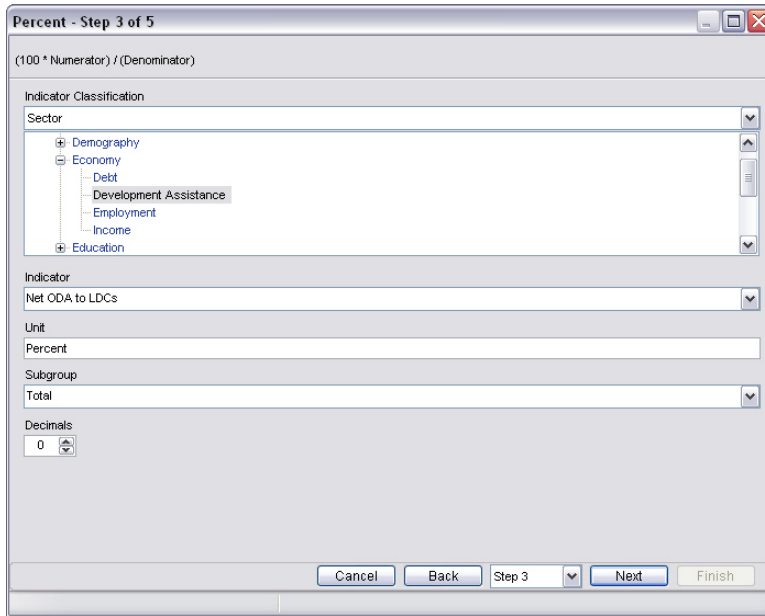
Fig. 9.4 Specifying classification, I-U-S and decimal places

Note that this new percentage calculation needs to be assigned a new indicator-unit-subgroup combination. For the indicator name, unit and subgroup, either select from the available options in the list or type in the desired text. In this example, the new indicator name could be "Net ODA to LDCs as a percentage of Net ODA" while the unit and subgroup remain as the default entries.

Step 4 - Preview calculations

In Step 4, preview the calculations in an MS-Excel sheet, which displays the percentage calculation for all the areas in the data view.

Step 5 - Preview Data Entry Spreadsheet

In Step 5, preview the DevInfo Data Entry Spreadsheet for the new percentage indicator. Click **Finish** to save the calculated data to a new database and enter the desired database name when prompted.

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100 Minus

The **100 Minus** function calculates complementary (inverse) indicator values. It is based on the formula:

$$100 - (\text{data value of indicator}) = 100 \text{ minus value}$$

For example, suppose you have already generated a data view displaying the most recent data for the female literacy rate of 15-24 year olds for countries in Asia. You can then use the **100 Minus** function to calculate the *illiteracy* rate for the same subgroup and areas.

Click 🧮 **Calculate** on the toolbar in the data view window and then double-click **100 Minus**. This launches the 100 Minus Wizard, which consists of four steps.

Step 1 - Indicator

In Step 1, select the indicator to be used for calculating the complementary (inverse) indicator value percentage and transfer it to the **Selected** pane by either double-clicking it or by using the selection arrows in the pane header. In this example, the indicator selected is "Literacy rate of 15-24 year-olds" (Fig. 9.5).
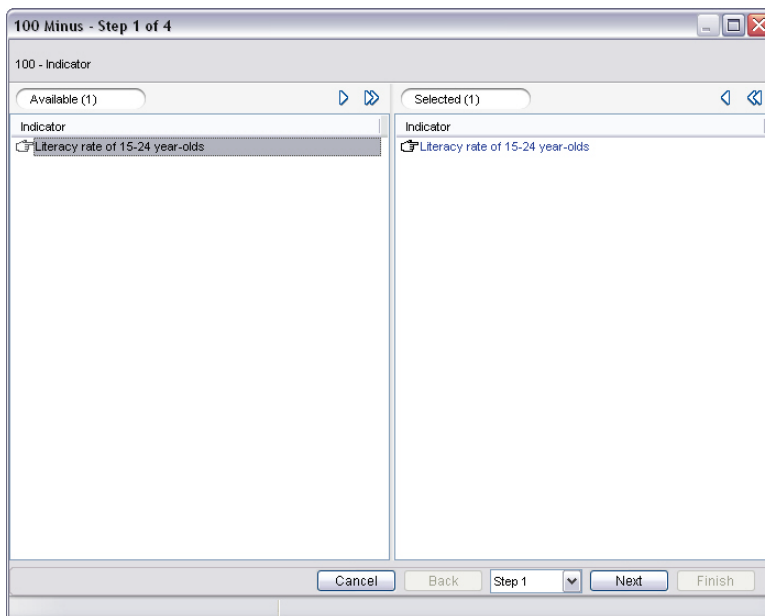
Fig. 9.5 Selecting the indicator

Click **Next** to proceed to Step 2.

Step 2 - Classification, indicator, unit and decimals

In Step 2, specify the new indicator classification, indicator name, unit name, and number of decimal places desired for the complementary (inverse) indicator value (Fig. 9.6).

Fig. 9.6 Specifying classification, indicator, unit and decimal places

Note that this new data value needs to be assigned a new indicator-unit-subgroup combination. For the indicator name and unit, either select from the available options in the list or type in the desired text. In this example, the new indicator name could be "Illiteracy rate of 15-24 year olds" while the unit remains as the default entry.

Step 3 - Preview calculations

In Step 3, preview the calculations in an MS-Excel sheet, which displays the complementary (inverse) indicator value calculation for all the areas in the data view

Step 4 - Preview Data Entry Spreadsheet

In Step 4, preview the DevInfo Data Entry Spreadsheet for the new complementary (inverse) indicator calculations. Click **Finish** to save the calculated data to a new database and enter the desired database name when prompted.

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Composite Index

The **Composite Index** function allows you to create and calculate a composite index by combining the values of several indicators into one value using a weighted scale.

For example, suppose you have already generated a data view displaying the most recent data for the following three "safe motherhood" indicators for selected African countries:

- Antenatal care coverage for at least one visit (female 15-49 yr)
- Births attended by skilled health personnel (total)
- Contraceptive prevalence rate (female 15-49 yr)

You can then use the **Composite Index** function to create and calculate a weighted "safe motherhood" composite index based on your selections.

Click [calculate icon] **Calculate** on the toolbar in the data view window and then double-click **Composite Index**. This launches the Composite Index Wizard, which consists of five steps.

Step 1 - Indicators

In Step 1, select the indicators to be used for calculating the composite index and transfer them to the **Selected** pane by either double-clicking it or by using the selection arrows in the pane header. In this example, all three indicators cited above are selected (Fig. 9.7).

Fig. 9.7 Selecting the indicators

Click **Next** to proceed to Step 2.

Step 2 - Percentage weights

In Step 2, assign the percentage weight to each indicator to be used when calculating the composite index. Note that by default, the same percentage weight is assigned to each indicator (Fig. 9.8).
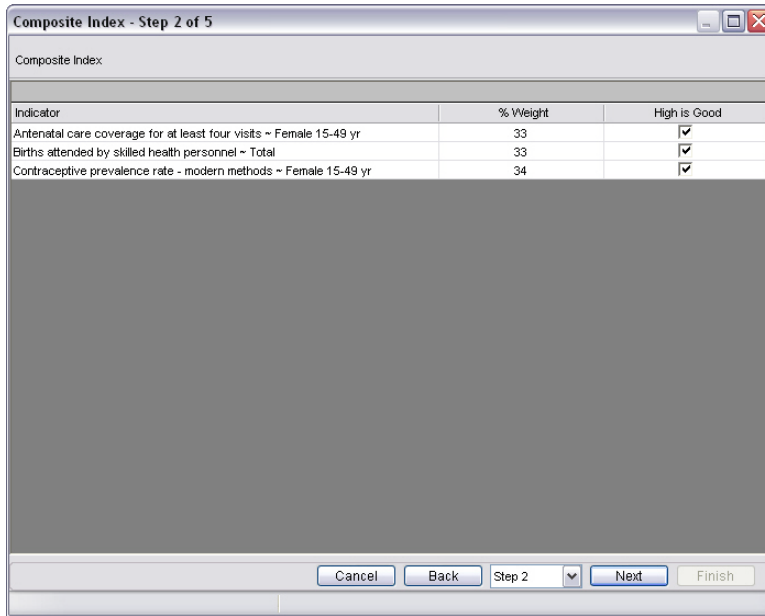
Fig. 9.8 Assigning percentage weights to each indicator

Modify the percentage weight according to your requirements. Note that the sum of all the weights must equal 100.

Select the **High is Good** check box for all indicators for which a higher value is better than a lower value (for example, "Births attended by skilled health personnel"). Clear the check box for all indicators for which the reverse is true (for example, "Infant mortality rate").

Step 3 - Classification, I-U-S, decimals and scale

In Step 3, specify the new indicator classification, indicator name, unit name, subgroup name and number of decimal places desired for the composite index value (Fig. 9.9).

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Fig. 9.9 Specifying classification, I-U-S, decimal places and scale

Note that this new data value needs to be assigned a new indicator-unit-subgroup combination. For the indicator name, unit and subgroup, either select from the available options in the list or type in the desired text. In this example, the new indicator name could be "Safe Motherhood Index" while the unit and subgroup remain as the default entries.

Specify the desired range for the index scale in **Scale Min** and **Scale Max**. For example, you may wish to apply a scale of 0 to 1 or 0 to 100 to your composite index.
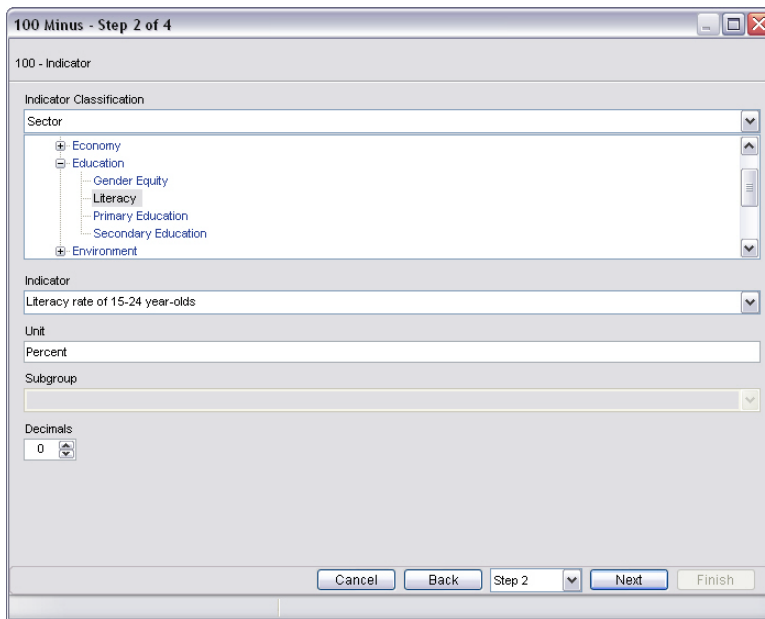
Step 4 - Preview calculations

In Step 4, preview the calculations in an MS-Excel sheet, which displays the composite index calculation for all the areas in the data view.

Step 5 - Preview Data Entry Spreadsheet

In Step 5, preview the DevInfo Data Entry Spreadsheet for the new composite index indicator calculations. Click **Finish** to save the calculated data to a new database and enter the desired database name when prompted.

Subtotal

The **Subtotal** function allows you to subtotal data values for a given indicator at a lower area level, to create a subtotal value for a higher area level.

For example, suppose you have already generated a data view displaying the data for number of AIDS deaths in various Latin American and Caribbean countries for the year 2007. You can then use the **Subtotal** function to calculate the subtotal for number of AIDS deaths in Latin America and the Caribbean as a whole.

Click ▦ **Calculate** on the toolbar in the data view window and then double-click **Subtotal**. This launches the Subtotal Wizard, which consists of four steps.

Note: Uses and limitations of the Subtotal function

i The **Subtotal** function can be used to generate (1) subtotals at the continent level based on country data and (2) subtotals at the national level based on sub-national data. In many cases, this function can be used to subtotal census data.

However, this function should be used only after first verifying that the unit of measurement for the selected indicator can indeed be subtotalled and also accounting for the survey methodology used.

Step 1 - Indicator

In Step 1, select the indicator to be used for calculating the subtotal and transfer it to the **Selected** pane by either double-clicking it or by using the selection arrows in the pane header. In this example, the selected indicator is "AIDS deaths" (Fig. 9.10).
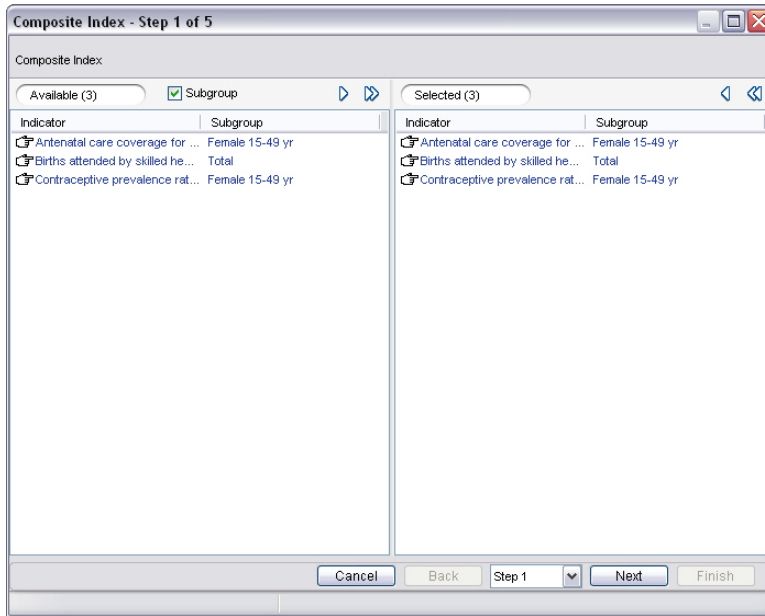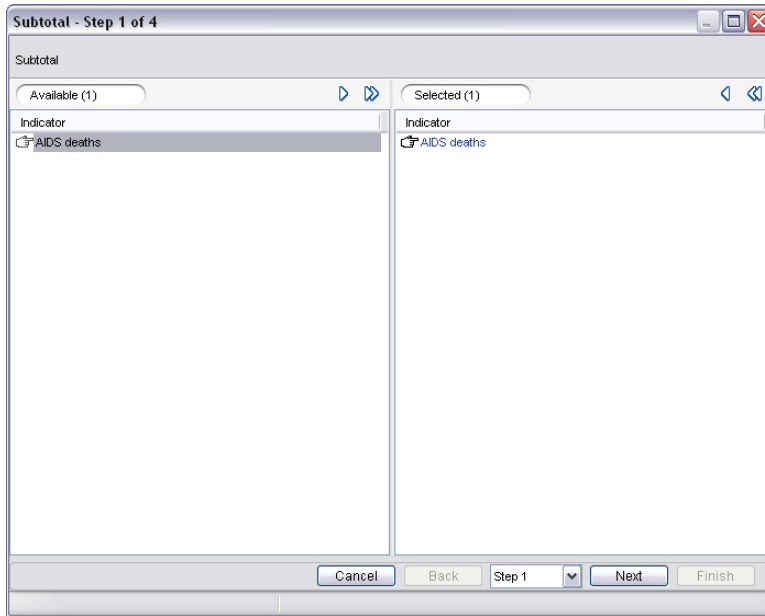
Fig. 9.10 Selecting the indicator

Click **Next** to proceed to Step 2.

Step 2 - Area level

In Step 2, specify the area level for which you wish to generate the subtotal value. Note that by default, the area level immediately above the area level in the data view is displayed (Fig. 9.11).
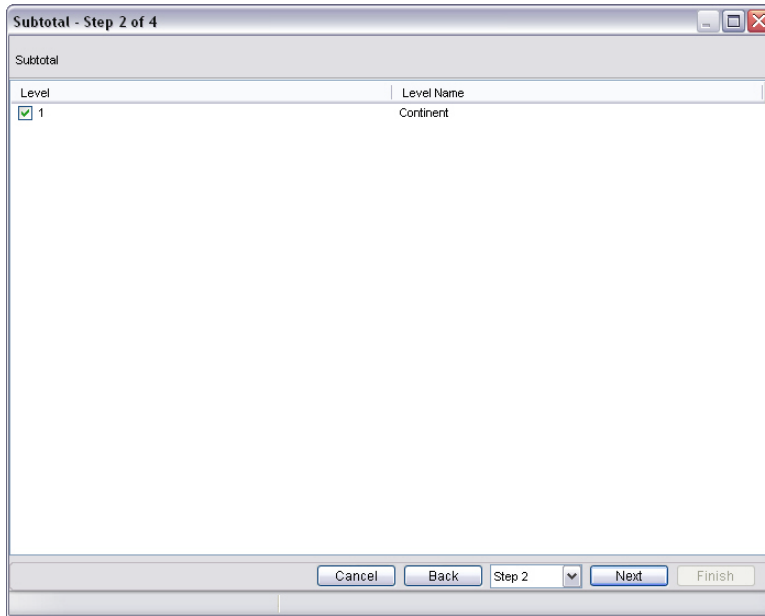
Fig. 9.11 Specifying the area level

Step 3 - Preview calculations

In Step 3, preview the calculations in an MS-Excel sheet, which displays the subtotal calculation for all the areas in the data view.

Step 4 - Preview Data Entry Spreadsheet

In Step 4, preview the DevInfo Data Entry Spreadsheet for the new subtotals. Click **Finish** to save the calculated data to a new database and enter the desired database name when prompted.

Transform Unit

The **Transform Unit** function transforms one unit into another by a multiplier. For example, you can use this function to transform the unit "number" into "thousand" or "thousand" into "million."

For example, suppose you have already generated a data view displaying the data for number of Internet users in European countries for the year 2006. To simplify the data view, you can use the **Transform Unit** function to display the same data, but with the unit changed from "number" to "thousand."

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Click 🖩 **Calculate** on the toolbar in the data view window and then double-click **Transform Unit**. This launches the Transform Unit Wizard, which consists of five steps.

Step 1 - Indicator

In Step 1, select the indicator whose unit you wish to transform and transfer it to the **Selected** pane by either double-clicking or by using the selection arrows in the pane header. In this example, the selected indicator is "Internet users" (Fig. 9.12).
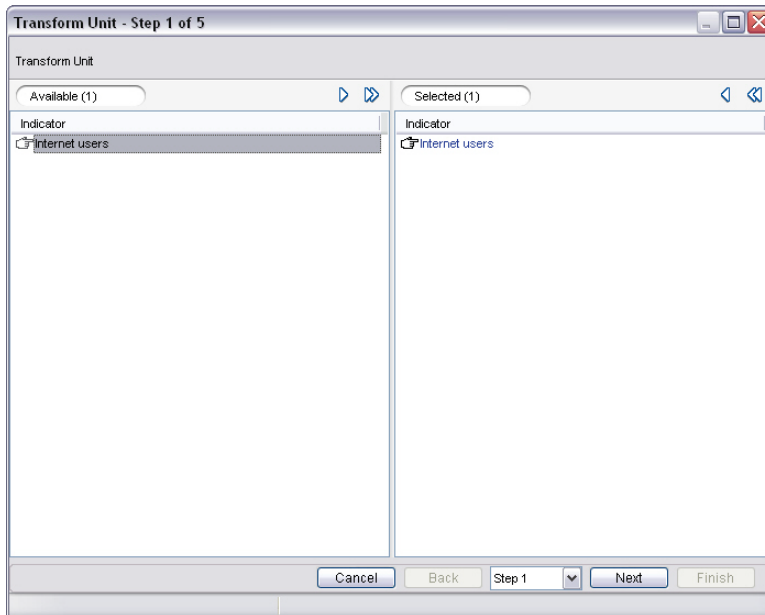
Fig. 9.12 Selecting the indicator

Click **Next** to proceed to Step 2.

Step 2 - Target unit and conversion factor

In Step 2, specify the name of the target unit and the conversion factor. The conversion factor is the number by which the source data will be multiplied to generate new values for the target unit. In this example, the target unit is "Thousand" and the conversion factor is ".001" (Fig. 9.13).

Fig. 9.13 Specifying target unit and conversion factor

Step 3 - Classification, indicator and decimals

In Step 3, specify the new indicator classification, indicator name and number of decimal places desired for the new value (Fig. 9.14).
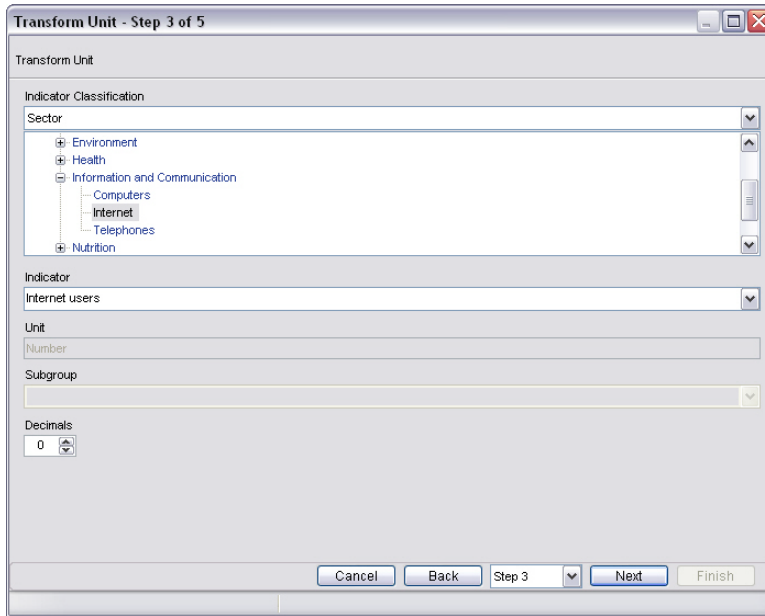
Fig. 9.14 Specifying classification, indicator and decimal places

Note that this new data value needs to be assigned a new indicator-unit-subgroup combination. For the indicator name, either select from the available options in the list or type in the desired text. Note that the unit reflects the target unit specified in Step 2.

Step 4 - Preview calculations

In Step 4, preview the calculations in an MS-Excel sheet, which displays the transformed unit calculation for all the areas in the data view.

Step 5 - Preview Data Entry Spreadsheet

In Step 4, preview the DevInfo Data Entry Spreadsheet for the new transformed unit indicator. Click **Finish** to save the calculated data to a new database and enter the desired database name when prompted.

User Defined Formula

The **User Defined Formula** function allows you to perform a calculation on the data using your own custom formula.

For example, suppose you have already generated a data view displaying the data for life expectancy at birth for African countries for 2006. You can then use the **User Defined Formula** function to calculate the life expectancy index for each country, using the following formula:

Life expectancy index = (Life expectancy at birth – 25) / (85 – 25)

Click ▦ **Calculate** on the toolbar in the data view window and then double-click **User Defined Formula**. This launches the User Defined Formula Wizard, which consists of four steps.

Step 1 - Formula

In Step 1, enter the custom formula in the formula bar at the bottom of the window. Use the various operators │ + │ − │ × │ / │ (│) │ CE │ available above the formula text bar to help enter your formula. To use the data values for a particular I-U-S combination in your formula, click the indicator name to cause its alphabetical label to appear in the formula.

In this example, the custom formula "(A – 25) / (85 – 25)" has been entered, where "A" is the label assigned to the data values for the indicator "Life expectancy at birth" (Fig. 9.15).

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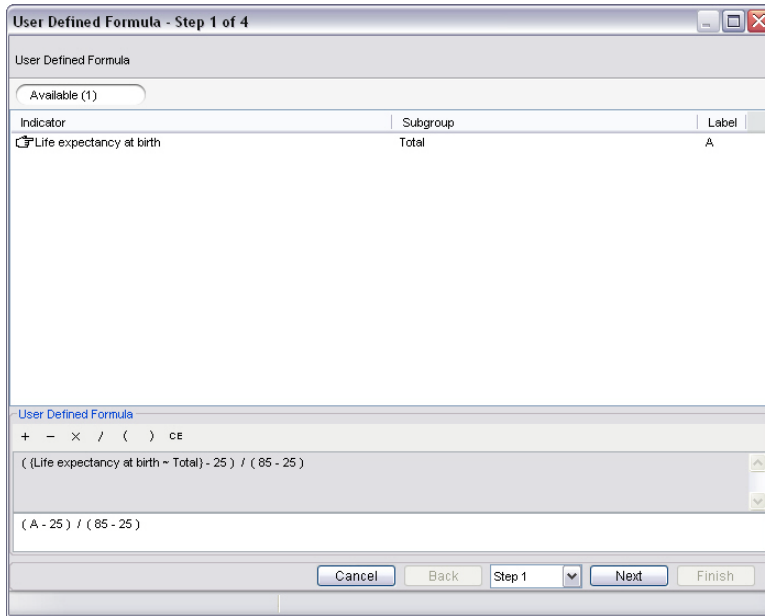
Fig. 9.15 Entering the custom formula

Click **Next** to proceed to Step 2.

Step 2 – Classification, I-U-S and decimals

In Step 2, specify the new indicator classification, indicator name, unit name, subgroup name and number of decimal places desired for the percentage calculation (Fig. 9.16).

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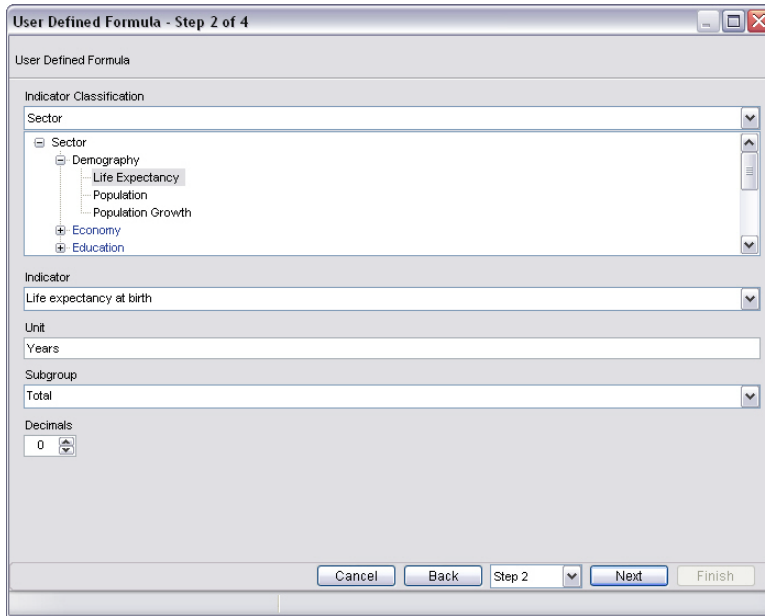
Fig. 9.16 Classification, I-U-S and decimal places

Note that the data values calculated from the custom formula need to be assigned a new indicator-unit-subgroup combination. For the indicator name, unit and subgroup, either select from the available options in the list or type in the desired text. In this example, the new indicator name could be "Life expectancy index" while the unit and subgroup remain as the default entries.

Step 3 - Preview calculations

In Step 3, preview the calculations in an MS-Excel sheet, which displays the custom formula calculation for all the areas in the data view.

Step 4 - Preview Data Entry Spreadsheet

In Step 4, preview the DevInfo Data Entry Spreadsheet for the custom formula indicator calculations. Click **Finish** to save the calculated data to a new database and enter the desired database name when prompted.

CHAPTER 10

Bottom Panel Features

The bottom panel of the DevInfo application contains ten administrative, data presentation and data analysis features which offer additional powerful data utilities to DevInfo users. These features are as follows:

di About   Provides links to important product information about DevInfo 6.0, including live updates

di Settings   Allows you to customize the DevInfo 6.0 user interface settings

di DataWizard   Launches the Data Wizard

di Book   Allows you to create animated flipbooks using DevInfo presentation objects

di Video   Allows you to create videos using DevInfo presentation objects

di Profiles   Allows you to generate uniform profiles for multiple areas using created profile layouts

di Analyzer   Allows you to display and view data in scatter plots to analyze correlations amogn multiple indicators over time

di TreeMap   Allows you to display and view data in tree maps to analyze data patterns and relationships

 di Radar   Allows you to display and view data in radar charts to analyze relative data values for a set of indicators

 di Sidebar   Launches a customizable desktop sidebar providing quick access to Gallery objects, RSS feeds, and related facts

Each of these features will be explained in detail.

di About

di About provides links to important information about DevInfo 6.0, including live updates. Click **di About** to open the **di About** dialog box (Fig 10.1).
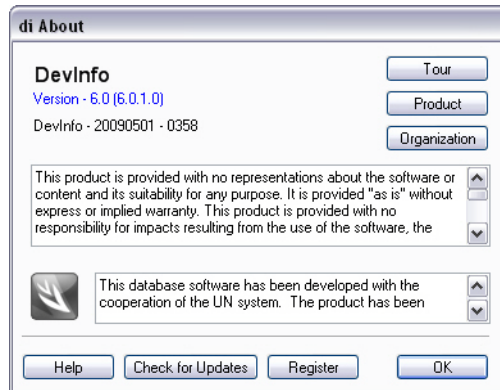
Fig. 10.1 di About dialog box

The following options are available in the **di About** dialog box:

Version   A clickable link which opens a web page displaying details about the latest version of DevInfo 6.0 and a summary of the latest updates

Tour   Launches a tour of the features in DevInfo 6.0

Product   Opens a web page displaying details about the DevInfo 6.0 software application

Organization   Opens a web page displaying a link to the DevInfo website

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Help	Opens the DevInfo 6.0 User's Guide in .pdf format
Check for Updates	Checks to see whether any live updates to the DevInfo 6.0 application are available and, if so, allows you to download them to your computer. Note that you must be connected to the Internet to use this feature.
Register	Allows you to register your user details with the DevInfo initiative to update the global registry of all DevInfo users. After registering, your user information will be visible on di Sidebar under the di Worldwide widget as well as at www.devinfo.org	di Worldwide, thereby facilitating social networking among the global DevInfo community.

di Settings

di Settings allows you to change the default DevInfo 6.0 display settings. Click **di Settings** to open the **di Settings** dialog box (Fig 10.2).

Fig. 10.2 di Settings dialog box displaying the General tab

Note that there are six tabs in the **di Settings** dialog box, each of which contain various options.

General

Under the **General** tab, the following general options are available (Fig. 10.2):

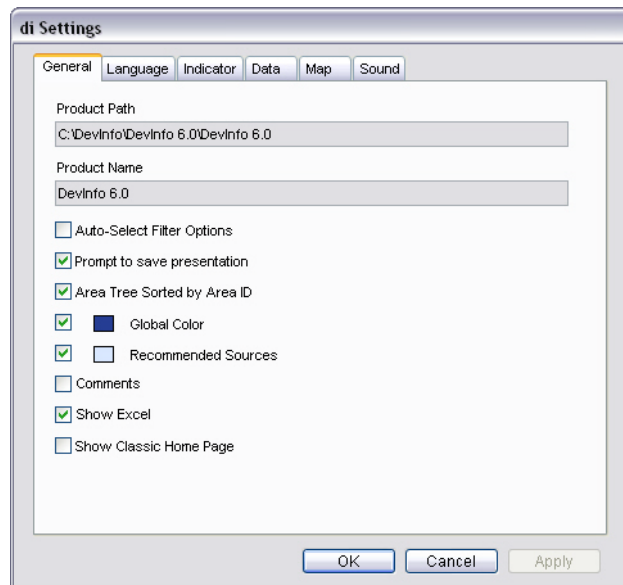|	
Product Path	Displays the path of the application root folder. Note that this can only be viewed, not modified.
Product Name	Displays the product name as it appears on the desktop icon label. Note that this can only be viewed, not modified.
Auto-Select Filter Options	Instructs the application to display or hide the **Auto-Select Filter** button. If this check box is selected, the application will display the **Auto-Select** button on the pane headers in those windows/modules which handle data sets (such as the **Data Entry** module).
Prompt to save presentation	Instructs the application to prompt you to save the table, graph or map at the time of closing the respective window, if selected.
Area Tree Sorted by Area ID	Instructs the application to sort the area tree by Area ID as the default sort option, if selected.
Global Color	Allows you to assign the desired color to the DevInfo global database elements. Click the color box to open the color palette and select the desired color.
Recommended Sources	Allows you to assign the desired color to the recommended sources. Click the color box to open the color palette and select the desired color.
Comments	Allows you to display or hide comments in the data view.
Show Excel	Instructs the application to use MS-Excel to display tables, graphs and maps, if selected. Clear the check box to instruct the application to use its own (non MS-Excel) method of displaying these presentation objects.

Show Classic Home Page   Instructs the application to display the home page in Classic view, if selected.

Click **Apply** to apply all changes and continue selecting additional options. Click **Cancel** to cancel all changes and exit. Click **OK** to save all changes and exit.

Language

Under the **Language** tab, the following language options are available for the DevInfo 6.0 User application interface strings (Fig. 10.3):
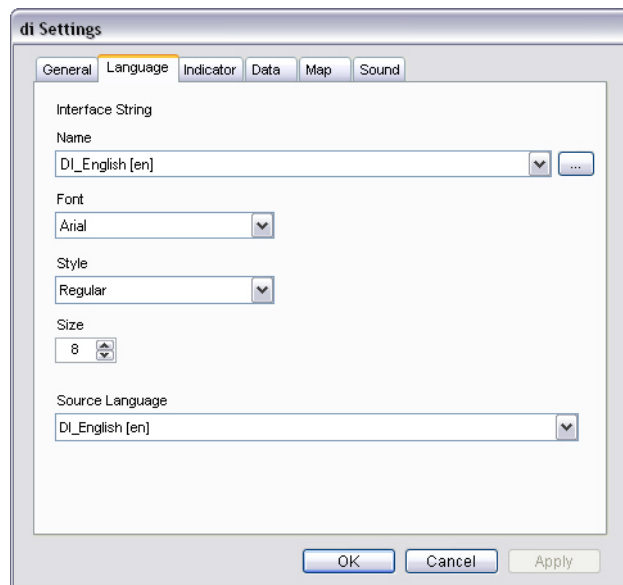
Fig. 10.3 Language tab

Name   Allows you to change the language used for the DevInfo User application interface strings. Select the desired language from the list in the box. Note that you can choose from any of the six official UN languages: Arabic, Chinese, English, French, Russian and Spanish.

Alternatively, click [...] **Browse** to browse and select another language file.

Font, **Style** and **Size**   Allows you to change the font, font style, and font size used for the interface strings. Select the desired options from the lists in the **Font**, **Style** and **Size** boxes, respectively.

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| **Source Language** | Allows you to change the default language used for the selected database if other languages are available. Select the desired language from the list in the box. |

Indicator

Under the **Indicator** tab, the following options are available for modifying the display settings for indicators (Fig. 10.4):
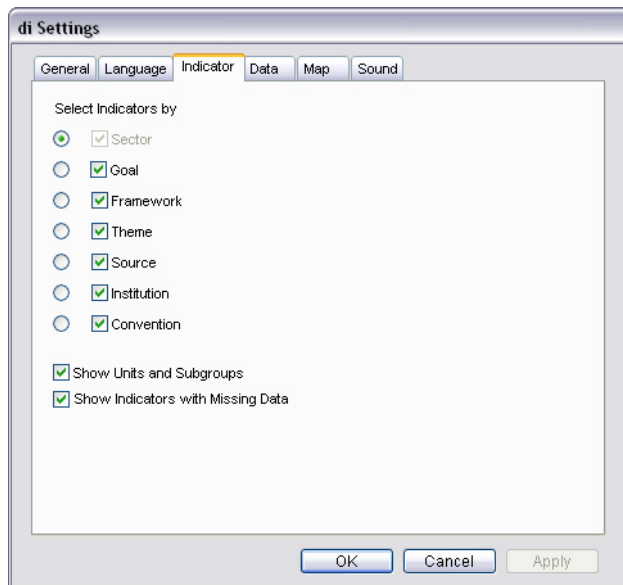
Fig. 10.4 Indicator tab

Select Indicators by	Allows you to display or hide indicator classifications as well as set the default classification view. Select the check boxes next to the indicator classifications which you wish to display and clear the ones which you wish to hide. Note that you cannot clear the **Sector** check box, as it is the default selection.
	By default, **Sector** is selected as the default classification view. To change the default classification view, select the option button next to the desired classification. Note that only one indicator classification can be selected as the default view.
Show Unit and Subgroups	Allows you to display or hide units and subgroups along with the indicators in the default view.

Show Indicators with Missing Data   Allows you to show or hide indicators with missing data

Data

Under the **Data** tab, the following options are available for modifying the display settings of the elements in the data view (Fig. 10.5):
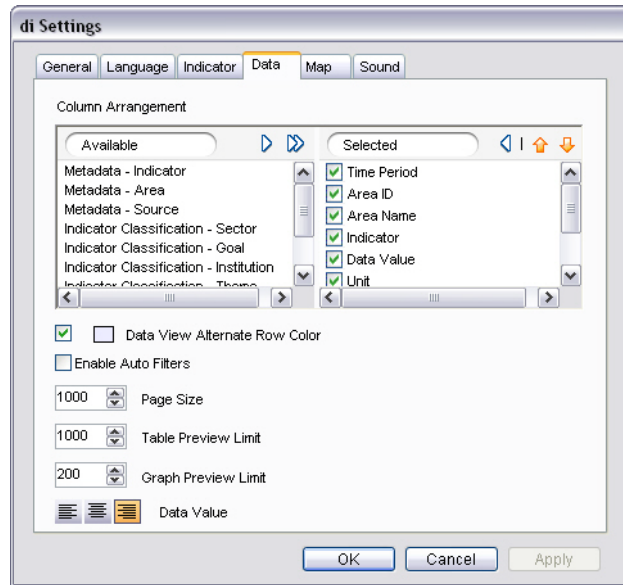

Fig. 10.5 Data tab

Column Arrangement	Allows you to select the elements and their display order in the data view. By default, all the data elements are selected in the **Selected** pane. To hide a data element in the data view, double-click it to remove it from the **Selected** pane. To change the display order of the data elements, highlight an element in the **Selected** pane and use ⬆ **Move Up** or ⬇ **Move Down** to move it to the desired location.
Data View Alternate Row Color	Allows you to view the alternate rows in the data view in a different color. To change the default color, click the color box to open the color palette and select the desired color.
Enable Auto Filters	Allows you to enable Auto Filters in the column headers in the data view, if selected.

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Page Size	Allows you to specify the number of data records (rows) per page in the data view.
Table Preview Limit	Allows you to specify the maximum number of data records for which a table preview will be generated.
Graph Preview Limit	Allows you to specify the maximum number of data records for which a graph preview wil be generated.
Data Value	Allows you to specify the desired alignment of the data value in the data view.

Map

Under the **Map** tab, you can modify the default color scheme for the four default map data breaks (Fig. 10.6).
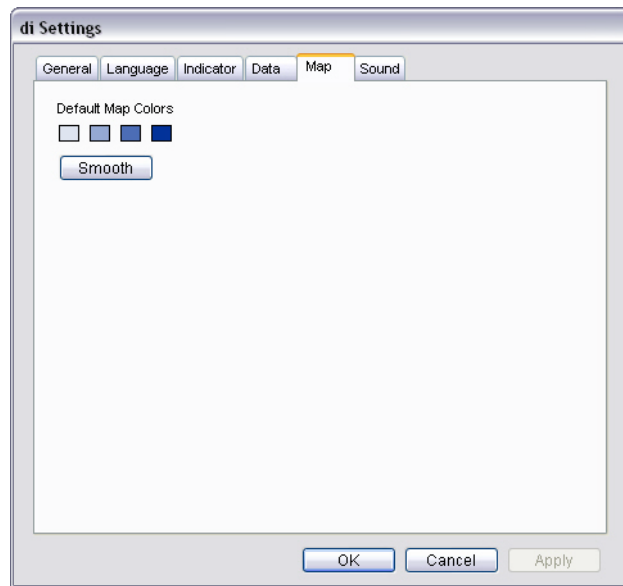

Fig. 10.6 Map tab

Click any of the color boxes to open the color palette and select the desired color. After selecting the first and last colors, click **Smooth** to smooth out the color gradient between the two colors.

Sound

Under the **Sound** tab, you can modify the default sound file (background music) that plays while the application is running (Fig. 10.7).
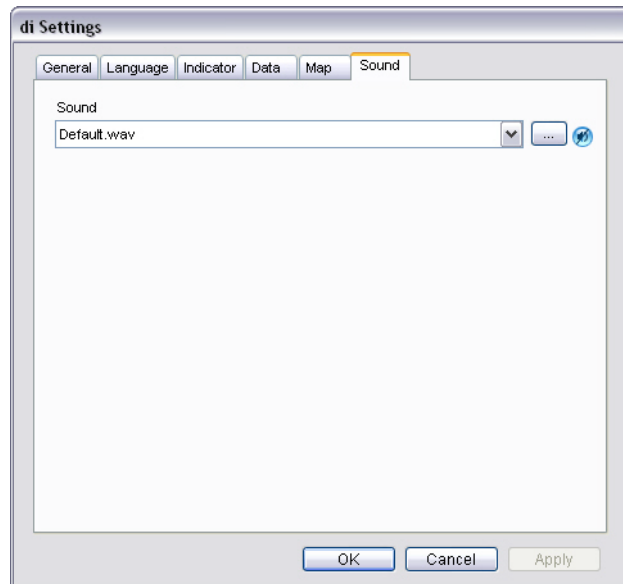

Fig. 10.7 Sound tab

Select the desired sound file from the list or click [...] **Browse** to browse for and select the file from a different location.

Click 🔵 to enable or disable the sound file.

di DataWizard

di DataWizard launches the Data Wizard. See Chapter 1, "Getting Started," for more information on how to use the Data Wizard.

di Book

di Book allows you to create animated flipbooks using DevInfo presentation objects.

Click **di Book** to open the di Book application (Fig. 10.8).
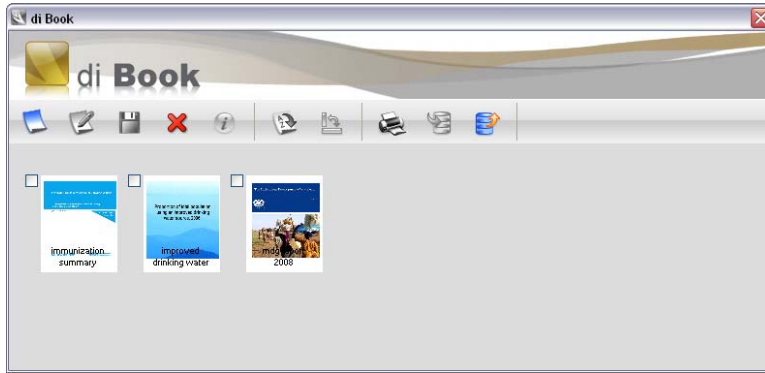
Fig. 10.8 di Book application

Note that there are three enabled tools on the toolbar:

New		Allows you to create a new animated flipbook
Delete		Deletes the selected flipbook
Export		Exports the selected flipbook to the Gallery

Click any flipbook thumbnail below the main toolbar to view and/or edit it.

Creating a new flipbook

Click ![new icon] **New** to open the di Book window (Fig. 10.9).

Fig. 10.9 di Book window

First select the desired page size from the expanded ![icon] **Page Setup** panel window on the left panel. Note that you can choose from standard page sizes or specify the dimensions for a custom page size.

Importing image files

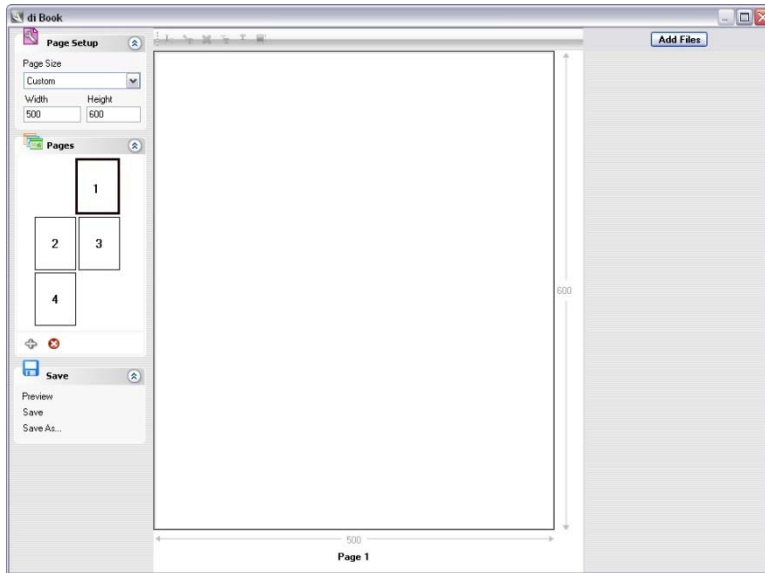The next step is to import the image files which you wish to paste into your flipbook. Click **Add Files** at the top of the right panel to search the Gallery for available image files. Note that the default file format displayed (located above **Open** and **Cancel**) is **Picture files (*.gif)**. To view all DevInfo tables, maps and graphs saved in the Gallery, change this selection to **Picture files (*.jpg)** (Fig. 10.10).
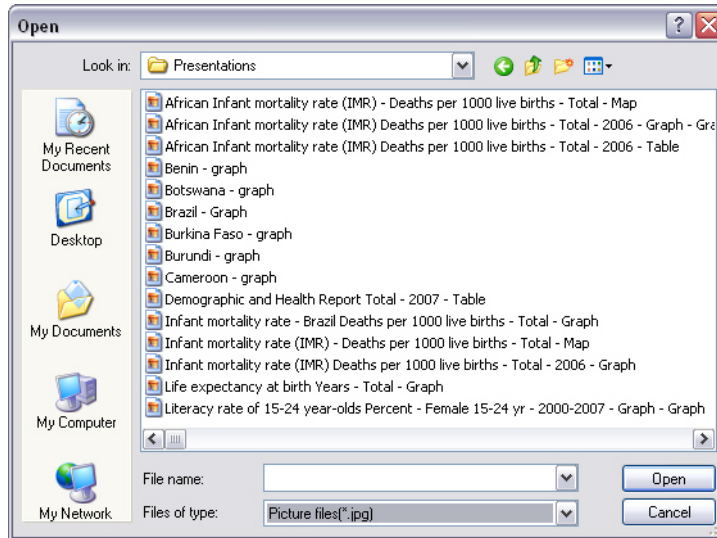
Fig. 10.10 Importing Gallery images into di Book

Select the desired image from the list or browse for other available images. Note that di Book allows you to import images in a variety of file formats, including .gif, .jpeg, .png, .pdf and .xls.

The selected image will be imported into the di Book application and will appear as a thumbnail on the right panel (Fig. 10.11). Continue using **Add Files** to import all the images which you wish to paste into your flipbook.

Fig. 10.11 Imported images on the right panel

Pasting image files into the flipbook

The next step is to paste the image files located on the right panel into the flipbook. Start by dragging the desired image to the center pane. Note that the same image also appears in Page 1 of the expanded 📑 **Pages** panel window on the left panel (Fig. 10.12).

Fig. 10.12 Pasting image files into the flipbook

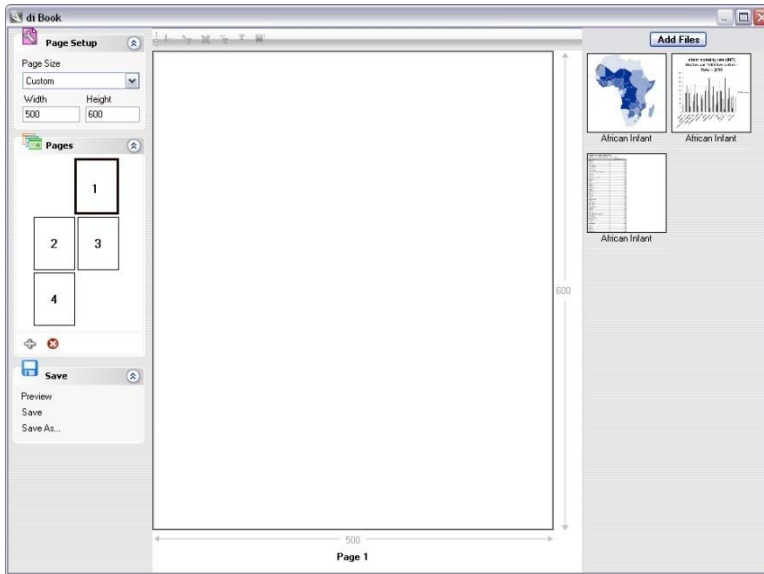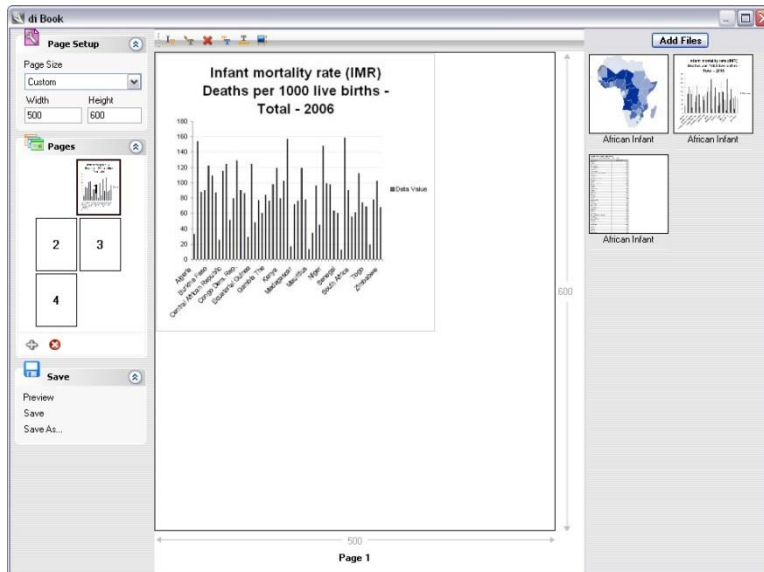To re-size or re-position the image on the page, drag the image borders to the desired location. To add text to the page, use the text tools ![text tools icons] available on the editing toolbar at the top of the window. Re-size and re-position the default text box by dragging its borders to the desired location (Fig. 10.13).
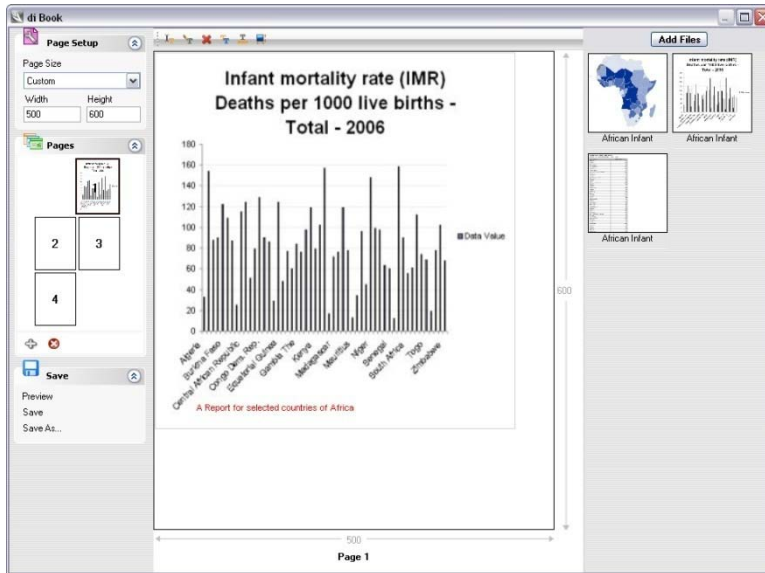
Fig. 10.13 Re-sizing and re-positioning the image and text

Note that only one image can be pasted per page. To delete the contents of any page, select the desired page from the expanded **Pages** panel window and click **Delete** on the bottom toolbar in the panel window.

To paste images to other pages in your flipbook, first select the desired page from the expanded **Pages** panel window. Note that the selected page also appears in the center pane. Now you can drag the desired image to the center pane to create a new page.

To add more pages to your flipbook, click **Add** on the bottom toolbar in the expanded **Pages** panel window. Note that the application adds two pages at a time to your flipbook.

Previewing the flipbook

To preview your flipbook, click **Preview** from the expanded 💾 **Save** panel menu. A new window opens in Flash Page Flip, allowing you to preview the flipbook (Fig. 10.14).

Fig. 10.14 Previewing the flipbook

Use the page navigation tools on the bottom toolbar to view the different pages of the flipbook. For a more interesting animated viewing experience, flip the pages manually by using the mouse pointer to drag the page corners to the desired location (Fig. 10.15).
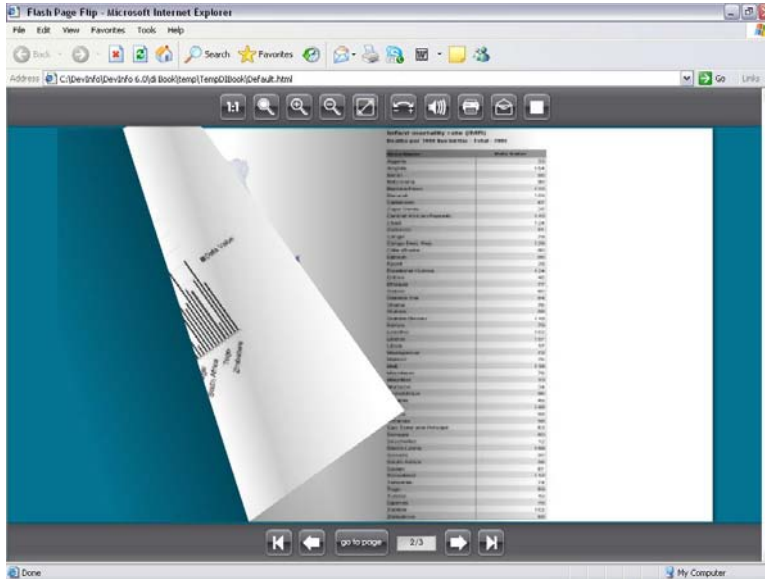
Fig. 10.15 Flipping pages manually using the mouse pointer

Saving the flipbook

To save your flipbook, click either **Save** or **Save As** from the expanded **Save** panel menu. Note that the application allows you to save your flipbook in either .diBook or .pdf file formats.

di Video

di Video allows you to create videos using DevInfo presentation objects. Click **di Video** to open the di Video application (Fig. 10.16).
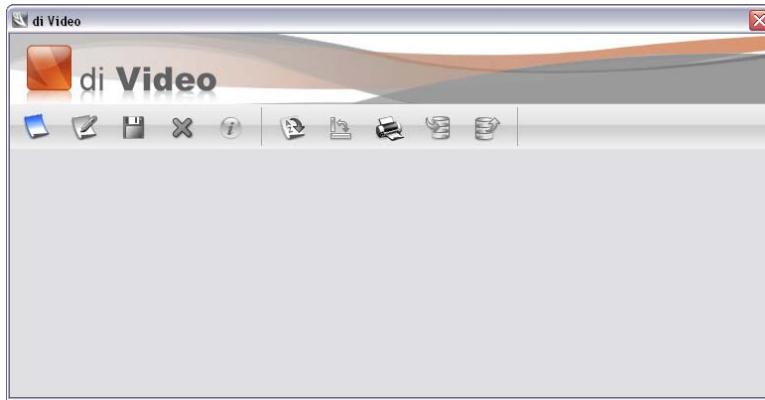
Fig. 10.16 di Video application

Note that there are three enabled tools on the toolbar:

New   Allows you to create a new video

Delete   Deletes the selected video

Export   Exports the selected video to the Gallery

Click any video thumbnail below the main toolbar to view and/or edit it.

Creating a new video

Click ![New icon] **New** to open the di Video window (Fig. 10.17).
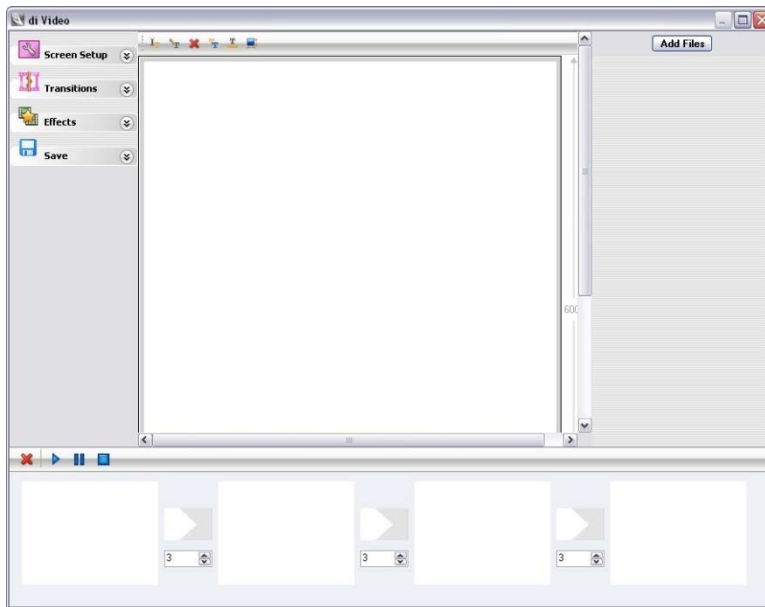
Fig. 10.17 di Video window

First select the desired screen size from the expanded **Screen Setup** panel window on the left panel. Note that you can choose from standard screen sizes or specify the dimensions for a custom screen size.

Importing files

The next step is to import the files which you wish to paste into your video. Click **Add Files** at the top of the right panel to search and browse for available files. Note that the default file format displayed (located above **Open** and **Cancel**) is **Picture files (*.gif)**, while di Video allows you to import files in a variety of formats, including .mpg, .wmv, .avi, .jpeg and .xls.

To view and select DevInfo tables, maps and graphs saved in the Gallery, change the folder location to C:\DevInfo\DevInfo 6.0\DevInfo 6.0\Gallery\Presentations and change the file format to **Picture files (*.jpg)** (Fig. 10.18).

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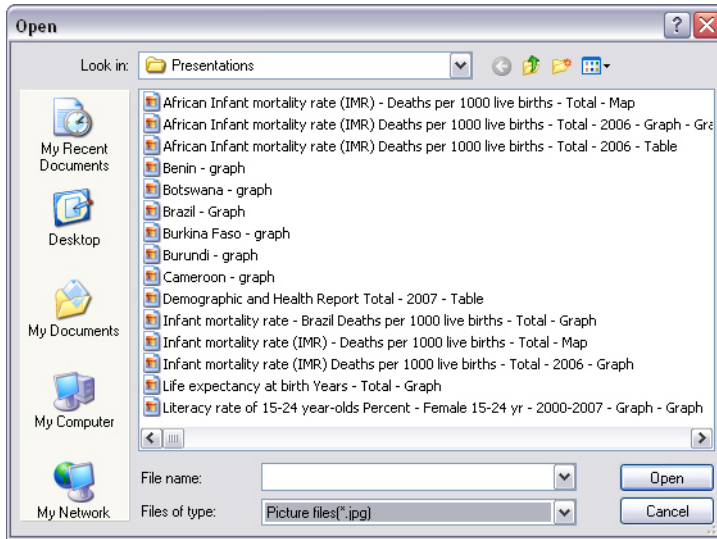
Fig. 10.18 Importing Gallery images into di Video

The selected file will be imported into the di Video application and will appear as a thumbnail on the right panel (Fig. 10.19). Continue using **Add Files** to import all the files which you wish to paste into your video.
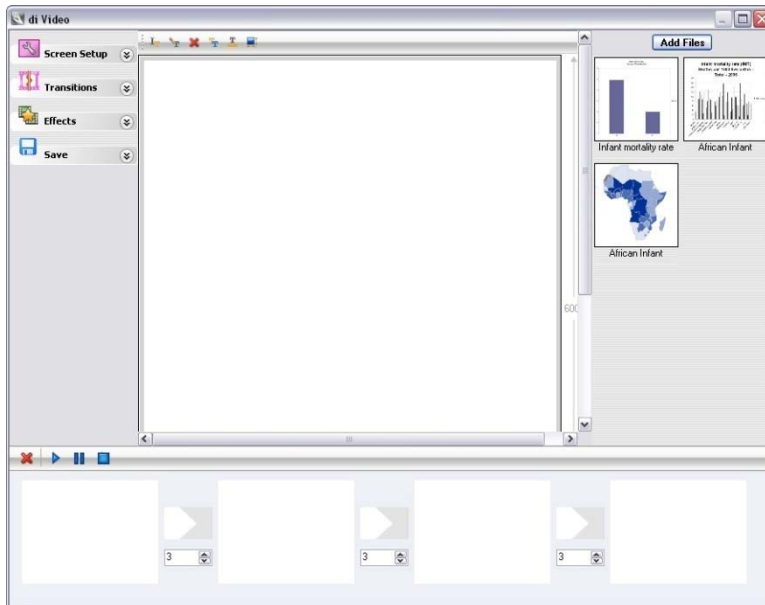
Fig. 10.19 Imported images on the right panel

Pasting files into the video

The next step is to paste the files located on the right panel into the video. To create the first screen of the video, drag the desired file to the first screen on the bottom screen panel (Fig. 10.20). Note that the contents of the selected screen are displayed in the center pane.
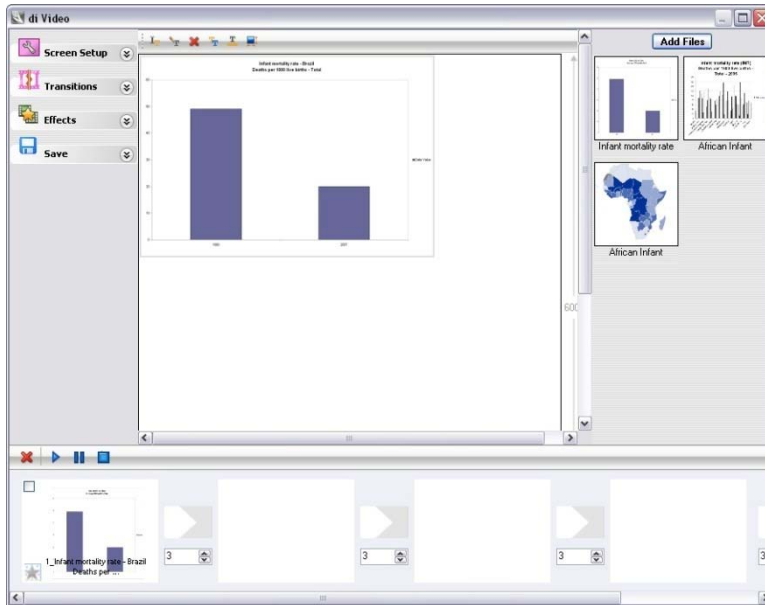
Fig. 10.20 Pasting files into the video

To re-size or re-position the image on the screen, drag the image borders to the desired location. To add text to the screen, use the text tools available on the editing toolbar at the top of the window. Re-size and re-position the default text box by dragging its borders to the desired location (Fig. 10.21).
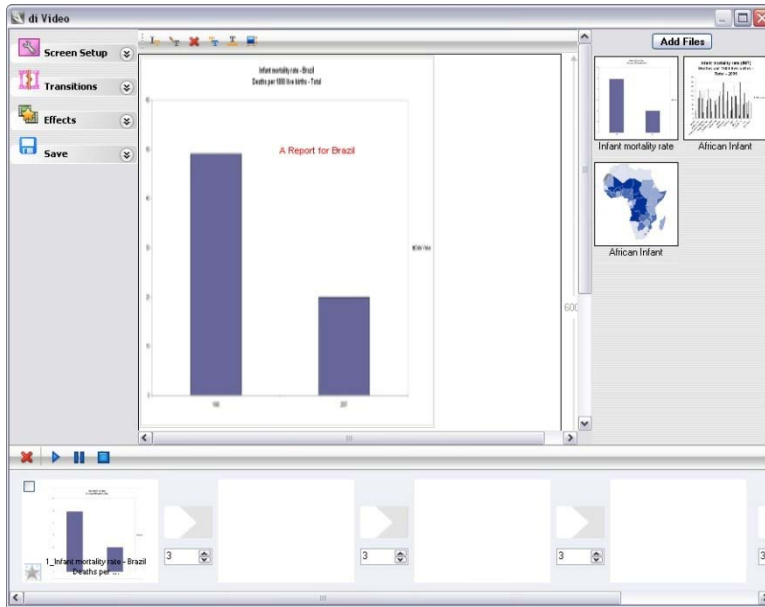
Fig. 10.21 Re-sizing and re-positioning the image and text

Note that only one file can be pasted per screen. To delete the contents of any screen, select the

desired screen from the bottom screen panel and click ❌ **Delete** on the panel toolbar**.**

Continue pasting files to other screens by dragging the desired file from the right panel to the desired screen on the bottom screen panel. Note that the application automatically adds additional screens to your video as needed.

Note: Re-sizing and re-positioning images

The option to re-size and re-position an image by dragging its borders to the desired location is disabled once you leave the current screen and move on to the next screen. Therefore, be sure to finalize your image edits on the current screen before pasting files to new screens.

Applying transitions between screens

di Video allows you to apply transitions between screens, which are similar to slide transitions in MS PowerPoint. Click the arrow to the right of ▯▯ **Transitions** on the left panel to expand the panel window (Fig. 10.22).
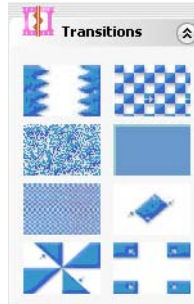
Fig. 10.22 Expanded Transitions panel window

Note that there are eight transitions available in di Video. To apply a transition, drag the desired transition to the desired transition window (connecting link) between any two screens (Fig. 10.23).
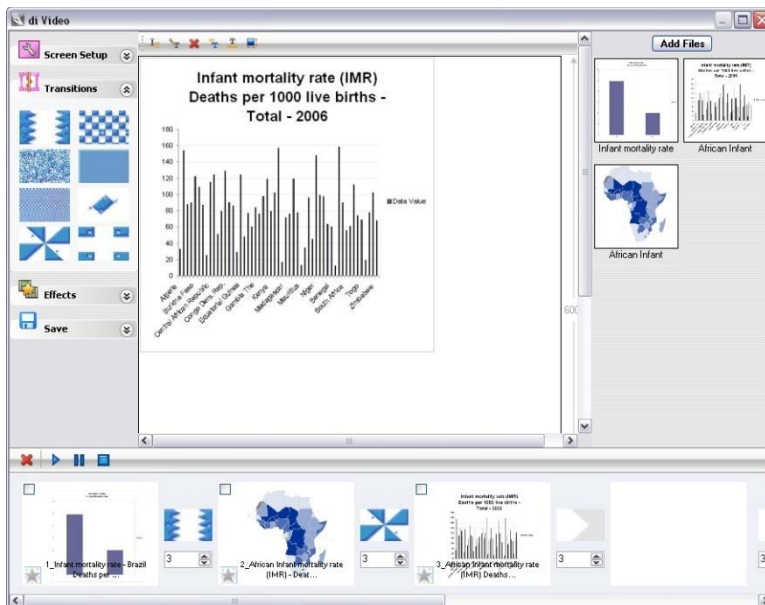
Fig. 10.23 Applying transitions between screens

To remove an applied transition, select it and right-click to open the **Remove** menu. Click **Remove** from the right-click menu to remove the applied transition.

To change the default transition timings, modify the values in the boxes below each transition window.

Applying special effects to screens

di Video allows you to apply special effects to screens. Click the arrow to the right of **Effects** on the left panel to expand the panel window (Fig. 10.24).

Fig. 10.24 Expanded Effects panel window

Note that there are nine special effects available in di Video: **Blur**, **Brightness**, **Fade To Black**, **Film Aging**, **Mirror Horizontal**, **Pixellate**, **Rotate 180**, **Rotate 270** and **Rotate 90.** To apply an effect to a screen, drag the desired effect to the blue star at the bottom left of the desired screen (Fig. 10. 25).

Fig. 10.25 Applying special effects to screens

To remove an applied effect, select it and right-click to open the **Remove** menu. Click **Remove** from the right-click menu to remove the applied effect.

Previewing the video

To preview your video, do one of the following:

- Click ▶ **Play** on the screen panel toolbar to view the video in the current window.
- Click **Preview** from the expanded 💾 **Save** panel menu to run the video in the default media player.

Saving the video

To save your video, either click **Save** or **Save As** in the expanded 💾 **Save** panel menu. Note that the application allows you to save your video in .mpg, .wmv, or .avi file formats.

📁 di Profiles

di Profiles allows you to generate uniform profiles for multiple areas using created profile layouts (Fig. 10.26).
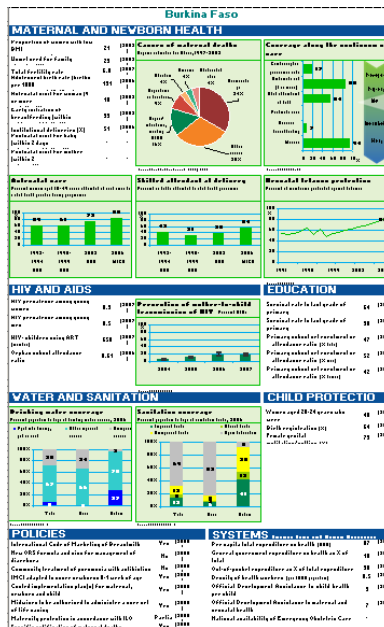
Fig. 10.26 Sample country profile created using di Profiles

Click 📁 **di Profiles** to open the di Profiles Wizard, which allows you to create profiles in four steps.

Step 1 - Select Profile Layout

In Step 1, select the desired profile layout from the **Available** pane and transfer it to the **Selected** pane by either double-clicking it or by using the selection arrows in the pane header (Fig. 10.27).

Alternatively, click [...] **Browse** to browse for additional created profile layouts offline.
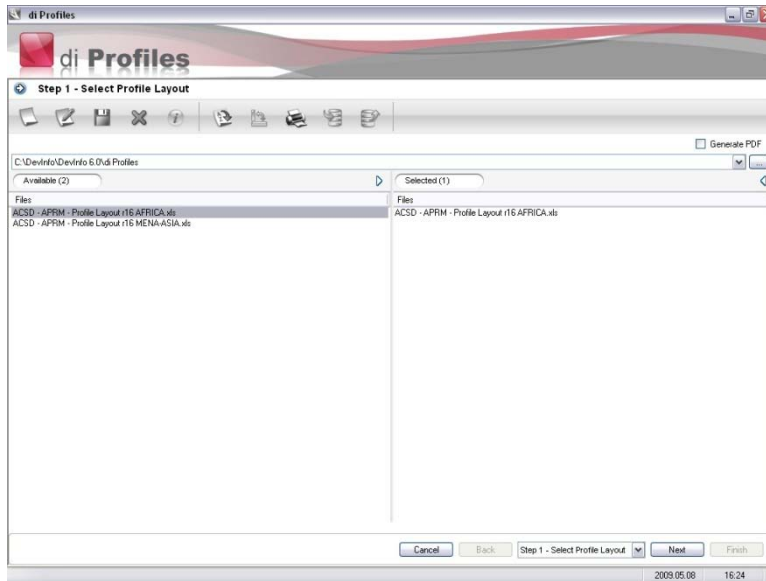
Fig. 10.27 Selecting a profile layout

Note: Creating profile layouts

i   Creating profile layouts requires familiarity with database content and knowledge of MS-Excel spreadsheet handling. Users interested in creating their own profile layouts need to contact the DevInfo Support Group for further details.

Click **Next** to proceed to Step 2.

Step 2 - Select Database

In Step 2, select the database from where you want the profile layout to extract data and transfer it to the **Selected** pane (Fig. 10.28). Alternatively, click [...] **Browse** to browse for additional databases offline.
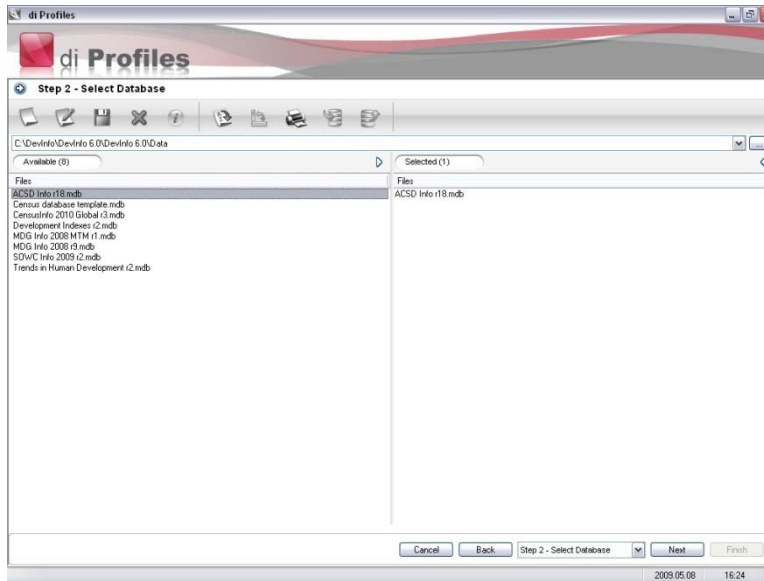
Fig. 10.28 Selecting a database

Note: Matching databases with profile layouts
Profile layouts are created for a particular database and are therefore database-specific. Users wishing to know which profile layouts are associated with which databases need to contact the DevInfo Support Group for more details.

Step 3 - Select Area

In Step 3, select one or more areas for which you wish to generate profiles and transfer them to the **Selected** pane (Fig. 10.29). For more information on how to select areas, see *Selecting areas* in Chapter 2, "Searching for Data."

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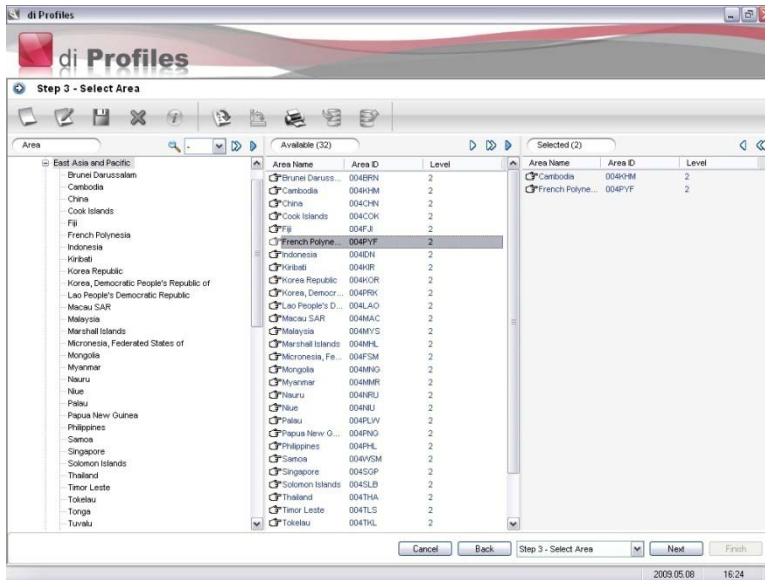
Fig. 10.29 Selecting areas

Step 4 – Process Information

In Step 4, select the file location where the profile(s) should be saved. Click **OK** to begin generating profiles for each of the selected areas. Click **Finish** after all the profiles have been generated.

Viewing the profile

All profiles are generated as Microsoft Excel files. To view a profile, open the profile file from the location where it was saved.

✥ di Analyzer

di Analyzer allows you to display and view data in scatter plots to analyze correlations among multiple indicators over time. Click ✥ **di Analyzer** to open the application (Fig. 10.30).
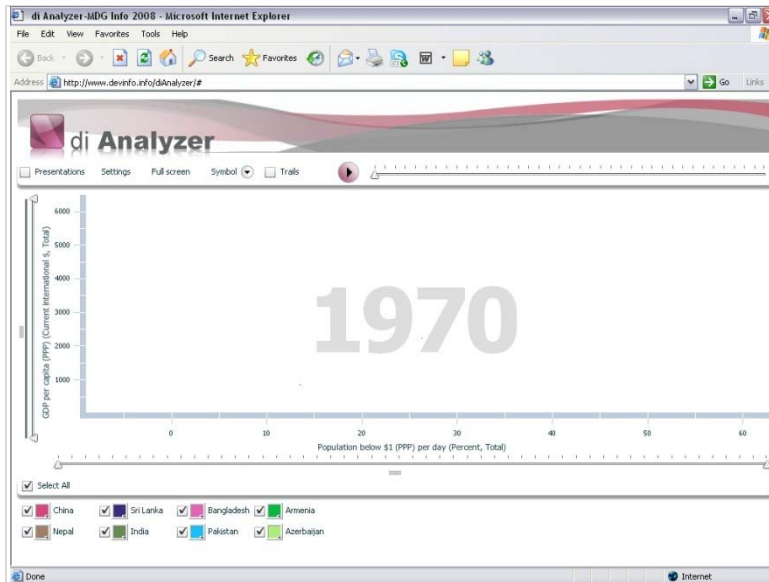
Fig. 10.30 di Analyzer

Understanding di Analyzer

di Analyzer displays data in the following dimensions: geographic areas, X-axis data value, Y-axis data value, symbol size and time period. The data are shown in an animated scatter plot. The geographic areas represented by the symbols are shown in the legend at the bottom of the screen. Each geographic area is assigned a default color. The X-axis and Y-axis indicators are shown against each time period. The symbol size is determined by a user-defined indicator.

When the application starts, the default scatter plot is shown from a pre-selected set of selections. The time bar progresses through the animation from the first time period to the last and then the animation stops. To run the animated scatter plot again, click the ⊙ arrow to the left of the timeline located above the scatter plot. Click it again to pause the application to view data for a particular time period. While the application is paused, move the mouse pointer over any scatter to open a box containing its data details or drag the timeline slider to a particular time period to generate a data view for that time period.

Changing the settings

Click **Settings** to change the default selections for the database, areas, X-axis, Y-axis and symbol.

- Click the **Database** tab to select the database of indicators available for each dimension of the scatter plot. To upload your own database, click **Upload Database** to send your database to the DevInfo Support Group to be optimized and uploaded.
- Click the **Areas** tab to select the areas for which you wish to view data.
- Click the **X-Axis** and **Y-Axis** tabs to select the indicators for these dimensions of the scatter plot.
- Click the **Symbol** tab to select the indicator for this dimension of the scatter plot. This indicator will determine the relative size of the symbol plotted. Select the symbol to be used to display data and adjust the absolute symbol size and transparency.
- Click **Save As** to save your settings as a new scenario.
- Click **Settings** again to return to the main application.

Click **Full Screen** to view the application in full screen.

Select the **Trails** check box to view the data trend trails over time.

Click **Symbol** to select the symbol used to display data and to adjust the absolute symbol size and transparency. Note that these options are also available under the **Symbol** tab under **Settings**.

In the area legend below the scatter plot, select or clear the areas for which you wish to view data. You can also customize the area colors by clicking the color box next to any area name to open the color palette, from where you can select the desired color.

🖼 di TreeMap

di Tree Map allows you to display and view data in tree maps to analyze data patterns and relationships. Click 🖼 **di TreeMap** to open the application (Fig. 10.31).

Fig. 10.31 di TreeMap

Understanding di TreeMap

di TreeMap allows users to display and view data in tree maps to analyze data patterns and relationships. Tree maps display hierarchical, tree-structured data as a set of nested rectangles. Each branch of the tree is depicted by a rectangle, which is then tiled with smaller rectangles representing sub-branches. The area of each rectangle is proportionate to a specified dimension of the data. The branches are colored to show separate data dimensions. When the color and size dimensions are correlated in some way with the tree structure, users may be able to spot patterns that might be difficult to spot in other presentation objects.

As di TreeMap is a web-based application, users can view data displayed for pre-loaded indicators, areas and time periods. Work to enhance di TreeMap and develop a desktop version of the same is scheduled for the future, at which time users will be able to use their own data sets and select their own indicators, areas and time periods.

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Changing the settings

Use the box at upper left to select the categorization method. Select either **Agency-Theme-Year** (default) to categorize the data by agency, theme and year or **Theme-Agency-Year** to categorize the data by theme, agency and year.

From the **Algorithm** box, select either **squarified** or **alternating** to apply the desired tree map algorithm to the data.

From the **Color Scheme** box, select the desired color scheme.

From the **Label Threshold** box, select the desired number of thresholds (tree branch levels) for tree map display.

From the data legend at the bottom of the application window, view the data values corresponding to each color.

di Radar

di Radar allows you to display and view data in radar charts to analyze relative data values for a set of indicators. Click **di Radar** to open the application (Fig. 10.32).
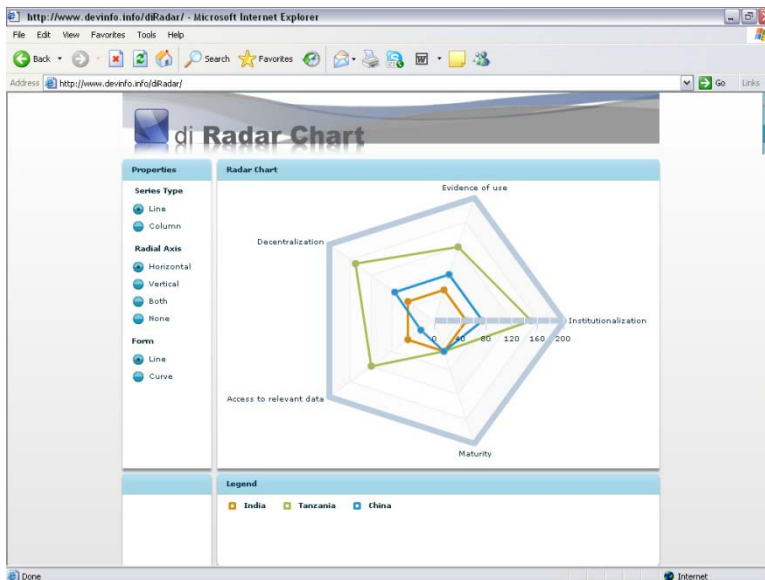

Fig. 10.32 di Radar application

Understanding di Radar

di Radar allows users to display and view data in radar charts to compare and analyze data values among various areas. Radar charts consist of a sequence of equi-angular spokes, with each spoke representing a different indicator. A line is drawn to connect the data values on each spoke, allowing users to identify relative data trends that might be difficult to spot in other presentation objects.

As di Radar is a web-based application, users can view data displayed for pre-loaded indicators and areas. Work to enhance di Radar and develop a desktop version of the same is scheduled for the future, at which time users will be able to use their own data sets and select their own indicators and areas.

Note that for the present, the data elements selected for di Radar are purely arbitrary and are intended only to demonstrate the potential of this application. In this demonstration version, the indicators selected all pertain to hypothetical measures of in-country DevInfo implementation, the areas selected are purely arbitrary, and the data values assigned are purely imaginary.

Changing the settings

Under the **Series Type** heading on the left panel, select either **Line** or **Column** to instruct the application to display the data in either line or column format on the radar chart.

Under the **Radial Axis** heading on the left panel, select either **Horizontal**, **Vertical**, **Both** or **None** to instruct the application which type of radial axis to display.

Under the **Form** heading on the left panel, select either **Line** or **Curve** to instruct the application to use either lines or curves to connect chart values. Note that this option is only available when the **Line** series type is selected.

Move the mouse pointer over any area name in the **Legend** area to view chart data only for that area. Click any area name in the legend to freeze the chart to display data only for that area. Click **Reset** to display data again for all areas available.

di Sidebar

di Sidebar launches a customizable desktop sidebar providing quick access to Gallery objects, RSS feeds, and related facts. Click **di Sidebar** to open the sidebar, which will appear at the right of the screen (Fig. 10.33).

Fig. 10.33 di Sidebar at the right of the screen

The sidebar gives you access to the following widgets:

- Graphs, maps and tables saved to the sidebar
- Gallery
- RSS
- Fact of the Week
- di Worldwide

Note that the sidebar remains active even when the DevInfo application is closed. To collapse (hide) the sidebar while still keeping it active, move the mouse pointer away from the sidebar towards the left. To view the sidebar again, move the mouse pointer towards the right edge of your screen.

To close the sidebar and render it inactive, click on the toolbar at the upper right of the sidebar.

Graphs, maps and tables saved to the sidebar

Displayed at the top of the sidebar are the maps, graphs and tables created in DevInfo 6.0 which have been saved to the sidebar. These presentation objects can be saved to the sidebar in two ways:

- By clicking **Save to Sidebar** from the expanded ⊟ **Save I Print** menu in the Map, Graph and Table windows after viewing and editing the objects
- By selecting the desired maps, graphs and tables already saved in the Gallery and clicking 🖼 **Save to Sidebar** from the **Gallery** toolbar

Click the arrow to the right of any map, graph or table widget on the sidebar to open its widget window, which displays a presentation preview. Move the mouse pointer over the presentation preview to cause its respective toolbar to appear at the left of the window (Fig. 10.34).
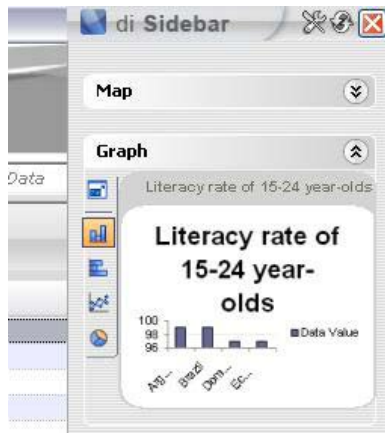

Fig. 10.34 Presentation preview panel in di Sidebar

To enlarge any of the presentation objects for better viewing and editing, either click the object itself within the widget window or click 🔲 **Click to enlarge** on the window toolbar. This opens an enlarged viewing window (Fig. 10.35).
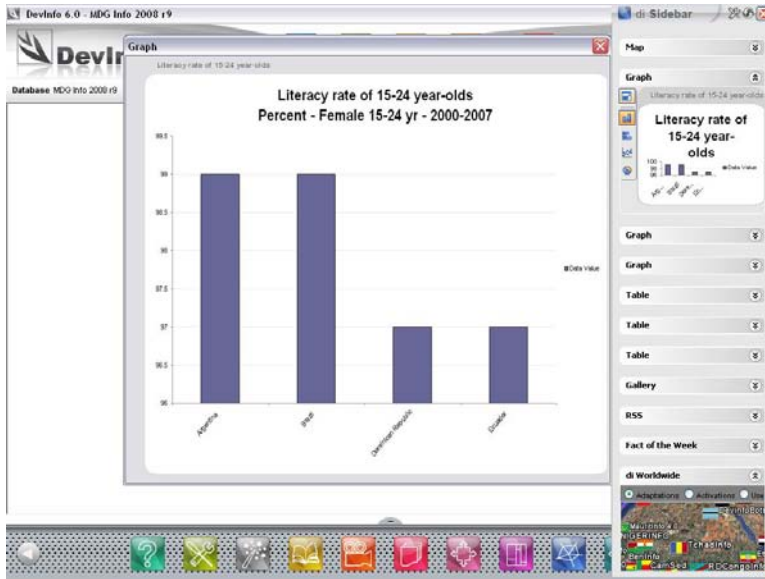
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Fig. 10.35 Enlarged viewing window for sidebar objects

Move the mouse pointer over the enlarged viewing window to cause the same presentation preview
toolbar to appear at the left of the window. To further enlarge the object for better editing, click [icon]
Click to enlarge on the toolbar again. A new DevInfo application window opens, allowing you to edit
the object. For details on how to edit presentation objects, see Chapter 4, "Tables," Chapter 5, "Maps,"
and Chapter 6, "Graphs."

Gallery

The Gallery widget in di Sidebar allows you to conveniently view presentation objects saved to the Gallery. Click the arrow to the right of **Gallery** to expand the widget window (Fig. 10.36).
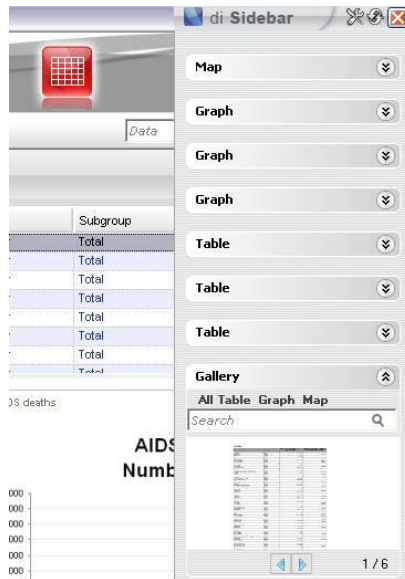

Fig. 10.36 Expanded Gallery widget window

To view all Gallery objects, click **All** from the top menu bar and use the [◄][▷] arrows at the bottom of the window to navigate through the objects. Click **Table**, **Graph**, or **Map** to view only those objects. To enlarge any object for better viewing, click the object in the widget window.

To search for Gallery objects, type the desired keyword(s) in the search box.

RSS

The RSS widget in di Sidebar allows you to view DevInfo-related RSS news feeds. Click the arrow to the right of **RSS** to expand the widget window (Fig. 10.37).
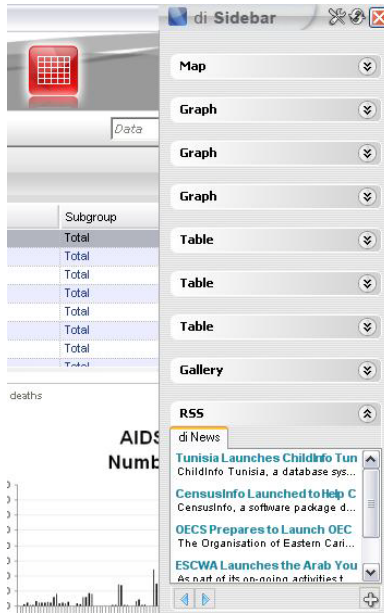
Fig. 10.37 Expanded RSS widget window

Click any news feed to read the full article. Use the ◀ ▶ arrows at the bottom of the window to navigate through the news feeds. To add additional RSS news feeds, click ✚ on the bottom toolbar in the window to open the Add Feed window, in which you can specify the feed name and URL.

Fact of the Week

The Fact of the Week widget in di Sidebar allows you to view the DevInfo Fact of the Week. Click the arrow to the right of **Fact of the Week** to expand the widget window (Fig. 10.38).
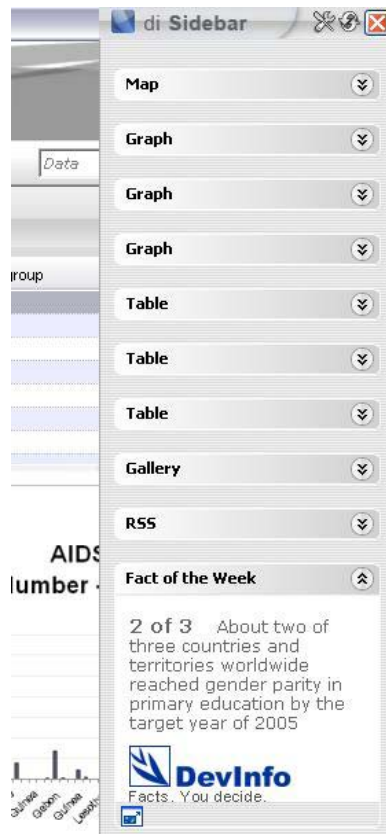

Fig. 10.38 Expanded Fact of the Week widget window

To view the full article, click **Click to enlarge** on the bottom toolbar in the window.

di Worldwide

The di Worldwide widget in di Sidebar allows you explore details on DevInfo adaptations and users worldwide. Click the arrow to the right of **di Worldwide** to expand the widget window (Fig. 10.39).

Fig. 10.39 Expanded di Worldwide widget window

Note: Downloading Google Earth Plug-In to view di Worldwide

In order to properly view and use the di Worldwide widget in di Sidebar, the Google Earth Plug-In application must be first installed on your computer. If this application is not already installed, a message will appear in the widget window prompting you to download and install it.

For optimum viewing, click **Click to enlarge** at the bottom of the window. This opens an enlarged viewing window (Fig. 10.40).

Fig. 10.40 Enlarged viewing window for di Worldwide

Displayed at the top of the window are three categories. Select **Adaptations** to explore DevInfo adaptations worldwide, as DevInfo has been adapted to country-specific requirements in many countries around the world. Select **Activations** to see where DevInfo has been installed. Select **Users** to view which users are currently online.

After selecting the category, use the mouse to generate the desired view on the globe. Drag the globe to rotate it, double-click to zoom in on a particular region, and double right-click to zoom out.

After generating the desired view on the globe, click any country flag or DevInfo icon to view more details about DevInfo adaptations, activations and users worldwide.

Changing di Sidebar settings

Click ✂ on the toolbar at the upper right of the sidebar to open the **di Sidebar - Settings** dialog box (Fig. 10.41).
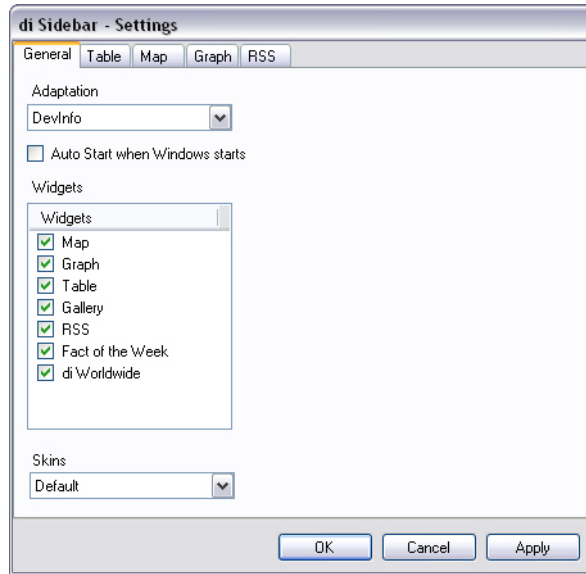
Fig. 10.41 di Sidebar – Settings dialog box

Note that there are five tabs which allow you to change the default di Sidebar settings:

General	Allows you to modify the default di Sidebar settings, including which widgets should be displayed on the sidebar
Table	Allows you to delete tables saved to the sidebar
Map	Allows you to delete maps saved to the sidebar
Graph	Allows you to delete graphs saved to the sidebar
RSS	Allows you to add, edit or delete RSS feeds

Click ✄ to refresh the sidebar after changing the settings.