

STATPLANET & STAT*Trends*



QUICK START

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Getting started

Step 1. Extract the ZIP file

The software does not require installation. Once you have [downloaded the software](#), the ZIP file just needs to be extracted onto your computer. The easiest way to extract the ZIP file is to copy it to the desired location, for example the **desktop** or the **Documents** folder. Once it is in the desired location, right-click the downloaded ZIP file and select “Extract All”. If you are using a Mac, the procedure is right-click -> Open With -> Archive Utility.

- **Important:** Do not copy the software into the Program Files folder, because the software can be prevented from writing files in this folder.

Step 2. Select an edition (StatPlanet / StatPlanet Plus only)

If using StatPlanet, open either the “World Map” or “USA Map” folder depending on the type of map you need. If using StatPlanet Plus, you can also use the “Shapefile Map” edition to load shapefile maps (see: [download shapefile maps here](#)) or the “Custom Flash Map” edition to design your own maps. See also: [StatPlanet Plus editions](#).

Step 3. Import a map or define variables

- If you using the Shapefile Map edition, you would need to [import a map](#).
- If you are using StatTrends, you would need to [define your variables](#).

Otherwise, continue directly to Step 4 below.

Step 4. Import data

Data can be imported automatically using the Excel-based StatPlanet Data Editor. This file consists of several sheets, the most important one being the sheet ‘Import’ which will contain all your data. Please see [importing data](#) for details.

Step 5. Save data

In the sheet ‘Import’, press the button at the top ‘**Save data**’. Data is saved to the files data.csv (for the data) and settings.csv (for the settings). These files can also be edited directly in Excel.

Step 6. View / Publish the results

To view the results in the desktop version, open/double-click the file ‘StatPlanet’ or ‘StatTrends’. To view the results in a browser, go to the sub-folder ‘web’ and select ‘StatPlanet.html’ or ‘StatTrends.html’. To publish the files on a website or within a CMS, please see [How to publish StatPlanet / StatTrends](#).

Import a map (shapefile version – StatPlanet Plus only).

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

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

- \map (*for the offline version*)
 - \web\map (*for the web version*)
3. Open the StatPlanet_data_editor file. Click on the button 'Setup shapefile' (in the top-left, macros need to be enabled).
 4. Select your “map.dbf” file in the map folder, and follow the instructions. Make sure that the ‘ID’ column is alphabetical (a-z), numerical (0-9), or alpha-numeric (a combination of alphabetical and numeric characters such as “reg21”). Special characters such as ē ā & / - may cause problems in loading the map. If you do not have a suitable ID column, you could use software such as Open Office Calc to edit the “map.dbf” file and create/edit an ID column. Open Office Calc is free software (<http://www.openoffice.org/>).
 5. Run StatPlanet to see the results with the included sample data.
 6. Check the sheet ‘Import names’ prior to importing your data. This will contain the map area names found in the “map.dbf” file, and they are the names or ‘headers’ which will be recognized when importing data. Therefore, the map area names in the data file you wish to import needs to match the map area names in the sheet 'Import'. If they do not match, you can add the map area names from your data file in the sheet 'Import names', below the corresponding map area names or codes. Then close and re-open the StatPlanet Data Editor, and you can start importing your data (see “Structuring source data files prior to import” and “Importing data” below).

Map positioning:

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

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

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

Text labels:

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

Defining variables (StatTrends only)

Prior to importing data in StatTrends, you first need to define your variables. They are defined in the sheet 'Import', as follows:

- Replace the example variables from column L onwards (row 2) with your own.
- Click on button '3. Save data' to save your variables.
- Click on button '2. Import data' to import your data. (If your variables did not import, try closing and re-opening the StatPlanet Data Editor. The variables in the document you are importing need to be equivalent to the variables in the sheets 'Import'.).
- Click on button '3. Save data' again to save, and then the results can be viewed in StatTrends.

Importing data

Data can be imported through the following steps:

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

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

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

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

- **Excel 2007 or newer:** Click on “FILE” (or the Microsoft Office Button if there is no “FILE”) in the top-left corner. Select Options, and then Trust Center. Click the button “Trust Center Settings”, then select “Macro Settings”. Select “Disable all macros with notification”, or one of the less secure options below if you wish to prevent the “enable macros” dialogue from appearing in the future.
- **Older versions of Excel:** In the Tools menu, go to -> Macro -> Security. Change the security level to Medium.

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

Structuring the data file for import

The Data Editor automatically recognizes the structure of the data in the file being imported. It will then automatically restructure the data in the format that is accepted by StatPlanet.

- Please [download the example spreadsheet](#) for an example of how to structure the data if the import fails (this example uses country-level data, but the same structure applies for other kinds of data, for example district or regional data).

A criterion for the import to be successful is that any map area name (e.g. country name) *only appears once* in the data file being imported. For example, if there are several rows of data for a map area, these rows would need to be combined into a single row.

Importing multiple categories of data

By default, data is imported from all Excel sheets in the selected file, if there is more than one sheet. Each sheet is imported as a separate category, and the sheet name becomes the category name. For multiple categories of data, the best way to organize your data file would be to organize the sheets according to the categories you would like to create within StatPlanet/StatTrends. Each sheet – which becomes a category – can also have multiple indicators and time periods.

In order to disable importing all sheets, go to the sheet 'Import names' and set 'Import all sheets' to FALSE. When set to FALSE, it only imports the currently selected sheet when the file is opened. In the sheet 'Import names', it is also possible to insert any sheet names to exclude from import, in cell H12 (for multiple sheets, separate them by commas, e.g. sheet1, sheet2, sheet3).

Troubleshooting if data import fails

Please see [troubleshooting data import problems](#).

Customizing the software

The [User Guide](#) explains how to take advantage of the many options for customizing the software according to your requirements. It also describes the StatPlanet Data Editor and the import process in more detail.

Data file structure

This section describes how data is structured, which is useful if you wish to copy your data manually (not using the import option described above), or if you wish to re-organize your data after import. The data can be copied and pasted manually into the Excel sheet 'Import' following the data structure described below.

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

The data file structure for the first three columns is shown below. Columns 1, 2 and 3 contain the Category names, Time units (e.g. years) and Indicator names respectively. Columns 4 to 11 are for optional customizations and can be left blank (for more details on how to use these columns, please see the User Guide). In contrast to StatPlanet Plus, StatPlanet only uses columns 2 (Time) and 3 (Indicator). The Time column can also be used for organizing other variables, such as different age-groups (or age-ranges) in population data.

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

- Data is structured first by category, then by date, and then by indicator.
- Dates must be in order from *highest* to *lowest*.
- Within one category, the list of indicators must be exactly the same for each date / year.
- Spacing (empty cells in white) between the different categories, dates and indicators need to be maintained as shown in the example below. See also the included example data which comes with StatPlanet for a more elaborate data structure. Please note that there are empty spaces between each category and between each year, and a single empty space (cell) between each list of indicators.

CATEGORY	TIME¹	INDICATOR
Category 1	2010	
		Indicator 1a
		Indicator 1b
	2009	
		Indicator 1a
		Indicator 1b
Category 2	2010	
		Indicator 2a
		Indicator 2b
		Indicator 2c
	2009	
		Indicator 2a
		Indicator 2b
		Indicator 2c

An example of the simplest possible data file is given below, which consists of just 3 rows. The first row contains the headers. The second row contains the category name (column 1, row 2) and the time value (column 2, row 2). The third row contains the indicator name (column 3, row 3), and in the same row, contains the data for each map area or variable (columns 12 onwards, row 3). For Shapefile Maps, the headers for column 12 onwards need to correspond to the unique map area codes in the DBF file. The column header for these unique map area codes then needs to be specified in the ‘settings.csv’ file, which is explained in more detail below.

CATEGORY	TIME²	INDICATOR	<headers for columns 4 to 11>	AREA1	AREA2	Etc...
Category 1	2010					
		Indicator	<can be left blank>	42.2	34.8	21.9

For sub-categories and sub-sub-categories the structure is identical. Please note though that the name of a category containing sub-categories needs to be in the row directly above the first sub-category. Aside from the first cell containing the category name, all other cells in this row should

¹ This column is called ‘YEAR’ in older versions of StatPlanet and StatTrends.

² This column is called ‘YEAR’ in older versions of StatPlanet and StatTrends.

be empty. The same is the case for sub-categories which contain sub-sub-categories. An example of a category with two sub-categories is shown below:

CATEGORY	TIME	INDICATOR
Category		
Sub-Category 1	2010	
		Indicator 1a
		Indicator 1b
	2009	
		Indicator 1a
		Indicator 1b
Sub-Category 2	2010	
		Indicator 2a
		Indicator 2b
		Indicator 2c
	2009	
		Indicator 2a
		Indicator 2b
		Indicator 2c

Settings file structure

This section describes the structure of the settings file (settings.csv or settings.txt), in case it needs to be edited manually, or if it is generated not through the StatPlanet Data Editor but via other means.

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

1. Map coordinates

- Found in sheet “Map regions”

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

All regions	0	0	100
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2. Settings

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

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

For Shapefile maps, the key variable to be set is the variable ‘DBF-ID’. The value of this variable would need to be the name of the column header from the shapefile DBF file which contains the unique codes for each map area.

3. Names (optional)

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

The map area names (or variable names if using StatTrends) are optional. If left out the names used will be equivalent to the names/codes in the sheet “Data”. The structure of the “names” section consists of the heading “NAMES”, followed by a list of country / map area / variable names. The order of the names should be the same as the order of the corresponding country / map area / variable codes in the sheet “Data”, but transposed vertically rather than horizontally.