

## Quick Start—Digital Address Materials

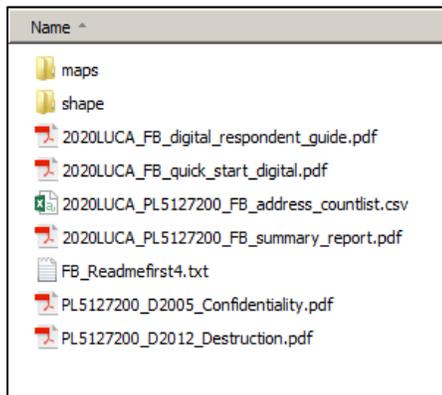
### 2020 Census Local Update of Census Addresses Operation (LUCA) Feedback Phase

#### Getting Started

Open (or print) the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide* located on the enclosed DVD(s). Refer to the *Confidentiality and Security Guidelines*, included as an appendix in the respondent guide, to ensure the protection of the U.S. Census Bureau’s Title 13 U.S.C. information.

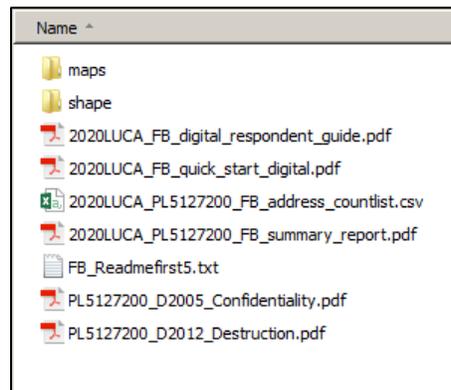
1. First, create a new folder (or new directory) on a computer that meets the requirements outlined in the *Confidentiality and Security Guidelines*.
2. Insert the **Title 13 Data Disc DVD** into the CD/DVD drive of the computer. Contents vary depending on the final format of the LUCA Review Phase materials, but one of the following three windows (e.g., **Figure 1**, **Figure 2**, or **Figure 3**) will open.

#### Digital Address List and Large Format Paper Maps (No PDF Maps)



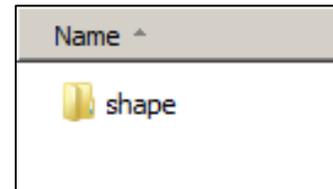
**Figure 1: Title 13 Data Disc DVD for Digital Address List and Large Format Paper Maps participants** (refer to Section I to proceed with setup)

#### Digital Address List and Large Format Paper/PDF Maps



**Figure 2: Title 13 Data Disc DVD for Digital Address List and Large Format Paper/PDF Maps participants** (refer to Sections I and II to proceed with setup)

#### Digital Address List and Digital Maps

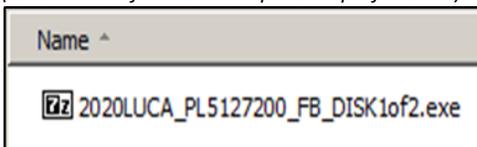


**Figure 3: Title 13 Data Disc DVD for Digital Address List and Digital Maps participants** (refer to Sections I and III to proceed with setup)

3. If there are files or folders in addition to the “**shape**” folder, copy them into the new folder created earlier. **IMPORTANT:** Do not copy the “**shape**” folder from this DVD.
4. Double-click on the “**shape**” folder from the DVD. Right-click on the file named **2020LUCA\_<EntityID>\_FB\_DISK1of2.exe** and select **Copy**.
5. Open the new folder created in Step 1, right-click, and select **Paste**.
6. Remove the **Title 13 Data Disc DVD** and proceed to **Section I** for instructions to extract the *Detailed Feedback Address List*.

The LUCA Feedback Phase package for some participants may include a printed insert (D-2282) that explains the absence of records on their *Detailed Feedback Address List*. If this occurs, a corresponding file (**2020LUCA\_FB\_insert.pdf**) will be present on their DVD(s). This file is absent from the images included in this quick start guide because it is not present for all participants.

#### I. Extracting the Detailed Feedback Address List (instructions for all three product preferences)



**Figure 4: 2020LUCA\_<EntityID>\_FB\_DISK1of2.exe on the hard drive**

1. Open the new folder created earlier and double-click on the file named **2020LUCA\_<EntityID>\_FB\_DISK1of2.exe** shown in **Figure 4**.
2. A command prompt window opens. Enter the password the Census Bureau mailed separately from the LUCA Feedback Phase materials. This password differs from the password used during the Review Phase. **The password does not appear on-screen as it is typed.** The command prompt window shows the progress of file extraction and closes upon completion of the file extraction. If the password is misplaced or the password letter was not received, please call (844) 344-0169 or email [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov) for assistance.
3. The Census Bureau’s comma-delimited *Detailed Feedback Address List* text file extracts into the new folder. The file name is **2020LUCA\_<EntityID>\_FB\_detailed\_address\_list.csv**. This is Title 13 U.S.C. material. Protect it accordingly.
4. For instructions on converting comma-delimited files, refer to **Chapter 1** in the respondent guide.

## II. Extracting the PDF Maps (instructions for the Digital Address List and Large Format Paper/PDF Maps product preference)

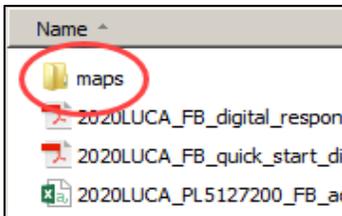


Figure 5: The “maps” folder

In addition to large format paper maps, participants who chose the Digital Address List and Large Format Paper/PDF Maps product preference receive the Census Bureau’s small format block maps as Portable Document Format (.pdf). These are Title 13 U.S.C. material. Protect them accordingly.

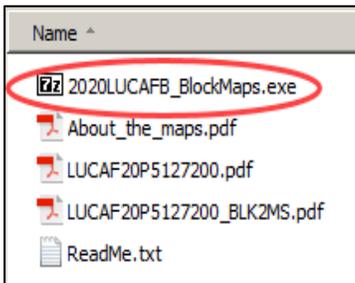


Figure 6: The “maps” folder contents

1. From the new folder created earlier, double-click on the “maps” folder shown in Figure 5 and a list of files opens as shown in Figure 6.
2. To extract the PDF small format block maps, double-click on the file named **2020LUCAFB\_BlockMaps.exe** as shown in Figure 6.
3. A command prompt window opens. Enter the same password used to extract the *Detailed Feedback Address List*. **As with the earlier extraction, the password does not appear on-screen as it is typed.** The window closes upon completion of the file extraction.
4. Once extracted, a list of files opens, including all of the PDF small format block maps for the participant’s jurisdiction as shown in Figure 7.
5. To use and print the PDF small format block maps, refer to **Chapter 2** in the respondent guide.

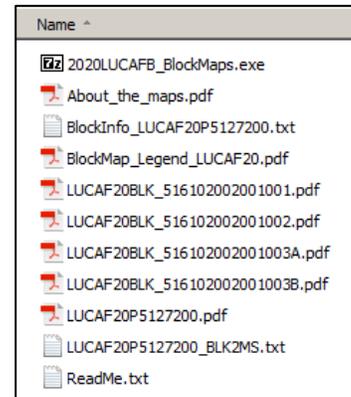


Figure 7: The extracted “maps” folder

## III. Extracting the Digital Maps (instructions for the Digital Address List and Digital Maps product preference)

In addition to a **Title 13 Data Disc** containing the *Detailed Feedback Address List* and a **Non-Title 13 Data Disc** containing the *shapefiles* and *Feedback Address Count List*, participants who chose the Digital Address List and Digital Maps product preference receive a software installer disc containing the Geographic Update Partnership Software (GUPS). The respondent guide and quick start guide for GUPS are included on the **Non-Title 13 Data Disc** DVD should participants choose to use GUPS for their LUCA Feedback Phase review.

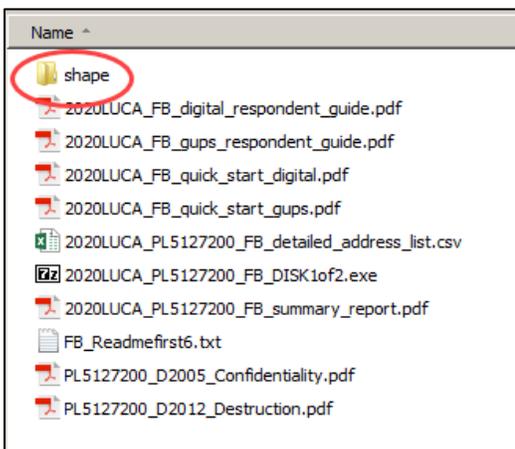


Figure 8: After copying Non-Title 13 Data Disc DVD to the hard drive

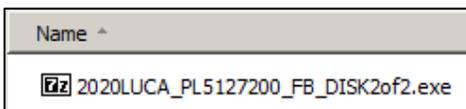


Figure 9: The “shape” folder contents

1. Insert the **Non-Title 13 Data Disc** DVD into the CD/DVD drive of the computer.
2. When the window opens showing the DVD contents, **Copy** and **Paste** all of the contents into the new folder created earlier, including the “shape” folder. Remove the **Non-Title 13 Data Disc** DVD.
3. From the new folder, double-click on the folder named “shape” as shown in Figure 8.
4. Double-click on **2020LUCA\_<EntityID>\_FB\_DISK2of2.exe** as shown in Figure 9.
5. A command prompt window opens showing the progress of the file extraction and closes upon completion. Unlike the **DISK1of2.exe** file extraction, this one does not require a password.
6. The digital maps (*shapefiles*) and the *Feedback Address Count List*, **2020LUCA\_<EntityID>\_FB\_address\_countlist.csv**, extract into the “shape” folder.
7. As shown in Figure 10, the shapefiles extract into individual folders for the state and each county in which the participant’s jurisdiction is located.
8. To use the shapefiles, refer to **Chapter 2** in the respondent guide.

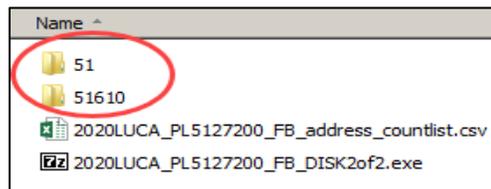


Figure 10: After extracting 2020LUCA\_&lt;EntityID&gt;\_FB\_DISK2of2.exe

If questions remain regarding Getting Started, consult the respondent guide first, and then call or email the LUCA Help Desk staff at (844) 344-0169 or [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov). Locate the 2020 Census LUCA Appeals Office contact information on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.