

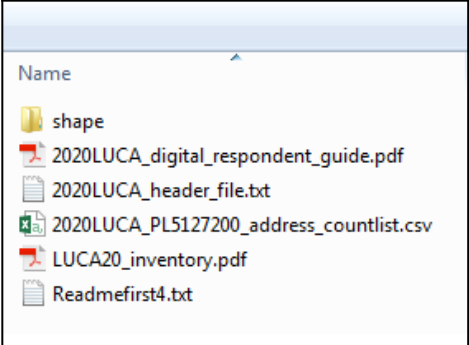
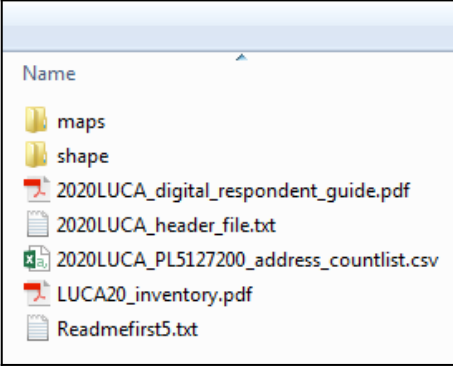
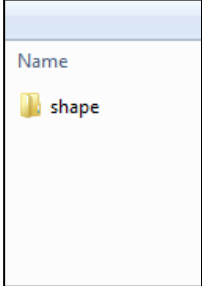
## Quick Start—Digital Address List Materials

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

#### Before you Begin

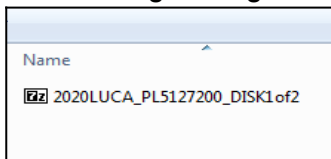
To ensure the protection of the Census Bureau’s Title 13, U.S.C. address information, refer to section 4.1 in the *Confidentiality and Security Guidelines*.

1. To keep your work organized, create a new directory or new folder on your hard drive.
2. Insert the **Title 13 Data Disc** DVD.
3. One of three screens opens depending on your product preference selection:

<p style="text-align: center;"><b>If you selected</b> <b>Digital Address List and Large Format Paper Maps (No PDF Maps)</b> <b>1 disc</b></p> <div style="border: 1px solid black; padding: 5px; margin: 5px;">  </div> <p style="text-align: center;"><b>Figure 1</b></p>	<p style="text-align: center;"><b>If you selected</b> <b>Digital Address List and Large Format Paper/PDF Maps</b> <b>1 disc</b></p> <div style="border: 1px solid black; padding: 5px; margin: 5px;">  </div> <p style="text-align: center;"><b>Figure 2</b> See section II to open the PDF maps</p>	<p style="text-align: center;"><b>If you selected</b> <b>Digital Address List and Digital Maps</b> <b>2 discs, plus a complimentary GUPS software installation disc</b></p> <div style="border: 1px solid black; padding: 5px; margin: 5px;">  </div> <p style="text-align: center;"><b>Figure 3</b> See section III to open the digital maps</p>
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4. If you have files in addition to the “**shape**” folder, copy the files into the new directory or new folder that you created (See Figures 1 and 2).
5. Double-click on the folder named “**shape**.” The screen shown in Figure 4 opens.
6. Right click on the file named **2020LUCA\_<EntityID>\_DISK1of2.exe** and select Copy.
7. Open the folder that you created. Right click and select Paste.

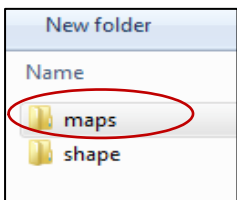
#### I. Extracting the Digital Address List



**Figure 4**

1. Double click on the copied file in your new directory/folder named **2020LUCA\_<EntityID>\_DISK1of2.exe** (Figure 4).
2. A command prompt opens. Enter the password the Census Bureau mailed to you separate from your LUCA materials.
3. The Census Bureau’s Address List extracts into the folder you created. The file name is **2020LUCA\_<EntityID>\_address\_list.csv**.
4. Open or print the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide* for instructions on converting comma delimited files in Chapter 2 to begin your address review.

#### II. Opening the PDF Maps



**Figure 5**

In addition to large format paper maps, this product preference receives the Census Bureau’s PDF maps. You need Adobe Acrobat software to open and view these files.

1. Right click on the folder named “**maps**” and select copy (Figure 5).
2. Open the new folder and paste the copied “**maps**” folder.
3. In the copied file, double-click the “**maps**” folder and a list of files opens as shown in Figure 6.

**Figure 5**

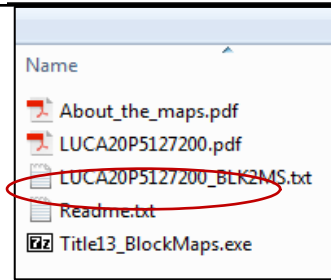


Figure 6

4. To extract the PDF small format block maps, double-click the file named **Title13\_BlockMaps.exe** (Figure 6).
5. A command prompt opens. Enter the password the Census Bureau mailed to you separate from your LUCA materials.
6. A list of files opens including all of the PDF block maps for your jurisdiction as shown in Figure 7.
7. To use and print the small format block maps see chapter 3 in the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide*.

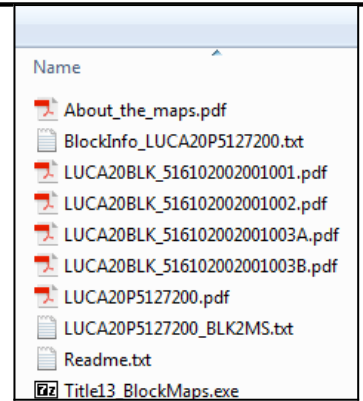


Figure 7

### III. Opening the Digital Maps

In addition to a Title 13 Data Disc containing the digital address list and a Non-Title 13 Data Disc containing the TIGER Partnership shapefiles, this product preference selection receives a complimentary software disc containing the Geographic Update Partnership Software (GUPS). The GUPS respondent guide is included on the Non-Title 13 Data Disc DVD.

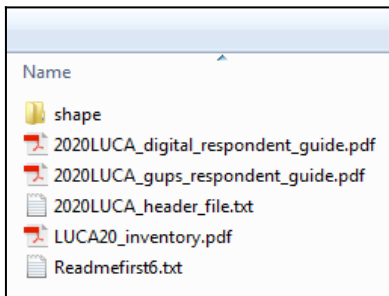


Figure 8

1. Insert the **Non-Title 13 Data Disc** DVD.
2. When the screen opens, copy the files into the new folder that you created.
3. To open the digital maps (TIGER Partnership shapefiles), double-click on the folder named "**shape**" (Figure 8).
4. Double click on the file in your new directory/folder named, **2020LUCA\_<EntityID>\_DISK2of2.exe** (Figure 9).
5. A command prompt opens that shows the progress of the file extraction and closes upon completion. (You do not need the password to extract this file.)
6. The Address Count List, **2020LUCA\_<EntityID>\_address\_countlist.csv** and the digital maps are extracted into the folder you created (Figure 10).
7. The shapefiles are in individual folders for the state and each county in which your jurisdiction is located (Figure 10).
8. For further detailed instructions on completing your LUCA review, open or print the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide*.

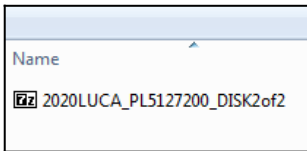


Figure 9

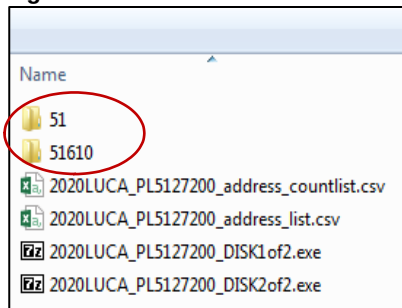


Figure 10

For detailed instructions on completing your LUCA address review and updates, see the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide* included on your data discs.

For additional information or assistance, please call 1-844-344-0169 or email [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov). Additional information about the LUCA operation is available at the LUCA Web site at <https://www.census.gov/geo/partnerships/luca.html>.