How to Use the Explore Service Area Tool:
By Geography
# Acronyms Used in This Lesson

<table>
<thead>
<tr>
<th>Acronym</th>
<th>What It Stands For</th>
</tr>
</thead>
<tbody>
<tr>
<td>UDS</td>
<td>Uniform Data System</td>
</tr>
<tr>
<td>ZCTA</td>
<td>ZIP Code Tabulation Area</td>
</tr>
</tbody>
</table>

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Explore Service Area by Geography

Enables you to select ZCTAs:

- Select them one-by-one
- Upload a list of ZIP Codes or ZCTAs to quickly select them all
- Select a state or county to quickly select all ZCTAs that approximate that area
- Select many ZCTAs at a time by drawing a line over them
How to Open the Explore Service Area Tool in By Geography Mode

- Click on the **Explore Service Area tool icon** (looks like a shield) in the Tool Box in the upper right corner of the map
  - If you only see a blue bar with a few tool buttons, click the **white, downward-pointing arrow** to reveal the tools
- Select the **radio button** for **By Geography** (it is selected by default)
Selecting ZCTAs by Geography

- There are two ways to select ZCTAs individually
  - Using the **Search** box
  - Clicking on the map

- There are three ways to quickly select many ZCTAs
  - Pasting a list of ZCTAs
  - Using the Paintbrush
  - Selecting by State/County
Selecting ZCTAs: Using the Search Box

- Type a ZIP Code or ZCTA
- Wait for the drop-down results to appear and click on a result
  - If you click on the result listed under ZCTAs you will be presented with two buttons
    - Click Go to go to that place on the map and/or
    - Click Add to select the ZCTA
  - If you click on the result listed under Addresses or Places you will be taken to that area on the map; click on ZCTA on map to select

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Selecting ZCTAs: Clicking on the Map

- Zoom in to your area of interest
  - To select ZCTAs directly on the map, you must be zoomed in close enough to the map (if starting at the default, you must click the + Locator Tool four times)
  - If you need to see ZCTA labels, turn them on in the Boundaries and Optional Layers tool or you can also put your cursor over a ZCTA to see the Information Card to see information about the ZCTA (available in the Tool Kit in the lower left corner of the map)
- Click once on a ZCTA to select it
Verifying Selected ZCTAs

- You can tell that a ZCTA is selected because it is:
  - Listed in the white **Selected ZCTAs** box
  - Highlighted with black dots on the map
  - Included in the Data Table

- Zoom to selected ZCTAs
  - Click **Go To Selected Area** (below the white **Selected ZCTAs** box) to zoom and/or center the map at the closest view that shows all selected ZCTAs

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Deselecting ZCTAs

There are two ways to deselect individual ZCTAs:

- Roll your cursor over the 5-digit code in the **Selected ZCTAs** box, and click the red X that will appear
- Click again on a selected ZCTA on the map twice

You can quickly deselect all ZCTAs by clicking **Clear Selection** (below the white Selected ZCTAs box)
Selecting Many ZCTAs: Pasting a List (1)

1. Create a list of ZIP Codes or ZCTAs in a spreadsheet or document, and then select all ZIP Codes/ZCTAs and press **Ctrl+c** to copy

2. Click the **Paste button** (looks like a clipboard) in the gray bar on the Explore Service Area tool

3. Click anywhere in the top, white box and then press **Ctrl+v** on your keyboard to paste
Selecting Many ZCTAs: Pasting a List (2)

4. Click **Validate** to see if there are any that do not have a direct ZCTA match
   a. If you included a ZIP Code that does not have a corresponding ZCTA, a warning message will inform you that this ZIP Code cannot be selected and you must use the ZIP Code to ZCTA Crosswalk to find the corresponding ZCTA to select instead

5. Click **Add**

6. ZCTAs will appear in the **Selected ZCTAs** box
Selecting Many ZCTAs: Using the Paintbrush

- The Paintbrush tool enables you to select many ZCTAs without having to click on every ZCTA
  - You must be zoomed in to where ZCTAs are selectable
- Click the **Paintbrush button**
- Click and hold down on the map where you would like to begin selecting ZCTAs
- While holding down your mouse button, drag your cursor over every ZCTA you would like to select
- Let go of your mouse button to stop selecting ZCTAs
Selecting Many ZCTAs: By State/County

- The + tool enables you to quickly select all ZCTAs that approximate a State/County

- Click the + button

- Click Select State and select a state

- Click Select County and select Entire State or a county name

- Click Add to select all ZCTAs that have any portion within the boundaries you selected
  - Remember, ZCTAs often cross these boundaries, so these data will only be approximate for the county or state you select

- Repeat steps 3 and 4 to add multiple counties

- Click X to close the selection window
Verifying State/County ZCTA Selection

- Because the + button selects only ZCTAs that have any portion within the selected state/county, it may select some ZCTAs that you may not wish to include.

- Consider deselecting a ZCTA that crosses the state/county boundary, if you think that most of the population lives outside of the boundary.
  - Suggestion: Use a search engine to determine the county in which a ZCTA belongs (e.g., search “What county is 95824 in?”).

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Data Table (1)

To see the data table:

- Make sure there are ZCTAs selected
- Click the **Data Table** button (looks like a window) in the Tool Kit in the lower left corner of the map
### Data Table (2)

<table>
<thead>
<tr>
<th>ZCTA</th>
<th>Post Office Name</th>
<th>State</th>
<th>MCP: Health Center Count</th>
<th>MCP: Dominant Health Center</th>
<th>Popp Total</th>
<th>Popp Low-Income</th>
<th>Popp Total Patients</th>
<th>MCP: Peretration of Low Income (%)</th>
<th>MCP: Peretration of Total Population (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>95814</td>
<td>Sacramento, CA</td>
<td>8</td>
<td>Wellspace Health</td>
<td></td>
<td>408,121</td>
<td>195,470</td>
<td>51,120</td>
<td>23.06%</td>
<td>11.72%</td>
</tr>
<tr>
<td>95816</td>
<td>Sacramento, CA</td>
<td>9</td>
<td>Wellspace Health</td>
<td></td>
<td>17,203</td>
<td>4,046</td>
<td>1,203</td>
<td>22.95%</td>
<td>13.03%</td>
</tr>
<tr>
<td>95817</td>
<td>Sacramento, CA</td>
<td>8</td>
<td>Wellspace Health</td>
<td></td>
<td>13,818</td>
<td>7,282</td>
<td>1,676</td>
<td>27.47%</td>
<td>23.89%</td>
</tr>
<tr>
<td>95818</td>
<td>Sacramento, CA</td>
<td>8</td>
<td>Wellspace Health</td>
<td></td>
<td>20,542</td>
<td>6,817</td>
<td>1,628</td>
<td>20.88%</td>
<td>7.83%</td>
</tr>
<tr>
<td>95819</td>
<td>Sacramento, CA</td>
<td>3</td>
<td>Wellspace Health</td>
<td></td>
<td>18,571</td>
<td>2,495</td>
<td>335</td>
<td>13.43%</td>
<td>1.80%</td>
</tr>
<tr>
<td>95820</td>
<td>Sacramento, CA</td>
<td>8</td>
<td>Wellspace Health</td>
<td></td>
<td>33,415</td>
<td>19,566</td>
<td>5,993</td>
<td>20.63%</td>
<td>16.92%</td>
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<tr>
<td>95832</td>
<td>Sacramento, CA</td>
<td>8</td>
<td>Wellspace Health</td>
<td></td>
<td>43,457</td>
<td>20,139</td>
<td>4,022</td>
<td>23.97%</td>
<td>10.04%</td>
</tr>
<tr>
<td>95823</td>
<td>Sacramento, CA</td>
<td>9</td>
<td>Health and Life Organization, Inc. (H.A.O.)</td>
<td></td>
<td>76,079</td>
<td>44,975</td>
<td>13,227</td>
<td>29.42%</td>
<td>17.39%</td>
</tr>
<tr>
<td>95824</td>
<td>Sacramento, CA</td>
<td>8</td>
<td>Wellspace Health</td>
<td></td>
<td>36,053</td>
<td>20,196</td>
<td>5,784</td>
<td>20.64%</td>
<td>19.25%</td>
</tr>
</tbody>
</table>

- Every ZCTA that is selected on the map will be included.
- See the How to Use the Data Table lesson (on the Tutorials page) to learn more.
End of Lesson

Proceed to the next lesson to continue learning how to use the UDS Mapper