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Manual for the Microsoft Access© Database:

Print Media Survey Database on the 2001 and 2002 Agricultural Drought in Eastern Canada

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*Manual for the Microsoft Access® Database: Print Media Survey Database
on the 2001 and 2002 Agricultural Drought in Eastern Canada*

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Top Five Tips

1. Backup the database regularly! Microsoft Access® databases can become corrupted when the computer crashes. For the most part, they are recoverable with a lot of work, but it is ten times easier when it is backed up.
2. To make the database run faster, compact and repair it on a scheduled basis (once a week, once a day, etc). This command is available under **Tools>Database Utilities>Compact and Repair Database**.
3. Work your way through Microsoft Access® assistance articles at <http://office.microsoft.com/en-ca/assistance/CH010422561033.aspx>
4. Training for Microsoft Access® (in video format) is available free of charge at: <http://office.microsoft.com/en-us/training/CR061829401033.aspx>

Other useful sites for learning Microsoft Access® are

- <http://databases.about.com/cs/tutorials/a/widgetmenu.htm>
<http://www.utteraccess.com/>
5. Make yourself a backup copy of the database (name it very differently) and experiment with queries, etc. It is possible to learn how to use and even develop databases by just trying and using your intuition.

Overview – Manual

This manual provides:

1. Overviews to general Microsoft Access© concepts, objects and functions
2. Makes reference to Microsoft's and other's help files on general concepts, database objects and functions;
3. Specific information/guides to database objects and functions unique to the *Print Media Survey Database*.

Overview – Print Media Survey Database

The Print Media Survey database contains the full of over 3000 articles related to drought impacts and adaptations in Eastern Canada (and some Western Canada articles carried in National and Eastern Canada newspapers).

Each article is coded by keywords describing impacts, adaptations and other identifiers. As well it is coded on the geographical location (not necessary the publishing location of the periodical) under discussion. The geographical identifiers are at the country, province, and Statistics Canada's *Census Agricultural Regions* and *Census Division* levels.

The database also contains over 50 pre-defined queries that generate statistics on individually and on combinations of:

- a. Timing: month and year
- b. Occurrence of keywords
- c. Location of articles within the periodical: i.e. number of articles occurring on the front page of a newspaper, etc.
- d. Geographical location: Country, province, *Census Agricultural Region* and *Census Division*

There is also a form that allows the user to generate their own queries based on timing, keyword occurrence, and geographical location. It is also possible to generate a report for printing articles as determined by the above query.

Database Objects

1. Database objects refer to method/interface for entering, accessing, storing, manipulating and analyzing data in Microsoft Access®.
2. Microsoft Access® has seven database objects:
 - i. Tables
 - ii. Queries
 - iii. Forms
 - iv. Reports
 - v. Pages
 - vi. Macros
 - vii. Modules
3. Visit <http://office.microsoft.com/en-ca/assistance/HP051891361033.aspx> for a general overview of database design and description of database objects.
4. The *Print Media Survey Database* uses five database objects: tables, queries, forms, reports and macros that will be discussed in more depth in this manual.

Tables

Tables are where data is stored. Tables consist of fields (columns) and records (rows). Fields are where a particular type of discrete data is stored i.e., ArticleID, Article Title, Article Date, Text of Article, etc. A record is the complete collection of fields related to a single data source. For example, Table 1 represents a portion of the table tblArticles in the Print Media Survey Database.

Visit <http://office.microsoft.com/en-ca/assistance/CH062526461033.aspx> for an overview of tables.

Table 1 tblArticles

ArticleID	ArticleDate	ArticleTitle	Byline	Volume	Issue	PageNumber	FrontPage
6616	April 6, 2001	What ifs of climate change becoming reality				43	No
6617	August 21, 2001	Lack of rain strains crops, cattle and people: A drought can throw careful calculations out the window				B.12	No
6618	August 21, 2001	Conservation Authorities get cash to deal with drought	The groups may use some of the money to police water taking from area rivers			42-43	No
6619	August 21, 2001	Drought sparks insurance inquiries	AgriCorp's hotline has fielded more than 2,500 calls from farmers in the past few weeks			10	No

The highlighted row represents a portion of an entire record. Unless otherwise specified, records in a table appear as rows. In all most all cases, a record is identified by a primary key (or unique identifier). In the case of *tblArticles* the unique identifier is the field ArticleID.

Table 2 identifies the names of tables and their descriptions in the Print Media Survey Database.

Table 2 List of Tables and Descriptions

Table Name	Descriptions
tblArticleLNKAuthors	This table contains the linkages between articles and authors
tblArticles	This is the main database table containing the singles item fields about a document (article)
tblArticlesLNKCensusAgriculturalRegion	This table contains the linkages between Articles and Census Agricultural Regions.
tblArticlesLNKCensusDivision	This table contains the linkages between Articles and Census Divisions.
tblArticlesLNKCountry	This table contains the linkages between Articles and Countries.
tblArticlesLNKKeyword	This table contains the linkages between Articles and Keywords.
tblArticlesLNKProvinceState	This table contains the linkages between Articles and Provinces and States.
tblArticlesLNKPublications	This table contains the linkages between Articles and Publications
tblAuthors	This table contains information about articles' authors.
tblCensusAgriculturalRegions	This table contains information about Census Agricultural Regions (as defined by Statistics Canada)
tblCensusDivisions	This table contains information about Census Divisions (as defined by Statistics Canada)
tblCensusSubDivisions	This table contains information about Census SubDivisions (as defined by Statistics Canada)
tblCountry	This table contains information about Countries.
tblKeywords	This table contains information about articles' keywords
tblKeywordType	This table contains information about keyword types
tblLocality	This table contains information about Localities (as defined by Statistics Canada).
tblMainKeyword	This table contains information about Main Keyword
tblMainQueryTypeCode	This table contains information about the codes for types of queries.
tblMunicipalityType	This table contains information about Statistic's Canada municipality types.
tblProvinceState	This table contains information about Provinces and States
tblPublicationLNKCARID	This table contains the linkages between Publications and Census Agricultural Regions (as defined by Statistics Canada).
tblPublicationLNKCountry	This table contains the linkages between Publications and countries.
tblPublicationLNKProvince	This table contains the linkages between Publications and Provinces.
tblPublicationLNKSubCensusDivision	This table contains the linkages between Publications and Census SubDivisions (as defined by Statistics Canada).
tblPublications	This table contains information about documents (articles) publications.
tblPublicationsLNKLocality	This table contains the linkages between Publications and Localities (as defined by Statistics Canada).
tblPublicationSource	This table contains information about the sources of publications
tblPublicationType	This table contains information about the types of publication classifications.
tblQueryCodes	This table contains information about the descriptive codes in query names.
tblQueryNameAndDescriptions	This table contains information about individual queries and their descriptions.
tblQueryType	This table contains information about the types of queries.

Forms

What are forms?

Forms are the main data entry/viewing interface for Microsoft Access®. There is no actual data stored in forms rather they store data in their source tables/queries.

The forms available in this database are listed and described in Table 3. The notation for forms in this database is *frmFormName*. The user will only likely use the main forms for data entry and navigation. Subforms are minor forms that are linked to the main form. The notation for subforms is *sbfFormName*. It is unlikely that the user will have any reason to use/or edit subforms (except in the context of navigating/editing articles in a main form).

Table 3 List of Forms in Print Media Survey Database

Form Name	Description
frmArticles	This is the central form that permits entry, editing and navigation of articles. It also contains subforms (sbf*), that link that main article information to its additional relevant information (authors, publication, keywords, and locations).
frmArticlesFilteredbyQuery	This form permits the querying of articles based on their subform data as well as between dates.
frmEnterAuthors	This form permits the user to enter authors, either directly by opening this form, or through the <i>sbfArticlesLNKAuthors</i> subform when an entered author was not previously entered
frmEnterCensusSubdivisions	This form permits the user to enter Census SubDivisions and link them to Census Division, Census Agricultural Region, Province and Country.
frmEnterLocality	This form permits the user to enter localities and link them to Census SubDivisions, Census Division, Census Agricultural Region, Province and Country.
frmKeyword	This form permits the user to enter keywords, and link them to a main keyword, and keyword type
frmPublications	This form permits the user to enter publications, either directly by opening this form, or through the <i>sbfArticlesLNKPublications</i> when the entered publication was not previously entered.
frmPublicationSource	This form permits the user to enter the publication source (e.g. ProQuest)
frmQueryNameAndDescriptions	This form permits the user to enter or browse queries by names and their descriptions
sbfArticlesLNKAuthors	This is a subform of <i>frmArticles</i> that links articles with authors. It should not be opened separately.
sbfArticlesLNKCAR	This is a subform of <i>frmArticles</i> that links articles with Census Agricultural Regions. It should not be opened separately.
sbfArticlesLNKCensusDivision	This is a subform of <i>frmArticles</i> that links articles with Census Divisions. It should not be opened separately.
sbfArticlesLNKCountry	This is a subform of <i>frmArticles</i> that links articles with countries. It should not be opened separately.
sbfArticlesLNKKeyword	This is a subform of <i>frmArticles</i> that links articles with keywords. It should not be opened separately.
sbfArticlesLNKProvinceState	This is a subform of <i>frmArticles</i> that links articles with provinces/states. It should not be opened separately.
sbfArticlesLNKPublications	This is a subform of <i>frmArticles</i> that links articles with publications. It should not be opened separately.
sbfPublicationLNKCARID	This is a subform of <i>frmPublications</i> that links publications with Census Agricultural Regions. It should not be opened separately.
sbfPublicationLNKCountry	This is a subform of <i>frmPublications</i> that links publications with countries. It should not be opened separately.
sbfPublicationLNKLocality	This is a subform of <i>frmPublications</i> that links publications with

	localities. It should not be opened separately.
sbfPublicationLNKProvince	This is a subform of <i>frmPublications</i> that links publications with authors. It should not be opened separately.
sbfPublicationLNKSubCensusDivision	This is a subform of <i>frmPublications</i> that links publications with Census Subdivisions. It should not be opened separately.
sbfSwitchboard	The switchboard is the main menu/navigation form. It automatically launches when the database is opened

Table 4 lists and describes the types of fields present in tables and forms. The field type can limit the type (alphabetic or numeric), format (date), and number of characters entered in a field.

Table 4 List and Description of Field Types

Field Type	Description
Autonumber	This field automatically enters a sequential number as new records are entered
Text	Any combination of up to 255 alphanumeric characters can be entered in this field
Combo Box	This field permits selection from a list of values either linked in an another table or within the table itself.
Memo	This fields permits entry of an unlimited number of alphanumeric characters
Date/Time	This fields permits entry of date in a particular format as specified by the programmer

General Data Entry/Navigation Notes

General

1. Information can be typed directly in or cut and pasted in each field.
2. Be sure to enter data in every subform. If there is no data available, choose none for keywords; census division; census agricultural region; province,country and “no author listed” for Author. This helps ensures that queries run properly!

Navigation

1. Within the *frmArticles* you can use the tab key to navigate between fields.
2. In order to navigate to/between subforms use the mouse and click in the subform you want to enter data in.
3. To find particular text in a field, navigate to the desired field and go to Edit>Find or hit Control + F. Then enter the desired text to find. If you want to find partially matching text, e.g. any variation of “yield” including “yield, yields”, etc enter “*yield*”. The asterisks around yield are known as wildcards. You should also use wildcards around the desired find term, if you looking for a term that will be surrounded by other text, as in the case of fulltext.
4. You can not use the Find function within subforms of a main form.

Using Macros

Macros are “shortcuts” programmed to execute certain common tasks. Table 5 lists and describes how to use the pre-programmed macros for common tasks within forms within the *Print Media Survey Database*.

Table 5 List of Macros

AutoKey	Function
Control + L	Lookup Locality or Census Subdivison
Control + N	Go to Next Record
Control + P	Go to Previous Record
Control + R	Remove Filter
Control + U	Unhide Columns
Control + Q	Open Query Codes and Descriptions

Filters

1. Filters allow you to choose text within a record and find all records with the chosen text.
2. To filter a record, highlight the desired text with the mouse and right click and choose **>Filter by Selection**.
3. This will result in only the records with the chosen text being retrieved.
4. To remove a filter either go to:
Records>Remove Filter/Sort
OR
Use the Macro: Control + R
5. The most likely use of filters within *frmArticles* is to choose text in the Fulltext field. For example, if you want to find all articles with the term “conservation authority” in the full text, first follow the steps to find text as described in the Navigation Section 3 above. Then highlight the “conservation authority” in the Fulltext field, right click and choose **>Filter by Selection**. This should retrieve only articles with the term “conservation authority in the Fulltext field”
6. You can not use the Filter function within subforms of a main form.

Form Specific Notes

frmArticles

1. The form *frmArticles* is the main entry form for articles
2. The table below provides descriptions / instructions for the fields

Field Name	Field Type	Description/ Instructions
(Article)ID	Autonumber	This is an autonumber field that is the unique identifier for each article. As soon as you start to enter data in another field, Access will autofill this field with a unique number. You can use this number to search for an article. As well, this number links the articles to other relevant information (Authors, Publication, Geographical Identifiers)
ArticleDate	Date	Enter the date in the format mm/dd/yyyy or Month day, year e.g. November 5, 2001. If you enter in the mm/dd/yyyy format, Access will convert it to the Month day, year format.
Volume	Text	Enter the volume number if relevant
Issue	Text	Enter the Issue number if relevant
Page	Text	Enter the page(s), e.g. 43; A.7-A.8; or 43-45 & 47
FrontPage	Text	Enter either Yes OR No. Identify an article as FrontPage if the article appears on pg. 1 or A.1
ArticleTitle	Text	Enter the lead title for the article
Byline	Text	Enter any supplementary titles for the articles
URL	Memo	Enter the URL of the article if relevant
Copyright	Text	Enter the copyrighted sources of the article e.g., Bell GlobeMedia
Dateline	Text	Enter the dateline for the article, e.g. Halifax, N.S.-
Full Text	Text	Enter the fulltext of the article, either directly or by cutting and pasting from another source

sbfArticlesLNKAuthors (called Authors)

1. This subform allows you to link authors to articles. To add an author to an article, start typing the name, in the AuthorID field, last name first. This will bring up a list of authors already in the Authors table. If it brings up the author you are looking for, hit enter to add it. If it is not bringing up the desired author, finish typing the last name of the author you want, and hit enter. This will cause a pop-up to say "This author is not in list. Add it?". Choose yes, and this will bring up an entry form called *qryLookupAuthors*. Do not enter anything in the field AuthorID or FullName (this field will autocomplete). Type in the AuthorLastName and AuthorFirstName and close this box by hitting the X in the upper right corner of the entry form. This will return to you to *frmArticles* and the author you enter should be present in the Authors subform (you may have to scroll up to see this).

sbfArticlesLNKPublications (called Publications)

1. This subform allows you to link publications to articles. To add a publication to an article, start typing the publication name. This will bring up a list of publications already in the Publications table. If it brings up the publication you are looking for, hit enter to add it. If it is not bringing up the desired publication, finish typing the publication name you want, and hit enter. This will cause a pop-up to say "This publication is not in list. Add it?". Choose yes, and this will bring up an entry form called *sbfPublications*. Do not enter anything in the field PublicationID. Complete at least the Publication Name field, and any additional fields that are appropriate.
2. Close this box by hitting the X in the upper right corner of the entry form. This will return to you to *frmArticles* and the author you enter should be present in the Publications subform (you may have to scroll up to see this).

Geographical Classification

1. If you do not know the census division, census agricultural region, etc. for a particular city, town or village, enter Control+L and enter the name of the place you are looking for with wildcards on both sides, e.g. *Smiths Falls*. This will locate the Census Division, etc for you.

sbfCensusDivision

1. This subform allows you to link Census Division to articles. To add a Census Division to an article, start typing the Census Division name. This will bring up a list of Census Divisions in *tblCensusDivisions*. This will bring up a list of Census Divisions that start with the characters you have typed. It is very common for there to be multiple Census Divisions with the same name in very different locations. Be sure to use the one that matches up with the province you are referring to. Hit enter to enter the desired Census Division.
2. If you want to enter multiple Census Divisions, hit tab to go to the next line and enter the next Census Division.
3. As this database contains all the relevant Census Divisions for Canada, you will need to enter additional Census Divisions. If you can not locate the Census Division you are interested in, please check the spelling and look again.

sbfCensusAgriculturalRegions

1. This subform allows you to link Census Agricultural Region to articles. To add a Census Agricultural Region to an article, start typing the Census Agricultural Region name. This will bring up a list of Census Agricultural Regions in *tblCensusAgriculturalRegions*. This will bring up a list of Census Agricultural Regions that start with the characters you have typed. It is very common for there to be multiple Census Agricultural Regions with the same name in very different locations. Be sure to use the one that matches up with the province you are referring to. Hit enter to enter the desired Census Agricultural Region.
2. If you want to enter multiple Census Agricultural Regions, hit tab to go to the next line and enter the next Census Agricultural Region.

3. As this database contains all the relevant Census Agricultural Regions for Canada, you will need to enter additional Census Agricultural Regions. If you can not locate the Census Agricultural Region you are interested in, please check the spelling and look again.

sbfProvinceState

1. This subform allows you to link Provinces or States to articles. To add a Provinces or State to an article, start typing the Provinces or State name. This will bring up a list of provinces or states in *tblProvinceState*. This will bring up a list of provinces and states that start with the characters you have typed. Hit enter to enter the desired province or state.
2. If you want to enter multiple provinces or states , hit tab to go to the next line and enter the next province or state.
3. As this database contains all the provinces (Canada) and states (United States), you should not need to enter any more.

sbfCountry

4. This subform allows you to link countries to articles. To add a country to an article, start typing the country name. This will bring up a list of country in *tblCountry*. This will bring up a list of countries that start with the characters you have typed. Hit enter to enter the desired country.
5. If you want to enter multiple countries, hit tab to go to the next line and enter the next country
6. The *tblCountry* contains three options for countries: Canada, United States or None. If you wish to enter further countries, add them to *tblCountry*.

Keyword Classification

1. The subform to enter keyword for articles is *sbfArticlesLNKKeywords*.

sbfArticlesLNKKeywords

1. If a keyword in an article is related to the effects of drought e.g. diminished crop yield of corn due to drought.
Enter the keywords:
 - a. Corn
 - b. Drought
 - c. Diminished crop yield
2. To enter these keywords, start typing the keyword in the KeywordID field. This will bring up a list of keywords that start with the characters you have typed. Hit enter to select the desired keyword.
3. It is very possible that there may be keywords very similar in name, be sure you are selecting the correct one. For example if you enter vegeta, the first term you bring up will be “vegetables”, but if you scroll one down it will be “vegetative buffers”

Other Key Forms

frmArticlesFilteredbyQuery

1. This form is identical to *frmArticles* however when you open it prompts you to enter a query for the following:
 - a. Country: Enter either Canada OR United States. If you are interested in both enter *.
 - b. CAR (Census Agricultural Region): Enter the Census Agricultural Region you are interested in. If you are interested in all CARs enter *.
 - c. Province (Province or State): Enter the Province/State you are interested in. If you are interested in all province/states enter *.
 - d. Census Division: Enter the Census Division you are interested in. If you are interested in all Census Divisions enter *.

- e. Keyword: Enter the Keywords you are interested in. If you are interested in all Keywords Divisions enter *.
- f. Beginning date: Enter the start date of articles in mm/dd/yyyy format. You must enter a date or the query will not work properly.
- g. End date: Enter the end date of articles in mm/dd/yyyy format. You must enter a date or the query will not work properly.

frmPublications

1. The table below provides descriptions / instructions for the fields

Field Name	Field Type	Description/ Instructions
PublicationID	Autonumber	This is an autonumber field that is the unique identifier for each Publication. As soon as you start to enter data in another field, Access will autofill this field with a unique number. You can use this number to search for an article. As well, this number links the articles to other relevant information (Geographical Identifiers)
PublicationName	Text	Enter the name of the publication.
PublicationType	ComboBox	Enter the publication type (combobox source: <i>tblPublicationType</i>), i.e., Agricultural Community Publication, Provincial/Regional/Local Newspaper, etc.
PublicationSource	ComboBox	Enter the publication source (combobox source: <i>tblPublicationSource</i>), i.e., hardcopy, Proquest, etc.
PublicationURL	Memo	Enter the publication URL (if available)

2. This form permits the entry of publications and linking them to geographical classifications. The process for linking geographical classifications to publications is almost identical to that for linking articles with geographical classifications, except there is no classification by Census Division, but rather Locality and Census SubDivision.

Queries

General

1. Queries are just that, querying data according to specific criteria, e.g. range of dates, by keywords, appearance of a word in full text, etc.
2. The main way for designing queries is with SQL (Structured Query Language), pronounced *sequel*. You can create queries with only a basic knowledge of SQL in design view (the visual interface for creating queries), but being able to write SQL greatly expands the complexity of queries you can write, and increase the usefulness of your data.
3. You should work through the Microsoft Access© tutorial *Get Answers with Queries* for an overview of how queries work. It is available at:
<http://office.microsoft.com/training/training.aspx?AssetID=RC010776611033>

Queries Available

1. The names and descriptions of the queries available are stored in Forms: *frmQueryNameAndDescriptions* and Tables: *tblQueryNameAndDescriptions*. Table 6 below duplicates *tblQueryNameAndDescriptions*.

Table 6 List and Descriptions of Queries

Query Name	Query Description	Query Type
qry01All	2001 record source; all	Source
qry02All	2002 record source; all	Source
qry02Carld	2002 records with "2001 drought" but without "Current drought year" and excluding other unwanted keywords with counts by Census Agricultural Region	Record Count
qry02ld	2002 record source with the keyword "2001 drought", excluding "Current drought year" and excluding other unwanted keywords with counts	Source
qry02Kwld	2002 record count by keywords; with the keyword "2001 drought" but without "Current drought year" and excluding other unwanted keywords with counts	Record Count
qry02KwPrld	2002 record count by keywords and province; with the keyword "2001 drought" but without "Current drought year" and excluding other unwanted keywords with counts	Record Count
qry02KwPrldOp	2002 record count by keyword and by Eastern Provinces (Ontario, Nova Scotia, New Brunswick and Prince Edward Island); with the keyword "2001 drought", but without "Current drought year" and excluding other unwanted keywords	Record Count
qry02Mtlld	2002 record count by keyword main type; with the keyword "2001 drought" but without "Current drought year" and excluding other unwanted keywords with counts	Record Count
qry02MtPrld	2002 record count by keyword main type and province; with the keyword "2001 drought" but	Record Count

Query Name	Query Description	Query Type
	without "Current drought year" and excluding other unwanted keywords with counts	
qryAEk	Record count by year; excluding unwanted keywords	Record Count
qryAEw	Record count by year; excluding the keyword "Exclusively East West"	Record Count
qryAllDates	Retrieves records by date	Source
qryAllSubFrmsDate	Source query for frmArticlesFilteredbyQuery	Source
qryAnnum	Retrieves all records and identifies their year	Source
qryArticlesbyAuthors	Counts the number of records by authors	Record Count
qryArticlesLNKAAuthors	Source query for sbfArticlesLNKAAuthors	Source
qryArticlesLNKCAR	Source query for sbfArticlesLNKCAR	Source
qryArticlesLNKCensusDivision	Source query for sbfArticlesLNKCensusDivision	Source
qryArticlesLNKCountry	Source query for sbfArticlesLNKCountry	Source
qryArticlesLNKKeyword	Source query for sbfArticlesLNKKeyword	Source
qryArticlesLNKProvinceState	Source query for sbfArticlesLNKProvinceState	Source
qryArticlesLNKPublications	Source query for sbfArticlesLNKPublications	Source
qryArticlesWithoutMatchingArticlesLNKCensusAgriculturalRegion	Check query for matching ArticlesLNKCensusAgriculturalRegion	Check
qryArticlesWithoutMatchingArticlesLNKCensusDivision	Check query for matching ArticlesLNKCensusDivision	Check
qryArticlesWithoutMatchingArticlesLNKCountry	Check query for matching ArticlesLNKCountry	Check
qryArticlesWithoutMatchingArticlesLNKKeyword	Check query for matching ArticlesLNKKeyword	Check
qryArticlesWithoutMatchingArticlesLNKProvinceState	Check query for matching ArticlesLNKProvinceState	Check
qryCAR	Source query for qryAllSubFrmsDate	Source
qryCarA	Record count by Census Agricultural Region	Record Count
qryCarAEk	Record count by Census Agricultural Region and year; excluding unwanted keywords	Record Count
qryCarAld	Record count by Census Agricultural Region and year; including "2001 drought" without "current drought", excluding other unwanted keywords	Record Count
qryCdAAll	Record count by census division and year; all	Record Count
qryCdAEk	Record count by census division and year; excluding unwanted keywords	Record Count
qryCensusDivision	Source query for qryAllSubFrmsDate	Source
qryCensusSubDivision	Source query for qryPublicationPlace	Source
qryCensusSubdivisionsWithoutMatchingLocality	Check query CensusSubDivisionsWithoutMatchingLocality	Check
qryCountry	Source query for qryAllSubFrmsDate	Source
qryEastWest	Record source including "East-West Transfer"	Source

Query Name	Query Description	Query Type
qryEk	Record source excluding unwanted keywords	Source
qryEkMa	Record count by month/year; excluding unwanted keywords	Record Count
qryEw	Records excluding the keyword "Exclusively East West"	Source
qryExcludeEastWest	Record source excluding they keyword "East-West Transfer"	Source
qryExcludeExclusivelyOut West	Record source for qryEw	Source
qryExcludeHayWest	Record source without they keyword "Hay West"	Source
qryExcludeUnwantedKeywordsExcept2001Drought	Record source without the unwanted keywords but including 2001 drought	Source
qryExcludeUnwantedKeywordsIncluding2001Drought	Records source without the unwanted keywords excluding 2001 drought	Source
qryExclusivelyOutWest	Record source with the keyword "Exclusively Out West"	Source
qryFindduplicatesfortblLocality	Find duplicate localities	Duplicate
qryFpMaAll	Front page record count by month/year; all	Record Count
qryFpMaEk	Front page record count by month/year; excluding unwanted keywords	Record Count
qryFpMald	2002 Front page record count by month/year, with the keyword "2001 drought" ", excluding "Current drought year" and excluding other unwanted keywords	Record Count
qryFpPrAAll	Front page record count, by province and year; all	Record Count
qryFpPrAEk	Front page record count by province and year; excluding unwanted keywords	Record Count
qryFpPrAId	Front page record count, by province and year; including "2001 drought", but without "Current drought year" and excluding other unwanted keywords	Record Count
qryFpPrMaAll	Front page record count by province and month/year; all	Record Count
qryFpPrMaEk	Front page record count by month/year and province, excluding unwanted keywords	Record Count
qryFulltext	Source query for qryAllSubFrmsDate	Source
qryId	Record source with the keyword including "2001 drought", but without "Current drought year" and excluding other unwanted keywords	Source
qryIdMa	Record count by month/year; including "2001 drought" without "Current drought year" and excluding unwanted keywords	Record Count
qryKeyword	Source query for qryAllSubFrmsDate	Source
qryKeywordMasterList	List of all keywords sorted by main keyword name, keyword main type and keyword	Source

Query Name	Query Description	Query Type
qryKwAAll	Record count by keyword and year; all	Record Count
qryKwAEk	Record count by keyword and year; excluding unwanted keywords	Record Count
qryKwAEkOp	Record count by year; of all Eastern Provinces (Ontario, Nova Scotia, New Brunswick and Prince Edward Island), excluding unwanted keywords	Record Count
qryKwAld	Record count by keyword and year; including "2001 drought" without "Current drought year" and excluding unwanted keywords	Record Count
qryKwAll	Record count by keyword; all	Record Count
qryKwPrAAll	Record count by keyword, province, year; all records	Record Count
qryKwPrAEk	Record count by province, keywords and year, excluding unwanted keywords	Record Count
qryKwPrAld	Record count by keyword, province and year; including "2001 drought" without "Current Drought", excluding unwanted keywords	Record Count
qryLocality	Source query for qryLookupPlace	Source
qryLookupAuthors	Source query for sbfArticlesLNKAuthors	Source
qryLookupCAR	Source query for sbfArticlesLNKCAR	Source
qryLookupCensusDivision	Source query for sbfArticlesLNKCensusDivision	Source
qryLookupCensusSubDivision	Source query for qryLookupPlace	Source
qryLookupKeyWord	Source query for sbfArticlesLNKKeywords	Source
qryLookupPlace	Source query for mcrLookupPlace	Source
qryLookupProvince	Source query for sbfArticlesLNKProvince	Source
qryMaAll	Record count by month and year; all	Record Count
qryMaEk	Record count by month/year; excluding unwanted keywords	Record Count
qryMonth	Source query for other queries requiring a month/year field	Source
qryMtAEk	Record count by keyword main type and year, excluding unwanted keywords	Record Count
qryMtAEkOp	Record count by keyword main type and year; of all Eastern Provinces (Ontario, Nova Scotia, New Brunswick and Prince Edward Island), and excluding other unwanted keywords	Record Count
qryMtAldOp	Record count by keyword maintype and year; of all Eastern Provinces (Ontario, Nova Scotia, New Brunswick and Prince Edward Island), with the keyword "2001 drought" but without "Current drought year" and excluding other unwanted keywords	Record Count
qryMtKwAAll	Record count by keyword main type and year; all	Record Count
qryMtPrAEk	Record count by keyword main type, province and year; excluding unwanted keywords	Record Count

Query Name	Query Description	Query Type
qryPlace	Record source for qryLookupPlace	Source
qryPrAAll	Record count by province and year; all	Record Count
qryPrAEk	Record count by province and year; excluding unwanted keywords	Record Count
qryPrAId	Record Count by province and year; including "2001 drought" without "Current drought" and excluding unwanted keywords	Record Count
qryPrAll	Record count by province; all	Record Count
qryPrEk	Record count by province; excluding unwanted keywords	Record Count
qryPrMaAll	Record count by province and month/year; all	Record Count
qryPrMaEk	Record count by province and month/year; excluding unwanted keywords	Record Count
qryProvince	Source query for qryAllSubFrmsDate	Source
qryPt	Record count by publication type	Record Count
qryPtAll	Record count by Publication Type; all records	Record Count
qryPtEk	Record count by Publication Type; excluding unwanted keywords	Record Count
qryPublicationbyCAR	Source query for qryPublicationPlace	Source
qryPublicationbyCensusSubDivision	Source query for qryPublicationPlace	Source
qryPublicationbyCountry	Source query for qryPublicationPlace	Source
qryPublicationbyProvince	Source query for qryPublicationPlace	Source
qryPublicationCensusSubDivision	Source query for qryPublicationPlace	Source
qryPublicationCountbyProvince	Publication count by province	Record Count
qryPublicationLocality	Source query for qryPublicationPlace	Source
qryPublicationPlace	List of all publications sorted by place (locality/census subdivision), Census Agricultural Region, Province and Country	Source
qrySourceExcludeUnwantedKeywordsExcept2001Drought	Source query for qryId	Source
qrySourceforId	Source query for qryId	Source
qryUnionPublicationPlace	Source query for qryPublicationPlace	Source

As there are over 50 queries in the *Print Media Survey Database*, it was necessary to develop short form naming conventions. Table 7 identifies the codes and their descriptions, and how the codes should be ordered (Query Code Rank). For example Fp or Pt (1), should appear first in a query name, followed by Mt(2), then by Kw (3) and so on.

Table 7 Query Codes (Naming Conventions)

Query Code Abbreviation	Query Code Name/Descriptions	Query Code Rank
Mt	Keyword Main Type	2
Kw	Keyword	3
Pr	Province	4
Car	Census Agricultural Region	5
Cd	Census Division	6
A	Annum (Year)	7
Ma	Month/Annum	8
Id	Includes records with keyword "2001 drought" but not with keyword "Current drought", excludes records with other unwanted keywords	9
Ek	Excludes unwanted keywords	9
Op	Only includes provinces under analysis (Ontario, Nova Scotia, New Brunswick and Prince Edward Island),	10
Fp	Front page	1
All	All record	9
Od	Source for Id	0
Pt	Publication Type	1

Table 8 identifies the different types of queries and their functions.

Table 8 Query Types

Query Type	Description
Source	This type of query will bring up a list of records, normally a list of unique identifiers, i.e., ArticleID and related fields, i.e, ArticleDate, ArticleTitle, etc. according to specified criteria.
Record Count	This type of query reports on the number of unique identifiers (normally ArticleIDs or PublicationIDs) that match specified criteria, e.g., date range, containing one or more keywords, etc.
Duplicate	This type of query retrieves records (normally Articles) that contain identical information in one or more fields, e.g. ArticleTitle, FullText, etc. This allows to you retrieve and delete duplicate records if desired.

Running Queries and Viewing Results

1. To run a query, double click on it.
2. This will open up a new window and bring up the results.
3. Most record count queries can be viewed in what is called PivotTable View. This permits easy organization of query results and formatting. It also allows you to export the results to Microsoft Excel© for further formatting. To open PivotTable View, open a query as indicated above and go to **View> PivotTable View**. Visit <http://office.microsoft.com/en-ca/assistance/HP030843861033.aspx> to learn how to create and change PivotTables.

Reports

Reports permit the arrangement of results of queries or fields from one or more tables in a visually attractive manner that is formatted for printing. The *Print Media Survey Database* has one report: *rptArticles*. This report will print one or multiple articles on an individual basis based on input to the query *qryAllSubFrmsDate*.

1. To run *qryAllSubFrmsDate*, double click on it and respond to the query prompts.
2. For further information on creating Reports, visit <http://office.microsoft.com/en-ca/assistance/HP051872981033.aspx>

Summary

The *Print Media Survey Database* is a powerful tool for entering data about all types of periodical documents, coding these documents by keywords, and analyzing this data by geographical, keyword, timing and front page positioning criteria.

The document *LIMITED TECHNICAL REPORT-Canadian Droughts of 2001 and 2002: Print Media Survey of the Eastern Canadian Droughts of 2001 and 2002* provides further information on the criteria for document selection and coding.

References

2004. Statistics Canada. *Standard Geographical Classification (SGC) 2001*. Accessed from: http://www4.statcan.ca/survey/2005WES_InviteE/proceed.cgi?loc=http://www.statcan.ca/start.htm on August 2, 2005.