Gender Info 2007 – Getting Started

Gender Info 2007 is a global database of gender statistics and indicators on a wide range of policy areas, including: population, families, health, education, work, and political participation. It can be used by governments, international organizations, advocacy groups, researchers and others in need of statistics for planning, analysis, advocacy and awareness-raising.

This guide provides basic information to use and query Gender Info 2007. We recommend that you also read the User’s Guide (see below I: Access the User’s Guide) to learn more details about the various options that Gender Info offers to visualize data and create reports.


For technical support, contact DevInfo at: support@devinfo.info
For substantive information, contact UNSD at genderstat@un.org

I. Access the User’s Guide

Gender Info 2007 provides users with simple tools to query key gender statistics and indicators; access technical information such as definitions, methods of calculation, gender relevance, and comments and limitations; make simple calculations; and visualize the data in tables, graphs and maps. Users can also create reports as well as export data in a variety of formats. Read the user’s guide to learn how to use these and other database options.

To access the User’s Guide, follow the steps given below:

- In the homepage, click on the Question Mark icon
- Click on Content to access the User’s Guide
- Click on Support to contact DevInfo to request technical support

Note: To view the User’s Guide you must have Adobe Reader installed on your computer. If you do not have Adobe Reader installed, you may download a free copy from: http://www.adobe.com/products/acrobat/readstep2.html
II. Query the database

Gender Info 2007 allows you to query the database based on Indicator, Time and Area selections. You can select the indicators, time periods and areas in any sequence and you can modify your selections at any time. But you must make selections for ALL three parameters (indicator, time period and area) in order to query the database.

To query the database, follow the steps given below:

- From the homepage, click on the Folder icon.
- Click on Indicator, Time or Area to make your selections (Note: Clicking on Data will query and output the full database)

- Make your selections in the Indicator, Time Period and Area screens.
Selecting indicators, time periods and areas

The process of making and deleting a selection is similar for all the parameters. **Column A** shows the options from which you must make your selection. **Column B** shows in more detail the available options. **Column C** shows the selections made that will be used to query the database.

There are several ways to select indicators, periods and/or areas:

**Option 1:** Click on the desired items in **Column A** to show the detailed information in Column B. Double-click on the desired indicator, period and/or area listed in **Column B** to select it.

**Option 2:** Click on the desired items in **Column A** to show the detailed information in Column B. Then, use the navigation arrows located on the top right area of **Column B** to:

- Select HIGHLIGHTED indicators, periods, and/or areas (note: you must click on the desired options in Column B to highlight them prior to using this navigation arrow).
- Select ALL indicators, periods, and/or areas, regardless of data availability
- Select indicators, periods, and/or areas for which data is AVAILABLE

**Option 3:** Use the navigation arrows located on the top right area of **Column A** to:

- Select ALL indicators, periods, and/or areas, regardless of data availability
- Select indicators, periods, and/or areas for which data is AVAILABLE

**Deleting selections**

To remove or delete your selections from **Column C**, you may use the navigation arrows located on the top right area of the column to:

- Delete HIGHLIGHTED indicators, periods, and/or areas from Column C (note: you must click on the desired options in Column C to highlight them prior to using the navigation arrow).
- Delete ALL indicators, periods, and/or areas from Column C
• Click on the Data tab to query the database based on your indicator, time period and area selections and to view the results. Remember that you must make selections in ALL three parameter screens before querying the data.

**Note:** To make a new query, you must first remove the selections no longer desired from Column C in the Indicator, Time Period and Area screens; then make your new selections in the Indicator, Time Period and Area screens; and finally, click on the Data tab to run the new query and view the results.

### III. View the Metadata

All the statistics and indicators contained in Gender Info 2007 are accompanied by detailed metadata, including Technical Notes, Sources and Footnotes. The metadata are crucial for understanding and properly using the statistics and indicators.

**Technical Notes**

Technical notes include such information as Definition, Gender relevance, Calculation method, Comments and limitations, Data collection and sources, and References. The technical notes can be accessed from the Indicator or Data screen.

To view the technical notes, follow the steps given below:

- Click on the desired indicator to highlight it
- Click on the icon
- A window will appear showing the relevant information
Sources

The sources provide an extended citation for the international repository from which the data was compiled. The sources can be accessed from the Data screen.

To view the sources, follow the steps given below:

- Click on the desired source to highlight it
- Click on the icon
- A window will appear showing the relevant information

Footnotes

The footnotes provide additional details about the Data Value selected. Footnotes can be accessed from the Data screen. Note that in the online version footnotes are indicated by a red triangle attached to the data value.

To view the footnotes, follow the steps given below:

- Double-click on the desired Data value
- A window will appear showing the relevant footnote, if any
IV. Create tables, graphs and maps

Gender Info 2007 has inbuilt presentation wizards to help you visualize the data you have selected in tables, graphs and maps. The wizards guide you through a series of steps to help you define the format and style of your tables, graphs and maps. Your design is saved along with the data sheet and sources. Before creating a table, graph or map, make sure that the Data screen contains only the data that you want to visualize.

- In the Data screen, Click on Table, Graph or Map to start the corresponding wizard.
- Follow the instructions on the screen to create your table, graph or map.
- Remember to click Finish in the Wizard window to save your table, graph or map. By default, Gender Info 2007 will save all tables, graphs and maps as presentations in the Gallery directory: C:\DevInfo\Gender Info 2007\Gallery\Presentations\\

Retrieving tables, graphs and maps for use in presentations

- Click on the Gallery tab to open your saved tables graphs and maps, a window will appear
- Click on the title of the desired table, graph or map to select it
- Click on the icon \ to copy the selected item to a PowerPoint presentation
V. Export data

Gender Info 2007 allows you to export all or selected data in a variety of formats.

The available formats include:
- XLS
- CSV
- PDF
- HTML
- XML
- DevInfo Data Entry Spreadsheet

To export all or selected data, follow the steps given below. Note that to export selected data, you must make your data selection beforehand (see II. Query the Database) and start the export function from the Data screen.

- Click on the icon , a window will appear
- Click on the desired export format
- Click OK

**Note:** Gender Info 2007 does not allow users to import new data into the database. To import data into a DevInfo database, you must use the DevInfo Database Administration Setup software. You may download this software free of charge from:

[http://www.devinfo.org/downloads.htm](http://www.devinfo.org/downloads.htm)