

CENSUS OF CANADA, 1901 - SCHEDULE No. 1.

DATA ENTRY USER MANUAL

To access Sample Point Files and Image Files:

1. A random sample of 20% of the dwellings in the City of Toronto (1901 boundaries) has been generated.
2. Each Data Entry Operator (DEO) has been assigned a unique range of dwellings to enter. These are contained in sample point files.
3. Sample point files are designated according to three geographic reference points:
 - i. Census district e.g., 116
 - ii. Census sub-district e.g., a
 - iii. Poll e.g., 1

In this example, the sample point file name would be 116a1.

4. Each sample point file contains the dwelling numbers that have been randomly selected. For example, the sample point file for 116a1 looks like this:

(Dist	Sub-D.	Poll	Dwell.	Spare	Spare)
116	A	1	1	A	X
116	A	1	5	A	X
116	A	1	9	A	X
116	A	1	10	A	X

5. The sample points you are to enter are listed on a Table (see attached). These sample point files are located in the “Sample Points” folder on the server. See the link on your desktop, which will take you to the following directory: Ccroyork/Coord 1901 EN.
6. Once the sample point has been identified, then the image files must be located.
7. Each of these sample point files has a number of images (manuscript pages) associated with it. These image files are also located in the “Images” folder on the server:

Folder: District number (e.g., District 118)

Sub-folder: Sub-district number, Poll number. (e.g., a1)

The image files are named by sub-district, poll number, page number. For example, in folder District 118, subfolder a1, files are listed as follows:

a_1_1.sid
a_1_2.sid

a_1_3.sid
etc.,

8. The next step is to run Irfanview and open the first image file (first page) in a subfolder. All other pages will be automatically loaded from the folder.

Things to check:

- Are the district, sub-district and poll numbers the same as the file name?
- Are the pages in order?
- Are the dwelling numbers in consecutive order?

9. Position Irfanview on the left or right monitor (depending on your preference).
9. You are now ready to run the MS Access Program to enter data: click on the MS Access shortcut on your desktop and open the Coord1901EN database.

To begin, follow these steps:

1. Enter your Data Entry Operator ID.
2. Left double click on the Create database, connect to database button. This will launch the Create database, connect to database form.

Coordinator Database - [frmSwitchboard : Form]

File Edit View Insert Format Records Tools Window Help

1901 Census of Canada

Create database, Connect to database

Create database, connect to database

The Create database, Connect to database [button] launches the Get Reel Tool which is used to import a sample point text file, create an MS Access database for this sample point text file, then Connect to the database for Data Entry.

Back-up Current Database

Back-up Current Database

The Back-up Current database [button] launches the Back-up Current database Tool.

The Back-up Current Database Tool will run in the background for several minutes.

Please back-up the database several times per day, and at the conclusion of each day.

Enter Dwelling Data

Enter Dwelling Data

The Enter Dwelling Data [button] launches the Data Entry Tool which is used to provide the Sample Point for data Entry.

Prior to launching the Data Entry Tool please make sure that the database has been created and the database has been connected to the Data Entry Tool. This is done by using Get Reel Tool.

Currently Connected to Database:
117a1

Enter your Data Entry Operator ID: doug

Step Two
Left Double Click-on the
Create Database,
connect to database button

Step One
Enter Data Entry
Operator Name

Database last updated May 21st, 2004

Close database and return to the desktop

Form View NUM

To create the database:

1. In the Create Database text box enter the name of the sample point file, for example, 117a1.
2. Single left click on the Create Database button.

Error messages:

- An error message (related to previous technology) may appear in the Set Reel dialogue box: “As there is no current Reel set, it has been set to [sample point file]. If this occurs, click OK to proceed.
- Error message “Coordinator was unable to append all the data to the table” will occur if there is a problem in the sample point text file. Log the problem and advise the Supervisor on duty. The contents of the sample point text file must be corrected before you can proceed with this range of dwellings.

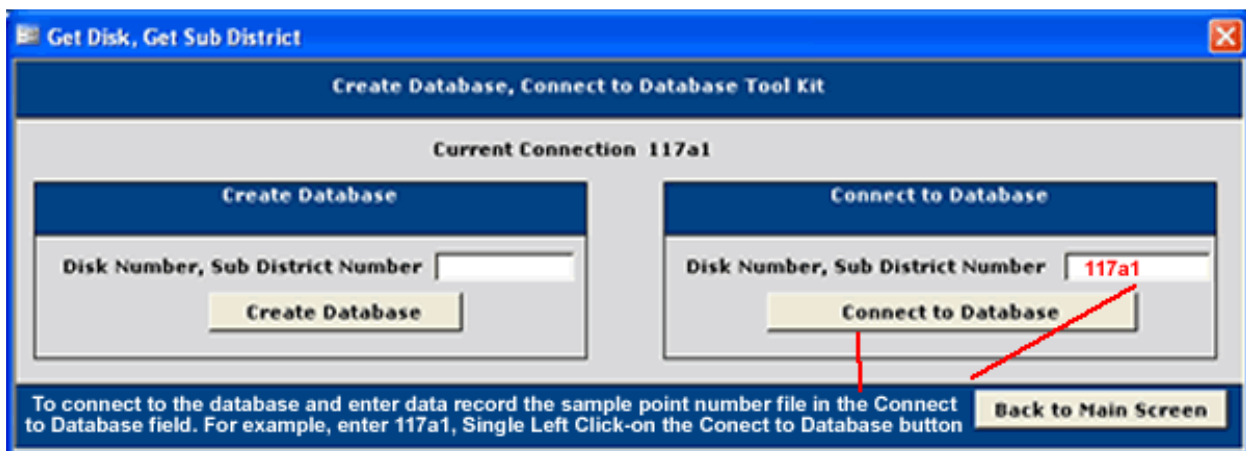
WARNING:

DO NOT CREATE THE DATABASE MORE THAN ONCE PER SAMPLE POINT FILE. IF YOU DO THIS A SECOND TIME USING THE SAME SAMPLE POINT FILE NUMBER YOU WILL LOSE ALL THE DATA PREVIOUSLY ENTERED FOR THE SAMPLE POINT.

BACKUP DOES NOT WORK!

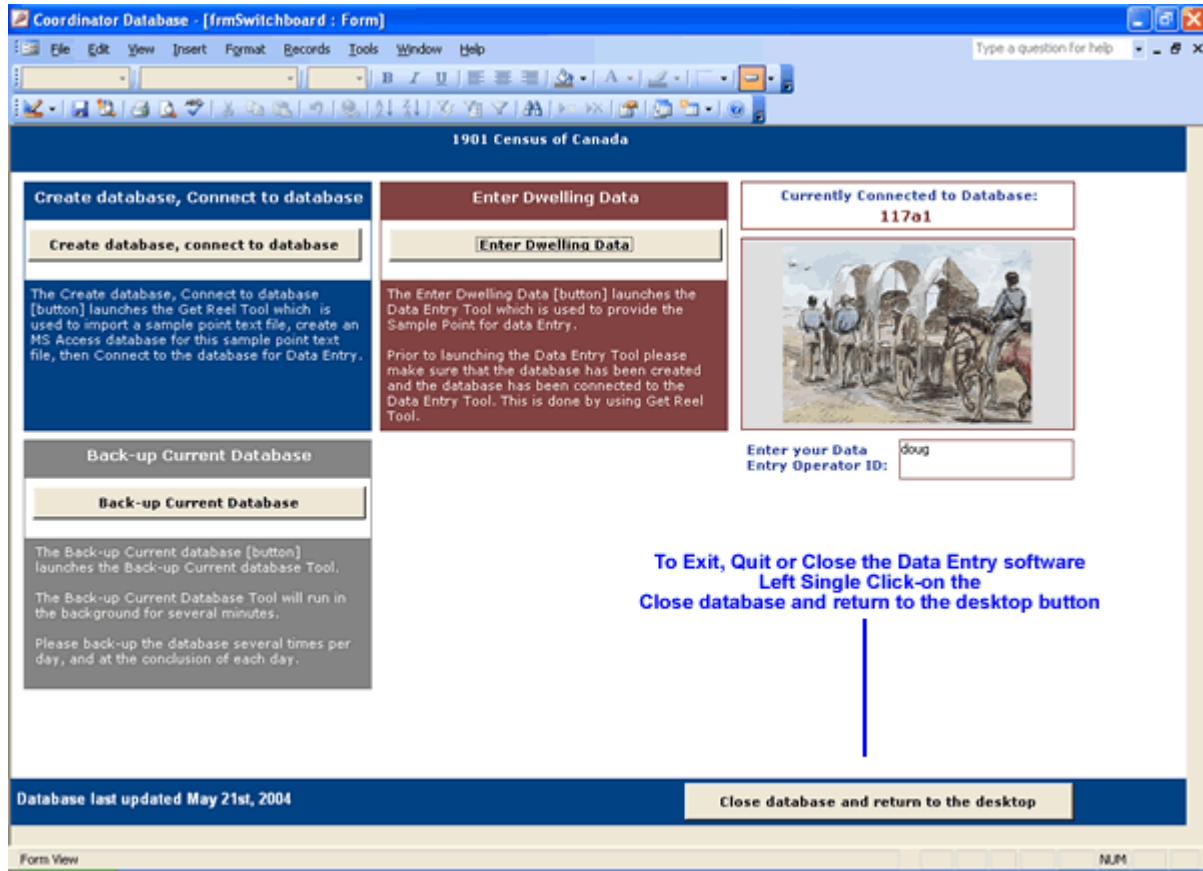
To connect to the database and enter data:

1. In the Connect to Database text box enter the name of the sample point file, e.g., 117a1.
2. Single left click on the Connect to Database button.
3. Once this is complete, single left click on the Back to Main Screen button. This will return you to the Opening Form.



To exit, quit or close the data entry software:

1. Single left click on the Close database and return to the desktop button.



To enter dwelling data:

1. Single left click on the Enter Dwelling Data button. This will launch the Enter Dwelling Data form.

The screenshot shows a software window titled "Coordinator Database - [frmSwitchboard : Form]". The window has a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. The main content area is titled "1901 Census of Canada" and contains several panels:

- Create database, Connect to database:** A button labeled "Create database, connect to database." Below it, text explains that this button launches the Get Reel Tool to import a sample point text file and create an MS Access database.
- Back-up Current Database:** A button labeled "Back-up Current Database." Below it, text explains that this button launches the Back-up Current database Tool, which runs in the background for several minutes. It advises backing up the database several times per day.
- Enter Dwelling Data:** A button labeled "Enter Dwelling Data." A red vertical line points from this button to a text box below. Text below the button explains that this button launches the Data Entry Tool and provides instructions to ensure the database is created and connected before using the tool.
- Currently Connected to Database:** A box showing "11701" and an illustration of a horse-drawn wagon.
- Enter your Data Entry Operator ID:** A text input field containing the name "doug".

At the bottom of the window, there is a status bar with "Database last updated May 21st, 2004" on the left and a button labeled "Close database and return to the desktop" on the right. The bottom left corner shows "Form View" and the bottom right corner shows "NUM".

To enter dwelling data Single Left Click-on the Enter Dwelling Data button.

Enter Dwelling Data form

Coordinator Database - [fmrParent]

1901 Census of Canada

Number In Dwelling Add Rows

Province Place

Enum Last Name DE Operator

Enum First Name Dwelling Notes

Institution Name

Number of Families in Household

District	117
Sub District	a
Poll	1
Dwelling Number	1

IDChild	ParentID	HHNo	LAST NAME	FIRST NAME	SEX - C4	COLOUR -C5	REL
(AutoNumber)	1654						

To add rows for the number of individuals living within a Dwelling enter the number of individuals in the Number In Dwellings field, then Left Single Click-on the Add Rows button.

To Quit or Exit the program Left Single Click on the Back to Main Screen button

To get the next sample point use the Record navigation button.
To view data use teh Record navigation button.
To update data use the Record navigation button.

Back to Main Screen

Record: 14 of 132

Form View

INTRODUCTION

The data entry fields are listed using field names as given on the data entry screen. Where relevant, the manual also includes column names from the database and supplementary information about the field or census question.

Fields are listed in the order in which they appear on the screen and each section provides guidance on valid values, rules and conventions for data entry.

SAMPLE POINTS

Before you begin note the dwelling number from the sample point file as shown in the box at the top right-hand corner of the data entry screen.

Use this dwelling number to locate the sample point dwelling in the image files already loaded into Irfanview.

DWELLING NUMBER AND SAMPLE POINT ERRORS

For dwelling number and sample point errors on data in the database, enter a comment in the Dwelling Note field to explain the problem and document the action taken (see Dwelling Note field on page 12). Log all problems on a Data Entry issues Log Sheet.

Examples of dwelling number and sample point errors and actions taken, include:

- A. If required images are missing from the image file, log the problem on a Data Entry issues Log Sheet and bring it to the attention of the Supervisor.
- B. If the sample point dwelling number does not appear in the image file or if there is confusion as to the correct dwelling number, it may be necessary to recount the dwellings from the last clear numbering sequence in order to identify the required sample point dwelling.

Errors have been identified in two scenarios:

1. Enumerator counting errors which have not been corrected, or corrections are also in error.
 2. Incorrect numbering sequences (e.g. 1,2,3, ... 1,2,3) within a subdistrict which have not been corrected.
- C. Occasionally, a recount of the dwellings will not resolve the confusion. For example, one case was identified where changes to dwelling numbers and household numbers had resulted in a lone individual listed as Head followed by (sample point) dwelling without a Head where the relationship of the individuals within the dwelling was ambiguous (i.e., roomers listed before son and daughter – no supporting data to confirm potential relationship of listed children to listed adults (different surnames etc)). In this scenario, the dwellings in the sample point file were not recounted; a note was simply made (in the Dwelling Note field) to document the possibility that the preceding lone Head belonged within the sample point dwelling.
 - D. If the sample point is largely illegible, substitute the following dwelling. If other illegible sample point records appear within the same subdistrict, alternate the sequence of selecting replacement sample points, first the dwelling below, then the dwelling above, then below, then above etc.
 - E. If sample point dwelling numbers have been duplicated within the sample point file, you need only enter the data once; do not enter duplicate data records to the database. Log the problem on a Data Entry issues Log Sheet and bring it to the attention of the Supervisor who will arrange for the duplicate records to be removed from the sample point file.

Proceed with data entry as follows:

Field: **NUMBER IN DWELLING**

Column: **DWINDS**

This field is used to generate the required number of rows in the database for individual level data on this dwelling.

- Before you begin count the number of individuals in the dwelling (the number of persons having the same dwelling house number, in column 1) and enter this number on the screen.
- If a dwelling is the last one on a page, look at the next page to see if the dwelling number continues on the next page and if there are additional persons in the dwelling that should be included in your count.
 - o Occasionally, the page number will alert you to the possibility that the “next” page has been inserted at a later stage. Particular care must be taken to review page numbers, dwelling numbers, family/household numbers and the listed individuals before deciding if the inserted page contains individuals who belong in the sample point dwelling.
 - o For example, a sample point dwelling was the last dwelling on page 1 and included four individuals (Head, Wife, Son and Daughter) where the occupation of the Head was illegible. The next two pages in numeric order were inserted pages (i.e., 1a, 1b) written by a different enumerator listing the inmates of an asylum with no dwelling number, no family/household number and no apparent Guardian. Regular numbering of pages, dwelling numbers and family/household numbers began again on page 2. A decision was made that the inserted pages were out of order and not therefore a continuation of the sample point dwelling; in this case the individuals on the inserted pages did not belong in the count.
- If the dwelling is split by pages out of order, locate the correct subsequent page and add any additional persons in your count for the dwelling. Look at the Dwelling Note field and decide if you need to enter corresponding notes (see abbreviation=FSPLIT on page 12).
- If you need to add more rows during data entry, type the required number and hit Add Rows.

Field: **PROVINCE**

The following table lists data entry valid values for abbreviation of Canadian Provinces and Territories. Note some abbreviations reflect naming conventions in use in 1901:

(1901) Province or territory name in full:	(1901) Enumerator instructed to abbreviate as:	Use the following data entry abbreviation:
Alberta	Alb.	NW
Assiniboia	Assa.	NW
Athabaska	Ath.	AT

British Columbia	B.C.	BC
Cape Breton	----	CB
Franklin	F.	FR
Keewatin	K.	KE
Mackenzie	Mack.	MC
Manitoba	Man.	MA
New Brunswick	N.B.	NB
North West Territories	----	NW
Nova Scotia	N.S.	NS
Ontario	O.	ON
Prince Edward Island	P.E.I.	PE
Quebec	Q.	QU
Saskatchewan	Sask.	NW
Ungava	U.	UN
Yukon	Yuk.	YU

Field: ENUM LAST NAME

Column: ENUMLNM

- Enter the last name of the enumerator, as stated at the top of Schedule 1.
- It is important to read the top of each page as the enumerator name may change from page to page.
- If first and last names are reversed on the manuscript, enter them in the correct data entry fields without comment.
- It is important to keep the spelling of the last name consistent. If in doubt about the spelling, check adjacent pages and consistently use the spelling that appears to be correct or most frequent.
- If names are illegible but you can tell there is more than one distinct last name, enter !1, !2 and so on to indicate separate occurrences of distinct last names.
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"
 - ? in place of illegible characters or preceding LNM for a guess (with space)
(e.g., ?LNM Smith)

Field: **ENUM FIRST NAME**

Column: **ENUMFNM**

- Enter the first name of the enumerator, as stated at the top of Schedule 1.
- If first and last names are reversed on the manuscript, enter them in the correct data entry fields without comment.
- Enter the name as it appears on the manuscript image including middle initials(s) if given. Enter multiple initials separated by a space. Thus if the enumerator is Geo GW Calder enter Geo G W in this field.
- Enter titles such as Mr, Mrs, Dr, Rev, etc. after the first name. Junior and Senior should be abbreviated as Jr and Sr and entered after the first name.
- Do not include punctuation marks for initials or simple abbreviations.
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"
 - ? in place of illegible characters or preceding FNM for a guess (with space)
(e.g., ?FNM Joe)

Field: **INSTITUTION NAME**

Column: **HINST**

- If a description of an institution has been noted anywhere on Schedule 1, enter the description. You may be able to infer the type of institution from the occupation of the first-listed person.
- Possible institutions: hospital, asylum, prison, convent, boarding house, house of refuge.

Field: **NUMBER OF FAMILIES IN HOUSEHOLD**

Column: **DWHHS**

- This field is incorrectly labeled on the screen. It is intended to record the number of *families or households* in a dwelling.

- On the census manuscript, Column 1 gives the sequence number of the dwelling; column 2 gives the sequence number(s) of “Family or Household” within dwelling house number.
 - Before you begin count the number of distinct sequence numbers in column 2 for this dwelling and enter that count on the screen.
- In some cases the count will be larger than 1 indicating that the enumerator has recorded more than one family or household in the dwelling.
 - In most cases the count will equal 1 indicating one family or household (and only one individual designated as “Head”) per dwelling.
 - If the sequence numbers in either column 1 or column 2 are not clear or do not correspond to the apparent number of families, consult the supervisor on duty.

Field: PLACE

- Enter the name of the "City, town, village, township or parish" from the top of Schedule 1.
- Read the whole of the top of the page and if a city ward is given as well as the city, give both pieces of information. Always give city name first; e.g., City of Toronto Ward 3
- If a place name has been crossed out on the census manuscript, look at Dwelling Note field and decide if you need to enter corresponding notes (see abbreviation=INC X on page 12).
- It is important to keep the spelling consistent. If in doubt about the spelling, check adjacent pages and use the spelling that appears to be correct or most frequent.
- Do not abbreviate.
- Do not enter * for missing data. If you cannot find the information, leave the field blank.
- Other acceptable entries:
 - { } around a fairly certain operator guess
 - ! illegible
 - / to separate main entry from extraneous information. E.g., if the enumerator added other information such as Ontario we would separate as City of Toronto Ward 3 / Ontario

Field: DE OPERATOR

- If the Data Entry Operator ID is not populated from the previous screen, enter your ID here.

Field: **DWELLING NOTE**

Column: **DWNOTE**

- Enter any unusual information or conditions pertaining to the dwelling or sample point.
- If information relates to a specific data entry field, mention the field name as given on the data entry screen.
- Do not enter information here that relates to an individual within the dwelling. Information on individuals should be entered in the Individual Note field (see page 34).
- Acceptable abbreviations:

SUP	The page is marked "supplemental"
FSPLIT 105	The family is continued on a non-concurrent page. Include page number.
QC	Questionable case
INC X	Incorporated place is crossed out

Field: **PAGE NUMBER**

Column: **PAGENBR**

- Enter the page number of the census as given at the top left or top right of the census form.
- If the page number is not given, look at adjacent pages and determine that you have the correct page.
- Do not leave this field blank.

Field: **LINE NUMBER**

Column: **LINENBR**

- Enter the line number on the census page as given in the left hand or right hand margin of the page, under the heading Line/Ligne.
- The number must be between 1 and 50.

Field: **HHNO**

Column: **HHNBR**

- Enter the "Family or Household" number from column 2. Under normal circumstances, this number will be equal to or greater than the Dwelling House sequence number in column 1.
- If the number in column 2 has been amended or over-written, use amended number.
- If Family or Household number is not given, enter * to replace missing data.

Field: **LAST NAME**

Column: **INDLNM**

- Enter a consistent spelling of the last name as given in column 3.
- If first and last names are reversed on the manuscript, enter them in the correct data entry fields without comment.
- If the names are illegible and you can tell there is more than one distinct last name, enter !1 , !2 and so on.
- If characters are illegible enter ? in place of illegible characters.
- If you need to guess the name, precede your guess with ?LNM (e.g. ?LNM Smith).
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"

Field: **FIRST NAME**

Column: **INDFNM**

- Enter the first name and initial as given in column 3.
- If first and last names are reversed on the manuscript, enter them in the correct data entry fields without comment.
- If characters are illegible enter ? in place of illegible characters.

- If you need to guess the name, precede your guess with ?FNM (e.g. ?FNM Sam).
- Enter titles such as Mr, Mrs, Dr, Rev, etc. after the first name. Junior and Senior should be abbreviated as Jr and Sr and entered after the first name.
- Do not include punctuation marks for initials or simple abbreviations.
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"

Field: SEX

- Enter sex (M or F) of individual from column 4.
- If the entry appears to be wrong and you can tell the sex based on Relation to Head (for instance, Son with Sex F in column 4) then enter as given in SEX field and enter comment SEX# in the Individual Note field (see page 34). You may also record your suggestion for an alternative entry as an additional comment in the Individual Note field e.g. ; SUG SEX M.
- If sex is missing and you can tell the sex based on Relation to Head, then enter the suggested sex in this field and enter SUG SEX in the Individual Note field (see page 34).
- If sex is missing or appears to be wrong for a boarder, lodger or domestic (i.e. nonspecific genders) and you can make an educated guess based on name and occupation, then enter your guess in this field and enter SUG SEX in the Individual Note field (see page 34).
- Note: the first name of an individual may offer some assistance but guessing on the basis of name alone is risky. If in doubt, do not guess; enter * (missing), ! (illegible) and/or enter a comment in the Individual Note field (see page 34).
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"

Field: COLOUR

- Enter letter from column 5.
 - w ... white
 - r ... red
 - b ... black
 - y ... yellow
 - o ... other

- Instructions to enumerators state that children of marriages between whites and others will be classed as red, black or yellow regardless of "the degree of colour."
- If enumerators entered comment (such as "1/2 b" for half-black) put this information in the Individual Note field as follows: COLOUR 1/2 b (see page 34).
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"

Field: RELATION TO HEAD

Column: RELHEAD

- Enter relationship to head of family or household as given by the enumerator in column 6.
- If the relationship appears to be wrong, enter the relationship from column 6 as given and enter RELHEAD# in the Individual Note field (see page 34).
- If the relationship is missing and you can guess the relationship, do not enter your guess in this field. Enter * in place of the missing data and use the Individual Note field (see page 34) to make your suggestion e.g. SUG RELHEAD SIS (i.e. suggested relhead sister).
- Frequently occurring relationships may be abbreviated as follows:

Relationship given as:	Use the following data entry abbreviation:
Head	HD
Wife	WF
Son	SON
Daughter	DAU
Father	FAT
Mother	MOM
Brother	BRO
Sister	SIS
Father in law	FATLAW
Mother in law	MOMLAW
Brother in law	BROLAW
Sister in law	SISLAW
Son in law	SONLAW
Daughter in law	DAULAW
Domestic or domestic servant	DOM
Servant	SERV
Lodger	LDG
Boarder	BDR

- Do not leave this field blank. Enter * in place of missing data.
 - Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"
-

Field: MARITAL STATUS

Column: MARST

- Enter marital status as given in column 7.
 - The description of marital status is usually given by use of initial letters as follows:

S ... Single
M ... Married
W ... Widowed
D ... Divorced
 - If a Head and Wife are incorrectly listed as “S” enter this value in the field and enter MARST# in the Individual Note field (see page 34).
 - Do not leave this field blank. Enter * in place of missing data.
 - Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"
-

Field: DAY, MONTH

Column: BDAY (BIRTHDATE)

- This field is used to record the date and month of birth from column 8 in format DD MMM
 - First, enter the date of birth: 1 – 31 from column 8. For numbers under 10 you must zero-fill; e.g., if the day is 5 enter 05
 - Then, enter the month, using the first three letters of the month e.g., Nov
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - * in place of missing day/date e.g., * Nov
 - ! illegible

- ? in place of illegible characters
- = enumerator entered "unknown"

Field: YEAR OF BIRTH

- Enter the year of birth from column 9 in format YYYY.
- If the year of birth on an individual response is given as a two digit number e.g. '76, the year of birth should be entered as a four digit number e.g. 1876.
- If the enumerator entry appears to be wrong, enter the value as given and enter YEAROFBIRTH# in the Individual Note field (see page 34).
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - ! illegible
 - ? in place of illegible character(s) within the four digit number.
 - = enumerator entered "unknown"

Field: AGE AT LAST BIRTHDAY

Column: AGEYR

- Enter age of individual at last birthday from column 10.
- If age is less than 1 year, enter 0.
- If the enumerator entry is legibly written but appears to be incorrect, enter the value as given and enter AGEYR# in the Individual Note field (see page 34).
- If the entry is poorly written but you have a good guess, enter your guess and enter AGEYR? in the Individual Note field (see page 34).
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - ! illegible
 - ? in place of an unknown digit in a two digit number.
 - = enumerator entered "unknown"

Field: AGE IN MONTHS (IF UNDER 1)

Column: AGEMO

- Enter number of months for individuals under 1 year old if given in column 10.
- Convert fractions into months, e.g. for 3/4 enter 9; for 0/12, enter 0.
- Enter best guess for poorly written numbers and enter AGEMO? in Individual Note field (see page 34).
- Do not leave this field blank for a child under 1. Enter * in place of missing data.
- Other acceptable entries:
 - ? illegible alpha character
 - ! illegible
 - = enumerator entered "unknown"
 - 0 zero

Field: COUNTRY/PLACE OF BIRTH

Column: BPL

- Enter all information from column 11, as given by the enumerator.
- Frequently occurring values for countries may be abbreviated as follows:

Country:	Abbreviate as:	Country:	Abbreviate as:
Albania	ALB	Korea	KOR
Arabia	ARA	Lapland	LAP
Armenia	ARM	Lithuania	LIT
Austria	AUS	Macedonia	MAC
Bohemia	BOH	Mexico	MEX
Bulgaria	BUL	Moravia	MOR
Canada	CAN	Norway	NOR
China	CHI	Persia	PER
Croatia	CRO	Poland	POL
Czechoslovakia	CZE	Portugal	POR
Denmark	DEN	Prussia	PRUS
England	ENG	Rumania	RUM
Estonia	EST	Russia	RUS
Finland	FIN	Scotland	SCO
France	FRA	Slovakland	SLK
Germany	GER	Spain	SPA

Greece	GRE	Sweden	SWE
Hawaii	HAW	Switzerland	SWITZ
Hungary	HUN	Syria	SYR
Iceland	ICE	Turkey	TUR
Ireland	IRE	Ukraine	UKR
Italy	ITA	United States	US
Japan	JAP		

- For Canadian Provinces and Territories:

(1901) Province or territory name in full:	(1901) Enumerator instructed to abbreviate as:	Use the following data entry abbreviation:
Alberta	Alb.	NW
Assiniboia	Assa.	NW
Athabaska	Ath.	AT
British Columbia	B.C.	BC
Cape Breton	----	CB
Franklin	F.	FR
Keewatin	K.	KE
Mackenzie	Mack.	MC
Manitoba	Man.	MA
New Brunswick	N.B.	NB
North West Territories	----	NW
Nova Scotia	N.S.	NS
Ontario	O.	ON
Prince Edward Island	P.E.I.	PE
Quebec	Q.	QU
Saskatchewan	Sask.	NW
Ungava	U.	UN
Yukon	Yuk.	YU

- Refer to the online data dictionary to confirm other known values for Birthplace.
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries
 - ! illegible
 - = enumerator entered "unknown"
 - { } placed around entry to indicate Data Entry Operator guess
 - / to separate main entry from extraneous information (e.g. POL / Krakow).

Field: URBAN/RURAL

Column: UR

- Enter U for urban, R for rural, if either r or u appears after country or place of birth in column 11.
- Instructions to enumerators were ambiguous with the result that some enumerators thought that r or u should be entered only for those born in Canada; others thought that r or u should be entered in all cases.
- If neither r nor u appears in column 11, leave this field blank.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"

Field: IMMIGRATION YEAR

Column: IMMYR

- Enter the year of immigration to Canada from column 12.
- If person is foreign born and column12 is blank, enter * to replace missing data.
- If a Canadian-born person has an entry in this field, enter the data as given and enter IMMYR# in the Individual Note field (see page 34).
- If you are uncertain of a number, enter your best guess in the IMMYR field and enter IMMYR? in the Individual Note field (see page 34).
- Other acceptable entries:
 - * missing (only required where IMMYR is missing and birthplace is foreign)
 - ! illegible
 - = enumerator entered "unknown"
 - ? in place of an unreadable number

Field: NATURALIZATION YEAR

Column: NATYR

- Enter the year of naturalization from column 13.
- If the enumerator has entered pa (indicating that a person has applied for papers) enter p
- If a person is born in Canada (column 11) and column 12 (year of immigration) is blank and there is an entry in column 13, then enter the value as given and enter NATYR# in Individual Note field to indicate the enumerator error (see page 34).
- If blank leave blank.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"
 - ? in place of illegible number or illegible digit

Field: RACIAL OR TRIBAL ORIGIN

Column: RACE

- Enter racial or tribal origin, from column 14 as given by the enumerator.
- Abbreviations previously used for Birthplace may be used here to represent Race:

Race:	Abbreviate as:	Race:	Abbreviate as:
Albanian	ALB	Korean	KOR
Arabian	ARA	Lapp (from Lapland)	LAP
Armenian	ARM	Lithuanian	LIT
Austrian	AUS	Macedonian	MAC
Bohemian	BOH	Mexican	MEX
Bulgarian	BUL	Moravian	MOR
Canadian	CAN	Norwegian	NOR
Chinese	CHI	Persian	PER
Croatian	CRO	Polish	POL
Czechoslovakian	CZE	Portuguese	POR
Danish	DEN	Prussian	PRUS
English	ENG	Rumanian	RUM
Estonian	EST	Russian	RUS
Finnish	FIN	Scotch/Scottish	SCO
French	FRA	Slovakian	SLK
German	GER	Spanish	SPA

Greek	GRE	Swedish	SWE
Hawaiian	HAW	Swiss	SWITZ
Hungarian	HUN	Syrian	SYR
Icelandic	ICE	Turkish	TUR
Irish	IRE	Ukrainian	UKR
Italian	ITA	American (United States)	US
Japanese	JAP		

- Refer to the online data dictionary for Race and Birthplace to confirm other known values.
- In the case of Amerindians enumerators were supposed to enter tribal names: Cree, Chippewa, etc.
- Persons of "mixed white and red blood" were supposed to have the following letters entered after their tribe:
 - f.b. (indicates "French breed")
 - e.b. (indicates "English breed")
 - s.b. (indicates "Scotch breed")
 - i.b. (indicates "Irish breed")
 - o.b. (indicates "other breed")
 Where the enumerator provided this information, it should be entered after the main entry.
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - = enumerator entered "unknown"
 - ! illegible
 - { } placed around entry to indicate Data Entry Operator guess
 - / to separate main entry from extraneous information.

Field: NATIONALITY

Column: NATL

- Enter the nationality of the person from column 15.
- Abbreviations previously used for Birthplace and Race may be used here for Nationality:

Nationality:	Abbreviate as:	Nationality:	Abbreviate as:
Albanian	ALB	Korean	KOR
Arabian	ARA	Lapp (from Lapland)	LAP
Armenian	ARM	Lithuanian	LIT
Austrian	AUS	Macedonian	MAC
Bohemian	BOH	Mexican	MEX
Bulgarian	BUL	Moravian	MOR

Canadian	CAN	Norwegian	NOR
Chinese	CHI	Persian	PER
Croatian	CRO	Polish	POL
Czechoslovakian	CZE	Portuguese	POR
Danish	DEN	Prussian	PRUS
English	ENG	Rumanian	RUM
Estonian	EST	Russian	RUS
Finnish	FIN	Scotch/Scottish	SCO
French	FRA	Slovakian	SLK
German	GER	Spanish	SPA
Greek	GRE	Swedish	SWE
Hawaiian	HAW	Swiss	SWITZ
Hungarian	HUN	Syrian	SYR
Icelandic	ICE	Turkish	TUR
Irish	IRE	Ukrainian	UKR
Italian	ITA	American (United States)	US
Japanese	JAP		

- Refer to the online data dictionary for Nationality, Race and Birthplace to confirm other known values.
- Where the enumerator has not given nationality for an individual born in Canada, enter CAN in the NATL field and enter a note NATL? in the Individual Note field (see page 34).
- Do not leave this field blank. Enter * in place of missing data.

Field: RELIGION

- Enter the person's religion from column 16 as given by the enumerator.
- Frequently occurring values may be abbreviated as follows:
 - Anglican/Church of England ... COE
 - Baptist ... BAP
 - Confucian ... CON
 - Lutheran ... LUTH
 - Methodist ... METH
 - Presbyterian ... PRES
 - Roman Catholic ... RC
- Refer to the online data dictionary for Religion to confirm other known values.

- Otherwise write out the religion exactly as given by the enumerator.
- If the enumerator has written a dash (-), enter *
- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"
 - ? illegible alpha character

Field: PROFESSION, OCCUPATION, TRADE

Column: OCC

- Enter occupation as given, in English or French, in column 17.
- Refer to the online data dictionary for Occupation to confirm known values.
- If the occupation is abbreviated by the enumerator and it is not in the following list of existing abbreviations, spell it out as abbreviated by the enumerator.
- Frequently occurring values may be abbreviated as follows:

Agent	AGT
Assistant	ASST
Bookkeeper	BKPR
Carpenter	CARP
Electrician	ELECT
Engineer	ENGR
Farmer	FMR
General	GEN
Laborer	LAB
Laundress	LNDRS
Machinist	MACH
Manager	MGR
Manufacturer	MANU
Manufacturing	MFG
Merchant	MRCH
None	N [only to be used if enumerator wrote 'None']
Proprietor	PROP
Rail Road	RR
School	SCH
Servant	SERV
Stenographer	STEN
Superintendent	SUPT

Washerwoman WASHW

- Do not leave this field blank. Enter * in place of missing data.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"
 - ? in place of illegible character
 - { } placed around entry to indicate Data Entry Operator guess

Field: RETIRED

- In column 17 the enumerator was supposed to add the letter "r" after occupation if the person had retired from the stated occupation.
- If an "r" appears, enter Y.
- If there is no "r" leave this field blank.

Field: WORKPLACE

Column: WORKPLC

- Sometimes an enumerator has written the name of the firm or company beside a person's occupation in column 17 (or even in one of the subsequent columns). If so, enter the company or business name here. Otherwise, leave blank.

Field: LIVING ON OWN MEANS

Column: OWNMEANS

- Question 18 relates to persons “*who do not carry on any remunerative calling and live on their own means, as from incomes, superannuations, annuities, pensions, etc.*”
- It is possible, but rare, for a person to have an affirmative answer in more than one of columns 18, 19, 20 and 21.
- If enumerator has entered a check mark or another unclear entry in column 18, then look at columns 19, 20 and 21. If one of these columns has a clear downstroke (indicating "yes") then enter Y for that column only. If the unclear entry in column 18 is the only entry in these 4 columns, enter Y in the OWNMEANS field and enter OWNMEANS? in the Individual Note field (see page 34).

- If column 18:
 - is blank, leave this field blank.
 - contains a vertical line or downstroke, indicating "yes", enter Y
 - contains a dash (-) indicating "no", enter N
 - If a downstroke has been crossed out, treat this as a dash (-) and enter N
-

Field: EMPLOYER

- Question 19 relates to persons “*who are employers, as mill-owners, large farmers, etc., whose work is done by others for which salaries or wages are paid.*”
 - If column 19:
 - is blank, leave this field blank.
 - contains a downstroke, enter Y
 - contains a dash (-), enter N
 - If a downstroke has been crossed out, treat this as a dash (-) and enter N
-

Field: EMPLOYEE

- Question 20 relates to “*employees who work for salaries or wages.*”
- If column 20:
 - is blank, leave this field blank.
 - contains a downstroke, enter Y
 - contains a dash (-), enter N
- If a downstroke has been crossed out, treat this as a dash (-) and enter N

Field: WORKING ON OWN ACCOUNT

Column: OWNACCT

- Question 21 relates to persons “*employed in gainful occupation, doing their own work.*”
- If column 21:
 - is blank, leave this field blank.
 - contains a downstroke, enter Y
 - contains a dash (-), enter N
- If a downstroke has been crossed out, treat this as a dash (-) and enter N

Field: WORKING AT TRADE IN FACTORY/HOUSE

Column: TRADE

- Working at trade in factory or home, from column 22.
- Enter F for f or factory (the enumerator may have written a downstroke before f).
- Enter H for h or home (there may be a downstroke before the h).
- Enter B for both, if enumerator has entered fh (there may be a downstroke before the fh).
- If blank leave blank.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"

Field: MONTHS EMPLOYED AT TRADE IN FACTORY

Column: MOEMPFAC

- Enter months employed at trade in factory, as given by enumerator in column 23.
- If blank, leave blank.
- If illegible enter !

Field: MONTHS EMPLOYED AT TRADE IN HOME

Column: MOEMPHOM

- Enter months employed at trade in home, as given by enumerator in column 24.
- If blank, leave blank.
- If illegible enter !

Field: MONTHS EMPLOYED IN OTHER OCC

Column: MOEMPOTH

- Enter months employed in other occupation than trade in factory or home, as given by enumerator in column 25.
- If blank, leave blank.
- If illegible enter !

Field: EARNINGS

- Enter earnings from column 26, rounded to the nearest dollar.
- If blank, leave blank.

Field: EARNINGS PERIOD (DAYS, MONTHS, YEARS)

Column: EARNPER

- Enter the time period of earnings, if given. In most cases, and unless otherwise stated, earnings are yearly.
- Leave blank to indicate yearly.
- Other valid acceptable entries:
 - d ... daily
 - h ... hourly
 - m ... monthly

p ... piece
w ... weekly
y ... yearly

Field: EXTRA EARNINGS

Column: EXEARN

- Enter extra earnings from column 27, rounded to the nearest dollar.
- If blank, leave blank.

Field: MONTHS AT SCHOOL

Column: MOSCHOOL

- Enumerator instructions indicate question 28 is relevant for persons over 5 and under 21.
- For individuals outside this age range, if an entry is given in this column, leave field blank and enter comment in Individual Note field as “months at school information given”.
- For individuals over 5 and under 21, if column 28:
 - is blank, leave blank.
 - contains a dash (-) this indicates “has not attended school” during year, enter 0 (zero)
 - contains a number of months, enter this number.
- Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"

Field: CAN READ

Column: CANREAD

- Enumerator instructions indicate question 29 is relevant for persons of age 5 years and over.
- For individuals under 5, leave blank (program will not accept an entry for children under 5).
- If child under 5 has entry in this column, enter comment in Individual Note field as “literacy information given”.

- For individuals age 5 and older, if column 29:
 - is blank, enter * to replace missing data.
 - contains a vertical line or downstroke, this indicates "yes", enter Y.
 - contains a dash (-) this indicates "no", enter N.
 - Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"
-

Field: **CAN WRITE**

Column: **CANWRITE**

- Enumerator instructions indicate question 30 is relevant for persons of age 5 years and over.
 - For individuals under 5, leave blank.
 - If child under 5 has entry in this column, enter comment in Individual Note field as “literacy information given”.
 - For individuals age 5 and older, if column 30:
 - is blank, enter * to replace missing data.
 - contains a vertical line or downstroke, this indicates "yes", enter Y.
 - contains a dash (-) this indicates "no", enter N.
 - Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"
-

Field: **CAN SPEAK ENGLISH**

Column: **ENGLISH**

- Enumerator instructions indicate question 31 is relevant for persons of age 5 years and over.
- For individuals under 5, leave blank.

- For individuals age 5 and older, if column 31:
 - is blank, enter * to replace missing data
 - contains a vertical line or downstroke, this indicates "yes", enter Y
 - contains a dash (-) this indicates "no", enter N
 - Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"
-

Field: CAN SPEAK FRENCH

Column: FRENCH

- Enumerator instructions indicate question 32 is relevant for persons of age 5 years and over.
 - For individuals under 5, leave blank.
 - For individuals age 5 and older, if column 32:
 - is blank, enter * to replace missing data
 - contains a vertical line or downstroke, this indicates "yes", enter Y
 - contains a dash (-) this indicates "no", enter N
 - If you believe the enumerator has made a mistake (e.g., French born individual with Mother Tongue of French has dash (-) i.e. "No" in Can Speak French column), enter the response as given by the enumerator and add a note in Individual Note field (see page 34).
 - Other acceptable entries:
 - ! illegible
 - = enumerator entered "unknown"
-

Field: MOTHER TONGUE

Column: MTONGUE

- Enter Mother Tongue, from column 33 as given.

- Refer to the online data dictionary for known values of Mother Tongue.
- Frequently occurring values may be abbreviated as follows:

ALB	Albanian
ARA	Arabian
ARM	Armenian
BAS	Basque
BOH	Bohemian (Czech)
BRE	Breton
BUL	Bulgarian
CHI	Chinese
CRO	Croatian
CZCH	Czechoslovakian
DAL	Dalmatian
DAN	Danish
DUT	Dutch
ENG	English
EST	Esthonian
FIN	Finnish
FLE	Flemish
FRE	French
FRS	Frisian
FRU	Friulian
GAE	Gaelic
GEO	Georgian
GER	German
GRU	Great Russian
GRE	Greek
GYP	Gypsy
HI	Hawaiian
HEB	Hebrew
HIN	Hindu
HUN	Hungarian
ICE	Icelandic
IRI	Irish
ITA	Italian
JAP	Japanese
JEW	Jewish
KOR	Korean
KUR	Kurdish
LAP	Lappish
LET	Lettish
LIT	Lithuanian
LRU	Little Russian
MAC	Macedonian
MAG	Magyar
MEX	Mexican

MON	Montenegrin
MOR	Moravian (Czech)
NOR	Norwegian
PER	Persian
POL	Polish
POR	Portuguese
ROM	Romansh
RUM	Rumanian
RUS	Russian
RUT	Ruthenian
SCO	Scotch
SER	Serbian
SLK	Slovak
SLV	Slovene
SPA	Spanish
SWE	Swedish
SYR	Syrian
TUR	Turkish
UKR	Ukrainian
WAL	Walloon
WEL	Welsh
WEN	Wendish
WRU	White Russian
YID	Yiddish

- If blank leave blank.
- If enumerator has written a dash (-) enter * to replace missing data.
- Other acceptable entries:
 - * missing
 - ! illegible
 - = enumerator

Field: INFIRMITIES

Column: INFIRM

- Enter whatever information appears in column 34. There were three classes of infirmity:
 - (a) deaf and dumb
 - (b) blind
 - (c) unsound mind
- If enumerator entered only the letter a, b or c, then enter the letter.

- If enumerator also wrote "from childhood", then include this information after the main entry.
- If blank leave blank.

Field: **INDNOTE**

- This field may be used to capture enumerator comments and annotations. This field will also be used to capture information about the individual that may be of use to researchers and those doing data cleaning.
- Enter brief comment to reflect any unusual information or notes pertaining to data fields for this individual, including any information that may aid in data cleansing and verification. Refer to the data entry fields by name.
- For "Relation to head" field, data entry suggestions are entered in Individual Notes field as: SUG RELHEAD xxx ... where xxx is the data entry operator suggestion.
- For "Sex" field, data entry operator guesses/suggestions are entered in the Sex field and reflected in Individual Notes with comment:
SUG SEX
- Other data entry operator guesses/suggestions should follow the convention:
fieldname? ... operator has entered a guess in the named field
- Comments on enumerator errors should follow the convention:
fieldname# ... enumerator entry captured in named field appears to be wrong.
- Use semi-colons to separate comments about multiple data fields.

TROUBLE SHOOTING ...

To delete an individual row of data, follow these steps:

1. Highlight the row
2. Right click
3. Choose "CUT"

Do not choose "DELETE RECORD" – this will cause sample point to be deleted from data base. If this occurs, contact Supervisor on duty to arrange to recover the record from the previous day's backup or add new sample point.
