

# STEP BY STEP DATA INSTRUCTIONS

## Census – American Factfinder

<https://factfinder.census.gov>

To download data from the OPPE Data Examples PDF:

1. Click Advanced Search on the left side of the page and then click “SHOW ME ALL”.
2. Under [1], enter the table number (e.g., S2801) and start typing your county or state name; then select the place name from the text that appears. Click GO.
3. Click on the table name on the next screen.
4. If you want to add another county or state for comparison, click Add/Remove Geographies above the table and either type in the place name or select the geography from the series of dropdown menus. After selecting your location click ADD TO YOUR SELECTIONS and then close the pop up window.
5. Note that you can often compare data from different years by selecting a different year from the list of available data on the left.

You can download the data by clicking the Download link, selecting “Use the data...”, and following the prompts to download and open the zip file. However, the download format can be cumbersome. It is often easier to copy and paste the data. Click in the white space above the table and, holding the left mouse button, drag down through the bottom of the table. Then copy (Ctrl+c) and paste the data in an Excel workbook.

If you want to explore additional Census data from the Factfinder link (<https://factfinder.census.gov>):

1. Click Advanced Search on the left of the page and “SHOW ME ALL”.
2. Click the Geographies tab on the left and follow the prompts to complete selections through the dropdown menus. You can select multiple counties using the Ctrl+click feature. When you’ve selected your location(s), click ADD TO YOUR SELECTIONS. To select both a state and a county, you’ll need to follow the prompts twice—once to select the state and once to select the county.
3. After the geography loads, click CLOSE in the top right corner of the popup window.
4. Select Topic from the tabs on the left.
5. Click a + sign to see more detail about each topic or sub-topic.
6. Click the subtopic of interest (e.g., rural/urban).
7. Click CLOSE in the top right corner of the popup window.
8. Click on the table of interest.
9. If you click on a table that does not have the information you are looking for, hit the Back button on your browser window and select a different table.
10. Note that you can often compare data from different years by selecting a different year from the list of available data on the left.
11. You can download the data by clicking the Download link, selecting “Use the data...”, and following the prompts to download and open the zip file. However, the download format can be cumbersome. It is often easier to copy and paste the data. Click in the white space above the table and, holding the left mouse button, drag down through the bottom of the table. Then copy (Ctrl+c) and paste (Ctrl+v) the data in an Excel workbook.

## Census County Business Patterns/Non-employer Statistics

To download data from the OPPE Data Examples PDF: (<https://www.census.gov/programs-surveys/cbp/data/datasets.html>):

1. Click County Business Patterns: 2016 (or the year you need). The Complete files under Datasets on the next screen will give you text files. Thus it may be easier to transition into FactFinder for the business data.
2. Visit <https://factfinder.census.gov>.
3. Click Advanced Search and "SHOW ME ALL".
4. Click the Geographies tab on the left and follow the prompts to complete selections through the dropdown menus. You can select multiple counties using the Ctrl+click feature. When you've selected your location(s), click ADD TO YOUR SELECTIONS. To select both a state and a county, you'll need to follow the prompts twice—once to select the state and once to select the county.
5. After the geography loads, click CLOSE in the top right corner of the popup window.
6. Click Topics tab to the left. Then click Dataset and select 2016 Business Patterns (or another year). If you need nonemployer businesses instead of or in addition to employer businesses, select the 2016 Nonemployer Statistics under Datasets.
7. For a broad overview at the 2-digit NAICS, click either of the two tables available under **Table, File or Document Title** on the mail screen. (The table including the words By Employment Class Size includes information about business sizes).
8. If you want more detailed information about an industry, click on Industry Codes tab to the left and select your sub-industry. You will likely find it easier to Use the Industry Code Filter Options on the left of the pop-up screen to locate your industry.

## On the Map

<https://onthemap.ces.census.gov/>

To download data from the OPPE Data Examples PDF:

1. Type in your place (e.g., county) name and click Search in the Search area to the left.
2. A list of places will pop up below the search box. Click your county or place name.
3. The place will be marked on the map. Click **Perform Analysis on Selection Area** in the text box by the marker.
4. Set your analysis settings and click Go. The Labor Market profile and the Destination analyses are both quite interesting.
5. To explore a different analysis or change settings, click **Change Settings** at the bottom left of the page, under the Legends.

See additional commuting data at

<https://www.census.gov/content/census/en/data/tables/2017/demo/geographic-mobility/county-to-county-migration-2013-2017.html>.