Adults Not Working

The long way:

1. Go to “factfinder.census.gov” and select the “Guided Search” option from the top menu.
2. On the “1 Start” page, select “I’m looking for information about people” and click the “Next” button.
3. On the “2 Topics” page, select “Employment,” and then “Employment (Labor Force) Status.” Click the “Next” button.
4. On the “3 Geographies” page, select geographic type “5-Digit ZIP Code Tabulation Area – 860.” A list box will appear, containing “All 5-Digit ZIP Code Tabulation Areas within United States and Puerto Rico.” Click that text in the list box, then click the “Add to Your Selections” button, then click the “Next” button.
5. On the “4 Race/Ethnic Groups” page, click the “Skip This Step” button.
6. On the “5 Search Results” page, at the top right corner of the list of tables, pull down the menu of “Show results from:” and select 2015 (99). Then click on the first item, “Employment Status.”

The short way:

1. Copy the following link to the URL box of your browser:

https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\_15\_5YR\_S2301&prodType=table

In either case:

1. On the line of “Actions,” click on “Modify Table.”
2. In the first column of the table (“Subject”), click on the higher blue button with a funnel icon.
3. In the “Filter Dimension” dialog box, check the box for “Employment/Population Ratio” and click on the “OK” button.
4. In the first column of the table (“Subject”), click on the lower blue button with a funnel icon.
5. In the “Filter Dimension” dialog box, check the box for “Estimate” and click on the “OK” button.
6. In the first column of the table (“Subject”), uncheck all the checkboxes except “Population 25 to 64 years” and “Bachelor’s degree or higher” under “Educational Attainment” near the bottom of the table. (The web page will not allow you to remove “Bachelor’s degree or higher” without also removing “Population 25 to 64 years”.)
7. On the line of “Table Tools,” click on “Transpose Rows/Columns.”
8. On the line of “Actions,” click on the “Download” link.
9. In the “Download” dialog box, select “Use the data.” Two content options are available for the CSV download and both checkboxes should be checked. Click the “OK” button.
10. The “Download” message box will display a progress bar as the website creates your file. Afterwards, it will say “Your file is complete.” Click on the “Download” button.
11. Use the “Save As” dialog box to save “ACS\_15\_5YR\_S2301.zip.”
12. Double click on that file in File Explorer to view its contents. Double click on “ACS\_15\_5YR\_S2301\_with\_ann.csv” to open it in Excel.
13. In Excel, delete columns E, B, and A, in that order. (If you delete in a different order, the data moves to the left, making this instruction ambiguous.)
14. Change A1 from “GEO.display-label” to “Zip\_Code”. Change B1 from “HC03\_EST\_VC43” to “Percent\_Working”. Delete row 2.
15. Use the “Find & Select” function on the “Home” ribbon to replace “ZCTA5 ” (note the trailing space) with “Z” (replace all). This will preserve the leading zeroes and the character data type of the zip codes. Make sure the new row 2 is not selected (highlighted); that would restrict the “replace all” command to that row only.
16. Save the worksheet as “Adult\_Working.csv”.
17. The worksheet contains the estimated percent of the population aged 25 – 64 who are employed. The percent not currently in work is 100 minus those numbers.