Change in Employment

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 businesses or industries” and click the “Next” button.
3. On the “2 Topics” page, select “Employment,” and then “Employees.” Click the “Next” button.
4. On the “3 Geographies” page, select geographic type “5-Digit ZIP Code – 861.” A list box will appear, containing “All 5-Digit ZIP Code Tabulation Areas within United States.” Click that text in the list box, then click the “Add to Your Selections” button, then click the “Next” button.
5. On the “4 Industry Codes” page, click the “Next” button.
6. On the “5 Search Results” page, click on the second item, “ZIP Code Business Statistics: Total for Zip Code” with the Dataset “2015 Business Patterns.”

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=BP\_2015\_00CZ1&prodType=table

In either case:

1. On the line of “Actions,” click on “Modify Table.”
2. Try to uncheck all columns except:
   1. “Geographic area name”
   2. “Number of establishments”
   3. “Paid employees for pay period including Mach 12 (number)”
3. On the line of “Actions,” click on the “Download” link.
4. 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.
5. 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.
6. Use the “Save As” dialog box to save “BP\_2015\_00CZ1.zip.”
7. Stay on the FactFinder web page.
8. Double click on that file in File Explorer to view its contents. Double click on “BP\_2015\_00CZ1\_with\_ann.csv” to open it in Excel.
9. Change the columns to red text that have in their top cells:
   1. “GEO.display” (change to “Place”)
   2. “ESTAB” (change to “Business2015”)
   3. “EMP” (change to “Employment2015”)
10. Delete columns that are still black text. Delete row 2.
11. Use the “Find & Select” function on the “Home” ribbon to replace “ZIP ” (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.
12. Save the worksheet as “Bus\_Emp2015.csv”.
13. The worksheet contains the number of business establishments and the number of jobs by zip code for 2015.
14. Return to the FactFinder web page. In the line of arrows under “Guided Search,” click on “5 Search Results.”
15. On the “5 Search Results” page, click on the sixth item, “2011 County Business Patters: ZIP Code Business Statistics: Total for Zip Code” with the Dataset “2011 Business Patterns.”
16. Uncheck columns “First-quarter payroll ($1,000)” and “Annual payroll ($1,000)”.
17. On the line of “Actions,” click on the “Download” link.
18. 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.
19. 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.
20. Use the “Save As” dialog box to save “BP\_2011\_00CZ1.zip.”
21. Double click on that file in File Explorer to view its contents. Double click on “BP\_2011\_00CZ1\_with\_ann.csv” to open it in Excel.
22. Change the columns to red text that have in their top cells:
    1. “GEO.display” (change to “Place”)
    2. “ESTAB” (change to “Business2015”)
    3. “EMP” (change to “Employment2015”)
23. Delete columns that are still black text. Delete row 2.
24. Use the “Find & Select” function on the “Home” ribbon to replace “ZIP ” (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.
25. Save the worksheet as “Bus\_Emp2011.csv”.
26. The worksheet contains the number of business establishments and the number of jobs by zip code for 2011.