USING

AMERICAN

FACTFINDER (AFF)

Finding Economic Data on AFF

Version 5.2

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WHAT IS AMERICAN FACTFINDER?

American FactFinder (AFF) is the Census Bureau’s primary dissemination tool for many Census Bureau Programs, including the following demographic and economic programs:

Demographic Programs:
- American Community Survey
- American Housing Survey
- Decennial Census
- EEO Special Tabulation
- Population Estimates

Economic Programs
- Economic Census of the United States
- Economic Census of the Island Areas
- Census of Governments
- Survey of Business Owners
- Commodity Flow Survey
- County & ZIP Code Business Patterns
- Nonemployer Statistics
- Annual Survey of Manufactures
- Annual Survey of Public Pensions
- Annual Survey of State Government Tax Collections
- Annual Survey of State Government Finances

These programs account for more than 60 datasets and publish data for over 12 million different geographies.

To accommodate this large amount of data, AFF follows a topic based approach. You build a search by selecting keywords and filters from different search menus. As you add additional keywords and filters, the search results become limited to only the tables that meet the criteria. Once you have refined the search results to a suitable level, you can either download or view one or more tables. The table(s) will display the data selected.
**WHERE DO I BEGIN?**

To begin, go to the AFF main page (http://factfinder.census.gov). On the main page, there are four separate ways you can start your search. They are:

- **Community Facts** - Allows you to get summary data for a specific state, county, city, town, or ZIP Code

- **Guided Search** - walks you through a series of steps to find the 10 most relevant data products for demographic and economic data and is best if you are looking for statistics on similar geographies and related industry codes.

- **Advanced Search** - a revamped version of the American FactFinder search process and is ideal if you are seeking large information across multiple datasets, geographies, industry codes, or topics.

- **Download Center** - provides quick access to downloadable data for predefined groups of geographies and prepackaged files. This option is targeted to advanced users.
COMMUNITY FACTS

Community Facts allows you to get summary level data for a state, county, city, town, or ZIP Code. To start, input a geography and click GO. After clicking go the Community Facts page will appear.

From the Community Facts page you can toggle between 1 nine different topic categories, 2 view summary tables, or 3 go to advanced search to view more information about your geography. At any time, you can use the 4 geography text box to input a different geography. Because Community Facts only provides a limited amount of business statistics, the Economic Census staff recommends using Guided or Advanced Search to locate business statistics.
**GUIDED SEARCH**

Guided Search guides users through a series of steps to find the 10 most relevant data products. It is important to note that not all geographies will be available in Guided Search. If a geography is not available, you will be guided to Advanced search. For an example of using Guided Search, let’s find the number of establishments with payroll that manufacture coffee or tea in the state of Maryland.

To start select Guided Search on the main page and click **GET ME STARTED**. The Guided Search start page will appear. On the start page, you will select a topic category from the following list:

- I’m looking for information about **people**.
- I’m looking for information about **housing**.
- I’m looking for information about **businesses or industries**.
- I’m looking for information from a specific **dataset**.
- I want to search for a **table number** or a **table title**.

Note that the guided search searches for tables using a subset of search methods and most requested geographies. For more search options and to select from all available geographies, use the Advanced Search.

The **people** and **housing** topic categories focus on demographic data. The **businesses or industries** category focuses strictly on the Economic Census and related programs. The **dataset** and **table number or table title categories** allow users to select demographic or business data. Depending on which category you select, the following steps will differ. For our example, let’s select **businesses or industries**, and click next to move to the topic screen.

**Helpful Hint**

If you are searching for SBO data on a specific Race/Ethnicity, you must use Advanced Search.
The Topic screen allows you to pick a topic or you can skip it and move to the next step. Let’s select **Establishments with Payroll** from the Establishments/Firms category. To select **Establishments with Payroll** expand the Establishments/Firms category by clicking the next to the category title. Then click on the hyperlinked topic **Establishments with Payroll**. **Establishments with Payroll** will now be in **Your Selections** and the total number of tables that include that topic, which in this case is 2,375. After selecting **Establishments with Payroll**, you can either select additional topics, click **NEXT** to go to the next step, or click **PREVIOUS** to go to a previous step. You do not need to select a topic to go on to the next step. For our purposes, let’s click **NEXT**.

After Clicking **NEXT**, the Geography selection menu appears.

To search for a geography you can use the geography search box or the geography pick list. Let’s use the geography pick list. First, select your geographic type, which in this case will be **State**. A results box will now appear. Select **Maryland** in the results box and click **ADD TO YOUR SELECTIONS** to add it to your **Selections**. **Maryland** will now be in **Your Selections** and the total number of tables that include **Maryland** and **Establishments with Payroll**, which in this case are 236. After selecting **Maryland**, you can either select additional geographies, click **NEXT** to go to the next step, or click **PREVIOUS** to go to a previous step. You do not need to select a geography to go on to the next step. For our purposes, click **NEXT**.

**Helpful Hint**

When using the geography pick list, you may need to make selections from additional selection boxes before any results are populated.

If you cannot find your geography, try Advanced Search.
After clicking **NEXT**, the Industry Code selection menu appears.

![Industry Code selection menu](image)

In the Industry Code selection menu you can search for NAICS, Product and Service, or Commodity codes using the **Industry Code** text search box or **Industry Code Filters** box. Using the Industry Code search box type **Coffee and Tea manufacturing** and click **GO**. It is not recommended that you make your selection from the drop down that will appear while you are typing, it does not clearly delineate NAICS from Products. The results list will update to all codes with Coffee and Tea Manufacturing in the title. Any text search or filters will be at the top of the Industry Code Results box. In the Industry Code Results box, select the check box to the left of the 5 digit NAICS code, **31192 Coffee and tea manufacturing** and click **Add to Your Selections** to add it to your search. **31192, Coffee and tea manufacturing** is now in **Your Selections** and the total number of tables that include that include **Coffee and tea manufacturing, Maryland**, and **Establishments with Payroll**, which in this case are 23. You can either select additional industry codes, click **NEXT** to go to the next step, or click **PREVIOUS** to go to a previous step. You do not need to select an industry code to go on to the next step. For our purposes, click **NEXT**.

At this point, you will see the search results for the criteria in Your Selections. Below the results will be a message with the total number of tables in your search, and a direct link to Advanced Search to see all results. You can now use the Show results from drop down to limit your results to a specific year or program. To see a table, click the hyperlinked table title. You can only see one table at a time.
After you select a table, the table will load in the table viewer. To learn how to manipulate a table, please visit the Using Table Tools section. To view other tables in your search click located above the table.
Advanced search is an updated version of the old default search method in AFF. To access Advanced Search, select Advanced Search on the AFF main page and click the SHOW ME ALL button and Advanced Search appears.

WHERE TO START

You can start by using 1 Your Selections 2 Keyword search 3 Topics 4 Geographies, or 5 Race and Ethnic Groups, 6 Industry Codes menus on the left. The EEO Occupation Code menu only access demographic data. The Economic Census area recommends starting with the Topics menu.

YOUR SELECTIONS BOX

As we have outlined in the What is American FactFinder section, AFF follows a topic based approached, where you manually build your search results using keywords and filters. The Your Selections box serves as the repository for your keywords and filters. Each time you add or remove a keyword or filter to your search, it moves to the Your Selections box. With every addition and subtraction to the Your Selections box, all of the search menus will update to reflect the new criteria. If you want to save the search criteria you have select, click Save Search. If you want to load a previously saved search, click Load Search.

To remove a particular item, click the icon.
To start a new search, click **start a new search**.

To load a previously saved search, click **load search**. Loading a previously saved search will overwrite any existing search that you have loaded. Click **Browse** to find your saved search and then click **OK** to load that search.

To save a search, click **save search**. This will then launch a pop-up window where you will need to click **Save Search**. You should then save the search to a location of your choosing.

**Keyword Search** allows you to search for data using keywords. The default is to search against all topics however, you have the ability to only search against available Race and Ethnic Groups, Industry Codes, and Occupation Codes. To limit your search, select one of the radio buttons below the text search boxes. Depending on how specific your search is one of four possible outcomes may result.

1. **Keyword Search** returns a specific topic or geography. For example if you inputted Economic Census and click **GO**, you will see ![Economic Census](Program Economic Census) in Your Selections. This means **Keyword Search** returned the Program Economic Census that is found in the Program category in the Topics menu. If a text
search is an exact match to an existing topic in the Topics menu, the topic is returned. This brings greater consistency to the search results. In previous versions of AFF, this was not necessarily the case.

2. **Keyword Search** returns a broad list of results. For example if you inputted Occupations and clicked **GO**, you will see "Occupations". This means your search was too broad to match up with a topic but specific enough that AFF could find tables with Occupations in the title or as column and row headings.

3. **Keyword Search** returns a clarification screen. For example if you inputted Washington County into the geography box and clicked **GO**. The following clarification screen will appear:

![Clarification Screen Example](image)

In the clarification screen, you have the ability to select one of the top five possible results, or you can choose the link to the appropriate search menu.

4. **Keyword Search** returns no results. For example if you input gibberish and click **GO**. The following error message will appear:

![Error Message Example](image)

Click **CLOSE** and choose a new search.

5. When conducting a **Keyword Search**, the more popular search terms will have a set of **suggested search results** that will appear at the top of the list of search results. For example if you inputted Occupations and clicked **GO**, you would see five suggested search results that the system recommends be looked at first.
The suggested search results are marked with a 🌟.

Overall, while Keyword Search has been greatly improved, we still recommend only using this approach when you know a specific dataset or table you are interested in.

**TOPICS MENU**

By using the Topics menu, you can narrow your Search Results by year, business and industry characteristics, program or survey, and other topics of interest. We recommended that you start here.

For this example, let’s say you are interested in finding Economic Census data. Here are the steps you would take:

1. Select the **Topics** box to open the **Select Topics** menu overlay.

2. Select “Program”, then “Economic Census”
To close the “Select Topics” menu overlay, click the button on the top right of the overlay.

3. “Economic Census” moves to the Your Selections box. The Search Results will now display only tables in the Economic Census program.

Helpful Hint

There are some helpful tools in the Topics menu for experienced users of our economic data.

You can find data by program/survey... …and also by economic series.

Program
- American Community Survey (33,741)
- American Housing Survey (56)
- Annual Survey of Manufactures (110)
- Business Expence Survey (9)
- Business Patterns (82)
- Commodity Flow Survey (214)
- Decennial Census (3,547)
- Economic Census (2,017)
- EEO Tabulation (113)
- Nonemployer Statistics (32)
- Population Estimates (165)
- Survey of Business Owners (395)

Business and Industry
- Assets & Capital Expenditures
- Business Characteristic
- Business Owner
- Economic Series
  - Advance Report (13)
  - Core Statistics (75)
  - Enterprise Statistics (412)
  - Establishment Size (382)
  - Export Statistics (36)
  - General Statistics (47)
  - Geographic Area (92)
  - Hazardous Materials (HAZMAT) (72)
  - Industry (433)
  - Miscellaneous and Subject (360)
  - Preliminary Statistics (50)
**GEOGRAPHIES MENU**

The Census Bureau recognizes over 12 million different geographies in the United States. Because of the complexities of finding 12 million different geographies, AFF has split the geographies into three separate indices and developed four different methods to find your geography. They are as follows:

1. Most Requested Index (Default) – This is the default index. All possible geographies for which Economic Programs publish data are available here.

2. Show all summary levels – This has all possible geographies except individual blocks.

3. Individual Blocks – Only has individual blocks. The Decennial Census is the only dataset that uses this index.

The four different submenus are **List, Name, Address**, and **Map**.

**Choosing Geographies via the “List Tab”**

The “List tab” creates a list of relevant geographies based off what you select in a series of selection boxes. The List tab is defaulted to only displaying the most commonly requested geographies. You can view all possible geographies by selecting the **all geographic types** radio button. To start select a geographic type from the select a geographic type selection box. Once you have selected a geographic type, additional selection boxes will appear. The amount of additional selections will vary depending on which geographic type you select.

So, let us use the List tab to find data for All States in the United States. We will assume that you have already selected the Program **Economic Census** from the Topics menu.

1. Select the Geographies box to open the Geographies menu.

2. The menu will open in a window above the Search Results. It will ask you to select a geographic type. Using the drop down, select “State”.

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**Image:**

The image contains a series of tables and selection boxes for choosing geographies, with options for List, Name, Address, and Map. It also includes a search bar with options to add to Your Selections and drop-down menus for selecting geographic types.
3. Once you have selected “State”, a list of possible geographies will appear below. You can either select each state individually or select a group of States by choosing “All States within the United States Puerto Rico”. Once you have made your choices, click the ADD TO YOUR SELECTIONS button to add “All States within the United States and Puerto Rico” to your search.

4. To add other geographies, simply change the selected geographic type and make selections in any subsequent selection boxes.
Choosing a Geography via the “Name Tab”

The “Name tab” allows users to search for geographies by using filters to find their results. When using the “Name Tab”, there are four main areas that users will utilize:

1. **Enter a Geography Search Box**
2. **Your Geography Filters**
3. **Geography Filter Options**
4. **Geography Results**

For this example, let’s say you are interested in data for the Consolidated City of Louisville, KY. Here are the steps you would take (Let’s assume the selections made in the Topics Menu & List tabs are still in Your Selections):

1. Select the **Name** tab on the top of the Geography Menu to activate the Name search.

2. You can find Louisville, KY using one of four different ways:

   a. Type in “Louisville metro government, KY” into the **Enter a geography search box** and click “GO”. 

      “Louisville metro government, KY” is added to **Your Geography Filters** and the **Geography Results** are limited to geographies with “Louisville metro government, KY” in the name. The Consolidated City of Louisville/ Jefferson county Metro Government, KY will be the second result in the **Geography Results**.

   b. Drilling down using the **Geography Filter Options**,
i. Select **City or Town** from the already expanded **Geographic Type** option. **City or Town** is added to **Your Geography Filters** and the **Geography Results** are limited to only the geographies tagged with **City or Town**.

ii. Staying in the **Geography Filter Options**, expand **Within State** and select **Kentucky**. **Kentucky** is added to **Your Geography Filters** and the results are limited to **City or Towns** within the state of **Kentucky**. The Consolidated City of Louisville/Jefferson County Metro Government, KY will be the remaining result.

3. Once you have found your geography, place a **check** next to the **Consolidated City of Louisville/Jefferson County Metro Government** and click the **Add** button located at the top of the search to add the Consolidated City of Louisville/Jefferson County Metro Government to **Your Selections**.

4. To close the **“Select Geographies” overlay menu**, click the **CLOSE** button on the top-right corner of the overlay.

See the **Appendix** for help finding **specific geography types**, like offshore areas, metropolitan areas, and ZIP codes.

**Helpful Hint**

For economic data, cities and towns are called “Economic Places” and are classified separately from other types of places.

Look for “**Economic Place**” as the Geography Type when looking for city or town data.
Choosing All Geographies within a Geographic Area

AFF has certain group geographies (e.g., All States within the United States and Puerto Rico) which allow displaying multiple geographies at one time. It is important to note that there are two different group geographies for All States within the United States. One is All States within the United States and Puerto Rico and the other is All States within the United States, Puerto Rico, and the Island Areas. While both include all 50 states, DC, and Puerto Rico, only All States within the United States, Puerto Rico, and the Island Areas will include all of the Island Areas.

Helpful Hint

Groups of geographies, like “All Counties in Alabama”, use an “OR” statement.

For example, selecting “All Counties in Alabama” tells AFF “I want tables with data for Autauga County OR Baldwin County OR Barbour County OR ...”

If a table contains at least one of these geographies, the table will appear in the Search Results.

Keep this in mind when adding groups of geographies to Your Selections.

Searching for a Geography using the Address Tab

You can access the Address tab by either clicking the link on the main page or by selecting the tab in the Geography menu. The Address tab allows you to find Geographies attached to a specific address for a given year.

Input an address + ZIP code, address + city + state, or address + city + state + ZIP code in the relevant text boxes and click go.

For this example let’s use “4600 Silver Hill Rd, Suitland, MD 20746”.

After clicking GO you will get a list of geographies that the address is included within. On the left will be geography names and on the right will be the geographic type. Simply click on a geography’s name in the left hand column to add them to Your Selections. To add multiple geographies, click on each geography you wish to add.
While this is a quick way to add specific geographies, you should take into account that this function allows you to select geographies from multiple programs at the same time. There is a chance you can select a geography that is invalid for the Economic Programs. To mitigate some of these issues, you should select either a Year or Dataset from the Topics menu before adding geographies to Your Selections.

Selecting Geographies using the Map Tab
The Map tab allows you to create reference maps and select geographies. You can get to the Map tab by either selecting a state from the Reference Map drop down located on the main page or by clicking the Map tab in the geography menu.

To select geographies from the map:

- Select a starting geographic area from the geography pull down menu followed by a selection tool in the Select Geographies box.
• Click and drag your selection tool on the map, click again to close the rectangle (in this example, the rectangle tool was used).

![Selecting a rectangle on a map](image)

• All geographies that are touched by the rectangle will become highlighted and an option to add the selected geographies will appear in the **Select Geographies** box.

![Select Geographies interface](image)

• From the map toolbar you can:
  - Zoom to a state (Only active at the national zoom level)
  - Zoom in & Zoom out (Active at all zoom levels except the national level. At that level simply click on an area to zoom or use Zoom to a state)
  - Pan
  - Go to US extent
  - Info (Get a list of geos that intersect at that point)
  - Print
  - Download
  - Bookmark/Save Query

• Manipulate the Boundaries & Features of the map. (For more information please see the Create a map section)
Create a reference map.

- In addition to selecting geographies, users can create a reference map based off of the geographies they have in **Your Selections**

**Changing Geographies from within a table**

From within a table you can change a geography. Look in the **Viewing a Table Section** to provide more information about how to do this.
**RACE AND ETHNIC GROUPS MENU (SBO ONLY)**

Prior to March 27th, 2014, users of SBO data had to use the Topics Menu while demographic users went to the Race and Ethnic Groups menu to find Race and Ethnic Group data. Now, all users will use this search menu.

To access the search menu, select the Race and Ethnic Groups button. The Race and Ethnic Groups menu will appear. In the search menu, there are two tabs, one for basic groups and another for detailed groups. All available SBO data uses the basic groupings. To add to a Race or Ethnic grouping to Your Selections, simply click the hyperlinked grouping you wish to add.
**INDUSTRY CODES (INCLUDING PRODUCTS AND SERVICES) MENU**

The Census Bureau uses thousands of individual codes to classify industries, products, services, materials, fuels, and commodities. Like geographies, AFF also has a separate menu with similar functions for choosing these codes. The four main parts of the Industry Codes menu are the Industry Codes text box, Your Industry Code Filters, Industry Code Filters Options, and the Industry Code Results.

Searching for a code

For this example, let us say you are interested in data for dog and cat food manufacturing. Assume that the selections made in the other sections are still in Your Selections. Because there are already selections in Your Selections, you will only see codes that are available in the Economic Census and publish data for states & the consolidated city of Louisville/Jefferson County Metro Government, KY. Here are the steps you would take:

1. Select the Industry Codes box to open the “Industry Codes” menu.

2. You can find dog and cat food manufacturing using one of two different ways:
   a. Typing in “dog and cat food manufacturing” into the search box
      i. “dog and cat food manufacturing” is added to Your Industry Code Filters and the Industry Code Results update to only include codes that have “dog and cat food manufacturing” in their name.
      ii. Dog and Cat Food Manufacturing, Code 311111 will be the top result.
b. Drilling down using the “Industry Code Filter Options”.

i. Expand Code Type and select NAICS Based Industry. NAICS Based Industry is added to Your Industry Code Filters, and the Industry Code Results are limited to only NAICS Based Codes.

ii. Staying in the Industry Code Filter Options, expand Industry Sector and select 31-33 Manufacturing. Sector 31-33 is added to Your Industry Code Filter Selections. Dog and Cat Food Manufacturing, Code 311111 is the seventh result.

Note: Depending on where a particular code falls in the NAICS hierarchy, it may be necessary to continue using the Industry Code Filter options.

3. Once you have found your industry, place a check next to Code 311111, Dog and Cat Food Manufacturing and click the Add button located at the top of the search to add the code.

Choosing All Codes within a Code Level

For some geographic levels, AFF has certain group codes (e.g., All Available Sector Codes, All L-2) available for selection. This allows you to add multiple codes at one time.

Helpful Hint

Groups of codes, like “All available Sector codes”, use an “OR” statement.

For example, selecting “All available Sector codes” tells AFF “I want tables with data for Mining OR Utilities OR Construction OR Manufacturing OR…”

If a table contains one or more of more of these individual codes, the table will appear in the Search Results.

Keep this in mind when adding groups of codes to Your Selections.
OPENING TABLES FROM THE SEARCH RESULTS

After using the search menus, you have two possible search results. They represent the only tables that are from an Economic Census, have State & Consolidated City as relevant geographies, and publish data for NAICS Code 311111, "Dog and Cat Food Manufacturing".

SHOW RESULTS FROM

By using the Show results from box located at the top right of the search results, you can now filter your results by an available year or program. You are not able to make multiple selections.

FILTERING RESULTS TO A SPECIFIC PROGRAM

Use the All Available Programs filter to find the specific program you are interested in.

FILTERING RESULTS TO A SPECIFIC YEAR

Use the All Available Years filter to find the specific year you are interested in.

OPENING A SINGLE TABLE

To open a single table, click on the hyperlinked table title.

OPENING MULTIPLE TABLES

To open multiple tables:

1. Check off the check boxes of the tables you are interested in, and click “View”.

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2. The first table displays. To view the next table, click the right-arrow button near the top right of the window.

Helpful Hint

You can **download tables** directly from the Search Results. These downloads only contain data specified by Your Selections and may not be the full tables. You can download up to 10 tables with 50,000 geographies and 500,000 rows of data in each table.

Simply check off the tables you want, and click "Download". These downloads are in ZIP format.
**Download Center**

Download Center allows users to quickly download data for predefined groups of geographies and prepackaged files. For example, this allows us to download data for every NAICS code in every economic place available in the 2012 EWKS table (ec1200a1). However, if we wanted the entire 2012 EWKS file, we can use the prepackaged downloads to access the ftp file.

To access data for every economic place in the 2012 EWKS table, use the following steps:

1. Access the download center by selecting the download center button.

2. From the Download Center start menu select I know the dataset or table(s) that I want to download and click next. You will be taken to the dataset selection menu.

3. On the dataset selection menu, first select a program from the select a program dropdown box. Let’s select Economic Census. The select a dataset box will appear. Select the 2012 Economic Census from the box and click ADD TO YOUR SELECTIONS. 2012 Economic Census will now be in Your Selections. Click next. You will be taken to the geography selection menu.
4. On the geographies selection menu, first select Economic Place as your geographic type. A select a state drop down and a results box will appear. Because we are looking for all economic places we can select ALL Economic Places within the United States. Click **ADD TO YOUR SELECTIONS** to add it to Your Selections. Click **next**. You will now be on the search results page.

5. Select the EWKS table and click next.
6. A download popup will appear. Click OK to start the download.

To access data from prepackaged files (e.g. ftp files), use the following steps:

1. Access the download center by selecting the download center button.
2. From the Download Center start menu select I want to find prepackaged data that I can download and click next. You will be taken to the dataset selection menu.

3. On the dataset selection menu, you can select a program, dataset, or both to narrow your search options. In this case let’s select Economic Census from the program list, followed by the dataset 2012 Economic Census. The program Economic Census and the dataset 2012 Economic Census are added to Your Selections. There are 60 prepackaged products that match this criteria. Click NEXT to go to the search results.

4. The 60 search results will appear. The 2012 EWKS file will be the first result. Select the table. You will then be taken to an abstract screen.
The abstract screen tells you what is in the file and provides a link to download the file. Click the link to download the file.

http://www2.census.gov/econ2012/EC/sector00/EC1200A1.zip
Let’s review what we’ve gone over so far. Using the Topics, Geography, and Industry Code Menus, we built a search that would allow you to find the number of establishments that manufacture dog & cat food in all 50 states and Louisville, KY, according to the 2012 Economic Census.

Using this knowledge, let’s find how many Hispanic Owned Restaurants are in each state?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Start at <a href="http://factfinder.census.gov">http://factfinder.census.gov</a>. On the Main page select Advanced Search and click SHOW ME ALL to start.</td>
<td>You are taken to the advanced search page.</td>
</tr>
<tr>
<td>2</td>
<td>Click on the Topics button to open the Topics menu.</td>
<td>The Topics menu opens.</td>
</tr>
<tr>
<td>3</td>
<td>Expand the People topic, followed by the Race &amp; Ethnicity subtopic. Select the Hispanic or Latino subtopic.</td>
<td>Hispanic or Latino” is added to “Your Selections”. The Topics, Geographies, Industry Codes, and Search Results update to reflect the items in Your Selections.</td>
</tr>
<tr>
<td>4</td>
<td>Staying in Topics, expand the Business &amp; Industry topic and then the Business Owner subtopic. Select Owner’s Race and Ethnicity.</td>
<td>“Owner’s Race and Ethnicity” is added to “Your Selections”. The Topics, Geographies, Industry Codes, and Search Results update to reflect the items in “Your Selections”.</td>
</tr>
<tr>
<td>5</td>
<td>Click on the Geographies located on the left hand side of the page to open the Select Geographies menu.</td>
<td>The Select Geographies menu opens in an overlay on top of the search results page.</td>
</tr>
<tr>
<td>6</td>
<td>Using the List tab, select State as the geographic type, then select All States within the United States from the results list. Click Add to Your Selections, to add All States within the United States to Your Selections.</td>
<td>“All States within the United States” is added to “Your Selections”. The Topics, Geographies, Industry Codes, and Search Results update to reflect the items in “Your Selections”.</td>
</tr>
<tr>
<td>7</td>
<td>Click on the Industry Codes button located on the left hand side, below the Geographies button.</td>
<td>The Select Industry Codes menu opens in an overlay on top of the search results page.</td>
</tr>
<tr>
<td>8</td>
<td>Using the search box, type in “restaurant” and click Go. In the Industry Code Results, check off the box next to NAICS code 7221 Full Service Restaurants and then click add. 7221 Full Service Restaurants is now added to Your Selections. You can now close the Select Industry Codes menu.</td>
<td>“7221 Full Service Restaurants” is now added to Your Selections. The Topics, Geographies, Industry Codes, and Search Results update to reflect the items in “Your Selections”.</td>
</tr>
<tr>
<td>9</td>
<td>There will be 1 table in your search results. Check off the box next to SB0700CSA03, and either click View or Download.</td>
<td>The table either appears or downloads.</td>
</tr>
</tbody>
</table>
In the sections that follow, there is a more detailed explanation of each topic listed above.
**USING TABLE TOOLS**

Once you have opened a table, there are many things you can do with the rows and columns.

First, you need to **activate the Table Tools** by clicking the “Modify Table” button.

To change geography and industry selections, click the “Back to Search” button to return to the search menu.

**ROW ACTIONS**

**Sort Rows**

You can sort the rows of a table in **ascending and descending** order using the sort buttons (↑↓) inside the column header.

You have the option to sort up to three columns. Click “OK” to view the sorted table.
Filter Rows

You can reduce the amount of rows in the table by filtering on a dimension or data item by using the filter rows button ( ).

For this example, let’s say you are only interested in rows of data for establishments exempt from federal income tax.

Here are the steps you would take:

1. Click the “filter rows” button beneath the “Meaning of Type of operation or tax status code”.

<table>
<thead>
<tr>
<th>Geographic area name</th>
<th>2007 North American Industry Classification System (NAICS) code</th>
<th>Meaning of 2007 North American Industry Classification System (NAICS) code</th>
<th>Meaning of Type of operation or tax status code</th>
<th>Year code</th>
<th>Number of employer establishments</th>
<th>Annual payroll ($1,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>62</td>
<td>Health care and social assistance</td>
<td>All establishments</td>
<td>2007</td>
<td>784,026</td>
<td>687,093,836</td>
</tr>
<tr>
<td>United States</td>
<td>31-33</td>
<td>Manufacturing</td>
<td>Total</td>
<td>2007</td>
<td>532,538</td>
<td>613,873,588</td>
</tr>
<tr>
<td>United States</td>
<td>52</td>
<td>Finance and insurance</td>
<td>Total</td>
<td>2007</td>
<td>801,713</td>
<td>502,416,570</td>
</tr>
<tr>
<td>United States</td>
<td>54</td>
<td>Professional, scientific, and technical services</td>
<td>All establishments</td>
<td>2007</td>
<td>847,492</td>
<td>502,074,337</td>
</tr>
</tbody>
</table>
2. The “Filter Dimension” overlay displays. Check off “Establishments exempt from federal income tax”, and click “OK”.

![Filter Dimension overlay]

3. The table returns with rows for only establishments exempt from federal income tax.

![Table with establishments exempt from federal income tax]

---

**Helpful Hint**

You can filter rows using the values of a data item, or **numeric variable**, such as annual payroll. The filter uses Boolean operators (less than, greater than, etc.) to compare data against a number you specify.
**COLUMN ACTIONS**

**Show Hidden Columns**

Not all columns in a table are displayed. These hidden columns can include geography codes, noise infusion ranges, and/or relative standard errors. Casual data users usually do not care about these.

To **show hidden columns**, click the “Show Hidden Rows/Columns” button.

**Hide Columns**

To **hide columns** you are not interested in, uncheck the checkbox (✓) inside the column header.

**Rearrange Columns**

To **rearrange the order of columns**, use the left/right arrow buttons (↔️) inside the column header.
TRANSPOSE ROWS/COLUMNS

To transpose, or switch the position of, rows and columns, click the “Transpose Rows/Columns” button.

RESET TABLE

To restore a modified table to its default view, click the “Reset Table” button.

CHANGE YEAR OF TABLE

Some tables are created to allow easy comparison across years. For those tables where this is an option, select the version of the table for the year you are interested in.

Versions of this table are available for the following years:

- 2012
- 2011
- 2010
- 2009
- 2008
- 2007
- 2006
- 2005

CHANGING GEOGRAPHIES FROM WITHIN A TABLE

- When you are looking at a table that contains geographic information, click on Add/Remove Geographies to add or remove a geography.
- When you click on Add/Remove Geographies you will see a pop-up window that looks like this,
Text based search for the geography you are looking for.
Select a geography from a drop down list.
Area that shows what geographies you have selected.
Click Show Table to go back to the table you had selected with the new geographies you had added.

SAVING TABLES

You can save your work after modifying a table by bookmarking, printing, or downloading it.

BOOKMARKING

To bookmark a table with Your Selections, click the “Bookmark” button.

If the table is in its original format and contains a limited number of geographies and/or industries, you can create a bookmark by saving it into your browser's bookmarks or favorites. You also have the option to copy and paste the bookmark into another browser or email.

Click “Create Bookmark” or copy the url below and paste into email or browser.

CREATE BOOKMARK

- or -

Use the “Save Query” button to save the viewed product's geography and table selections to a file on your local drive. This option does not save the data but only the selections for the currently viewed result.

To retrieve a saved query, use the “Load Query” button from the Main Page.
If the table was modified or contains too many geographies and/or industries, you may need to save a query file onto your computer.

**Helpful Hint**
Saved query files can be e-mailed, transferred or copied like any other computer file.

**Load Query**
Use Load Query to restore a previously saved query.

**Printing**
To print a table with Your Selections:

1. Select the “Print” button.

2. Use the radio buttons to choose the orientation and paper size and click “OK”.

![Print dialog box](image-url)
3. AFF will build a PDF that is print friendly. Click "OPEN" to open the PDF.

![Image of PDF file]

4. Print the PDF using your browser’s print function. **Note:** The PDF file contains all rows in Your Selections (not just the rows displayed on a given page).

**DOWNLOADING**

When downloading a table you have several options. To **download a table as displayed** with Your Selections:

1. Select the “Download” button.

![Image of Download button]

2. Use the radio buttons to choose a download format (.csv, PDF, .xls, or .rtf) and click “OK”.

![Image of Download dialog box]
3. AFF will build your file. Click “Download” to save the file to your computer.

![Download Dialog]

Download Formats

Comma Delimited Format (.csv)

The .csv format is ideal for users who wish to manipulate a table. Tables in a .csv format can have any table annotations attached to the table or in a separate file. AFF allows users to download a table with up to 50,000 geographies and 500,000 rows of data. AFF will save any table modifications made before downloading in the downloaded .csv file.

Tables with less than 5,000 rows – use PDF, .xls, or .rtf

If your table has less than 5,000 rows, and you do not want to manipulate data, you can download the table in the following formats:

- Portable Document Format (.pdf)
- Microsoft Excel (.xls)
- Rich Text Format (.rtf)

For pdf & .rtf downloads have a limit of 5,000 columns and 5,000 data rows. The xls download has a limit of 230 columns and 5,000 data rows.

Download Options Help Menu

Using the Download Options menu, accessible from the main page, you can learn more information about the formats available, access the Census Bureau FTP site, or the Census’s Bureau’s API for high volume downloads.

Helpful Hints

Use the CSV format for importing tables into databases and data manipulation software.

For users who want to download an entire dataset use the FTP link located on the main page.
**CREATING MAPS**

In addition to the default Table View, you can also view selected data from a table in a color-coded map.

First, you need to **activate the Map View** by clicking the “Create a Map” button.

**SELECTING THE DATA TO MAP**

Next, you select the data column in the table that you’d like to map by clicking on a data value in the table.

For this example, let’s map the **sales of automobile dealers for the counties in Maryland**.

Click on any data value in the “Sales ($1,000)” column.

<table>
<thead>
<tr>
<th>Geographic area name</th>
<th>2007 North American Industry Classification System (NAICS) code</th>
<th>Meaning of 2007 North American Industry Classification System (NAICS) code</th>
<th>Year code</th>
<th>Number of establishments</th>
<th>Sales ($1,000)</th>
<th>Annual payroll ($1,000)</th>
<th>First-quarter payroll including March '07</th>
<th>Number of paid employees for pay period</th>
<th>Sales, receipts, or revenue from administrative records (%)</th>
<th>Sales, receipts, or revenue estimated (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegany County, Maryland</td>
<td>4411</td>
<td>Automobile dealers</td>
<td>2007</td>
<td>15</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Anne Arundel County, Maryland</td>
<td>4411</td>
<td>Automobile dealers</td>
<td>2007</td>
<td>74</td>
<td>7,913,620</td>
<td>136,518</td>
<td>31,670</td>
<td>3,193</td>
<td>15.2</td>
<td>8.9</td>
</tr>
<tr>
<td>Baltimore County, Maryland</td>
<td>4411</td>
<td>Automobile dealers</td>
<td>2007</td>
<td>104</td>
<td>2,622,775</td>
<td>261,304</td>
<td>61,105</td>
<td>5,849</td>
<td>2.1</td>
<td>3.5</td>
</tr>
<tr>
<td>Caroline County, Maryland</td>
<td>4411</td>
<td>Automobile dealers</td>
<td>2007</td>
<td>6</td>
<td>113,119</td>
<td>7,312</td>
<td>1,983</td>
<td>197</td>
<td>80.8</td>
<td>8.3</td>
</tr>
<tr>
<td>Carroll County, Maryland</td>
<td>4411</td>
<td>Automobile dealers</td>
<td>2007</td>
<td>36</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>f</td>
<td>D</td>
<td>D</td>
</tr>
</tbody>
</table>

**Helpful Hints**

For tables from the Economic Census and related programs, a map can only be created from a table that contains data for **more than one of the same geographic type** and has available shapefiles. In other words, part level geographies cannot be mapped.

The exception to this rule is Quick Tables from the demographic programs. In these tables, you can map a single geography provided.

To confirm that the data selected was correct, click the Show Map button.
A color-coded map representing the sales of automobile dealer establishments for counties in Maryland displays.

**Helpful Hint**

When the data for a geography are withheld to avoid disclosing data for individual companies (shown with a “D” in the table) or were not published, the geography is not shaded in the map.

**MANIPULATING THE MAP**

You can modify the map (including changing the colors and data classes used in the map and changing the boundaries and features displayed in the map) by using the map options.

Using the tools at the top of the map, you can pan and zoom on the map.
DOWNLOADING A MAP

In addition to the formats discussed in the Downloading, section of this document, maps are downloadable in the following formats:

- JPEG
- Shapefiles
  - They will include all map layers that are available on the screen. The shapefiles can be loaded into most GIS applications.
- CSV downloads only contain the associated values on the map
DEFINITIONS AND RELATED TEXT

DEFINITIONS

Definitions are available for all items that are hyperlinked within the table. Definitions are provided for:

- most column names
- flags (symbols)
- NAICS codes and descriptions
- other dimension descriptions

To access the definition of an item, click the hyperlinked text. For the full definition, click "more »".

TABLE NOTES

Each table has descriptive text associated with it that includes geographic coverage, industry detail, data limitations, and other table-specific information.

To access table notes, click the "View Table Notes" button on the top-right of the table.

PROGRAM/SURVEY INFORMATION

Information is provided for each economic data program or survey. This information includes:

- overview, purposes, uses, and historical information for the program
- methodology for collecting and processing the data
- details on industry/geography coverage and data products
To access information on the table’s program, click the ⚙ button next to the table title and select the “Program”, “Survey”, and “Data Set” links at the beginning of the pop-up window.
We would like to hear your feedback on the new American FactFinder.

To submit feedback and suggestions, use the "Feedback" link on the top-right of the page.

Enter your feedback and click OK.

If this feedback is about a problem, please include a detailed description of the steps that led to the error. (what you were trying to do, the last two steps you took before encountering the error...)

Feedback:

E-mail (optional):

If you would like a response, please provide your e-mail address. E-mail information will only be used to contact you regarding your feedback and will not be used for any other purpose.

Find answers to frequently asked questions by clicking the FAQs link displayed at the top of every page in American FactFinder.

OK CANCEL
FURTHER HELP

RELATED WEBSITES

- Annual Survey of Manufactures – www.census.gov/manufacturing/asm
- Commodity Flow Survey – www.census.gov/econ/cfs
- County Business Patterns – www.census.gov/econ/cbp
- Economic Census of the Island Areas – www.census.gov/econ/islandareas
- Economic Census of the United States - www.census.gov/econ/census
- Nonemployer Statistics – www.census.gov/econ/nonemployer
- Survey of Business Owners – www.census.gov/econ/sbo

CONTACT US

- Using the Data
  - Telephone – (301)763-2547, Toll-free – (877)790-1876
  - E-mail – econ@census.gov

- NAICS
  - Telephone – (301)763-2790
  - E-mail – naics@census.gov

- Help with American FactFinder
  - Telephone – (301)763-5185
  - E-mail – econ.dissemination@census.gov

- Contacts by Program or Survey – http://www.census.gov/econ/census/contacts_by_census_or_survey.html
## APPENDIX

### TABLE IDs

Tables IDs for economic data tables are constructed as follows:

<table>
<thead>
<tr>
<th>Program Identifier</th>
<th>Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>Annual Survey of Manufactures</td>
</tr>
<tr>
<td>BE</td>
<td>Business Expenses Survey</td>
</tr>
<tr>
<td>CF</td>
<td>Commodity Flow Survey</td>
</tr>
<tr>
<td>CB</td>
<td>County Business Patterns</td>
</tr>
<tr>
<td>EC</td>
<td>Economic Census of the United States</td>
</tr>
<tr>
<td>IA</td>
<td>Economic Census of Island Areas</td>
</tr>
<tr>
<td>NS</td>
<td>Nonemployer Statistics</td>
</tr>
<tr>
<td>SB</td>
<td>Survey of Business Owners</td>
</tr>
</tbody>
</table>

#### Helpful Hint

In the Keyword Search box, you can use an asterisk (*) to search for groups of table using part of their Table IDs.

For example, “EC12*” brings back all 2012 Economic Census tables. "EC*42*" brings back all Economic Census Wholesale Trade tables for all years of available data.

<table>
<thead>
<tr>
<th>Sector Number</th>
<th>Sector Name</th>
<th>Sector Number</th>
<th>Sector Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Multi-sector</td>
<td>53</td>
<td>Real Estate and Rental and Leasing</td>
</tr>
<tr>
<td>11</td>
<td>Agriculture, Forestry, Fishing and Hunting</td>
<td>54</td>
<td>Professional, Scientific, and Technical Services</td>
</tr>
<tr>
<td>21</td>
<td>Mining, Quarrying, and Oil and Gas Extraction</td>
<td>55</td>
<td>Management of Companies and Enterprises</td>
</tr>
<tr>
<td>22</td>
<td>Utilities</td>
<td>56</td>
<td>Administrative and Support and Waste Management and Remediation Services</td>
</tr>
<tr>
<td>23</td>
<td>Construction</td>
<td>61</td>
<td>Educational Services</td>
</tr>
<tr>
<td>31</td>
<td>Manufacturing (NAICS 31-33)</td>
<td>62</td>
<td>Health Care and Social Assistance</td>
</tr>
<tr>
<td>42</td>
<td>Wholesale Trade</td>
<td>71</td>
<td>Arts, Entertainment, and Recreation</td>
</tr>
<tr>
<td>44</td>
<td>Retail Trade (NAICS 44-45)</td>
<td>72</td>
<td>Accommodation and Food Services</td>
</tr>
<tr>
<td>48</td>
<td>Transportation and Warehousing (NAICS 48-49)</td>
<td>81</td>
<td>Other Services (except Public Administration)</td>
</tr>
<tr>
<td>51</td>
<td>Information</td>
<td>92</td>
<td>Public Administration</td>
</tr>
<tr>
<td>52</td>
<td>Finance and Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Series Identifier</td>
<td>Series Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Geographic Area Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Core Business Statistics Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS</td>
<td>Company Statistics Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CZ</td>
<td>ZIP Code Business Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Exports Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS</td>
<td>General Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Hazardous Materials Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Industry Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Commodity Flow Survey Advance Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Subject Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SA</td>
<td>Subject Series: Location of Manufacturing/Mining Plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SG</td>
<td>Summary Series: General Summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SL</td>
<td>Subject Series: Product Lines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SM</td>
<td>Summary Series: Materials &amp; Fuels Consumed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP</td>
<td>Summary Series: Products &amp; Services Summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SR</td>
<td>Subject Series: Concentration Ratios</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SS</td>
<td>Subject Series: Establishment &amp; Firm Size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SX</td>
<td>Subject Series: Miscellaneous Subjects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VS</td>
<td>Value of Product Shipments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>ZIP Code Statistics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**GEOGRAPHY SELECTION**

This section demonstrates the steps to get to a single geographic area or an entire group of geographic areas using the Select Geographies overlay.

These steps illustrate a single way to select area(s) in AFF. In many cases, there is more than one way to add these areas to Your Selections.

<table>
<thead>
<tr>
<th>Geographic Area Type</th>
<th>Steps to Retrieve Data for a Single Area</th>
<th>Steps to Retrieve Data for all Geographic Areas within a Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>(ex: U.S.)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>- Select United States from the Geography Results list</td>
<td></td>
</tr>
<tr>
<td>States and equivalents¹</td>
<td>(ex: New York)</td>
<td>(ex: All States in the U.S.)</td>
</tr>
<tr>
<td></td>
<td>- Select New York from the Geography Results list</td>
<td>- Select All States within United States from the Geography Results list</td>
</tr>
<tr>
<td>Counties and equivalents²</td>
<td>(ex: Westchester County, NY)</td>
<td>(ex: All Counties in New York)</td>
</tr>
<tr>
<td></td>
<td>- Select County from the Geographic Type list in the Geography Filter Options menu</td>
<td>- Select County from the Geographic Type list in the Geography Filter Options menu</td>
</tr>
<tr>
<td></td>
<td>- Expand the Within State list in the Geography Filter Options menu and select New York</td>
<td>- Select All Counties within New York from the Geography Results list</td>
</tr>
<tr>
<td></td>
<td>- Select Westchester County, New York from the Geography Results list</td>
<td></td>
</tr>
<tr>
<td>Consolidated Cities</td>
<td>(ex: Milford city, CT)</td>
<td>(ex: All Consolidated Cities in the U.S.)</td>
</tr>
<tr>
<td></td>
<td>- Expand the Summary Level list in the Geography Filter Options menu and select 170 – Consolidated City</td>
<td>- Expand the Summary Level list in the Geography Filter Options menu and select 170 – Consolidated City</td>
</tr>
<tr>
<td></td>
<td>- Select Milford city, Connecticut from the Geography Results list</td>
<td>- Select all of the consolidated cities presented in the Geography Results list</td>
</tr>
<tr>
<td></td>
<td>[The Enter a geography name search system is the easiest way to access data for this type of geography.]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Type in White Plains in the Enter a geography name search box, select White Plains city, New York, and click Go</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Select the Economic Place White Plains city, New York from the Geography Results list</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ex: All Economic Places in Westchester County, NY)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Select City or town from the Geographic Type list in the Geography Filter Options menu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Expand the Summary Level list in the Geography Filter Options menu and select E60 – Economic Place</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Expand the Within State list in the Geography Filter Options menu and select New York</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Select All Economic Places fully-or-partially within Westchester County, New York from the</td>
<td></td>
</tr>
</tbody>
</table>

¹ Includes the 50 U.S. states, the District of Columbia, and Puerto Rico and the Island Areas (American Samoa, Guam, Commonwealth of the Northern Mariana Islands, and the US Virgin Islands).
² Includes parishes in Louisiana, boroughs and census areas in Alaska, Districts in American Samoa and Guam, municipalities in the Commonwealth of the Northern Mariana Islands, and municipios in Puerto Rico.
³ Economic Places include incorporated cities and unincorporated areas (also known as Census Designated Places) with 5,000 or more population or jobs. For the 12 “strong minor civil division states” (X), this also includes county subdivisions. This area also includes a “balance of county” record for all counties in the U.S. except counties completely comprised of economic places (no remainder) and counties with no recognized economic places. For American Samoa, “counties” are treated as place equivalents.

*Helpful Hint*

To see all the types of geographies available, select the “all summary levels” radio button above the Geography Results.
<table>
<thead>
<tr>
<th>Geographic Area Type</th>
<th>Steps to Retrieve Data for a Single Area</th>
<th>Steps to Retrieve Data for all Geographic Areas within a Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Parts of Economic Places that Cross County Boundaries</td>
<td>(ex: New York city, NY (New York County part))</td>
<td>(ex: New York city, NY (Bronx, Kings, New York, Queens, and Richmond County parts))</td>
</tr>
<tr>
<td></td>
<td>• Expand the <strong>Summary Level</strong> list in the <strong>Geography Filter Options</strong> menu and select E65 – County (or part)</td>
<td>• Expand the <strong>Summary Level</strong> list in the <strong>Geography Filter Options</strong> menu and select E65 – County (or part)</td>
</tr>
<tr>
<td></td>
<td>• Expand the <strong>Within State</strong> list in the <strong>Geography Filter Options</strong> menu and select New York</td>
<td>• Expand the <strong>Within State</strong> list in the <strong>Geography Filter Options</strong> menu and select New York</td>
</tr>
<tr>
<td></td>
<td>• Select New York County, New York from the <strong>Geography Results</strong> list</td>
<td>• Select all 5 parts of the <strong>New York city, NY</strong> Economic Place presented in the <strong>Geography Results</strong> list</td>
</tr>
<tr>
<td></td>
<td>• Expand the <strong>Summary Level</strong> list in the <strong>Geography Filter Options</strong> menu and select 330 – Combined Statistical Area</td>
<td>• Expand the <strong>Summary Level</strong> list in the <strong>Geography Filter Options</strong> menu and select 330 – Combined Statistical Area</td>
</tr>
<tr>
<td></td>
<td>• Select New York-Newark-Bridgeport, NY-NJ-CT-PA CSA from the <strong>Geography Results</strong> list</td>
<td>• Select All Combined Statistical Areas within United States from the <strong>Geography Results</strong> list</td>
</tr>
<tr>
<td></td>
<td>• Select Metro/Micro Area from the <strong>Geography Type</strong> list in the <strong>Geography Filter Options</strong> menu</td>
<td>• Select Metro/Micro Area from the <strong>Geography Type</strong> list in the <strong>Geography Filter Options</strong> menu</td>
</tr>
<tr>
<td></td>
<td>• Expand the <strong>Within State</strong> list in the <strong>Geography Filter Options</strong> menu and select New York</td>
<td>• Expand the <strong>Within State</strong> list in the <strong>Geography Filter Options</strong> menu and select New York</td>
</tr>
<tr>
<td></td>
<td>• Select New York-Northern New Jersey-Long Island, NY-NJ-PA Metro Area from the <strong>Geography Results</strong> list</td>
<td>• Select All Metropolitan and Micropolitan Statistical Areas (or parts) within New York from the <strong>Geography Results</strong> list</td>
</tr>
<tr>
<td></td>
<td>• Select Other from the <strong>Geography Type</strong> list in the <strong>Geography Filter Options</strong> menu</td>
<td>• Select Other from the <strong>Geography Type</strong> list in the <strong>Geography Filter Options</strong> menu</td>
</tr>
<tr>
<td></td>
<td>• Expand the <strong>Within Metropolitan Statistical Area/Micropolitan Statistical Area</strong> list in the <strong>Geography Filter Options</strong> menu and select New York-Northern New Jersey-Long Island, NY-NJ-PA</td>
<td>• Expand the <strong>Within Metropolitan Statistical Area/Micropolitan Statistical Area</strong> list in the <strong>Geography Filter Options</strong> menu and select New York-Northern New Jersey-Long Island, NY-NJ-PA</td>
</tr>
<tr>
<td></td>
<td>• Select New York-White Plains-Wayne, NY-NJ-PA Metro Area from the <strong>Geography Results</strong> list</td>
<td>• Select all of the metro divisions presented in the <strong>Geography Results</strong> list</td>
</tr>
<tr>
<td>Census Regions (Construction sector and Commodity Flow Survey only)</td>
<td>(ex: Northeast Region)</td>
<td>(ex: All Regions in the U.S.)</td>
</tr>
<tr>
<td></td>
<td>• Select Other from the <strong>Geography Type</strong> list in the <strong>Geography Filter Options</strong> menu</td>
<td>• Select Other from the <strong>Geography Type</strong> list in the <strong>Geography Filter Options</strong> menu</td>
</tr>
<tr>
<td></td>
<td>• Select Northeast Region from the <strong>Geography Results</strong> list</td>
<td>• Select all of the regions presented in the <strong>Geography Results</strong> list</td>
</tr>
<tr>
<td>Geographic Area Type</td>
<td>Steps to Retrieve Data for a Single Area</td>
<td>Steps to Retrieve Data for all Geographic Areas within a Type</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Census Divisions** (Commodity Flow Survey only) | (ex: Middle Atlantic Division)  
- Select Other from the Geographic Type list in the Geography Filter Options menu  
- Select Middle Atlantic Division from the Geography Results list | (ex: All Divisions in the U.S.)  
- Select Other from the Geographic Type list in the Geography Filter Options menu  
- Select all of the divisions presented in the Geography Results list |
| **Commercial Regions** (Puerto Rico only) | (ex: San Juan PR Commercial Region)  
- Expand the Summary Level list in the Geography Filter Options menu and select E20 – Commercial Region  
- Select San Juan Commercial Region from the Geography Results list | (ex: All Commercial Regions in PR)  
- Expand the Summary Level list in the Geography Filter Options menu and select E20 – Commercial Region  
- Select all of the commercial regions presented in the Geography Results list |
| **ZIP Codes** | (ex: 10601: White Plains, New York)  
[The Enter a geography name search system is the easiest way to access data for this type of geography.]  
- Type in 10601 in the Enter a geography name search box and click Go  
- Select ZIP 10601 (White Plains, NY) from the Geography Results list | (ex: All ZIP Codes in White Plains, NY)  
- Select ZIP Code/ZCTA from the Geographic Type list in the Geography Filter Options menu  
- Expand the Within State list in the Geography Filter Options menu and select New York  
- Expand the Within Place list in the Geography Filter Options menu and select White Plains  
- Select All 5-Digit ZIP Codes fully-or-partially within White Plains city, New York from the Geography Results list |
| **Offshore Areas** (Mining Only) | (ex: Mining Offshore Areas)  
- Select Offshore areas not associated with a state from the Geography Results list | N/A |
| **Non-Metro Areas** | (ex: Area Outside New York Metropolitan Areas)  
- Expand the Summary Level list in the Geography Filter Options menu and select E32 – Not in Metropolitan / Micropolitan Statistical Area  
- Select Not in metropolitan or micropolitan area, New York (part); New York from the Geography Results list | (ex: All Areas Outside State Metropolitan Areas in the U.S.)  
- Expand the Summary Level list in the Geography Filter Options menu and select E32 – Not in Metropolitan / Micropolitan Statistical Area  
- Select all of the non-metro areas presented in the Geography Results list |
| **“Statewide” Counties** (County Business Patterns Only) | (ex: Statewide New York)  
- Select County from the Geographic Type list in the Geography Filter Options menu  
- Expand the Within State list in the Geography Filter Options menu and select New York  
- Select Statewide, New York; New York from the Geography Results list | (ex: All Statewide Areas in the U.S.)  
- To select these geographies, follow the same steps to select for a single state but repeat for each state |

4 Non-metro data are only available for 46 of the 50 states. Non-metro data are not available for Connecticut, Delaware, New Jersey, and Rhode Island since all of the counties in these states are in a metro area.
NAICS STRUCTURE

The North American Industry Classification System (NAICS) uses a hierarchical structure. A "hierarchy" is the relationship of one item to a particular category.

The organization of NAICS is as follows:

- **Sector**: 2-digit code
  - **Subsector**: 3-digit code
    - **Industry Group**: 4-digit code
      - **NAICS Industry**: 5-digit code
      - **National Industry**: 6-digit code

**Note**: Three sectors are represented by a range of 2-digit codes. These include Manufacturing (31-33), Retail Trade (44-45) and Transportation and Warehousing (48-49).

**Example**:

<table>
<thead>
<tr>
<th>Sector</th>
<th>44-45</th>
<th>Retail Trade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsector</td>
<td>441</td>
<td>Motor Vehicle and Parts Dealers</td>
</tr>
<tr>
<td>Industry Group</td>
<td>4412</td>
<td>Other Motor Vehicle Dealers</td>
</tr>
<tr>
<td><strong>NAICS Industry</strong></td>
<td>44122</td>
<td>Motorcycle, Boat, and Other Motor Vehicle Dealers</td>
</tr>
<tr>
<td><strong>National Industry</strong></td>
<td>441221</td>
<td>Motorcycle, ATV, and Personal Watercraft Dealers</td>
</tr>
</tbody>
</table>

**Note**: Some data sets also display data at the 7- and 8-digit levels. Although these codes are NAICS-based codes, they are not included in the official classification system.

More information on NAICS can be found at [www.census.gov/naics](http://www.census.gov/naics).