

TRAINING AND EMPLOYMENT NOTICE	NO. 19-10
	DATE December 10, 2010

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS
COMPREHENSIVE ONE-STOP OFFICE MANAGERS
AFFILIATE ONE-STOP MANAGERS
DOL ETA REGIONAL ADMINISTRATORS
STATE LABOR MARKET INFORMATION DIRECTORS
STATE VETERANS AFFAIRS AGENCY DIRECTORS
WIB - STATE CHAIRS
WIB - LOCAL CHAIRS
WIB - STATE EXECUTIVE DIRECTORS
WIB LOCAL EXECUTIVE DIRECTORS

FROM: JANE OATES
Assistant Secretary



SUBJECT: *Guide to State and Local Workforce Data: For Analysis and Informed Decision Making*

1. Purpose. To distribute an electronic version of a new *Guide to State and Local Workforce Data: For Analysis and Informed Decision Making* (hereafter referred to as the "Guide"), which makes it easy for a wide variety of users to understand what state and local labor market information/workforce information (LMI/WI) is available on various topics and to locate specific data tables quickly.

2. Reference. Wagner-Peyser Act (29 U.S.C. 49), 49f(a)(3)(D), 49f(d), and 49l-2; Workforce Investment Act (WIA) (Pub. L. 105 – 202, 29 U.S.C. 2801, et seq.) Sections 111 (d) and 309.

3. Background. Members of the workforce investment system, economic development system, and the general public have consistently informed the U.S. Department of Labor's (DOL) Employment and Training Administration (ETA) that they desire and need: 1) more state and local LMI/WI data; 2) help in locating information that already exists; and 3) assistance to understand and properly use LMI/WI data.

Feedback from the workforce investment system also indicates a desire that DOL do a better job of integrating DOL's data products and those of other government departments, especially those from the Census Bureau. Members of the workforce investment system have indicated that the quality of government programs and assistance suffers when decisions are not based on the best existing information and data. State and local officials have also indicated that many local workforce investment system staff are not sufficiently familiar with LMI/WI data to fully use it, and are more comfortable with anecdotal impressions based on their previous experience.

**EMPLOYMENT AND TRAINING ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210**

This *Guide* is a follow-up and companion to ETA's [Catalogue of Workforce Information Sources](#) (or www.careeronestop.org/Red/Catalogue.doc), available on ETA's Career One-Stop Web site. This publication includes data sources from DOL, the U.S. Department of Commerce, and many other public and non-profit sector sources. The *Catalogue* includes sources of national, state, and local data, but does not always indicate which sources provide state and local data. The *Catalogue* was first issued in 2004 and has since been updated annually.

4. Guide to State and Local Workforce Data: For Analysis and Informed Decision Making.

The *Guide* is much more specific than similar guides, and in all cases possible the listing includes links to specific data tables. ETA believes that this will save the user considerable time and effort in locating needed data. The descriptions are intended to be short enough to be quickly read, but detailed enough to enable users to determine whether the source will meet their goals without further research. With rare exceptions, sources that only provide national data are excluded and for these, the *Catalogue of Workforce Information Sources* remains an essential resource.

The *Guide* incorporates LMI/WI data from various sources, including DOL's Employment and Training Administration and Bureau of Labor Statistics; the U.S. Department of Commerce's Census Bureau and Bureau of Economic Analysis; the U.S. Department of Education's National Center for Education Statistics; the U.S. Department of Health and Human Services' National Center for Health Statistics; the U.S. Department of Agriculture; the U.S. Department of Justice; the U.S. Department of the Interior's Bureau of Indian Affairs; the U.S. Social Security Administration; the U.S. National Science Foundation; and several private sector sources. The sources included are of very high quality, and virtually all are free.

A. Targeted audiences, organization, and presentation

The *Guide* is posted in three places:

1. The [State and Local Resources](#) (or http://www.doleta.gov/regions/stateresources/Pages/eta_default.cfm?CFID=59866565&CFTOKEN=44342508) page on the DOL/ETA "Regions and States" Web site;
2. The Workforce Information Innovator's Network ([WIN-WIN](#)) [Community of Practice](#) (or <https://winwin.workforce3one.org/>); and
3. In the [Applying for ETA Competitive Grants: A Web-Based Toolkit for Prospective Applicants](#) (or https://www.workforce3one.org/ws/www/pages/grants_toolkit.aspx?pparams=) document entitled *Grant Applications 101: A Plain English Guide to ETA Competitive Grants* (click on the "View Guide Now" button).

ETA believes that this *Guide* will be useful for:

- State and local Workforce Investment Act and other employment and training program staff;
- DOL grant applicants and recipients;
- Educators, trainers and career counselors;
- Economic development and strategic planners;
- Community and faith-based organizations;
- Employers;

- Labor unions;
- DOL national and regional office staff; and
- Researchers, students, and the general public.

The *Guide* is organized by the following topic areas, for user convenience.

- General sources
- Job vacancy data and employment projections
- Unemployment and employment
- Employment and compensation
- Employment only
- Compensation only
- Benefits
- Inflation and consumer expenditures
- Educational attainment, achievement, credentials and skills
- Labor-management (including union data)
- Poverty and low income
- Productivity
- Safety and health
- Industry-specific sources
- Occupation and other worker-specific sources (including the elderly and youth, people with disabilities, green careers, entrepreneurs, Native Americans, race and ethnicity, veterans, women, etc.)
- Economic (miscellaneous)
- Population data

The text shown in blue are Internet hyperlinks that will take the user directly to the source of information described. The material is presented in a six-column table, categorized as follows.

1. *State and local area data source.* These links take the user directly to the principal source, in many cases specific tables with state and local data.
2. *States covered.*
3. *Localities covered.* Columns 2 (states) and 3 (localities) summarize the geographical level of detail available from the data source. If the number of localities is limited, this means that only the largest localities are included.
4. *Frequently Asked Questions (FAQs), contact info, technical details, etc.* These links will show the user the actual questions in the survey or data instrument, additional technical information, contact information should you have further questions, and similar reference links.
5. *Other selected publications and features.* This category highlights some important additional publications and features, especially customized searchable databases if available.
6. *Notes.* The last category provides background information about the data source, including a brief explanation of what is available, how long after data collection the information is released, and when the data series began.

Also attached to this Training and Employment Notice is a set of *Bookmarks for State and Local Workforce Data*, which identifies the most important Internet links. To assist you in downloading these Bookmarks to your own computer, we have also included instructions for

creating Internet browser bookmarks (which explains how to instantly access these data sources with various types of Internet browsers — Internet Explorer, Mozilla Firefox, etc.).

B. Sources of data and criteria for inclusion

Data sources that publish data that are free to the public, and available at least at the state level on a regular basis, are included. Thus one-time surveys are excluded, as are sources whose sample sizes preclude state estimates (such as various longitudinal surveys). To keep this *Guide* manageable it only includes sources of employment-related data, with a few exceptions. Data that measure inflation (such as the Consumer Price Index) are included, because it is desirable to evaluate wages and earnings in light of inflation to obtain a realistic perspective. The Department of Commerce's Bureau of Economic Analysis state and local data also are included because their statistics on personal income primarily reflect earned income. In addition, because geographical area eligibility for many employment and training programs is contingent upon population data, links to selected population data sources are included as well.

Many organizations post government LMI/WI data on their Web sites. The *Guide* provides links to the original source of the data, except in cases where another provider has presented the data — or combined the data with other information — in a way that enhances the value to a potential user.

C. Future improvements

To improve the *Guide*, ETA intends to pursue further research in this area, and incorporate user suggestions and feedback.

Three potential areas for addition are: 1) private sector sources that are of high quality and free to the public; 2) administrative data from employment and training and other programs; and 3) information about acquisition of microdata for those who wish to more intensively use the data sources.

5. Action Requested. DOL requests that recipients publicize this *Guide* to their staff, organizational membership, affiliated entities, individuals, and all other interested parties. DOL welcomes feedback regarding the organization, presentation, content and any other aspect of the *Guide*. In particular, DOL welcomes suggestions for additional sources that are consistent with the criteria for inclusion described in section 4B above.

6. Inquiries. For questions, comments or suggestions, contact 1) the appropriate [ETA Regional Office](#); 2) Frank Gallo at Gallo.Frank@DOL.gov; or 3) the win-win.network@dol.gov.

7. Attachments. The “.pdf” versions are attached to this TEN. Links are provided for all versions. For two documents, we have included multiple versions. The “.doc” versions (Microsoft Word) are included to make it easier for you to modify the documents to meet your specific needs. In the case of the *Bookmarks for State and Local Workforce Data*, we have included an “.xml” version to enable you to easily add these bookmarks to your Internet browser. If you need help, consult the *Using Bookmarks: An Instruction Guide* below.

- *Guide to State and Local Workforce Data: For Analysis and Informed Decision Making* (.doc version) http://wdr.doleta.gov/directives/attach/workforcedata_guide.doc
- *Guide to State and Local Workforce Data: For Analysis and Informed Decision Making* (.pdf version) http://wdr.doleta.gov/directives/attach/workforcedata_guide.pdf

- *Bookmarks for State and Local Workforce Data* (.doc version) http://wdr.doleta.gov/directives/attach/workforcedata_bookmarks.doc
- *Bookmarks for State and Local Workforce Data* (.xml version) http://wdr.doleta.gov/directives/attach/workforcedata_bookmarks.xml
- *Bookmarks for State and Local Workforce Data* (.pdf version) http://wdr.doleta.gov/directives/attach/workforcedata_bookmarks.pdf

- *Using Bookmarks: An Instruction Guide* (.pdf version) http://wdr.doleta.gov/directives/attach/bookmarks_instructions.pdf



GUIDE TO STATE AND LOCAL WORKFORCE DATA: FOR ANALYSIS AND INFORMED DECISION MAKING

U.S. Department of Labor, Employment and Training Administration, Office of Workforce Investment

There is a wealth of state and local employment and economic data – most of it free – from government and private sector sources. We have organized this information by topic to make it easier to find and use. All of the text in **blue** are Internet links that you can click on to go directly to the source of information described. **We have shown published data, but keep in mind that many government agencies have additional data available in unpublished tables. If you don't find what you need, it's almost always worthwhile to use the contact info (in column 4) to inquire about relevant unpublished data.**

- The links in the first column will take you directly to the principal source, in most cases the specific source for state and local data. The sponsoring organization and the abbreviation used for the source are shown after the title.
- **Coverage:** These two columns summarize the geographical level of detail available from the source. If the number of localities is limited, this means that only the largest localities are included.
- **Frequently-asked questions, contact info, technical details, etc.** These links will show you FAQ's, the actual questions in the survey or data instrument, additional technical information, and contact information should you have further questions.
- **Other selected publications:** This column highlights some important additional publications and features which you may find useful.
- **Notes:** The last column provides miscellaneous useful information about the data source, including a brief explanation of what is available, how long after data collection the information is issued, and when the data series began.
- Where appropriate, notes are also shown in the section heading rows, which are marked in **yellow**. If Internet links are included in these rows, the text is in **boldface type**.
- The section headings are listed in a manner that we believe will be more helpful than alphabetical order: first general sources; then the basic building blocks of workforce statistics such as employment/unemployment and compensation/benefits (with inflation sources listed immediately after this section); then a number of categories such as labor-management and safety and health statistics which will probably be of interest to more specialized users; then sources relevant to specific industries, occupations and other worker-specific subjects (such as age, race and ethnicity, disability status, etc.); and finally miscellaneous economic and population topics.

General Tips

State and local data users desire comprehensive information that is as current and geographically detailed as possible. Since this ideal does not exist, compromises are necessary. It can be useful to draw information from more than one source, which can help minimize weaknesses in timeliness or geographical specificity. The individual listings below provide more detail on geographic detail and publication lags, but here are the best sources for those who wish to prioritize one or the other factor.

Most geographically detailed sources: Censuses (both the population census done every 10 years and the economic censuses done every 5 years) cover the entire population that is being surveyed (economic censuses only survey specific industries). Similarly, the Quarterly Census of Employment and Wages (QCEW) includes all employees covered by unemployment insurance. However, most data sources only survey a sample of the entire population (many but not all are random samples, the ideal type). In general, larger sample sizes permit greater geographic detail. The most geographically detailed sources of labor market information other than censuses are the Census Bureau's American Community Survey (ACS) and the Bureau of Labor Statistics' (BLS) Current Employment Statistics (CES), Local Area Unemployment Statistics (LAUS), and Occupational Employment Statistics (OES) programs.

Most up-to-date sources: Except for the CES and LAUS (which publish data monthly with about a one to two month lag), information from the most geographically detailed sources is published with anywhere from 6 months to 2 or more years delay. The most current information derives from the CES and BLS products from the *Current Population Survey* (CPS), such as unemployment rates (and LAUS, which combines data from both sources). Much of this information is published only a few weeks after the survey. Similarly, the private sector Help Wanted Online is published with only a short delay.

To keep this guide manageable it primarily includes sources of labor market data, with a few exceptions. Data that measure inflation (such as the Consumer Price Index) are included because it is almost always desirable to adjust monetary trends (e.g., earnings) for inflation to obtain a more realistic perspective. The Commerce Department's Bureau of Economic Analysis (BEA) state and local data are included because their statistics on personal income are dominated by earned income. Population data are included because employment and training programs (and many other Federal programs) base eligibility and funding decisions in part on population data.

The Census Bureau uses a variety of online tools that can be used to find, tabulate, organize, graph and/or map information. These are conveniently described at [Data Access Tools](#). Reference contacts for specific sources are listed in the table below, but see [Contact BLS](#) or [Census Bureau subject/topic contacts](#) for general lists. The Census Bureau can also conduct special surveys at the request of a governmental unit, except during the period immediately before and after the decennial census, as part of its [Special Census Program](#).

Key Definitions

General: The [BLS Glossary](#) is an excellent source for employment-related terms, which is complemented by the more general [Census Bureau glossary](#).

Geographical terms: A metropolitan area (of which there are three types) is made up of one or more counties and consists of a core area containing a substantial population nucleus, together with adjacent communities having a high degree of economic and social integration with that core. Each *metropolitan* statistical area (MSA) must have at least one urbanized area of 50,000 or more inhabitants, and *micropolitan* statistical areas include between 10,000-50,000 population. Some MSAs have subdivisions called metropolitan divisions. Areas outside of MSAs are called non-metropolitan areas; given their smaller population size, there is much less data available for them (a good source is the American Community Survey shown in the first row below). For more information and definitions of less-frequently used terms, see the Census Bureau's [Geographic Terms and Definitions](#) and [Geographic Areas Reference Manual](#).

Note: to protect survey respondents' confidentiality, some data for less populous states or localities are not published.

Survey terms: Information is collected directly from the labor force through what are referred to as **household or demographic surveys** (the decennial population census is the oldest household survey, and the CPS is the oldest regular monthly survey). Note that household surveys other than the Census Bureau's American Community Survey usually cover the civilian non-institutional population and thus exclude the homeless, military personnel and those in prisons and mental health facilities. Information is collected from employers through what are referred to as **establishment surveys** (the CES is the oldest establishment survey). An establishment is defined by BLS as "an economic unit which produces goods or services, such as a factory, mine or store. It is generally at a single location and engaged predominantly in one type of activity." Thus a single business can be comprised of thousands of establishments. For more information, see the Census Bureau's [Guidance on Differences in Employment and Unemployment Estimates from Different Sources](#) and [Labor Force Fact Sheet on differences among different employment sources](#).

Workforce terms

Employment: *Employment* refers to the number of individuals at work. *Employees* mean only wage and salary workers, and excludes the self-employed. The *labor force* means individuals who are either working or not working but actively looking for work (the unemployed); BLS classifies the remainder of the population as out of the labor force. Note that the employment counts differ between establishment and household surveys (defined above), primarily because establishment surveys count the number of *jobs*, while household surveys count the number of *workers*. I.e., individuals who hold two jobs would be counted twice in an establishment survey (once for each job), but only be counted once in a household survey.

Compensation: *Compensation* means all monetary and in-kind benefits (including health insurance, sick leave, etc.) that a worker receives. *Earnings* mean all monetary compensation. *Wages* are monetary compensation paid by an employer (i.e., excluding self-employment earnings) and may exclude irregular pay such as bonuses. *Benefits* are non-monetary forms of compensation.

Industry and Occupation: For more information, see the Census Bureau's [Frequently Asked Questions on Industries and Occupations](#) and [contact the industry and occupation statistics branch](#).

Tips on Using Workforce Statistics

If you are unfamiliar with a particular source, we recommend that you follow these steps.

1. **Before using the data, read the background material, especially the overview and frequently asked questions (FAQ's).** If multiple sources exist for a specific type of information, read a reference that explains the differences among sources to ensure that you choose the most suitable source (we have usually listed such references in the first row of a section, to minimize repetition). It's usually also worthwhile to read the exact survey question(s) and technical or methodological references.
2. **Pay particular attention to how such critical terms as employment and compensation are defined,** especially the reference time period and who is answering the questions (employers or employees). E.g., many government programs (but only some workforce statistical sources) reflect a count of every person served during an entire year. In contrast, most employment survey counts reflect an average at a specific point in time (such as a single week). Therefore, it may be inappropriate to use these two sets of information to calculate the percentage of the unemployed served (in addition to the problem caused by the fact that programs often serve those who are out of work but not technically classified as unemployed).
3. **Scan the complete list of tables, and identify all those pertinent to your inquiry.** Then examine the relevant full tables more closely to determine which best suit your needs. Table titles may not adequately capture the information in the table, and grabbing the first data one sees in the hope that it's the most relevant data often causes mistakes and misinterpretations that can be avoided. If in doubt, use the appropriate "contact" link to check with an analyst.

The Census Bureau has a Web site called [Using Data Effectively](#) which has a variety of tips for different users.

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State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
General sources					
Two of the most useful general links are BLS Topics A-Z and Census Bureau Topics A-Z (neither are restricted to sources of state and local data).					
American Community Survey (Census Bureau ACS) To get local data, use the American FactFinder (note that single-year estimates are sometimes the <i>second</i> choice)	all	all localities above 20,000 population now; all below 20,000 as well after fall/winter 2010	<ul style="list-style-type: none"> • overview of 1, 3, and 5 year estimates • ACS Handbooks for various types of users (general, state, business, researchers, etc.) • ACS questionnaires • ACS design and methodology • Glossary of terms • ACS FAQ's • ACS online tutorial • contact ACS 	<ul style="list-style-type: none"> • The tool used to obtain ACS data — American FactFinder — will be revised in January 2011. See revised American FactFinder info for a brochure, tutorials, and an online tour. • ACS Briefs (including many on work-related topics) (work and family, working hours, etc.) • purchasing customized tabulations from ACS 	ACS data, which first covered all counties in 2005, are the most comprehensive single source for detailed geographical statistics (the series began publication in 2000). For a single locality, it's possible to obtain 15 pages of detailed tables, a 5 page narrative, and a map of the area. Data (generally an annual number) are published 9 or more months after the end of the reference year. Data for areas above 65,000 population are based on a single year's survey. Data for areas between 20,000 to 65,000 population are based on 3 years of data, and for smaller populations the data reflect a 5 year period. Whenever possible, use the shortest reference period, which allows analyses of trends. Otherwise, the time periods overlap. For example, if 2008 and 2009 data are compared using 3-year estimates, two-thirds of the data will overlap (the actual comparison will be 2006-8 vs. 2007-9). Single-year estimates (above 65,000 population) are sufficient to cover all congressional districts, approximately 800 counties, and 500 metropolitan and micropolitan statistical areas, among others. The 2009 1-year estimates became available in Sept. 2010 and the 2007-2009 3-year estimates and 2005-2009 5-year estimates are expected in fall or winter 2010 (the latter will be the first 5-year estimate).
State Labor Market Information Offices	all	varies by state		LMI Training Institute Directory (includes links and contact information)	ETA's CareerOneStop Web site has a complete listing of all state labor market information Web sites, which provide a wealth of information on workforce statistics as well as employment programs.
GENERAL BLS SOURCES					
BLS Geographic Guide and BLS Statistics by Geography	all	selected localities — varies by topic			The BLS <i>Geographic Guide</i> provides links to BLS data for geographic areas (from largest to smallest) covering regions, divisions, states, metropolitan areas, counties, and cities and towns for the following topics: 1) employment and unemployment; 2) pay and benefits; 3) inflation and consumer spending; 4) economic and employment projections; 5) workplace injuries; and 6) productivity. <i>BLS Statistics by Geography</i> is organized by BLS source rather than by topic, and complements the <i>Geographic Guide</i> .
BLS Regional Offices	all	varies by region			BLS has 8 regional information offices, each of whose Web sites has a wealth of workforce and economic data. The type of information and level of detail varies by region, but includes employment, inflation, and workplace safety data.

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Economy at a Glance (BLS)	all	MSAs			BLS supplies a variety of workforce and inflation data for regions, states and metropolitan areas. Each state is listed separately, and under each state the MSAs are listed. BLS assembles this data from various BLS surveys and programs. The tables cover the labor force, employment (by major industry), unemployment, and inflation.
GENERAL CENSUS BUREAU SOURCES (except ACS above)					
State and Metropolitan Area Data Book (2010, Census Bureau)	all	MSAs and counties within MSAs	<ul style="list-style-type: none"> • map of MSAs and micropolitan areas • map of combined statistical areas • map of New England city and town areas 	<ul style="list-style-type: none"> • State and Metropolitan Area Data Book update site • guide to individual state statistical abstracts 	The Census Bureau describes this publication as a <i>Statistical Abstract</i> for states and localities. It is published on an irregular basis, with 7 editions issued since 1979. The 2010 edition has workforce data from 2008 or earlier. There are several tables presenting state workforce data, 2 tables for MSAs, and 2 tables covering the counties within MSAs. The table for micropolitan areas has no employment data. Although the data are conveniently presented in one place, it is possible to obtain much more recent data from other sources in this Guide. The Census Bureau issues occasional electronic updates, but nevertheless other sources have more current data.
County and City Data Book (2007, Census Bureau)	all	counties and cities with 25,000 or more people	<ul style="list-style-type: none"> • geographic definitions are in Appendix C • county maps by state are in Appendix D 	<ul style="list-style-type: none"> • entire Data Book (2007) • County and City Data Book update site 	The Census Bureau describes this publication as a local supplement to the <i>Statistical Abstract</i> . It has been issued 14 times since 1944, previously in 2000. It includes data for all U.S. states, counties, and cities with a population of 25,000 or more. It contains additional data for other jurisdictions with a population of 100,000 or more. Also included is a complete set of state maps showing all counties, places of 25,000 or more population, and metropolitan areas. The latest employment data are for 2006. The state and county sections have 1 table each for private and public sector employment. More recent and comprehensive data are available from USA Counties (described more fully below). The city section has 1 employment table, but there is no employment table for miscellaneous localities.

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
USA Counties (Census Bureau)	all	all counties	<ul style="list-style-type: none"> • overview of "USA Counties" 		This Census Bureau site provides data through customized searches, and includes more than 6,500 data items from various sources for the U.S., states and counties. The data include all of the data published for counties in the latest editions of the <i>State and Metropolitan Area Data Book</i> and the <i>County and City Data Book</i> (plus much more). Topics covered include age, agriculture, ancestry, banking, building permits, business patterns, crime, earnings , education, elections, employment , government, health, households, housing, income, labor force , manufactures, population, poverty , retail trade, social programs, veterans, vital statistics, water use, and wholesale trade. The Census Bureau updates the data every 3 months.
Census State and County Quick Facts (Census Bureau)	all	counties and localities with more than 25,000 people	<ul style="list-style-type: none"> • FAQ's about Quick Facts • recency of the data by topic 	<ul style="list-style-type: none"> • state facts for students 	This Census Bureau Web site has limited employment data, but includes demographic, educational attainment, business, income, poverty, housing, and geographical data. The state and county data are much more recent than the city data. This source is extremely easy to use, but generally not as up to date as other sources.
County Business Patterns (Census Bureau CBP)	all	counties and zip codes	<ul style="list-style-type: none"> • CBP overview • CBP FAQ's • definitions of CBP terms • technical info on CBP 	<ul style="list-style-type: none"> • pre-1998 historical data 	County Business Patterns (CBP) issues the only source of complete and consistent county-level data for business establishments, with industry detail. The Census Bureau updates the data annually about 1.5 years after the end of the reference period, and the site has comparable historical data from 1998 (the series itself has data dating to 1946). CBP obtains data from census collections and administrative records for all establishments. Other sources covering the same industries are often based on sample surveys. Data include the number of employees and establishments, and total payroll.
Census Atlas of the United States (Census Bureau)	all	varies by topic	<ul style="list-style-type: none"> • glossary of terms 	<ul style="list-style-type: none"> • "Work" chapter 	Published in 2007, the <i>Census Atlas</i> is about 300 pages and contains almost 800 maps. Data from decennial censuses prior to 2000 have been used to create nearly 150 maps and figures, providing context and an historical perspective for many of the topics presented. Topics covered include a chapter on work. A majority of the maps present county level data, but data also include state, census tract (for the largest cities and metropolitan areas), and selected American Indian reservations.
Congressional Joint Economic Committee	all	none			Click on the "In the States" tab to access reports that include data on employment, unemployment, earnings, poverty, health insurance coverage, veterans, and housing.
Job vacancy data and employment projections					

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Job Openings and Labor Turnover Survey (BLS JOLTS)	4 regions only	none	<ul style="list-style-type: none"> • JOLTS overview • JOLTS FAQ's • JOLTS general questionnaire (see the JOLTS publications link at right for specialized questionnaires) • contact JOLTS 	<ul style="list-style-type: none"> • latest JOLTS news release • create customized JOLTS tables • miscellaneous JOLTS publications 	We have included this source because it is the only government survey that tracks job openings, although because of its small sample size it only publishes data for 4 broad geographic regions (Northeast, South, Midwest, and West). BLS provides data by industry (broad industry groups) but not by occupation (and only at the national level). BLS issues the data monthly, a little more than a month after the end of reference period. The series began in December 2000.
Help Wanted OnLine (The Conference Board, HWOL)	all	52 MSAs	<ul style="list-style-type: none"> • HWOL technical info • contact HWOL (see bottom of screen) 	<ul style="list-style-type: none"> • historical HWOL data 	This job openings series is issued by a private sector organization called the Conference Board, which assembles the data from a wide variety of Internet job boards and newspaper online ads. Data are issued monthly, generally at the beginning of the month following the reference month. The series began in May 2005. The Conference Board provides data by occupation but not by industry: for 10 broad occupational groups at the state and MSA level, and for slightly more than 20 at the national level.
Employment projections (BLS/ETA)	all	selected — varies by state		<ul style="list-style-type: none"> • Evaluating the 1996-2006 [national] employment projections 	BLS produces national employment projections , issued every 2 years and covering a 10-year span. The state projections (first issued in the mid-1970s) are a collaborative effort among the states, BLS, and ETA. The state projections Web site (link shown at the far left) enables a customized output by occupation, state, number of workers, percentage change over a decade, and the average annual number of job openings. In addition to this site, ETA will shortly issue a comprehensive listing of Internet links for all state projections, with an accompanying table that outlines the availability of local projections. ETA requires that every two years the states produce (but not necessarily publish) 1) statewide and local 10-year long-term projections and 2) statewide 2-year short-term projections. As of late 2010, virtually all the states published long-term statewide industry and occupational projections. A little more than three-fourths of the states published long-term industry and occupational projections for localities (not necessarily all localities in the state). Slightly more than half the states published short-term statewide industry and occupational projections — of these, roughly half published local occupational projections, but only a handful published local short-term industry projections.
Unemployment and employment					

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Local Area Unemployment Statistics program (BLS LAUS)	all	7,300 localities	<ul style="list-style-type: none"> • LAUS FAQ's • LAUS technical information • BLS <i>Handbook of Methods</i>, Chapter 4, Measurement of Unemployment in States and Local Areas • contact LAUS 	<ul style="list-style-type: none"> • searchable LAUS database • create customized maps • schedule of news releases 	<p>This Federal-State cooperative program, overseen by BLS, produces monthly employment and unemployment estimates for more than 7,000 areas, including metropolitan and micropolitan statistical areas, counties, and cities with more than 25,000 people (for New England, all cities and towns). State data date back to 1976. The earliest local data series (for only a few localities) began in 1983. The monthly averages reflect employment status during a given reference week (the week including the 12th day of the month). The Regional and State Employment and Unemployment news release is generally issued about the third Friday of the month following the reference month. The Metropolitan Area Employment and Unemployment news release is generally issued 12 days later (on the Wednesday before the first Friday of the following month). Data for all substate areas are released with the metropolitan area data. Additional data from both the state and local series are provided in the next 2 rows.</p>
State data (BLS LAUS)	all	none		<ul style="list-style-type: none"> • historical high and low unemployment rates • state unemployment rankings • other tables and maps (including state annual averages since 2000) 	<p>Issued by BLS, usually on the third Friday of each month, showing monthly data for the prior month. Annual averages are available in February or March of the following year.</p>
Metropolitan data (BLS LAUS)	none	372		<ul style="list-style-type: none"> • MSA unemployment rankings (372) • map showing MSA unemployment (372) • other tables and maps (including county and other local data) 	<p>Issued by BLS, usually on the first Wednesday of each month, showing monthly data for two months prior to that.</p>
Geographic Profile of Employment and Unemployment (BLS GPS)	all	50 MSAs and 17 central cities	<ul style="list-style-type: none"> • GP FAQ's • GP technical info • contact GP 	<ul style="list-style-type: none"> • state and local detailed tables (some data go back as far as 1999) 	<p>This BLS site presents annual averages from the Current Population Survey (CPS) for the employed and unemployed by selected demographic and economic characteristics. Note that CPS MSA and city estimates may differ from the estimates produced for the individual states through the LAUS program (the differences are explained in the FAQ's).</p>
Discouraged worker and long-term unemployment rates (BLS)	all	none	<ul style="list-style-type: none"> • how BLS measures unemployment (see "Is there only one official definition of unemployment?") • contact LAUS 		<p>Due to small sample sizes for some states, BLS issues this data for a 1-year period (the national data are issued monthly). BLS updates these data on a 4-quarter moving-average basis (i.e., the previous year). Historical trends are available since 2005.</p>

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Mass Layoff Statistics (BLS MLS)	all	selected	<ul style="list-style-type: none"> • FAQ's for Mass Layoffs • Employer survey questions (in the middle of the article) • BLS <i>Handbook of Methods</i>, Chapter 6, Mass Layoff Statistics Program • contact MLS 	<ul style="list-style-type: none"> • latest monthly mass layoffs for all 50 states • latest quarterly mass layoffs with demographic characteristics for all 50 states • create customized quarterly state tables by industry or demographic characteristic • Extended Mass Layoffs in 2008 (annual report) 	This BLS survey covers establishments for which at least 50 unemployment insurance claims have been filed during any 5 week period. The data series began in 1995. BLS reports the data on a monthly (based on UI administrative records), quarterly (UI records plus employer survey), and annual basis. BLS reports the monthly data with a 1-month lag, and quarterly data in the 2 nd month following the end of a quarter. BLS issues the annual data with about a year and a half lag. In the quarterly news release, data are available for 10 major MSAs. In the annual release, data are published for the 50 MSAs with the most layoffs. County data are also available but unpublished. BLS has unpublished data from a separate Current Population Survey supplement on dislocated workers for 9 geographic regions.
Employment only Note: the sources below include only data on employment, and do not include information on working hours or compensation.					
Business Employment Dynamics (BLS BED)	all	unavailable (but see note at right)	<ul style="list-style-type: none"> • BED FAQ's • contact BED 	<ul style="list-style-type: none"> • BED data by state and charts for states from 1992 forward (no industry detail available) • Colorado's use of BED (a good example of how this data can be used) 	Produced by BLS from the Quarterly Census of Employment and Wages (QCEW, formerly called the ES-202 program). Data are provided on a quarterly basis, and issued about 8 months after the end of a quarter. Published tables show job gains and losses (for both totals and rates). Data cover only private sector establishments (but do cover about 98 percent of employment on nonfarm payrolls). All establishment-level employment changes are measured from the third month of each quarter. Establishments report employment for the pay period including the 12th of the month. BLS indicates that it will produce MSA and county data in the future.
Business size and concentration (Census Bureau)	all	MSAs, micropolitan areas, and counties	<ul style="list-style-type: none"> • SUSB overview and more info about SUSB • SUSB methodology • definitions of terms • contact SUSB (see lower right corner of the screen) 	<ul style="list-style-type: none"> • data for the U.S. and each state • MSA data in alphabetical order, halfway down the screen (see note at right) • county data by state • historical data by enterprise size (state data from 1988, MSA data from 1997, and county data since 2007) • Small Business Administration Office of Advocacy state and local firm size data (about halfway down the screen, includes micropolitan data from 2004) 	The Census Bureau's Statistics of U.S. Businesses (SUSB) program shows the distribution of firms, establishments, employment and total payroll by the employment size of a business enterprise in 8 categories (less than 4 employees, 5-9, etc.). Although firm and establishment size data are available from several other sources (often from unpublished tables), this series (which began in 1988) is the only source of annual, complete, and consistent enterprise-level data for U.S. businesses. The data are issued several years after the reference period. Unfortunately, MSA data are alphabetized by MSA, so it is necessary to know the name of the MSA in advance. Historical data are available online from 1988, but not for all the years since then. Note: some SBA files (at the left) are available in text file versions only.
Employment and compensation See also the end of the Guide for Bureau of Economic Analysis data on personal income, compensation and employment.					

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Wages by Area (BLS)	all	MSAs and selected non-MSAs			This is an extremely useful site explaining what type of BLS compensation data are available for geographical areas.
County Employment and Wages (BLS QCEW)	all	300+ large counties with 75,000 employees (see info on MSAs at right)	<ul style="list-style-type: none"> • QCEW homepage • QCEW overview • QCEW FAQ's • BLS <i>Handbook of Methods</i>, Chapter 5, Employment and Wages Covered by Unemployment Insurance • contact QCEW 	<ul style="list-style-type: none"> • customized data tables and charts for counties from 2001 forward showing employment plus annual and weekly wage by detailed industry and by private or government employees (at all 3 levels of government) • state and county mapping and charting tool • QCEW publications (including annual averages) • Issues in Labor Statistics series using QCEW data 	BLS produces this series from the Quarterly Census of Employment and Wages (QCEW, formerly called the ES-202) program. Data are shown on a quarterly basis, and issued about 6-7 months after the end of a quarter. BLS issues annual data about 10 months after the end of a calendar year. Published tables show employment totals and average weekly wages. The QCEW covers 99.7% of all wage and salary civilian employment. Employment data under the QCEW program represent the number of covered workers who worked during, or received pay for, the pay period including the 12th of the month. Wages represent total compensation paid during the calendar quarter, regardless of when during that quarter the individual worked. BLS issues full quarterly industry detail data at all geographic levels (including MSAs) in ASCII files through its FTP server (an inexperienced user will probably need assistance to access the data through this method).
Employment, Hours and Earnings (BLS CES)	all	over 400 MSAs	<ul style="list-style-type: none"> • CES FAQ's • questionnaire forms • technical info on CES data • BLS <i>Handbook of Methods</i>, Chapter 2, Employment, Hours, and Earnings from the Establishment Survey • contact CES and State Employment Security Administrations 	<ul style="list-style-type: none"> • state hourly earnings and weekly hours by major industry (latest annual data) • latest state and MSA hourly and weekly earnings plus weekly hours • customized state and MSA reports (including historical data beginning with 2000) 	In March 2010 BLS began publication of earnings and hours for all employees (previously such data was available only for production and nonsupervisory employees): the data cover from 2006 forward. CES data reflect monthly averages, and employment data pertain to persons on establishment payrolls who receive pay for any part of the pay period which includes the 12th of the month. For state and local data, BLS requires the states to publish 1) statewide data for all industry sectors for which the sample is sufficiently large; and 2) MSA-specific data for all private sector employees. Note: these data are frequently revised, so users should always check the most current release and not rely on older news releases and publications. BLS often refers to this source as its "establishment survey," and it's based on a massive sample (randomly selected since 2003) of about 300,000 nonfarm establishments which employ nearly 40 percent of the total nonfarm population. One of the oldest BLS products, CES data began in 1915, and coverage was sufficient to produce national estimates by 1939. CES data are a major component of the LAUS system described above (see information on the publication schedule there as well).

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Occupational Employment Statistics (BLS OES)	all	375 MSAs, 34 metro divisions, and 170+ non-metro areas	<ul style="list-style-type: none"> • OES homepage • OES FAQ's • OES overview • OES questionnaires • list of areas covered, by state • BLS <i>Handbook of Methods</i>, Chapter 3, OES • technical info on OES • contact OES 	<ul style="list-style-type: none"> • most recent local data in alphabetical order by locality • state data by occupation and industry • MSA and non-MSA data by occupation and industry • MSA and non-MSA data by county or town • selected OES charts and maps • historical OES data (starting in 1999) 	<p>The BLS OES program is the government's most geographically-detailed source of information on detailed occupations (and the principal source for BLS employment projections). The OES collects data on employees in nonfarm establishments for about 800 occupations. For each occupation, data are shown for employment totals plus the mean annual and hourly wages, and the annual wages at the 10th, 25th, 50th (median), 75th, and 90th percentiles. Data are issued about a year after the reference period. Because the survey design incorporates data from a 3-year reference period, great care must be used in using OES data for historical analyses (to avoid overlapping years, only every 4th year can be chose for historical comparisons). BLS initiated the OES in 1971, and data are available online for 1997 on. OES data before 1997 do not include state, metropolitan, or nonmetropolitan areas.</p>

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Longitudinal Employer-Household Dynamics (Census Bureau LEHD) – includes Local Employment Dynamics (LED)	47	MSAs, counties and Workforce Investment Act program areas	<ul style="list-style-type: none"> • LED overview and product list • LEHD FAQ's • online courses for LED Web site, QWI Online, Industry Focus and OnTheMap (each 10-15 minutes long) • LED Webinars (ETA) • definition of QWI variables • detailed definitions of LEHD terms • technical info on LEHD data and QWI • LEHD technical user guides • contact LEHD • OnTheMap info and help site • getting started with OnTheMap • OnTheMap FAQ's • OnTheMap definitions for mapping terms and report terms 	<ul style="list-style-type: none"> • QWI online data for 47 states and localities • customize industry rankings for different variables • examples of how LEHD data have been used 	<p>The Census Bureau's Longitudinal Employer-Household Dynamics (LEHD) program is based upon a Federal-State Local Employment Dynamics (LED) partnership. LEHD links employee and employer records from an array of data sources — administrative records, demographic surveys and censuses. The Census Bureau receives UI wage records and Quarterly Census of Employment and Wages establishment records from each state participating in the LED program. The Census Bureau then uses these products to integrate demographic information about individuals (place of residence, sex, birth date, place of birth, race, and education) with information about employer establishments (place of work, industry, employment, and sales). LEHD's principal product is its Quarterly Workforce Indicators (QWI), which include employment, job creation, monthly earnings, and worker turnover data by locale as well as by detailed industry, gender, and age of workers. Users can obtain the data directly by using the QWI Online tool. Data are released 9 months after the end of the reference period, and some data series date back to 1990. The measurement period for earnings (monthly) is unusual: the more common reference periods are hourly, weekly or annual. The LEHD data do not cover either Federal employees or employees outside the UI system.</p> <p>OnTheMap is a Web-based mapping and reporting tool that uses LEHD data to show where workers are employed and live. It also provides companion reports on age, earnings, industry distributions, and local workforce indicators. For most states, 7 years worth of data are available. It allows users to easily select geographic areas from a map, rather than having to research and define the area.</p>
Employment and earnings for workers covered by Social Security (Social Security Administration)	all	counties	<ul style="list-style-type: none"> • contact info for SSA employment data 	<ul style="list-style-type: none"> • state and county employment and earnings (county data are in table 3) 	<p>The U.S. Social Security Administration (SSA) publishes annual data for workers covered by Social Security and Medicare, based on complete administrative data. These are issued more than 2 years after the end of the reference period (usually in August). SSA has posted data online for 2000 and after.</p>
<p>Compensation only Note: the sources below supply data on compensation only, and do not include employment data.</p>					

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
National Compensation Survey of Wages (BLS NCS-W)	none	about 80 MSAs	<ul style="list-style-type: none"> • NCS overview • NCS FAQ's • NCS data collection methods and methodology • BLS <i>Handbook of Methods</i>, Chapter 8, National Compensation Measures • contact NCS-W 		The BLS National Compensation Survey of Wages (NCS-W) covers 800+ occupations, and publishes wage data annually (often within the same year as the reference period) for about 80 metropolitan areas. The tables include average earnings and weekly hours for such variables as private sector vs. government employees; occupation; full- vs. part-time; union vs. non-union; goods- vs. service-producing industry; number of employees per establishment; wages at various percentiles; and other variables. Individual MSA reports are extremely detailed. The link at the far left includes only the 2 most recent reports. The simple customized search feature (1-screen data search) is not yet available, and the more cumbersome feature (multi-screen data search) only includes data from December 2006 on.
National Compensation Survey of Wages- relative pay by major MSA (BLS)	none	about 80 MSAs	<ul style="list-style-type: none"> • relative pay FAQ's • relative pay contact info 	<ul style="list-style-type: none"> • relative pay for large MSAs by major occupational group 	The BLS National Compensation Survey (NCS) covers 800+ occupations, and publishes this wage data annually (in the year after the reference period) for about 80 metropolitan areas. Note that these data are <i>not</i> actual wages, but are adjusted for MSA differences in occupational composition as well as establishment and occupational characteristics.
Employment Cost Trends (BLS ECT)	none	15 MSAs	<ul style="list-style-type: none"> • ECT FAQ's • contact ECT 	<ul style="list-style-type: none"> • Employment Cost Index for 15 major MSAs (last table) • historical compensation index data for 15 major MSAs • Employer Costs for Employee Compensation for 15 major MSAs (explanation of new series + 2009 data) • Employer Costs for Employee Compensation for MSAs (2010 data, last table) 	BLS reports quarterly data on total compensation (wages plus benefits) for 15 MSAs, including both a compensation index (ECI) and the actual amount (ECEC). However, these are only issued once a year. The Employer Costs for Employee Compensation (ECEC) has been newly added to BLS reports, starting with March 2010 data available in June 2010 (however, some 2009 data are available in the link in the cell immediately to the left). The next metropolitan area data will be included in the March 2011 news release, to be published in June 2011.
Benefits	State and local data pertain to all health insurance coverage, and do not distinguish between employer-provided and other sources of coverage (although the ACS does specifically ask about employer coverage). Note: the BLS Employee Benefits Survey doesn't produce state or local data, but does issue data for 9 Census Bureau regions (but see the row directly above for BLS compensation data which includes but does not provide separate data on benefits).				

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Health insurance from the ACS (Census Bureau)	all	all areas with populations over 65,000 now; over 20,000 in 2011; and all areas by 2013	<ul style="list-style-type: none"> • ACS health insurance definitions • comparison of health insurance info from different Census Bureau sources • evaluation of health insurance in the ACS • ACS health insurance methodology (including survey questions) • Contact Census Bureau (not specific to ACS) 		<p>The ACS, described in more detail in the first row of this table, first added health insurance questions in the 2008 survey. Estimates for areas with populations between 20,000-65,000 will be released in 2011, and estimates for populations below 20,000 will be released in 2013. Survey respondents are asked specifically if they obtained “insurance through a current or former employer or union,” although this data are not published.</p> <p>To obtain data, click on the link at the far left, select the 1-year estimate option, then choose “custom table” from the menu on the right. You can either scroll down the list of variables, or perform a search for “health insurance.” The detailed category closest to employer coverage is “private” coverage.</p>
Health insurance (Census Bureau, Small Area Health Insurance Estimates program)	all	all counties	<ul style="list-style-type: none"> • overview of SAHIE • SAHIE methodology • contact SAHIE 	<ul style="list-style-type: none"> • state and county customized tables and maps 	<p>Data are available for selected years starting with 2000, and are issued about 2.5 years after the reference year. The Census Bureau's Small Area Health Insurance Estimates (SAHIE) program provides estimates of health insurance coverage by age, sex, race, Hispanic origin, and income categories at the state level and by age, sex, and income categories at the county level.</p>
Health insurance from the CPS (Census Bureau)	all	none	<ul style="list-style-type: none"> • CPS health insurance definitions • technical info on CPS health insurance data (including survey questions) • Contact Census Bureau (not specific to CPS) 	<ul style="list-style-type: none"> • health insurance coverage by state, by provider of coverage 	<p>These data come from the Census Bureau's annual March social and economic supplement to the Current Population Survey (CPS), and are released about 9 months after the reference year. State data are available for all persons and 3 age groups (under 18, under 65, and over 65). See the first row of this section for differences between CPS and ACS health insurance data.</p>
<i>Inflation and consumer expenditures</i>	When comparing monetary changes over time, it is usually advisable to adjust the amounts for inflation. For the purpose of workforce statistics, the most common means of adjusting for inflation are the BLS Consumer Price Index or Employment Cost Index, or the Bureau of Economic Analysis' price deflators (BEA issues no state or local price deflators, but BEA working papers has done some work on the subject). The BLS Producer Price Index is less commonly used, and does not include state or local data.				
Consumer Price Index (BLS CPI)	none (regional available)	almost 30 MSAs	<ul style="list-style-type: none"> • CPI overview • CPI FAQ's • BLS <i>Handbook of Methods</i>, Chapter 17, CPI • contact CPI staff 	<ul style="list-style-type: none"> • CPI news releases issued by BLS regional offices • customized CPI tables for regions and MSAs (data for 2000 on) 	<p>The CPI is the most commonly used inflation index, with national data dating back to 1913. The CPI represents changes in prices of all goods and services purchased for consumption by urban households. There are actually 2 CPI's — the CPI-U covers a broader group of consumers and is the more widely used. BLS publishes the CPI for 3 MSAs monthly (New York, Chicago, and Los Angeles), every other month for another 11 MSAs, and semi-annually for another 13 MSAs (see the FAQ's for the complete list).</p>

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Employment Cost Index (BLS ECI)	none (regional available)	15 MSAs	<ul style="list-style-type: none"> • ECI overview • ECI FAQ's • BLS Introduces New Employment Cost Indexes for 14 Metropolitan Areas • BLS <i>Handbook of Methods</i>, Chapter 8, National Compensation Measures (see especially the specific section on the ECI) • ECI methodology • contact ECI 	<ul style="list-style-type: none"> • latest ECI news release (local data are in the last table) • historical MSA data • Experimental Estimates of Compensation Levels and Trends for Workers in the 15 Largest Metropolitan Areas, 2004-05 • archive of past ECI news releases (since 1976) 	The ECI is a measure of the change in the cost of labor for <i>employers</i> , which holds constant employment changes among occupations and industries. BLS issues quarterly data for 15 MSAs, dating back as far as 2005 for some MSAs (plus experimental estimates for 2004).
Consumer Expenditure Survey (BLS CE)	none (4 regions only)	nearly 20 MSAs	<ul style="list-style-type: none"> • CE FAQ's • CE survey forms • CE glossary • BLS <i>Handbook of Methods</i>, Chapter 16, Consumer Expenditures and Income • CE methodology • CE and ACS compared • Contact CE 	<ul style="list-style-type: none"> • consumer expenditure data for nearly 20 MSAs • current MSA tables in 3 electronic formats (near the bottom of the list) 	The Consumer Expenditure Survey (CE) program supplies data on consumer purchases, but also collects income data. MSA data are not published until about a year after the end of the reference period. CE consists of two surveys: a quarterly Interview Survey and a Diary Survey. The data are collected by the Census Bureau. MSA data is available since 1986: 26 MSAs from 1986 to 1995, 28 MSAs from 1996 to 2004, 24 MSAs in 2005, and 18 MSAs from 2006 onward. To ensure that the sample size for MSAs is sufficiently large, MSA data reflect 2 years' information (therefore the MSA tables are also included in CE's biennial report).
<i>Educational attainment, achievement, credentials and skills</i> Note that data on employment-specific skills are only available at the national level , from O*NET. See education statistics and the Digest of Education Statistics for a wealth of data on this subject. The section below is organized by educational attainment data, assessment data, high school data (only available below the national level for public schools), and postsecondary data. Credentials attainment (or lack of attainment, in the case of dropouts) data are emphasized for the secondary and postsecondary schools sections.					
Educational attainment (Census Bureau)	all	all localities above 20,000 population now; all below 20,000 as well after fall/winter 2010	<ul style="list-style-type: none"> • see ACS information in first row of this table 	<ul style="list-style-type: none"> • customized tables on educational attainment from ACS • educational attainment by state, 2007 (last published Census Bureau report) • Science and Engineering Degrees: 2009 (ACS) 	Educational attainment data for states and localities are only available from the American Community Survey (ACS, see more info in the first row of this table). ACS educational attainment data are available for localities by age, poverty rate, and median annual earnings. For the population 25 and older, more detailed educational attainment breakdowns are available.

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
State Assessment of Adult Literacy and State and County Estimates of Low Literacy (U.S. Education Department, SAAL)	all	counties	<ul style="list-style-type: none"> • NAAL overview , NAAL fact sheets, and state/county estimates overview • NAAL FAQ's (note that there are 3 categories of FAQ's — see list at left of screen) and state/county estimates FAQ's • NAAL glossary • sample NAAL questions • state/county estimation methodology and cautionary notes • contact NAAL (e-mail) or contact NAAL staff (phone) 	<ul style="list-style-type: none"> • customized state and county literacy estimates • customized comparisons of states or counties 	<p>The SAAL is conducted in conjunction with the National Assessment of Adult Literacy (NAAL), and does not define literacy as the simple ability to read and write. Rather, it measures 3 types of literacy (prose, document, and quantitative) on a scale from low to high level literacy. The six states that participated in the most recent assessment (2003) were Kentucky, Maryland, Massachusetts, Missouri, New York, and Oklahoma (12 states participated in the prior assessment). However, the U.S. Education Department has used the national study to produce literacy estimates for all states and counties. The literacy assessments occur about once a decade, and the data releases do not begin until about 2 years after the survey period.</p>
National Assessment of Educational Progress (U.S. Education Department, NAEP)	all	almost 20 urban school districts	<ul style="list-style-type: none"> • NAEP overview • NAEP FAQ's • schedule of NAEP assessments since 1969 • sample of NAEP questions • NAEP glossary • contact NAEP 	<ul style="list-style-type: none"> • NAEP state profiles (reading, writing, math, and science for grades 4 and 8) • NAEP state comparisons (customized tables for the same subjects and grades as above) • NAEP state results for 12th grade reading (11 states only) • NAEP state results for 12th grade math (11 states only) • NAEP urban school district profiles (cities with 250,000+ population — same subjects and grades as the first bullet above) 	<p>NAEP — also referred to as “the nation’s report card” — tests students in grades 4, 8 and 12, but publishes only limited state results for 12th graders (see links at the left). In addition to the basic subjects, tests for 12th graders have included economics, history, civics, and geography.</p>

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Graduation and dropout rates from public high schools (U.S. Education Department, Common Core of Data — CCD)	all	100 largest school districts	<ul style="list-style-type: none"> • CCD homepage • CCD overview • contact CCD staff 	<ul style="list-style-type: none"> • Dropouts, Completers and Graduation Rate Reports (state-level only) • Characteristics of the 100 Largest Public Elementary and Secondary School Districts in the United States (see the table titled “Number of high school completers, the grades 9-12 dropout rate....”) • customized tables by state, CBSA, MSA, county, district or school (for various education statistics) 	<p>The state-level graduation and dropout rate tables are about halfway down the screen. As of late 2010, the latest data were for the 2006-7 school year. Data include breakouts by race and Hispanic origin as well as historical trends. For the 100 largest public school districts report covering 2007-8 (the latest available in late 2010), the relevant table was A-12.</p>
Integrated Postsecondary Education Data System State Tables (U.S. Education Department, IPEDS)	all	none	<ul style="list-style-type: none"> • IPEDS homepage • IPEDS overview • IPEDS glossary • contact IPEDS and IPEDS help desk 	<ul style="list-style-type: none"> • degrees conferred by Title IV institutions • certificates conferred by Title IV institutions 	<p>This source provides state-level data on degrees and certificates conferred by type of institution (e.g., private for-profit, public 2-year, etc.), gender, race (including Native Americans), and Hispanic origin. Certificates are classified by the length of time required to obtain them (less than 1 year, less than 2 years, 2-4 years, post-baccalaureate, post master’s, and first professional certificates). As of late 2010, the latest available data were for 2006. One difference between these statistics and those from the row immediately below is that the latter are restricted to career/technical education programs only, whereas the former cover all education programs (almost all postsecondary schools obtain Title IV assistance).</p>
Career/Technical Education (U.S. Education Department, CTE)	all	none	<ul style="list-style-type: none"> • CTE statistics overview • CTE postsecondary glossary • contact CTE staff 	<ul style="list-style-type: none"> • state level postsecondary CTE data (final section) • CTE publications 	<p>State-level career/technical education statistics from this source are only provided for postsecondary schools and students. This source contains numerous tables, including state-level data on “career education program” credentials and certificates (under the “Level of offerings” heading in the link immediately at the left) by the length of time required to obtain it (less than 1 year, less than 2 years, associate’s degree, other sub-baccalaureate credentials, and bachelor’s degree). The “Field of study” heading classifies credentials into 13 groups such as health, marketing, etc. (including a breakout for sub-baccalaureate programs only). Data are presented both for the number of institutions that offer credentials as well as the number of credentials awarded. As of late 2010, the latest available data were for 2006.</p>
Labor-management					

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Union membership (BLS)	all	none	<ul style="list-style-type: none"> • technical details (from news release, usually page 4) 	<ul style="list-style-type: none"> • annual news release with state data and map (end of release) • customized state tables (with historical data from 2000 on) 	BLS issues state data annually in January following the reference year. Data are limited to the number of union members and individuals represented by unions (a larger number), and the percentage of employees covered. Data are from the <i>Current Population Survey</i> ; for more detailed state and local data from the same source, see the BNA listing immediately below.
Union membership (BNA)	all	100 MSAs	<ul style="list-style-type: none"> • technical details are at the front of Volume 1 • DOL library catalogue or 202-693-6600 or library@dol.gov for DOL library copies 		The Bureau of National Affairs, Inc. (BNA), a private firm, annually publishes a 2 volume <i>Union Membership and Earnings Data Book</i> (2010 ed. is \$145). BNA uses CPS microdata to produce much more detailed state and local data than does BLS (which uses the same source). The DOL library usually has the latest edition (see contact info at left). Almost all of the state and local data are in Volume 1, which present data for the most recent year, plus 5 and 10 years earlier. Data include the same state information as BLS (see immediately above), plus weekly and hourly earnings for 4 separate groups: all employees, private sector employees, government employees, and manufacturing employees. The same level of detail is provided for the 100 largest MSAs.
Work Stoppages program (BLS WSP)	all	all	<ul style="list-style-type: none"> • WSP FAQ's • WSP definitions • Contact WSP 	<ul style="list-style-type: none"> • annual MSP news release • monthly work stoppages tables • customized tables 	This BLS series covers strikes or lockouts involving 1,000 or more workers (not necessarily union members), and is issued monthly and annually. Info issued includes <ul style="list-style-type: none"> • organization name, location, and union; • beginning and ending dates of the stoppage; • number of workers involved; and • number of days lost as a result of the work stoppage.
Poverty and low income	Note that data on the relationship between work and poverty are only available below the national level from the ACS. For those who are interested, the links below can also be used to obtain income data from the Census Bureau. Bureau of Economic Analysis state and local income data are available from BEA Regional Accounts (see the middle of the list), and are more fully described at the end of this Guide.				
Poverty rates from CPS (Census Bureau)	all	none	<ul style="list-style-type: none"> • main poverty page • how the Census Bureau measures poverty • poverty FAQ's • differences between poverty measures from CPS and ACS • poverty lines (since 1959) • poverty terms • contact Census Bureau demographic staff (not CPS specifically) – see lower right corner of screen 	<ul style="list-style-type: none"> • historical poverty publications (since 1959) • number of poor and poverty rate by state since 1980 • poverty rates by state (2007-9) 	Census Bureau tables from the March supplement to the Current Population Survey (CPS) include the poverty line and 5 additional levels between the poverty line and twice the poverty line (125%, 135%, 150%, 185%, and 200%), each available for various groups: all persons, ages 18-64, under 18, 5-17, 65 and older, plus 2 different types of households — all families, and female-headed families. Each table shows the rate (e.g., poverty rate) and the number of persons. The Census Bureau issued poverty data for the 20 largest MSAs in 1980, and has published a table with state-level CPS poverty data from 1980 on (see link at the left).

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Poverty rates from ACS (Census Bureau)	all	all localities above 20,000 population now; all below 20,000 as well after fall/winter 2010	<ul style="list-style-type: none"> • how poverty is calculated in the ACS • contact Census Bureau demographic staff (not ACS specifically) – see lower right corner of screen 	<ul style="list-style-type: none"> • Poverty: 2008 and 2009 • ACS poverty reports since 2004 	The ACS is described in more detail in the first row of this table (also see the background links in the row immediately above this one). ACS includes numerous tables on poverty (but not on other low income categories), including data on whether individuals worked full-time-year-round (or part-time or part-year), and how many workers were in the family.
Small Area Income and Poverty Estimates (Census Bureau SAIPE)	all	all counties and school districts	<ul style="list-style-type: none"> • overview of SAIPE • FAQ's about SAIPE • SAIPE methodology • info on the sources of data for SAIPE • contact SAIPE 		The SAIPE program produces single-year estimates of median household income and poverty for all counties, as well as population and poverty estimates for school districts. SAIPE estimates combine ACS data with administrative and other data, and are released later than ACS. For counties and school districts, particularly those with populations below 65,000, the SAIPE program provides the most accurate sub-national estimates of poverty. Data are issued nearly a year after the reference period. County data are available for 1989, 1993, and 1995 forward. School district data are available for 1995, 1997, and 1999 forward. Tables for localities cover median household income, and the number poor and poverty rate for all persons and 2 age groups (under 18, and 5-17). Data for children under 5 are available at the state level only. Data are also available in the form of customized tables and maps for the state, county and school district levels.
Productivity	No published state or local productivity data exist. However, estimates might be constructed using the sources below, combined with data on working hours from BLS. See BLS labor productivity and costs for national data.				
Gross Domestic Product by State and MSA (BEA)	all	360+ MSAs	<ul style="list-style-type: none"> • about BEA's regional economic accounts • schedule for data releases for state and MSA GDP and personal income • state GDP methodology • Contact BEA regional staff (scroll down to "Regional Economics" heading) 	<ul style="list-style-type: none"> • latest GDP by state • latest GDP by MSA • customized tables for GDP by state • customized charts and graphs for GDP by state • customized maps for GDP by state • customized tables for GDP by MSA • customized charts and graphs for GDP by MSA • articles on state and MSA GDP from BEA's Survey of Current Business (with much more text than the news releases) • Internet links for regional account data 	The Commerce Department's Bureau of Economic Analysis (BEA) produces annual gross domestic product (GDP) by state and MSA by major industry categories. BEA produces both advance estimates and later revised estimates. Advance state and MSA GDP data are released about 6 and 9 months, respectively, after the end of the reference period. Data are available from 1997 in the customized tables for states, and from 2001 for MSAs. State GDP data on a SIC (rather than NAICS) basis are available from 1963 to 1997. For a fee, BEA will produce regional economic multipliers that can be used, for example, to calculate the economic impact of a mass layoff.
Safety and health					

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Employment-related Illnesses, Injuries and Fatalities (BLS IIF)	all	about 25 major urban areas	<ul style="list-style-type: none"> • IIF FAQ's • IIF survey forms • IIF contacts in National and Regional Offices 	<ul style="list-style-type: none"> • state data and contact info • fatal occupational injuries (end of document) • injuries and illnesses among state and local government workers (not state-specific) • customized tables for states and about 25 major urban areas (for some data) 	BLS reports annually on the number of workplace injuries, illnesses, and fatalities: 1) summary data on the number and rate of injuries and illnesses by industry; 2) case and demographic data which provides additional details on the worker injured, the nature of the disabling condition, and the event and source producing that condition for those cases that involve one or more days away from work; and 3) fatality data on 28 separate elements including information on the worker, the fatal incident, and the machinery or equipment involved.
Industry-specific sources	<p>Note: there is a tremendous amount of data available on specific industries from <i>Guide</i> sources other than those in this section — which is restricted to specific industries. Two types of industry-specific surveys are listed: 1) economic censuses, conducted every 5 years, and 2) sample surveys often done annually or more frequently. The censuses issue data anywhere from more than 1 year to 3.5 years after the end of the reference period. Although they are called censuses, in the case of businesses with less than 5 employees most economic censuses survey only a sample of them. Economic censuses began in 1810, and the current quinquennial (5 year) schedule began in the 1950s. The advantage of these sources is that they can be used to match employment data with a great deal of other economic data. To maintain the privacy of respondents, some local data are shown at a more general level of aggregation than is necessary for sample size limitations. The North American Industry Classification System (NAICS) is the government's official guide for classifying industries.</p>				
Census of Agriculture (Agriculture Dept.)	all	counties, Congressional districts, and zip codes	<ul style="list-style-type: none"> • agriculture census overview • agriculture census FAQ's • agriculture census questionnaires (click on the map, because questionnaires are region-specific) • agriculture census contact info 	<ul style="list-style-type: none"> • hired farmworkers and payroll by state (Table 7, 2007) Table 7 of each county report has the same information on farmworkers and payroll • Tables 46-56 contain various farm operator characteristics by state (2007) 	The U.S. Dept. of Agriculture conducts the Census of Agriculture every five years (in years ending in 2 and 7). In addition to various questions about the farm operator (including gender, age, race, ethnicity, and income) the census also asks questions about the number of hired workers and the number that worked more or less than 150 days. Hired farmworker data are not available by zip code. Note that the census includes data other than employment counts <i>only</i> for farm operators. For hired farmworker demographic data, see NAWS below.
Farmworker Labor Survey (Agriculture Dept. FLS)	CA, FL, and HI (but see far right)	none	<ul style="list-style-type: none"> • overview of FLS • contact NASS farm labor specialist (under commodities, scroll down to "labor") 	<ul style="list-style-type: none"> • FLS news releases (technical info and definitions are at the end) • farm computer usage and ownership (has data for each state) • Profile of Hired Farmworkers: 2008 Update (special occasional report) 	The Agriculture Dept.'s National Agricultural Statistics Service (NASS) oversees 2 employment-related surveys, on 1) farm labor (FLS) dating to the 1930s, and 2) a technology-oriented report on computer use by farm owners, dating to 1997. Although FLS state-specific data are available for only 3 states, 5 NASS regions are comprised of only 2 states, and another 7 are comprised of only 3 states. The FLS is a quarterly survey, issued about a month after the reference week, and includes self-employed, unpaid, and hired workers and their hours worked and wage rates for selected weeks; also hired worker numbers, hours worked, and wage rates for selected states. State-level annual wages are published in the November report. The computer usage survey is done every other year.

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
National Agricultural Workers Survey (Labor Dept. ETA, NAWS)	CA and FL	none	<ul style="list-style-type: none"> • NAWS questionnaire • NAWS methodology • contact NAWS staff (scroll to the bottom of the screen)		The Labor Department's (DOL) Employment and Training Administration oversees the annual NAWS, which began in 1988. Data are available within about a year after the reference period. The survey asks an extensive array of employment and other questions, including hours worked; compensation and methods of payment; benefits; work history (including seasonal work); travel to work (including migrant labor); educational attainment and various types of training; union representation; and many other topics. DOL expects to regularly post NAWS tables on this site by late 2010.
Economic Censuses (Census Bureau)	all	all but 2 have at least MSA coverage, and most have much greater geographic detail (more information is in the links at the right)	<ul style="list-style-type: none"> • overview of economic censuses • economic census FAQ's • definitions of industries covered and geographic terms • tips on using economic census data • examples of how the data are used • survey question topics, by industry • questionnaires by economic census • economic censuses and related economic surveys • contact Census Bureau for specific industry censuses 	<ul style="list-style-type: none"> • schedule of release dates for each industry report (2007 censuses) • schedule of release dates for each state (2007 censuses) • receive e-mail notices when specific reports become available • table showing level of geographic detail for each census 	The Census Bureau conducts separate economic censuses every five years (in years ending in 2 and 7) for each of these industries: mining; utilities; construction; manufacturing; wholesale trade; retail trade; transportation and warehousing; information; finance and insurance; real estate and rental and leasing; professional, scientific and technical services; management of companies and enterprises; administration and support, and waste management and remediation services; educational services; health care and social assistance; arts, entertainment and recreation; accommodation and food services; and other services (except public administration). Employment questions vary by industry, but common questions cover total number of employees; production or construction employees; work hours; total payroll costs; wages; and fringe benefits (more information is in the links shown at the left).
Annual Survey of Manufactures (Census Bureau ASM)	all	not published	<ul style="list-style-type: none"> • ASM overview • ASM FAQ's • ASM questionnaires • definitions in the ASM • contact ASM staff 		ASM data are not issued until several years after the end of the reference period. They have considerable detail by manufacturing sub-industry category. Employment data cover the number of employees; annual payroll; and the number of production workers, their wages and their working hours.

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Census of Governments (Census Bureau)	all	none	<ul style="list-style-type: none"> • list of government censuses and surveys • overview of the census of governments • questionnaires for various government censuses and surveys • contact info for government census and surveys 	<ul style="list-style-type: none"> • customized tables by state, level of government, and government function • example of how the customized table function works 	<p>The Census Bureau has since 1957 conducted a government census every five years (in years ending in 2 and 7) covering government 1) organization, 2) employment and 3) finance. The census covers all 3 levels of government except the Central Intelligence Agency, the National Security Agency, and the Defense Intelligence Agency. Under the first category (Government Employment and Payroll), choose the second option ("Build-a-Table") for state-specific data. Although the options include such local data as county and municipal employees, these are reported for the entire state only.</p>
Annual Survey of Government Employees (Census Bureau)	all	collected but not separately reported	<ul style="list-style-type: none"> • annual government survey overview • questionnaires for various government censuses and surveys • technical info about the annual survey • government finance and employment classification manual • contact info for government census and surveys 		<p>To supplement the government census, the Census Bureau conducts a sample Annual Survey of Government Employees, which collects data on full- and part-time employment, pay, and working hours. The Bureau collects local data but only reports it at the state level. Data are also reported by functional area (e.g., elementary and secondary education; higher education; police or fire protection; financial administration; judicial and legal, etc.). Data are available online for all years since 1992 (except for 1996, when the survey wasn't conducted). Data are not issued until nearly a year following the end of the reference period.</p>
Schools and Staffing Survey , for elementary and secondary staff (U.S. Education Department, SASS)	all	none	<ul style="list-style-type: none"> • SASS questionnaires • SASS methodologies and procedures • contact SASS staff 	<ul style="list-style-type: none"> • SASS tables (options include both standard and customized tables) 	<p>SASS is an extremely rich source for a wide variety of state-level data on teachers and principals. SASS also provides less-detailed state-level data for vice principals, instructional coordinators and supervisors, library staff, school counselors, nurses, psychologists, speech therapists, and professional support staff. As of late 2010, the latest available data was for the 2007-8 school year, and state-level data are only available for public schools. The organization of the tables is haphazard, so the user should examine the entire list.</p>
Integrated Postsecondary Education Data System State Tables for postsecondary education employees (U.S. Education Department, IPEDS)	all	none	<ul style="list-style-type: none"> • IPEDS homepage • IPEDS overview • IPEDS glossary • contact IPEDS and IPEDS help desk 	<ul style="list-style-type: none"> • postsecondary employees, faculty and graduate assistants 	<p>This source has postsecondary faculty by full-time and part-time and by tenure status, medical and non-medical employees, managerial staff, support service professionals, administrative support staff, service and maintenance staff, etc. (with breakouts for full-time and part-time staff for many categories of employees). As of late 2010, the latest available data were for 2006.</p>

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Other special topics involving government surveys (various agencies)	usually all	varies by the source		<ul style="list-style-type: none"> • education statistics • criminal justice statistics • library statistics • health care workforce • Public Transportation Usage Among U.S. Workers: 2008 and 2009 (ACS) 	<p>The Education Dept.'s National Center for Education Statistics collects a wide variety of data (some of it described in the two preceding rows).</p> <p>Criminal justice statistics include both the adult and youth population typically excluded from other surveys because they are institutionalized. The latest data tend to be several years old.</p> <p>Data on public libraries include library staff, and are issued about 1.5 years after the end of the reference period.</p> <p>The U.S. Centers for Disease Control and Prevention's National Center for Health Statistics does periodic surveys on the health care workforce, including on home health aides, residential care facilities, home and hospice care, nursing homes, and nursing assistants. These are listed in 2 separate places under the 2 headings labeled "Provider Surveys" in the link at the left. The sample size of these surveys is usually insufficient to produce state or local data.</p>
Occupation and other worker-specific sources	<p>Note: there is a tremendous amount of data available on specific occupations and types of workers from the other sources in this table (see especially the Occupational Employment Statistics listing above). The listings under this section are the best sources for specific occupations (in addition to the OES) and the types of workers indicated. For background on occupations, see the Standard Occupational Classification (SOC) system and 2010 SOC (written for a general audience). The entries below are listed in alphabetical order by topic. Some of the entries in the industry section above include extensive occupational data, especially the agriculture and education sources.</p>				
Age: Younger and Older Workers (BLS and Census Bureau)	all	<ul style="list-style-type: none"> • 50 MSAs and 17 central cities (BLS) • all localities above 20,000 population now; all below 20,000 as well after fall/winter 2010 (ACS) 	<ul style="list-style-type: none"> • CPS FAQ's (BLS) • CPS technical info (BLS) • contact CPS (BLS) • for ACS, see the first row above 	<ul style="list-style-type: none"> • state and local detailed tables (BLS) • ACS customized tables by age (click on "Detailed Tables" on the right side of the screen) • Labor Force Participation Rate for Selected Age Groups: 2008 and 2009 (ACS) • Labor force Participation Rate of People 65 Years and Older: 2008 (ACS) 	<p>BLS age data for the state and local level are available on an annual basis only, from the Geographic Profile Statistics which rely on the CPS (the Geographic Profile source has its own entry in the <i>Guide</i> in the "Unemployment and employment" section above). These include, at the state level, the age groups of 16-19, 20-24, 25-34, 35-44, 45-54, 55-64, and 65 and older — each age group has data for labor force, employment, and unemployment (numbers and percentages). The most recent data also has breakdowns by gender, and the final data (which are not as current) include a additional data on race, Hispanic origin, and working hours. The most detailed state or local BLS age data tend to be available for the 16-19 age group.</p> <p>The Census Bureau's American Community Survey (ACS), also available only on an annual basis, has much more detailed data both by age and geography, but these are not always as current at the state level as BLS. ACS data provide much more detailed age data for older workers than does BLS for states and localities. Like BLS, ACS has data by age and gender for labor force, employment, and unemployment. For more on the ACS, see the first row of this table.</p>

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Age: Older worker profiles (Census Bureau)	30	MSAs, counties and Workforce Investment Act program areas		<ul style="list-style-type: none"> • individual state profiles for older workers • detailed older worker tables for counties, MSAs, and WIA areas 	The Census Bureau's Local Employment Dynamics, in partnership with more than half the states, issues a series of individual state profiles of older workers. Despite the dates on the publications, the most recent data available in mid-2010 was for 2004. Older workers are presented in various age categories, beginning with those aged 45. Nearly 40 different tables are available, covering employment totals, employment by industry, job gains and losses over time, and earnings.
Disabled persons (Census Bureau)	all	all localities above 20,000 population now; all below 20,000 as well after fall/winter 2010	<ul style="list-style-type: none"> • disability defined in ACS and other government surveys (see table on pages 12-14) • ACS questionnaires • various disability surveys • links to other disability statistics • Online sources for disability statistics (Cornell University) • Disability Statistics Center (University of California, San Francisco) 	<ul style="list-style-type: none"> • Disability Among the Working Age Population: 2008 and 2009 (ACS) • customized tables for ACS state and local disability data (2006) • customized data tables from the ACS (data after 2006) 	The Census Bureau's American Community Survey (ACS) currently has the most recent and most geographically-detailed data on disability. ACS issues data for all disabled persons plus several general types of disability (such as sensory, physical, mental, difficulty with self-care, difficulty going outside the home, and disability interfering with employment): for surveys after 2008, the categorization differs. Employment information covers whether the individual is employed or not; worked full-time-year-round or not; median annual earnings; and poverty by labor force status. The Census Bureau's customized tables for 2006 are much easier to use and provide much more detailed data than those available for later years. For more info on the ACS, see the first row in this table. Additional disability info is available for veterans (see the veterans row below). BLS supplies only national disability data . The National Center for Health Statistics also has national disability data with employment info from the National Health Interview Survey. See also DOL's Office of Disability Employment Policy .
Green careers (ETA)	all	none	<ul style="list-style-type: none"> • O*NET green occupations list • 12 green career industry sectors • Greening of the World of Work (O*NET study) • Measuring Green Jobs (BLS, including a definition of green jobs) • Measuring the Green Economy (Commerce Department) • Contact BLS re green jobs 	<ul style="list-style-type: none"> • Measurement and Analysis of Employment in the Green Economy (Workforce Information Council): includes summaries of states-specific green jobs studies • Green Jobs Community of Practice (individuals must register for this ETA-sponsored Web site, but at no charge) 	There is no universally accepted definition of green careers (also called green jobs), but for the most definitive source see the BLS link at left. The Commerce Department has used product and service statistics to attempt to define the green economy (see link at left). DOL's Employment and Training Administration (ETA) has identified about 200 green occupations through O*NET research, although nearly 50 of these are new occupations for which no BLS employment data yet exist. Each occupation can be searched individually by state, and — if available — data portray employment totals, employment projections, annual and hourly wages, and selected educational attainment statistics, plus considerable national-level info on skills, job tasks and activities, and the tools and technologies involved. These occupations have been categorized into 12 broad industry sectors. In addition to these national efforts, several states have conducted their own green jobs studies (described in link at left).

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Native Americans (Census Bureau)	all	all localities above 20,000 population now; all below 20,000 as well after fall/winter 2010	<ul style="list-style-type: none"> • handbook for using the ACS for Native Americans (for geographic information see especially page 7 and Appendix 1) • ACS resources for the Native American population (includes contact information in the middle of the screen) • for ACS questionnaires, etc. see the first row of this <i>Guide</i> 	<ul style="list-style-type: none"> • Maps of Native American areas from the Census Bureau • 2000 census data by tribe (including employment data — note that this is an extremely large report divided into 2 Internet links) • customized 2000 census tables for 539 tribes and 39 tribal groups (see especially the economic characteristics) • introduction to 2000 census products on Native Americans • American Indian Population and Labor Force Report (U.S. Department of Interior, Bureau of Indian Affairs). As of late 2010, the latest report was for 2005, and includes state, tribal, and reservation data. • Status and Trends in the Education of American Indians and Alaska Natives: 2008, including state-level data (U.S. Education Department) 	<p>The most current and geographically detailed source is the American Community Survey (ACS), although the Native American community has raised questions about the sampling accuracy of this source. The ACS calculates Native American ancestry (called in the survey “American Indian and Alaska Native”) in 2 ways: 1) those who indicate only such ancestry in the “race” question (which produces a minimal number of Native Americans), and 2) those who indicate both Native American and another race (which produces a maximum number). Most Native American geographic areas have populations of less than 20,000, and therefore it’s necessary to combine 5 years of ACS data to produce estimates (see more on the ACS in the first row of this table). A little over a dozen areas have sufficient populations to produce 1-year estimates, and more than 20 others have sufficient populations to use 3-year estimates (see the ACS Handbook link at left, page 7). Because many Native American geographic areas include non-Native American populations, the geographic designation must be used together with the Native American race variable to examine solely Native Americans. (see ACS Handbook link at left, page 24). Virtually all government demographic (also called household) surveys collect data on Native Americans, but the sample sizes are too small to publish anything but national data. See also the link at the left for Bureau of Indian Affairs labor force reports, which are available online for 1982 forward and include both state and local data.</p>
Race, ethnicity, immigration, and language	all	all localities above 20,000 population now; all below 20,000 as well after fall/winter 2010	<ul style="list-style-type: none"> • FAQ's on ancestry (Census Bureau) • comparison of ancestry data from various Census Bureau surveys • changes to the ACS and the potential effect on Hispanic origin, nativity, race, and language estimates • comparison of race data from ACS and CPS • comparison of citizenship data from ACS and CPS • comparison of language-use data from various Census Bureau surveys 	<ul style="list-style-type: none"> • Foreign-Born Labor Force in the U.S.: 2007 with state data (ACS) • Place of Birth of the Foreign-Born Population: 2009 (ACS) • Nativity Status and Citizenship in the U.S.: 2009 (ACS) • Year of Entry of the Foreign-Born Population: 2009 (ACS) • People Who Spoke a Language Other Than English at Home by Hispanic Origin and Race: 2009 (ACS) 	<p>Data on race, ethnicity, and immigrant-status are derived from different survey questions, and the user should not confuse these categories. E.g., an individual can be of Hispanic origin (the most commonly-asked ethnicity question) and either White or Black. Virtually all demographic surveys ask standard questions about race and Hispanic origin. This subject can be especially complex for data users, as the government has separate surveys and/or questions that query individuals on their ancestry, foreign birthplace, citizenship status, race, Hispanic origin, and language use. For more info, see the definitional links at left.</p>

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Science and engineering occupations (National Science Foundation, NSF)	all	collected but not published	<ul style="list-style-type: none"> • Survey of Doctorate Recipients • National Survey of College Graduates • National Survey of Recent College Graduates 	<ul style="list-style-type: none"> • customized tables for state data • Science and Engineering Degrees: 2009 (ACS) 	The U.S. National Science Foundation, an independent Federal agency, sponsors 3 periodic surveys of scientific and engineering occupations (listed at the left), and also uses BLS and Census Bureau data to analyze these occupations. The NSF issues its own survey data 1 or more years after the reference period.
Self-employment	The next 3 rows describe sources on self-employment. BLS self-employment provides <i>national</i> data on this subject.				
Kauffman Index of Entrepreneurial Activity (Kauffman Foundation)	all	largest 15 MSAs	<ul style="list-style-type: none"> • the report's appendix includes definitions and the methodology 	<ul style="list-style-type: none"> • Kauffman index, 1996-2009 edition 	This annually published study from a private sector foundation uses monthly data from the Current Population Survey to calculate rates of self-employment, and includes rankings, historical trends, and maps. The study is published a few months after the end of the reference year.
Survey of Business Owners (Census Bureau SBO)	all	selected MSAs, micropolitan statistical areas, counties and places with 100 or more business owners	<ul style="list-style-type: none"> • SBO FAQ's • SBO questionnaire • contact SBO staff 	<ul style="list-style-type: none"> • schedule of 2007 survey publication dates (July 2010-June 2011) 	The Survey of Business Owners (SBO) provides the only comprehensive, regularly collected source of information on selected economic and demographic characteristics for businesses and business owners by gender, ethnicity, and race. Data have been collected every 5 years since 1972 (for years ending in "2" and "7") as part of the economic census. The program began as a special project for minority-owned businesses in 1969 and was incorporated into the economic census in 1972 along with the Survey of Women-Owned Businesses. Separate reports with geographic detail are available for businesses owned by Asians, Blacks, Hispanics, Native Americans, Veterans, Women, and others.
Non-employers (Census Bureau)	all	counties, MSAs, and micropolitan statistical areas	<ul style="list-style-type: none"> • overview of non-employer statistics • FAQ's about non-employer statistics • definitions for non-employer statistics • contact non-employer statistics staff (lower left corner of screen) 		The Census Bureau annually issues "Non-employer Statistics," which cover businesses without <i>paid</i> employees. Most non-employers are self-employed individuals operating very small unincorporated businesses, which may not be the owner's principal source of income. These firms are excluded from most other business statistics (except the Survey of Business Owners). Non-employers account for a majority of all business establishments, but average less than 4 percent of all sales or receipts. The data are issued about a year and a half after the end of the reference period, and are available on a consistently defined basis from 1997 forward.

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Veterans (Census Bureau)	all	all localities above 20,000 population now; all below 20,000 as well after fall/winter 2010	<ul style="list-style-type: none"> • veterans FAQ's • survey questions re veterans in ACS • history of veterans questions in Census Bureau surveys • technical info re new ACS questions on veterans' disability • links to various sources of veterans statistics • contact Census Bureau re veterans statistics (at bottom of screen) 	<ul style="list-style-type: none"> • customized data tables from the ACS 	The Census Bureau's American Community Survey (ACS) is the only current source of veterans workforce data below the national level (BLS supplies various national veterans data). For more information on the ACS, see the first row in this <i>Guide</i> . The type of employment-related data for veterans in the ACS is limited compared to other demographic groups: labor force (including employment) status by age; disability and disability rating status; educational attainment; median income; and poverty status.
Women (DOL, BLS and Census Bureau)	all	all localities above 20,000 population now; all below 20,000 as well after fall/winter 2010		<ul style="list-style-type: none"> • Men and Women's Earnings for States and Metropolitan Statistical Areas: 2009 (ACS) 	Gender is one of the most common elements in workforce surveys. See the BLS overview on women's workforce statistics , and for primarily <i>national</i> data, see BLS women's workforce data from the CPS . For state and local data from the Current Population Survey, see the "Geographic Profile of Employment and Unemployment" entry in the "Unemployment and employment" section above and the "Age" entry above in this section. ACS has a wealth of work-related data by gender. For more on the ACS, see the first row of this <i>Guide</i> . The DOL Women's Bureau also issues statistics and other publications.
<i>Economic (misc.)</i>					

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Personal income, compensation and employment (BEA)	all	BEA economic areas (179), MSAs (363), micropolitan statistical areas (576), counties, and other areas	<ul style="list-style-type: none"> • overview of state and local personal income data • BEA general glossary • BEA regional glossary • BEA economic areas (definitions and maps) • state and local personal income and employment methodology • National Income and Products Account Handbook • contact BEA regional staff by phone (about ¾'s down the page) or contact BEA by e-mail 	<ul style="list-style-type: none"> • recent state and local reports • BEA state and local statistics • news release schedule • quick links to BEA state and local data (including GDP) • e-mail subscriptions to BEA news releases 	<p>Issued by the U.S. Commerce Dept.'s Bureau of Economic Analysis (BEA), the state series dates back to 1929 and the local series back to 1969. Data are available on both a quarterly (for states only) and an annual basis. Employment tables include 1) full-and part-time employment by major industry, and wage and salary employment by industry. At both the state and local levels, income data in breakdowns of personal income plus earnings, wage and salary disbursements, and compensation by major industry. BEA issues preliminary state annual income data 3 months after the end of the year, and more complete estimates 6 months later; quarterly estimates (dating to 1948) are issued 3 months after the end of the quarter. For localities, annual MSA data are issued 9 months after the end of the year, and more complete local area data are issued at 2 junctures, 12 months and 16 months after the year's end.</p> <p>Note that BEA's definitions of the terms compensation and earnings differ from those used by BLS and the Census Bureau, with earnings reflecting a broader definition than compensation. Also, many BEA tables do not present averages per individual as in BLS and Census Bureau data, but rather <i>totals</i> for an entire geographic area, although BEA does issue average per capita income and average wage per job data.</p>
Bearfacts (BEA)	all	MSAs and counties			<p>Issued by the U.S. Commerce Dept.'s Bureau of Economic Analysis (BEA). Data cover gross domestic product (GDP) and personal income. This site is very easy to use, and making a simple selection with a map (plus a drop-down list for counties) produces a customized fact sheet. Background information about the sources is supplied in the row immediately above and in the productivity section.</p>
American Time Use Survey (BLS ATUS)	selected states, but not published	none	<ul style="list-style-type: none"> • ATUS overview • ATUS FAQ's • background and history of time-use surveys • ATUS survey methodology and questionnaire • contact ATUS 	<ul style="list-style-type: none"> • ATUS publications 	<p>The ATUS (which began in 2003) provides data on how, where, and with whom Americans spend their time, and is the only Federal survey with data on the full range of nonmarket activities (including child care and volunteering). In addition, it collects information on work and work-related activities (such as traveling to work and looking for work) and educational activities (including homework and research). BLS will make available any ATUS unpublished table upon request. State-level estimates are based on multi-year periods, because the small sample size doesn't permit single-year estimates.</p>
Metropolitan Policy Program (Brookings Institution)	none	top 100 MSAs			<p>This private sector research organization produces a variety of reports and products on the top 100 metropolitan areas, including economic, labor market, income, poverty, population, immigration, housing and other data.</p>

State and local area data source	States covered	Localities covered	Frequently-asked questions, contact info, technical details, etc.	Other selected publications and features	Notes
Population					
Employment and training programs (and many other social programs) base eligibility and funding decisions in part on population data.					
Population estimates (Census Bureau)	all	all localities above 20,000 population now; all below 20,000 as well after fall/winter 2010 (ACS)	<ul style="list-style-type: none"> • overview of Census Bureau population estimates • schedule for most recent estimates and next update • methodology for determining population estimates • contact Population Division (at bottom of screen) 	<ul style="list-style-type: none"> • population estimates for states, counties and other localities • historical state and local estimates • Current Population Reports series (on various topics) 	Census Bureau population estimates can be obtained in two ways: 1) the Bureau's population estimates site, and 2) the American Community Survey (ACS). The Bureau's population estimates (see link at the far left) use a variety of sources, including the ACS, other Census Bureau sources, and administrative data (such as birth and death records). For more on the ACS, see the first row in this <i>Guide</i> . ACS population data can be obtained from both the ACS population estimates or from the American Factfinder (the list of localities available from each source is not the same, so both methods may be worth checking). All these sources provide annual population estimates.

Note. By limiting sources that have little or no state and local data, we do not mean to downplay several extremely important sources of workforce information, principally the Current Population Survey (supervised jointly by BLS and the Census Bureau), the U.S. Department of Education's National Household Education Survey (NHES), and various longitudinal surveys sponsored by several entities. Longitudinal surveys repeatedly query the same individual, household, or business establishment over time. For your convenience, here are some essential links for such sources (we will separately issue the links for longitudinal surveys, and will include a link to that document in a later version of this *Guide*).

Current Population Survey (BLS and Census Bureau)

- [CPS A-Z Index](#), [Labor Force Statistics from the Current Population Survey: Demographics](#) and [Labor Force Characteristics](#) (BLS)
- [Current Population Survey](#) and [Population and Household Economic Topics](#) (Census Bureau) — many, but not all, references from the latter link pertain to the CPS
- Lists and descriptions of CPS supplements to the regular monthly survey can be obtained from the [Census Bureau's CPS supplements](#), and a more complete list from [National Bureau of Economic Research CPS supplements](#).

National Household Education Survey (U.S. Department of Education, National Center for Education Statistics)

- [National Household Education Survey](#) (The first link, Adult Education, is an excellent source for information on work-related education and training.)
- [National Household Education Surveys program](#)

For questions, comments or suggestions about this *Guide*, contact 1) the appropriate [ETA Regional Office](#); 2) Frank Gallo at Gallo.Frank@DOL.gov; or 3) the win-win.network@dol.gov.

December 8, 2010

Bookmarks .pdf Version

Benefits

[Small Area Health Insurance Estimates \(SAHIE\) for Counties and States - U.S. Census Bureau.url](#)
[United States - Data Sets - American FactFinder.url](#)

Compensation Only

[ECI for Selected Metro Areas.url](#)
[NCS Published Areas.url](#)
[NCS Published Pay Relatives by Areas.url](#)

Economics Miscellaneous

[American Time Use Survey Home Page.url](#)
[BEA Bearfacts.url](#)

Educational attainment and skills

[Educational Attainment.url](#)

Employment and Compensation

[County Employment and Wages Summary.url](#)
[Earnings and Employment Data for Workers Covered Under Social Security and Medicare.url](#)
[Employment, Hours, and Earnings from the Current Employment Statistics survey.url](#)
[Local Employment Dynamics.url](#)
[State Occupational Employment and Wage Estimates.url](#)
[U.S. Census Bureau - Longitudinal Employer-Household Dynamics.url](#)
[Wages by Area and Occupation.url](#)

Employment Only

[Business Employment Dynamics Home Page.url](#)
[Statistics of U.S. Businesses- Tabulations by Geography, Industry, and Enterprise Employment Size.url](#)

General Sources

[At a Glance Tables.url](#)
[BLS Information Offices.url](#)
[Census Atlas of the United States.url](#)
[County and City Data Book.url](#)

[County Business Patterns.url](#)
[Overview Geography Guide.url](#)
[State and County QuickFacts.url](#)
[State and Metropolitan Area Data Book.url](#)
[Success Stories Gateway.url](#)
[U.S. Congress Joint Economic Committee.url](#)
[USA Counties.url](#)

Industry-Specific Sources

[Economic Census What's Been Released \(by Industry\).url](#)
[Annual Survey of Manufactures \(ASM\).url](#)
[Federal, State, & Local Governments Main Page.url](#)
[Government Employment & Payroll.url](#)
[National Agricultural Statistics by Subject - Demographics.url](#)
[The National Agricultural Workers Survey, Employment & Training Administration \(ETA\) - DOL.url](#)
[USDA - NASS - Census of Agriculture.url](#)

Inflation and Consumer Expenditures

[Consumer Expenditure Survey.url](#)
[Consumer Price Index \(CPI\).url](#)

Job Vacancy Data and Employment Projections

[Conference Board's Help Wanted Online.url](#)
[Job Openings and Labor Turnover Survey Home Page.url](#)
[Long-Term Occupational Projections.url](#)

Labor-Management

[BNA UNION MEMBERSHIP AND EARNINGS DATA BOOK -.url](#)
[Household data series Union Membership Tables.url](#)
[Work Stoppages Home Page.url](#)

Occupation and Other Worker-Specific Sources

[American Indian and Alaska Native Links.url](#)
[Disability - Main.url](#)
[Green Careers - CareerOneStop.url](#)
[Nonemployer Statistics.url](#)
[NSF Science and Engineering Occupations.url](#)
[Employment and Unemployment by Age.url](#)
[Survey of Business Owners.url](#)
[Veterans - Main.url](#)

Poverty and Low Income

[Model-based Small Area Income & Poverty Estimates \(SAIPE\) for School Districts, Counties, and States.url](#)

[Poverty 46-001.url](#)

[United States - Data Sets - American FactFinder.url](#)

Productivity

[Regional Economic Accounts.url](#)

Safety and Health

[Injuries, Illnesses, and Fatalities.url](#)

Unemployment and Employment

[Alternative Measures of Labor Underutilization for States.url](#)

[Geographic Profile of Employment and Unemployment Home Page.url](#)

[Latest LAU Economic News Release.url](#)

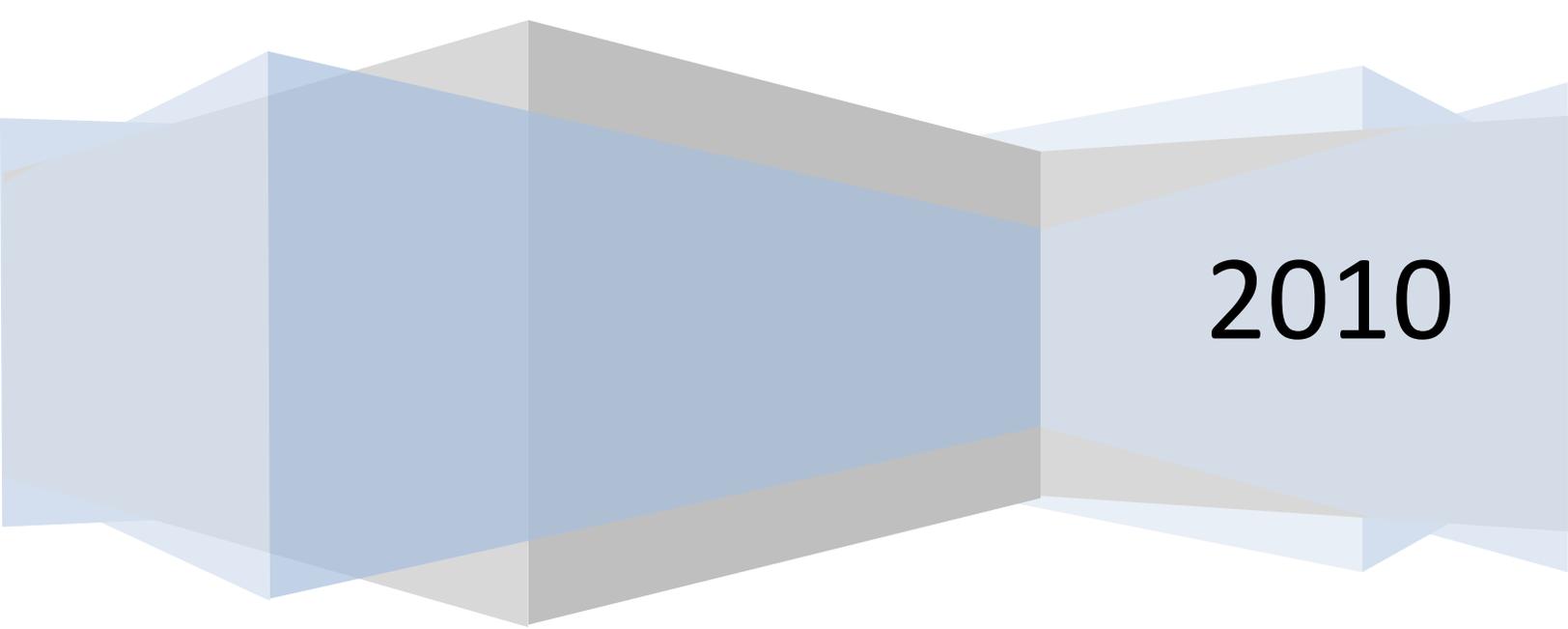
[Local Area Unemployment Statistics Home Page.url](#)

[Mass Layoff Statistics Home Page.url](#)

Using Bookmarks

An Instruction Guide

Provided by the United States Department of Labor



2010

WELCOME

Introduction

Have you ever tried to go to a website quickly and mistyped a web address several times? Finally, after several tries you had to resort to a search engine to find the web page you needed. Stop wasting time and energy. Add a bookmark! Or, if you use Internet Explorer, add a Favorite!

Bookmarking is an easy to use internet feature that remembers sites for you. These instructions will give you the basics of bookmarking in Mozilla Firefox, Google Chrome, and Internet Explorer.

This guide will demonstrate basic features in each web browser.

Some of the tasks included are:

1. How to Add Bookmarks.
2. How to Access Bookmarks.
3. How to Edit Bookmarks.
4. How to Organize Bookmarks.
5. How to Share Bookmarks.

Bookmarking is sure to make your web browsing easy and efficient.

How to Use this Guide

There are many different ways to use this instruction guide. You can read it as a training document from beginning to end or you can jump around to find particular tasks that are relevant to you. The Table of Contents will provide the page number for all web browsers and bookmarking instructions.

Additional Help

If you are experiencing difficulty, please contact Cammise McInnis of Manhattan Strategy Group by calling 202-450-3537 or e-mailing cmcinnis@manhattanstrategy.com.

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A Guide to Using Bookmarks in Mozilla Firefox

Mozilla Firefox allows you to save web pages as bookmarks. The bookmark feature allows you to save web pages without having to type the web address repeatedly in the location bar.

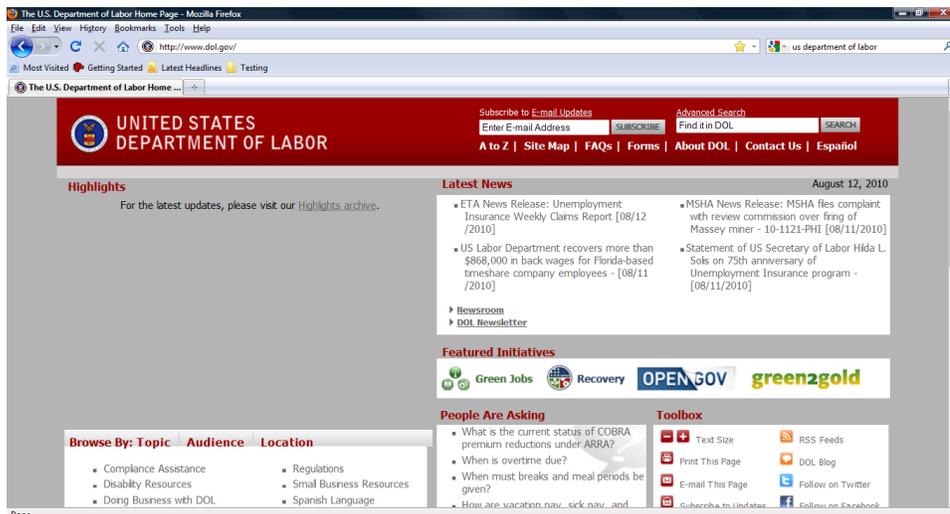
In this section, you will learn

1. How to Add Bookmarks
2. How to Access Bookmarks
3. How to Edit Bookmarks
4. How to Organize Bookmarks
5. How to Share Bookmarks

This section will get you started using bookmarks to make your web browsing experience easy and efficient in Mozilla Firefox.

How to Add Bookmarks

1. Go to a webpage you want to bookmark. In this example, we went to the United States Department of Labor website.



2. Click the bookmark icon. It is located in the location bar.

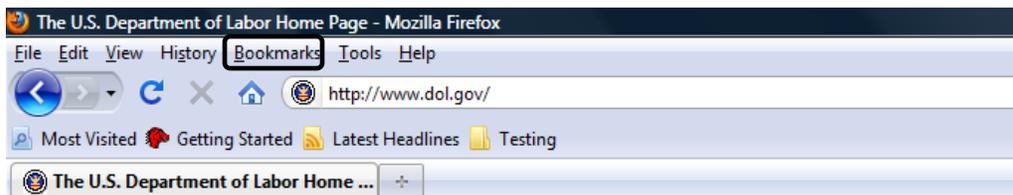


3. The page is bookmarked.

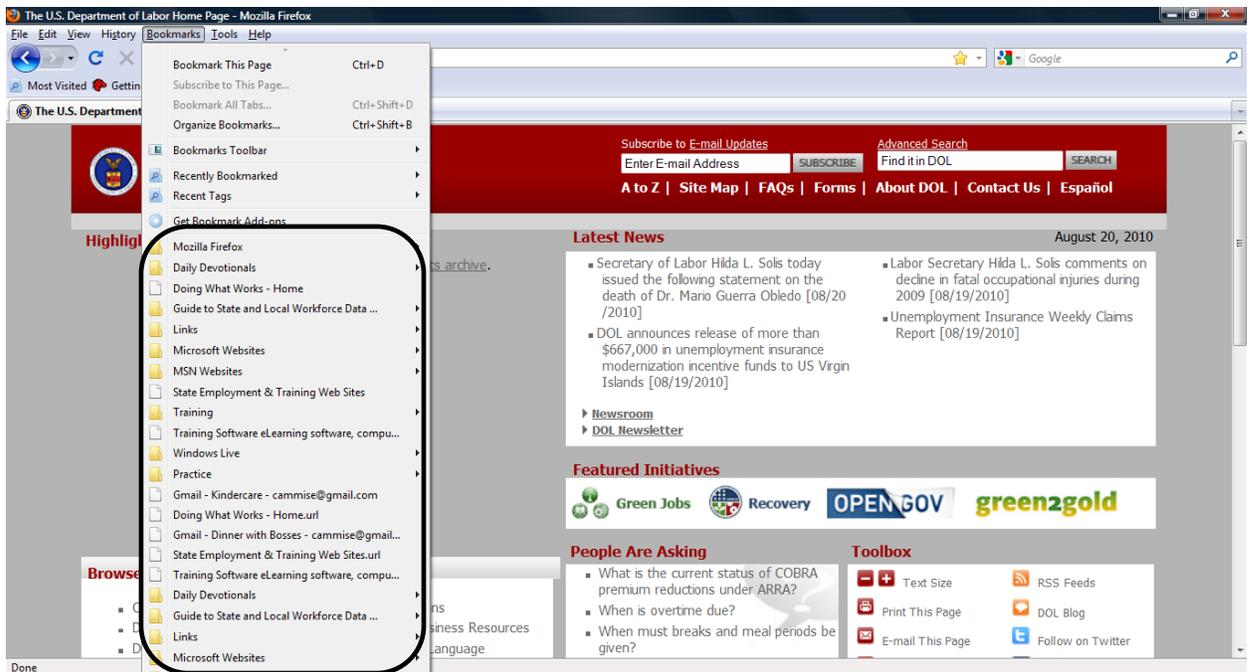
How to Access Bookmarks

To access a bookmark:

1. Click Bookmarks in the toolbar.



2. Click on the desired bookmark.



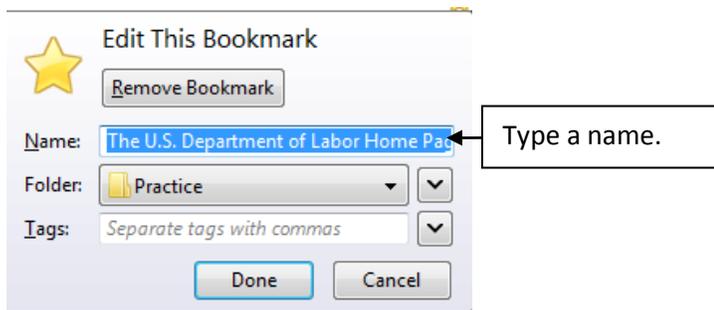
3. You will return to the associated web page.

How to Edit Bookmarks

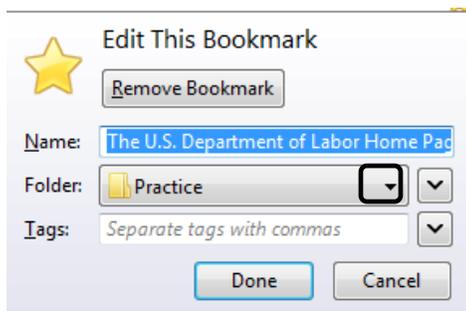
1. Click the star icon in the location bar.



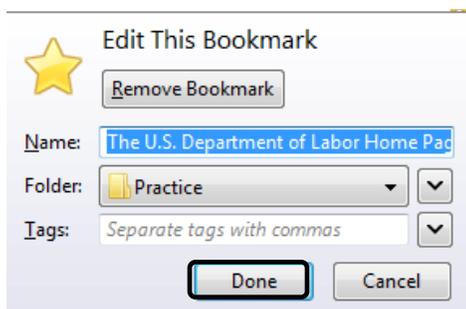
2. When the Edit This Bookmark window appears type a name for the web page in the Name field.



3. Click the down arrow and choose the folder where the bookmark will be stored.



4. Click Done.



How to Organize Bookmarks

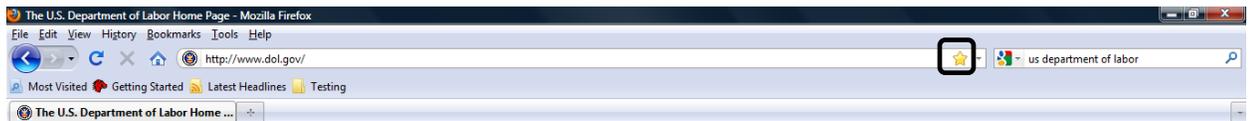
Mozilla Firefox allows you to organize bookmarks in the Edit This Bookmark window.

In this section, you will learn how to access the expanded Edit the Bookmark window. This window will allow you to organize your bookmarks by saving them in folders and creating new folders.

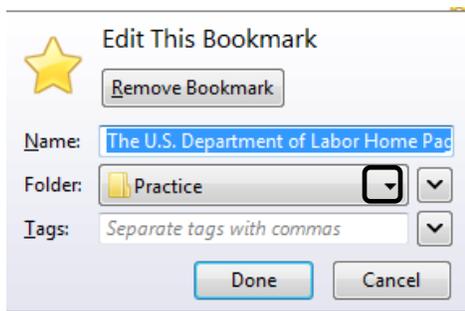
How to Organize Bookmarks by Folder

To organize your bookmarks by folder:

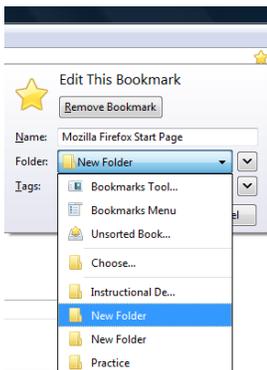
1. Click the bookmark icon in the location bar to get to the Edit This Bookmark window.



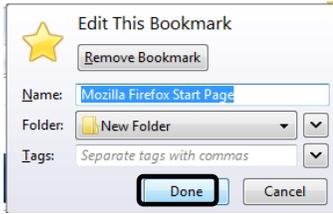
2. Click the down arrow to the right of the Folder drop down box.



3. Select a folder from the drop down list. In the example, the Mozilla Firefox Start Page will be saved in a "New Folder."

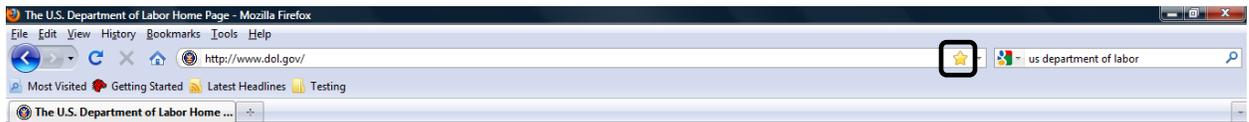


4. Click Done.

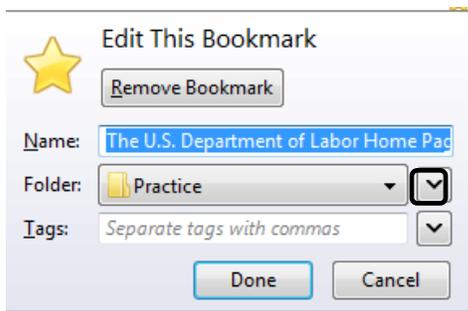


How to Create New Folders

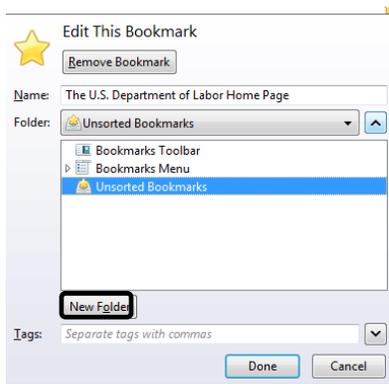
1. Click the bookmark icon in the location bar to get to the Edit This Bookmark window.



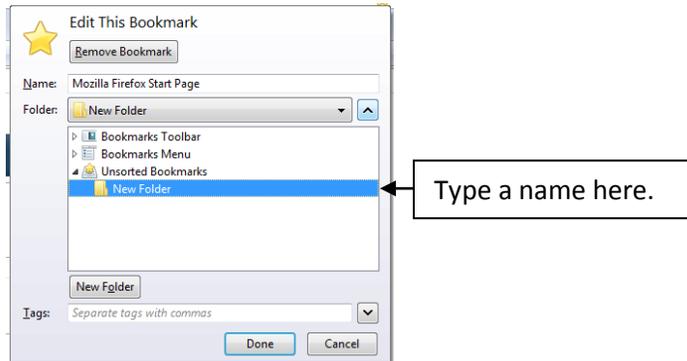
2. Click the down arrow to the right of the Folder drop down box.



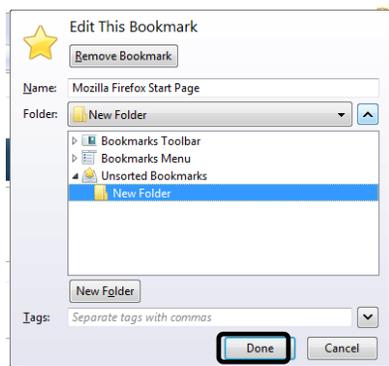
3. In the expanded Edit This Bookmark menu, click New Folder.



4. Type a name for the new folder.



5. Click Done.

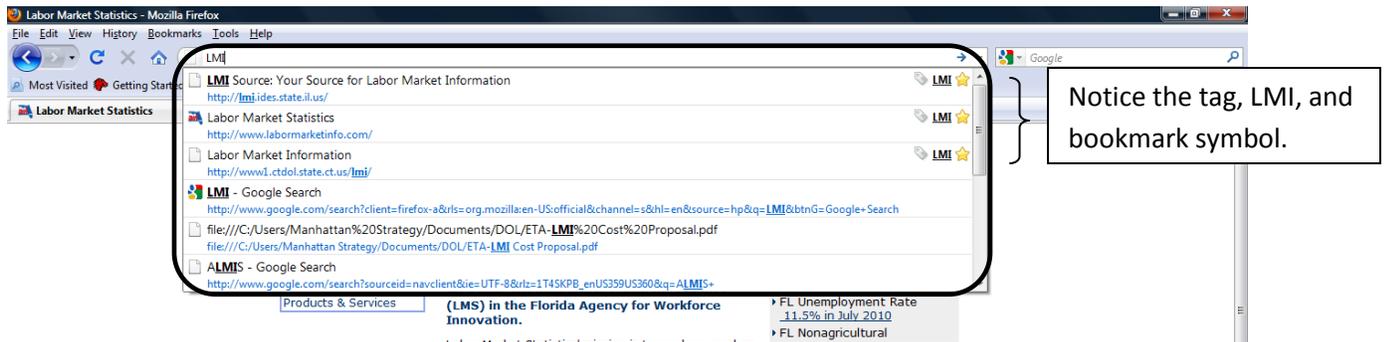


How to Organize Bookmarks Using Tags

In Mozilla Firefox, you can tag any Bookmark in the editing window. Tags are keywords that allow you to find web pages easily by typing those words into the location bar. This feature is helpful when web pages can be categorized by multiple themes.

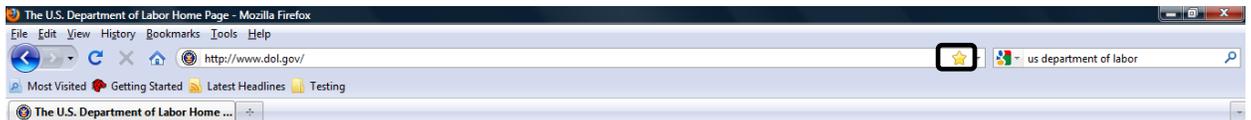
For example, if you frequented a number of Labor Market Information sites. You could tag the bookmark LMI, jobs, data, etc. Anytime either of these words is typed in the location bar, a list of the LMI tagged bookmarks will display.

The screenshot below illustrates the LMI tag example. You can see how the LMI sites that are bookmarked and tagged come before any other web pages listed.

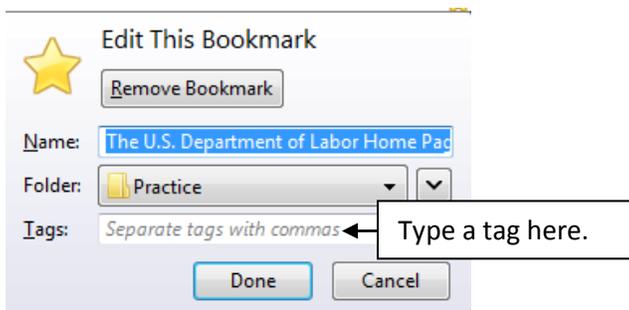


To tag a bookmark:

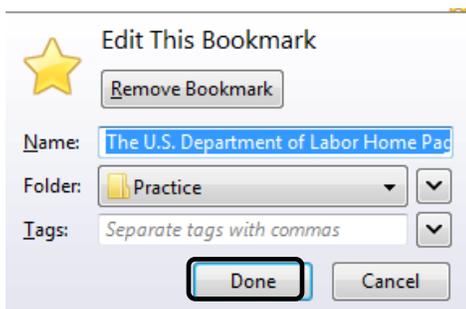
1. Click the bookmark icon in the location bar to get to the Edit This Bookmark window.



2. Type a name for the tag in the Edit This Bookmark window.



3. Click Done.



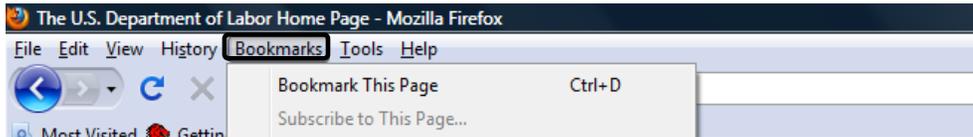
How to Access the Library

In Mozilla Firefox, the Library is the place where all of your bookmarks are stored. From this view, you can see all your bookmarks and folders. Here, you can organize your folders even more.

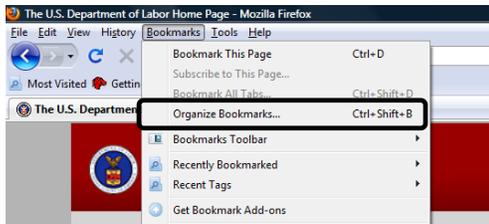
In this section, you will learn how to access the library.

To access the library:

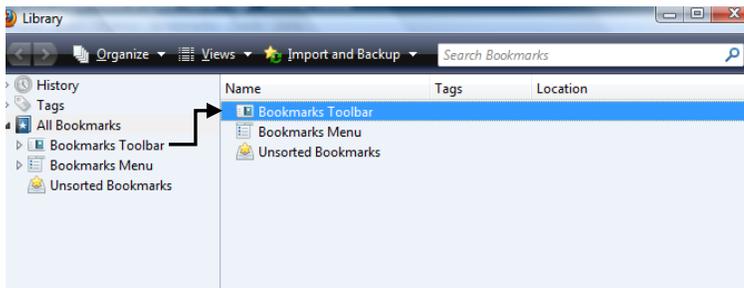
1. Click Bookmarks on the Toolbar.



2. Select Organize Bookmarks.

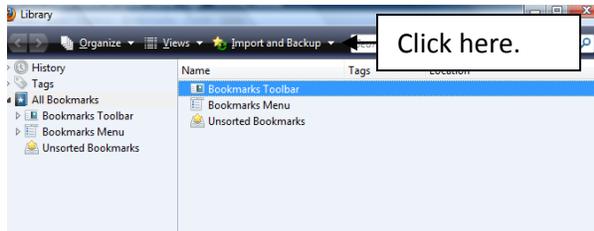


3. Arrive at the Library window.
4. Click on an item on the left side of your screen. If you select a folder, its contents will be visible on the right hand side of the screen. In the example below, the contents of the Bookmarks Toolbar is displayed.



How to Share Bookmarks

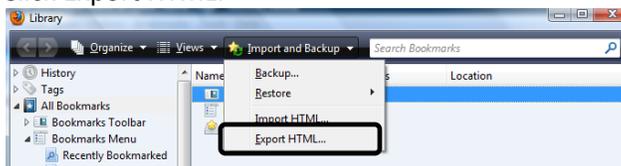
From the Library window, you are able to share bookmarks by clicking the Import and Backup button.



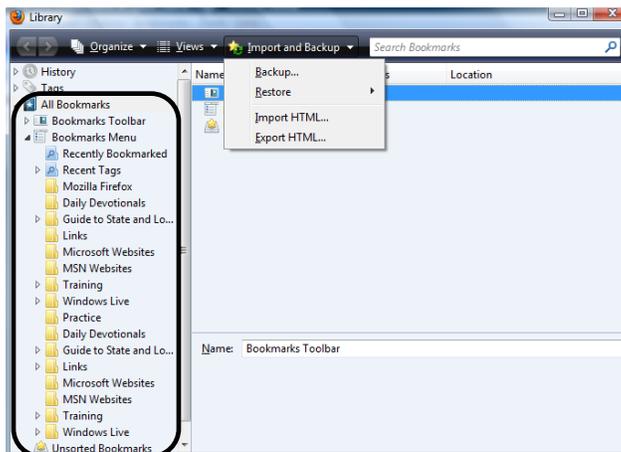
How to Send Bookmarks by Exporting HTML Files

From the Import and Backup menu:

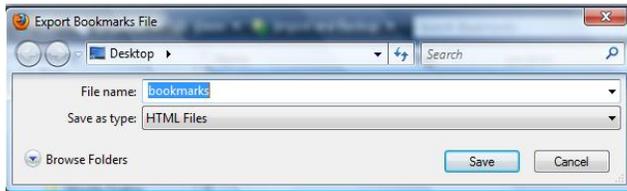
1. Click Export HTML.



2. Click on the bookmark or folder you want to share. In the example below, any bookmark or folder circled can be shared.



3. Save the file in the desired location. The example file will be saved on the desktop as "bookmarks."



4. Click Save.



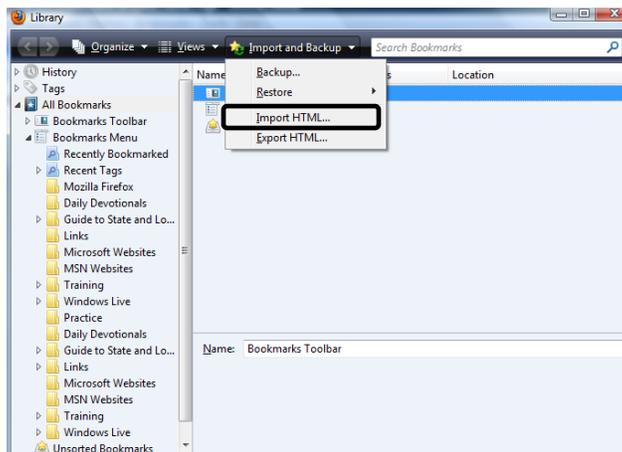
5. Access the file. In this instance, the file can be retrieved by going to the desktop.

Once you have exported your HTML file, it can be sent as an e-mail attachment or copied and pasted into a Microsoft Word document.

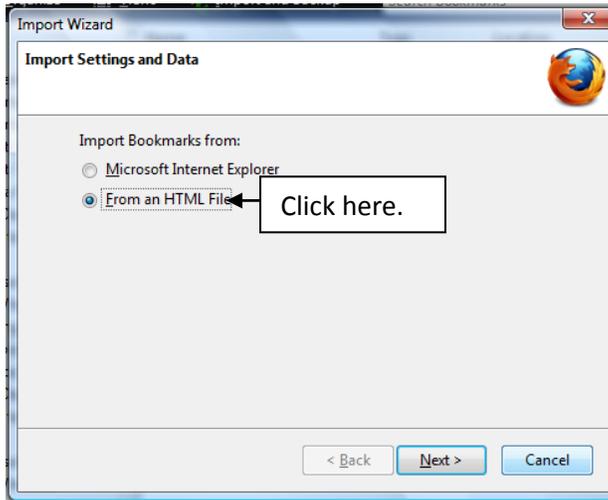
How to Receive Bookmarks by Importing HTML Files

To receive bookmarks:

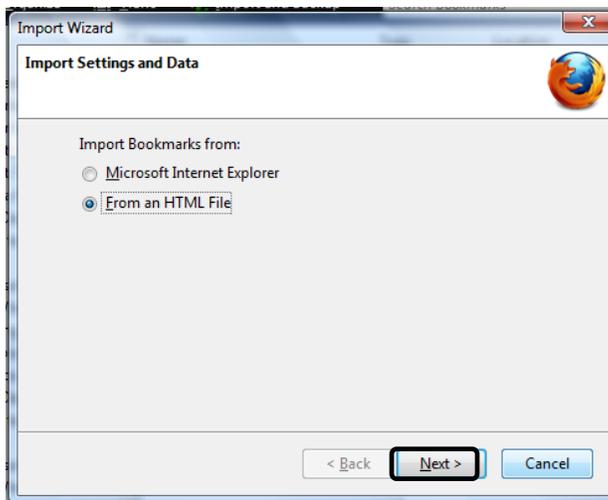
1. Click Import HTML.



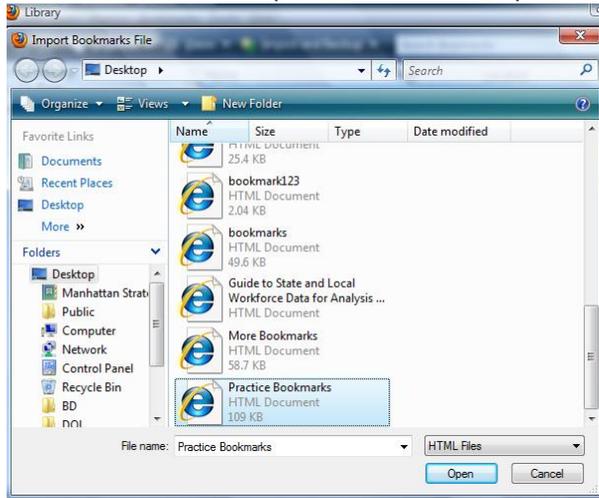
2. In the Import Wizard window, click "From an HTML File."



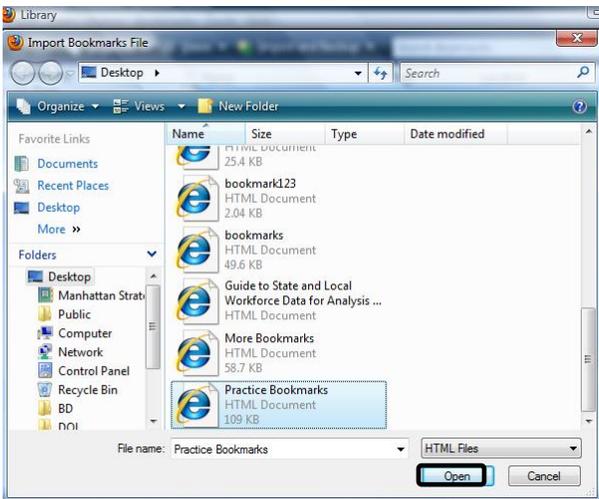
3. Click Next.



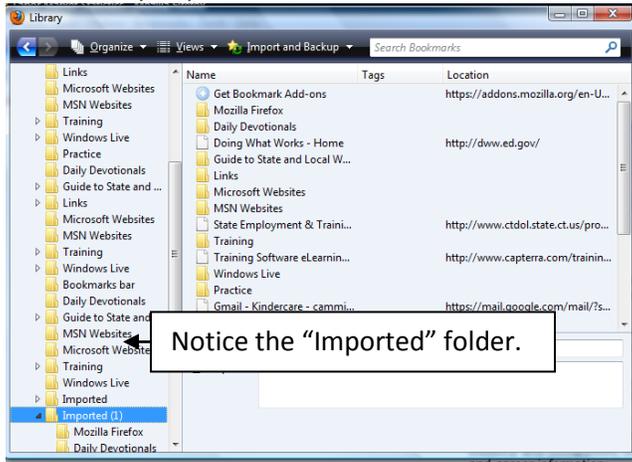
4. Select the File to be imported. In the example, we are importing the “Practice Bookmarks” file.



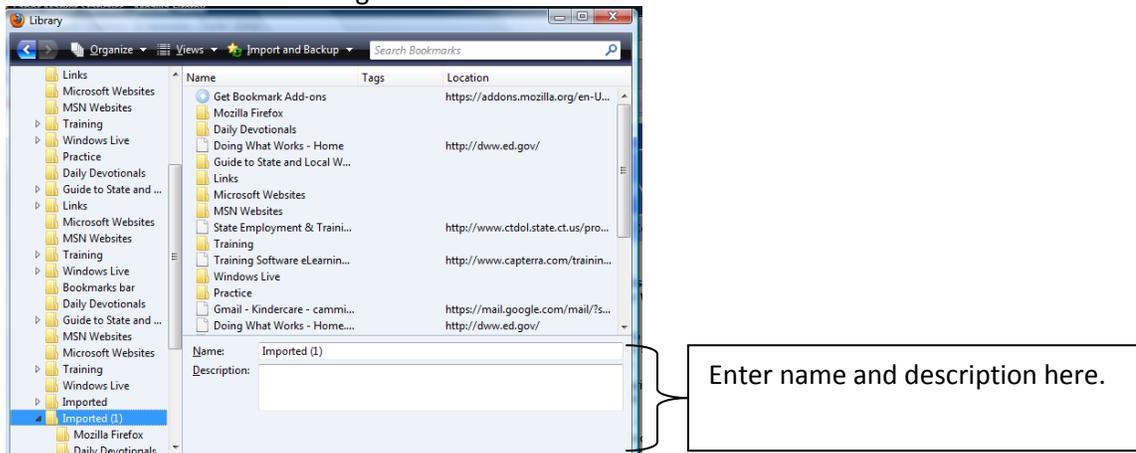
5. Click **Open**.



6. When you return to the Library, you will see a folder called “Imported.” This folder contains all of the newly imported bookmarks.



7. If you want to rename the “Imported” folder or add a description, enter the information in the fields located at the bottom right of the screen.





A Guide to Using Bookmarks in Google Chrome

Google Chrome allows you to save web pages as bookmarks. The bookmark feature allows you to save web pages without repeatedly typing the web address in the location bar.

In this section, you will learn

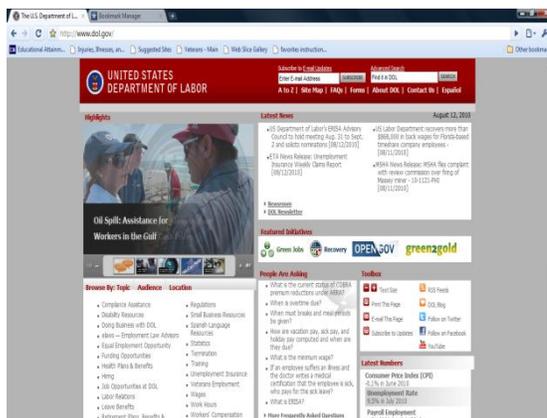
1. How to Add Bookmarks
2. How to Access Bookmarks
3. How to Edit Bookmarks
4. How to Organize Bookmarks
5. How to Share Bookmarks

This section will get you started using bookmarks to make your web browsing experience easy and efficient in Google Chrome.

How to Add Bookmarks

To add bookmarks:

1. Go to the website you want to save. In this example, we visited the US Department of Labor website.



2. Click the bookmark icon next to the web address.



3. The web page is saved as a bookmark.

How to Access Bookmarks

In Google Chrome, you can access bookmarks from the Bookmark toolbar or the “Other bookmarks” folder.

How to Access Bookmarks from the Bookmark Toolbar

To access bookmarks from the bookmark toolbar:

1. Go to the bookmark toolbar. It is located beneath the location bar.



2. Click on a bookmark. In the illustration below, the first bookmark listed is “Educational Attainm...”
3. Once a bookmark is selected, the browser will automatically navigate to the desired web page.



How to Access Bookmarks from “Other bookmarks”

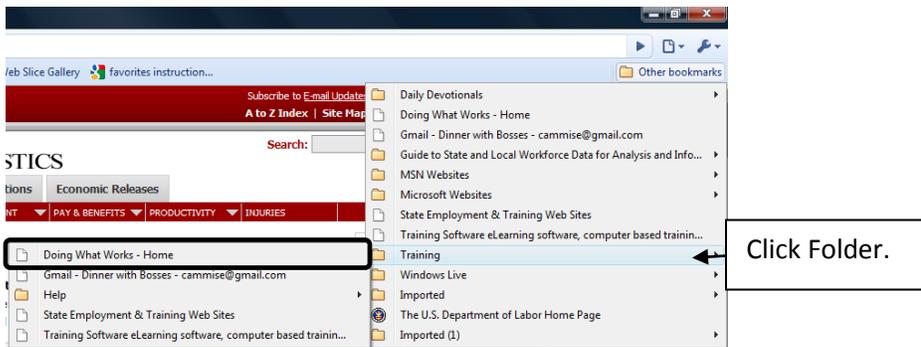
If you want to view a list of all your bookmarks:

1. Click the “Other Bookmarks folder located in the bookmark toolbar.



2. Select a folder or bookmark from the drop down list. In the example, the “Training” folder is selected.

Note: Another drop down box will display the contents of the selected folder. When this happens, click on the desired bookmark in the new drop down box. The first bookmark in the “Training” folder is Doing What Works-Home.



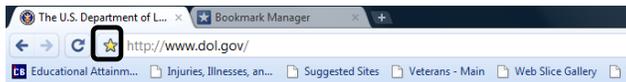
3. Once a bookmark is selected, the browser will automatically navigate to the desired web page.

How to Edit Bookmarks

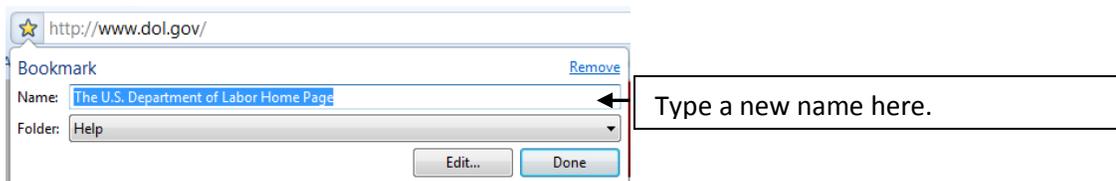
To personalize your bookmarks, you may want to rename them.

To rename bookmarks:

1. Double click the bookmark icon in your navigation bar.



2. When the Bookmark window opens, type a new name in the Name field.



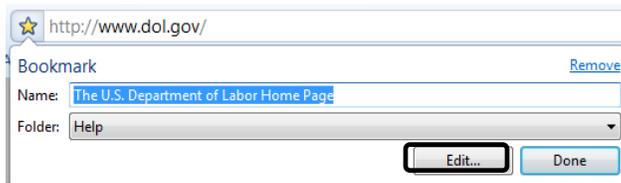
How to Organize Bookmarks

In Google Chrome, you can organize bookmarks in new or pre-existing folders.

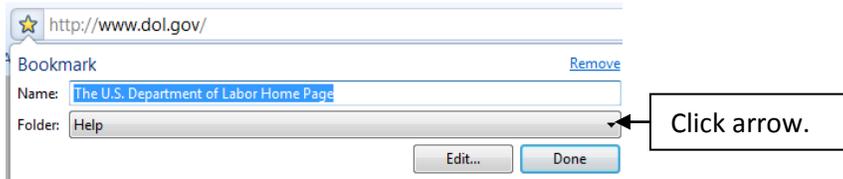
How to Create New Folders

To create new folders:

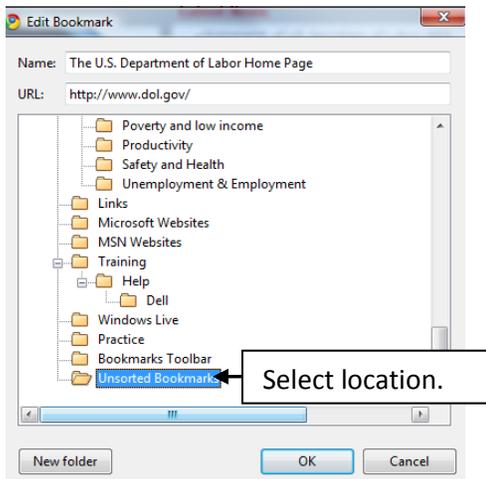
1. Go to the bookmark window and click Edit.



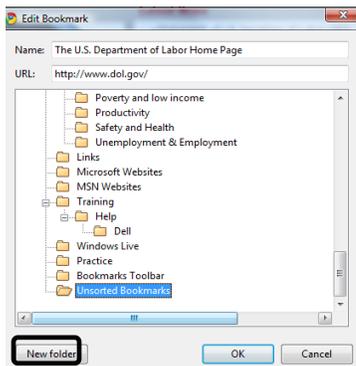
2. Click the down arrow in the Folder field.



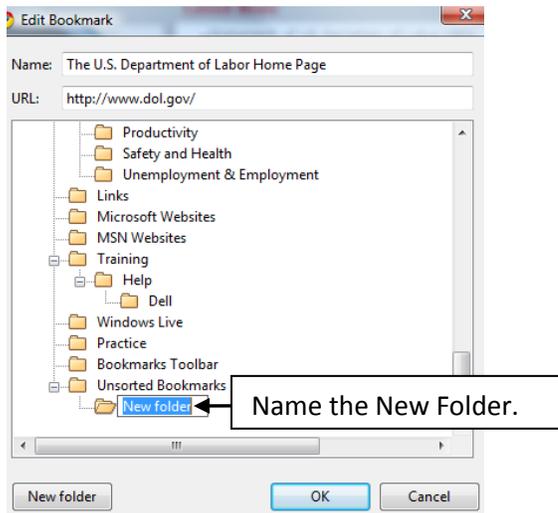
3. Click on the location of your new folder. In this example, we are saving the new folder in Unsorted Bookmarks.



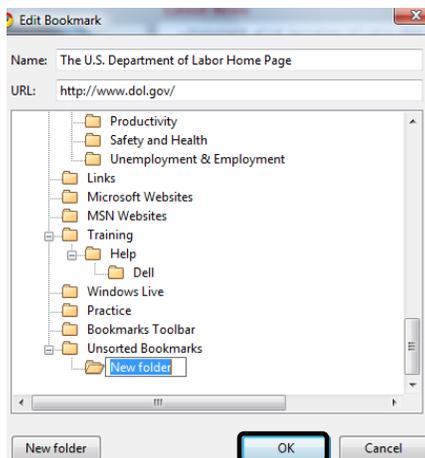
4. Select New Folder.



5. Name the New Folder.



6. Click OK.

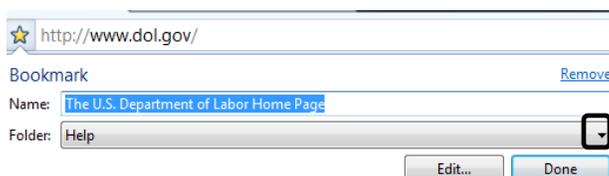


How to Organize Bookmarks by Folder

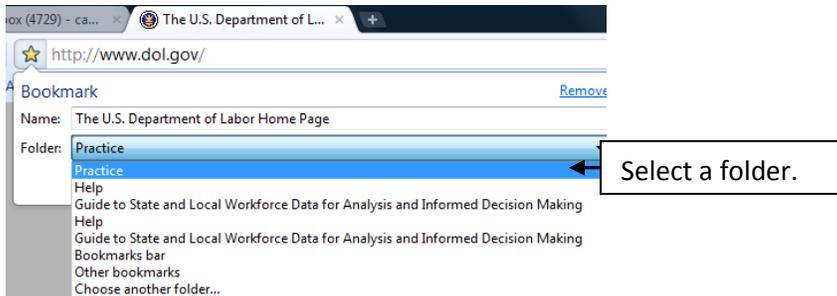
Google Chrome has general folders already created. “MSN Websites,” “Windows Live,” and “Unsorted Bookmarks” are three examples of pre-existing folders.

To save new bookmarks in a pre-existing folder:

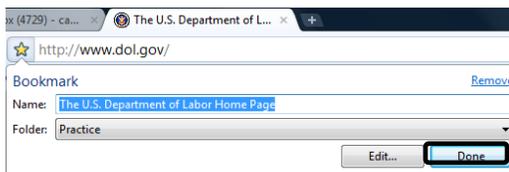
1. Click the down arrow in the Folder field.



2. Select the designated folder. Here, we added the bookmark to the pre-existing folder "Practice."



3. Click Done.



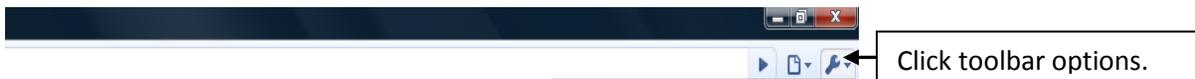
How to Access the Bookmark Manager

In Google Chrome, the Bookmark Manager is the place where all of your bookmarks are stored. From this view, you can see all your bookmarks and folders and organize them even more.

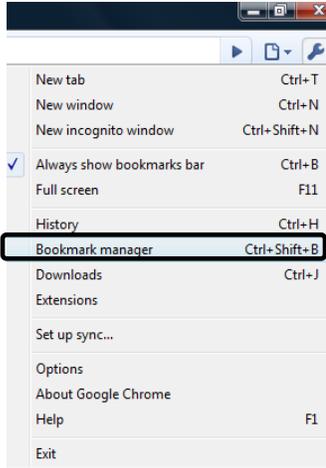
In this section, you will learn how to access the Bookmark Manager.

To access the Bookmark Manager:

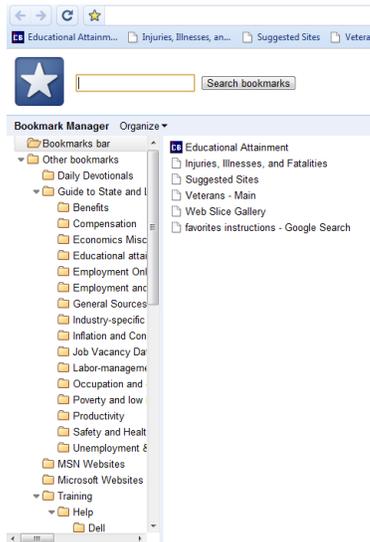
1. Click the toolbar options icon at the top of your screen.



2. Select bookmark manager.



3. The Bookmark manager window will open.



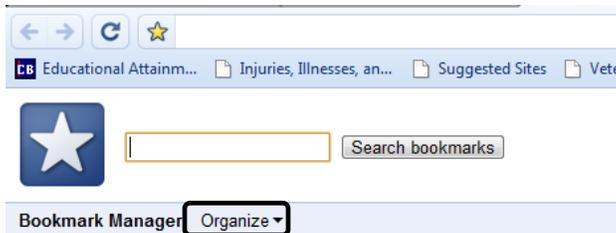
How to Share Bookmarks

From the Bookmark Manager window, you are able to share bookmarks.

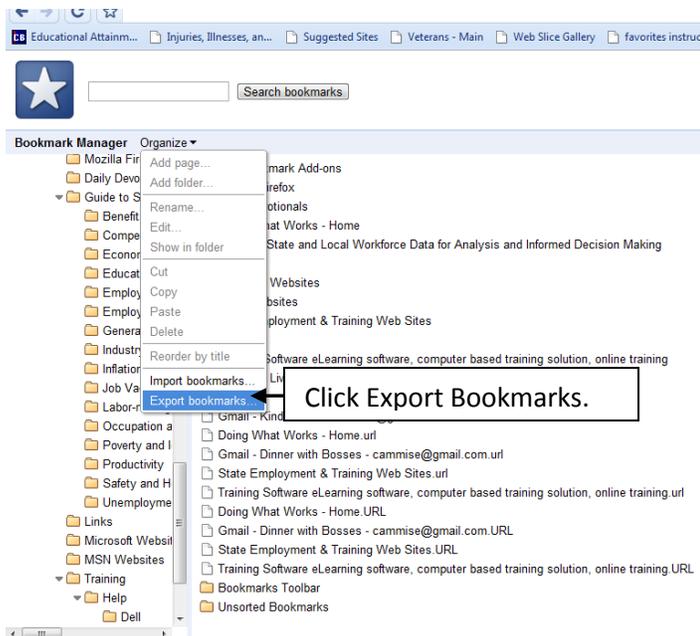
How to Send Bookmarks by Exporting HTML Files

To send bookmarks:

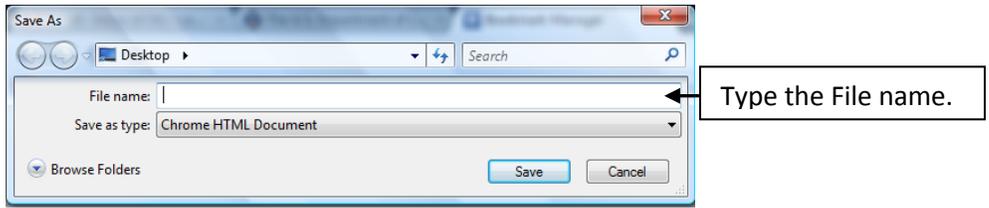
1. Click Organize from the bookmark manager window.



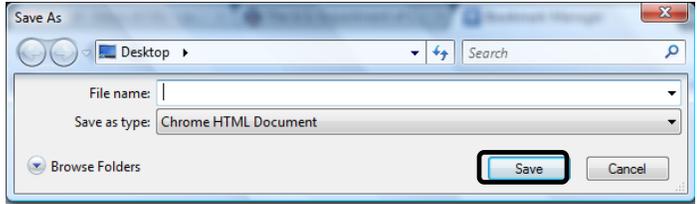
2. Select Export Bookmarks.



3. Name your HTML file and determine where the file will be saved on your computer. In the example, the HTML file will be saved on the desktop.



4. Click Save.

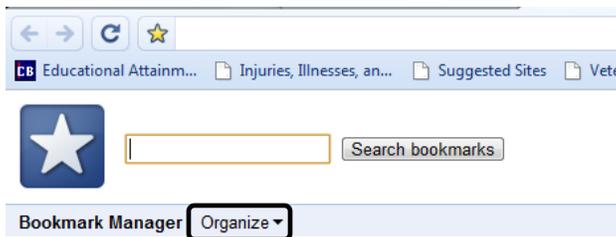


Once you have exported your HTML file, it can be sent as an e-mail attachment or copied and pasted into a Microsoft Word document.

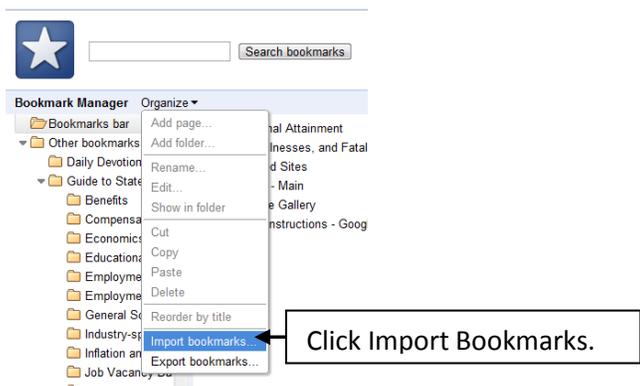
How to Receive Bookmarks by Importing HTML Files

To receive bookmarks:

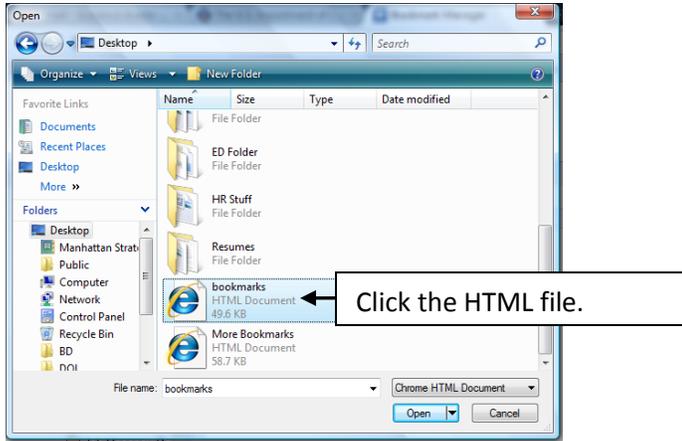
1. Click Organize from the bookmark manager window.



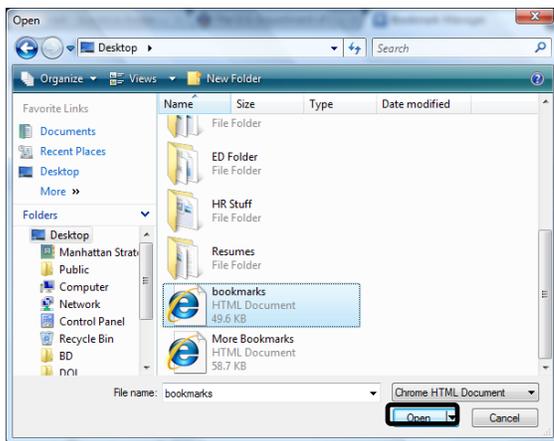
2. Select Import Bookmarks.



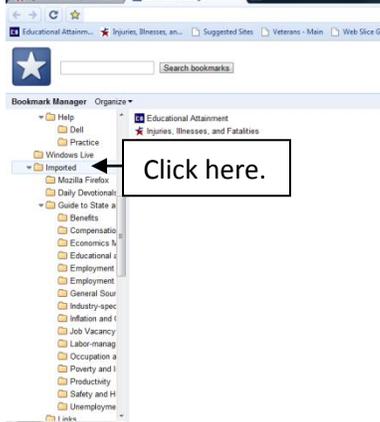
3. Locate the HTML file to be imported by searching for the file on your PC. In the example, the file bookmarks is being imported.



4. Click Open.



5. Access the imported bookmarks by clicking the "Imported" folder.





A Guide to Using Favorites in Internet Explorer

Internet Explorer allows you to save web pages as favorites. The favorites feature allows you to save web pages without having to type the web address repeatedly in the location bar.

In this section, you will learn

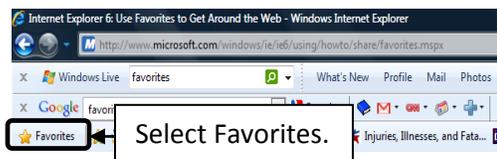
1. How to Add Bookmarks
2. How to Access Bookmarks
3. How to Organize Bookmarks
4. How to Share Bookmarks

This section will get you started using bookmarks to make your web browsing experience easy and efficient in Internet Explorer.

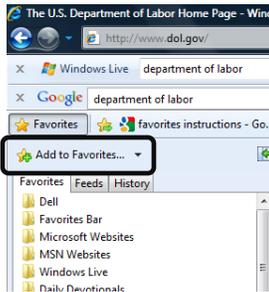
How to Add Favorites

To add a favorite:

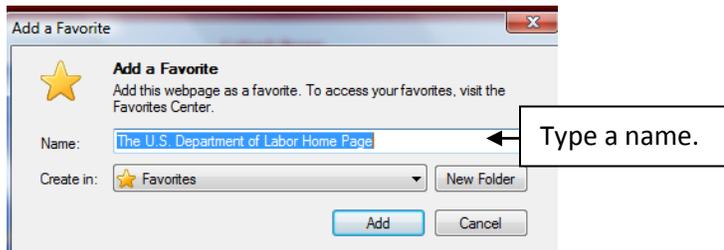
1. Go to the web page you want to save.
2. Click the Favorites button using your mouse or press alt + c on your keyboard.



3. When the dialogue box opens, click Add to Favorites.



4. When the Add a Favorite dialogue box opens, type a name in the Name field.



5. Click Add.



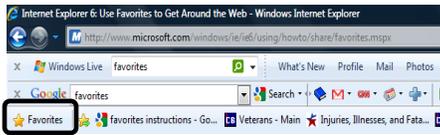
How to Access Favorites

In Internet Explorer, you can access favorites from the Favorites Menu or the Favorites Bar.

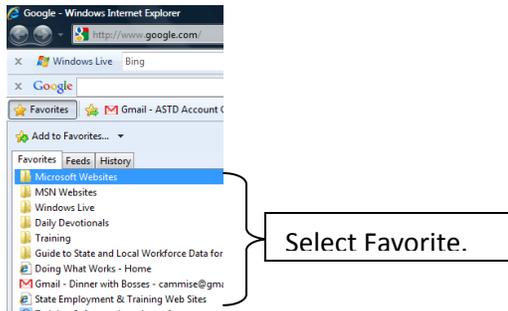
How to Access Favorites from the Favorites Menu

To access favorites from the Favorites menu:

1. Click Favorites.



2. Select the desired Favorite from the drop down box. In the example, a favorite from the “Microsoft Windows” folder will be selected.

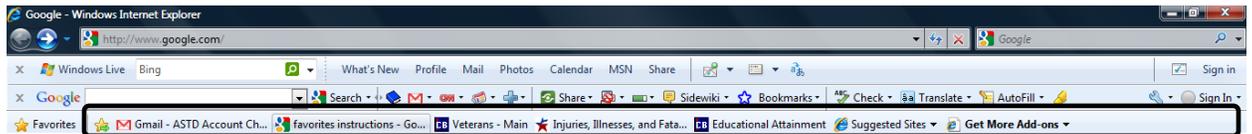


3. Once a bookmark is selected, the browser will automatically navigate to the desired web page.

How to Access Favorites from the Favorites Bar

To access favorites from the favorites bar:

1. Click a favorite from the favorite bar. In the example below, the first favorite is “Gmail-ASTD Account Ch...”



2. Once a bookmark is selected, the browser will automatically navigate to the desired web page.

How to Organize Favorites Folders

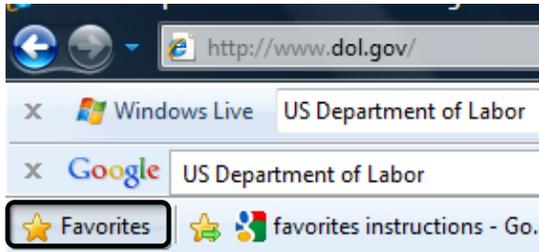
The Favorites feature allows you to organize folders to make your web browsing easier and faster.

In this section, you will learn how to:

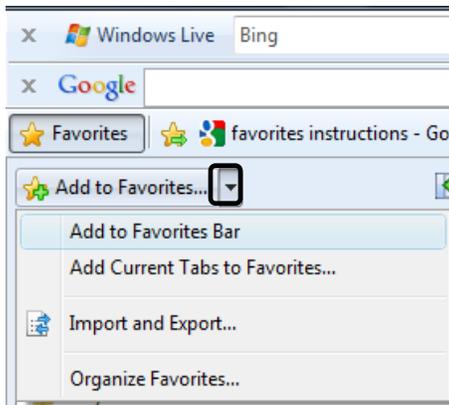
1. Create a new folder
2. Move an item
3. Rename an item
4. Delete and item

To begin organizing your Favorites:

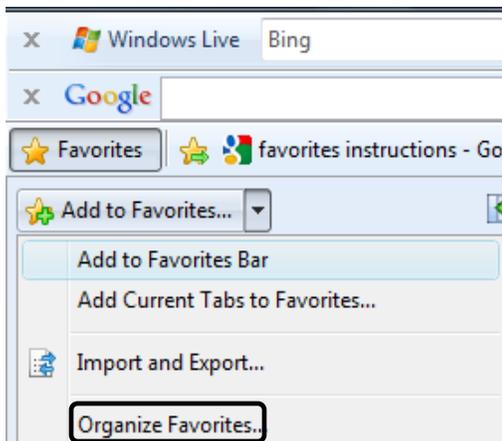
1. Click the Favorites button.



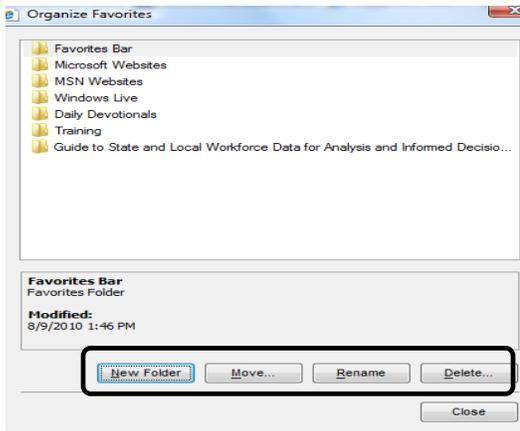
2. Click the down arrow next to the Add to Favorites button.



3. Select Organize Favorites.



4. The Organize Favorites window will appear. From here, you will be able to create, move, rename, or delete folders and favorites.



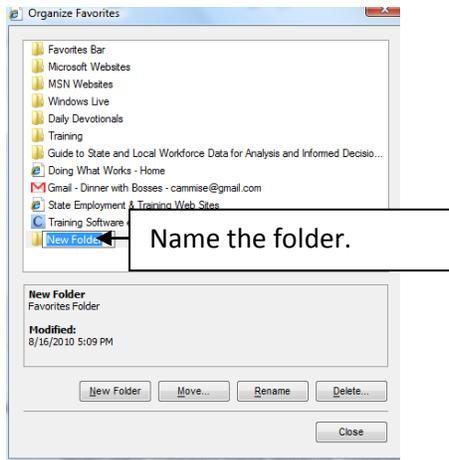
How to Create New Folders

To create a new folder:

1. Click the New Folder button.



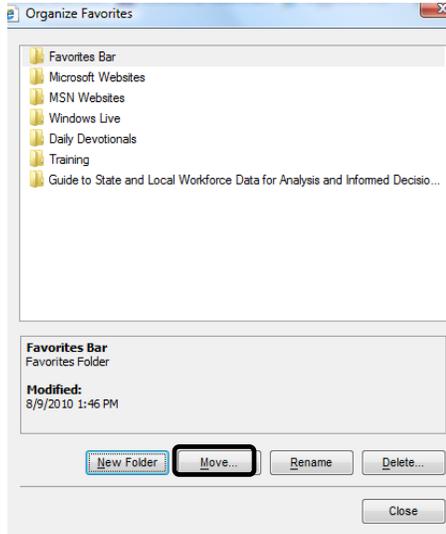
2. Name the folder.



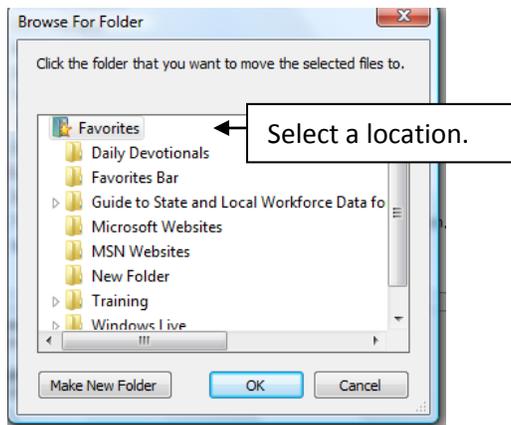
How to Move Favorites

To move favorites or a folder:

1. Click Move.

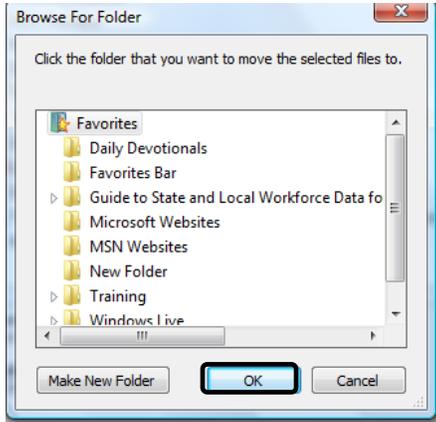


2. When the Browse for Folders window displays, select the item you want to move and drag it to the desired destination.



3. Move the item to a new location by clicking the item and dragging your mouse to the new location.

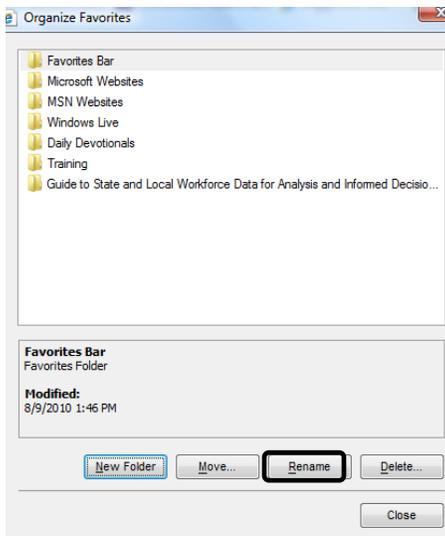
4. Click OK.



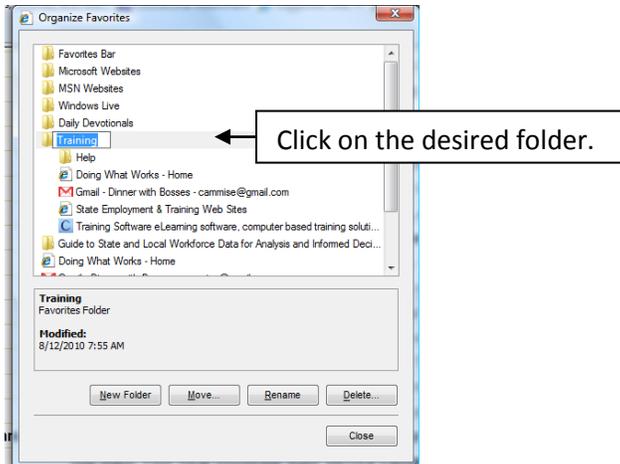
How to Rename Folders

To rename a folder:

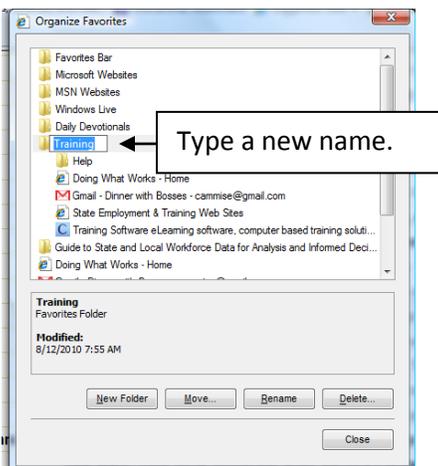
1. Click Rename.



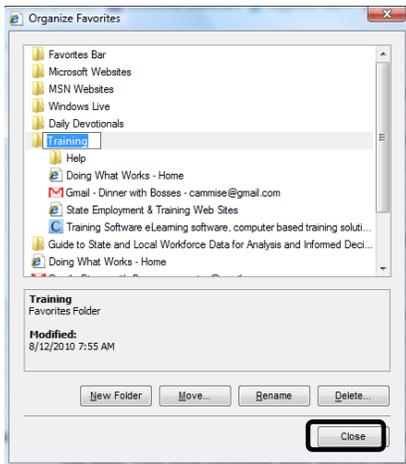
2. Click on the folder you want to rename. In the example, we are renaming the Training folder.



3. Type a new name.



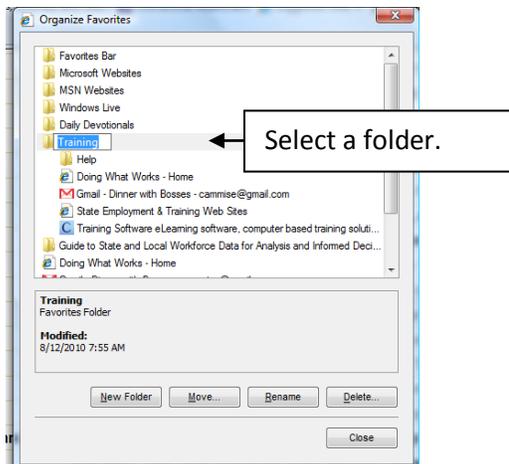
4. Click Close.



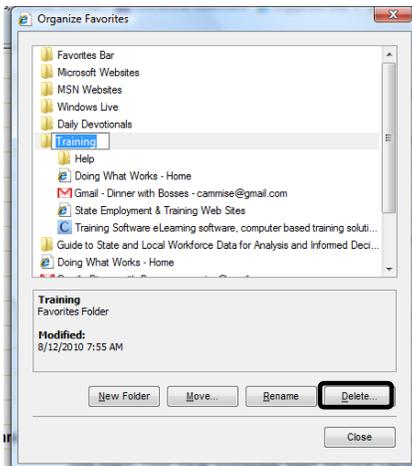
How to Delete Folders

To delete a folder:

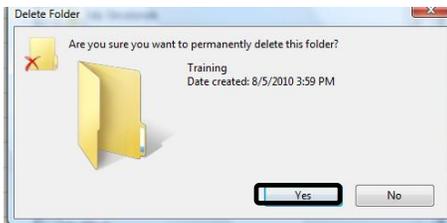
1. Click on the folder that you want to delete. In this example, the training folder will be deleted.



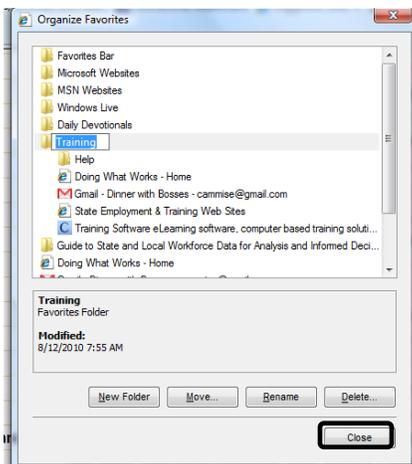
2. Click the Delete button.



3. Click Yes.



4. Click Close.

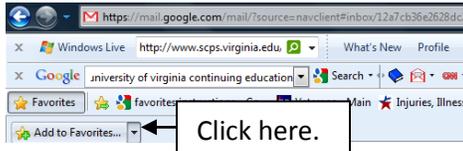


How to Share Favorites

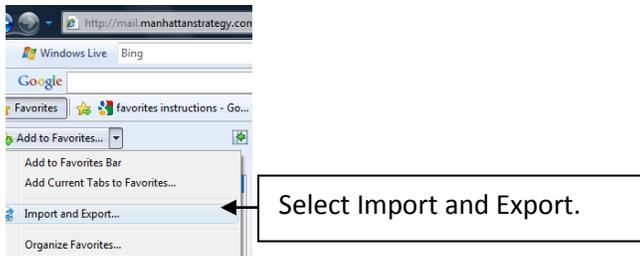
In this section, you will learn how to receive and send Favorites.

To begin sharing Favorites:

1. Click the down arrow next to the Add to Favorites button.



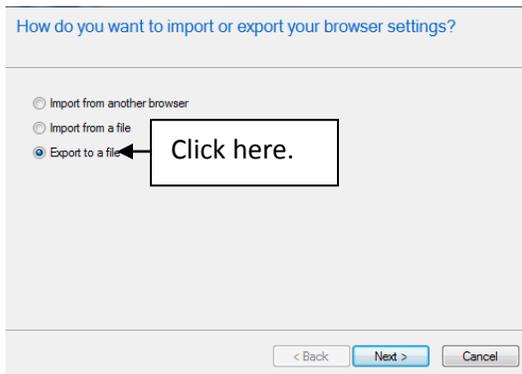
2. Select Import and Export.



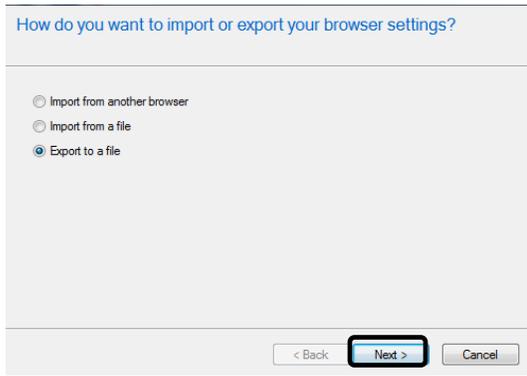
How to Send Favorites by Exporting HTML Files

To send Favorites:

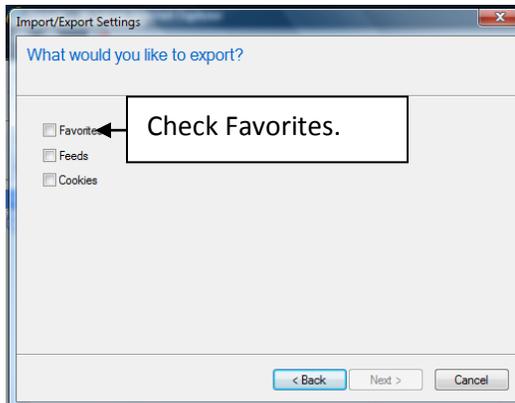
1. Click Import and Export.
2. Click Export to a file.



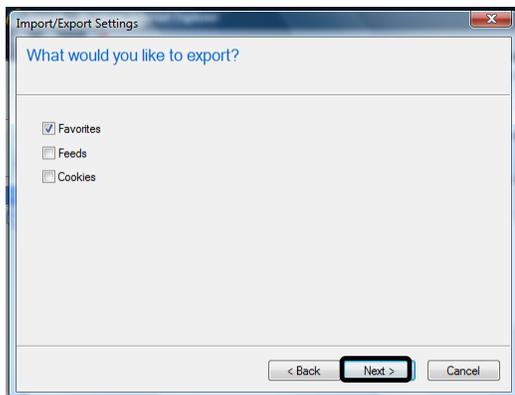
3. Click Next.



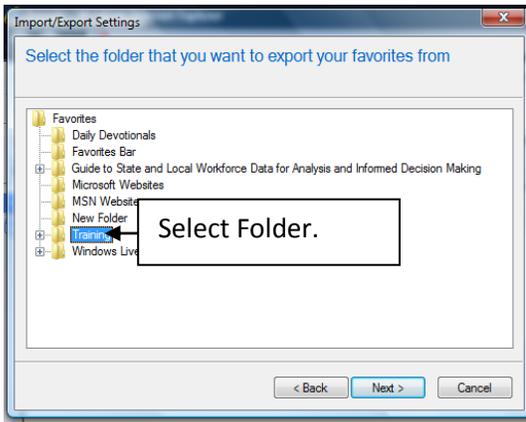
4. When asked, "What would you like to export?" Check Favorites.



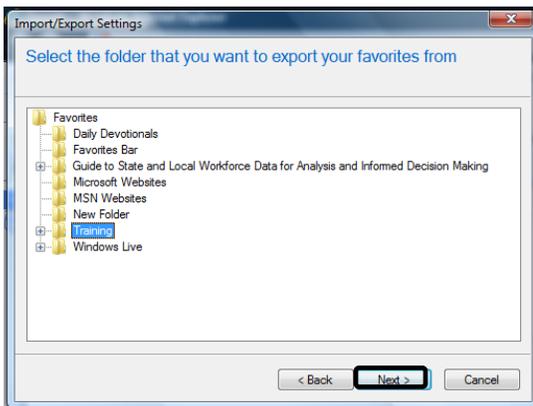
5. Click Next.



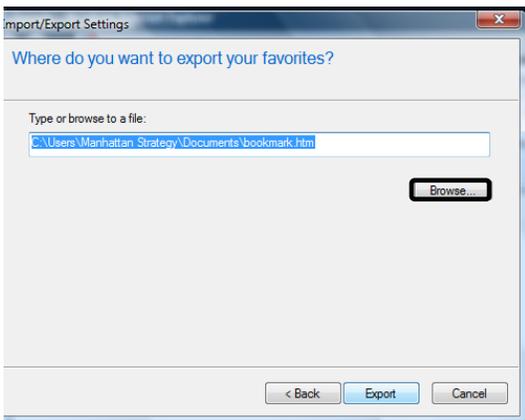
6. Select the folder where files to be exported are located. In the example, we have selected to export favorites from the "Training" folder.



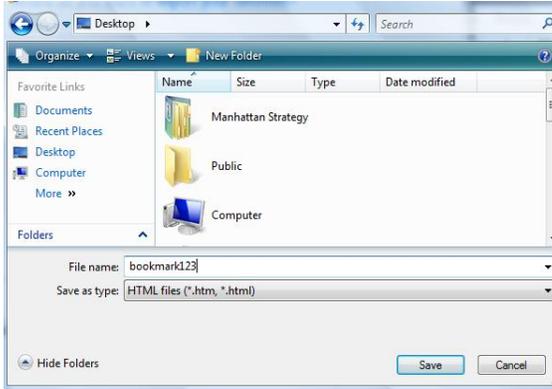
7. Click Next.



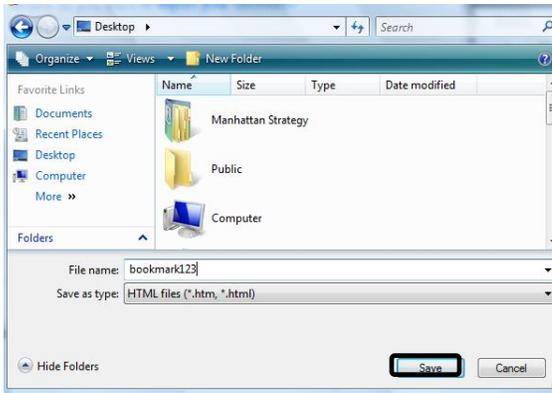
8. Click Browse.



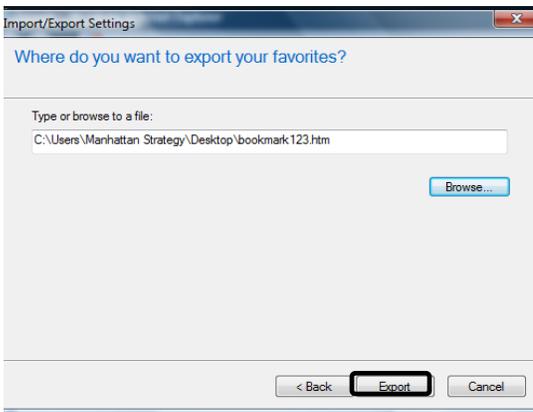
9. Save your Favorites to your computer. They will be saved as an HTML file. In the example, the file "bookmarks123" will be saved on the Desktop.



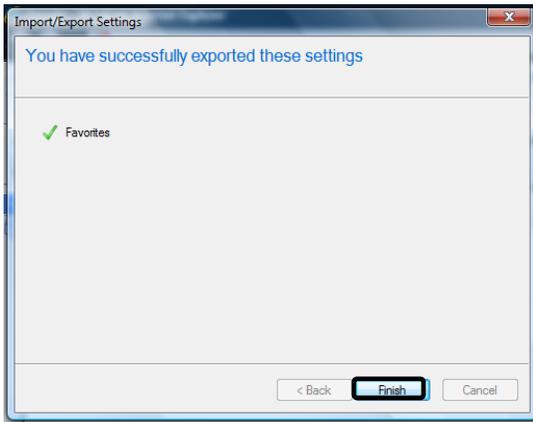
10. Click Save.



11. Click Export.



12. Click Finish.



Once you have exported your HTML file, it can be sent as an e-mail attachment or copied and pasted into a Microsoft Word document.

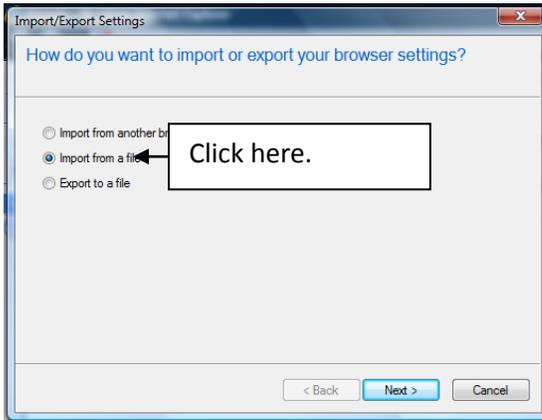
How to Receive Favorites by Importing HTML Files

To receive favorites:

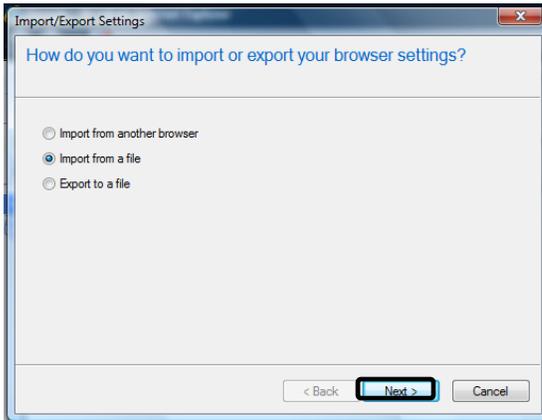
1. Return to the Import/Export settings window.



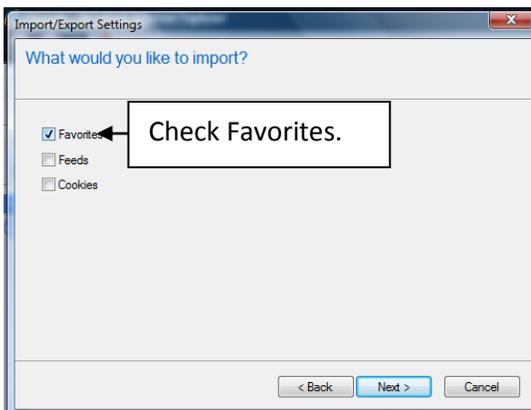
2. Click Import from a file.



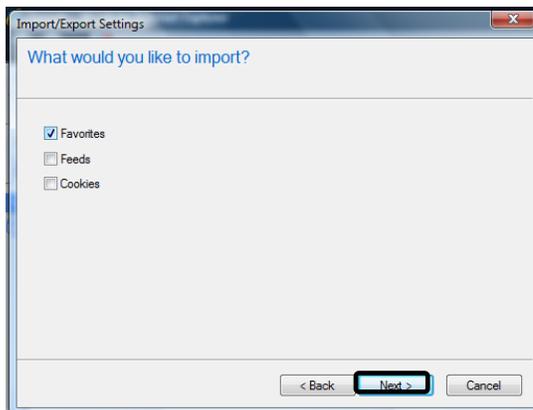
3. Click Next.



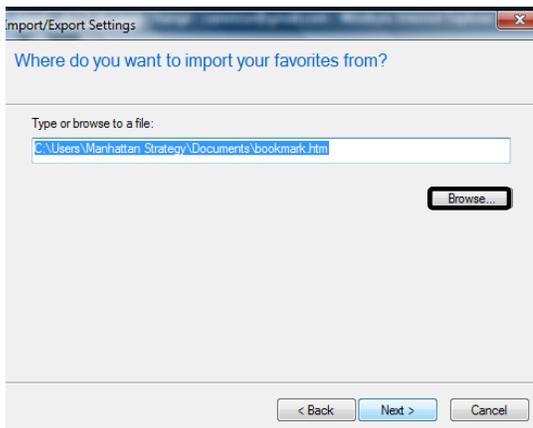
4. When asked what you would like to import, check Favorites.



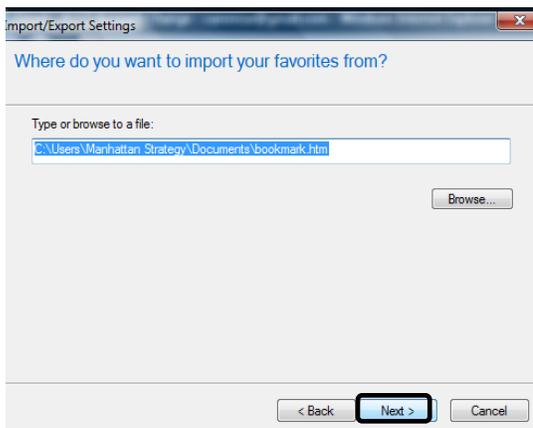
5. Click Next.



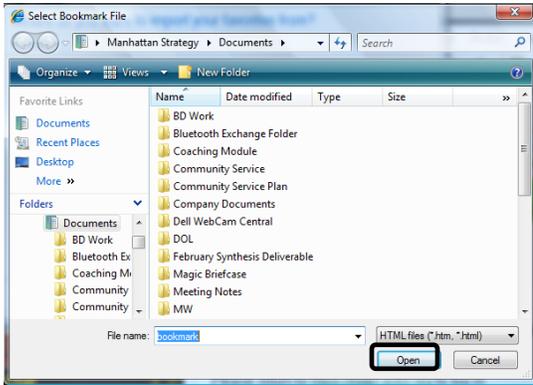
5. Click Browse.



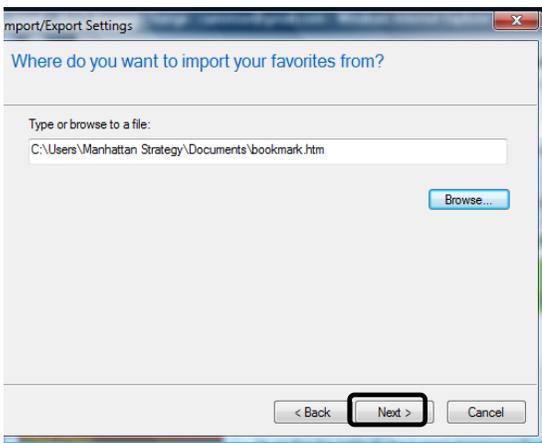
6. Click Next.



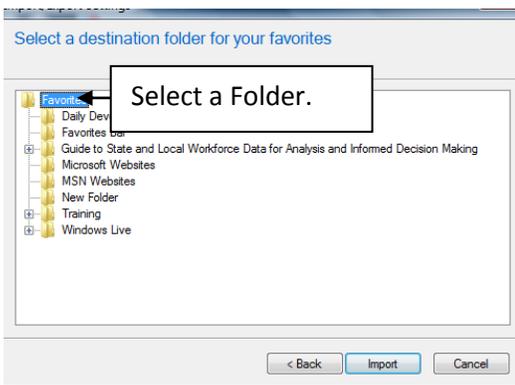
- Click the file you are importing and select “open.” In the example below, the file “bookmark” is being imported.



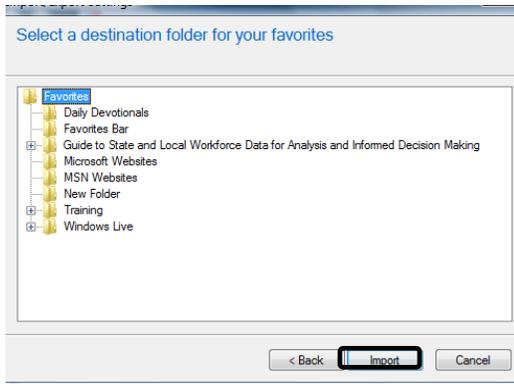
- Click Next.



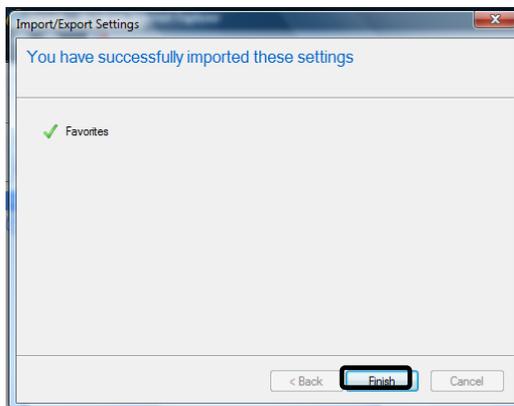
- Select the folder where the imported file will be stored. In the example, the “bookmark” file will be imported to the Favorites folder.



10. Click Import.



11. Click Finish.



12. The favorites imported can be accessed by clicking the destination folder where the HTML file was saved.