



## Help Index

Below you will find a complete list of the subjects contained in the Europages software.  
The functions are classified by the following menus :

### **FILE MENU**

- [About...](#)
- [Info Europages...](#)
- [Open...](#)
- [Save...](#)
- [Save as...](#)
- [Quit](#)

### **EDIT MENU**

- [Copy](#)
- [Paste](#)

### **SEARCH MENU**

- [Search by Topic...](#)
- [Search by Europages Nomenclature...](#)
- [List of selected companies](#)

### **CONTACTS MENU**

- [Form letters...](#)
- [Mail Labels...](#)

### **SETUP MENU**

- [Page layout...](#)
- [Word processing...](#)
- [Fax...](#)

### **WINDOW MENU**

- [Cascade](#)
- [Close All](#)

### **HELP MENU**

- [Index](#)
- [Glossary](#)

## Search by Topic

The topic search can be executed by **product or service** or by **company** :

### **SEARCH BY PRODUCT OR SERVICE :**

Enter the word(s) that correspond(s) to the product or service, click on **OK** to validate your request :

**Exemple** : used vehicles

The Europages software searches for all the companies that correspond to the products or services entered, the result contains the company files corresponding to all the words entered. If no company file contains all the words, a single product default list will be shown.

It is not necessary to enter the entire word, the beginning will suffice.

**Exemple** : used veh

### **SEARCH BY COMPANY :**

Enter one or more words in order to find a company by its name, click on **OK** to validate your request :

**Exemple** : Whirlpool France

The Europages software will search for all the companies with the exact name or a name similar to the request.

The companies that correspond exactly to the request are classed at the top of the list, followed by the companies showing a similarity. Capital letters in the spelling of the words are not necessary.

## Responses

This list contains the businesses selected according to the search request, which is indicated at the top of the window.

**Exemple** : Result of : airport

The result 5/191 indicates that you have already visualised 5 of the 191 companies in the result.

The **page up** and **page down** buttons allow the list to be scanned forwards or backwards.

To visualise the contents of a particular [company file](#), simply double click on the listing or click then validate by clicking on **OK**.

If you click on the heading text in the listing using the right side mouse button, you launch another search using the texts that will be indicated in the search window.

If you wish to select the file for use in a mailing or in order to save it to memory, just click on the box to the left of the company name. To delete the file, just click again on the box.

If you wish to select **all** of the files in a search in progress, just click on the **Select** button. Attention: selecting all the files can take a great deal of time if the search produced a large quantity of results. A [progress indicator](#) shows the status of the selection which can be interrupted at any moment.

The **Delete** button allows you to delete all of the files after a select procedure.

If you wish to refine your search you can do so by country, region and even in some cases by city. To do this click on the button labelled [GEOGRAPHIC SEARCH](#).

## Geographic Search

To refine a search by topic or nomenclature, you can :

- Choose a country amongst those in the list.
- Choose a region amongst those listed under a country.
- Enter the name of a city. (\*)

The Europages software extracts from the original list all of the companies that correspond to the geographical criteria selected.

(\*) The search by city is only applicable to companies located under one of the following headings.

- Airports
- Passenger transport - air
- Travel and tourism
- Car rental
- Hotels

## Company File

Each company file contains the following information :

- Company logo (\*)
- Company name
- The corresponding indexes (\*)
- The corresponding Europages heading
- Advertisement text (\*)
- Company address, telephone and fax
- The company's European network (\*)

(\*) These items are added, by the Europages representative, to the company file at the demand of the company concerned.

## Word Processing

It is possible to create an access path which will enable your to [personalise your mailings](#).

The **Browse** button allows you to search the hard disc for the desired program.

## **About**

This CD-ROM contains the information contained in the 11th edition 1993-1994 of the Europages directory, in French, English, German, Italian and Spanish.

## INFO EUROPAGES

Info Europages contains a description of the directory as well as the following :

### **COMMERCIAL NETWORK:**

The Europages representatives are responsible for the list companies appearing in the directory as well as the business relations with these companies.

The [COMMERCIAL NETWORK](#) button allows you to consult, country by country, the list of representatives and their contact information.

### **THE MACROECONOMIC ANALYSIS**

The [MACROECONOMIC ANALYSIS](#) button allows you to access the analysis as text, tables, or graphics which give an overall synthesis of the evolution and tendencies of the European market.



## Form Letters

This screen allows you to personalise the contents and the structure of the letter to be sent to the selected companies.

You have the choice of three form letters which will be automatically translated into the language of the addressee. It is possible to print or to send the letters automatically by Fax.

The letters can also be retouched using your word processing software.

### CHOOSE THE CONTACT LANGUAGE

The first section of the screen allows the selection of the language, addressee by addressee.

The Europages software provides the list of selected companies. The default language of the letter is determined according to the country code shown to the right of the company file.

It is possible to scan the list of companies page by page and change the default language by clicking on the button which corresponds to the appropriate company.

### CHOICE OF LETTER

The Europages software provides three letters adapted to your needs:

- Commercial contacts
- Search for suppliers
- Search for distributors

Choose the appropriate form letter by clicking on the corresponding button.

After personalising your letter you can click on one of the following buttons:

- |                        |                                      |
|------------------------|--------------------------------------|
| <u>PRINT</u>           | to obtain the letters on paper.      |
| <u>FAX</u>             | to send the letters directly by Fax. |
| <u>WORD PROCESSING</u> | to retouch the letters.              |

## List of Selected Companies

At any moment, this screen enables you to visualise the companies that were selected after each of the preceding searches.

You also have the possibility to refine the list by deleting one or several companies from the list. To do so, just click on the box to the left of the company file.

You can also delete all the companies in the memory by clicking on the **Delete** button.

The software will ask you to confirm this operation, to do so click on the **OK** button.

## Mail Labels

This screen allows you to define the parameters for the printing of mail labels:

- Label format
- Number of labels per page
- Printing direction
- Page layout
- Label size
- Label spacing

Choose the fields to modify by clicking on the box containing the values you wish to change. Validate your changes by clicking on **OK**.

## Your Company Information

Your company's address can be included in the form letters. The following information can be entered on this screen :

**Address** : Accurately enter your company's address, city, country, telephone and Fax.

**Print Company Address** : Selecting this box means you address will be printed on the form letter.

**First Signature**: The name and title of the first signatory which will appear on the bottom right of the page.

**Second Signature**: The name and title of the second signatory which will appear on the bottom left of the document.

**Address of the Addressee**: Choose the location of the address, left or right, according to you letterhead and standard practices.

## Search by Europages Nomenclature

You can search by using one of the headings in the Europages directory as well as one of the indexes corresponding to a precise company activity.

### EUROPAGES HEADING

The search by a Europages heading is done by:

- directly clicking on a heading in the list.
- entering the first letters of a desired heading. The list automatically positions itself on the heading that begins with the same combination of letters. Select the appropriate heading by clicking on the list.

If you double click on the heading or validate the selection by clicking on **OK** the search **by heading** is launched.

### COMPANY INDEXES

When a heading is selected, the list of available company indexes is automatically displayed.

**Example :**

Heading :           Aerospace and aeronautics - construction  
Index :             Aeronautical maintenance  
                      Satellite pictures  
                      Teledetection

If you double click on an index or validate the selection of an index by clicking on the **OK**, the search **by index** is launched.

## File Menu

This menu, as well as containing [About](#) and [Info Europages](#)., also contains:

### **OPEN**

This option allows you to open searches that were previously saved and charge them into the software.

### **SAVE**

This option allows you to save a file of selected companies under a name.

### **SAVE AS**

This option allows you to re-save a selection under a different name..

### **QUIT**

This option exits you from the software.

## **Edit Menu**

This menu allows you to transfer information between different programs operating under Windows. It is accessible at any moment.

### **COPY**

This option allows you to re-copy text into the Windows clip board.

### **PASTE**

This option allows you to paste the clip board into an active document.

## Window Menu

This menu allows you to reorganise the windows present on the screen. It is accessible at any moment.

### **CASCADE**

This option allows you to realign the windows from the upper left hand corner towards the lower right hand corner. Any of the windows can then be selected by simply clicking on its title.

### **CLOSE ALL**

This option closes all the windows that are open at any moment.



## **Glossary**

[Macroeconomic Analysis](#)

[Cascade \(windows\)](#)

[Company information](#)

[Labels \(printing\)](#)

[EUROPAGES \(info\)](#)

[Fax](#)

[Close All \(windows\)](#)

[Company File](#)

[Company Index](#)

[Language](#)

[Form Letters](#)

[List of selected Companies](#)

[Responses](#)

[Mailing](#)

[Page Layout](#)

[Nomenclature](#)

[Product or Services](#)

[Search by Country or Region](#)

[Search by Nomenclature](#)

[Search by Product or Service](#)

[Company Search](#)

[Search by Topic](#)

[Commercial Network](#)

[Headings](#)

[Word Processing](#)



