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About...

This CD-ROM contains the information contained in the 1995 edition of the Europages directory, in French, English, German, Italian and Spanish.

Search by Topic

The topic search can be carried out

by [product or service](#)

or



by [company](#)

Search by Europages Headings and Keywords

The Europages classification is structured on 3 different levels:



Sectors
Headings
Keywords

Each level is shown by a book icon:

 for a sector
 for a heading with keywords

To access a level, click on the **book icon** and it will allow you access to lower levels. To close relick on the book icon.

Files cannot be accessed.

 for headings without keywords
 for keywords

If you double click on a keyword, the search by keyword is launched.

List of Selected Companies

At any moment, this screen enables you to display 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 cancel all the companies in the memory by clicking on the **Cancel selection** button. The software will ask you to confirm this operation, to do so click on the **OK** button.

To print the list of selected companies, click on **Print**.

Product or Service-Guided Search

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

Example: [computer manufacturer](#)

The Europages software will search for all the companies that correspond to the products or services entered. The search is carried out using the company keywords, advertising inserts and the Europages heading index.

It is not necessary to enter the entire word, the first few letters are sufficient.

Example: [computer manuf](#)

Search by Company

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

Example: [Mercedes France](#)

The Europages software will search for all the companies with the exact name.

Capital letters in the spelling of the words are not necessary.

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** gives you access to the analysis in the form of text, tables or graphics, giving you an overall synthesis of the evolution and tendencies of the European market.

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.

Contact Letters

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

You also have the choice of three pre-compesd contact letters which are 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 altered 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 contact letter by clicking on the corresponding button.

Type your own letters or model letters by clicking on **New letter**.

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

Print	to obtain letters on paper.
Fax	to send letters directly by fax.
Word Processing	to alter a mailing.

You can alter or delete your contact letters : select menu **Setup** and then **Contact letters**.

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 contact 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 that your address will be printed on the contact 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 your letterhead and standard practices.

Word Processing

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

To create contact letters, your word processor should be compatible with RFT graphics, for example Microsoft Word for Windows.

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

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.

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.

Responses

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

Example: Result of: airport

The result 5/141 indicates that 5 of the 141 companies are displayed.

Companies are listed in alphabetical order.

Those companies offering sales information in their [company file](#) are classed at the top of the list.

For each company, the name of their country is replaced by the [international code](#).

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

To display the contents of a particular [company file](#), simply double click on the company or tick the box, then validate by clicking on **Company Information**.

If you click on the heading text in the list 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 in the 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** the files in a search in progress, just click on the **Select all** button. Note: 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 **Cancel selection** button allows you to cancel all files after a selection 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](#).

By simply clicking with the **right side mouse button** on any item in the list, you can initialise a new search screen with the corresponding key words or headings.

For a product or service-guided search, use the button **Precise search** to obtain a list of companies which correspond exactly to the word or words sought after.

For example, a search using ins will list companies with the words insulation, insurance...

The precise search will limit the amount of companies corresponding to INS.

The **Enhanced search** button allows you access to the list of headings corresponding to your search via the Europages index.

On the following screen choose the heading(s) required to launch a new search.

For a company-guided search, the button **Enhanced search** will enable you to make a search for companies with similar names.

For example, a normal search using SCHMIDT will only list those companies with the exactly the same name.

However the enhanced research will give you other names such as SCHMITT, SCHMID etc.

Geographic Search

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

- Choose one or several countries from the list.
- Choose a region amongst those listed under a country. (*)
- Enter the name of a city. (**)

The list of countries only includes those which have companies in the list of results.

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

(*) The search by region is only possible when you select a single country.

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

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

Creating contact letters

Create your own texts and expand your list of contact letters,.

The list contains letters already prepared.

If you wish to create a new letter, click on the "new letter" button and you will access the screen in order to type your text. Identify each contact letter with a code and a name, which will then appear in the menu of letters.

Type your letter in the 19 lines available.

Save when the text is completed in all five language versions of the software.

Glossary

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The following is a complete list of the countries and their corresponding codes :

A	Austria	IRL	Ireland
B	Belgium	IS	Iceland
BG	Bulgaria	L	Luxembourg
CH	Switzerland	LT	Lithuania
CZ	Czech Republic	LV	Latvia
D	Germany	N	Norway
DK	Denmark	NL	Netherlands
E	Spain	P	Portugal
EE	Estonia	PL	Poland
F	France	RO	Romania
FIN	Finland	RUS	Russia
GB	Great Britain	S	Sweden
GR	Greece	SLO	Slovenia
H	Hungary	SK	Slovak Republic
HR	Croatia	TR	Turkey
I	Italy	UA	Ukraine

