

Contents for the Pro CD Internet Directory Help File

Welcome to the Pro CD Internet Directory Help file! Pro CD Internet Directory lets you access 200,000 Internet Web sites and addresses.

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What is Pro CD Internet Directory?

Pro CD Internet Directory is an easy-to-use CD-ROM reference tool that gives you instant access to 200,000 registered Internet domain names and addresses provided (World Wide Web and FTP), along with company name, address, city, state/province, ZIP/post code, country, telephone number, SIC code, and registration date information. Pro CD Internet Directory consists of a Pro CD Internet Directory database and Pro CD search software – all on one CD-ROM disc. The software is designed to give you easy access to the data.

The software lets you:

- Access data
- Search the listings even when you have incomplete information
- Export data to other programs
- Print listings in galley and label formats
- Automatically dial a listing's voice phone
- Search off-line to save time and money
- Connect to a selected listing's World Wide Web or FTP site by clicking on an icon
- Search for a list of Web sites categorized by SIC code or business heading

What are the Other Pro CD Products?

Pro CD creates a complete line of easy-to-use CD-ROM reference tools that give you instant access to millions of business and residential listings from directories across the country. The software lets you export the listings to a file, import the listings into another application, and print customized mailing labels. The Pro CD PhoneBooks software allows for wildcard searching, letting you search for a word in a string of words.

The databases that are available with Pro CD PhoneBooks are:

Select Phone Deluxe, Select Phone, Pro CD Fax Book, Canada Phone, Canada Home Phone, Canada Business Phone, Free Phone, Select Phone for Networks, Canada Phone for Networks, Business Phone, Home Phone, and Home and Business Phone.

Select Phone Deluxe contains the six regional Select Phone databases, AT&T Free Phone, plus Business-in-One disc, and a free update. Select Phone is a set of six CD's containing business and residential listings from United States telephone directories. Business listings are categorized using the Department of Labor's Standard Industrial Classification (SIC) index. Therefore, you are able to search listings by business classification. All of the Select Phone fields are optimized for fast searching. Pro CD Fax Book is a single CD that contains published U.S. and Canadian fax numbers. Canada Phone contains listings for both businesses and residences from Canadian telephone directories. The Canadian business listings are also categorized by SIC codes. Canada Home Phone contains residential listings from Canadian telephone directories. Canada Business Phone contains business listings from Canadian telephone directories. Free Phone is a single CD composed of business listings from the AT&T 800 Telephone directory. Business listings are also categorized by SIC codes. Select Phone for Networks contains all of the data, searching and downloading features of Select Phone, Pro CD Fax Book, and Free Phone, plus Business-in-One disc, packaged for use on networks by up to 5, 10, 25, or 50 seats. Canada Phone for Networks contains all of the data, searching and downloading features of Canada Phone and Pro CD Fax Book, packaged for use on networks by up to 5, 10, 25, or 50 seats. Business Phone is a single CD containing business listings from United States telephone directories. Home Phone is a set of two CD's containing United States residential listings. Listings may be searched by name, then limited by other fields. Home and Business Phone contains both Home Phone and Business Phone databases.

The Home Phone, Canada Home Phone, Business Phone, and Canada Business Phone search software is different from the other databases' software. The primary index for Home Phone and Canada Home Phone is the Name field. You must initiate the search with a name, and then narrow the search using the other fields. In Business Phone and Canada Business Phone you must initiate the search with a name or any portion of the phone number, then narrow the search using the other fields. In addition, the business listings in Business Phone and Canada Business Phone cannot be searched by SIC code.

Pro CD also produces List Match, Select Street Atlas, and ZIPFix.

Product Information

[Software Upgrades](#)

[Database Updates](#)

Software Upgrades

Pro CD releases software upgrades designed to improve the accessibility of the Pro CD database you received with this package. Pro CD recognizes that customer needs change, and our mission is to adapt our product line to meet your needs.

Pro CD software updates may be downloaded at no charge 24 hours a day from our BBS at (508) 750-0077, or via the Internet at <http://www.procd.com>.

Database Updates

All of the Pro CD databases are routinely updated with new directory listings in an effort to provide you with the most current directory listings possible. Pro CD PhoneBooks listings are taken straight from published telephone directories. As new directories are released, that new data will be incorporated into the following release.

If you have further questions regarding Pro CD products, or if you have questions regarding pricing, contact Pro CD:

By Phone at 800-992-3766

By the Internet at <http://www.procd.com>

Technical Questions and Product Information

If you have technical questions or want product information about any Pro CD product, you can reach us by phone or the World Wide Web.

Related Topics:

[Help by Fax](#)

[Help by Phone](#)

[Pro CD Bulletin Board and Internet Access](#)

[Send Us Your Suggestions](#)

[Tell Us How You Use Pro CD Products](#)

Help by Fax

To receive Technical Support documents on the most common Q&As, or to receive Pro CD product literature, call Pro CD's Fax-On-Demand Service at:

1-800-FX-PROCD (1-800-397-7623)

This toll-free, 24 hour, 7-day a week service is the fastest, most convenient way to get the help you need. Call to receive a faxed copy of Pro CD's directory of documents to view the list of available documents.

Help by Phone

You can speak to a Technical Support Specialist at 508-777-7766 Monday through Thursday from 8 A.M. to 6:00 P.M.; Friday from 8 A.M. to 4:30 P.M. (EST).

Note: In order for Technical Support to better serve you, make sure you are at your computer, with the computer turned on. Be prepared to provide detailed information about your system (processor, RAM, system files, and so on). Please write down any error messages you receive.

Pro CD Bulletin Board and Internet Access

You can find answers to technical questions and download the latest software updates on the Pro CD BBS at 508-750-0077. You may reach us on the World Wide Web at <http://www.procd.com>

Send Us Your Suggestions

If you have any suggestions on how we can improve our software, drop us a line. Please include your daytime telephone number and send your suggestions to:

Pro CD, Inc.

Attention: Product Management

222 Rosewood Drive

Danvers, MA 01923-4520

Or fax your suggestions to 508-750-0004

Attention: Product Management

Tell Us How You Use Pro CD Products

Let us know how you put Pro CD software to work for you. Please fax us a letter describing how you use the software. Include your daytime telephone number and fax it to:

Pro CD, Inc.

Attention: User Applications

Our fax number is 508-750-0004

Pro CD PhoneBooks Databases

[Select Phone Deluxe](#)

[Select Phone](#)

[Pro CD Fax Book](#)

[Canada Phone](#)

[Canada Home Phone](#)

[Canada Business Phone](#)

[Free Phone](#)

[Select Phone for Networks](#)

[Canada Phone for Networks](#)

[Business Phone](#)

[Home Phone](#)

[Home and Business Phone](#)

Select Phone Deluxe

Select Phone Deluxe contains all six regional Select Phone CD's containing both business and residential listings, AT&T Free Phone, plus Business-in-One disc, and a free update. Select Phone listings contain geographic information.

Select Phone

Select Phone is a set of six regional CD's containing both business and residential listings. Listings may be retrieved by name, address (including portions of the address), city, state, ZIP code, telephone number or type of business. Listings may be viewed by name, address, telephone number, or ZIP+4. Annual subscription available. Listings contain geographic information.

Pro CD Fax Book

Published U.S. and Canadian fax numbers on one disc. Listings may be searched by name, address, city, state/province, ZIP/post code, fax number, and/or business type or SIC code.

Canada Phone

Canadian white and yellow pages on one disc. Listings may be retrieved by name, address (including portions of the address), city, province, post code, telephone number or type of business/SIC code. Highlighted listings may be viewed by name, address, or telephone number. Annual subscriptions are available.

Canada Home Phone

Canada Home Phone contains Canadian white pages on one disc. Listings may be retrieved by name. You may then narrow the search using address, city, province, post code or telephone number.

Canada Business Phone

Canada Business Phone contains Canadian yellow pages on one disc. Listings may be searched by name and phone number. You may then narrow the search using address, city, province, or post code.

Free Phone

AT&T's toll free listings on one CD. Listings may be retrieved by name, city, state, ZIP code, telephone number or type of business. Highlighted listings may be viewed by name, or telephone number.

Select Phone for Networks

All the data, searching and downloading features of Select Phone, Pro CD Fax Book, and AT&T Free Phone, plus Business-in-One disc, packaged for use on networks by up to 5, 10, 25, or 50 seats. Listings may be searched by name, address, city, state, ZIP code, telephone number, and/or business type or SIC code. Select Phone listings contain geographic information.

Canada Phone for Networks

All the data, searching and downloading features of Canada Phone and Pro CD Fax Book, packaged for use on networks by up to 5, 10, 25, or 50 simultaneous users. Listings may be searched by name, address, city, province, post code, telephone number, and/or business type or SIC code.

Business Phone

Business Phone is a single CD containing U.S. business listings. Listings may be retrieved by name and telephone number. You may then narrow the search using address, city, state, or ZIP code.

Home Phone

Home Phone is a set of two regional CD's containing residential names from all over the United States. Listings may be retrieved by name. You may then narrow the search using address, city, state, ZIP code or telephone number.

Home and Business Phone

Home and Business Phone contains the Home Phone and Business Phone databases.

Other Pro CD Software

[List Match](#)

[Select Street Atlas](#)

[ZIPFix](#)

List Match

List Match is the first utility software on CD-ROM designed to expand and enhance in-house databases or lists. List Match can supplement or update in-house lists, allowing companies to customize information from current lists, logically expanding databases, eliminating the need for expensive data-matching services.

Select Street Atlas

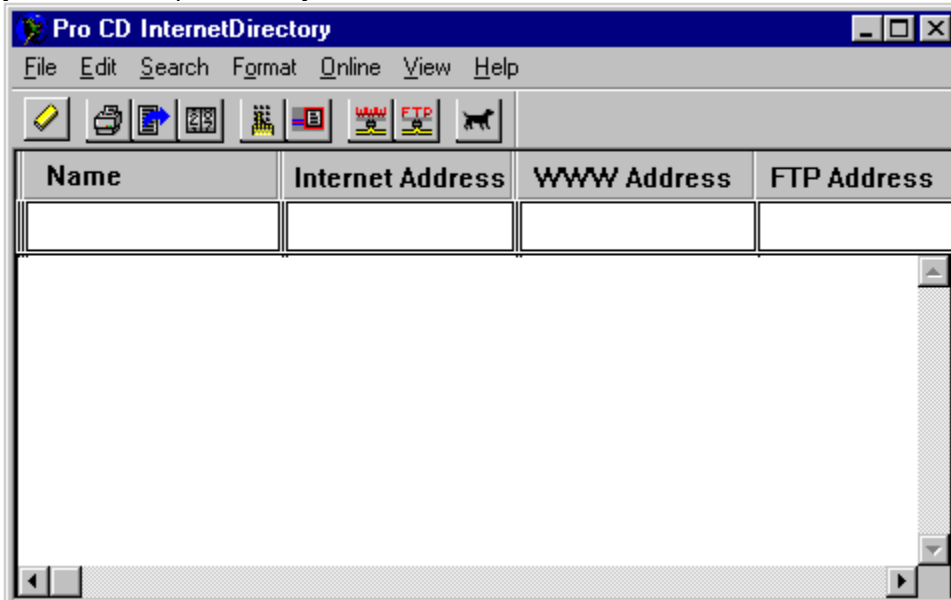
Select Street Atlas is a complete street map of the entire U.S. on one CD-ROM. Select Street Atlas includes easy-to-use navigation and drawing tools, so it's easy to create customized maps of any area of the country. Select Street Atlas also gives you the ability to integrate data sets with the maps – from the more than one million travel destinations and business services included in the product, from Pro CD's line of CD-ROM-based telephone directories, as well as from your own databases.

ZIPFix

ZIPFix is a complete address standardization package that can be used to enhance any database containing address information. The database may contain a list of customers or businesses. You can find a ZIP code for an address, or process an entire database. ZIPFix will add ZIP+4 to the records in your database and ensure that each address meets postal recommendations. ZIPFix will also process a database for use with Select Street Atlas or List Match.

The Main Display Window

After loading the software, you will see the Main Display window. This is the principal work space where you will accomplish all of your database searches.





- The fields used to enter data are called Data Entry Fields.
- You may need to adjust the field sizes in order to see more fields. Use the bottom scroll bar to view the other fields. Three fields (Internet Number, WWW Number, and FTP Number) are hidden by default. See Hiding Data Fields You Aren't Using.
- The lower area shown in white is the Data Retrieval Field. Listings that meet your search criteria can be found here. To scroll through retrieved listings, use the PageUp/PageDown keys, the arrow keys, or if you prefer, use the scroll bar.

Navigating Around

You can click the mouse in any Data Entry field, then type your search criteria. You may also press the Tab key to move the cursor to the next field to the right. Press Shift-Tab to move back to the next field to the left.

Move to the listing area by clicking on any listing with the mouse. You can then use UpArrow and DownArrow to move from one listing to another, or click on a listing with the mouse.

Conducting a Search

To view all listings, click on Max , or select Retrieve Listings from the Search menu. You can also type criteria in any of the Data Entry fields, then click on Max , or select Retrieve Listings from the Search menu. If the cursor is located in any of the Data Entry fields, you may press Enter to start a search.

Search Strategies

While conducting searches is very easy, knowing various search strategies can make your searches faster and more productive. Keep the following strategies in mind to improve your searches:

Related Topics:

[Be Careful of Spelling, Spaces, and Punctuation](#)

[Be Aware of Abbreviations](#)

Be Careful of Spelling, Spaces, and Punctuation

Pro CD Internet Directory searches for listings that match exactly what you have typed in. If you misspell a word, add a space in the wrong place, or add a space at the end of a listing, the software will search for exact matches to that entry. If you don't find a match for a particular listing, check to see that you haven't inserted extra spaces, or try alternate spellings. Limit your use of street suffixes and punctuation. Extraneous periods, commas, dashes, and apostrophes will make it more difficult to find a match.

Be Aware of Abbreviations

Abbreviations are used in database listings. The directions North, South, East, and West may be abbreviated as N, S, E, and W in street addresses. For example, West Main Street is abbreviated as W Main St. Other frequently used abbreviations include: St, Rd, Ave, and Blvd. If you don't find a listing for a particular address, try the search again using abbreviations wherever they seem likely.

Conduct Specialized Searches

In a search, Pro CD Internet Directory looks for listings that match the characters you've entered. However, you can also search for matches to more complex conditions and can search for listings when you are uncertain of the spelling.

Related Topics:

[Defining Conditions that More Precisely Focus a Search](#)

[Wildcard Searching](#)

Defining Conditions that More Precisely Focus a Search

In some instances, you may want to search for very specific listings. You may know that you only want listings that meet several conditions, or that you definitely do not want certain listings.

For example, you may want to create a list of all records in Boston or surrounding suburbs. To do this, specify only those regions you wish to search by entering their area codes in the Telephone field. (All listings in the Boston area fall into either the 508 or 617 area codes.) Using a specialized search, you can search for listings in both 508 and 617 area codes at the same time.

Wildcard Searching

A standard search finds listings that are spelled exactly the way you have entered them. However, at times you may not know the exact spelling of a name, or may know only part of a name. You can replace parts of words that you are uncertain of with the asterisk wildcard (*).

You can use the asterisk wildcard (*) to find all listings that contain a specific word. For example, if you wish to find all listings that contain the word *video*, enter **video* in the Name field.

Boolean Operators

The boolean operators enhance searching, and let you either perform more defined searches, or broaden the search scope. There are three types of boolean operators that define a search: OR (|), AND (+), and NOT (!); and there is one operator that will broaden the search: (*). The first group of operators works on the whole field, while the asterisk works as a wild card, and can be inserted at different points in a string of search characters.

You may use boolean operators in any of the fields, but it is important to note that boolean operators can slow a search.

NOTE: It is advisable to keep the number of entries in a field to a minimum.

Related Topics:

[Defining a Search](#)

[Broaden a Search](#)

Defining a Search

[Search With More Than One Criterion In a Field](#)

[Match Multiple Limiting Criteria in a Field](#)

[Exclude Listings From Your Search](#)

Search With More Than One Criterion In a Field

The most frequently used boolean operator is the OR operator. Using the OR operator will display all listings that match either the first criterion **OR** the second criterion. You may represent the OR operator in two ways:

.OR. is the 'or' operator **and** | is the 'or' operator

(|) is also called the Pipe Key.

- For example, if you type the following in the telephone field:

508|617

The search will return a complete list of everyone who lives in either the 508 **or** 617 area code.

- Another way of specifying this search is to enter:

508. OR. 617 (no spaces)

Match Multiple Limiting Criteria in a Field

The AND operator is most commonly used in the SIC code field. Use the AND operator to find listings that meet one criterion AND another criterion. There are two ways of indicating the AND operator:

. **AND.** is an 'and' operator **and +** is an 'and' operator

Use the AND operator if you want to find listings that match two (or more) criteria in a given field.

- For example: If you are searching in the SIC field for all listings that have SIC codes 7812 and 7819 (Motion Picture and Video Tape Production), enter:

7812. **AND.** 7819

Your retrieval field will display all listings in both categories.

- You may also perform the search in the following way:

7812+7819 (no spaces)

Do not confuse the AND operator with the OR operator. The only time you will use the AND operator is if you want to compile a list of businesses who meet two or more sets of criteria.

Exclude Listings From Your Search

The NOT operator is used most often in the phone and ZIP code fields. Search with NOT to display listings that meet the search criterion **excluding** those you have indicated you do not want to find. There are two ways of indicating the NOT operator:

. **NOT.** is a 'not' operator **and !** is a 'not' operator

- For example, to retrieve all listings except those that contain government zone names. In the Internet Address field enter:

.NOT. *.GOV

Your listings will then display all records **except** the ones found with government zones.

- Another way to do the same search is to enter:

!*.GOV


Broaden a Search

If you are unsure how to spell a name, or if you want to conduct a wild card search, you may insert the asterisk wild card operator in place of letters or characters.


An asterisk (*) matches zero or more characters. Using this operator indicates that you are not sure whether or not there are characters missing from a string.

- For example, **St Paul** could also be spelled, **Saint Paul**. You may not know which spelling to use for a complete list of everyone in St Paul. Rather than doing the search twice to retrieve all of the listings, you could type: S*t Paul to retrieve all **St Paul** listings as well as all **Saint Paul** listings.

Entering Search Criteria

1. Either tab to or click on a search field for the database that you are using, and enter the search criteria.
2. You can narrow your search by entering criteria. Tab to the field, or click on it using the mouse, and type in the criteria.
3. Click on the Retrieve button  , select Retrieve Listings from the Search menu, or press Enter when the cursor is in a Data Entry field to retrieve the listings.
4. Cancel a search by pressing Escape.

Perform a Wildcard Search

1. Either tab to the field that you want to search on, or click in the field using the mouse.
2. To perform a wildcard search, also referred to as a global search, type an asterisk (*) before entering the search criteria.
3. Type in the criteria you wish to search by.
4. To initiate the search, click the Retrieve button  , select Retrieve Listings from the Search menu, or press Enter when the cursor is in a Data Entry field.

Refer to Boolean Operators for a complete explanation on all wild card searching options.

Spelling, Spaces & Punctuation

Pro CD Internet Directory will match all information entered into the input field(s), including spaces, punctuation marks, numbers and letters. Entering data appropriately ensures that the proper listings will be retrieved.

If you are searching for a company containing a punctuation mark or space, include them with your entry. If you do not find what you are searching for, try modifying the search criteria.

For example: Your first search did not yield the listings that you wanted. You then changed the search criteria slightly, and found the records you were looking for. Below are some examples:

You first entered:	You then changed entry to:
MC FARLANE	MCFARLANE
O'CONNER	OCONNER
GUNTHER-KELLEY	GUNTHER KELLY
A-1 COMPUTERS	A 1 COMPUTERS
J & L PET STORE	J&L PET STORE

Abbreviations

Street Directionals:

Here are some common street directional abbreviations:

E	East
W	West
S	South
N	North
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest

Include the space between the directional and the street name. In some cases the directional appears before the street name:

1234 E Main St

When an address includes a directional followed by a street name, the directional must be included in the street field. This provides an accurate listing if you are performing a name search and using Street as a qualifier or using Address as the primary search.

In other instances, directionals appear after the street name:

1234 Mountain Rd **NW**

56 Main **W**

Although in these cases it is not necessary to include the directional with your entry, if the directional is **not** included, you may retrieve a listing for the correct street but with the wrong directional.

City Abbreviations:

If you are having difficulty retrieving a listing when searching by city, here are some suggestions for determining the correct city spelling:

- A common way to abbreviate is to eliminate the vowels from the criteria. In these instances, you would search only the consonants. For example, *Mount Pearl* may be abbreviated as *Mt Pearl*, and *Fort Lauderdale* may be abbreviated as *Ft Lauderdale*.
- If you are completely stumped as to how a listing may be abbreviated, make use of the wild card available on the end of each search field. Enter only the first part of the city name and press Enter to start the search. Pro CD Internet Directory will retrieve all listings that begin with that string of characters.

System Requirements

Windows 3.1, Windows 95, or Windows NT

Microsoft CD Extensions 2.0 or later

80386 or later computer with color VGA monitor

CD-ROM drive

8MB or more of available RAM

10 MB hard disk space

The Toolbar

You can use the mouse to click on the various buttons found on the toolbar to perform the specified function.



Clear the Current Search Screen



Click the Clear icon or select Clear from the Search menu to clear the information you have entered into the Data Entry fields and the resulting listings from the Data Retrieval field.

Print Listings



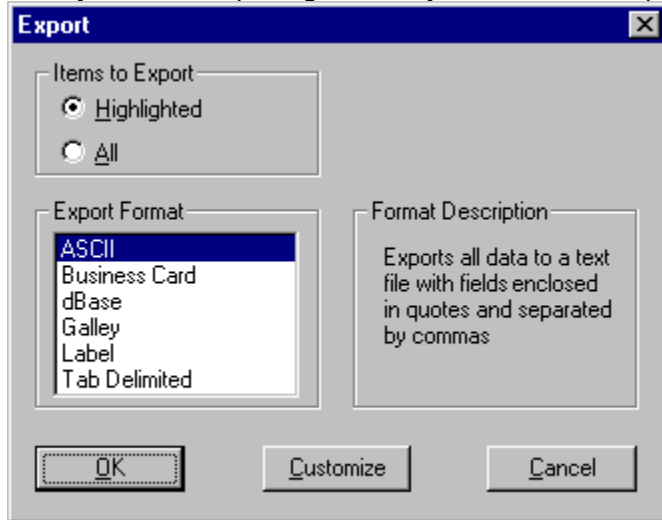
Click the Print icon button or select Print from the File menu to print the current listings that meet the search criteria. The list will be printed to the current default printer. Your print format options are either Galley format, or Mailing Label format.

Export the Listings



Click the Export icon or select Export from the File menu to export or download the listings you are examining. When exporting, you have the option of formatting your listings in ASCII, Business Card, dBASE, Galley, Label, or Tab Delimited.

You may also custom design the export structure that you wish to use. This allows you to choose which fields you will be exporting. When you click on the export icon, the dialog box shown below will appear:



If you choose to custom design the export structure (for ASCII, DBF, and Tab-delimited files), click the Customize button, and the dialog box shown below will appear:



Highlight the fields that you wish to include in your export, then click OK (all fields are highlighted by default, so you may have to deselect some fields).

Clicking OK will return you to the export dialog box where you will choose the export format, and the number of records you wish to export (All Matching or Highlighted). When you have set the options, click OK. Enter a file name, path, and a file type, then click OK.

Count



Click the Count icon or select Count from the Search menu to count the number of entries meeting the search criteria in the currently selected window. A dialog window showing the total number of entries found in the current list will be displayed.

Dial a Highlighted Number



Click the Dial icon, right-click the mouse and select Dial, or select Dial from the File menu to display a dialog box containing the name, address and phone number of the currently highlighted item. You must highlight a listing to dial it. You may choose another listing by selecting *Next* and *Previous*. Not all listings contain phone numbers, so be sure that the listing you are attempting to dial has one before you begin. Once you have selected a number and the modem is initialized, click *Dial* to dial the number. You may make changes to the Dial Setup by clicking *Setup*. Disconnect a call by clicking *Hangup*.

Get More Information on a Listing



Displays the More Info window, which contains name, Internet address and number, WWW address and number, FTP address and number, street address, city, state/province, ZIP/post code, SIC code and description, phone number, and registration date.

Click *Next* or *Previous* to view the next or previous listing's More Info window.

You may also right-click the mouse button and choose More Info, or select More Info from the Search menu to view the More Info window.

Web Site



Go to the highlighted listing's World Wide Web home page. Requires an Internet connection.
NOTE: Not all domains have a WWW site.

FTP Site



Go to the highlighted listing's FTP site. Requires an Internet connection.
NOTE: Not all domains have an FTP site.

Search



Meet Max, our retriever. Type your search criteria, and click on the Retrieve button to retrieve all matching listings. You may also press Enter when the cursor is in a Data Entry field to initiate a search. You can cancel a search by clicking on *Cancel* in the Search dialog.

Using Data Entry Fields

To conduct a search, enter search criteria in the appropriate data entry fields. All data entry fields are indexed, so you can enter criteria in any data entry field. Note that the listings are sorted by Name.

Name	Internet Address	WWW Address	FTP Address

SIC	Address	City	State	Zip

Country	Phone	Reg Date

The software searches for listings that match exactly what you have typed in. If you misspell a word, add a space in the wrong place, or add a space at the end of a listing, the software will search for exact matches to that entry. If you don't find a match for a particular listing, check to see that you haven't inserted extra spaces, or try alternate spellings. Limit your use of street suffixes and punctuation. Extraneous periods, commas, dashes, and apostrophes will make it more difficult to find a match. There are 3 hidden fields:

Internet Number	WWW Number	FTP Number

See the section on [Column Widths](#) for more on these three hidden fields.

Domain Conventions

Each computer on the Internet is assigned a host number, which is broken up into four groupings, each containing up to 3 decimal digits. This numbering convention is used to assign domain numbers (Internet Numbers, WWW Numbers, and FTP Numbers). For example, ABC Company could be assigned an Internet Number of 123.123.123.100.

The Internet Address, WWW Address, and FTP Address all use the same naming convention. The rightmost part of the name contains either a two- or three-letter zone name. Two-letter zone names are reserved for countries. For example, CA is the zone name for Canada.

Three-letter zone names are divided into types of organizations:

COM	Commercial
EDU	Educational
GOV	Government
INT	International Organizations
MIL	Military
NET	Network providers
ORG	Professional Societies and other sites that don't fit in the above categories

Name Field

Place the cursor in this field and enter criteria to search for. Type in a company name, or part of a company name.

If you aren't sure of the spelling, enter the first letter of the name and press Enter. All company names that start with the letter you entered will display.

If you are sure of only part of the name, enter the wildcard character (*), followed by the portion of the name. For example, if you know the company name has the word *trade* in it, enter **trade* in the Name field.

Internet Address Field

Place the cursor in this field and enter an Internet Address as the search criterion. Type in the entire Internet Address, or part of the Internet Address. If you know only a portion of the Internet Address, use the asterisk wildcard (*) character followed by the portion of the Internet Address you know. For example, if you know the Internet Address has the word *press* in it, enter **press* in the Internet Address field.

If you know that the listing you are looking for is a commercial business, then enter **.COM* as part of your criteria. Refer to the Domain Conventions section for information about three-letter Zone Names.

NOTE: Registered Domain (Internet) Addresses are not required to have an active Web or FTP site. Therefore Domain names without these services are displayed without Web or FTP information as part of their listing. Instead, the word *INACTIVE* appears in the Web or FTP column for that listing.

Internet Number Field

By default, this field is hidden. To view this field, widen the column. See [Hiding Data Fields You Aren't Using](#).

Select this field and enter an Internet Number as the search criterion. Type in the entire Internet number, or part of the Internet number. If you know only a portion of the Internet number, use the (*) [wildcard](#) character preceded or followed by the portion of the Internet number. For example, enter *204* to find all Internet numbers that begin with that portion of an Internet number.

NOTE: This field will be blank for listings that do not have a host with the same name as the domain.

WWW Address Field

Select this field and enter a WWW address as the search criterion. Type in the entire WWW address, or part of the WWW address. If you know only a portion of the WWW address, use the asterisk wildcard (*) character followed by the portion of the WWW address. For example, if you know the WWW address has the word *press* in it, enter **press* in the WWW Address field.

If you know that the listing you are looking for is a commercial business, then enter **.COM* as part of your criteria. Refer to the Domain Conventions section for information about three-letter Zone Names.

NOTE: Registered Domain (Internet) Addresses are not required to have an active Web or FTP site. Listings without a Web site will display *INACTIVE* in this field.

WWW Number Field

By default, this field is hidden. To view this field, widen the column. See [Hiding Data Fields You Aren't Using](#).

Select this field and enter a WWW number as the search criterion. Type in the entire WWW number, or part of the WWW number. If you know only a portion of the WWW number, use the asterisk wildcard (*) character followed by the portion of the WWW number. Or you may enter *204* to find all WWW numbers that begin with that portion of a WWW number.

NOTE: Listings without a Web site will display *INACTIVE* in this field.

FTP Address Field

Select this field and enter an FTP address as the search criterion. Type in the entire FTP address, or part of the FTP address. If you know only a portion of the FTP address, use the asterisk wildcard character (*) followed by a portion of the FTP address. For example, if you know the FTP Address has the word *press* in it, enter **press* in the FTP Address field.

If you know that the listing you are looking for is a commercial business, then enter *.COM* as part of your criteria. Refer to the Domain Conventions section for information about three-letter Zone Names.

NOTE: Registered Domain (Internet) Addresses are not required to have an active Web or FTP site. Listings without an FTP site will display *INACTIVE* in this field.

FTP Number Field

By default, this field is hidden. To view this field, widen the column. See [Hiding Data Fields You Aren't Using](#).

Select this field and enter an FTP number as the search criterion. Type in the entire FTP number, or part of the FTP number. If you know only a portion of the FTP number, use the asterisk wildcard character (*) preceded or followed by the portion of the FTP number. For example, enter *204* to find all FTP numbers that begin with that portion of an FTP number.

NOTE: Listings without an FTP site will display *INACTIVE* in this field.

SIC Code Field

Select this field and enter an SIC code for a search criterion. Searching by SIC code will generate a listing of all companies in a certain type of business. If you do not know the SIC codes, select [SIC Codes](#) from the Search menu to review a list of SIC codes.

Address Field

Select this field and enter an address for the search criterion. Searching the address field is useful when you are looking for businesses on a particular street, or when you know only the address of your lead. The address includes street number, street name, suffix and directional. You may narrow your search by entering a complete address. You may also do a search as broad as only a street name. (Remember to type an asterisk (*) before the street name to accomplish a wildcard search.)

NOTE: Due to the source of the data, international listings do not contain address information.

City Field

Select this field and enter a city for the search criterion. Duplicate city names do exist in the U.S. and other countries, so make sure you enter criteria in the State and Country fields to narrow your search.

You may also search for listings in more than one city using Boolean Operators. For example, entering *moraga|san francisco* in the City field returns all listings that are in Moraga or San Francisco.

Be aware that some cities may be listed with abbreviations. For example, Fort may be abbreviated as *Ft*, Saint as *St*, and Mount as *Mt*.

State Field

Select this field and enter a state (or province) abbreviation for the search criterion.

You may also search for listings that appear in more than one state using [Boolean Operators](#). For example, entering `nm|co` in the State field returns all listings that are in New Mexico and Colorado.

Zip Code Field

Select this field and enter a ZIP code (or post code), or part of the ZIP code for the search criterion.

Entering *019* and pressing Enter displays all listings that are within the 019 ZIP code area (within Eastern Massachusetts).

Country Field

Enter the country you wish to search in for a listing. You can enter the first few characters of the country name. For example, type *A** in the Country field and press Enter. Listings from countries including Antarctica and Austria are displayed.

Phone Number Field

Select this field and enter a phone number, and area code, or a portion of a phone number as the search criterion. Enter 617 to display listings from the 617 area code. Make sure you enter a dash (-) between each portion of the phone number.

You may also search for listings that appear in more than one exchange using the pipe key (|) Boolean operator. For example, if you enter *617-631|617-639*, listings that are located in Marblehead Massachusetts (where 617 is the area code, and 631 as well as 639 are Marblehead exchanges) are displayed.

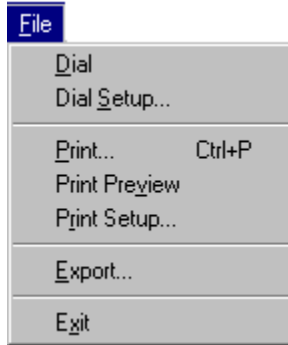
Keep in mind that the phone number listed may not be the company's main number. This number was registered with the Internet address listed and may connect you to the department that's responsible for online activities.

Registration Date field

This field displays the day, month, and year that the listing was registered.

To search for listings that registered in 1996, use the * wildcard character, and enter *96 in the Reg Date field.

The File Menu



See Dial, Dial Setup, Print, Print Preview, Print Setup, Export, and Exit.

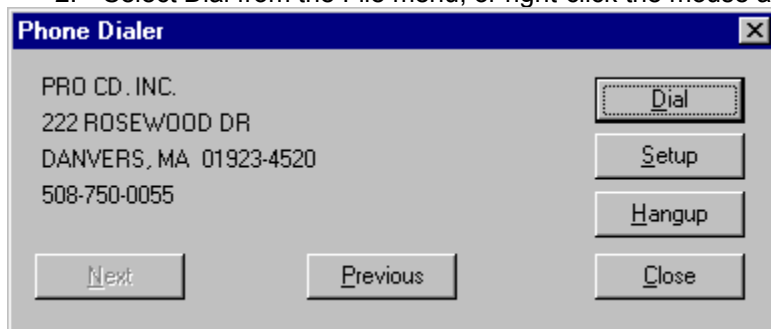
Dial

Used in conjunction with a properly installed and configured Hayes-compatible modem, Pro CD Internet Directory lets you automatically dial the phone number of any listing.

Keep in mind that the phone number listed may not be the company's main number. This number was registered with the Internet address listed and may connect you to the department that's responsible for online activities.

For information on setting up your modem, see the documentation that came with your modem. You must set up your modem before attempting to dial. See [Dial Setup](#) for more on this.

1. Highlight the listing to be dialed.
2. Select Dial from the File menu, or right-click the mouse and select Dial.



Move to other listings by clicking *Next* and *Previous*.

3. Click *Setup* to configure your modem.
4. Click OK to return to the Phone Dialer dialog box, then click *Dial*.
5. Click *Hangup* to disconnect your call.

Dial Setup

Before you dial a number, you must give the software some information pertaining to dialing. Select Dial Setup from the File menu, or select Dial from the File menu and click *Setup*.

Dial Setup

Where I am dialing from

Local Area Code: 617

Local Prefixes: 750

How to dial from this location

Local Dial String: #

In Area Dial String: 1#

Out of Area Dial String: 1A#


= Number, A = Area Code

Modem Settings

Com Port: COM1

Dial String: ATDT

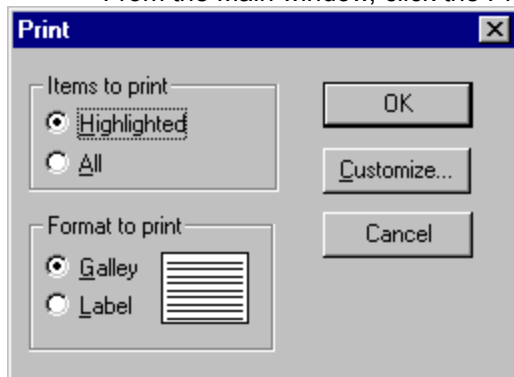
OK Cancel

1. You must set the following options before dialing.
 - Local Area Code: Enter your local area code. This indicates to the software which dial string it should use.
 - Local Prefixes: Enter the local prefixes for your area. Doing so indicates to the software which dialing string should be used.
2. You must verify that the following options have defaulted to the appropriate settings.
 - Com Port: The Com port will default to COM1. If your system is connected to a different Com port, make that change in this box.
 - Dial: The default is ATDT (tone dial). In most cases you will only use the default. However, should you need to change to ATDP (pulse dial), make that change in this box.
3. You should not need to make any changes to the following options:
 - Local Dial String: The default is #. Based on the information that you entered into the local area code and local prefix fields, this dial string will be used if the number you are dialing is within your area code and prefix.
 - In Area Dial String: The default is: 1#. This string will be used if the number you are dialing is within your area code, but not in one of the local prefixes.
 - Out Of Area Dial String: The default is 1A#. This string will be used if the number you are dialing is not within your area code (or prefix).
4. Click OK. To dial a listing, place the cursor on the listing and select Dial from the File menu, right-click on the mouse and select Dial, or click on  , then click *Dial*.

Print

1. Be sure that you can see all the information you want to print in each data field. If information is cut off on the screen, it will also be truncated when printed. Adjust the size of the data fields until all data you need to print is visible.

From the Main window, click the Print button  or choose Print from the File menu.



2. Indicate which entries you want to print: Highlighted or All.
3. Choose either the Galley or Label format. You can also click Customize. The Galley Editor or Label Editor will display.
Galley Format prints listings in a single line exactly as they appear on screen. The Galley Editor lets you adjust your margins and line spacing.
Label Format prints listings in a mailing label format. The Label Editor lets you set the number of labels printed per page, margins, label size, and spacing. A pop-up menu includes formats for a number of standard Avery labels. Mailing labels can also include a Comment field. Use this field to insert an additional line of text at the bottom of each label. You can print *or Current Resident* or *Attn: Sales Dept.* in the Comment field.

4. Click OK. Cancel printing by clicking on *Cancel*.

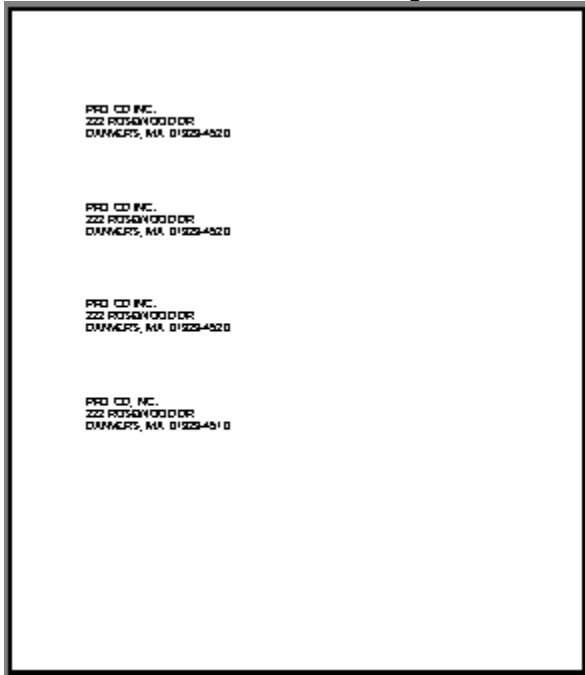
You can preview before you print by selecting Print Preview from the File menu.

Print Preview

Before you print your listings, preview them to see if they appear correctly. Select Print Preview from the File menu. The Print dialog box appears:



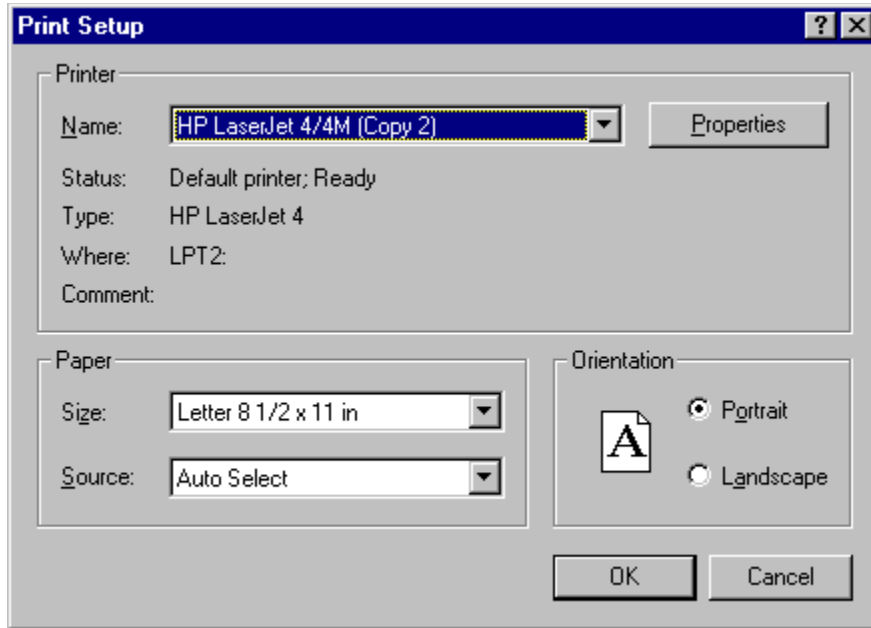
You can check the font and size of your listings, as well as whether or not the listings will appear truncated. Then you can adjust your field sizes so the listings will print as you want. Indicate which entries you want to preview: Highlighted or All (Matching). Then choose either the Galley or Label format. You can also click Customize. The Galley Editor or Label Editor will display. Click OK in the Print Preview dialog box and the Preview window appears:



1. Click **Print** to return to the Print dialog box.
2. **Zoom In** lets you view the data up close so you can read it, and **Zoom Out** lets you view how the page will look when you print it.
3. **Close** brings you back to the Main Display Window.

Print Setup

The printer will default to the system printer. Be sure to select the correct printer before printing. Options can also be selected for portrait and landscape printing.



Related Topics:

[Printing on an HPIIx/IIIx Printer](#)

Printing on an HPIIx/IIIx Printer

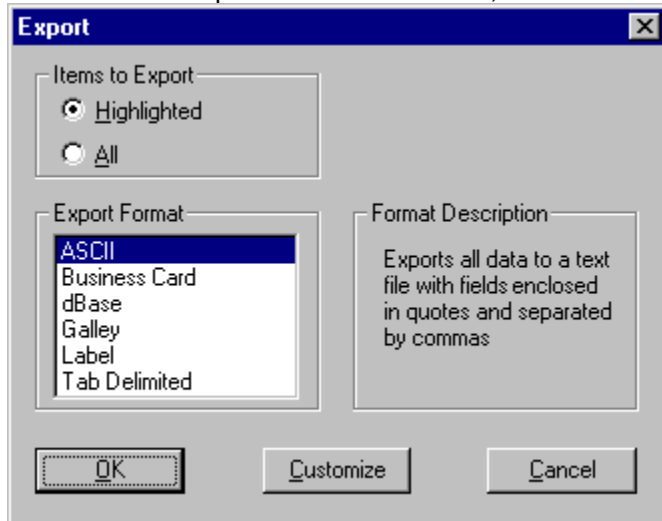
If you are printing on an HPIIx or an HPIIIx printer, you should turn on the *Print TrueType as graphics* option. Select Print Setup from the File menu and click on the *Options* button (Windows 3.x) or the *Properties* button (Windows 95).

In Windows 3.x, select the *Print TrueType as graphics* checkbox.

In Windows 95, click the Fonts tab in the Printer Properties dialog box and click on the *Print TrueType as graphics* checkbox.

Export

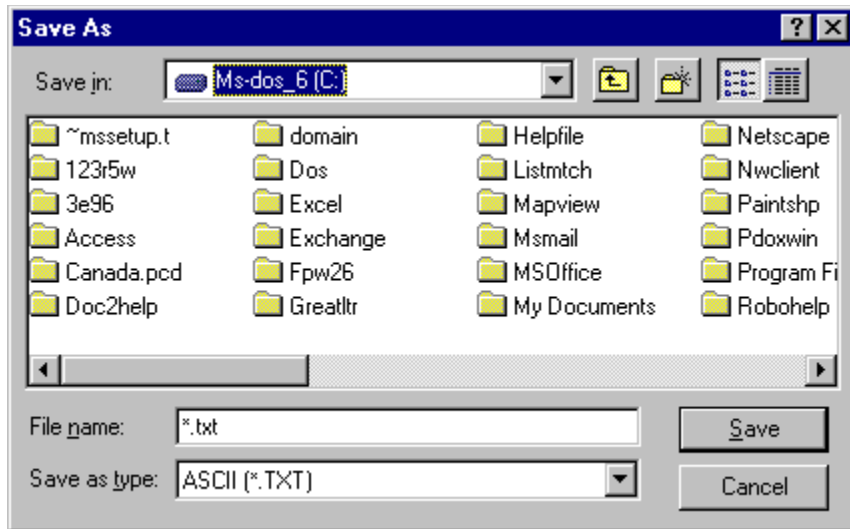
1. Select Export from the File menu, or click on the Export icon.



2. Select which entries you would like to export (Highlighted or All).
3. Highlight the export format. If you choose ASCII, dBASE, or Tab Delimited you can click *Customize* to specify how you want the listing exported.
4. You now have the option of customizing the export file structure. This lets you determine which fields you would like to export. To do this, click the *Customize* button, and the dialog window shown below will appear:



5. Highlight the fields that you wish to include in your export, then click OK (all fields are highlighted by default, so you may have to deselect some fields).
6. Clicking OK will return you to the export dialog box. Verify that you have selected the correct export options and click OK. The dialog window shown below will appear.



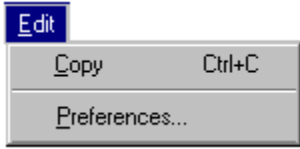
Specify the file name, path and File Type of the new export file, and click OK. You may cancel the export by clicking *Cancel*.

7. To append to an existing file, locate and highlight the file name in the directory, then click OK.

Exit

You may choose Exit from the File menu to exit Pro CD Internet Directory.

The Edit Menu



See Copy, and Preferences.

Copy

You can copy listings from Pro CD Internet Directory to another program.

1. Highlight the listings you wish to copy, then select Edit Copy, press Ctrl-C, or click the right mouse button and select Copy.
2. You may view the copied listings in the Clipboard:

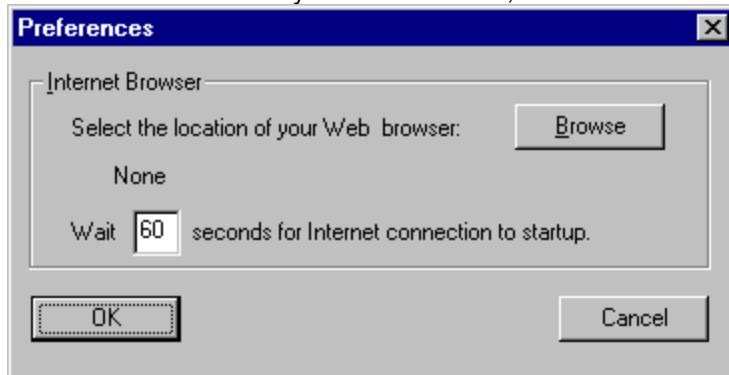
In Windows 3.x, switch to the Windows Program Manager and select the Clipboard Viewer. You can also paste the listings from the Clipboard into any Windows (or Windows 95) application.

In Windows 95, select Start, choose Accessories from the Programs menu, and click on Clipboard Viewer.

Preferences

Web Browser

To select the location of your Web browser, select Preferences from the Edit menu.



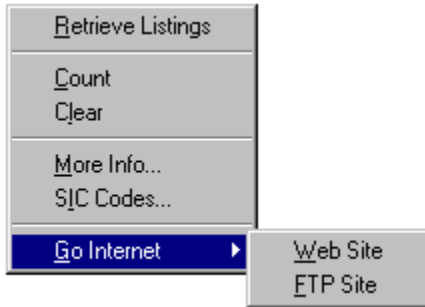
If you use a modem to connect to the Internet, you may need to adjust the value in *Wait x seconds for Internet connection to startup* box. This setting allows for a delay before Pro CD Internet Directory tries to communicate with your Web browser. It takes time to call your Internet service provider and establish a connection when you use a modem. If Pro CD Internet Directory tries to communicate with your browser before the connection is made, you may experience problems. The default value for this delay is 60 seconds. If you have difficulty connecting to the Web, try increasing this value. If you have a direct Internet connection, set this value to 0.

NOTE: Pro CD Internet Directory supports the following Web browsers:

Netscape Navigator, Spyglass Mosaic, Chameleon WebSurfer, Microsoft Internet Explorer (Windows 95). Even if you have a direct Internet connection, you still may need to give your browser time to startup. If your browser does not go to the desired Web or FTP site, try setting the wait time to 10 seconds. If this is not enough, increase the interval by 10 seconds and try again.

If you are using Microsoft Internet Explorer you should set the wait preference to 10 seconds even if you have a direct Internet connection. If no wait is specified, two browser windows will be created rather than one.

The Search Menu





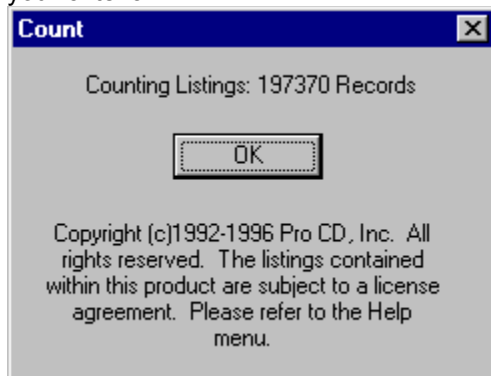
See [Retrieve Listings](#), [Count](#), [Clear](#), [More Info](#), [SIC Codes](#), and [Go Internet](#).

Retrieve Listings

The Retrieve Listings command displays all listings that match the criteria you selected. You may cancel a search by pressing `Escape` or clicking *Cancel* in the dialog box.

Count

1. Enter your search criteria.
2. Click the Retrieve icon  to initiate the search, or press Enter when the cursor is in a Data Entry field.
3. Once the search has been completed, press the Count button , or choose Count from the Search menu.
4. When the counting process is complete, a dialog box displays the number of listings that match your criteria.

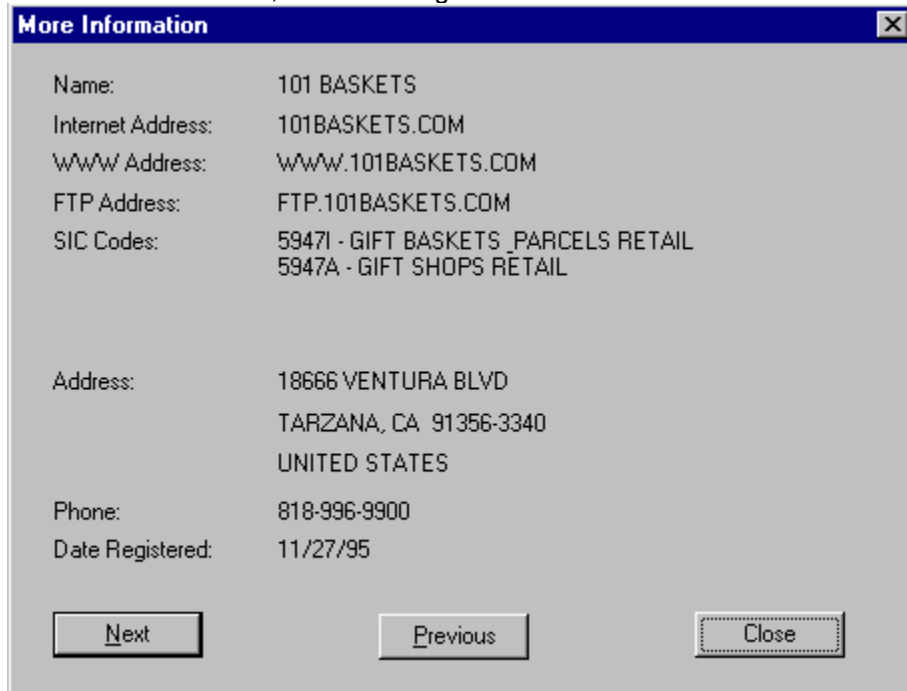


Clear

Select Clear from the Search menu, or click on the [Clear icon](#) to clear the information you have entered into the Data Entry fields and the resulting listings.

More Info

To view additional information about a listing, position the mouse pointer on the listing, select More Info from the Search menu, or click the right mouse button and select More Info from the menu.



The More Information window gives you a clear and concise way of viewing information on any Pro CD Internet Directory listing. The More Information window displays the name, address, and other information of the Pro CD Internet Directory listing you chose. It also displays SIC codes and descriptions assigned to business listings, and the listing's registration date.

To move to the next or previous listing's More Info box, click on Next or Previous. Click *Close* to close this window.

SIC Codes

1. If you do not know the SIC code assigned to a business, select SIC Codes from the Search menu, or double-click in the SIC Data Entry field.
2. The dialog box shown below will appear:



3. Type in a key word for the kind of business you would like to search. Do not press Enter--the software will search automatically. A complete list of all SIC codes containing those letters will appear in the window.
4. Highlight the SIC code that best suits your search by clicking on it.
5. Click OK, and the SIC code will automatically be inserted into the SIC code field. Double-clicking on the highlighted code will also serve the same function. If you do not find the SIC code from the key word you searched, try typing the root, or a different variation of the word.

Keep in mind that Pro CD Internet Directory listings do not include all SIC code categories.

You may print a complete list of all SIC codes used in the database. There is a file on your computer's hard drive (in the directory that Pro CD Internet Directory is installed in) called SIC.ASC. Open this file in a word processor and print the list. The SIC code list is about 45 pages long.

Related Topics:

[What are SIC Codes?](#)

What are SIC Codes?

The U.S. Standard Industrial Classification (known as SIC) classifies categories of businesses. SIC codes cover the entire range of all business categories that exist within the economy. U.S. industries are categorized into the following divisions:

- Agriculture, forestry, and fishing
- Mining
- Construction
- Manufacturing
- Transportation and Public Utilities
- Wholesale Trade
- Retail Trade
- Finance, Insurance, and Real Estate
- Services
- Public Administration
- Nonclassifiable establishments

Each SIC code division contains a series of subcategories that cover all areas within that specific division. Retail establishments are classified by the type of goods sold (groceries, hardware).

Each division contains many SIC codes. For example, the Retail Trade division includes SIC Codes 5211 (Lumber and Other Building Materials Dealers), 5231 (Paint, Glass, and Other Wallpaper Stores), 5411 (Grocery stores), as well as many other SIC codes that represent other subcategories.

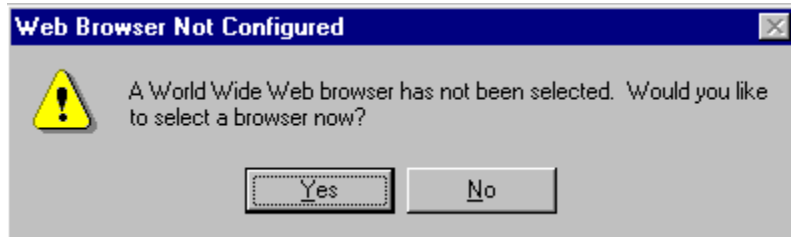
The government-standard SIC codes are 4 digits long. Pro CD takes SIC codes one step further than the 4-digit standard. We've further specialized SIC codes, appending letter extensions to further define the type of business. For example, the SIC code for restaurants is 5812. Within that subcategory, we've assigned 5812A to American restaurants, 5812B to Chinese restaurants, and so on.

You'll find SIC codes listed in Pro CD Internet Directory listings. The More Information box lists the SIC codes and descriptions for a specific listing.

Go Internet

Lets you choose to link to the current listing's Web site or [FTP](#) site.

If you haven't selected a browser, the following will appear:



Click Yes, and the following will appear:



Select the location of your Web browser, then click *Open*. The browser will start, and the selected site will be accessed.

Related Topics:

[Web Site](#)

[FTP Site](#)

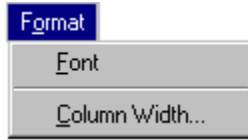
Web Site

Links you to the current listing's Web site. (Requires an Internet connection and a web browser.) If the selected listing does not have an active Web site, Pro CD Internet Directory cannot link to it.

FTP Site

Links you to the current listing's [FTP](#) site. (Requires an Internet connection.) If the selected listing does not have an active FTP site, Pro CD Internet Directory cannot link to it.

The Format Menu

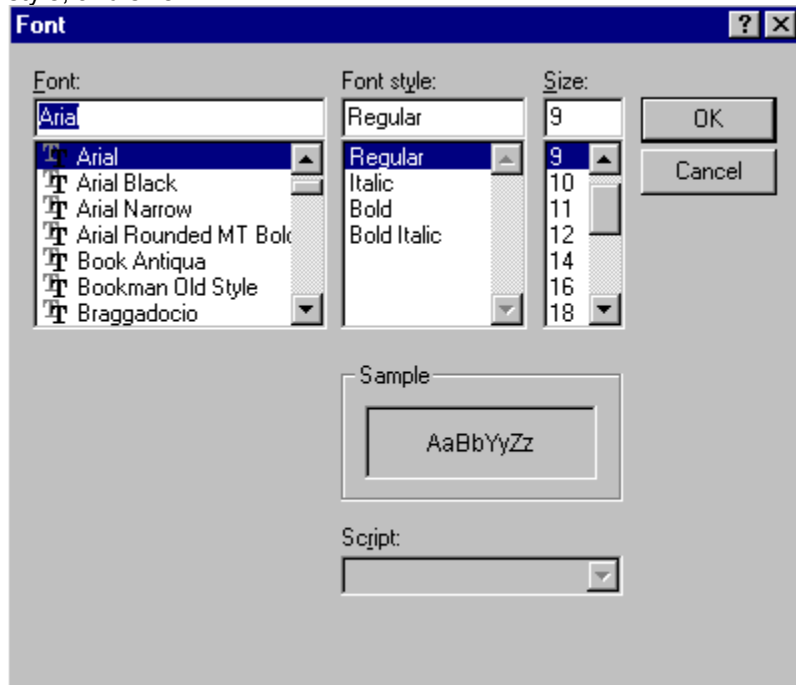


See Font and Column Width.

Font

You may display and print listings in any TrueType font that is available on your system. For best printing results, you may want to change to a smaller font size.

Select Font from the Format menu. The Font dialog box appears, giving you choices for changing font, style, and size.



Column Width

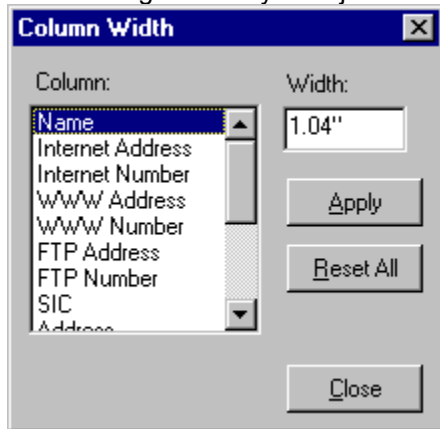
[Adjust the Data Entry Fields](#)

[Hiding Data Fields You Aren't Using](#)

Adjust the Data Entry Fields

When you open Pro CD Internet Directory, the data fields will extend beyond your display area. You can adjust the fields to suit your system and preferences. One way to make any data field larger or smaller is by clicking and dragging the column separator. Click on the upper vertical bar to the right of the field you want to adjust. The cursor will change to a two-sided arrow. Drag right to increase the size, or left to decrease the size.

You can also select Column Width from the Format menu to adjust the data entry fields. The Column Width dialog box lets you adjust the column width of the fields.



Click on the column name you wish to adjust. Enter a width (in inches, with up to 2 decimal places), and click *Apply*.

Click *Reset All* to adjust all fields to their default widths. Internet Number, WWW Number, and FTP Number fields are hidden by default, so these fields will become hidden when you select *Reset All*.

Hiding Data Fields You Aren't Using

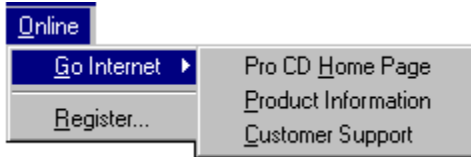
You may find that you don't need to use certain data fields for all searches. You can hide any data fields that you don't need to free up more display area.

Select Column Width from the Format menu, specify the field you wish to hide by highlighting it, then enter 0 in the Width box. That data field will be removed from the display.

The column widths for Internet Number, WWW Number, and FTP Number are set to 0 by default. To add these hidden fields and any other fields you have hidden back to the display, select Column Width from the Format menu, and specify a width of greater than 0.

Keep in mind that hidden fields will not be printed when you choose to print in Galley format.

The Online Menu



See [Go Internet](#) and [Register](#).

Go Internet

If you want to view product information, or read common Q&As, you can do so by accessing Pro CD's World Wide Web home page on the Internet. To access the World Wide Web, you must first select Preferences from the Edit menu and locate your Web browser on your computer. (This feature requires an Internet connection.)

To view Pro CD's Web information, select Go Internet from the Online menu, then select either Pro CD Home Page, Product Information, or Customer Support. You may also click on the World Wide Web icon



to go to the highlighted listing's Home Page.

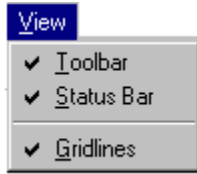
NOTE: Pro CD Internet Directory supports the following Web browsers:

Netscape Navigator, Spyglass Mosaic, Chameleon WebSurfer, Microsoft Internet Explorer (Windows 95).

Register

To register your copy of Pro CD Internet Directory, select Register from the Online menu.

The View Menu



See [Toolbar](#), [Status Bar](#), and [Gridlines](#).

Toolbar

The Toolbar command toggles between displaying or hiding the icons.

With the toolbar displayed, you can move the tool bar from its default position near the upper-left section of the screen to any location on the screen to fit your working style.

To move the toolbar, position the mouse in an area between two icons, then drag the toolbar to the location you want. When you exit the program, then restart it, the Toolbar will be displayed again, located in its default position.

Status Bar

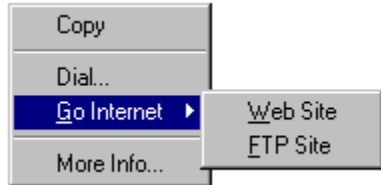
The Status Bar command toggles between displaying or hiding the status bar at the bottom of your screen. The status bar displays a message when you place the mouse on an icon, menu command, or field name, which provides information about that item. When you exit the software, then restart it, the Status Bar will be displayed.

Gridlines

The Gridlines command toggles between displaying or hiding gridlines around listing fields. When you exit the software, then restart it, gridlines will be displayed.

Context Menu Options (Right-Click)

With the mouse positioned in the Listing Display area, you can click on the right mouse button to display a Pro CD Internet Directory Context menu.



The Listing context menu lets you choose to:

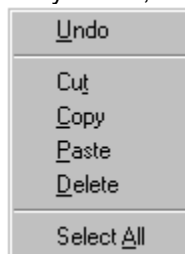
Copy a listing to the Clipboard

Dial a listing

Go to a Web Site or FTP Site via the Internet

Display More Information on a particular listing

The Data Entry field context menu displays other options. With the mouse positioned in any of the Data Entry Fields, click on the right mouse button. The following context menu appears:



The **Undo** option lets you reverse the most recent task within the Data Entry field.

The Cut, Copy, Paste, and Delete options let you manipulate entries that are in the current Data Entry field:

The **Cut** command removes selected text and puts it on the Clipboard.

The **Copy** command copies selected text to the Clipboard. This command is available only after you select text.

The **Paste** command inserts a copy of the Clipboard contents at the insertion point in the Data Entry field, replacing the selection with the text on the Clipboard. This command is not available if the Clipboard is empty.

The **Delete** command erases the selected text in the Data Entry field.

The **Select All** command highlights all text (and values) in the Data Entry field.

Print and Export Formats

[Export or Print in Galley Format](#)

[Export in ASCII Text File Format](#)

[Export in Tab Delimited Format](#)

[Export in Business Card Format](#)

[Export in dBASE Format](#)

[Export or Print in Label Format](#)

Export or Print in Galley Format

Highlight Galley from the Export or Print menu to format the information in Galley Format. **Galley Format** creates a list of all items separated by one space. The data in a field will justify to eliminate any excess space that has **not** been taken up by the listing.

Export in ASCII Text File Format

Highlight ASCII from the Export window to format the information in ASCII text file format. **ASCII format** creates a file where all data fields are enclosed in quotes and then separated by commas.

Export in Tab Delimited Format

Highlight **Tab Delimited** in Pro CD Internet Directory's Export window to export listings with all data items separated by Tabs.

Export in Business Card Format

Choosing the **Business Card** format will export name, street address, city, state, ZIP, and telephone number in a stacked format, resembling a standard business card.

Export in dBASE Format

You can export listings in standard **dBASE** format. Highlight dBASE from the Export menu to export the information in dBASE file format. Please refer to the table below for record layout:

Field	Field Name	Type	Width
1	Name	Character	60
2	Internet Address	Character	40
3	Internet Number	Character	15
4	<u>WWW</u> Address	Character	40
5	WWW Number	Character	15
6	<u>FTP</u> Address	Character	40
7	FTP Number	Character	15
8	SIC	Character	25
9	Address	Character	60
10	City	Character	25
11	State/Province	Character	2
12	ZIP/Post Code	Character	10
13	Country	Character	35
14	Phone	Character	16
15	Reg Date	String	8

Export or Print in Label Format

Highlight Label in the Pro CD Internet Directory Print/Export window to format the information in address label format. This format resembles a standard envelope address label and can be used to print labels or to export.

Where to Find the Label and Galley Editors

Select Print from the File menu. Highlight Label or Galley, then click *Customize*. The Label or Galley Editor will then be displayed.

The **Label Editor** lets you set the number of labels printed per page, margins, label size, and spacing. A pop-up menu includes formats for a number of standard Avery labels. Mailing labels can also include a Comment field. Use this field to insert an additional line of text at the bottom of each label. You can print *or Current Resident* or *Attn: Sales Dept.* in the Comment field.

The **Galley Editor** lets you specify margins and line spacing for placement of listings on a printed page.

Related Topics:

[How to Use the Label Editor](#)

[How to Use the Galley Editor](#)

How to Use the Label Editor

The Label Editor lets you choose what size and type of labels you want to use. To use the predefined Avery label option, click the arrow next to the *Label Type* dropdown box. You may also design your own labels.

The screenshot shows the 'Label Editor' dialog box. At the top, there is a 'Label Type' dropdown menu currently set to '<custom>'. Below this, the dialog is organized into several sections:

- Label Spacing:** Contains four input fields: 'Vertical Number' (0), 'Horizontal Number' (1), 'Horizontal Spacing' (0.25), and 'Vertical Spacing' (0.25).
- Label Size:** Contains two input fields: 'Height' (1.5) and 'Width' (3).
- Margins:** Contains two input fields: 'Top Margin' (1) and 'Left Margin' (1).
- Other:** Contains a checked checkbox for 'Add Comment' and a text input field containing the text 'Attention: MIS Department'.

At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

To design your own label format, refer to the definitions below:

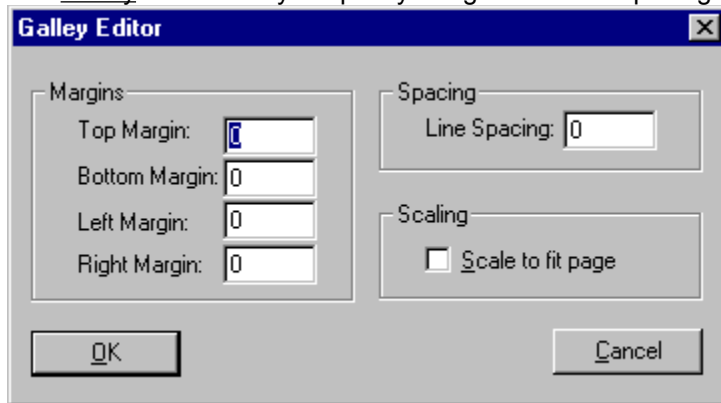
1. Vertical Number: How many labels down.
2. Horizontal Number: How many labels across.
3. Horizontal Spacing: How much space is between each column of labels
4. Vertical Spacing: How much space is between each row of labels.
5. Label Size: Height and Width of the label.
6. Top Margin: How much space there is between the top of the sheet of labels and the first label.
7. Left Margin: How much space is between the left edge of the sheet of labels and the start of the label.
8. Add Comment: Add a comment that will appear on the label. For example, enter *Attention: MIS Department*.

If you are not sure what the parameters are for your labels, review the package they came in. You may also select any of the pre-assigned Avery label formats available in the *Label Type* dropdown box at the top of the dialog box.

Once you adjust the label parameters in the *Customize* dialog box, click OK twice to print.

How to Use the Galley Editor

The **Galley Editor** lets you specify margins and line spacing for placement of listings on a printed page.



Specify the margins in inches, and how many lines you want between each listing.

Select *Scale to fit page* if you want to compress all data to print on one page. If you have many fields visible, a very small font may be used to fit the data on one page. If the resulting font is too small, hide any unnecessary fields, then print the listings again.

To view the effect *Scale to fit page* will have on your printouts, use the Print Preview command located in the File menu.

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Glossary of Terms

Boolean Operator

Domain Name

FTP

Galley

Global search

IP

Label

Pipe Key

Wildcard Search

WWW

Boolean Operator

Boolean Operators enhance the search engine and allow you to either perform more defined searches, or to broaden the search scope.

Domain Name

A name for a group of computers that have access to the Internet. A domain corresponds to a company, school, or other organization. You can usually identify your domain by looking at your email address.

The portion after the @ sign is your domain name (e.g. for user@company.com, *company.com* is the domain name).

FTP

File Transfer Protocol. A set of conventions for copying files from one location to another on the Internet. An FTP site is a computer on the Internet that allows you to download files from it.

Galley

In Galley format each field is separated by one space. The data in the field will justify to eliminate any excess space not taken up by the listing.

Global search

A search for all listings that contain a string of characters.

IP

Internet Protocol. A set of conventions used to pass packets from one host to another on the Internet. Networks on the Internet pass data to each other in portions called packets. Messages that are too large to fit in a single packet are sent in many packets.

Label

The listing will print in a standard envelope address label.

Pipe Key

The boolean operator that works as an OR function. (|) is also called the Pipe Key. On some keyboards it is pictured as a straight up and down line; and on other keyboards it is shown as a broken up and down line, and is located above the backslash key (\).

Wildcard Search

There is an implicit wild card at the end of each search field that will search all words that begin with a particular string of characters. By typing an asterisk before entering the search criteria, you may then search those characters in a string of characters.

WWW

The World Wide Web, or the "Web". An Internet interface based on hypermedia technology (uses text, graphics, and sound).

