

# PTC-WORLD CD

[Welcome](#)

[Advices](#)

[Explanation](#)

[English](#)

[Français](#)

[Español](#)

[Italiano](#)

[Deutsch](#)

**Dear customer,**

we thank you for having chosen our PTC-world data CD-ROM. We hope that you will highly enjoy our product.

In order to guarantee this, it is essential that you closely read the following and the **explanations** contained in the help file of each page (F1). The handling of the program and the various possibilities offered by it will be explained precisely and as brief as possible.

The PTC-world data CD-ROM offers you another option by providing access to our **homepage** on the Internet (provided you have an Internet connection). In this way, you have the possibility to obtain free-of-charge updates on the program and access to the database of our VIP subscribers.

If you have further questions connected to using the CD-ROM, please contact our data processing department.

Phone: ++/423/392'41'11  
Fax: ++/423/392'41'16  
Telex: 889911 igv  
E-Mail: ptc@ptc.li  
Homepage: <http://www.ptc.li> and <http://www.yellowpages-ptc.com>

And now we leave you to enjoy working with our PTC World CD-ROM.

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# Advices

## **License Agreement.**

By installing and using this software you agree to be bound by the terms of this agreement. If you do not agree to it's terms promptly return all materials for full refund.

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# Explanations

The welcome screen offers a choice of five different languages. The following screens, button-names and explanatory texts will appear in the selected language.

## **Country Info**

Country Info

By clicking the "Country Info" button, you can call up demographic information on more than 215 countries and view the corresponding maps and flags. To choose a country, click the arrow at the right hand side and move the scroll bar to the desired country. Confirm your selection by double clicking the name of the country or by striking the input key. In order to choose cities within a country, proceed in the same way as for choosing a country. For every chosen city, the local phone prefix number is displayed at the top right hand side. Furthermore, you can enter the time difference to Greenwich and thus receive information on the time difference between your location and the chosen country/city.

## **Chambers of commerce**

Chambers of Commerce

Click the button "Chambers of commerce" and get to a data base which lists more than 3'000 addresses of chambers of commerce and the names of contact persons world-wide. The list of countries initially allows you to choose the country in which you wish to search for chambers of commerce, and these will immediately be displayed. If more than one chamber of commerce is listed for the chosen country, you can browse with the arrows pointing to the left and right respectively. If you click the arrow pointing up, you can return to the list of countries. It is also possible to enter a country or town into the search field and to click the file-card box, thus starting the search.

## **Money-Exchange**

Money-Exchange

By clicking the button "Money-Exchange", you can carry out conversions of various currencies. Enter the amount in the initial currency to be converted in the field "Source currency". Select the abbreviation of the source currency in the adjacent field. Select the abbreviation of the target currency in the field below. Then press the "Calculate" button and the converted amount will appear in the field "Target currency". If you click the field "Edit rates", a list of various exchanges rates is displayed. You have the possibility to update exchange rates yourself, in order to ensure that the results calculated by the program are always correct (confirm by pressing the "O. K." button).

## **Conversion**

### Conversions

By clicking the "Conversion" button, you have the possibility to convert certain weights and measures. By clicking the fields "Time", "Length", "Cubic", "Area" and "Weight", you can choose the desired calculations. You can choose the type of calculation in the field "Target system". Enter the desired amount or quantity in the "Convert" field and the program automatically makes the conversion

## **PTC-World Wide Database**

### Database

This CD-ROM consists of 1.7 million addresses from approx. 132 countries. Because these addresses contain trade descriptions in various languages, the list of all possible trade descriptions has been established in various languages as well. Thus, these trade descriptions do not only appear in the language which has been selected on the welcome screen, but in all languages for which the data base contains trade descriptions.

In the upper right hand corner of the screen you see four index cards:

[\(Country, Trade Filter, List and Details\)](#),  
which you can use to navigate within the program.

# Country File Card

## **Country – Card**

If you click the “Country” file card, a page opens up, showing the country which was selected last with some statistical information on the respective country.

## **Country Selection**

If you click the button "Country Selection", a list box opens up, from which you can choose one of the countries contained in our CD-ROM. To select the country, you can type in initial letters of the desired country or move the vertical scroll bar at the right hand side of the list to the desired country. Confirm your choice by double-clicking the name of the country, by clicking the OK-button, or by pressing ENTER.

## **Country Map / Continent Map**

The buttons "Country Map" and "Continent Map" offer a choice between a general map, showing the situation of the selected country within the continent, or a rough map of the country itself respectively.

[Trade Filter](#), [List](#), [Details](#)

# Trade Filter Card

To search for a trade within the selected country, click the button "Trade Filter" to open the window which shows all trade descriptions of this country. Click the button "Activate Trade Filter" to activate the trade filter, which ensures that only the addresses of the desired trade are indicated. You can select the trade you are interested in from the list of trades, which is now activated.

## **Quick Search**

Alternatively, you also have the option to search for a certain trade using the button "[Search Trade](#)". If you click the button, a data entry window opens up, where you can enter the term you wish to search for. With "Quick Search" the system jumps to the trade, starting with the entered sequence of letters.

## **Expanded Search**

If you click "Expanded Search", the system generates a list of all trades containing the entered sequence of letters. This is a much closer search, therefore be aware that it will take a little time to reach a result.

Some of the trades have a black tag at the left hand side. This tag indicates that the respective trade description represents the heading for an entire trade family.

Click the button labelled "All Trades" in order to search for addresses in the entire data base, without specialising on a single branch. The button label "Activate Trade Filter" will reappear.

[List](#), [Country](#), [Details](#)

# List File Card

According to the criteria you search for, all relevant addresses appear on the "List" file card; depending on the setting of the ["Trade Filter"](#), the addresses for all trades or for only one selected trade are shown.

If you are searching for a particular address, it is likely that you have already selected a particular filter on the ["Trade"](#) file card. Within the often substantial amount of addresses, you now have two options for searching a particular address.

You can either use the scroll bar at the right hand side of the address data base to get to the desired name, or you can click the button ["Search Address"](#).

Again, there are two options for searching a particular address, that is the "Quick Search" or the "Expanded Search" (for explanations please refer to "trade" file card). The quick search can only be used for names. The system jumps to the name, starting with the sequence of letters you have entered, or to the name which bears most resemblance with the entered sequence.

Within the expanded search, you can enter a part of the name, the street and/or the town of the address.

When a result has been reached either by "quick" or "expanded" search, a list of those names appears, which match the search criteria specified by you.

When the search has been terminated, you also have the option of looking up further addresses within the same trade family; to do so, press the button "Further Addresses from the same Trade Family". This option is only available if your choice of trade on the "trade" file card does not already correspond to a trade family, i. e. if the term you have chosen as trade filter is not marked with a black tag.

[Country](#), [Trade Filter](#), [Details](#)



# Details File Card

If you click the desired address, the "details" file card offers the possibility to obtain more information on the address.

## ***Export Function***

The export function allows you to print the addresses which you have chosen. To do so, move to the file "Details" and click the "Export" button. A window will open up, in which the address which you have chosen, is already displayed. By clicking the button "Tag for printing", the address is added to a data base, provided that a tick appears in the adjacent box. You can print the contents of this data base by clicking the "Print" button. This data base must not contain more than 150 addresses chosen by you. When this amount has been reached, you are informed by the system and you must cancel some of or all address by clicking the "Cancel" button in order to create space for new addresses. Within your address data base, you can move to the following or previous address by using the keys + and -. The keys "Start" and "End" allow you to jump to the first or last address contained in the data base. The "browse" button opens up a list, in which all the chosen addresses are displayed in a short survey. The print menu furthermore allows you to show the list of chosen addresses in their actual or in reduced size ("Zoom").

## ***Full Screen Insertion***

Clicking the button "Shows Insertion on Full Screen", an insertion can be shown full screen. You can return to the menu by double-clicking the insertion or by pressing ESC (Escape). After approx. 20 seconds the return to the program is automatically done.

[Country](#), [List](#), [Trade Filter](#)

<http://www.ptc.li> and <http://www.yellowpages-ptc.li>

## Search an Address

Enter here your search criteria:

Choose between ["Quick Search"](#) and ["Expanded Search"](#)

## Search a Trade

Enter here your search criteria:

Choose between ["Quick Search"](#) and ["Expanded Search"](#)

With "Quick Search" the system jumps to the trade, starting with the entered sequence of letters.

If you click "Extended Search", the system generates a list of all trades containing the entered sequence of letters. This is a much closer search, therefore be aware that it will take a little time to reach a result.

The quick search can only be used for names. The system jumps to the name, starting with the sequence of letters you have entered, or to the name which bears most resemblance with the entered sequence.

Within the extended search, you can enter a part of the name, the street and/or the town of the address.

This is a much closer search, therefore be aware that it will take a little time to reach a result.



# VIP-INSERTIONS

If you click the button 'VIP INSERTIONS', in the top left corner of the screen, you open a file of VIP Subscribers from all around the world. Those insertions will then appear as usually on the left side of the screen, at the same time the right side is reserved for some more details. The insertions will change automatically after 20 seconds. By clicking the buttons (<) and (>) you can return to the previous or move on to the following insertion. The button 'Copy addresses' allows you to copy individual addresses to the clip board and insert them into a text in your text processing program.

## *Advice*

Whilst you are in the VIP MODE all other program functions are disabled. In order to search for addresses from a specific country or branch you must return to the main PTC WORLD Program. To this purpose please press on 'EXIT FROM VIP INSERTIONS'. Please remember that you have also the possibility to update your VIP Database from time to time via Internet. VIP-INSERTIONS

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(<http://www.yellowpages-ptc.com>)

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[Deutsch](#)

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[Welcome](#)

[Advices](#)

[Explanation](#)

[English](#)

[Français](#)

[Español](#)

[Italiano](#)

[Deutsch](#)

