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See Also

[About CorpTech](#)

About CorpTech

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Home Page: <http://www.corptech.com>

Software Revision 3.4
Data Revision 12.3

See [License Agreement](#) for full copyright statement and license agreement.

For the most current technical information on the *CorpTech EXPLORE Database* access our support page on the Internet. Click on **Help**, then **Internet Resources** from the menu to view this page, or access it directly at: <http://www.corptech.com/onlnhlp.htm>.

Using Online Help

The CorpTech EXPLORE Database of Technology Companies provides online help to answer your questions about CorpTech and the CD-ROM Directory. There are four ways to access Online help:

- Press the **[F1]** key at any time to access context-sensitive help, the screen will automatically display the help topic for the function you are using.
- Click on **Help**, then **Contents** from the menu.
- Click on **Help**, then **Search for Help On...** from the menu.
- Click on the **Question Mark** button located in the upper-right hand corner of the screen.



To view any installation notes click on **Help**, then **View Readme Text** from the menu.

For the most current information on CorpTech's Internet Resources, click on **Help**, then **Internet Resources** from the menu to view our support page on the Internet.

See Also

[Reaching Technical Support](#)
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Search for Help On:

1. Locate a topic by typing in a keyword or scrolling through the list of topics.
2. Select a topic by double-clicking on the desired topic.
3. Click on **Go To** to view the topic.

To find another topic click on the **Search** button.

To use the **Table of Contents**:

- Click on one of the help topics underlined in green text. You will get a more specific menu of related help topics. Click again on one of the underlined topics. The screen with the selected topic is displayed.

OR

1. Click on the **Search** button, type in a keyword and click on the **Show Topics** button.
2. Click on the **GoTo** button to display the topic.

Once you are in a topic you may click on the **Back** button to return to the Table of Contents.

Reaching Technical Support

CorpTech provides free and unlimited technical support between the hours of 8:30am and 5:00pm EST. Feel free to contact the CorpTech Technical Support team with any questions or problems that you may encounter while using the *CorpTech EXPLORE Database*.

Technical Support: (800) 333-8036 or (781) 932-3100

Fax your problem to: (781) 932-6335

e-mail to: support@corptech.com

For the most current technical information on the *CorpTech EXPLORE Database* and *CorpTech/Web*, access our support page on the Internet. Click on **Help**, then **Internet Resources** from the menu to view this page, or access it directly at: <http://www.corptech.com/onlnhlp.htm>.

Note: CorpTech provides customer service for any problem or question you may have relating to the use of the *CorpTech EXPLORE Database*. However, for problems arising from the use of Netscape Navigator® or your Internet connection, please refer to the documentation provided by Netscape, or consult your System Administrator for assistance with Internet-related issues.

See Also

[Internet Notes](#)

[About CorpTech](#)

[License Agreement](#)

[Using Online Help](#)



What's New in This Revision

Recent changes to the *CorpTech EXPLORE Database* include:



Introducing the **Resources Page** link from the Record screen. If you have an Internet connection, you can launch CorpTech's website and view additional information on our listed companies and high-tech industries. Access rankings, demographics, related news articles, stock quotes, stock charts, and MORE!



A new category for locating **New/Updated Companies** has been added to the Index Search Method, under the **Status** Index. This will allow you to search for newly listed companies which have been added to the *Explore Database* within the last quarter, or companies which were updated in the last quarter.



Company records now include the date that a company's **fiscal year** ends, where that data was provided to us.



Company records can be **customized** for displaying and/or printing.



Custom label sizes can easily be saved from the "Label Setup" dialog box.



An **Internet** button/menu item has been added to the Toolbar, for directly accessing common functions on the *CorpTech/Web* site. These functions include linking to the **Research Areas** and **Industry Reports** as well as **Registering** for your free membership on *CorpTech/Web* and **Viewing** your account status.



The **Employment Trends** database now includes Internet links to view the latest data, located at the bottom of the reports. Click on these links to see the latest employment trends reports on the

CorpTech/Web site.

See Also

[The Record Screen](#)

[Resources Page](#)

[Printing Mailing Labels](#)

[Employment Trends](#)

[Index Search Method](#)

Setup

Minimum System Requirements

- 386 or higher Intel or compatible processor
- DOS 3.0 or above
- Microsoft Windows® version 3.x, Windows 95®, or Windows NT®
- CD-ROM drive (recommended 2X or higher)
- Hard disk with 2 Megabytes free
- 4 Megabytes of memory
- Mouse or other pointing device
- Laser or Dot Matrix printer (optional)
- Video driver support for 256 colors (optional)

System Requirements for Use With the Internet

- An Internet connection
- Any default Windows browser, i.e. Netscape Navigator® or Microsoft Internet Explorer®

Note: If you do not have a copy of Netscape Navigator® and you would like one, you can download it by connecting to the Internet and accessing the following URL: <http://www.netscape.com>. Follow the on-screen instructions to download the current version of Netscape.

Readme.txt

If there are changes to the *CorpTech EXPLORE Database* they will be described and stored in a README.TXT file on your CD-ROM. You will be prompted to view this file during installation. After installation, you may view the file at any time by selecting **Help**, then **View Readme Text** from the menu.

Running the Setup Program

Important Note Regarding Network Setup

If you are installing on a network or a jukebox the CD-ROM must be in the drive and be accessible to all the clients on the network. Each client must run the setup program, and have access to read, write, and delete privileges for the directory in which the CorpTech files are stored.

Setup

When running the setup program, you will specify the drive and path for the CorpTech program files.

1. To begin the setup procedure, place the CorpTech CD-ROM into your CD-ROM drive.
2. Close all windows programs before beginning the setup program.
3. In Windows 3.1x, click on **File**, then **Run** from Program Manager. In Windows 95, click on the **Start** button, then **Run**.
4. On the command line type "d:\setup" or "e:\setup" depending on which drive letter your CD-ROM drive is assigned and click **OK**.

Follow the on-screen instructions to setup the software. To use CorpTech's Explore technology over the Internet, click on **Yes** when prompted to enable Internet linking. This allows you to search the Internet using *CorpTech/Web* or Infoseek for additional company information.

If at any time during the installation you have problems please call [CorpTech Technical Support](#) at 1-800-333-8036.

See Also

[Internet Notes](#)

[Starting the *CorpTech EXPLORE Database*](#)

[Exiting the *CorpTech EXPLORE Database*](#)

[CorpTech Technical Support](#)

Starting the *CorpTech EXPLORE Database*

Once the installation has successfully completed, you may start the *CorpTech EXPLORE Database* by:

1. Selecting the *CorpTech EXPLORE Database* group that was created during installation if not already selected.
2. Double-clicking on the **CorpTech** icon to run the program.

See Also

[Installation](#)

[Exiting the *CorpTech EXPLORE Database*](#)

Exiting the CorpTech EXPLORE Database

There are several ways to exit the *CorpTech EXPLORE Database*:

- Click on **File**, then **Exit** from the pull-down menu.
- Click on the **Closed Door** button in the upper right corner of the screen.
- Double-click on the control bar in the upper left corner (Windows 3.x), or click the **X** in the upper right corner (Windows 95), of the screen.



See Also

[Starting the CorpTech EXPLORE Database Installation](#)

Index List

Allows you to specify how the Index list box will appear:

- **Save on Exit** allows you to store the current Index list state, so that you can select which items in the Index list are expanded and compressed at start-up.
- **Expanded** allows the index categories to display with subcategories such as City and State.
- **Compressed** allows only the major index categories to display, such as Company and Location.

Query

Allows you to select whether or not to view the search terms chosen for a Query:

- **Partial** allows you to see the most recently searched terms in the Query.
- **Hidden** allows you to expand the search methods to full screen by hiding the Query completely.

Search Method

Allows you to select the search method the *CorpTech CD-ROM Directory* will use as a default.

- **Index** refers to searching by 30 different indexes.
- **Text** refers to text searching company and product description fields using Boolean operators.
- **Browse** refers to searching by company name.

Start-Up Preferences

Select the **Start-Up** tab from the **Preferences** menu. This screen allows you to change your default search method, Index display, and Query display.

Search Method

allows you to select the search method the *CorpTech EXPLORE Database* will use as a default:

- **Index** refers to searching by 30 different indexes.
- **Browse** refers to searching by company name.
- **Text** refers to text searching company and product description fields using Boolean operators.

Index List

allows you to specify how the Index list box will appear:

- **Save on Exit** allows you to store the current Index list state, so that you can select which items in the Index list are expanded and compressed at start-up.
- **Expanded** allows the index categories to display with subcategories such as City and State.
- **Compressed** allows only the major index categories to display, such as Company and Location.

Query

allows you to select whether or not to view the search terms chosen for a Query:

- **Partial** allows you to see the most recently searched terms in the Query.
- **Hidden** allows you to expand the search methods to full screen by hiding the Query completely.

Note: Use the **Restore** button should you have made changes to your Preferences and wish to restore the default settings the *CorpTech EXPLORE Database* was shipped with.

See Also

[Display Preferences](#)

[Internet Browser Preferences](#)

[Printing Preferences](#)

[Record Screen Preferences](#)

Toolbar

Allows you to modify the appearance of the toolbar throughout the program:

- **Pictures and Text** allows you to see the toolbar buttons displayed with icons and text describing the button functionality.
- **Pictures** allows you to see the toolbar buttons displayed with icons only, giving you more room on the screen for the rest of the application.

Modify Link Dialog

The Modify Link Dialog box allows you to refine the data you have linked to:

- If you do not want to see this box when Exploring a link click the **Hide Modify** radio button.
- If you wish to see the Modify Link Dialog box each time you perform an Explore click the **Show Modify** radio button.

Tip of the Day

Allows you to view, or not view, a Tip of the Day dialog box, which gives information on more advanced features of the *CorpTech EXPLORE Database* at start-up.

- If you wish to see the Tips dialog box upon start-up, click the **Show Tips** radio button.
- If you do not wish to see the Tips upon start-up, click the **Hide Tips** radio button.

Display Preferences

Select the **Display** tab from the **Preferences** menu. This screen allows you to change the way you view the toolbar, and sets your Explore defaults.

Toolbar allows you to modify the appearance of the toolbar throughout the program:

- **Pictures and Text** allows you to see the toolbar buttons displayed with icons and text describing the button functionality.
- **Pictures** allows you to see only the toolbar buttons displayed with icons, giving you more room on the screen for the rest of the application.

Modify Link Dialog allows you to refine the data you have linked to:

- If you do not want to see this box when Exploring a link click the **Hide Modify** radio button.
- If you wish to see the Modify Link Dialog box each time you perform an Explore click the **Show Modify** radio button. allows you to show or hide the dialog box that appears when you [Explore](#) a link from within a company record.

Tip of the Day allows you to view, or not view, a Tip of the Day dialog box, which gives information on more advanced features of the *CorpTech EXPLORE Database* at start-up.

- If you wish to see the Tips dialog box upon start-up, click the **Show Tips** radio button.
- If you do not wish to see the Tips upon start-up, click the **Hide Tips** radio button.

Note: Use the **Restore** button should you have made changes to your Preferences and wish to restore the default settings the *CorpTech EXPLORE Database* was shipped with.

See Also

[Internet Browser Preferences](#)

[Printing Preferences](#)

[Record Screen Preferences](#)

[Start-Up Preferences](#)

[Summary Screen Preferences](#)

Record Screen Preferences

Select the **Record Screen** tab from the **Preferences** menu. This option allows you to change the display/print format, background color and font displayed on the Record screen.

Display Format Options allows you to select which fields of company records will be displayed and/or printed:

1. Click in the boxes to place a check mark preceding the fields you wish to display or print. You may also click **Check All** to include all fields, or click **Uncheck All** to clear all fields.
2. Click **OK** to accept the field selections.

Color Options allows you to modify the background color of the Record Screen:

1. Click on the **Change...** button.
2. Click on a new background color from the palette and click **OK** to accept the new color, or **Cancel** to return to the Record Screen Preferences dialog box.

Font Options allows you to modify the font displayed in the Record Screen:

1. Click on the **Change...** button.
2. Select a new font type from the font list box on the left.
3. Select a new font style from the font style box in the center.
4. Select a new font size from the size box on the right.
5. Click **OK** to accept the new font, or **Cancel** to return to the Record Screen Preferences dialog box.

Note: Changes made to the Color Options of the Record Screen do not affect the way in which printing occurs.

Note: Use the **Restore** button should you have made changes to your Preferences and wish to restore the default settings the *CorpTech EXPLORE Database* was shipped with.

See Also

[Display Preferences](#)

[Internet Browser Preferences](#)

[Printing Preferences](#)

[Start-Up Preferences](#)

[Summary Screen Preferences](#)

Printing Preferences

Select the **Printing** tab from the **Preferences** menu. This option allows you to select the format for printing company records.

- **Formatted** prints company records as HTML formatted text, including enlarged company names and bolding of block headings.
- **Unformatted** prints company records as plain text in one font style which accelerates the printing process. This option is appropriate for Windows 3.X users printing larger batches.

Note: Use the **Restore** button should you have made changes to your Preferences and wish to restore the default settings the *CorpTech EXPLORE Database* was shipped with.

See Also

[Display Preferences](#)

[Internet Browser Preferences](#)

[Record Screen Preferences](#)

[Start-Up Preferences](#)

[Summary Screen Preferences](#)

Internet Browser Preferences

Before you can use CorpTech's Internet linking capability (Explore), you must set the path to your browser in the *CorpTech EXPLORE Database* program from the **Preferences** menu. To set your Internet browser path:

1. Click on **Preferences**, then **Internet Browser...** from the menu.
2. Type in the full path to your browser. If you are unsure of the location, click on the **Browse** button to locate the correct program and path. (Windows 95 users with a default browser defined, may check the "Use Windows 95 default browser" box.)
3. Ensure that the **Internet Links** radio button is set for **Enabled**. To disable the **Internet Links** at any time, select the **Disabled** radio button.
4. Click on **OK** to accept the changes.

Note: Use the **Restore** button should you have made changes to your Preferences and wish to restore the default settings the *CorpTech EXPLORE Database* was shipped with.

See Also

[Internet Notes](#)

[Display Preferences](#)

[Printing Preferences](#)

[Record Screen Preferences](#)

[Start-Up Preferences](#)

[Summary Screen Preferences](#)

Summary Screen Preferences

Select the **Summary** tab from the **Preferences** menu. This option allows you to select the format to display when viewing and printing the Summary screen.

- **Extended** displays the company name, city, state, telephone number, and Primary Industry.
- **Basic** displays company names in alphabetical order. If you find your Summary screen displays too slowly, this option will help to speed up the display.

Note: Use the **Restore** button should you have made changes to your Preferences and wish to restore the default settings the *CorpTech EXPLORE Database* was shipped with.

See Also

[Display Preferences](#)

[Internet Browser Preferences](#)

[Printing Preferences](#)

[Record Screen Preferences](#)

[Start-Up Preferences](#)

Using the Toolbar

Listed below are the toolbar buttons used to navigate through the *CorpTech EXPLORE Database*. Some buttons are screen-dependent and are only visible when active and available.



Open opens a saved Query or a saved subset of records selected from the Summary screen.



Save saves the current Query to a file.



New clears the current Query and starts a new one.



Explore allows you to link to a Summary screen, Record screen, or related list of companies either on the CD or the Internet, without having to execute a new Query.



Search returns you to the Search screen.



Summary lists the company names of records in the Query.



Print prints the Query or record(s).



Record displays a full company record.



Help activates online help.



Exit closes the *CorpTech EXPLORE Database*.



Internet allows you to link directly to *CorpTech/Web*.



Previous Record backs up one record.



Next Record moves forward one record.



First Record displays the first record in the list.



Last Record displays the last record in the list.



Goto brings you to the designated record.



Find allows you to search for a particular word or phrase in a company record.



Select All checks all records in the Summary screen.



Deselect All removes check marks from all records in the Summary screen.



Keep Selected creates a subset made up of records you marked with a check.



Save Selected saves your subset of checked records to a file.



Undo Selection restores the original Summary screen.



Customize Profile Display allows you to select which fields of company profiles to view or print.



Stop Explore clears the Explore history box and exits the Explore function.

See Also

[Display Preferences](#)

[New Query](#)

[Open Query](#)

[Save Query](#)

[Using Explore](#)

[The Summary Screen](#)

[The Record Screen](#)

[Starting the *CorpTech EXPLORE Database*](#)

[Exiting the *CorpTech EXPLORE Database*](#)

[Printing Company Records](#)

[Shortcut Keys](#)

Pull-Down Menus

As an alternative to using the toolbar buttons, you can use the pull-down menus to search and display in the *CorpTech EXPLORE Database*.

If you do not have a mouse or other pointing device you may press **[ALT]** and the first letter of the menu label to access the menu items.

Cursor through the menu items and make selections by pressing **[ENTER]**, or you may use the shortcut key combinations listed to the right of each menu item.

Each toolbar button has a corresponding menu selection.

See Also

[Using the Toolbar](#)
[Shortcut Keys](#)

Changing the Query View

There are three options for viewing the Query:

Hide Query masks the Query from view, allowing more room for the Index list box. There are two ways to hide the Query:

- Click on the **Hide Query** button.
- Click on **View**, then **Hide Query** from the menu.

Partial Query shows the Query in a condensed view, allowing you to see your most recently selected terms. There are two ways to view a partial Query:

- Click on the **Partial Query** button.
- Click on **View**, then **Partial Query** from the menu.

Full Query shows the Query in a full-screen view, which is helpful when selecting longer lists of terms. There are two ways to view a full-screen Query:

- Click on the **Full Query** button.
- Click on **View**, then **Full Query** from the menu.

Deleting Terms From the Query

Deleting terms from the Query works the same way for all search methods. First, select the term you wish to delete. Once you have selected the term there are three ways to delete it from the Query:

- Click on the **Delete Term** button.
- Click on **Search**, then **Delete Term from Query** from the menu.
- Press **[CTRL-DELETE]**.

Explore

Explore is a powerful tool which allows you to link to related company information either on the local CD or over the Internet.

Exploring From the Search Screen

In the [Search screen](#), Explore helps you define the terms you are searching on by allowing you to preview the companies before adding them to your Query. To use Explore from the Search screen first highlight a term you wish to explore. There are two ways then to Explore:

- Click on the **Explore** button.
- Click on **View**, then **Explore** from the menu.



If there is only one company listed for the term, you will go to the Record screen. If there is more than one company listed for the term, you will go to the Summary screen, at which point you can click on the **Record** button to go to the Record screen, or click on the **Search** button to return to the Search screen.

Exploring From the Record Screen

In the [Record screen](#), Explore allows you to quickly link to related records on the local CD or the Internet, depending on the link chosen. Links are represented by green, underlined text. Click on a link to find related company information.

Items available to Explore on the local CD include:

- City
- State
- ZIP Code
- Headquarter/Operating Units
- CorpTech Product Code
- SIC Code
- [Selected Text](#) from the company and product descriptions

Once you begin Exploring on the local CD, your history of links is displayed in the Explore History box.



Items available to Explore on the Internet include:

- CorpTech's Home Page
- Company's Home Page
- Company's E-mail Address
- [Selected Text](#) from within the company record

See Also

- [Modify Selected Link](#)
- [Using Explore to Access the Internet](#)
- [Exploring Selected Text On the Local CD](#)
- [Exploring Selected Text On the Internet](#)

Using Explore to Access the Internet

From within a company record you can launch your Internet browser to search for additional information about a company.

- **Click on a Home Page** or **E-mail address** to view a company's Internet home page, or send electronic mail.
- **Click on [Resources Page](#)** to obtain additional information about a company using the *CorpTech/Web* site. Resources include company and industry rankings, demographics, related news articles, stock quotes, stock charts, and more.
- **Highlight a word or words** in the company record and click on the **Explore** button to launch an Infoseek [search for the selected text on the Internet](#).

See [Internet Notes](#) for more information about setting the path for your browser and the Netscape Navigator.®

See Also

[Resources Page Overview](#)

[Internet Notes](#)

[Exploring Selected Text on the Internet](#)

Internet Notes

- Before you can access the Resources Page from the *CorpTech EXPLORE Database*, you must [set the path to your browser](#) from the Preferences menu in the CorpTech CD-ROM.
- The *CorpTech EXPLORE Database* currently supports any default Windows browser.
- **For Netscape Users:** Depending on what version of Netscape you are using, when you launch the application it may load in the background rather than coming into the foreground. Press **[ALT] [TAB]** to bring Netscape into the foreground, or use the **taskbar** if running Windows 95.
- CorpTech provides customer service for any problem or question you may have relating to the use of the *CorpTech EXPLORE Database*. However, for problems arising from the use of your browser or your Internet connection, please refer to the documentation provided by your browser, or consult your System Administrator for assistance with Internet-related issues.
- For the most current technical information on the *CorpTech EXPLORE Database*, access our support page on the Internet. Click on **Help**, then **Internet Resources** from the menu to view this page, or access it directly at: <http://www.corptech.com/onlnhlp.htm>.

See Also

[Resources Page Overview](#)

[Using Explore to Access the Internet](#)

[Exploring Selected Text on the Internet](#)



Resources Page (Comprehensive Company Research on the Internet)

Details of new capabilities and content will be available over the Internet at <http://www.corptech.com/onlinhelp.htm>. Using the *CorpTech EXPLORE Database*, select **Help**, then **Internet Resources** from the menu to automatically view that page.

Overview

The Resources Page link offers you an Internet-based company research service on CorpTech's web site, fully integrated with the *CorpTech EXPLORE Database*.

CorpTech users can, when viewing a company record on the CD-ROM, click on **Resources Page** on the screen. The user's Internet browser will be launched, and jump directly to a company capsule at the CorpTech web site for the same company.

The company capsule links to all content that relates to *that* company, allowing rapid and simple company research. Content includes rankings, news stories, stock quotes and charts, and SEC filings. New content and links are being added regularly.

What You Have Access To

For CorpTech EXPLORE Database Customers

If you have purchased the full version of the *CorpTech EXPLORE Database*, you will incur no additional charges for CorpTech data when visiting most areas on the site. The one function for which you would be required to pay is ASCII comma delimited download.

For CorpTech EXPLORE Database GOLD Customers

If you have purchased the full version of the *CorpTech EXPLORE Database GOLD*, you will incur no additional charges for CorpTech data when visiting the site.

For Custom Versions of the CorpTech EXPLORE Database

If you have purchased a custom version of the *CorpTech EXPLORE Database*, you will be able to access many of the areas on the site free of charge. You would be required to pay for the display of full

company profiles, and ASCII comma delimited download.

How to Register to Use the CorpTech Web Site

You only need to register to use the CorpTech Web Site if you are accessing the Research Areas page or wish to view a full company profile. When you access one of these areas for the first time, you will be prompted to register with your registration number (provided to you on your packing slip), a user name and password.

Note: Details of new capabilities and content will be available over the Internet at <http://www.corptech.com/onlnhelp.htm>. Using the *CorpTech EXPLORE Database*, select **Help**, then **Internet Resources** from the menu to automatically view that page.

Exploring Selected Text on the Internet

In addition to linking to other company records on the CD-ROM, you can use the selected text to perform an Infoseek search on the Internet for the terms you have chosen. To Explore the Internet using selected text:

1. Highlight a word or words in the company record.
2. Click on the **Explore** button or click on **View, Explore**, then **Selected Text** from the menu.
3. All the terms are highlit. You may use the **Select All** , **Edit** and **Delete** buttons to include, change or delete terms in the list box.
4. Select the Boolean operator you wish to use with your terms by clicking on the **AND or OR** radio buttons.
5. Click on the **Internet** button to launch your Windows default browser and search the Internet using Infoseek.

See [Internet Notes](#) for more information on setting the path for your browser and the Netscape Navigator.®

See Also

[Using Explore to Access the Internet](#)

Using Hints

Located on most Search screens, the Hints button opens the help files for a particular topic, providing information on how to use function. For example, if you are using the Text Search Method, selecting Hints will display information on how to use Text searching.

To display hints click on the **Hints** button.

See Also

[Hints for Text Searching](#)

[Hints for Browse](#)

In order to access the Record screen you must have selected terms from one of the search methods and added these terms to the Query.

Note: If you have a custom, regional, or industry-based Explore Database, the terms available for selection may not be included in your customized set. The number of companies included in your set is located above Total Found, in the lower right corner of the Search screen. To view the details of your customized set:

1. From the **File** menu, select **Open**.
2. In the Open Query dialog box, double-click on **custom.sch**. Your customized search will be loaded into the Query to be viewed or printed.

See Also

[Index Search Method](#)

[Browse Search Method](#)

[Text Search Method](#)

Search Screen Layout

The Search screen has several areas common to all search methods:

- **Search Method Buttons** select the search method: [Index](#), [Browse](#), or [Text](#).
- **Term List box** lists the search terms available.
- **Query** lists all user-selected search terms.
- **Query Control Buttons** allow you to:
 - Hide the Query from view.
 - Display the Query as a full-screen (useful when viewing large searches).
 - Display a partial Query of the most recently selected terms.

See Also

[Changing the Query View](#)

[Deleting Terms From the Query](#)

[Exploring From the Search Screen](#)

[Using Hints](#)

The Index List Box

When the book icon is opened  the Index is expanded to show all the sub-categories for that Index.

When the book icon is closed

 the Index is collapsed showing only the major Index category.

There are two ways to expand or collapse the index:

- Double click with your mouse on the desired Index, i.e. Company.
- Click on the desired Index and press **[ENTER]**.

There are two ways to select an Index from the Index list box:

- Click on an Index selection using your mouse.
- Cursor through the Index selections using the arrow keys.

Navigating Through the Term List Box

The Term List box provides quick access to specific terms in large lists. For example, if you are looking for a company named Groupsoft, Inc., you could simply start typing “Group” in the **Enter a search term** box rather than scrolling through the entire Term List box until coming to the G’s.

A Term List may have a limited number of terms, such as 10 sales ranges, or an unlimited number of terms, such as the Technology Phrase index which currently contains over 15,000 listings.

Selecting Terms From the Index Term List Box

There are six ways to add terms to the Query from the Index Term List box:

- Double-click on a term in the Term List box.
- Drag and drop a term from the Term List box into the Query.
- Click on **Search**, then **Add Term to Query** from the menu.
- Cursor to the term using your arrow keys and press **[ENTER]**.
- Type in a word in the **Enter a search term** input box and press **[ENTER]**.
- Press **[CTRL-INS]**.

30 Index Categories

There are eight different indexes to search on in the *CorpTech EXPLORE Database*, which are broken down into thirty specific categories.

Company

Internet

Ownership

Status

Location

Size

Executives

Products

See Also

[Index Search Method](#)

Products

- **Primary Industry** allows you to search for companies based on the high-tech industry from which they get the majority of their revenues.
- **Industry Code Groups** allows you to search on CorpTech's 18 areas of high-technology.
- **Major Code Groups** allows you to search on CorpTech's 250 specific technology areas. See **Appendix B** in the CorpTech User Manual for a comprehensive list of the 250 major code groups.
- **Technology Phrase** allows you to search on over 15,000 current technology phrases.
- **Product Codes** allow you to search by over 3,000 specific CorpTech product codes.
- **SIC Codes** allows you to search using the federal government's "Standard Industrial Classification" system.

Executives

- **Name** allows you to search by surname for particular executives. There are currently over 160,000 executives listed in the *CorpTech EXPLORE Database*.
- **Responsibility** allows you to search by 17 different executive responsibilities within a company, i.e. CEO.

Executive Responsibility Codes

The following list contains the CorpTech Executive Codes representing each type of executive and the corresponding Executive Title:

<u>Executive Code</u>	<u>Executive Title</u>
Z	= Chairman of the Board
C	= Chief Executive Officer
F	= Chief Financial Officer
S	= Sales
N	= Marketing
L	= International Sales
R	= Research and Development
M	= Manufacturing
E	= Engineering
I	= Manager of Information Systems
T	= Technology Transfer
P	= Personnel
B	= Purchasing
A	= Administration
D	= Corporate Development
G	= Strategic Development
U	= Quality Control/Assurance
O	= Other

Size

- **Sales** allows you to search for companies by sales range, i.e. \$10-25 million.
- **International Business** allows you to search for companies based on the amount of sales generated from international business activity, i.e. exporting, manufacturing abroad, etc.
- **Employees** allows you to search for companies by number of employees.
- **Historical Growth** allows you to search for companies based on their percentage growth (or decline) in the twelve months prior to their last interview.
- **Projected Growth** allows you to search for companies based on their percentage growth (or decline) projected for the twelve months after interview.

Location

- **City** listings are alphabetical, and referenced to the appropriate state.
- **State** listings are abbreviated, and arranged in alphabetical order.
- **Zip Code** allows you to search by three-digit or five-digit zip code.
- **Telephone Area** allows you to search by a company's three-digit telephone area code.
- **Region** allows you to search for companies in thirteen regions across the United States.

Status

- **Year Formed** allows you to search for companies by the year in which they were formed.
- **Source of Capital** allows you to search for companies whose initial source of funding came from private investment, corporate investment, or venture capital. This information is collected primarily for younger firms.
- **Government Contractor** allows you to search for companies based on whether they do prime and/or sub-contractor work for the U.S. government.
- **New/Updated Companies** allows you to search for companies that have been newly added to the CorpTech Explore Database since the last revision. You can also search for companies whose information has been updated, or for companies whose data is unchanged since the last revision.

Ownership

- **Type of Ownership** allows you to search for independent companies or units of companies which are privately held, publicly held, partnerships, government-owned companies, non-profits, or non-U.S. companies.
- **Country of Ownership** allows you to search by country for companies which are owned by a foreign parent.
- **Female/minority** allows you to search for companies which are female and/or minority owned.
- **Ticker Symbol** listings are alphabetical, and allow you to search for publicly held firms by their ticker symbol.

Internet

- **Homepage & E-mail** allows you to search for companies who have, or do not have, an Internet Homepage or E-mail address.

Company

- **Full Name** allows you to search on a complete company name, i.e. Gates Learjet Corporation.
- **Words In** allows you to search on a single searchable word in the company name, i.e. Learjet.
- **Parent Name** allows you to search for parent companies, and automatically selects all their operating units.

Index Search Method

The **Index** button allows you to search on thirty categories in [eight different indexes](#).

Using the Index Search Method

A rectangular button with the word "Index" centered inside.

There are two ways to access the Index Search Method:

- Click on the **Index** button.
- Click on **Search**, then **Index Search** from the menu.

The Index List box

When the book icon is opened the Index is expanded to show all the sub-categories for that Index. When the book icon is closed the Index is collapsed showing only the major Index category.

There are two ways to expand or collapse the index:



- Double click with your mouse on the desired Index, i.e. Company.
- Click on the desired Index and press **[ENTER]**.

There are two ways to select an Index from the Index list box:

- Click on an Index selection using your mouse.
- Cursor through the Index selections using the arrow keys.

Navigating the Term List Box

The Term List box provides quick access to specific terms in large lists. For example, if you are looking for a company named Groupsoft, Inc., you could simply start typing “Group” in the **Enter a search term** box rather than scrolling through the entire Term List box until coming to the G’s.

A Term List may have a limited number of terms, such as 10 sales ranges, or an unlimited number of terms, such as the Key Technology Phrases index which currently contains over 15,000 listings.

Selecting Terms

There are six ways to add terms to the Query from the Index Term List box:

- Double-click on a term in the Term List box.
- Drag and drop a term from the Term List box into the Query.
- Click on **Search**, then **Add Term to Query** from the menu.
- Cursor to the term using your arrow keys and press **[ENTER]**.
- Type in a word in the **Enter a search term** input box and press **[ENTER]**.
- Press **[CTRL-INS]**.

See Also

[Browse Search Method](#)

[Text Search Method](#)

Browse Search Method

The Browse button allows you to quickly search by company name. There are two ways to access Browse:


- Click on the **Browse** button. 
- Click on **Search**, then **Browse Search** from the menu.

The Browse feature is useful for those who choose to search primarily by company name. You may choose your default browse preference by selecting a **Browse Preference** radio button:

- **Explore Selected Term** allows you to immediately display the selected company record.
- **Add Term to Query** allows you to construct a Query using company names.

Explore Selected Term

To search on a company name using **Explore Selected Term**, type into the input box the first few letters of the name you wish to search on. The Term List box will scroll to the closest term to that which you typed. To display the term:

- Click on the **Explore** button. 
- Double-click on the term.
- Press **[ENTER]**.

To exit the company record and return to the Browse screen:

- Click on the **Stop Explore** button.
- Click on the **Search** button.
- Click on **View**, then **Search** from the menu.

Add Term to Query

To search on a company name using **Add Term to Query**, type into the input box the first few letters of the name you wish to add. The Term List box will scroll to the closest term to that which you typed. To add a term to the Query:

- Double-click on the term.
- Drag and drop the term into the Query.
- Press **[ENTER]**.

See Also

- [Index Search Method](#)
- [Text Search Method](#)
- [Hints for Browse](#)

Hints for Browse Search Method

To search on a company name using the Browse Search Method, type into the input box the first few letters of the name you wish to search on. The Term List box will scroll to the closest term to that which you typed.

Using the Browse Search Method you may choose to set your Browsing Preference to default to [Explore Selected Term](#) or [Add Term to Query](#).

- Use **Explore Selected Term** if you primarily wish to view the full company record each time you use the Browse Search Method.
- Use **Add to Query** if you primarily wish to construct queries each time you use the Browse Search Method.

See Also

[The Browse Search Method](#)

Explore Selected Term

When using the Browse Search Method, **Explore Selected Term** allows you to quickly view the full record for the highlighted company name. If only one company is listed with that name you will be placed in the Record screen. If more than one company is listed with that name you will be placed in the Summary screen.

Add Term to Query

When using the Browse Search Method, **Add Term to Query** allows you to construct a Query using company names. If you already have terms in the Query from the Index Search Method or Text Search Method, **Add Term to Query** performs an **AND** of the new terms with those already present in the Query.

Boolean Operators

When searching for a particular term(s), you can combine them into one search string using **AND** or **OR** operators.

Examples:

- If you are searching for companies that are involved in software consulting services you would use the **AND** operator and select the terms: SOFTWARE **AND** CONSULTING
- If you are searching for companies that manufacture printers, and also companies that manufacture plastics you would use the **OR** operator and select the terms: PRINTERS **OR** PLASTICS

Using Wildcards in a Boolean Search

You can type in wildcard characters to represent a portion of a term, or just one letter in a term. Two wildcards are available:

1. * represents any combinations of characters that follow the asterisk in a term.
2. ? represents a single character in a term. Several question marks may be used in a term.

Examples:

- To search for all occurrences of a term that begins with the letters ACR you would type: **ACR***
- To search for all occurrences of the term ALLOY if you are not sure of the spelling you could type: **ALL??**
- You can also combine both wildcard characters within the same term, for example: **AL?O***

Creating a Search String

For more complex searches you can combine terms using Boolean operators to create a search string:

1. Highlight a term in the term list box, or type a term in the **Enter a search term** box.
2. Click the **Add to String** button.
3. If needed change the Boolean operator using the **AND** and **OR** radio buttons.
4. When your search string is complete, click on the **Add to Query** button.

Deleting Terms from a Search String

To delete a term, first highlight the term you wish to delete. To delete a term from a search string click on the **Delete Term** button.

Delete All

To remove all terms and start a new search click on the **Delete All** button.

Hints for Text Search Method

The Text Search Method allows you to search on words that are present in either the company description or product description fields in each record. The Text Search Method combines terms using the [Boolean operators](#) **AND** and **OR** to create [search strings](#). Search strings can then be [added to the Query](#).

You can add [wildcard characters](#) to a Boolean search if you are not sure of the complete spelling of a term, want a group of similar terms, or want to include plurals.

If a term that was [added to a search string](#) is incorrect, you can [delete the term](#) from a string.

You can [delete all](#) terms if you wish to clear your search string and create a new one.

See Also

[The Text Search Method](#)

Add to String

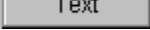
The **Add to String** button allows you to select terms from the list box on the right side of the screen, and create a search string with them on the left side of the screen using the Boolean operators **AND** or **OR**. Search strings can then be added to the Query.

Add to Query

The **Add to Query** button removes the search string in progress and searches it against the Query. If you already have terms in the Query from the Index Search Method or Text Search Method, Add Term to Query performs an **AND** of the new search string with those terms already present in the Query.

Text Search Method

The **Text** button allows you to search on words that are present in either the company description or product description fields in each record. The Text Search Method combines terms using the Boolean operators **AND** and **OR** to create search strings. Search strings can then be added to the Query. There are two ways to access the Text Search Method:

- Click on the **Text** button. 
- Click on **Search**, then **Text Search** from the menu.

How Boolean Operators Work

When searching for a particular term(s), you can combine them into one search string using **AND** or **OR** operators.

For example, if you are searching for companies that are involved in software consulting services you would use the **AND** operator and select the terms:

SOFTWARE **AND** CONSULTING

If you are searching for companies that manufacture printers, and also companies that manufacture plastics you would use the **OR** operator and select the terms:

PRINTERS **OR** PLASTICS

Using Wildcards in a Boolean Search

You can add wildcard characters to a Boolean search if you are not sure of the complete spelling of a term, want a group of similar terms, or want to include plurals.

You can type in wildcard characters to represent a portion of a term, or just one letter in a term. Two wildcards are available:

1. * represents any combinations of characters that follow the asterisk in a term.
2. ? represents a single character in a term. Several question marks may be used in a term.

For example, to search for all occurrences of a term that begins with the letters ACR you would type: **ACR***

If you wish to search for all occurrences of the term ALLOY and you are not sure of the spelling you could type: **ALL??**

You can also combine both wildcard characters within the same term, for example: **AL?O***

Creating a Search String

For more complex searches you can combine terms using Boolean operators:

1. Highlight a term in the term list box, or type a term in the **Enter a search term** box.
2. Click the **Add to String** button.
3. If needed change the Boolean operator using the **AND** and **OR** radio buttons.
4. When your search string is complete, click on the **Add to Query** button.

Deleting Terms from a Search String

If a term that was added to a search string is incorrect, you can delete the term from a string. To delete a term, first highlight the term you wish to delete. To delete a term from a search string, click on the **Delete Term** button.

To remove all terms and start a new search, click on the **Delete All** button.

See Also

[The Index Search Method](#)
[The Browse Search Method](#)
[Text Search Hints](#)

Printing a Query

You have the option to print a hard copy of the current Query. There are three ways to print the current Query:

- From the Search screen, click on the **Print** button.
- Select **Print** from the **File** menu, then **Query** as the print format.
- Press **[CTRL-P]**, then **Query** as the print format.



See Also

[Saving a Query](#)

[Opening a Saved Query](#)

[Starting a New Query](#)

[Printing](#)

Opening a Saved Query

You may open a Query, or a subset of checked records, that has been previously saved to a diskette or your hard drive. Opening a saved Query re-loads your search terms and re-searches the database. There are three ways to open a saved Query:



- Click on the **Open Query** button.
- Click on **File**, then **Open Query** from the menu.
- Press **[CTRL-O]**.

Type in the name of the search you wish to open and click **OK**, or double-click on the file name listed in the dialog box.



Note: If there are already terms in the Query, opening a saved Query will overwrite them. If you wish to save your current Query before opening a Query, click on the **Save Query** button.

See Also

[Saving a Query](#)

[Starting a New Query](#)

[Printing a Query](#)

Starting a New Query

Each time you start the *CorpTech EXPLORE Database* a new Query is automatically created. At this point you may begin selecting search terms.

At times you may need to start a new Query after completing a previous Query. To return to the new Query screen at any time:



- Click on the **New** button.
- Click on **File**, then **New Query** from the menu.
- Press **[CTRL-N]**.

If you had a previous search defined click on **OK** when asked “**Starting a new search will clear the current search. Are you sure?**” or **Cancel** to decline to initiate a new Query. You can now enter new search terms.

See Also

[Saving a Query](#)

[Opening a Saved Query](#)

[Printing a Query](#)

Saving a Query

Your search terms entered from the term list box can be easily saved using the *CorpTech EXPLORE Database*. There are three ways to save a Query:

- Click on the **Save** button.
- Click on **Save Query** from the **File** menu.
- Press **[CTRL-S]**.



Type the name you wish to give your search in the **File Name** box, choose the drive and directory where you wish the search to be saved, and click **OK**, or press **[ENTER]**.

See Also

[Opening a Saved Query](#)

[Starting a New Query](#)

[Printing a Query](#)

You have checked records in either the Summary screen or the Record screen. Because Exploring or returning to the Search screen will result in a new display of your records, these checked records will be overwritten.



If you wish to save your checked records:

1. Click on the **Cancel** button in this message box.
2. Click on the **Summary screen** button to return to the Summary screen if you are not already there.
3. Click on the **Save Selected** button in the lower toolbar, name your saved set, and click **OK**.

The Summary Screen

The Summary screen lists records you selected from the Search screen. From the Summary screen you can create a more specific subset of your Query, sort your records, return to the Search screen, or view the record. There are three ways to access the Summary screen:

- Click on the **Summary** button from the Search screen.
- Select **View**, then **Summary Screen** from the menu.
- Press [CTRL-F8].



Creating a Subset

Using the Summary screen you can narrow down your search to a more specific list which may be more relevant to you. To narrow down your search:

1. Single-click on the box located to the left of each record you wish to keep, or press **Spacebar** and a check will appear.
2. Click on the **Keep Selected** button. This will update the Summary screen with only the records you selected, creating a subset of data to view.

The Lower Toolbar



Select All checks all records on the Summary screen.



Deselect All removes check marks from all records on the Summary screen.



Keep Selected creates a subset made up of records you marked with a check.



Undo Selection restores your original Summary screen.



Goto brings you to the designated record.



Save Selected saves your subset of checked records to a file.

Once you begin [Exploring](#), your history of links is displayed in the [Explore History](#) box.



Sorting - Available for **EXPLORE Database GOLD**

If you have purchased the *CorpTech EXPLORE Database GOLD*, you may sort selected company records from the Summary screen. Click [here](#) for instructions on how to sort.

See Also

[The Record Screen](#)

[Accessing Your History of Links](#)
[Exporting a Summary List](#)
[Sorting](#)

Sorting

If you have purchased the *CorpTech EXPLORE Database GOLD*, you may sort selected company records from the Summary screen. You may select individual fields and specify whether to sort in ascending or descending order. To sort records:

1. Click on **Search**, then **Sort** from the menu.
2. Click on the fields you wish to sort, then click the **Select Field** button.
3. Change the sort order of fields if desired.
4. Click on the **Sort** button to begin the sorting process.



Select Field allows you to add a field to the Selected Sort Fields box.



Remove Field allows you to remove a field from the Selected Sort Fields box.



Select All Fields allows you to place all fields in the Selected Sort Fields box.



Remove All Fields allows you to remove all fields from the Selected Sort Fields box.



Move Field Up allows you to change the order in which fields will sort.



Move Field Down allows you to change the order in which fields will sort.



Sort Ascending allows you to sort selected fields in ascending order.



Sort Descending allows you to sort selected fields in descending order.

To change the sorting order of several fields at once:

1. Hold down the [CTRL] key and click each field to highlight the desired fields in the **Selected Sort Fields** box.
2. Click on the **Sort Ascending** or **Sort Descending** buttons. Notice that the sort indicator (+ or -) changes for each selected field.

Note: Saving records that have been sorted are not saved sorted. You must open the saved Query and re-sort the set.

Note: Due to size limitations in the sorting program, you may sort up to 31,500 records at one time.

See Also

[The Summary Screen](#)

Do Not Use This Page - EJS 7/20/96

The Record Screen

The Lower Toolbar

Use your scroll bars to navigate through the complete company record. You may move between company records in several different ways:



Use the **Previous Record** button or **[CTRL-PageUp]** to move to the previous record in the list.



Use the **Next Record** button or **[CTRL-PageDown]** to advance to the next record in the list.



Use the **First Record** button or **[CTRL-F]** to move to the first record in the list.



Use the **Last Record** button or **[CTRL-L]** to move to the last record in the list.



Goto brings you to the designated record.



Find allows you to search for a particular word or phrase in the company record.



Customize Profile Display allows you to select which fields of company profiles to view or print.

Selecting Records

You can create a subset of companies by placing a check mark in selected company records from the Record screen. There are two ways to select a record to be included in a subset:

- Click on the **Record Selected** box located below the toolbar.
- Press **[CTRL-R]**.

Bookmarks

Bookmarks allow you to put "placeholders" on companies of interest so that you may view them at any time without having to execute a new Query. Click [here](#) for more information on how to use bookmarks.

Alternative Company Names

A company may have more than one name displayed in the record. These are known as alternative names. Click [here](#) for a list of the standard abbreviations.

Exploring From the Record Screen

In the Record screen, Explore allows you to quickly link to related records on the local CD or the Internet, depending on the link chosen. Links are represented by green, underlined text. Click on a link to find related company information.

Once you begin Exploring on the local CD, your history of links is displayed in the Explore History box.



Click [here](#) for more information on how to Explore on the local CD and on the Internet.

Exiting the Record Screen

To exit the Records screen you may:

- Click on the **Search** button or use **[CTRL-F7]** to return to the Search screen.
- Click on the **Summary** button, or use **[CTRL-F8]**, to return to the Summary screen.

See Also

[Using Explore](#)

[The Search Clipboard](#)

[The Summary Screen](#)

[Internet Notes](#)

[Exploring Selected Text on the Internet](#)

[Exploring Selected Text on the Local CD](#)

[Resources Page Overview](#)

[Modify Selected Link](#)

[Printing](#)

[Copying Text](#)

[Exporting Records](#)

Standard Abbreviations for Alternative Company Names

DBA: Doing Business As

AKA: Also Known As

FKA: Formerly Known As

PMW: Previously Merged With

SHC: Subsidiary Holding Company

Note: Subsidiary Holding Companies are large units or joint ventures within a company that have subsidiaries and divisions reporting to them and do not manufacture any products of their own.

Bookmarks



Bookmarks allow you to put "placeholders" on companies of interest so that you may view them quickly without having to execute a new Query. The Bookmarks menu item allows you to add to or view your bookmarks.

Bookmarks are organized under categories which you assign. A bookmark category is marked with an



open book symbol if it is expanded to show all the sub-categories and bookmarks beneath. A bookmark category is marked with a closed book symbol



if it is compressed (showing no items beneath). A company's bookmarked entry is marked with a document symbol



. You may have an unlimited number of categories and bookmarked entries.

Adding Bookmarks

Companies may be added to a bookmark category from the Summary or Record screens. There are two ways to bookmark a company record:

- Press **[CTRL-B]**.
- Click on **Bookmarks**, then **Add Bookmark** from the menu.

When a bookmark has been added you will hear a beep. This is your notification that the bookmark has been added successfully.

Note: To add a bookmark into a specific category, that category must be highlighted in the Bookmark dialog box. To ensure the correct category is highlighted, click on **Bookmarks**, then **View Bookmarks** from the menu.

Viewing Bookmarks

You can view your list of bookmarks from the Search or Record screens. There are two ways to view your bookmarks:

- Press **[CTRL-M]**.
- Click on **Bookmarks**, then **View Bookmarks** from the menu.



You will see a list of bookmark categories , and bookmarks

. You can Explore one bookmark at a time by clicking on the bookmark you wish to Explore, then clicking on the **Explore** button.

Creating a Bookmark Category

From the Bookmarks menu you can create new bookmark categories and sub-categories to help keep your bookmarks organized. To create a new bookmark category:

1. Click on the **New Book** button.
2. Enter a new bookmark category name and click **OK**.

Renaming Bookmark Categories

You can rename previously created bookmark categories at any time. To rename a category:

1. Click on the category you wish to rename. The category will be highlighted.

2. Click the **Rename** button.
3. Enter a new bookmark category name and click **OK**.

Deleting Bookmark Categories and Bookmarks

You can delete previously created bookmark categories or bookmarked companies. To do this:

1. Click on the category or bookmark you wish to delete. The item will be highlighted.
2. Click the **Delete** button.

See Also

[The Record Screen](#)

Finding Text in the Record Screen

You can search within company records for occurrences of specific text by typing into the Find input box the word or phrase you wish to search on. There are two ways to Find Text within company records:

- Click on the **Find Text** button.
- Click on **Edit**, then **Find** from the menu.



To search for occurrences of the specified text in the next company record, click on **Find Next**.

Note: When exiting the Find Text feature, the last Find performed remains active. You may retrieve the previous Find by pressing the F3 key.

See Also

[The Record Screen](#)

AND/OR Operators

When searching for a particular term(s), you can combine them into one search string using **AND** or **OR** operators.

Examples:

- If you are searching for companies that are involved in software consulting services you would use the **AND** operator and select the terms: SOFTWARE **AND** CONSULTING
- If you are searching for companies that manufacture printers, and also companies that manufacture plastics you would use the **OR** operator and select the terms: PRINTERS **OR** PLASTICS

The Cancel Button

The Cancel button ends your **Explore Selected Text** session. You are returned to the location in the company record from which you highlighted selected text to Explore.

The Delete Button

The Delete button allows you to remove terms one-by-one from the list of selected terms.

To use the Delete button:

1. Highlight a term you wish to remove.
2. Click on the **Delete** button.
3. Choose the Boolean operator **AND or OR** to combine the listed terms.
4. Click on the **CD** button to find related companies on the local CD, click on the **Internet** button to search the Internet using Infoseek, or click on the **Add** button to add the terms to the Search Clipboard.

The Add Button

The Add button allows you to add the selected terms from the Modify Selected Term dialog box into the Search Clipboard.

To use the Add button:

1. Select the term(s) you wish to include using the **Select All**, **Delete**, and **Edit** buttons.
2. Click on the **Add** button.
3. Click on the **OK** button to confirm that the term(s) were added to the Search Clipboard.

Note: All Indexes named "Description" in the Search Clipboard will be added to the search string in the Text Search Method.

The Edit Button

The Edit button allows you to edit individual terms in the Modify Selected Term dialog box.

To use the Edit button:

1. Click a term you wish to edit. You will be placed in the Edit Term dialog box.
2. Edit the term (you may use [Wildcards](#) here if you wish) and click on the **OK** button when done.
3. Choose the Boolean operator **AND or OR** to combine the listed terms.
4. Click on the **CD** button to find related companies on the local CD, click on the **Internet** button to search the Internet using Infoseek, or click on the **Add** button to add the terms to the Search Clipboard.

The Select All Button

Before you can activate Explore on the local CD or on the Internet you must have terms highlighted in the list box. When you wish to search on most or all of the terms in the list you can use the **Select All** button.

To Explore using the Select All button:

1. Click on the **Select All** button.
2. Use the **[CTRL][MOUSE CLICK]** to deselect terms you do not wish to include, or click on the **Delete** button to remove terms from the list.
3. Choose the Boolean operator [AND or OR](#) to combine the listed terms.
4. Click on the [CD](#) button to Explore the local CD-ROM, the [Internet](#) button to Explore the Internet using Infoseek, or click on the [Add](#) button to add the terms to the Search Clipboard.

The Internet Button

The **Internet** button links you to related companies on the Internet, by launching your Windows default browser and performing an Infoseek search.

1. Refine your list of terms using the [Select All](#) , [Edit](#), and [Delete](#) buttons.
2. Choose the Boolean operator [AND or OR](#) to combine the listed terms.
3. Click on the **Internet** button to find related companies on the Internet.

Note: There is a 255 character limit in the Explore string when searching the Internet. You will be prompted to remove some terms from the Explore string should you exceed 255 characters.

Note: Depending on what version of Netscape you are using, when you launch the application it may load in the background rather than coming into the foreground. Press **[ALT] [TAB]** to bring Netscape into the foreground, or use the **taskbar** if running Windows 95.

The CD Button

The CD button links you to related companies on the local CD-ROM.

1. Refine your list of terms using the [Select All](#) , [Edit](#), and [Delete](#) buttons.
2. Choose the Boolean operator [AND or OR](#) to combine the listed terms.
3. Click on the **CD** button to find related companies on the local CD.

The Search Clipboard



The Search Clipboard allows you to temporarily store terms from an Explore link (text underlined in green in the Record screen), or from Selected Text within a company record.

- Adding an Explore link to the Search Clipboard will result in the term(s) being added to the Query.
- Adding Selected Text to the Search Clipboard will result in the term(s) being added to your search string in the Text Search Method.

Click [here](#) for step-by-step instructions on how to use the Search Clipboard with Explore links.

Click [here](#) for step-by-step instructions on how to use the Search Clipboard with Selected Text.

To view or clear the contents of the Search Clipboard at any time, select **View**, then **Search Clipboard** from the menu, or press **[CTRL-F10]**.

See Also

[The Record Screen](#)

Using the Search Clipboard with Selected Text

1. From within a company record **select text** to Explore from either the company or product description.
2. Click on the **Explore** button. The Explore Selected Terms dialog box will appear.
3. Select the terms you wish to include using the **Select All**, **Delete**, and **Edit** buttons.
4. Click on the **Add** button.
5. Click on the **OK** button to confirm that the term(s) were added to the Search Clipboard.
6. Click on the **Cancel** button to exit the Explore Selected Terms dialog box.
7. Click **Yes** upon returning to the Search screen when you are prompted to view the Search Clipboard.
8. All Indexes named "Description" in the Search Clipboard will be added to the search string in the [Text Search Method](#). To add a single term to the search string click on the **Add Term** button. To add all the terms to the search string, click on the **Add All** button.
9. Click on the **OK** button to confirm that the term(s) were added to the Text search string.
10. Click on the **Cancel** button to exit the Search Clipboard.
11. Click on the **Text Search Method** button to view the terms from the Search Clipboard which are now in your Text search string.
12. Edit your search string further, or click on the **Add to Query** button to add the terms into your Query.

Using the Search Clipboard with Explore Links

1. Click on an Explore link (text underlined in green) from within a company record. The Modify Selected Link dialog box will appear.
2. Click the **Add** button to add the term(s) to the Search Clipboard.
3. Click the **OK** button to confirm that the term(s) were added to the Search Clipboard.
4. Click on the **Cancel** button to exit the Modify Selected Link dialog box.
5. Click **Yes** upon returning to the Search screen when you are prompted to view the Search Clipboard.
6. To add a single term to the Query click on the **Add Term** button. To add all the terms to the Query, click on the **Add All** button.

Help for Explore Selected Terms Dialog Box

The Explore Selected Terms dialog box displays the list of terms which you highlighted while Exploring selected text in the Record screen, and allows you to:

- Search the company and product descriptions of other companies on the local CD which contain the same terms.
- Search the Internet using Infoseek for references to these terms.
- Add the terms to the Search Clipboard for later use in a search string from the Text Search Method.

To refine your selected text in the Explore Selected Terms dialog box:

1. Use the [Select All](#), [Delete](#), and [Edit](#) buttons to choose the terms you wish to include.
2. Select the Boolean operator you wish to use with your terms by clicking on the [AND or OR](#) radio button.
3. Click on the [CD](#) button to Explore related companies on the local CD-ROM, click on the [Internet](#) button to launch the Netscape Navigator and perform an Infoseek search, or click on the [Add](#) button to add the terms to the [Search Clipboard](#).

See [Internet Notes](#) for more information about setting the path for your browser and the Netscape Navigator.®

See Also

- [Browser Preferences](#)
- [The Record Screen](#)
- [The Search Clipboard](#)

Due to storage limitations the results from Exploring selected text are not available in the History box.

To retrieve your selected text link:

1. Click on the selected text link in the History box. You will be placed in the record from which you originally selected text to Explore.
2. Reselect the text you wish to Explore.
3. Click the **Explore** button.

Exploring Selected Text on the Local CD

When a company record is being displayed, you can highlight text in the product or company description and use it to Explore other records on the local CD which also contain that text.

The selected text will be displayed in the [Explore Selected Terms](#) dialog box as a list of terms from which you may choose to Explore. To Explore selected text:

1. Highlight a word or words in either the company description or product description.
2. Click on the **Explore** button or click on **View, Explore**, then **Selected Text** from the menu.
3. All the terms are highlit. You may include or delete terms using the Explore panel.
4. Select the Boolean operator you wish to use with your terms by clicking on the **AND** or **OR** radio buttons.
5. Click on the **CD** button to Explore the local CD-ROM.

If there is only one company matching the selected term(s) you will be placed in the Record screen. If there is more than one company listed for the selected term(s) you will be placed in the Summary screen.

Use the [Help](#) button in the Explore panel for detailed information on the functionality of the **Explore Selected Terms** dialog box.

See Also

[The Search Clipboard](#)

[Exploring From the Record Screen](#)

[Help for Explore Selected Terms Dialog Box](#)

[Exploring Selected Text on the Internet](#)

Accessing Your History of Links

A **History** drop-down box is available in the lower toolbar once you begin Exploring. This box allows you to return to previously linked records. The history links are numbered in ascending order.



To end your Explore session, click on the **Stop Explore** button to return to the beginning link. Clicking on Stop Explore clears the History box.

Note: Once you return to the Search screen your History box is cleared.

See Also

[The Record Screen](#)

[The Summary Screen](#)

[Using Explore From the Record Screen](#)

[Exploring Selected Text on the Local CD](#)

Modify Selected Link

If your Display Preferences are set to [Show Modify](#) you will see the **Modify Selected Link** dialog box once you have activated Explore from a link within a company record. This dialog box allows you to:

- Link to related companies on the local CD based on the highlighted term or the term in the input box.
- Add an Explore link to the Search Clipboard, which will give you the opportunity to add the term to your Query at a later date.

To refine the term you Explored:

1. Click on the **Modify Link** button.
2. Select a term from the list and click the **Replace** button.
3. Click on the **Explore Link** button to link to other companies containing this link.

Click [here](#) for step-by-step instructions on how to use the Search Clipboard with Explore links.

If you do not want to be prompted to modify your link when Exploring, click on the box “**Don’t show Modify Link Display. Jump directly to selected link.**” You may also change this option from the **Display** tab in the **Preferences** menu.

See Also

[Display Preferences](#)
[The Search Clipboard](#)

Using the Goto Button

Goto brings you to the designated record. There are three ways to access Goto:

- Click on the **Goto** button. 
- Select **Goto Record** from the **Edit** menu.
- Press **[CTRL-G]**.

Selecting Record Text

The maximum length of the selected text cannot exceed 32k. This is the maximum size of the Windows clipboard. If the text exceeds 32k, it will be truncated.

If you are using the **Copy** function and you exceed 32k, it is best to use the [Export](#) function from the **File** menu.

Copying Text

When a record is being viewed you can copy some or all of the text on the screen to the Windows clipboard, then paste the text into another application such as a word processor. To copy a portion of a record:

1. Highlight the text you want copied by clicking and holding down the left mouse button. Drag the mouse to select the area you want copied.
2. Click on **Edit**, then **Copy** from the menu, or press **[CTRL-C]**.

See Also

[The Record Screen](#)

Printing From the Search Screen

There are three ways to access the print function from the Search screen:

- Click on the **Print** button to [print the current Query](#) automatically.
- Click on **File**, then **Print...** from the menu.
- Press **[CTRL-P]** to print the Query, Summary, or Record(s) for the current Query.



See Also

[Printing](#)

[Printing From the Summary Screen](#)

[Printing From the Record Screen](#)

[Printing the Query](#)

Printing From the Summary Screen

You may print a company name list from the Summary screen. There are three ways to access the print function from this screen:



- Click on the **Print** button.
- Click on **File**, then **Print...** from the menu.
- Press **[CTRL-P]**.

Choose the range of company names you wish to print:

- **All** prints a company name list for all companies in the Summary screen.
- **Checked** allows you to print a company name list for the checked companies.
- **Range** allows you to print a company name list for a range of records.

See Also

[Printing](#)

[Printing From the Search Screen](#)

[Printing From the Record Screen](#)

Printing From the Record Screen

You may print your current record(s) by accessing the print function from the Record screen. There are two ways to access the print function from this screen:



- Click on the **Print** button.
- Click on **File**, then **Print...** from the menu.
- Press **[CTRL-P]**.

Choose the range of records you wish to print:

- **Current Record** prints the currently displayed record.
- **Checked** allows you to print full company records for the records you checked in the Summary screen.
- **Range** allows you to print a range of records.

NOTE: You can now select which fields to print:

- Click on the **Preferences** menu item.
- Click on **Records**
- In the **Display/Print Options** section, click in the boxes to place a check mark for the fields you wish to display or print.
- Click **OK** to accept the field selections.

See Also

[Printing](#)

[Printing From the Search Screen](#)

[Printing From the Summary Screen](#)

Printing Mailing Labels

If you have the *CorpTech EXPLORE Database GOLD*, you can print mailing labels in a variety of pre-defined formats or create custom labels. You can select from several executive titles as well. To access the mailing label print function:

- Click on **File**, then **Print** from the menu.
- Select **Mailing Labels**.

Selecting Executives

In the **Executive Options** portion of the screen, you must select at least one executive to appear on each mailing label. To select executives:

1. Click on the desired executive(s) in the **Available Executives** box.
2. Click on the **Select Field** button to add the executive(s) to the **Selected Executives** box.



Select Field allows you to add an executive to the Selected Executives box.



Remove Field allows you to remove an executive name from the Selected Executives box.



Select All Fields allows you to place all executives in the Selected Executives box.



Remove All Fields allows you to remove all executives from the Selected Executives box.



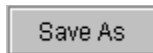
Move Field Up allows you to change the order in which executives will print.



Move Field Down allows you to change the order in which executives will print.



Select File Name/Open Template allows you to specify a path and filename when opening and saving templates or files.



Save/SaveAs allows you to save the selected label options as a template for use at a later date.

Label Options

The **Label Options** portion of the screen is used to specify the type of labels you wish to use. A unique key code or an alternate title may also be included.

Avery Code allows you to select a pre-formatted label by type. You may also select **Custom** to define your own label format.

Key Code allows you to specify a unique code that is printed on the first line of each label. This code

identifies a mailing for marketing purposes.

Alt Title allows you to specify a title other than those in the **Available Executives** box. Selecting this option disables all other executive selections.

Missing executives default to CEO allows a label to be generated and addressed to the CEO if the selected executive for a particular company does not exist. If this option is not chosen, no label will be generated for a missing executive.

Print only selected records allows you to print those records which are selected as part of a subset from within the Summary or Record screens.

Test Print prints the first 10 labels to the printer. This is helpful when determining proper formatting for labels when using the **Custom** selection.

Label Setup



To customize any of the label parameters or change font styles:

1. Click on the **View/Edit Label Setup** button located next to the **Avery Code** field. When any field is modified, the Avery Code automatically changes to **Custom**, indicating that one or more parameters have changed.
2. Click on the **Save** button to save the custom dimensions.
3. Click on the **Font** button to select the size and style of the font, if desired.

Note: Reducing the point size is helpful when labels will not fit properly across a line due to word-wrapping.

You can control the placement of the executive name either before or after the company name by clicking on the appropriate radio button in the **Executive Name Placement** portion of the screen.

See Also

[Printing](#)

Printing

Printing Overview



Depending on which screen you are using, the *CorpTech EXPLORE Database* allows printing of:

- The [Current Query](#).
- The [Summary screen](#).
- The [current record](#).
- A ranges of records.
- [Mailing labels](#) (available in *CorpTech EXPLORE Database GOLD*).

You can use any Windows compatible dot matrix or laser printer. The *CorpTech EXPLORE Database* uses the default printer settings that you selected in Windows and allows you to adjust these settings.

To print to a **local** printer your printer must be attached to the LPT1 port on your computer. To print on a **network** printer you must be attached to the system, and have access to a printer.

Changing Printer Settings

The *CorpTech EXPLORE Database* uses the default printer driver and settings that are specified in Windows. To change your printer settings:

1. Click on **File**, then **Print Setup...**
2. Click on **Specific Printer**.
3. Choose the appropriate printer from the selections and click on **OK**.

Note: Changing your printer settings also changes them for all your Windows applications. If needed, change the settings back to their original state when you are done using the *CorpTech EXPLORE Database*.

Improving Printing Speed

As a default, the *CorpTech EXPLORE Database* prints company records as HTML formatted text. While this format includes larger print and bolded block headings, it may slow your printing down. Users running Windows 3.X may experience much slower printing than Windows 95 or Windows NT users. Should you be experiencing difficulties as a result of slow printing:

1. From the menu, select **Preferences**, then **Printing**.
2. Click on the radio button for **Unformatted**.
3. Click on **OK** to accept the changes.

See Also

[Printing Preferences](#)

[Printing the Query](#)

[Printing From the Search Screen](#)

[Printing From the Summary Screen](#)

[Printing From the Record Screen](#)

[Printing Employment Trend Reports](#)

[Printing Mailing Labels](#)

Exporting

Exporting Overview

After selecting companies of interest you may Export summaries or records to the following formats:

- Industry-standard ASCII.
- Delimited (available with the *CorpTech EXPLORE Database GOLD*).

ASCII may be used in any application which can work with plain un-formatted text such as a word processor. Delimited may be used in any application which can work with delimited files, such as a spreadsheet or contact management package. To access Export:

- Click on **File**, then **Export** from the menu.
- Select **ASCII** or **Delimited**.

For instructions on exporting to **ASCII text**, click [here](#).

For instructions on exporting to **Delimited**, click [here](#).

Exporting to ASCII

When exporting company records in ASCII text, you must specify the path and file name you wish to use along with a range of records. To Export selected companies:

1. From the **Export Options** portion of the screen enter the path and file name for output in the **File Name** field, or click on the **Select File Name** button.
2. Select the type of Export format desired in the **Template** field (Summary or Record).
3. From the **Export Range** portion of the screen, select one of the following options:
 - All** exports all chosen records.
 - Checked** allows you to Export records checked on the Summary screen.
 - Range** allows you to Export a range of records.
4. Click on the **Export** button to begin the exporting process.

Exporting Delimited

If you have the *CorpTech EXPLORE Database GOLD*, you can export in a delimited format, which may be used in any application which can work with delimited files, such as a spreadsheet, database, or contact management package.

When exporting company records you must select the fields you wish to include in your Export, the delimiters you wish to use, executives, and the path and file name for output.



Select Field allows you to add a field to the Selected Fields box.



Remove Field allows you to remove a field from the Selected Fields box.



Select All Fields allows you to place all fields in the Selected Fields box.



Remove All Fields allows you to remove all fields from the Selected Fields box.



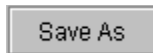
Move Field Up allows you to change the order in which fields will Export.



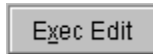
Move Field Down allows you to change the order in which fields will Export.



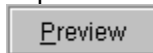
Select File Name/Open Template allows you to specify a path and filename when opening and saving templates or files.



Save/SaveAs allows you to save the selected fields as a template for use at a later date.



Executive Edit allows you to select which fields in the executive name should appear in Export.



Preview allows you to view a sample of the selected fields in delimited format.

Exporting to Delimited

1. From the **Template Options** portion of the screen select either a pre-defined CorpTech template from the **Template** field, or click on individual fields from the **Available Fields** box.
2. Click on the **Select Field** button to add the selected field (if any) to the **Selected Fields** box.
3. CorpTech provides five pre-defined templates for mailing labels, full company profiles, summaries, telemarketing lists, and **GOLD** profiles. You may choose one of these from the **Template** field, or create and save your own templates.
4. If executives have been selected, click on the **Executive Edit** button to select the fields you wish to include or exclude. (Clicking on the single executive radio button on the **Executive Edit** screen will place the executive field at the end of the record).
5. From the **Export Options** portion of the screen type the path and file name in the **File Name** field or click on the **Select File Name** button.

6. If required, change the **Field** and **Text** delimiters.

Select the **Make first row a header** option if you wish to include the field names when exporting. Click on the **Preview** button to view a sample of the selected fields in delimited format.

Select the **Missing executives default to CEO** option to substitute the CEO when your chosen executive doesn't exist.

Click on the **Export** button to begin the exporting process.

See Also

[Exporting ASCII](#)

[Format Specifications For Standard CorpTech Templates](#)

[Format Specifications For GOLD Template](#)

Format Specifications For Standard CorpTech Templates

#	FIELD	MAX LEN	EXAMPLE	DESCRIPTION
1	REC NO	5 Char	12345	A unique CorpTech 5-digit record number
2	COMPANY	50 Char	XYZ Corp	Formal name of the company
3	STREET	40 Char	1 Main St.	Street address
4	CITY	30 Char	Ourtown	City
5	STATE	2 Char	CA	Postal abbreviation for state
6	ZIP	5 Char	01234	5 digit postal code

The above fields (1-6) are included in the *Labels Template*, followed by one executive name in the format outlined in fields 61-66.

7	PHONE	13 Char	(617)932-3939	Phone number with area code
8	FAX	13 Char	(617)932-6335	Fax number with area code

The above fields (1-8) are included in the *Telemarketing Template*, followed by one executive name outlined in fields 61-66.

9	EMP RANGE	1 Char	5	A one digit code that corresponds to a range of employees. Valid values are: 0 under 10 employees 1 10 to 24 employees 2 25 to 49 employees 3 50 to 99 employees 4 100 to 249 employees 5 250 to 499 employees 6 500 to 999 employees 7 1,000 to 2,499 employees 8 2,500 to 4,999 employees 9 Over 5,000 employees A null entry indicates that information was declined.
10	EMP ACT	9 Char	250	Actual number of employees or, if the actual number is declined and the range is known, the range (e.g. 10 to 24). A null entry indicates that the range was also declined.
11	EMP QUAL	1 Char	E	Indicates that the employee figures apply to the parent or the entity: P Parent E Entity
12	HIST GRTH	4 Char	20	From historical employee data we compute the number of employees 12 months to the last update and the percentage change between those two dates. This field may be null, a whole number value or a

negative value. A null entry indicates that the employee growth is unknown.

13 PROJ GRTH 4 Char 30

From the number of employees projected in 12 months from the last update we compute the percentage change between those two dates. This field may be null, a whole number value, or a negative value. A null entry indicates that the projected employee growth is not known.

14 SALES RANGE 1 Char 5

This is a one digit code corresponding to a range of sales. Valid values are:

- 0 Under \$1m annual sales revenue
- 1 \$1m to \$2.5m annual sales revenue
- 2 \$2.5m to \$5m annual sales revenue
- 3 \$5m to \$10m annual sales revenue
- 4 \$10m to \$25m annual sales revenue
- 5 \$25m to \$50m annual sales revenue
- 6 \$50m to \$100m annual sales revenue
- 7 \$100m to \$250m annual sales revenue
- 8 \$250m to \$500m annual sales revenue
- 9 Over \$500m annual sales revenue

A null entry indicates that information was declined.

15 SALES ACT 9 Char 25

Actual sales in \$ millions, or, if the actual number is declined and the range is known, the range (e.g. 1 to 2.5). A null entry indicates that the range was also declined.

16 SALES QUAL 2 Char E

Indicates that the sales figures apply to the parent or the entity and are actual or estimated. Valid values are:

- E Actual figures for this entity
- C Calculated figures for this entity
- P Actual figures for the parent company
- PC Calculated figures for the parent company.

17 PRIMARY IND 3 Char AUT

Indicates the CorpTech industry code from which a company gains most of its annual revenue.

The above fields (1-17) are included in the *Summaries Template*, followed by one executive name outlined in fields 61-66.

18 PRIMARY SIC 4 Char 3715

Indicates the SIC code which most closely relates to a company's primary high tech product.

19 CT-CODE 251 COM-CM SOF-UT

The CorpTech Major Code(s) (see Major Product Groups chart) that define the company's products, separated by a space.

20 SIC 249 Char 3572 3674

The SIC (Standard Industrial Classification) Code(s) that apply to this company's products, separated by a space.

21 DESC 1 250 Char Manufacturer...

The first 250 characters of the company description.

22 DESC.2 25 Char Software runs on...

The company desc. in excess of 250 chars.

23 INTL BUS Max Len 1

This field indicates the percentage of a company's revenue that comes from international business. Valid values are:

- 1 No international business
- 0 International business % unknown
- 1 0% to 2.5% from international business
- 2 2.5% to 10% from international business
- 3 10% to 25% from international business
- 4 Over 25% from international business

A null entry indicates that information is unknown.

24	OWN	3 Char	PRu
----	-----	--------	-----

Ownership type of a company. Valid values are:
PR Private
PU Public
PA Partnership
GO Government
NP Non-Profit
FO Non-US entity
If OWN field ends with a "u" the comp. is an operating unit of a larger corp.

25	FORMED	4 Char	1979
----	--------	--------	------

Year of formation.

26	NULL1	1 Char	
----	-------	--------	--

Null field, reserved for future use.

27	GOVT CONT	3 Char	P S
----	-----------	--------	-----

Indicates whether or not this company is a government contractor. A null entry indicates that information is unknown. Valid values are:
P Prime contractor
S Sub-contractor
P S Prime and sub-contractor

28	CAPITAL	5 Char	P V C
----	---------	--------	-------

Indicates initial sources of capitalization. This information was collected for smaller companies which were formed in the last ten years. A null entry indicates that information is unknown. **Note: this field is incomplete for some companies.** Valid values are:
C Corporate investment
V Venture capital
P Private investment

29	FEM MIN	1 Char	B
----	---------	--------	---

Indicates if this company is registered female or minority owned or both. A null entry indicates that information is unknown. Valid values are:
F Female owned
M Minority owned
B Both female and minority owned
N Neither female nor minority owned

30	NULL2	1 Char	
----	-------	--------	--

Null field, reserved for future use.

31	CEO NAME	40 Char	Dr. Fred R. Moody
----	----------	---------	-------------------

Name of CEO with salutation

32	CEO TITLE	40 Char	President
----	-----------	---------	-----------

Title of CEO

33	CEO SAL	5 Char	Dr.
----	---------	--------	-----

Salutation prefix

34	CEO FIRST	25 Char	Fred
----	-----------	---------	------

First name of CEO

35	CEO LAST	25 Char	Moody
----	----------	---------	-------

Last name of CEO

36	CEO CODE	25 Char	C
----	----------	---------	---

Executive responsibility code(s)

37	FINANCE NAME	40 Char	Mr. John F. Brown
----	--------------	---------	-------------------

Name of executive responsible for finance

38	FINANCE TITLE	40 Char	Controller
----	---------------	---------	------------

Title of finance executive

39	FINANCE SAL	5 Char	Mr.
----	-------------	--------	-----

Salutation prefix

40	FINANCE FIRST	25 Char	John
	First name of finance executive		
41	FINANCE LAST	25 Char	Brown
	Last name of finance executive		
42	FINANCE CODE	25 Char	F
	Executive responsibility code(s)		
43	MKTG NAME	40 Char	Ms. Sandra Peters
	Executive responsible for marketing		
44	MKTG TITLE	40 Char	Marketing Mgr.
	Title of marketing executive		
45	MKTG SAL	5 Char	Ms.
	Salutation prefix		
46	MKTG FIRST	25 Char	Sandra
	First name of marketing executive		
47	MKTG LAST	25 Char	Peters
	Last name of marketing executive		
48	MKTG CODE	25 Char	N
	Executive responsibility code(s)		
49	SALES NAME	40 Char	Mr. Sam Smith
	Name of executive responsible for sales		
50	SALES TITLE	40 Char	VP of Sales
	Title of sales executive		
51	SALES SAL	5 Char	Mr.
	Salutation prefix		
52	SALES FIRST	25 Char	Samuel
	First name of sales executive		
53	SALES LAST	25 Char	Smith
	Last name of sales executive		
54	SALES CODE	25 Char	S
	Executive responsibility code(s)		
55	R&D NAME	40 Char	Ms. Jane J. Jones
	Name of executive responsible for research		
56	R&D TITLE	40 Char	Research Director
	Title of research executive		
57	R&D SAL	5 Char	Ms.
	Salutation prefix		
58	R&D FIRST	25 Char	Jane
	First name of the research executive		
59	R&D LAST	25 Char	Jones
	Last name of the research executive		
60	R&D CODE	25 Char	R
	Executive responsibility code(s)		

All of the above fields (1-60) are included in the *Profiles Template*.

See Also

[Exporting Delimited](#)

Format Specifications for GOLD Template

#	FIELD	MAX LEN	EXAMPLE
1	REC NO	5 Char	12345
A unique CorpTech 5-digit record number			
2	URI	6 Char	1013PZ
Universal resource identifier for use in research on the CorpTech web site.			
3	COMPANY	50 Char	XYZ Corp
Formal name of the company			
4	STREET	40 Char	1 Main St.
Street address			
5	CITY	30 Char	Ourtown
City			
6	STATE	2 Char	CA
Postal abbreviation for state			
7	ZIP	5 Char	01234
5 digit postal code			
8	PHONE	13 Char	(617)932-3939
Phone number with area code			
9	FAX	13 Char	(617)932-6335
Fax number with area code			
10	TOLL FREE	15 Char	(800)333-8036
Toll free telephone number			
11	E-MAIL	128 Char	sales@corptech.com
E-mail address for the company			
12	HOME PAGE	128 Char	corptech.com
Homepage for company			
13	EMP RANGE	1 Char	5
A one digit code that corresponds to a range of employees. Valid values are:			
	0	under 10 employees	
	1	10 to 24 employees	
	2	25 to 49 employees	
	3	50 to 99 employees	
	4	100 to 249 employees	
	5	250 to 499 employees	
	6	500 to 999 employees	
	7	1,000 to 2,499 employees	
	8	2,500 to 4,999 employees	
	9	Over 5,000 employees	
A null entry indicates that information was declined.			
14	EMP ACT	9 Char	250
Actual number of employees or, if the actual number is declined and the range is known, the range (e.g. 10 to 24). A null entry indicates that the range was also declined.			
15	EMP QUAL	1 Char	E
Indicates that the employee figures apply to the parent or the entity:			
	P	Parent	
	E	Entity	
16	HIST GRTH	4 Char	20
From historical employee data we compute the number of employees 12 months to the last update and the percentage change between those two dates. This field may be null, a whole number value or a			

negative value. A null entry indicates that the employee growth is unknown.

17 PROJ GRTH 4 Char 30

From the number of employees projected in 12 months from the last update we compute the percentage change between those two dates. This field may be null, a whole number value, or a negative value. A null entry indicates that the projected employee growth is not known.

18 SALES RANGE 1 Char 5

This is a one digit code corresponding to a range of sales. Valid values are:

- 0 Under \$1m annual sales revenue
- 1 \$1m to \$2.5m annual sales revenue
- 2 \$2.5m to \$5m annual sales revenue
- 3 \$5m to \$10m annual sales revenue
- 4 \$10m to \$25m annual sales revenue
- 5 \$25m to \$50m annual sales revenue
- 6 \$50m to \$100m annual sales revenue
- 7 \$100m to \$250m annual sales revenue
- 8 \$250m to \$500m annual sales revenue
- 9 Over \$500m annual sales revenue

A null entry indicates that information was declined.

19 SALES ACT 9 Char 25

Actual sales in \$ millions, or, if the actual number is declined and the range is known, the range (e.g. 1 to 2.5). A null entry indicates that the range was also declined.

20 SALES QUAL 2 Char E

Indicates that the sales figures apply to the parent or the entity and are actual or estimated. Valid values are:

- E Actual figures for this entity
- C Calculated figures for this entity
- P Actual figures for the parent company
- PC Calculated figures for the parent company.

21 PRIMARY IND 3 Char AUT

Indicates the CorpTech industry code from which a company gains most of its annual revenue.

22 PRIMARY SIC 4 Char 3715

Indicates the SIC code which most closely relates to a company's primary high tech product.

23 CT-CODE 251 COM-CM SOF-UT

The CorpTech Major Code(s) (see Major Product Groups chart) that define the company's products, separated by a space.

24 SIC 249 Char 3572 3674

The SIC (Standard Industrial Classification) Code(s) that apply to this company's products, separated by a space.

25 DESC 1 250 Char Manufacturer of...

The first 250 characters of the company description.

26 DESC.2 25 Char Software runs on...

The company desc. in excess of 250 chars.

27 INTL BUS Max Len 1

This field indicates the percentage of a company's revenue that comes from international business. Valid values are:

- 1 No international business
- 0 International business % unknown
- 1 0% to 2.5% from international business
- 2 2.5% to 10% from international business
- 3 10% to 25% from international business
- 4 Over 25% from international business

A null entry indicates that information is unknown.

28 OWN 3 Char PRu

Ownership type of a company. Valid values are:

- PR Private

PU Public
PA Partnership
GO Government
NP Non-Profit
FO Non-US entity

If OWN field ends with a "u" the comp. is an operating unit of a larger corp.

29	TICKER SYMBL	6 Char	XYZ
----	--------------	--------	-----

Ticker symbol if publicly held firm.

30	PARENT NAME	50 Char	IBM
----	-------------	---------	-----

Parent name if company is a unit of a larger firm.

31	COUNTRY OWN	30 Char	U.S.A.
----	-------------	---------	--------

Indicates country where ultimate parent is located.

32	FORMED	4 Char	1979
----	--------	--------	------

Year of formation.

33	NULL1	1 Char	
----	-------	--------	--

Null field, reserved for future use.

34	GOVT CONT	3 Char	P S
----	-----------	--------	-----

Indicates whether or not this company is a government contractor. A null entry indicates that information is unknown. Valid values are:

- P** Prime contractor
- S** Sub-contractor
- P S** Prime and sub-contractor

35	CAPITAL	5 Char	P V C
----	---------	--------	-------

Indicates initial sources of capitalization. This information was collected for smaller companies which were formed in the last ten years. A null entry indicates that information is unknown. **Note: this field is incomplete for some companies.** Valid values are:

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First name of CEO

42	CEO LAST	25 Char	Moody
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Last name of CEO

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44	FINANCE NAME	40 Char	Mr. John F. Brown
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Name of executive responsible for finance

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First name of sales executive			
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Last name of sales executive			
61	SALES CODE	25 Char	S
Executive responsibility code(s)			
62	R&D NAME	40 Char	Ms. Jane J. Jones
Name of executive responsible for research			
63	R&D TITLE	40 Char	Research Director
Title of research executive			
64	R&D SAL	5 Char	Ms.
Salutation prefix			
65	R&D FIRST	25 Char	Jane
First name of the research executive			
66	R&D LAST	25 Char	Jones
Last name of the research executive			
67	R&D CODE	25 Char	R
Executive responsibility code(s)			

See Also

[Exporting Delimited](#)
[Format Specifications for Standard CorpTech Templates](#)

Switching Databases

At any time you may switch between databases by selecting the **Database** menu item and choosing from one of the listed databases.

Note: Switching databases will clear the current search in the open database, close it, and open the newly selected database.

Employment Trend Reports

Employment Trend Overview

Emerging technology companies are growing faster than manufacturing as a whole, and more growth leads to more jobs created and more products being purchased. All industries look to technology to increase their productivity, profits, and competitiveness.

CorpTech tracks projected future employment growth trends among America's 45,000 manufacturers and developers of technology products. These trends are summarized in **Technology Spotlight** reports that can be viewed and printed including:

- National Employment Trend report
- Reports for 13 regions in the United States
- Reports for all 50 states
- Reports for the 18 CorpTech industry code groups
- Reports for 250 major product categories

In addition, you can link directly from the **Technology Spotlight** reports on the *CorpTech EXPLORE Database* to the latest employment trend information on **CorpTech/Web**. A link has been provided at the end of the reports, distinguished by colored text and underlined. Click on this link to access the latest reports on *CorpTech/Web*.


Accessing Employment Trend Reports

To access the Employment Trends database in the *CorpTech EXPLORE Database* select **Database**, then **CorpTech Employment Trends** from the menu.

The main report index will be displayed allowing you to view and print reports.

Viewing Employment Trend Reports

There are two ways to view reports listed on the index. Reports which have more specific sub-reports to

select from are flagged by a closed book symbol . Reports which are not further broken down are indicated by a document symbol



. To view reports:

1. Click on the **Employment Trend** report of your choice.
2. If your selected report has a sub-report you may access the sub-report by double-clicking on the closed book, or you may view the general report by clicking once on the report and clicking the **Record** button.
3. Click on the **Record** button to display the report. Use the scroll bars to move through the report.
4. Click on the **Search** button to return to the report index.

Note: If you want to scroll through all the reports in a category, open the category by double-clicking on the **Closed Book** icon.

Printing Employment Trend Reports

The *CorpTech EXPLORE Database* allows printing of the current report or a range of reports to any Windows compatible dot matrix or laser printer.

The *CorpTech EXPLORE Database* uses the default printer settings in Windows. To change these

settings go to **File**, then **Print Setup...** from the menu.

There are three ways to access the print function:

- Click on the **Print** button.
- Click on **File**, then **Print...** from the menu.
- Press **[CTRL -P]**.

Shortcut Keys

Listed below are the keystroke combinations for many of the menu items in the *CorpTech EXPLORE Database*.

Shortcut Keys from the Search Screen

[CTRL-C] Copies text to the Windows clipboard

[CTRL-N] Begins a new Query

[CTRL-O] Opens a previously saved Query

[CTRL-S] Saves a Query

[CTRL-X] Cuts text

[CTRL-V] Pastes text

[CTRL-INSERT] Adds a search term

[CTRL-DELETE] Removes a search term

[CTRL-F8] Displays the Summary screen

Shortcut Keys from the Summary Screen

[CTRL-A] Selects all records

[CTRL-C] Copies text to the Windows clipboard

[CTRL-D] Deselects all records

[CTRL-G] Goto record

[CTRL-K] Keep selected records in the subset

[CTRL-R] Select a record

[CTRL-T] Deselect a record

[CTRL-Z] Undo selection

[CTRL-F7] Return to the Search screen

[CTRL-F9] Go to Record screen

Shortcut Keys from the Record Screen

[CTRL-C] Copies text to the Windows clipboard

[CTRL-G] Goto record

[CTRL-P] Print record(s).

[CTRL-F] Display first record

[CTRL-L] Display last record

[CTRL-PAGEUP] Display previous record

[CTRL-PAGEDOWN] Display next record

[CTRL-F7] Return to the Search screen

[CTRL-F8] Return to the Summary screen

[CTRL-C] Copy highlighted text to the clipboard

[CTRL-R] Copy entire record to the clipboard

Shortcut Keys from the Employment Trends Database

[CTRL-F8] Display record

[CTRL-P] Print record(s)

CTRL-F] Display first record

[CTRL-L] Display last record

[CTRL-PAGEUP] Displays previous record

[CTRL-PAGEDOWN] Displays next record

See Also

[Using the Toolbar](#)

[Using Pull-Down Menus](#)

[Screen Layout](#)

[The Summary Screen](#)

[The Record Screen](#)

CorpTech Product Reviews/Testimonials



Online User Magazine

CorpTech Explore Database, A Must-Have Tool for High-Tech Sales
March 1997, Copyright © Online Inc. Steven L. Lubetkin

Marketers, job seekers, and investors targeting technology companies should not miss CorpTech's Explore Database on CD-ROM. Its fast search capabilities, well-designed query functions, and excellent array of indexed characteristics--coupled with integrated Internet access for updated information--make it a "must-have" reference tool for those doing business in this market. The feature set is top-shelf, but so is the pricing. At \$2,495 for the standard version and \$5,900 for Explore Gold, this product may be out of reach for smaller firms.

A Wealth of Content

Explore is the newest version of CorpTech's CD-ROM Directory of Technology Companies. It offers access to profile information of about 45,000 high-tech companies using a variety of searchable indexes, including SIC codes, geographic location, executive names, employment growth, products manufactured, and sales data.

The excellent list of 30 indexed categories goes well beyond the typical geographic and SIC code information however, and includes useful ownership data (such as minority/female owned), percentage of international sales, historical and projected employment growth, and sources of capital. Explore employs CorpTech's proprietary system of product and industry codes in addition to standard SIC codes, allowing users to identify target companies with finer detail.

Profile data can be printed as one-page snapshot reports, or (in the Gold version only) exported as ASCII comma-delimited files for use in database or word processing applications. The CD-ROM provides sample ASCII export files showing field names and sequences.

The program installs easily from the CD-ROM, although using the online help system in Windows 3.1 requires use of an update diskette after installing from the CD-ROM. Explore's user manual is clear and generously illustrated with screen shots, but the program is so intuitive that the manual is not necessary to get up and running.

Uncomplicated Queries

The main search window is divided into three windows showing searchable indexes, parameters that can be searched in the currently active index, and currently-active query parameters. The database also permits free-text searches.

It is easy to create complex queries by pointing and clicking on an index, then choosing one or more parameters to add to the query being built in the query window. The query window always indicates how many records will be selected for each parameter of the query, and a total number if all the parameters in the query were activated.

Queries can be saved to the hard drive, and individual profiles can be bookmarked. Company profiles or lists of companies matching a query's parameters can be printed or exported to ASCII files, or copied to the Windows clipboard and pasted into another application.

Each profile incorporates hyperlinks to the company's city, state, and zip code, and an email address or Web URL if available. Both email and Web addresses can be accessed interactively from Explore using Netscape if you have Internet access. CorpTech also provides CompanyLink, an Internet-based link from the CD-ROM to the latest news stories from PR Newswire, BusinessWire, UPI, and Ziff-Davis Wire. CompanyLink is free with an annual renewal of Explore. CorpTech has indicated plans to offer premium data via CompanyLink, including company profiles from Hoover's Reports and financial documents from the SEC's EDGAR database.

Choices & Options

Its excellent list of index criteria and high-tech coverage make Explore a pleasure to use. Other similar databases, such as D&B Marketplace, have less flexibility in query parameters, particularly area codes, geographic area, or sales and growth information--and not as much coverage of the high-tech industry.

Although it is more expensive, Explore Gold offers unlimited access to the records in the database and doesn't require a metering system or licensing arrangement to download and use the data. Options include comma-delimited export, sort, mailing label, data analysis, and computer direct dial capabilities.

The Bottom Line

For sophisticated searching for information or to compile lists of high-technology and biotechnology companies, Explore is superb. Its installation is virtually trouble-free, and the product is fast, easy-to-use, and comprehensive, although some data points may be subject to transcription error or unavailability.



American Medical Review

For A Wealth Of Knowledge Quickly, Check Out CD-ROMs January 1997, Wendell Galbreath

CD-ROM (Compact Disc Read Only Memory) is an increasingly attractive format for businesses and consumers alike, as both the installed base of CD-ROM drives and the number of available CD-ROM titles are experiencing tremendous growth. Not only is CD-ROM a great storage medium for multimedia, it's an excellent data carrier for any application requiring large capacity, high reliability, and speed. So, virtually any institution or business can take advantage of CD-ROM technology.

A compact disc can contain over 650 megabytes (MB) of user data or over 74 minutes of audio on a disc with a diameter of only 4.5 inches. This capacity is equivalent to 200,000 pages of printed text. All media and drives with the compact disc logo must meet international specifications. This worldwide standardization assures publishers and consumers that a properly manufactured disc will function in any CD-ROM drive or audio player, making media portability very easy.

Basically the key words are information and fast, and if these are your needs, a ten year old company in Woburn, Massachusetts can help you. That company is CorpTech. CorpTech publishes a CD that is invaluable to anyone needing comprehensive information about specific companies. The 45,000 high-tech companies profiled are also available in a print version, listed by CorpTech's unique coding system, encompassing more than 250 major technology codes, further divided into 3000 product codes. Comprehensive profiles (updated annually and verified in writing) include employee figures and growth rates, annual sales and export activity, key executives, company description, 800 numbers, primary industry, product listings, source of start-up capital and for the public companies, the stock symbol. The most recent information additions are e-mail and Web home page addresses which, from the CD you can link to right away when you're online.

As a matter of fact, even when still in its development stage, the new technology linking the CD a click away from the Internet called EXPLORE, caught the attention of the Washington-based National Directory

Publishing Association and NDPA awarded the CorpTech CD first prize as best CD-ROM directory at their 4th Annual Directory Awards Competition this past summer. "Amazingly intuitively laid out" is how NDPA described CorpTech's CD - "We didn't even have to read the instructions!" He also remarked that important criteria in electronic product evaluation - speed of access, arrangement of indexes, ease of navigation and depth of information selection options - were superior in the EXPLORE CD.

CorpTech took many suggestions from their customers in the development of the EXPLORE technology, such as more indexes and more searching capability, plus the ability to link other sources of relevant data in one smooth operation.

CorpTech's print [directory] can be found in the general business reference of most larger public, university and corporate libraries.

CorpTech's customers come from a wide spectrum, including public, corporate and university libraries, as well as high-tech manufacturing, insurance, recruiting, financial, consulting, business services, real estate and government. Primarily, the directory is used for sales and marketing, research, technology transfer, employment searching, merger/acquisition background and economic development. Their focus is on small to mid-size private technology manufacturers and this provides end users with an ideal tool for reaching this valuable segment of the economy. The CorpTech CD-ROM goes well beyond what common electronic directories have to offer.



PC Computing Magazine

Explore Database

March 18, 1997, Ron White

Good morning. Your assignment is to get detailed information on 45,000 high tech companies. Find out their strengths, who may be customers, who may be the enemy. You have until tomorrow. OK, don't self-destruct. You can do it with Explore Database, a costly but thorough piece of intelligence on the technology industry. In addition to 30 indexes to search on, the program has all kinds of links within the database itself, and links to the Web sites of all the companies. (The interface for the CD database is so like Netscape Navigator that you can easily lose track of whether you're looking at local data or data on the Net. Which really is the whole idea, right? Except I hope all interfaces don't sink to the level of Navigator. Oh, and if Explore Database isn't pricey enough for you, move up to Explore Gold Database, which gives you the same info plus a bunch of exporting capabilities for \$5,900.



Business Information Alert

CorpTech Explore Database

June 1997, Terese Mulkern Terry

CorpTech Directory of Technology Companies, first published in 1985, excels in its comprehensive coverage of the U.S. technology sector.

CorpTech Explore is the CD-ROM/Internet-integrated version of *CorpTech Directory of Technology Companies*. Intended as an electronic desktop reference for end-users whose fortunes follow fast-moving, high-tech industries, this new product is another contender in the burgeoning one-stop

information shopping trend.

The software fully exploits CorpTech's multiple indexes, resulting in a powerful, straightforward, and efficient database.

Testimonials...

Public Libraries

"We have been using the Corporate Technology Directory for several years and find it to be an outstanding product. It answers many questions regarding high-tech companies. We use it for job seekers and for identifying products and companies."

Irving Adelman, East Meadow Public Library, NY

"It surpasses all other publications of its type with its detailed information on small and large companies. The index volume provides essential aids by compiling companies by specific products, by service type or location."

Carole Coverly, Natick Public Library, MA

"At times I have people standing in line waiting to use the CorpTech Directory."

Betty Yeager, Aurora Public Library, CO

"We were eager to buy the CorpTech Directory to fill a gap in our technology section. With it you can find obscure private technology companies not found in other directories."

Ms. Jackson, Carnegie Library of Pittsburgh, PA

Universities

"My engineering students love it for job hunting. As a reference librarian, it is an invaluable source for corporate information. Putting in growth over the past few years is also very helpful."

Pamela Lee Enrici, University of Minnesota, Applied Science & Engr. Library

"It's one of the few tools that is used for multiple purposes, for job seekers, product information, identifying companies especially private companies. It's a well organized, comprehensive effective multiple use tool."

Howard McMinn, Wayne State University, MI, Science & Engineering Laboratory

"The CorpTech Directory is used every day ... we have to have it ...it's a professional's tool, especially useful for locating smaller, private high-tech companies not found in other directories."

Lori Bazen, Santa Clara University, CA

Corporations

"I have been able to locate smaller size companies that I couldn't find in the 'traditional' directories. I found the directory very easy to use."

Sandy Moltz, GE Aircraft Engines, MA, Technical Information Center

"CorpTech benefits our purchasing department. It is an invaluable tool for doing research on small, private firms. Also extremely useful for finding info on highly specialized firms and technologies. The coding system is much more in-depth than the government's SIC coding system."

Patricia Collins, Polaroid Corporation

"I go straight to the CorpTech Directory to identify key prospects in the computer and biotech areas. It's a marvelous marketing tool for targeting your sales efforts and it saves countless hours in database and telephone research!"

Susan B. Hillson, The Faxon Company

"Love your product and our bankers do too. Your company profiles are what they like and I love the index. I always look here first for cutting edge companies."

Louise A. Klusek, Salomon Brothers

"When I have a question about technology, CorpTech is the first place I turn. The more I use it the more useful it is."

Rubin Nunez, Booz, Allen & Hamilton

"Never has there been a clearer, cleaner breakdown of comprehensive technologies, companies and products. I have purchased the CorpTech Directory for 3 years now, and it continues to evolve, improve and expand."

John Freed, Battelle Memorial Institute

"CorpTech is my 1st stop for company information. It's far more cost-effective than going online. I love it!"

Pat Feeney, Unisys Corporation

"The CorpTech Directory saves us time and money... I found customers I didn't know existed. The directory made my job easier to locate and qualify sales leads."

Ken Mantle, Gold Tech Industries

"I work in a smaller division and use the CorpTech Directory for strategic planning and competitive analysis. I have found the CorpTech codes to be more efficient and specific than SIC codes in classifying high-tech products. The Directory is especially useful in identifying small private companies."

Kay Lynch, Eaton Corporation

