Yellow Pages USA - 1999 Edition

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What is the Yellow Pages USA - 1999 Edition?

This product includes complete listings for virtually every business in the U.S., organized by over 12,500 Yellow Page categories and SIC Code numbers.   Find new vendors, call business associates, and search for new clients anywhere in the U.S.

Each Record Contains:

●   Company Name

●   Complete Mailing Address

●   Type of Business

●   Fax Number (when published)

●   Number of Years Listed in the Database

●   Plus much more!

Search by Business Name or Yellow Page Heading within a city/state or ZIP Code. You can even find neighboring businesses.

   The Yellow Page Profile:

SIC Code	Standard Industry Classification Code. The U.S. Government's system of organizing business activities.
Line of Business	Yellow Page categories in which a company advertises.
Brands & Specialties	In certain instances our database is subdivided into important franchises, professional specialties, or major brands carried, depending on the context of the particular Yellow Page Heading; for example, "Automobile Dealers/Chrysler".
Years Listed	The number of years a company has advertised in the Yellow Pages under a particular heading.

Hint: In our database, many businesses will have multiple Yellow Page Headings/SIC Codes.   Yellow Pages USA will display up to six SIC Codes per business, with the Primary SIC Code at the top of the list.

How Do I Register this Product?

- You are urged to register your copy of **Yellow Pages USA** with American Business Information.   The benefits of product registration include:

✓FREE Technical Support and Customer Service
✓FREE Product Update Information
✓Discount Offers
✓Product Warranty

- You may register in one of two ways.   You may register electronically via your computer's modem by selecting the Register option under the Options menu at the top of the screen.   Or if you'd prefer, you may register by completing and mailing the registration card to American Business Information, which is included with this product.

How Can I View, Store and Print the Information?

[Viewing Search Results](#)

[How To View Neighboring Businesses](#)

[Printing](#)

Viewing Search Results

- When you initiate a search, the program will display the results on the Matching Listings Screen.

- The number of businesses that were found will be shown in the top left-hand corner of the Matching Listings Screen.

- To view the details of a listing, simply highlight it. The company's name, address, telephone number, fax number (if available), line of business, and years in the ABI Database will be displayed below the listing.

- You can also see the neighboring businesses of a highlighted listing. To do so, click on the "Show Neighbor Listings" option at the top of the screen.

- To begin a new search, thereby clearing all search criteria and displaying the main screen, click the "New Search" button.

- If you'd like to change a specific search selection, select the "Back" button. This will take you back one screen where the criteria had been entered.

How to View Neighboring Businesses

- Once you have found a particular business, you can also see information on the neighboring businesses.

- To do this, highlight a business listing and click on the "Show Neighbor Listings" option at the top of the screen.

- The program will display and highlight the original business, along with all the businesses surrounding it.

- Now, highlight a neighboring business listing.   The company's name, address, telephone number, fax number (if available), line of business, and years in the ABI Database will be displayed below the listing.

Printing

- To print listings, select the "Print" button at the bottom of the Matching Listings screen, or select the Print option under the File menu at the top of the screen. The Print dialog will appear. Click here to view graphic. Use the Print dialog to specify details of your print report such as which listings to print, the desired printer, printer properties, label/format, and font size.

- To print all listings shown on the Matching Listings screen, select the "All Listings" option; to print only those listings you may have specifically tagged in the Matching Listings screen, select the "Tagged Listings" option. If you have not tagged the desired listings, click the "Cancel" button to exit the Print dialog. This will return you to the Matching Listings screen, where you may tag the desired records. (See the Selecting Listings for Printing help topic.)

- Click on the "OK" button to begin printing.

- If you would like to change criteria in your search, click the "Back" button. This will take you back one screen where the criteria had been entered. Make the desired changes, then click the "Next" button to conduct the search again.

- To clear all search criteria and return to the **Yellow Pages USA** main screen, click on the "New Search" button at the bottom of the Matching Listings screen.

Selecting Listings for Printing

You may print all or only some of the listings in the Matching Listings window.

To select individual listings from the Matching Listings window for printing, you must select each listing individually.   Making selections is also known as "tagging".   To tag an entry from the Matching Listings window, highlight the listing, then click on the checkbox to the left of the listing.   A check mark will appear in the checkbox.   To untag a listing, highlight the listing, then click again on the checkbox and the check will disappear.

Upon selecting "Tagged Listings" in the Print dialog, only the listings with the check marks will be processed. If you do not select "Tagged Listings", Yellow Pages USA will automatically select all listings for you.

Connecting to the SalesLeadsUSA Internet Home Page

If you have Internet access (preferably through Netscape *NOW!*, AOL Members' Choice, or Microsoft Internet Explorer) you can visit SalesLeadsUSA's Home Page.   Just click on the SalesLeadsUSA button at the bottom of the main screen.

You can learn more about our company, our database, our latest products and services, and much more!

(**Note:** If you are using Windows 3.x with a Netscape browser, you will need to start the browser and dial in to your Internet provider before you can access our Web Site through this product.)

Viewing Detailed Business Profiles

Need to know more about any particular business in the United States? We can help.

● Our Business Profiles include the company name, address, and phone number, name of the owner or top decision-maker, number of employees, estimated annual sales, credit rating code, and primary and secondary lines of business.

● In addition, we have even more detailed information for many larger companies, including the names of top executives and directors, corporate linkages, stock exchange, and ticker symbol. Each profile is only $5.00!

● To access Business Profiles via the Internet, click on the Profile button at the bottom of the Matching Listings screen.   Business Profiles are only available for companies based in the United States.

SalesLeadsUSA

Options Menu

The Options menu consists of the following options:

Hide Opening/Closing Screens
Register
Dial a Listing
Visit our Website

Contacting Technical Support

American Business Information, Inc. provides telephone assistance to registered users.

Hours:
Technical Support is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Central Time.

Contacting Technical Support:
- Our telephone number is **(402) 593-4559.**

- Our fax number is **(402) 331-6681.**

- Our E-mail address is: **cdrom@abii.com**

You can assist Technical Support in diagnosing your problem by doing the following before you call:
- Be in front of your computer with the program running.

- Write down what you were doing when the problem occurred.

- Carefully write down any error messages, and the order in which they appeared.
- If you are greeted with a recording, please leave us a message with your name, telephone number (including area code), and a brief description of the error you are encountering.   Your call will be promptly returned.

Copy to Clipboard

The Copy to Clipboard feature is available only through the Matching Listings screen. To copy basic information of the currently highlighted record to the clipboard, select the Copy to Clipboard option under the Edit menu at the top of the screen.   The company name, address, phone number, and fax number will be copied.

Hide Opening/Closing Screens

When you start **Yellow Pages USA**, the opening screens will appear with information about ***the hottest-selling CD-ROMs from American Business Information, Inc.*** When you exit, closing screens will appear with information about our related services.

- If you do not wish to view the opening and closing screens each time the program runs, first click on Options from the menu bar at the top of the screen.   Then, click on the Hide Opening/Closing Screens option.   A check mark will appear on the left side of the Hide Opening/Closing Screens option, indicating the opening and closing screens will no longer appear when the program runs.

- To see the opening and closing screens once more, again go to the Hide Opening/Closing Screens option from the Options menu.   If you click on this option, the check mark will disappear and the opening and closing screens will appear.

How to Search for a Business by Name

● To search for a particular company, click the "Business Name" button.

● Next, type the name of the business and click on "Next" to continue.

● To search the total U.S., press the "Next" button. If you'd like to narrow your search by geography, select a state, city/state, or a 3- or 5-digit ZIP code. To select a state, click the down arrow of the state entry box to display the states, then click on a state to select it. To select a city or a 3- or 5-digit ZIP code, position the cursor in the appropriate entry box, then type the city name or ZIP Code. Press the "Next" button to continue.

Search Hints:

● Avoid searching with the following common words and phrases: INC., INCORPORATED, CO, COMPANY, CORP, CORPORATION. Not only do they take longer to find, but the company you are looking for may be listed differently than you imagine.

● If you are not sure of the spelling of the business name, you may use the asterisk (*) wildcard character. Enter at least two characters before the wildcard. For instance, you may type "Al* Grill" to find "Albuquerque Grill", and any other record that begins with "Al" and is followed by "Grill".

● Searches involving the asterisk wildcard characters are very flexible, but will be slower than whole word searches.

How to Search for a Business by Address

To locate a particular business, or all of the businesses located at a specific address click the "Address" button.   Next, type in the address or the street name.   It is necessary to enter a city and state in order to use this feature.   Press the "Next" button to view the matching listings.

Search Hints:

●   When entering an address, use the standard postal abbreviations.   For example: "413 South 11th Street" should be typed as   "413 S 11th St".

●   Be sure to include suffixes for numbered addresses such as 1st, 2nd, 3rd, 4th, and so on.   If you leave out a suffix, the program may be unable to locate the address.

●   Click here to see a table of standard postal abbreviations.

●   Do not include apartment or suite numbers.

How to Search for a Business by Phone Number

To search for a particular business by phone number, click the "Phone Number" button. Next, type the area code and phone number in the entry box.   Then, press the "Next" button to view the matching listings.

How to Search for Businesses by Yellow Page Heading

- Yellow Page Headings are organized like the U.S. Government's Standard Industrial Classification (SIC) Code, with additional classifications for franchises, brands, and specialties).

- To select a Yellow Page Heading, click the "Yellow Page Heading" button.   Enter one or more **key words** that relate to the heading you wish to locate.   You must enter at least two characters.   Next, press the "Find Headings" button.

- A list of possible selections will appear at the bottom of the screen. To select the Yellow Page Heading you want to search, you may double-click on the desired heading or single click on the heading to highlight it.   Then, click on the "Next" button.

- Yellow Page Heading searches require that you narrow the search by city/state, or by ZIP Code.   Thus, either type the state and city, or type the ZIP Code you wish to search.   After you are through, press the "Next" button to view the matching listings.

- To view the details of a particular listing, simply highlight it.   The company's name, address, phone number and fax number (if available) will appear in the fields below the list.   Also displayed will be the SIC Code, Yellow Page Heading, and the years in the ABI Database.

Profile

[Profile]

Standard Postal Abbreviations

If you are having trouble finding a particular listing, please try the following standard postal abbreviations and variations thereof in the address.

FULL NAME	ABBREVIATION
East	E
Northeast	NE
Northwest	NW
South	S
Southeast	SE
Southwest	SW
West	W
Numbered Streets	include suffixes (1st, 2nd, 3rd, 4th etc.)
Avenue	Ave or Av
Boulevard	Blvd or Blv
Branch	Br
Building	Bldg
Bypass	Byp
Causeway	Cswy
Center(s)	Ctr
Circle(s)	Cir
County	Cnty
Court(s)	Ct(s)
Creek	Crk
Cross	Crss
Crossing	Xing or Xng
Drive(s)	Dr
Estate(s)	Est
Expressway	Expy
Fork(s)	Frk(s)
Fort	Ft
Freeway	Fwy
Grove(s)	Grv
Height(s)	Hts
Highway	Hwy
Hill(s)	Hl(s)
Hollow	Holw
Junction	Jct
Landing	Lndg
Lane(s)	Ln
Lodge	Ldg

Manor(s)	Mnr
Park(s)	Pk(s)
Parkway	Pkwy or Pky
Pike(s)	Pke
Place	Pl
Plaza	Plz
Point(s)	Pt
Radial	Radl
Ridge(s)	Rdg
River	Riv or Rvr
Road(s)	Rd
Route	Rt
Rural Route	Rr
Service	Svc
Shore(s)	Shr(s) or Shre(s)
Spring(s)	Spg(s)
Square(s)	Sq
Station	Sta
Street(s)	St
Summit	Smt
Terrace	Ter
Turnpike	Tpke
Viaduct	Via
View(s)	Vw
Villa	Vla
Village	Vlg
Way(s)	Wy

How Can I Search the Database?

Once you are in **Yellow Pages USA**, you have the following search options:

[How To Search For Businesses By Yellow Page Heading](#)

[How To Search For A Business By Phone Number](#)

[How To Search For A Business By Name](#)

[How To Search For A Business By Address](#)

Dial a Listing

- To dial the number of a particular business listing, you must first be in the Matching Listings window.   Click on the listing for which you would like to dial the number.

- Next, select the Dial option under the Options menu at the top of the screen.   The Dial Phone dialog will be displayed unless you have not yet configured your modem, in which case the Modem Options dialog will appear.   (See the Modem Options help topic to properly configure your modem for dialing.)   If you wish to *change* your modem settings, click on the "Modem Options" button in the Dial Phone dialog.

- Within the Dial Phone dialog, if you have not configured the modem to dial a "1" for long distance, you may still choose to dial the one. Simply click on the "Dial as a long distance call" checkbox to select it.

- Click on the "Dial" button to begin the dialing.   If you change your mind, click on the "Cancel" button to close the dial window.

Dial Phone

Dial Phone

Prefix	L.D. Prefix	Number		Suffix
9,	1	907	2430016	,95180

☑ Dial as a long distance call.

[Dial] [Cancel] [Modem Options]

Modem Options

You may access the <u>Modem Options setup screen</u> by clicking on the "Modem Options" button from the Dial Phone dialog. (Or it will automatically appear the first time you select the Dial option under the Options menu at the top of the screen.)

Enter your dialing selections as described below:

<u>INPUT BOX</u>	DESCRIPTION
Enter your local area code:	Specify the area code from which you will be calling.
Enter dialing prefix:	If you are in an office where it is necessary to dial a number to reach an outside line (a "9" for instance, on a PBX), enter this number in the Enter prefix box.
Enter long distance prefix:	If the number of the listing you wish to dial is long distance and the area you are calling requires that a "1" be dialed prior to the telephone number, enter a "1" in this input box.
Enter long distance suffix:	If you are in an office where it is necessary to supply an authorization code after dialing a long distance number, enter the code in this input box.
COM port:	Click the down arrow to select the communications port that your modem is using. Normally, external modems are on COM1 and internal modems are on COM2.
Pulse Dial checkbox	Click on the Pulse Dial checkbox to specify pulse dialing. The default is that the box is unchecked, representing tone dialing, since tone dialing is more common. Click on the checkbox again if you wish to change your selection.
<u>O</u>**K button**	Click on the "OK" button to save the current dialing selections.
<u>C</u>**ancel button**	Click on the "Cancel" button to not make any changes, and to exit Modem Options.
<u>A</u>**dvanced button**	Click on the "Advanced" button to set up the more advanced modem options. Refer to

your modem Owners Manual to configure the modem properly.

Print
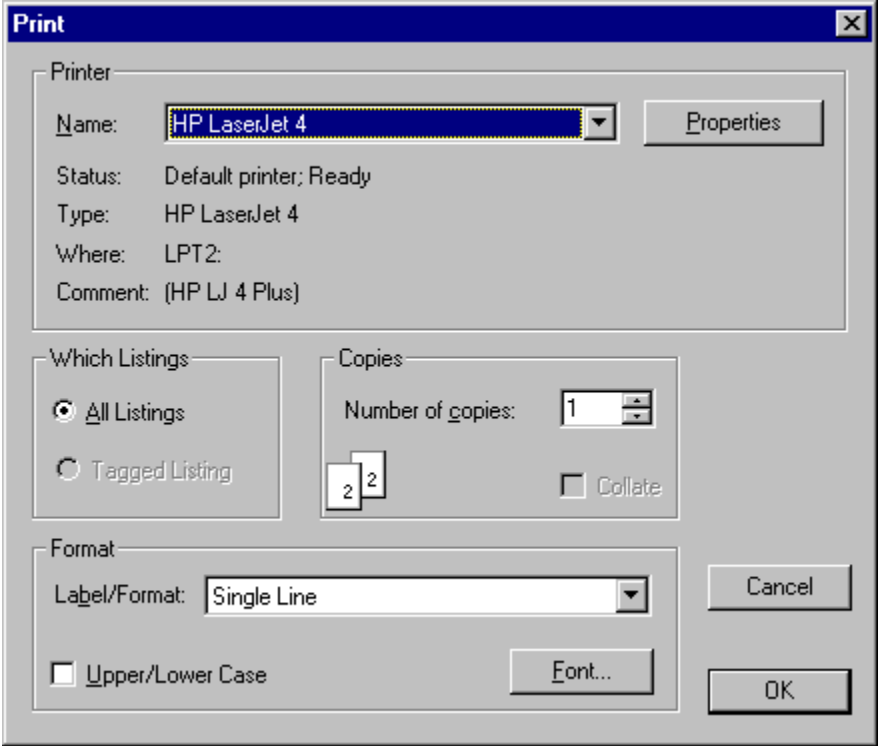
Menu Options

The menu consisting of <u>F</u>ile, <u>E</u>dit, <u>O</u>ptions, and <u>H</u>elp is available at all times in **Yellow Pages USA**.

File Menu
Edit Menu
Options Menu
Help Menu

File Menu

The File menu consists of the following options:

Print   To Print you can select the Print option under the File menu at the top of the screen or click on the Print button while on the Matching Listings screen.

Exit   To exit **Yellow Pages USA**, either press Alt + F4 or select the Exit option under the File menu at the top of the screen. You will immediately be exited out of the program.

Edit Menu

The Edit menu consists of the following options:

Clear
The Clear option allows you to easily clear all text in a selection screen, allowing you to start over in entering the search criteria in that screen. You may clear information either by clicking the Clear button at the bottom of each selection screen, or by selecting the Clear option under the Edit menu at the top of the screen.

Copy to Clipboard
The Copy to Clipboard feature is available only through the Matching Listings screen.   To copy basic information of the currently highlighted record to the clipboard, select the Copy to Clipboard option under the Edit menu at the top of the screen.   The company name, address, phone number, and fax number will be copied.

Help Menu

The Help menu consists of the following options:

Contents   Displays the **Yellow Pages USA** help file

Catalog   To learn more about the other products and services offered by American Business Information, Inc., select the Catalog option under the Help menu at the top of the screen.   If you would like further information, please call us at the telephone numbers that are listed throughout our catalog.

About   The About window gives you information on the edition of the software.   Also shown is the developing company's name, address, phone and fax numbers.

Catalog

To learn more about the other products and services offered by American Business Information, Inc., select the Catalog option under the Help menu at the top of the screen.   If you would like further information, please call us at the telephone numbers that are listed throughout our catalog.

About Window

The About window gives you information on the edition of the software.   Also shown is the developing company's name, address, phone and fax numbers.   To access the About window, select the About option under the Help menu at the top of the screen.
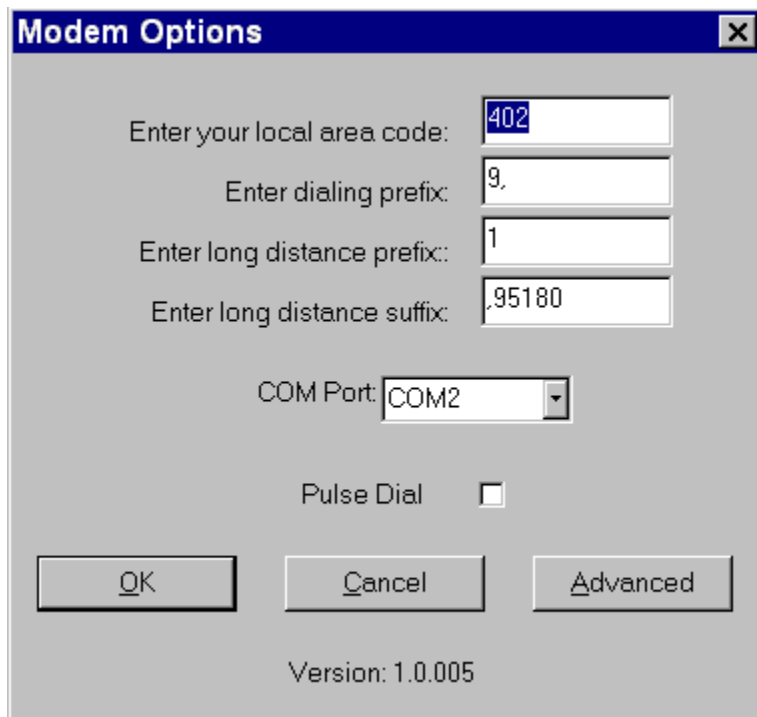
Clear Option

The Clear option allows you to easily clear all text in a selection screen, allowing you to start over in entering the search criteria in that screen. You may clear information either by clicking the Clear button at the bottom of each selection screen, or by selecting the Clear option under the Edit menu at the top of the screen.

Exiting

To exit Yellow Pages USA, either press Alt + F4, or select the Exit option under the File menu at the top of the screen. You will immediately be exited out of the program.

Modem Options

Modem Options

Enter your local area code: `402`

Enter dialing prefix: `9,`

Enter long distance prefix:: `1`

Enter long distance suffix: `,95180`

COM Port: `COM2`

Pulse Dial ☐

[OK] [Cancel] [Advanced]

Version: 1.0.005