

**How to...**

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For Help on Help, Press F1

To fill out a **PowerCD** Order Form:

1. Type in your name, address, city, state/province, zip code, country, and at least one phone number
2. Find the title you would like to order (see [How to Search for a Title](#)) and enter the quantity desired. The total price will be automatically calculated (including sales tax for CA and TX residents only)
3. Select the shipping method you would like to use. The cost will be automatically included in the total price of your order. Please note that international orders can be shipped via air mail, UPS expedited, or express
4. Select your preferred method of payment (Visa, MasterCard, American Express, Discover, check, or money order). Please note that you will not be able to place your order by modem if you select either check or money order. The order will instead have to be printed and mailed in with the check or money order

If you have a modem connected to your computer, you can place an order directly with Zane Publishing by using our toll-free number. Your order will be encrypted to ensure privacy. To place your order by modem:

1. Fill out the order form completely (see [How to Fill Out an Order](#))
2. Check to make sure your modem is properly connected and functional
3. Select Finish at the bottom left-hand corner of the **PowerCD** Order Form
4. Select Send
5. Enter the appropriate number, if applicable, in the Outside Line Prefix dialog box (for outside lines)
6. In the same dialog box, select whether or not you have to dial "1" before dialing 800 telephone numbers
7. Select Continue if you are ready to transmit your order
8. Print a copy of the order for your records

If you do not have a modem, you can place your order by mail or fax. To place your order:

1. Fill out the order form completely (see [How to Fill Out an Order](#))
2. Select Finish at the bottom left-hand corner of the **PowerCD** Order Form
3. Select OK to print your order
4. Mail your printed order form to Zane Publishing, Inc., 1950 Stemmons, Suite 4044, Dallas, TX 75207-3109 or fax your order form to us at 800-806-5123 or 214-746-5560
5. Print another copy of the order for your records

To search for a title :

1. Choose Find Title from the Search menu (or use the Ctrl + F key combination)
2. Enter the word (or words) you would like to find. (This can be the full name of a title or a single word, such as "Baroque")

You will be automatically taken to the first title in the list that contains the word (or words) typed in. To go to the next title that contains the text you entered, choose Repeat Search from the Search menu (or use the F3 key on your keyboard).

Zane Publishing offers a 30-day risk-free guarantee for every order.

We will exchange the product or refund your money, less shipping costs, upon return of the product in reasonable condition.

Call us at 800-460-2323 or 214-746-5555 to receive a return authorization (RA) number.

Returns must be accompanied by the original receipt or packing slip and arrive within 30 days of the original ship date.

To place an order by phone, call 800-460-2323. Operators are available 24 hours a day, 7 days a week. If you are calling from outside the United States, call 214-746-5555 (9-5 CST).

