

## **Tutorial for On-line Databases**

Please go to [www.corporatedirectories.com](http://www.corporatedirectories.com) and click on "Data Search – Demo" next to the flashing star.

Using one of our database plans online, you can access companies by category in all areas of town or by a specific area or zip code. Go to "Select Category" and type alpha letter on any category where you wish to go (enter letter "o" to quickly find "Oil & Gas Exploration & Production"). Click on the desired company to access other information in addition to the officers and key personnel which appear on the screen. ***You can also find a specific company by typing in the first 3 letters of the company name in the top box. You can also pull up companies by specific zip code regardless of category (see bottom box). You can also find all companies in a category by alpha – go to Quick Category Search.***

You can also find a company (by category) by using all areas and typing in the company name or the first letters of the company name (Go to And Or:).

You can also pull up companies by the number of employees in descending order (starting with the largest number of employees) or by ascending order (starting with the smallest number of employees [15]). To list companies by the largest number of employees, go to SORT BY and pull down Company to Employees and change ascending to descending.

After bringing up a group of companies, click on a particular company name and you will bring up a single page of that company with the web address, business description, etc. Except for a read only version, you can then print out that page if you would like to make notes about your telephone call and keep in a file.

To access the program go to Sign In. You will be assigned a User name and a password (Pin ID). You will also receive a license agreement. This database can be used by all of your executives and key personnel at the same time by signing in with your user name and password.

This marvelous online directory offers you a quick search of corporate Houston....and needless to say will help to generate new business.

Please call (713) 669-1000 if you have any questions.

Yours very truly,  
Corporate Directories of America, Inc.