



Directions for Accessing Reference USA

1. Log in to Career SLeUth (you must first register in Career SLeUth and complete your profile if you have not already done so).
2. Click on the ReferenceUSA link on the left menu list.
3. Click on the BUSINESS link (circle).
4. Follow the search tips provided below.

Directions for Searching Reference USA

1. Click on the tab called “custom search.”
2. Click on the box in front of each item you want to search on. (For example, in the “Yellow Pages” section, click on the box in front of "Heading or SIC" and in the “Geography Selects” click on the box in front of “State.”)
3. Click on “Create Search Form.”
4. Enter the information into the blanks provided. (For example in the “Yellow Page” section, type “restaurants” in the first box. In the next section, scroll down to “Ohio,” then click on it.)
5. Click on “Search Now!”
6. You may have to further refine your search. If this is the case, the next screen that appears will ask you for more details. Answer the questions you are asked then click on “Search Now!”
7. On the next screen, a list of companies will appear. To find out more information on a company, click on the company name.

Directions for Printing from Reference USA

1. In the list of companies, click on the box in front of each company that you wish to print. (If you want to print all of them on the page, click on the box labeled “All.”)
2. Click on the black oval button labeled “Print.”
3. On the next screen, you need to choose how much information you want. To get everything in the database on each company, click on the circle in front of “Detailed.” To get only company name, address and phone number, click on the circle in front of “Summary.”
4. Click on the gray, rectangle button labeled “Print.”
5. On the next page, a listing of each company will appear. To print it, click on the gray rectangle button labeled “Print.”
6. Should you have more companies to print, after step five click on the button at the very bottom of the page labeled “Back.”
7. On the next page, click on the button at the bottom of the screen labeled “Back.”
8. Uncheck each box by clicking on the checkmark. (If you check marked all companies, click on the button labeled “All.” Its name will change to “None.” Click on the button again.)
9. Click on the button labeled “Next.”
10. To print more companies, repeat the above steps until you are finished.

Directions on Downloading from Reference USA

1. In the list of companies, click on the box in front of each company that you wish to download. If you want to download all of them on the page, click on the box labeled "All."
2. Click on the black oval button labeled "Download."
3. On the next screen, you need to make some choices. First choice is how you want your information delimited. (Delimited means how you want your data (i.e. address, phone number, etc.) separated.) You can choose either comma, fixed length or tab. Tab usually works the best.
4. Choose which computer system you need. Your choices are Windows, UNIX or Macintosh.
5. Lastly decided how much information you want. To get everything in the database on each company, click on the circle in front of "Detailed." To get only company name, address and phone number, click on the circle in front of "Summary."
6. Click on the gray, rectangle button labeled "Download."
7. A window appears. Make sure there is a black dot in front of "save this file to disk."
8. Click on the button labeled "Ok."
9. Another window appears. At the top choose "3 ½ floppy (A:)" by clicking on the arrow to the right of a box labeled "Save in."
10. Next, where it says "file name" at the bottom of the window give a name to the file. Each time you download, you need to give each file a separate name. Otherwise the only information you will have on your disk is the last companies you downloaded. A great way to name them is by naming the first "file1," the second "file2," etc.
11. Click on "Save."
12. Another window will open telling you it is working on it. When the message "Complete" appears, click on the button labeled "Close."
13. Should you have more companies to download, after step 12, click on the button at the bottom of the page labeled "Back."
14. Uncheck each box by clicking on the checkmark. (If you check marked all companies, click on the button labeled "All." Its name changes to "None." Click on it again.)
15. Click on the button labeled "Next."
16. To download more companies, repeat the above steps until you are finished.