

How to Use *ReferenceUSA* – U.S. Business Module

1. Single click on U.S. Businesses under Business Databases in the ReferenceUSA Databases section.
2. You can search one of two ways: Quick Search or Custom Search.

QUICK SEARCH:

- Quick Search lets you search by company name, city, state or phone number.
- After you have entered all of the criteria that you wish to search by, single click on “Search Now”.
- All of the records that meet your search criteria will be displayed in groups of 25. Use the page numbers or the “Next” arrow to search through the pages of records.
- To view a full profile for a specific record, click on the company’s name in blue. This will give you all of the information available for that specific company.
- You can also view the Linkage or Corporate Family for a specific record if the company is a branch or subsidiary of a parent-company.

CUSTOM SEARCH:

- Custom Search lets you search using any combination of search fields. To get to the custom search, single click on the Custom Search tab.
- After you have entered all of the criteria, single click on “Create Search Form”.
- Fill in the specific criteria you wish to search by in the Search Criteria Fields. Then click on “Search Now”.
- All of the records that meet your criteria will be displayed in groups of 25. Use the page numbers or the “Next” arrow to search through the numerous pages of records.
- To view a full profile for a specific record, click on the company’s name in blue. This will give you all of the information available for that specific company.
- You can also view the Linkage or Corporate Family for a specific record if the company is a branch or subsidiary of a larger-company.

TO DOWNLOAD:

- The number of records that can be downloaded at one time is noted at the bottom of the screen.
- Select the records you wish to download by checking the boxes to the left of the company name.
- Single click “Download” at the top or bottom of the screen.
- Select the file format, platform and level of detail. “Summary” will give you the company name, address, city, state, ZIP code and phone number. “Detailed” will provide you a full detail of all the records you selected.
- Single click on “Download” to download the information for the selected records.

TO PRINT:

- The number of records that can be printed at one time is noted at the bottom of the screen.
- Select the records you wish to print by checking the boxes to the left of the company name.
- Single click on “Print” at the top or bottom of the screen.
- Select your level of detail. “Summary” will give you company name, address, city, state, ZIP Code™ and phone number. “Detailed” will provide you a full detail of all the records you selected.
- Single click on “Print” to display the information.
- The Print window will also open. Highlight the printer you wish it to send it to and click “Print” at the bottom of the window.

SEARCH TIPS:

- When choosing geography selects for a city, choose the “City, State” choice (not “City, State” and “State”.) Or, choose “MSA”. This will include other communities and suburbs around the main city that you’re searching.
- When searching under company name, be as simple as possible.
- If your library has more than one module (example: U.S. Businesses, U.S. Residents, Health Care, Canadian Business, and/or Canadian Residents) note they all function the same way to make ReferenceUSA database modules easy to use!



5711 S. 86th Circle • Omaha, NE 68127-0347
Phone: (800) 555-5211 • Email: government@infoUSA.com
Phone: (800) 808-1113 • Email: library@infoUSA.com

*Our Credit Rating Scores are indicators of probable ability to pay. They are based on business demographic factors such as number of employees, years in business, industry stability, barriers to entry, and government data. We recommend that these ratings be used primarily as a starting point and should not be the sole factor used in making a credit decision. You must obtain more information from bank and trade references, local credit bureaus, or other sources before extending credit. We are not a financial advisor and make no representations or warranties as to the accuracy, timeliness or completeness of the rating codes, and as such will not be responsible for any losses resulting from the use of this information. Furthermore, our liability, if any, will be limited to the initial cost of the credit ratings fee paid by the purchaser.

SAMPLE SEARCHES

U.S. Businesses Database

1. I would like to find home-based photographers in the Metro Statistical Area (MSA) of Orange County, CA.
2. Where is the headquarters for Cabela's? How many employees do they have in the entire company? What year were they established?
3. Can you provide a list of all companies within 1/2 mile of Eli Lilly & Co. corporate headquarters?
4. A patron is considering moving his family to Eugene, OR. He would like a list of all elementary schools in Eugene.
5. A patron would like a listing of all Fortune 1000 companies in the state of New York.
6. A freelance web designer would like to find all home-based companies in Manchester, NH, that have fewer than 5 employees and that also have web addresses.
7. I am researching manufacturing companies for a research project. I need a list of these companies with 1000 or more employees in the state of Arkansas.



The screenshot shows the ReferenceUSA website interface for a business search. At the top, it says "ReferenceUSA An infoUSA Company" and "Questions? 800.808.1113 E-mail Us". Below that is a navigation bar with "Version 2007.5", a dropdown menu set to "U.S. Residential", and links for "Home", "About Us", "Our Quality", "Contact Us", and "Help". The main search area has two tabs: "Quick Search" (selected) and "Custom Search". Below the tabs, it says "Fill out one or more of the following criteria boxes, then click the 'Search Now' button." The form includes input fields for "Last Name", "First Name", "City", "State" (a dropdown menu with "-Choose One-" selected), and "Phone (10 digits)". There are two buttons at the bottom: "Search Now" and "Clear Search Form".

U.S. Residential Database

1. I need a list of residents in Tucson, AZ, with a Median Home Income of more than \$100,000.
2. I need a list of residents in ZIP code 37067 with a Median Home Value of \$250,000 to \$499,999.
3. How many Scott Johnsons are listed in Lexington, KY?
4. Locate a person with the last name of Parks living in Ohio with a median home value of at least \$250,000.
5. I need a listing of the residents who live on Old Post Road in Columbus, GA.



The screenshot shows the ReferenceUSA website interface for a residential search. At the top, it says "ReferenceUSA An infoUSA Company" and "Questions? 800.808.1113 E-mail Us". Below that is a navigation bar with "Version 2007.5", a dropdown menu set to "U.S. Residential", and links for "Home", "About Us", "Our Quality", "Contact Us", and "Help". The main search area has two tabs: "Quick Search" and "Custom Search" (selected). Below the tabs, it says "Select one or more criteria and click 'Create Search Form.'" The form is organized into sections: "Name" with checkboxes for "Last Name", "Middle Initial", and "First Name"; "Phone" with a checkbox for "Phone Number"; "Geography" with checkboxes for "Address", "Area Code", "MSA (Metro Area), State", "City, State", "County, State", and "ZIP Code"; and "Special Selects" with checkboxes for "Median Home Value" and "Median Home Income". There are two buttons at the bottom: "Create Search Form" and "Clear Search Form".

U.S. Health Care Database

1. Please pull up a list of physicians in Tulsa, OK, who write more than 150 prescriptions per week.
2. I just moved to Billings, MO, and would like to find a dentist 25-50 years of age.
3. I need to find an allergy specialist in the MSA of Denver, Colorado Springs and Boulder, CO.
4. Find all 1995 graduates from the Stanford University School of Medicine.
5. How many foreign-educated doctors currently practice in Columbia, MO?