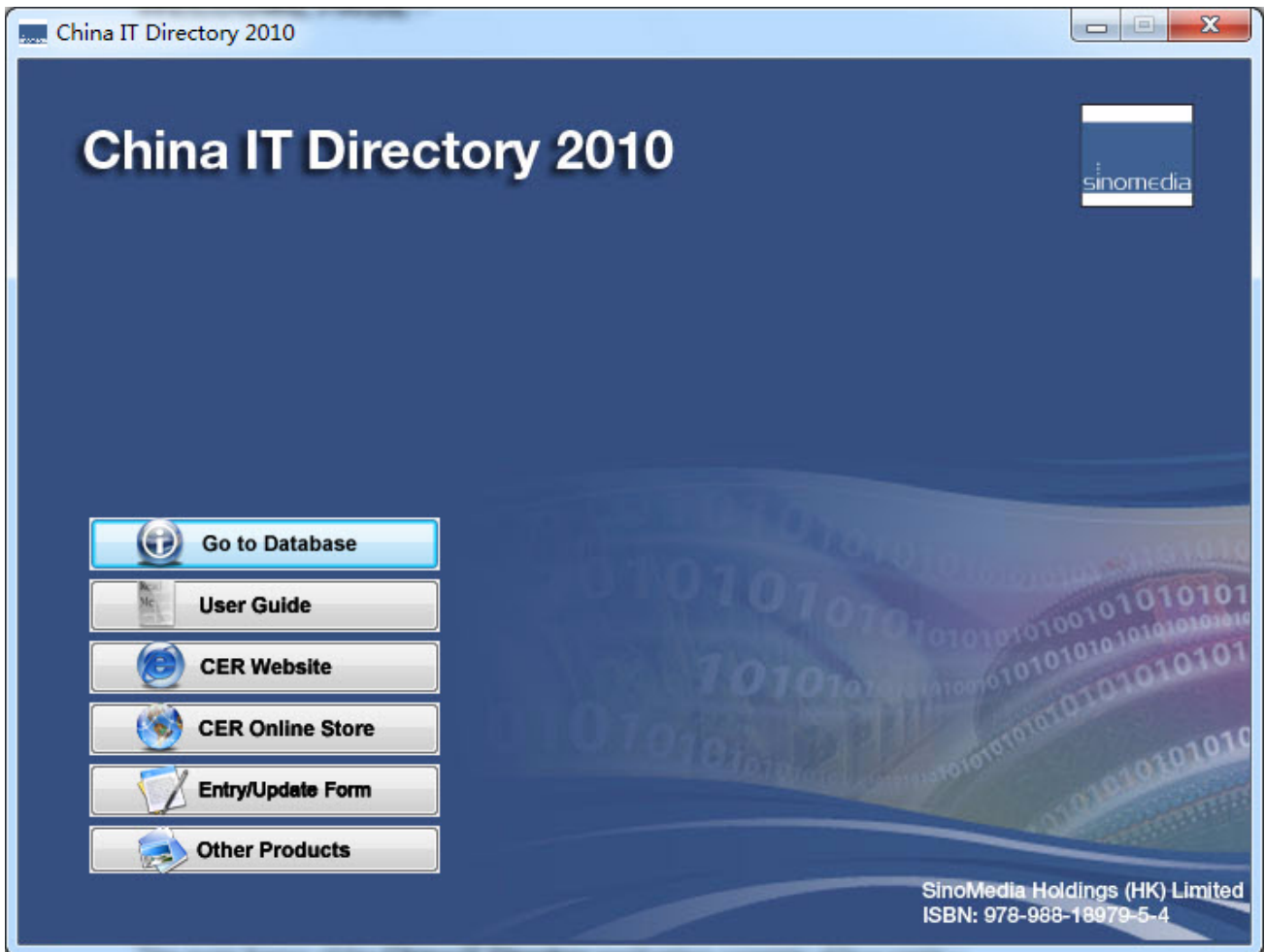


User Guide

This application works under all versions of the Windows operating system.

WELCOME PAGE



As shown above, the welcome page consists of six function buttons.

1. 'Go to Database' links to the **China IT Directory 2010**;
2. 'User Guide' links to this document;
3. 'CER Website' links;
4. 'CER Online Store' links;
5. 'Entry/Update Form' links to this document in Word format;
6. 'Other Product's links to information on other CER products;

MAIN FRAME

China IT Directory 2010

File Print PrintView Search

Print Preview Search Memo Email Export

China IT Directory 2010

sinomedia

Industry Country Alphabetical Location

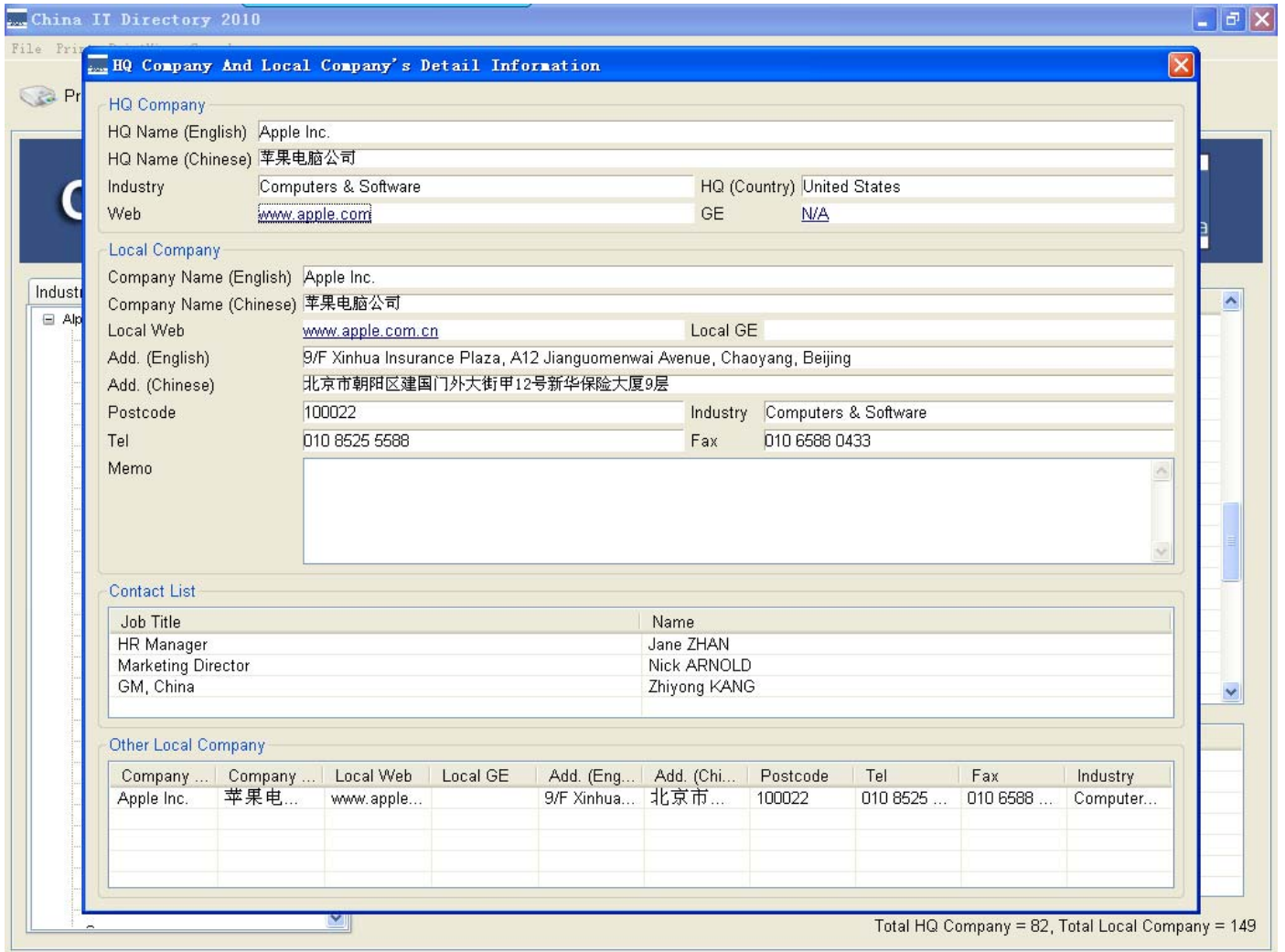
- Industry
 - Computers & Software
 - Computers & Software
 - IT Solutions & Outsourcing
 - Online
 - Telecommunications

HQ Name (English)	HQ Name (Chinese)	Industry	HQ (Country)	Web	GE
3S-Smart Software Sol...	德国三S软件有限...	Computers &...	Germany	www.3s-softw...	3sserena@1...
Ace Solutions	Ace Solutions	Computers &...	Taiwan	www.acesolu...	N/A
Actuate Corp.	安讯公司	Computers &...	United States	www.actuate...	info@actuate...
Actuate Corporation	安讯公司	Computers &...	United States	www.actuate...	N/A
Adobe Systems Inc.	Adobe Systems Inc.	Computers &...	United States	www.adobe.c...	N/A
Aisino Corporation	航天信息股份有限...	Computers &...	China	www.aisino.c...	N/A
Apple Inc.	苹果电脑公司	Computers &...	United States	www.apple.com	N/A
Apprise Software	爱普瑞斯软件有限...	Computers &...	United States	www.apprise...	N/A
ARC Informatique	法国彩虹计算机公...	Computers &...	France	www.arcinfo...	N/A
Array Information Tech...	亚微信息技术(安...	Computers &...	China	www.array-it...	hr@array-it.c...
Aspen Technology, Inc.	Aspen Technology, Inc.	Computers &...	United States	www.aspente...	info@aspent...
AUCOTEC AG	AUCOTEC AG	Computers &...	Germany	www.aucotec...	N/A
Autonomy, Inc.	Autonomy, Inc.	Computers &...	United States	www.autono...	autonomy@a...
Avantouch Software	丰达软件	Computers &...	Singapore	www.avantou...	N/A
BakBone Software, Inc.	美国贝克软件公司	Computers &...	United States	www.bakbon...	sales@bakb...

Compan...	Compan...	Local W...	Local GE	Add. (E...	Add. (C...	Postcode	Tel	Fax	Industry
Apple Inc.	苹果电...	www.ap...		9/F Xinh...	北京市...	100022	010 852...	010 658...	Comput...

Total HQ Company = 180, Total Local Company = 274

(Pic. 01)



The main frame of the **China IT Directory** application consists of four parts:

1. At the top of the main page (indicated with a red frame) is the menu area, with 'Print', 'Preview', 'Search', 'Memo' and 'E-mail export' buttons and selection menus linked to related functions.
2. On the left of the main page (marked with a green frame) is the search area, which includes four main search function menus, four different to search the database. If you left-click the different tabs at the top of the search area, different keywords appear for you to select from.
3. In the middle of the main page (marked with a blue frame) is the main window for information output, occupying the biggest area of the whole page.
4. At the bottom of the main page (marked with a black frame) is a window with detailed information.

Other windows can be activated as needed, including a Detailed Info window, search window and print preview window.

FUNCTIONS

1. Basic functions in the menu area (marked with a red frame). The basic functions are all inside the function areas which you can easily use by left- clicking the mouse.

The basic functions include:

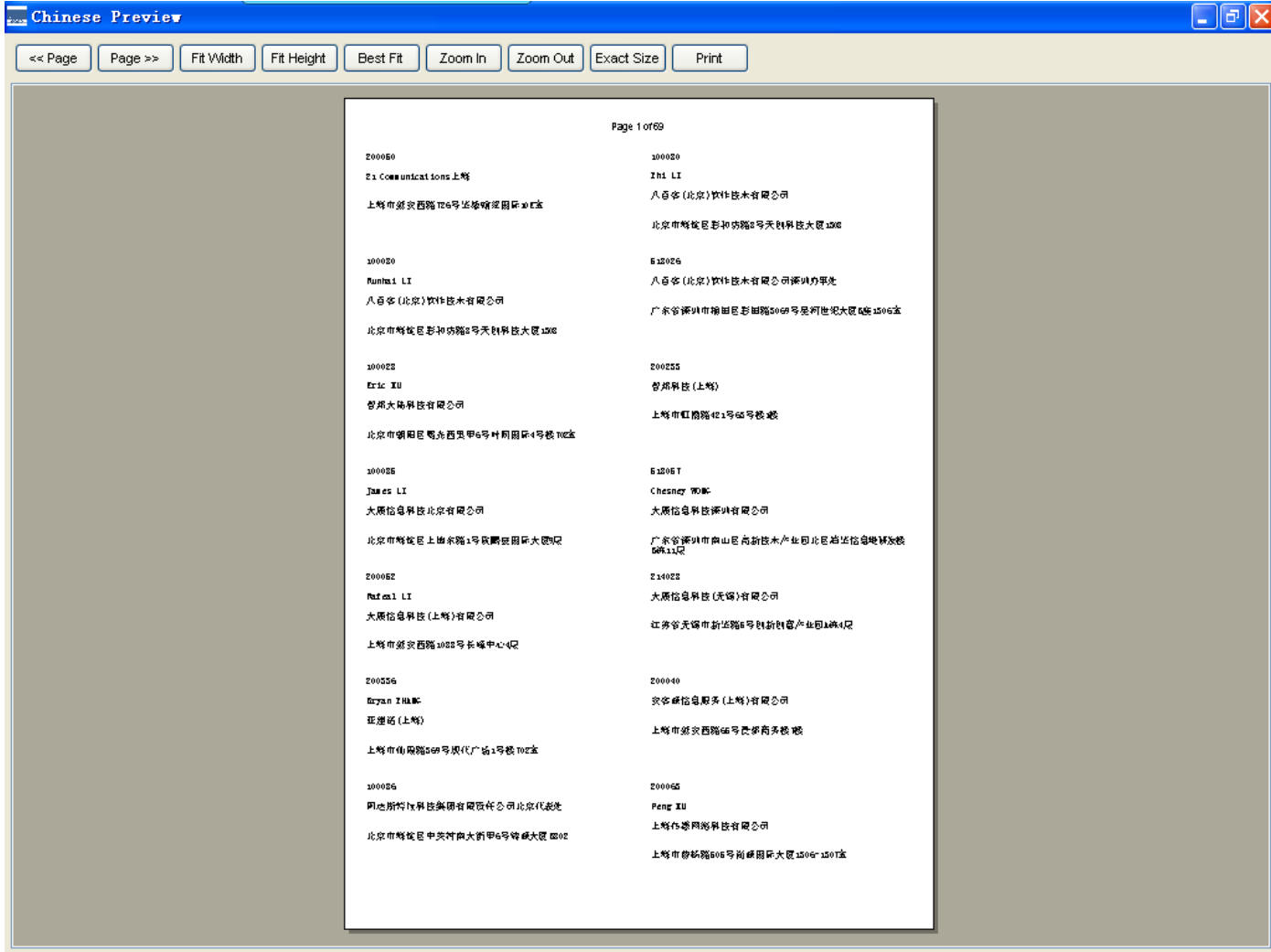
1.1 Print

This menu will call up the printer dialog; click it to link to the preview window. It includes three different print functions:

Print Listing: print the content of 'Listing Preview'

Print Labels (Chinese): print the content of 'Label Preview' (Chinese)

Print Labels (English): print the content of 'Label Preview' (English)



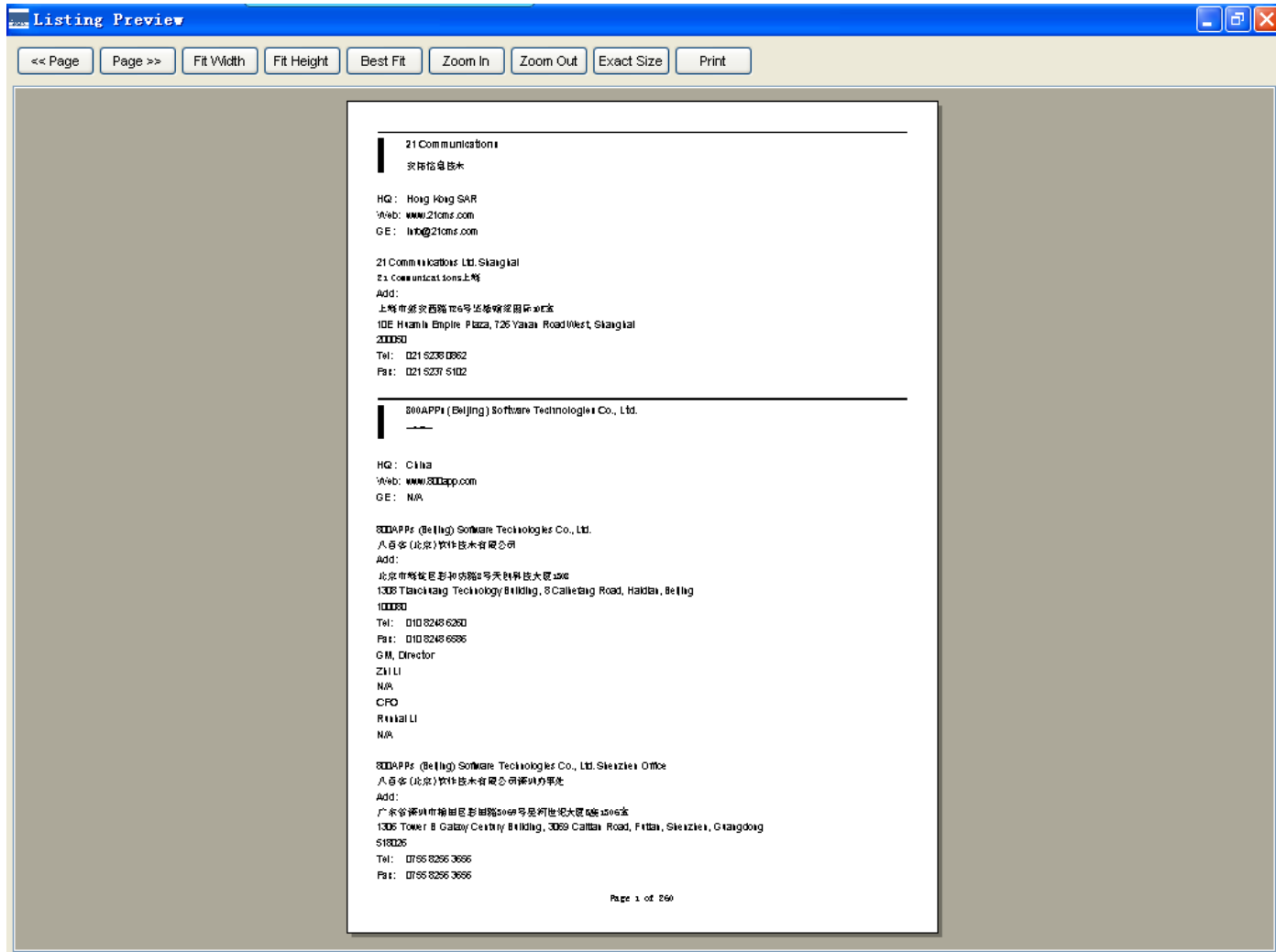
1.2 Preview

This menu will call an independent text window with preview options in which you can see the real print effect. Correspondingly, it also has three different previews:

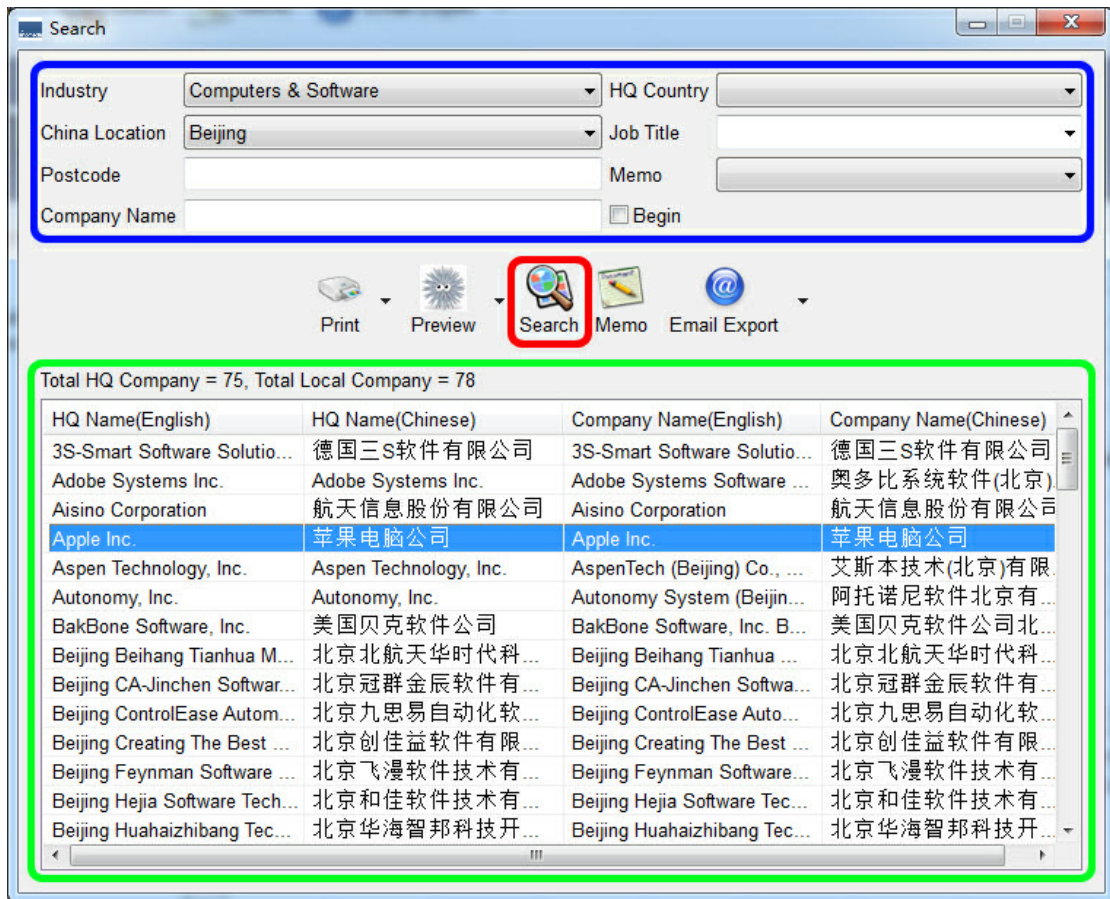
Listing Preview: List detailed information of chosen subjects consisting of the company's information from the headquarter name to the contact person in its subsidiaries.

Label Preview (Chinese): list the contact information of particular companies in Chinese.

Label Preview (English): list the contact information of particular companies in English.



1.3 Search



(Pic. 02)

Invoke an independent page (shown above) to search particular information with related key words on the top of the page (marked with a blue frame) and press the search button (marked with a red frame). The searching result will then be shown in the window below (marked with a green frame).

1.4 Memo

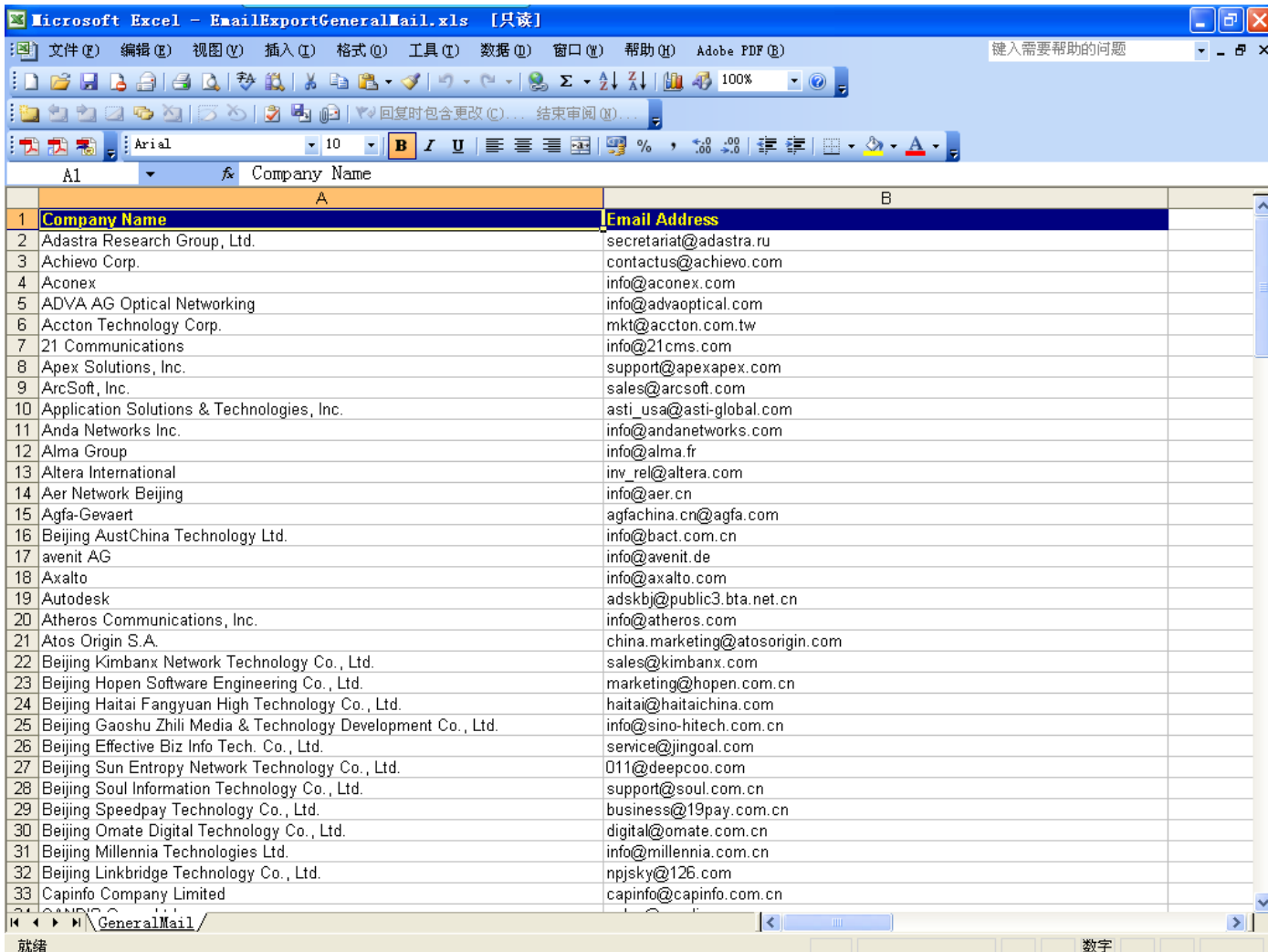


(Pic. 03)

If you want to add a memo to particular information of a Company, select the row in the detailed info window (marked with a black frame in Pic. 01), then press the Memo button in the menu area (marked with a red frame in Pic. 01) and the independent window of the memo will be displayed as shown above (Pic. 03). You can add a memo in the text area.

1.5 Email Export

Export email in two ways. One is 'General Email' which includes the headquarter name and the related email; the second is 'Local Company Email' which includes the local company's name and email address.



The screenshot shows a Microsoft Excel spreadsheet titled 'EmailExportGeneralMail.xls'. The spreadsheet has two columns: 'Company Name' (Column A) and 'Email Address' (Column B). The data is as follows:

Company Name	Email Address
Adastra Research Group, Ltd.	secretariat@adastra.ru
Achievo Corp.	contactus@achievo.com
Aconex	info@aconex.com
ADVA AG Optical Networking	info@advaoptical.com
Accton Technology Corp.	mkt@accton.com.tw
21 Communications	info@21cms.com
Apex Solutions, Inc.	support@apexapex.com
ArcSoft, Inc.	sales@arcsoft.com
Application Solutions & Technologies, Inc.	asti_usa@asti-global.com
Anda Networks Inc.	info@andanetworks.com
Alma Group	info@alma.fr
Altera International	inv_rel@altera.com
Aer Network Beijing	info@aer.cn
Agfa-Gevaert	agfachina.cn@agfa.com
Beijing AustChina Technology Ltd.	info@bact.com.cn
avenit AG	info@avenit.de
Axalto	info@axalto.com
Autodesk	adskbj@public3.bta.net.cn
Atheros Communications, Inc.	info@atheros.com
Atos Origin S.A.	china.marketing@atosorigin.com
Beijing Kimbanx Network Technology Co., Ltd.	sales@kimbanx.com
Beijing Hopen Software Engineering Co., Ltd.	marketing@hopen.com.cn
Beijing Haitai Fangyuan High Technology Co., Ltd.	haitai@haitaichina.com
Beijing Gaoshu Zhili Media & Technology Development Co., Ltd.	info@sino-hitech.com.cn
Beijing Effective Biz Info Tech. Co., Ltd.	service@jingoal.com
Beijing Sun Entropy Network Technology Co., Ltd.	011@deepcoo.com
Beijing Soul Information Technology Co., Ltd.	support@soul.com.cn
Beijing Speedpay Technology Co., Ltd.	business@19pay.com.cn
Beijing Omate Digital Technology Co., Ltd.	digital@omate.com.cn
Beijing Millennia Technologies Ltd.	info@millennia.com.cn
Beijing Linkbridge Technology Co., Ltd.	npjsky@126.com
Capinfo Company Limited	capinfo@capinfo.com.cn

2. Other detailed functions

Searching function in main frame

Choose key words for searching a function in the search area and the output will be shown in the main output window. The key words are classified by 'Industry', 'Alphabetical', 'Location' and 'Country'; left-click any subject and the detailed key words will be shown in the area. If you select any detailed key words the result will be listed in the main output window.

Get detailed information

Left-click the rows of information shown in the main output window and the detailed relative information will be shown in the smaller output window below. If you double-click the rows of information in the smaller output window, a new independent window with detailed information will be invoked.