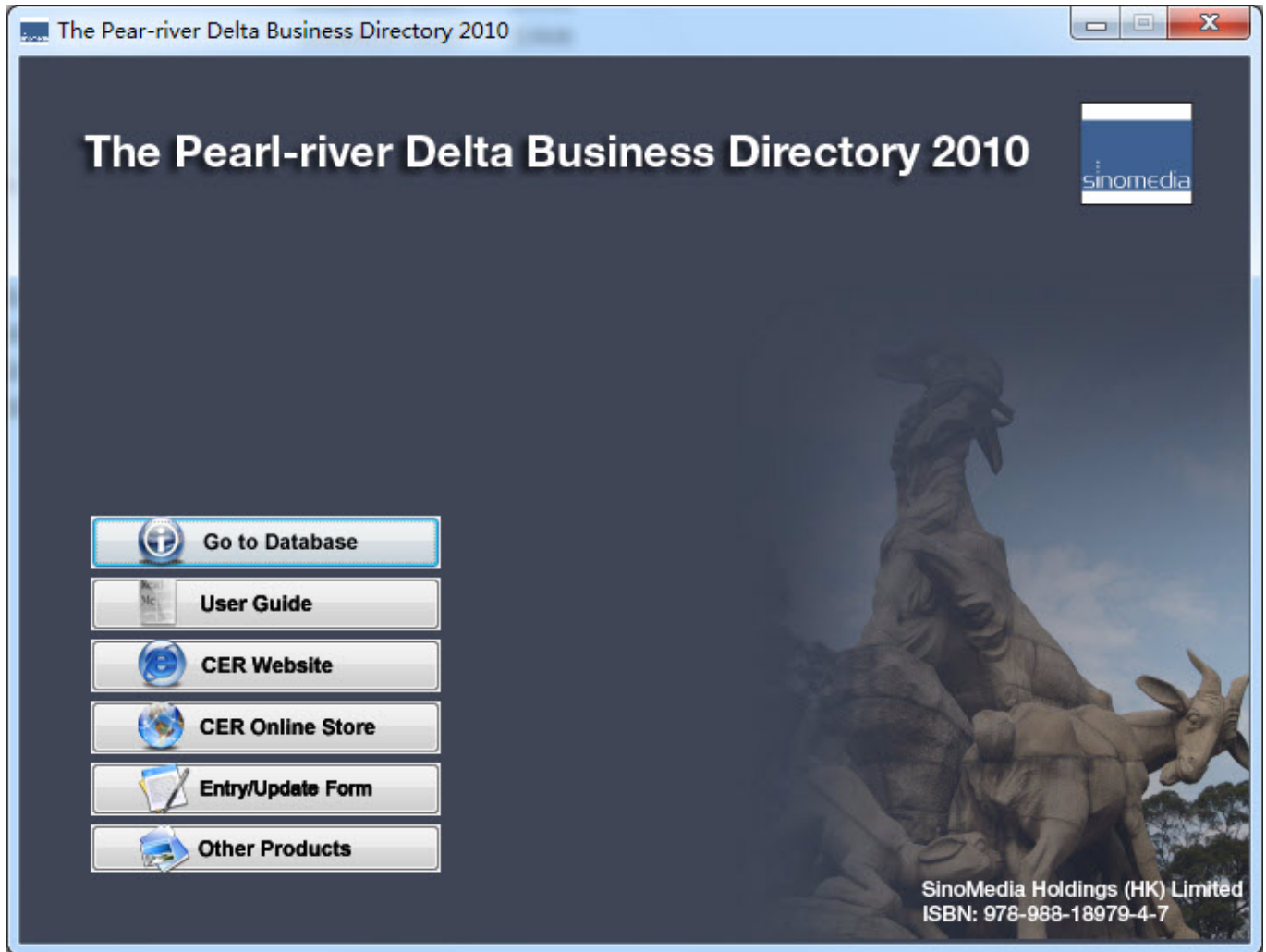


# User Guide

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

## WELCOME PAGE



(Pic. 00)

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

1. 'Go to Database' links to the **The Pear-river Delta Business 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

The Pearl-river Delta Business Directory 2010

File Print PrintView Search

Print Preview Search Memo Email Export

# The Pearl-river Delta Business Directory 2010

sinomedia

Industry Country Alphabetical Location

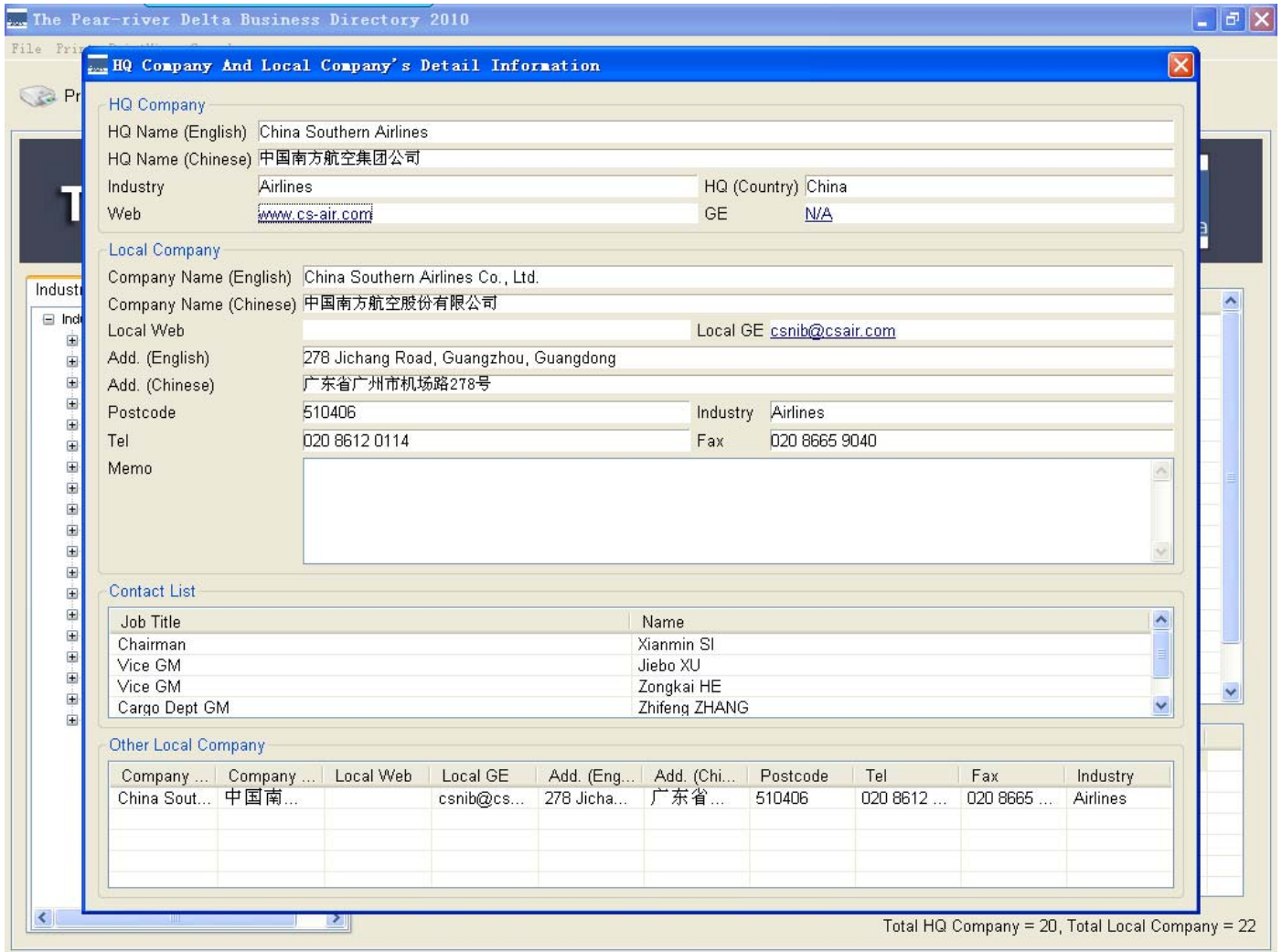
- Industry
  - AGRICULTURE, FORESTRY & FISHING
  - AIRLINES
    - Airlines
  - BANKING, FINANCE & INSURANCE
  - CHEMICALS
  - EDUCATION & TRAINING
  - ENERGY, UTILITIES & ENVIRONMENT
  - FASHION & LUXURY GOODS
  - FOOD & BEVERAGE
  - GOVERNMENT & NGOs
  - HEALTHCARE, BIOLOGY & PHARMACEUTICALS
  - LEISURE, TOURISM & HOSPITALITY
  - MANUFACTURING
  - MEDIA & ADVERTISING
  - PROFESSIONAL & BUSINESS SERVICES
  - REAL ESTATE & CONSTRUCTION
  - STEEL, METALS & MINING
  - TECHNOLOGY & TELECOMMUNICATIONS
  - TRANSPORTATION & WAREHOUSING
  - WHOLESALE, RETAIL TRADE & RENTAL

HQ Name (English)	HQ Name (Chinese)	Industry	HQ (Country)	Web	GE
Air France	法国航空公司	Airlines	France	www.airfranc...	N/A
American Airlines	美国航空公司	Airlines	United States	www.aa.com	N/A
Asiana Airlines	韩亚航空	Airlines	South Korea	cn.flyasiana...	N/A
China Airlines	中华航空公司	Airlines	Taiwan	www.china-ai...	N/A
China Southern Airlines	中国南方航空集团...	Airlines	China	www.cs-air.com	N/A
Dragonair	港龙航空	Airlines	Hong Kong S...	www.dragona...	N/A
Ethiopia Airlines	埃塞俄比亚航空公...	Airlines	Ethiopia	www.ethiopia...	N/A
Garuda Indonesia Airlin...	印度尼西亚鹰航空...	Airlines	Indonesia	www.garuda-i...	N/A
Guangdong Airport Ma...	广东省机场管理集...	Airlines	China	www.baiyunai...	N/A
Japan Airlines	日本航空公司	Airlines	Japan	www.jal.com	N/A
Lufthansa German Airli...	德国汉莎航空公司	Airlines	Germany	www.lufthans...	team.shaxr@...
Malaysia Airlines	马来西亚航空公司	Airlines	Malaysia	www.malaysi...	N/A
Northwest Airlines	美国西北航空	Airlines	United States	www.nwa.com	N/A
Qatar Airways	卡塔尔航空公司	Airlines	Qatar	www.qatarair...	N/A
Shenzhen Airlines Co....	深圳航空有限责任...	Airlines	China	www.shenzh...	N/A
SilkAir	新加坡胜安航空公...	Airlines	Singapore	www.silkair.c...	N/A

Compan...	Compan...	Local W...	Local GE	Add. (E...	Add. (C...	Postcode	Tel	Fax	Industry
China S...	中国南...		csnib@...	278 Jich...	广东省...	510406	020 861...	020 866...	Airlines

Total HQ Company = 20, Total Local Company = 22

(Pic. 01)



The main frame of the **The Pear-river Delta Business 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:

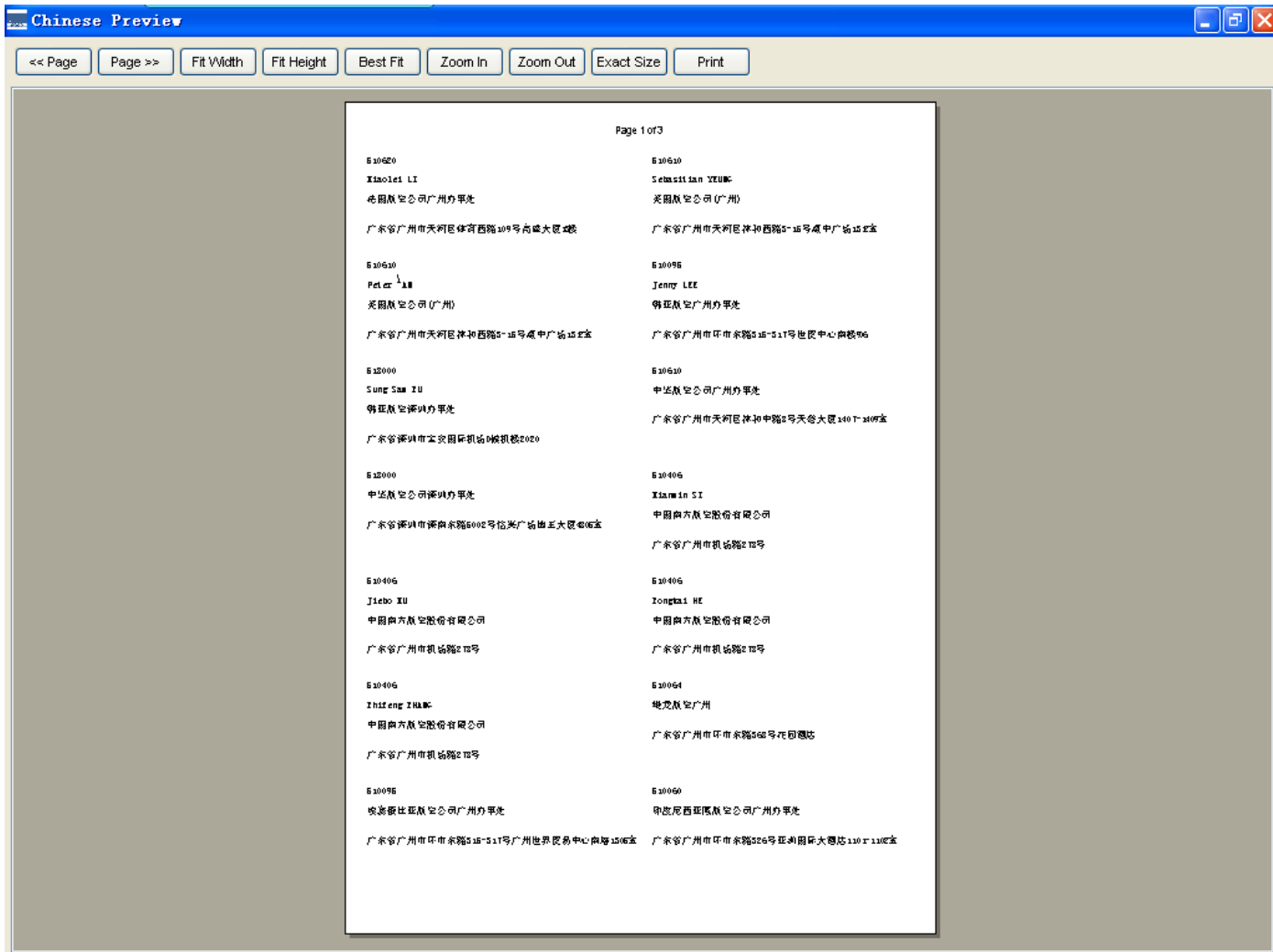
### 1.1 Print

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

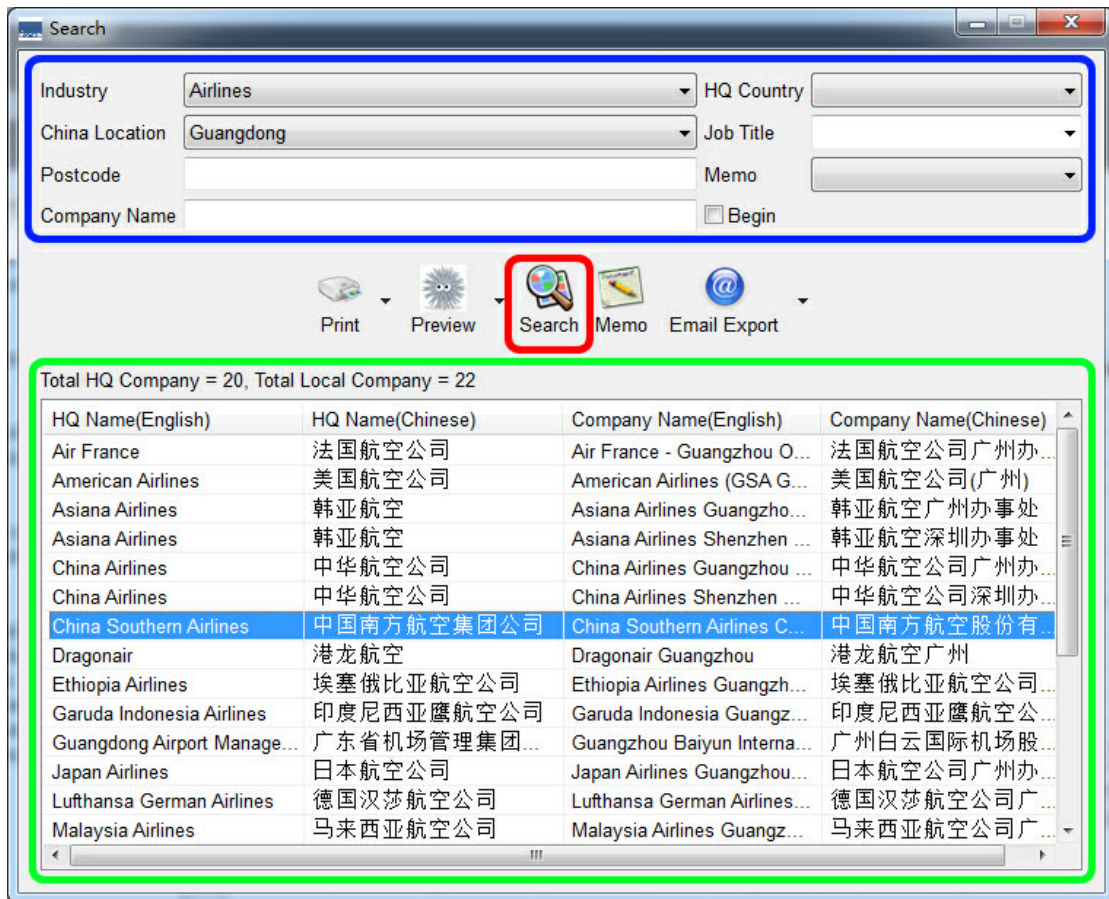
This menu will call an independent text window with preview options in which you can see the real print effect. Correspondingly, it also has three different previews:

**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.

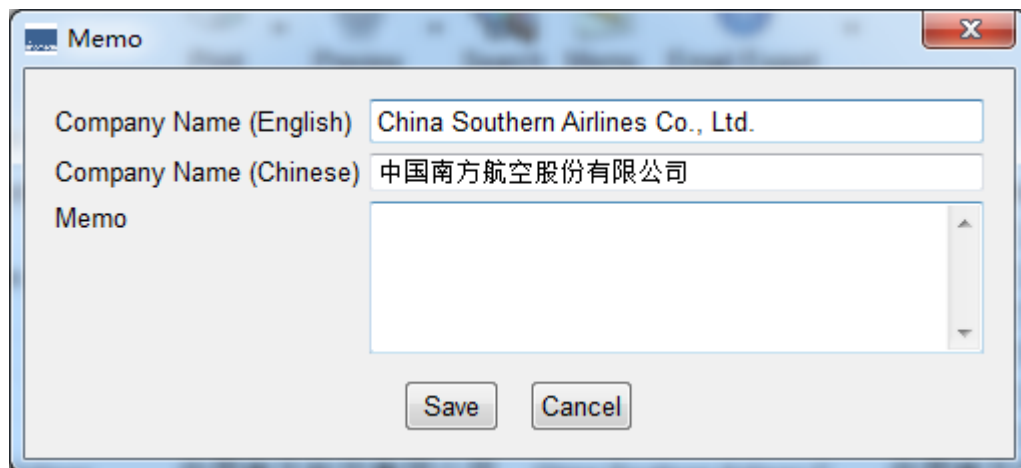
### 1.3 Search



(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

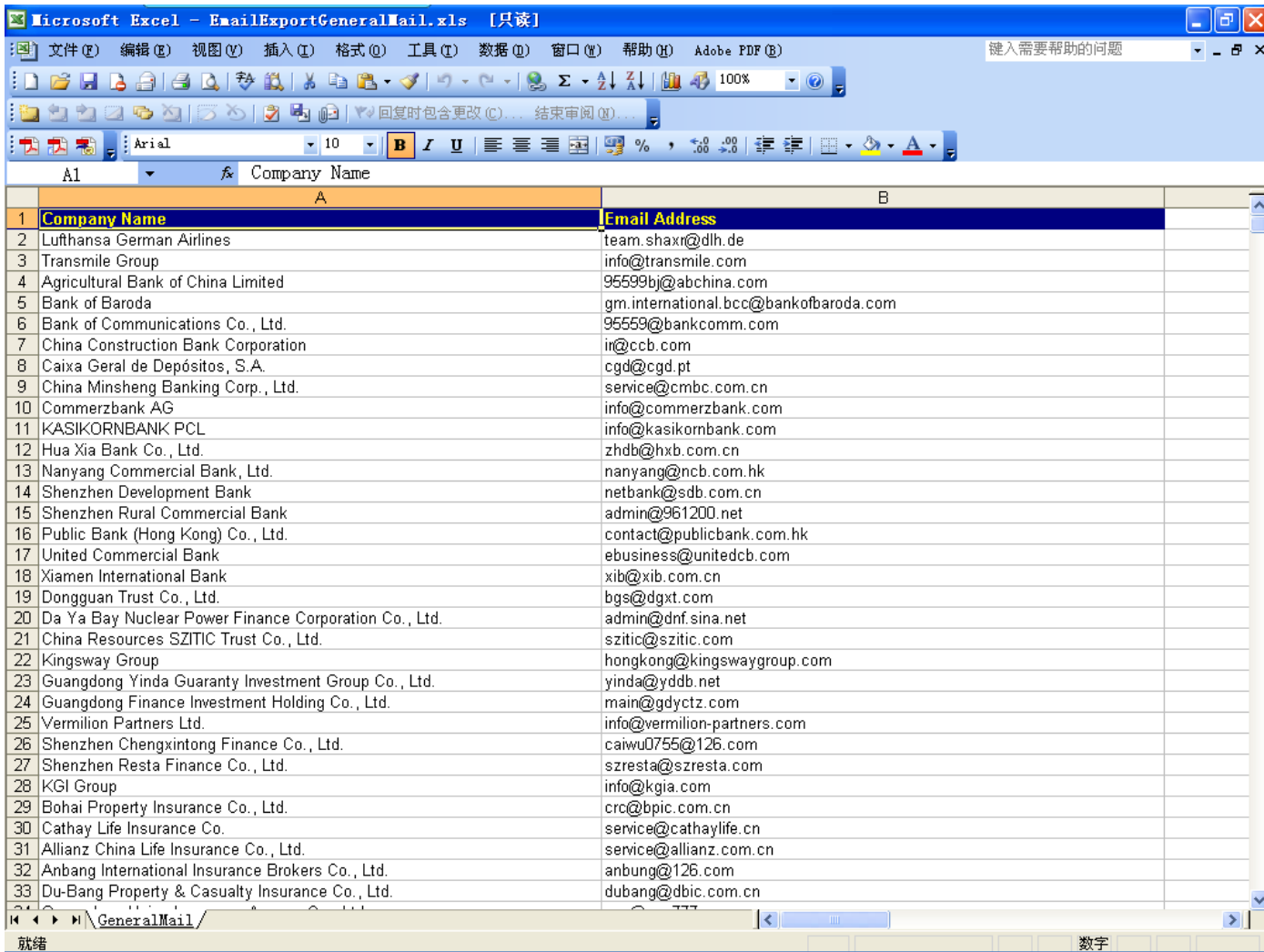


(Pic. 03)

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
Lufthansa German Airlines	team.shaxr@dlh.de
Transmile Group	info@transmile.com
Agricultural Bank of China Limited	95599bj@abchina.com
Bank of Baroda	gm.international.bcc@bankofbaroda.com
Bank of Communications Co., Ltd.	95559@bankcomm.com
China Construction Bank Corporation	ir@ccb.com
Caixa Geral de Depósitos, S.A.	cgd@cgd.pt
China Minsheng Banking Corp., Ltd.	service@cmbc.com.cn
Commerzbank AG	info@commerzbank.com
KASIKORNBANK PCL	info@kasikombank.com
Hua Xia Bank Co., Ltd.	zhdb@hxb.com.cn
Nanyang Commercial Bank, Ltd.	nanyang@ncb.com.hk
Shenzhen Development Bank	netbank@sdb.com.cn
Shenzhen Rural Commercial Bank	admin@961200.net
Public Bank (Hong Kong) Co., Ltd.	contact@publicbank.com.hk
United Commercial Bank	ebusiness@unitedcb.com
Xiamen International Bank	xib@xib.com.cn
Dongguan Trust Co., Ltd.	bgs@dgxt.com
Da Ya Bay Nuclear Power Finance Corporation Co., Ltd.	admin@dnf.sina.net
China Resources SZITIC Trust Co., Ltd.	szitic@szitic.com
Kingsway Group	hongkong@kingswaygroup.com
Guangdong Yinda Guaranty Investment Group Co., Ltd.	yinda@yddb.net
Guangdong Finance Investment Holding Co., Ltd.	main@gdyctz.com
Vermilion Partners Ltd.	info@vermillion-partners.com
Shenzhen Chengxintong Finance Co., Ltd.	caiwu0755@126.com
Shenzhen Resta Finance Co., Ltd.	szresta@szresta.com
KGI Group	info@kgia.com
Bohai Property Insurance Co., Ltd.	crc@bpic.com.cn
Cathay Life Insurance Co.	service@cathaylife.cn
Allianz China Life Insurance Co., Ltd.	service@allianz.com.cn
Anbang International Insurance Brokers Co., Ltd.	anbung@126.com
Du-Bang Property & Casualty Insurance Co., Ltd.	dubang@dbic.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' 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.