

# User Guide

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

## WELCOME PAGE

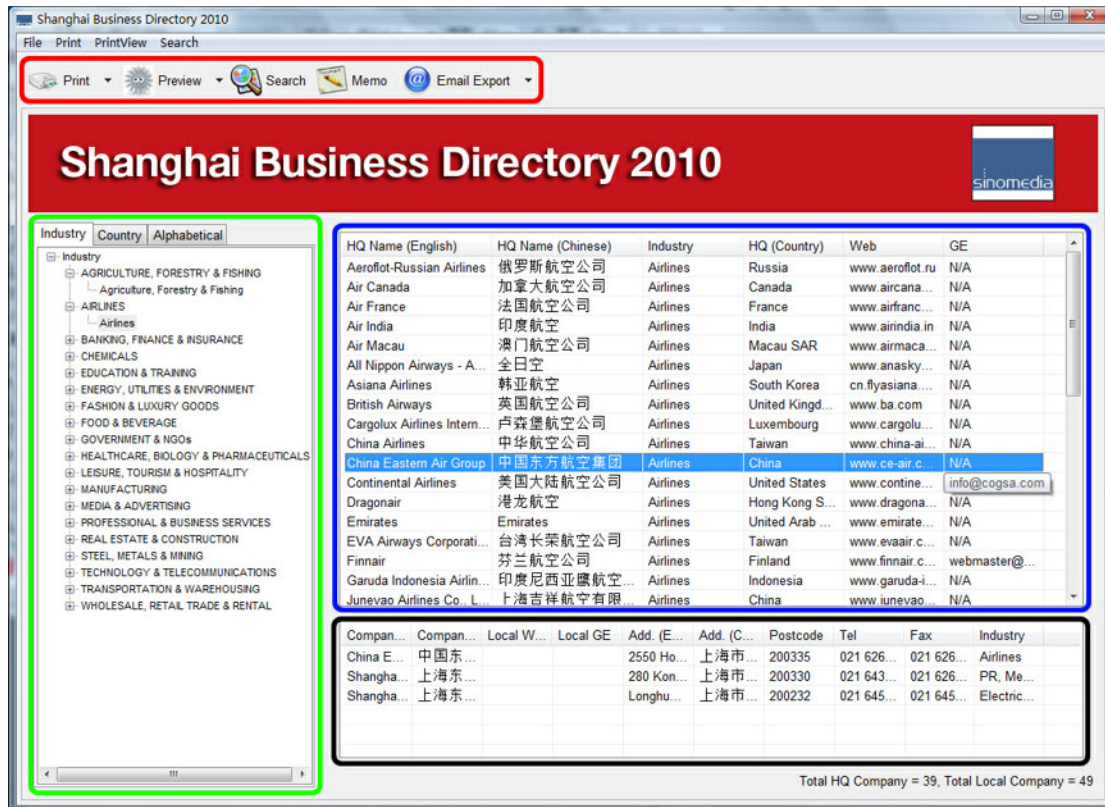


(Pic. 00)

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

1. 'Go to Database' links to the **Shanghai 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



(Pic. 01)

The main frame of the **SHBD** 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

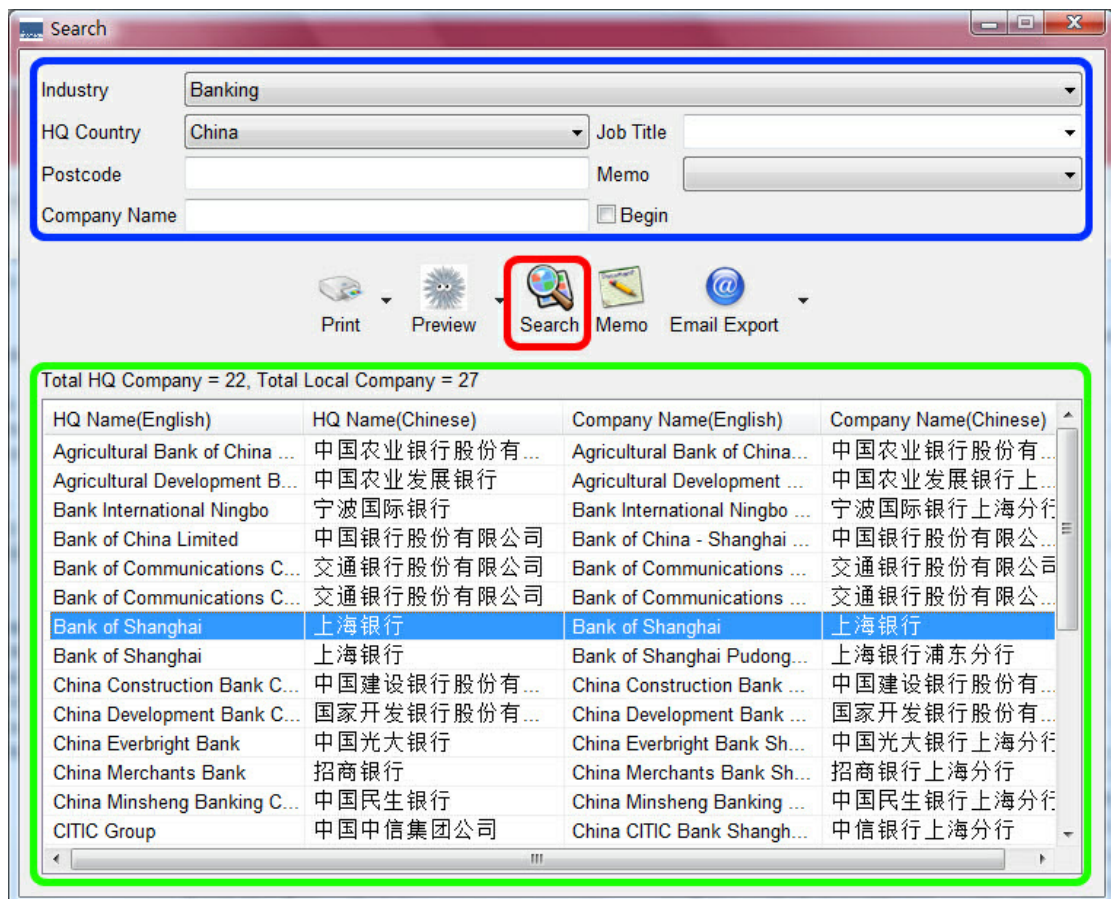
This menu will call an independent text window with preview options in which you can see the real print effect. Correspondingly, it also has three different previews:

**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.

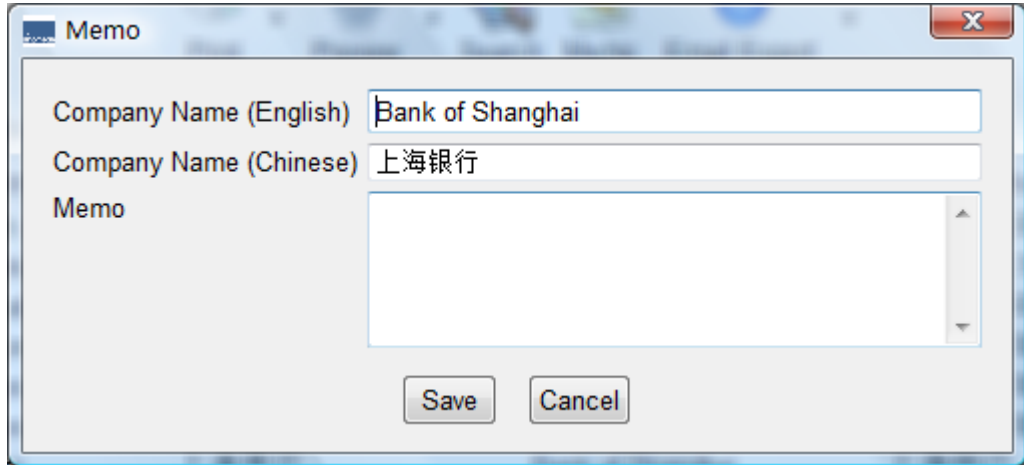
## 1.3 Search



(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.

## 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.