

GENERAL OVERVIEW

Insert diskette #1 into your disk drive & go into the list of files: Press **F5**
 Key in **a:**
 Press **Enter** (Problem? See *** below)]

File Name	Explanation
1COVER .PG	<u>First page</u> > The mission statement and disclaimer.
2CONTENT.PG	<u>Second page</u> > The table of contents
COMPANY .IDX	<u>Pages 3 - 20</u> > Alphabetical listing of companies ***NOTE*** The nifty graphics in this file make printing a long arduous affair. <u>Recommendations:</u> Print one page at a time (rather than the whole document) or, better yet, photocopy these pages from the original.
HELP .!!!	<u>Help file</u>
INDEX .AIR INDEX .HAZ INDEX .MON INDEX .NOI INDEX .OIL INDEX .REC INDEX .RES INDEX .SIT INDEX .SOL INDEX .WAT	<u>Blue Pages</u> > General Indices: AIR Air Pollution Control HAZ Hazardous Waste MON Monitoring NOI Noise Pollution Control OIL Oil Spill RCY Recycling RES Resource Management SIT Site Reclamation SOL Solid Waste WAT Water and Wastewater
LABEL .MRG	<u>Merge File</u> > This file is to be used as a tool for creating mailing labels from the mailing list file. (See "Printing" section of the help file for instructions on its use)
MAILING .LST	<u>Mailing List</u> > Complete list of the companies in the Directory, including contact name and title, company name and address, and telephone and fax numbers. ***NOTE*** Do not attempt to print this file as it is because it will print out one company name per page. <u>Recommendations:</u> Remove all hard page breaks (See "Printing", Example 1), or merge with label .mrg file (See "Printing", Example 2, Step 1)
PRODUCT .IDX	<u>Green pages</u> > List of individual products/services in alphabetical order and the companies which supply them.
PROFILES .A PROFILES .B PROFILES .C PROFILES .D	<u>Profiles</u> > Full company and product/service information as provided by each firm. These are divided by the first letter of the company name (ie: Chemex Labs Alberta Inc. is in Profiles .C). 3-L Filters Ltd. is at the beginning of Profiles.A for consistency [computers order lists alphabetically beginning with numbers (ie. 1, 3, A, B)]. Diskette #2 contains the remaining PROFILE files.

*** If you have a problem here it may be because your disk drive is "b" rather than "a". If this is the case, substitute the letter b for a in the second step.