

TELEPOWER PRO HELP CONTENTS

[How to look for a telephone or fax number using TELEPOWER PRO](#)

[An example Search](#)

[Cancelling your Search](#)

[Volume limits](#)

[How to display your Search Results](#)

[Dialling Code Finder](#)

[Autodialling using Telewin for Modems](#)

[Copy and Paste](#)

To exit TELEPOWER PRO, simply click the 'Exit TELEPOWER' button on the Search or Results screens.

HOW TO LOOK FOR A TELEPHONE OR FAX NUMBER

Enter all or part of the company name in the box alongside the 'Search For' caption.

TELEPOWER PRO will use the first 20 characters to find matching companies.

You do not have to use capital letters - TELEPOWER PRO treats all letters in the same way. You can also put in just the start of a word, which will find a wider range of companies.

Select one of the following search options by clicking its radio button:

All, to search all TELEPOWER PRO entries, nationally.

Region, to search in broad geographic regions such as Scotland or West Midlands

County, to search within a county such as Derbyshire or Surrey

Town, to search within a Post Town such as Slough or Leeds

Postcode, to search within broad postcode areas such as BD 1 or KT18

The **Soundex** option should be used when you do not know the exact spelling of a company name.

Using phonetic matching, this option will search for all companies which 'sound like' the entry alongside the 'Search For' box. To activate Soundex, click in the box. An **X** indicates that the option is active.

N.B. This option should be used selectively to prevent reaching the maximum match level of 200.

Select an appropriate entry from the selection list displayed to you.

N.B. To move more rapidly to your required selection, click in the box above the selection list and type the first few letters of the entry you are looking for. This will make the list scroll to the appropriate point. You can also click on the list, type the first letter of the entry you are looking for, then scroll down from there.

Click either the 'Search for Phone' or 'Search for Fax' button.

See also: [AN EXAMPLE SEARCH](#),
[VOLUME LIMITS](#),
[DISPLAYING THE RESULTS](#),
[COPY AND PASTE](#)

AN EXAMPLE SEARCH

To find all companies whose names contain the word 'ASTHMA' in Greater London:

Enter 'Asthma' in the Search For box.

You do not have to use capital letters - TELEPOWER PRO treats all letters the same way such that ASTHMA and asthma are equal. You can also put in just the start of a word, such as 'ast', but this will find companies such as 'The Astor Hotel' as well as 'Asthma'.

Click the 'Region' radio button.

Click 'GREATER LONDON' from the list displayed.

Click either the 'Search for Phone' or 'Search for Fax' button.

The results will then be displayed on the TELEPOWER PRO Results Screen.

Remember, the more precise you can make your search, the faster you will find the number you are looking for. For example, entering 'Barclays' and searching in CHESTERFIELD is a much quicker way of finding the telephone numbers for Barclays Bank branches in Chesterfield than entering 'bar' and searching 'All'.

See also: [VOLUME LIMITS](#)

VOLUME LIMITS

The maximum number of results that TELEPOWER PRO will display from any one search is 200. If more numbers are found, a message will appear asking you to refine your search.

For example:

If the search criteria are very broad (the company name 'bri' is selected in the SOUTH WEST region), more than 200 numbers may be found. Refine the search in two ways:

By narrowing the geographic area by changing to County and choosing 'DEVON' or even by changing to Town and selecting 'EXETER'.

By being more specific with the company name, by trying 'british' or even 'british rail'.

HOW TO DISPLAY YOUR SEARCH RESULTS

Once the 'Search for Phone' or 'Search for Fax' button on the Search screen has been clicked, TELEPOWER PRO will build a list of those companies that match your search criteria.

When the number of companies found is less than 200, they will be displayed, along with their post towns, on the results screen. If not, the first 200 will be displayed.

The number of companies found is displayed at the top of the screen. If a single entry is located, TELEPOWER PRO will display this result automatically.

To browse through the list of companies, use the scroll arrows to the right of the list of names. Once you have found the company you are looking for, click on it to display the full company name, telephone or fax number and address. Alternatively, using the up and down arrow keys on your keyboard will display the address details for each company as it is highlighted.

When you have finished with the results, you can either 'Search Again', minimise or 'Exit TELEPOWER'.

If you select 'Search Again', the 'Search For' criteria will be highlighted; to input new search criteria simply overwrite the existing text.

See also: [AUTODIALLING USING TELEWIN FOR MODEMS](#)
[COPY AND PASTE](#)

DIALLING CODE FINDER

The '**Dialling Code Finder**' menu provides access to all National and International Dialling Codes and Exchanges. This enables you to look up the National or International Dialling Code for a particular town or country or to find the exchange name or names that relate to a particular dialling code.

National Dialling Code example: to find the code for Windsor, enter 'Windsor' (or 'Win') into the search box and click 'Find'. Alternatively, to find where 01494 relates to, enter '01494' into the search box and click 'Find'.

International Dialling Code example: to find the code for Perth, Australia, enter 'Perth' into the search box and click 'Find'. If 'Austr' is entered in the search box, the codes for Austria and Australia, excluding regions, will be retrieved.

As with national codes, to find where a code relates to, enter the code into the search box and click 'Find'.

COPY AND PASTE

To copy the telephone or fax number, simply click the 'Copy to Clipboard' button on the Results screen. To paste the number, open the selected application and use its Paste option to drop the number into the required position.

See also: [DISPLAYING THE RESULTS](#)

CANCELLING YOUR SEARCH

Once you have clicked the 'Search for Phone' or 'Search for Fax' button, TELEPOWER PRO indicates that a search is in progress. To cancel this search, simply click the 'Cancel Search' button. TELEPOWER PRO will then display the results of its search to that point.

See also: [DISPLAYING THE RESULTS](#)

AUTODIALLING USING TELEWIN FOR MODEMS

A phone number can be autodialed by clicking the phone button to the left of the number display. This will transfer the number to Telewin and show Telewin on top of TELEPOWER PRO. Full help on setting up and using Telewin can be found in Telewin itself (the '?' menu item) and in the TELEPOWER PRO Program group.

