

# AtoZ Databases

## What Is It For?

AtoZ Databases is a collection of publicly available information compiled into one location for easy access, and organized so that you can find ANY information you are looking for quickly and easily.

The information encompasses everything from businesses to individual homeowners to hospitals and doctors, and provides an easy way to USE this information for many different tasks, such as:

- **Mailing/eMail Lists & Marketing**  
Send up to 500 free emails per month, for newsletters, announcements, etc., and track statistics on them
- **Find A Business** (30 Million)  
Students and researchers can find detailed business profiles, along with executive email addresses - All in one place
- **Job Search** (2.3 Million)  
a live feed of available jobs
- **Resume Templates**  
job tips and résumé templates – a “one stop shop” for job search
- **Statistics**  
find out information on an area based on the criteria you choose
- **People Lookup/Background Searches** (220 Million Residents, with 200,000 Movers & 50,000 New Homeowners added weekly)  
check out job applicants, customers, vendors, etc., before you make your decision
- **Genealogy**  
Find relatives, long-lost friends & plan reunions
- **Healthcare Professionals** (1.1 Million)  
find someone to care care of you or your loved ones

There are many other possible ways to use the information offered on AtoZ Databases. It is up to YOU to decide how you want to use the information offered.

**Note: You must be at the Library to use these services.**

## **Sources:**

AtoZ Databases gets their information from a variety of places:

- Annual reports
- U.S. SEC (Securities and Exchange Commission) filings
- Corporate registers
- Public records
- National directory assistance data
- Thousands of yellow and white page directories
- Business Directories
- National directory assistance data
- Real estate deed and tax information
- Voter registration data
- Mail order data
- Thousands of white pages
- Warranty cards, and many other sources
- Indeed.com's database, which includes:
  - Employers posting direct to the site
  - Thousands of employers' websites
- Secretary of State business filings
- New phone connects
- Register of deeds records
- New phone connects
- State Healthcare License Filings

## Finding Details

Once you search for something, the search results show, then you can click on whatever you want more information on.

## Sorting

To sort the data to make it easy to read, simply click on the Title header at the top of the column you want to sort by.

If you want to Sort by multiple columns consecutively, click the Sort button above the list. Then you can choose which columns you want to sort by in what order.

## Additional Columns

If there are more columns than will display on one screen, you may see a down arrow on the right of the column title bar. Click it and choose a column from the list to replace the last column with the one you clicked.

## Data Matrix

If the data being shown is not in the format you need, you can change the Data Matrix, to display using a different set of details, making it easier for you to find what you are looking for.

**For Example:** If you are searching for doctors in your area, and it brings up a list of all of them, but you only want to list the female doctors, you can click the Data Matrix button, and then choose Gender under "Tally On". Then, clicking "Run Tally" will display a list of how many male vs. female doctors there are for that area. You can then click on the female row to show the list of ONLY the female doctors for your selected area.

## Printing

If you want to print any of the search results lists, you should use the print button (above the results list), and not the **File > Print** method most of us are used to.

This is because the results list is not print-friendly, and may look strange if you try to print it the traditional way.

## Downloading

If you would like to keep a copy of the results on your computer, you can click the Download button. You can then choose from several options to customize the file you get:

**-File Name:** This is optional. It basically lets you determine what the file being downloaded is called, so that you can find it later.

### **-Format:**

**Excel:** The most preferred format, as you can customize the column width, and remove columns or rows more easily, setting the document up with ONLY the info you want, and is ideal for printing.

**CSV:** A basic text file, with entries separated by commas, and a new line for each row. If you don't have Microsoft Office, this is the next best format.

**Tab Delimited:** Similar to CSV, but uses Tabs for separation instead of Commas.

### **-Level of Detail:**

**Results View:** The search results page.

**Details View:** All the details of each search result.

**Custom:** You choose what data is downloaded.

**Note: Exporting data to a file includes all data, even the columns not shown onscreen.**

## Email Results

If you are using somebody else's computer, and don't have your USB flash drive to save the results to, you can have the results emailed to you in one of the formats above, or as a PDF, which should be openable on any computer, as well as mobile portable devices such as cell phones and tablets.

## Training

AtoZ Databases offers free online webinars teaching some of the more common ways to use their services. You can see their schedule by clicking the "Reference Desk" link at the top of the page, and clicking "AtoZU Training Center".