

Phone Directories

An Online Resource for finding directory information

Phone Directories provides directory information for U.S. businesses and residents. The database contains detailed information on nearly 14 million U.S. businesses, 1.5 million Canadian businesses, over 855,000 U.S. physicians and dentists, 210 million U.S. residents and 12 million Canadian households.

Accessing Phone Directories

1. Go to the Deschutes Public Library web page at <http://www.deschuteslibrary.org>
2. Click once on **Explore**.
3. Click once on **Online Resources**.
4. Click once on **Phone Directories** under Business and Investment or People and Genealogy.
5. Click once on **View Phone & Business Directories**.
6. Type in your 14-digit library card number and click **Connect**.
7. Select a directory to get started.

Getting Help with Phone Directories

Click **Take A Tour** at the top of the page to view tutorials. If you are having trouble accessing the site, click on **FAQS** for assistance with technical issues.

Searching Phone Directories

Quick Search – Fill in the information you know and click on **View Results**.

Custom Search – Create your own search form.

- Click on the **Custom Search** tab.
- Click on the headings to the left of the screen to select your search criteria.
- Click in the check box beside the headings to select. As those are selected, the search form is created in the middle of the screen.
- Type in the required information and click on **View Results**.

Note that you may need to refine the search by selecting from pre-determined headings. This option always appears when you perform a *Keyword/SIC/NAICS* search.



Viewing Results

Results are displayed alphabetically, in brief format, 25 at a time. Click on the company or personal name to view the detailed record. To view the next 25 results, type in a page number or click on the arrow to the left of the current page number.

Printing and Downloading Results

Use the browser print function to print full records. This print function may also be used for the brief view.

From the brief list view there are special printing and downloading features.

1. Select the records you wish to print or download by clicking the box to the left of the record(s) you wish to print.
2. Click on either **Print** or **Download**.
3. Select from either **Summary**, **Detailed**, or **Custom**.
4. Click on **Print** or **Download**.
5. Note that when you *Download* you are asked where to save the records and in what format.

Adult Services

(541) 617-7080

www.deschuteslibrary.org

DPL 0033 (APRIL 2010)