



ReferenceUSA is a searchable database with over 14 million businesses. This database is a great resource for creating a list of potential employers to research and contact.

1. Go to www.referenceusa.com
 - a. If you are on-campus, you will get immediate access.
 - b. If you are off-campus, you will need to access the site through the FGCU Library Services website. Go to <http://library.fgcu.edu/> and select "Online Databases." You will be prompted to provide your FGCU ID number. This is the number on your FGCU ID card that begins with "210." Once you have entered the site, type in "referenceusa" and click "Search." When the listing for ReferenceUSA appears, click "Connect Now."
2. On the left navigation bar, under "ReferenceUSA Databases" select "U.S. Businesses."
3. Select the "Custom Search" Tab
4. Under "Business Type" select "YP Heading or SIC" box. "YP" means yellow pages.
5. Under "Geography" select "MSA (Metro area) State"
6. Click "Create Search Form"
7. Under "Yellow Page Heading" type in a keyword for your search.
 - a. For example, if you are looking for a list of Certified Public Accountants," type in "CPA" or "Accountants"
8. Click "Lookup"
 - a. Select options by clicking whichever one(s) match your search. Use the control key to select multiple options. By selecting more than one will get a broader result.
9. Then scroll down. Under "Metro Area" select the state and then the city (or metro area)
 - a. For example, to search for businesses in Naples, select "Florida" then "Naples, FL"
10. Select "Search Now"
11. Results will be displayed in alphabetical order. All company names are hyperlinked to their information.

You can download company contact information into an Excel spreadsheet by clicking the box(es) to the left of the company name and selecting "Download."