1. Google search Dakota County Library
2. Click on research tools (top right tab)
3. Click on research tools A-Z (far left)
4. Scroll down to reference USA
	1. Account number: **22087010658749**
	2. Pin number: **5739**
5. Click on US Businesses
6. On the left hand side there are search option tabs:
	1. To search by town:
		1. Click on city/state---under geography.
		2. Enter the city your searching
		3. Click on number of employees--under business size
		4. Select the number of employees youd like to search
		5. Click on headquarter/branch---under ownership and click SINGLE LOCATION (this gets rid of fast food restaurants/targets etc..)
	2. To search by type of business do all of the above just select the Keyword/SIC/NAICS tab and type in the businesses youd like to search
7. After your search is complete click on the GREEN tab--VIEW RESULTS (top right)
8. Now select all of the businesses by clicking the top box to (select all) you can download up to 250 businesses at a time.
9. Then go to the bottom and select DOWNLOAD
10. Keep it as a comma delimited document but make it CUSTOM (second section)
	1. DESELECT:
		1. State, zip, record type
	2. SELECT: (scroll down)
		1. Phone number combined, Primary SIC description, (scroll a ways) Location employee size actual.
11. Finally--you can email it to yourself or download it. I like to email it so I can put it on google sheets and make it look pretty!