STEP-BY-STEP:

CREATE A LIST OF COMPANIES IN A SPECIFIC INDUSTRY WITH HOOVERS

Use this document to create a list of companies in a specific industry using the database, Hoovers.

YORK
UNIVERSITÉ
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HOOVERS

A database containing information on public, private, and non-profit enterprises worldwide, with the option of creating company lists with specific criteria.
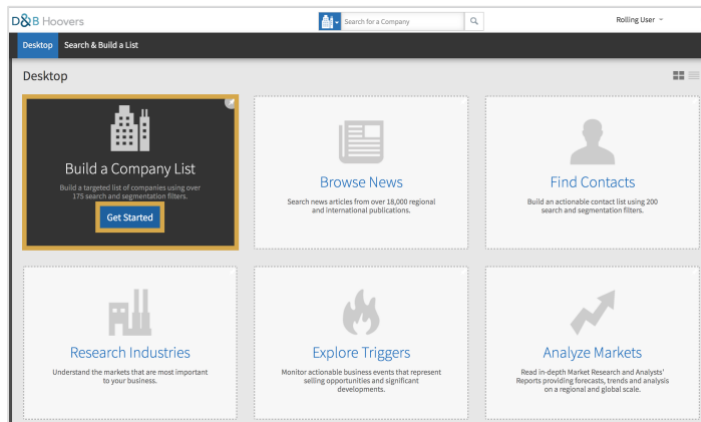
1 Start at the York University Libraries homepage. Enter **Hoovers** in the Omni search bar and click **Search.**
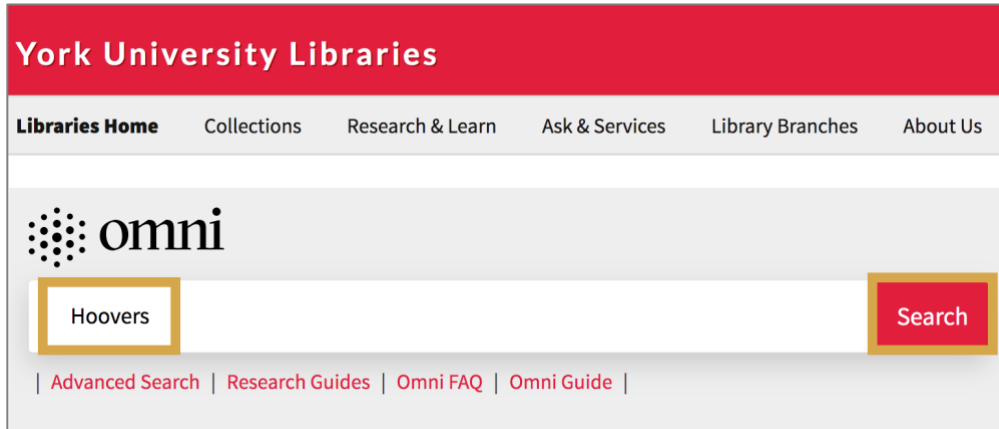
2 Click **Available Online** in the Hoovers record to open it. Then click **Hoovers** to open the database.
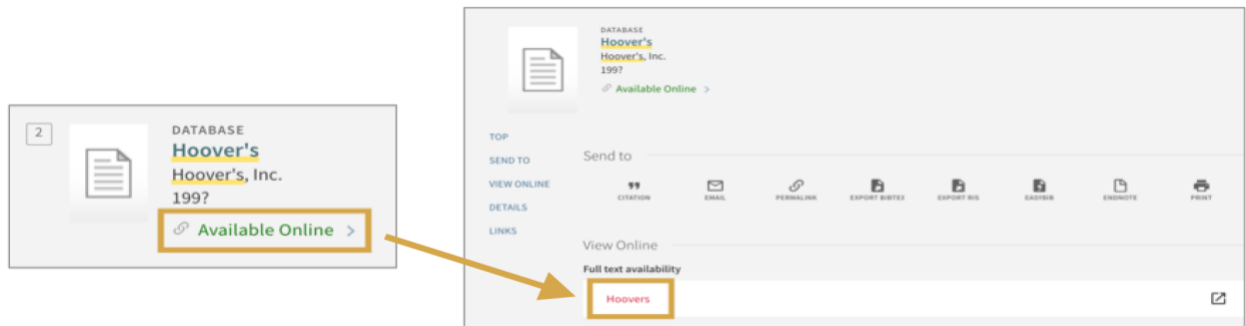
3 Hover over **Build a Company List.** Click **Get Started.**

4 The database defaults to the **Location** tab. Type **Toronto** in the City search box and select **Toronto, Ontario, Canada** from the dropdown list.

- **Tip:** You can also create lists for Countries/Regions, States, Provinces, and Postal/Zip codes.

5 Click the **Industry** tab on the left. Type **keywords** into the search bar to locate a relevant **NAICS 2017 code** or use the **Browse link** to manually browse NACIS 2017 codes for a specific industry.

- **Tip:** NAICS 2017 stands for North American Classification System 2017. The statistical agencies of Canada, Mexico, and the United States created it to classify companies operating in industries in the three countries.

6 Click the **Company Type** tab on the left. Click the dropdown list for **Ownership Type.** Add ownership types that make sense for your project, such as Private, Public, or Nonprofit.

7 Click **View Results** in the lower right corner to see the company list in descending order by Sales.

- **Tip:** Use other criteria such as **Company Size** to further refine your list.
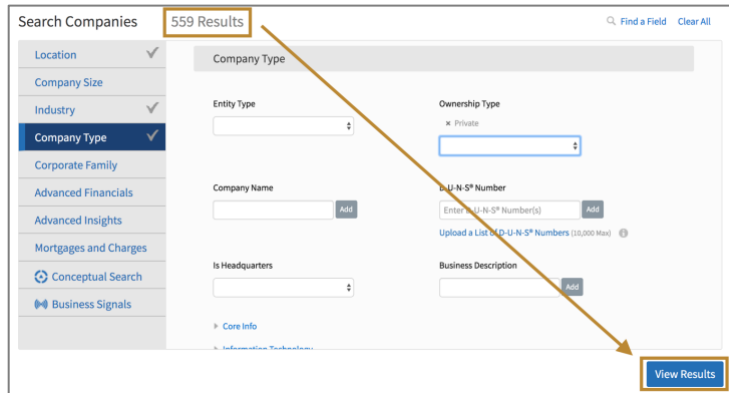
8 On the result page, click **Grid** and select **D&B Company Grid** to re-format result entries. Copy and paste the entries to an Excel spreadsheet if needed, as the export function is not available.
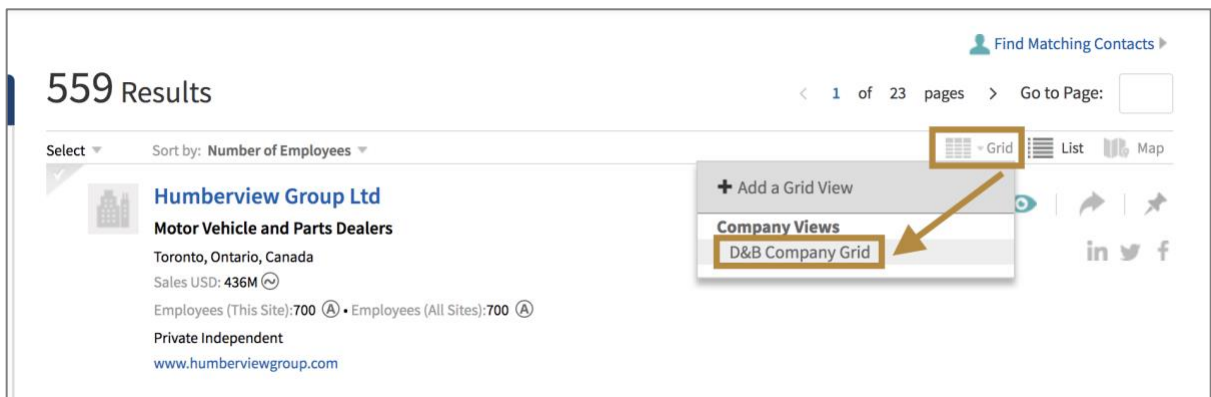
9 The results will now be easier to copy and paste into an Excel spreadsheet.