



HotDocs™

June 2001 Edition



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1. INTRODUCTION

The **HotDocs**[™] software is a separate program from **NETbos**[™]. It is only found in publications containing forms.

The program allows the user to access and complete an official form on screen – for example a Companies House Form or a Tax Form.

HotDocs[™] is a trademark of CapSoft Development.

2. INSTALLATION

PLEASE NOTE:

All word processing packages active on your system must be shutdown before installation.

To begin using **HotDocs™**, you will need to install HotDocs player.

Firstly, locate the form you require in **NETbos™**. Directly beneath the forms title, left click on **CLICK HERE TO VIEW FORM** (see picture below).



The following screen will appear.

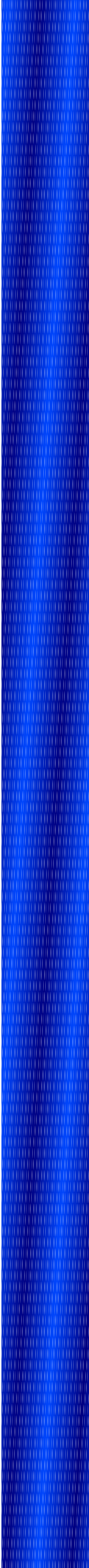
[Click here to download HotDocs player](#)

[Click here to view form](#)

Left click on **Click here to download HotDocs player** to begin to the download process

The following screen will appear





Left click inside the Run this program from its current location radio button and click OK.

Once installation is completed you will be prompted to restart your machine, it is recommended that you do so.

Once installed, use the **Click here to view form** link to fill your form;

For help using HotDocs™, please refer to help section within the HotDocs™ player when viewing a form.

3 EDITORIAL

If you have a query about HotDocs or any of the Butterworths services you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 3050500 and they will connect you to the appropriate person to deal with your query. Alternatively, you can E-mail us with any editorial queries or comments by using the '[contact us](#)' links that appear on the home page. We welcome feedback from our customers about all Butterworths services so please feel free to contact us.

4 TECHNICAL HELP

Telephone support is available during normal working hours (08 30 – 17 45 GMT)

Tel: (44) 0845 608 1188 Fax: (44) 01483 257917

To assist the helpline in resolving your problems as quickly as possible please have the following information to hand before calling

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it? (i.e. Novell, NT etc.)
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

Support for our on-line services is also available:

07 00 – Midnight Monday to Friday

08 00 – Midnight Saturday and Sunday on-line at:

<http://www.butterworths.co.uk/content/support/techsupport.htm>

Or E-mail: online.support@butterworths.co.uk

5 CUSTOMER SERVICES

Butterworths Direct Helpline is available from Monday to Friday 08 00 – 18 00

Tel: 0208 662 2000

For calls from outside the UK: +44 20 7400 2977