



Tax Tutor User Guide

Tax Tutor Online
December 2003 Edition



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1. About Tax Tutor

Tax Tutor Online is a new concept in tax learning that brings audio-visual lectures direct to your desktop.

1.1. Benefits of the Service

- Tax learning becomes fast, fun and convenient
- Updated with each Finance Act
- Lectures can be paused, replayed, or fast-forwarded as often as you wish
- Concise lecture length makes learning easy
- A structured CPE/CPD certificate comes with each module
- Interactive tests at the end of each lecture
- Every lecture is cross-referenced to comprehensive notes
- Ideal for enhancing your knowledge of a particular tax, outside your area of specialisation
- Valuable for client meeting preparation

1.2. Why is Tax Tutor Right for Me?

- Suitable for both professionals and students
- Tax Tutor is a valuable learning tool for a wide variety of users
- Virtually anyone with an interest in tax can benefit

1.3. Subscription Options

There are two subscription options: Personal Tax and Business Tax.

Personal Tax includes 4 modules - Personal Tax, Capital Gains Tax, Inheritance Tax, and UK Trusts and Estates.

Business Tax includes 3 modules - Corporation Tax, Business Tax and VAT.

To subscribe to one or both options, contact Customer Services on 020 8662 2000 or email customer.services@lexisnexis.co.uk

2. System Requirements

PC with access to the Internet. This can either be via a modem or your Local Area Network.

The PC needs to have sound enabled.

Your PC also needs to have an internet browser that supports frames, accepts cookies and is also Java enabled. For example Microsoft Internet Explorer 5 or higher, or Netscape 4.6 or higher.

Shockwave plugin to play lectures. Click [here](#) to install it.

Adobe Reader click [here](#) to install it.

3. Step by Step Guide

3.1. Getting Started

Tax Tutor is a subscription based service and you will need to be a subscriber. The subscription may cover the Personal Tax modules, the Business Tax modules, or both.

The Personal Tax module covers:

- Personal Tax
- Capital Gains Tax
- Inheritance Tax
- UK Trusts and Estates

The Business Tax module covers:

- Corporation Tax
- Business Tax
- Value Added Tax

If you only have a subscription to Personal Tax modules you will **not** be able to play the lectures in the Business Tax module.

3.2. Watching a Lecture

From the home page you can click on any of the topics that form part of your subscription. You will then find a list of all the available lectures. Each topic is designed as a course, and all start with an introduction to that particular topic.

To open a lecture, click on its title. You will need the free [Shockwave plugin](#) to view the lectures.

Once the lectures are open the following controls are available:

- Pause
- Fast Forward
- Rewind

These controls enable you to go to the relevant parts of the lecture and watch them at your leisure.

Each lecture is accompanied by notes. These are in PDF format and require [Acrobat Reader](#) to access them.

Some lectures may require you to use tax tables for the relevant tax year. They can be found on the Tax Tables page

3.3. Obtaining CPE Certificate

After watching all of the lectures in a module, you will be entitled to CPE points. To print out the certificate,

- Go to the CPE certificate page
- Click on the certificate of the module you have completed
- When prompted enter your details
- Print out the certificate for your records

4. Getting Help

For help with using Tax Tutor:

Telephone 0845 608 1188

or

email technical.helpdesk@lexisnexis.co.uk

For any queries regarding the content of the lectures:

email queries@onlinetutors.co.uk

