



User Guide

2011

TaxBanter
Effective Tax Learning

TaxBanter Pty Ltd

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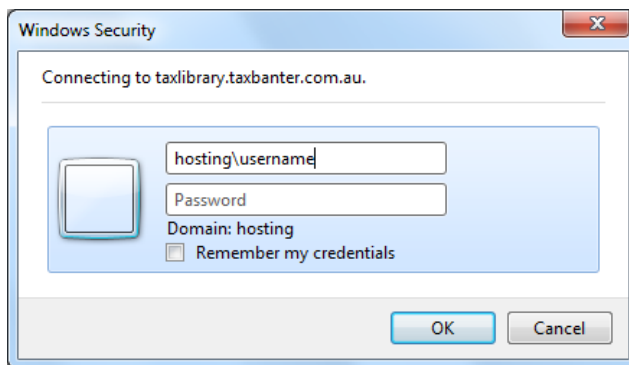
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1. Accessing the Tax Library site

- Visit the TaxBanter website, click on the “Tax Library Page” and hit the Client Login Button shown below:



- Alternatively, simply type in the URL <http://taxlibrary.taxbanter.com.au/>
- You will now be asked to enter your username and password (please note, password is case sensitive)



- The first screen you see will be the Welcome screen.
- Click on links to library items on the left to open them.
- To sign out of the TaxBanter Online Library, click on ‘Sign Out’ which appears in the top right corner of your screen.
- To search the library's contents, type your search criteria into the search box, also available in the top right of your screen. A full description of search tips are available at the end of this document, or [Search Tips](#)  link on your screen when you log in.



On the left are links you can click on to navigate to your accessible materials.

2. Accessing News Documents

- Clicking on the document links will open the document in the same Internet Explorer window. Once you have finished with the document, simply click '**Back**' in your Explorer window to return to the online library view.
- If you wish to open the document in a separate window, right click the link and select '**Open in New Window**'.



3. Accessing Tax Update Documents

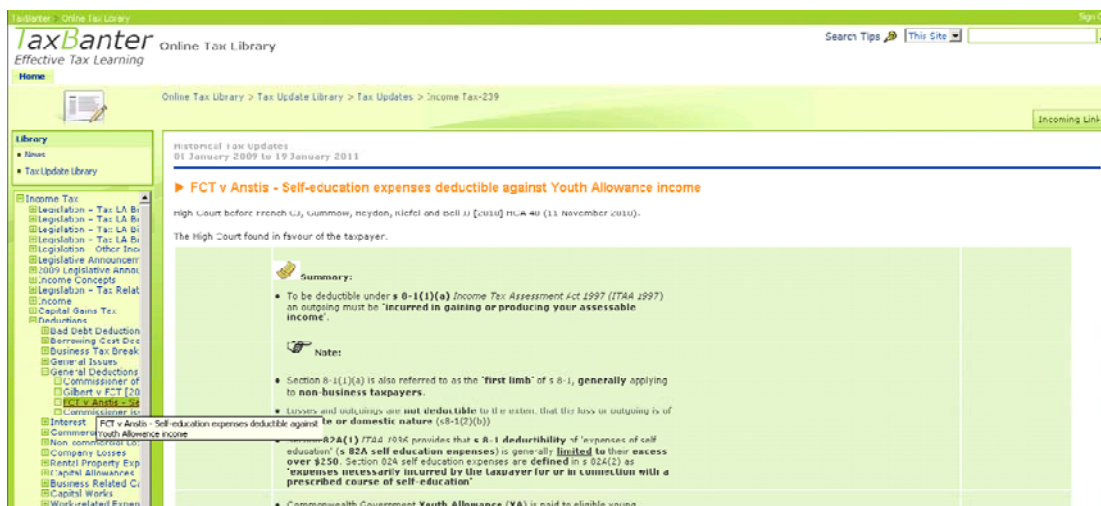
TaxBanter's full library of Tax Update articles available for you to browse and search. See instructions below on how to Browse and search these documents.

Browsing:

- Click on the '+' or '-' icons to the left of each heading to expand/collapse it to view its sub-headings.
- If part of a sub-heading is obscured, hovering the mouse cursor over it will allow you to view the full sub-heading (pictured). Alternatively, a scroll-bar is available at the bottom of the screen.
- Click once on the content you wish to view and the full article will display


Searching:

- In the top right corner of the screen is a Search box. By entering in search criteria the entire Online Library of documents will be scanned and the results displayed to you. Please refer to the pages below for some search tips.



Search Tips -

TaxBanter Online Tax Library

To search the Online Tax Library, type the words or phrase you are seeking in the search box in the top-right of the page and click on the magnifying glass  to start the search:




The image shows a search interface with a horizontal line above it. On the left is a dropdown menu with the text "This Site" and a downward arrow. To its right is a search input box, and to the right of the input box is a magnifying glass icon.

Choosing which documents to search

- To search documents across the entire Tax Library, select "**This Site**" from the drop-down list to the left of the search box.
- To restrict your search to documents in the current section (e.g. Tax Updates, Special Topics), change the drop-down list to "**This List**".

Searching in PDF documents


If your search result is contained in a PDF document (), find the search words inside the PDF document as follows:

- open the PDF document by clicking on the document title
- press the **CTRL+F** keys
- type in the text you are looking for and press **ENTER**
- to find repeated occurrences of the search text, press the **ENTER** key again.

Advanced search queries

Find all words

When you type words in the Search box, your search returns content within the chosen scope that contains all of the words that you typed, in any order.

e.g. - to find both words **apples** and **oranges** type **apples oranges** and click **Go Search** .

Find an exact phrase

To find a specific phrase, enclose it in quotation marks ("").

e.g. - if you want to find items that contain the phrase '**income tax year**', type "**income tax year**" in the Search box. Your search returns content within the chosen scope that contain this exact phrase.

Find content only in PDF format

If you wish to restrict your search to content within the library's PDF documents, you can do so by following the example below:

e.g. - if you want to find PDF files that include the word "**schedule**," type **schedule filetype:pdf** in the Search box.

Exclude certain words

To exclude search results that contain certain terms, use a minus sign (-) before the term that you want to exclude.

e.g. - if you want to find items that include the word "**expenses**" but do not include the word "**taxes**", type **expenses -taxes** in the Search box.

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