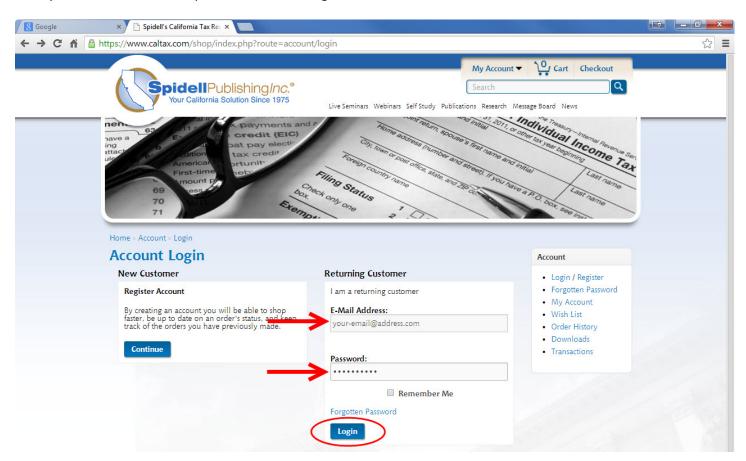
www.caltax.com User Guide

Logging in

From the home page, move your mouse over the "My Account" button and choose "Login" from the drop-down menu that appears.



Enter your e-mail address and password and click login.



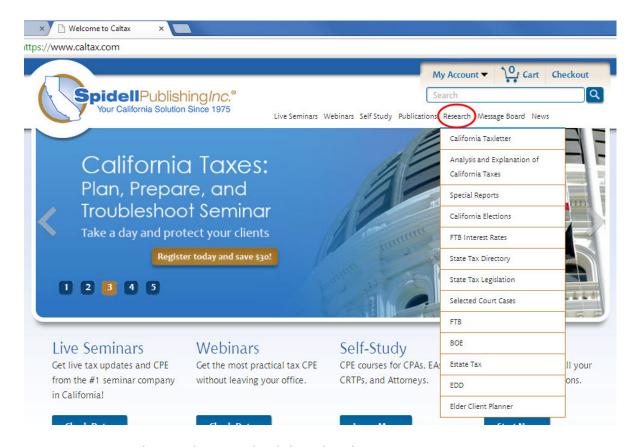
Accessing Spidell CPE

If you purchased a self-study course, you can access it in the "Quick Links" category at the bottom of the home page:

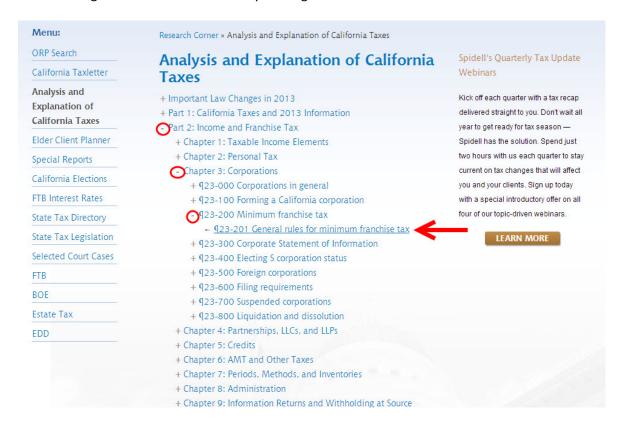


Using the Online Research Package

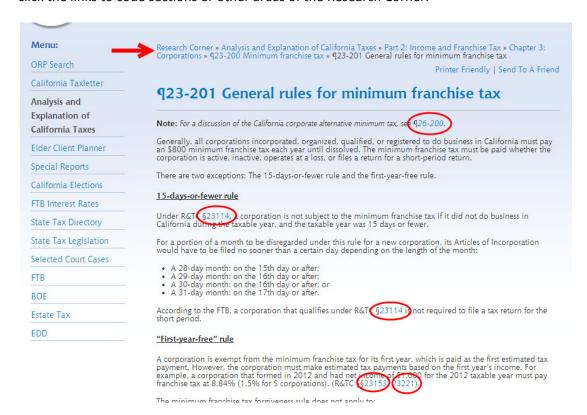
After logging in, move your mouse over the "Research" menu item and you'll see a list of all sections of the Research Corner.



You can navigate to lower subsections by clicking the + button.



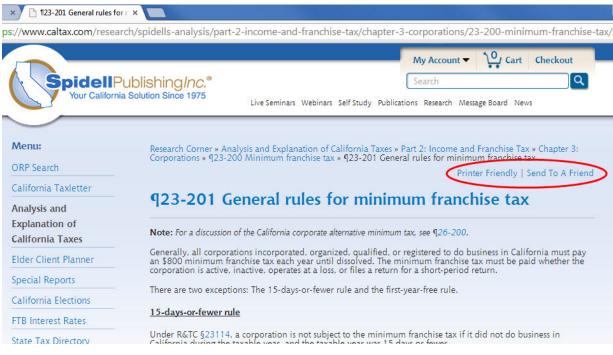
When you click on the link to view any item, you can see the link trail just above the headline. In the body text, you can click the links to code sections or other areas of the Research Corner.

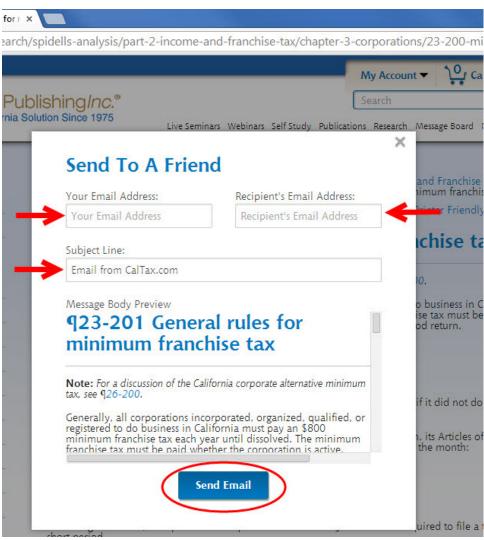


When you click one of the links in the body, that item opens in a new window so you don't lose your place. Note that the link trail has changed, to reflect the section of the Research Corner you're currently viewing.



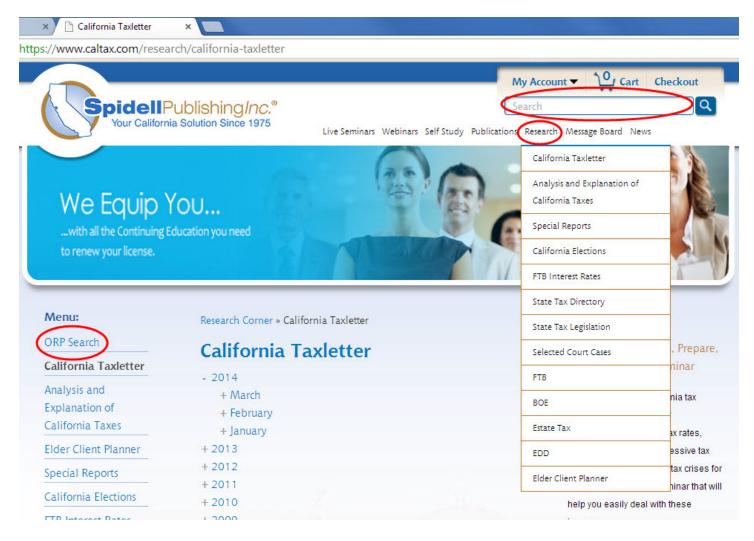
At the top right corner of each page, you'll find links for a printer-friendly page and the ability to send to a friend.





Using the search

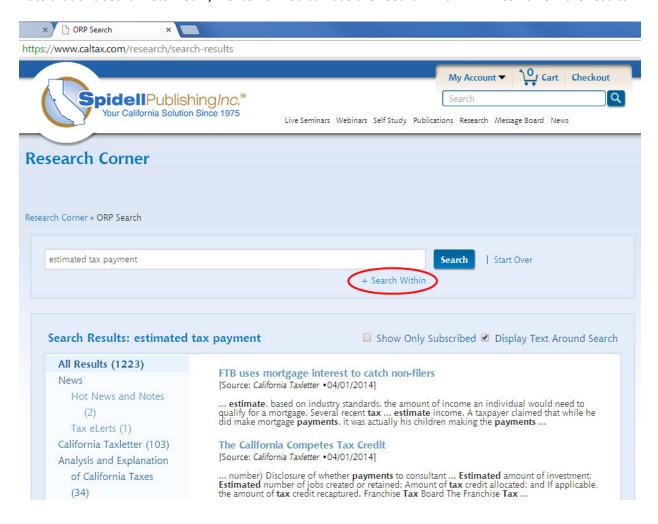
There are three ways to search. You can type your query into the box at the top right of any page for a simple search. For a filtered search, you can click the word "Research" in the white menu or click "ORP Search" in the left column of any Research Corner page.

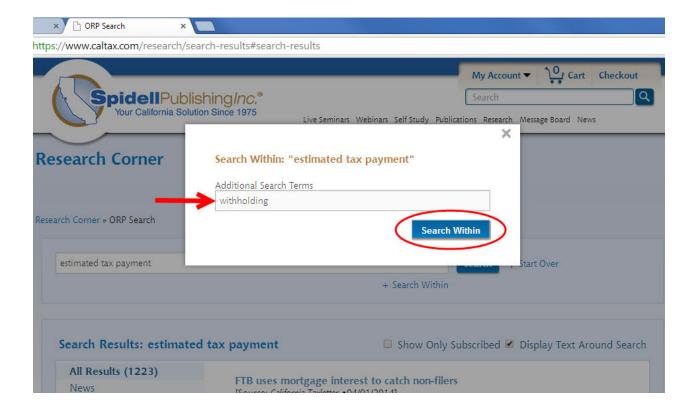


Here's a sample search:

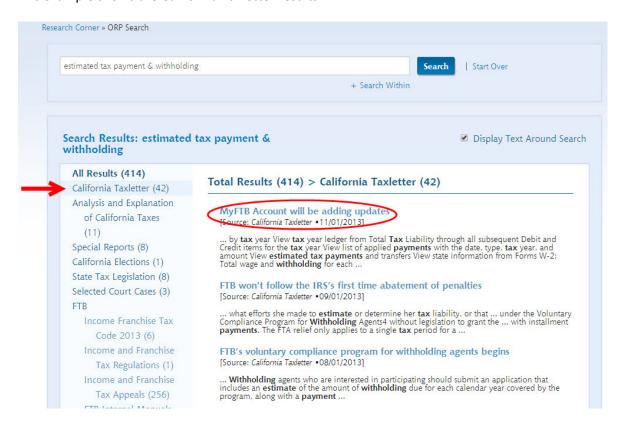


Note that this search returned 1,223 items. You can use the "Search Within" link to narrow the results.

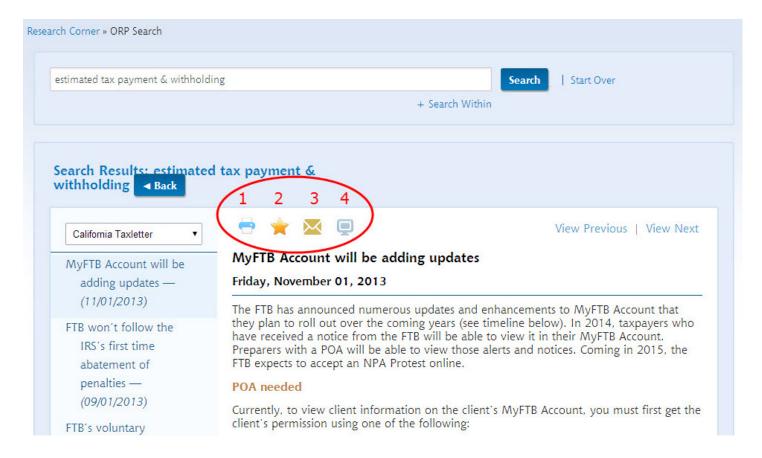




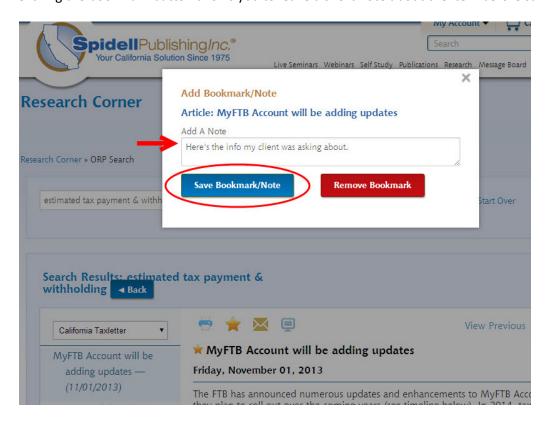
You can click on a Research Corner section in the left column of search results to only see the results from that section. This example shows the California Taxletter results.



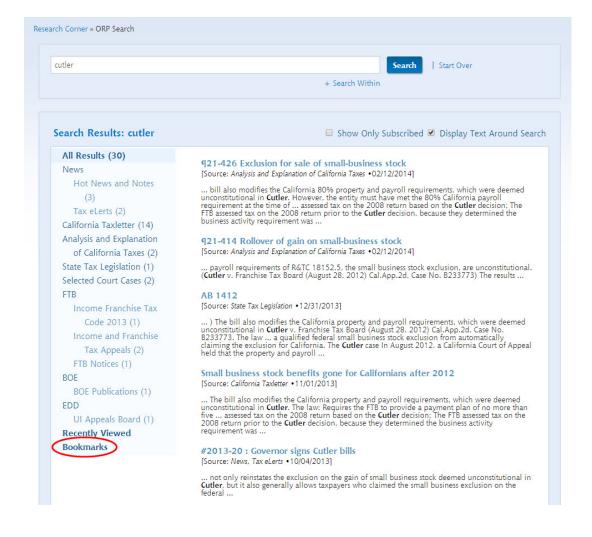
Clicking on the first article above shows the following screen. 1=printer-friendly, 2=bookmark, 3=send to a friend, 4=view full screen. The printer and send features work as described above. If you click to view the original page, you'll leave the search results.



Clicking the bookmark button allows you to leave a short note about the item before saving it.

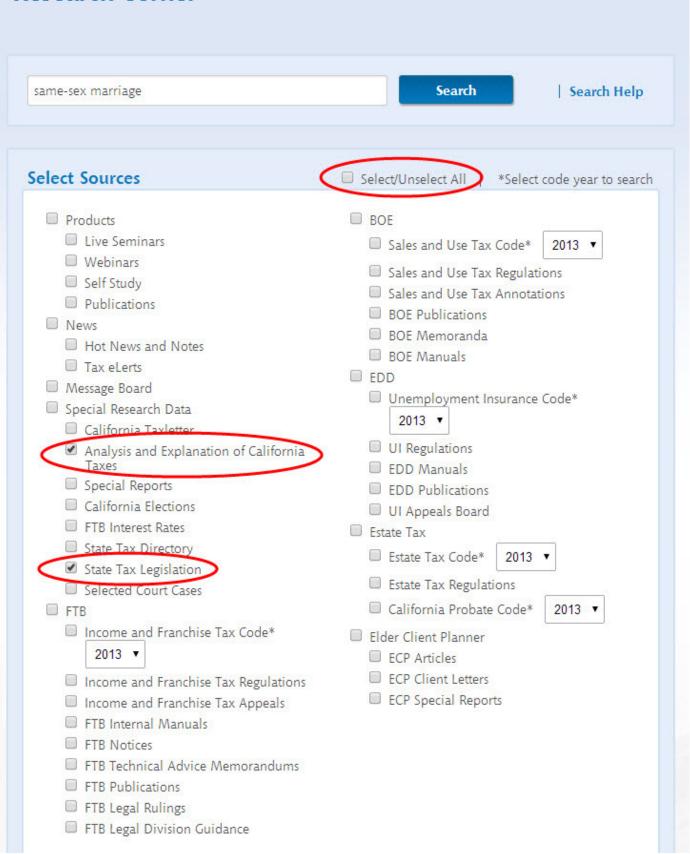


You can access previously saved bookmarks at the bottom of the left column of the search results.

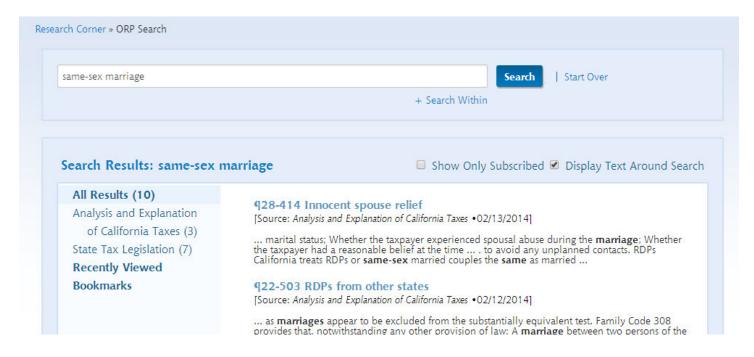


When using the filtered search, you can select/unselect all and then only search the sections you're interested in.

Research Corner



In this example, the filtered search only returns 10 results. The unfiltered search returns 50+ results.



News (Hot News and Notes, Flash e-mail)

These items can now be accessed under the "News" menu.

