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What is on the Student CD-ROM, and what can I do with it?

The Student CD-ROM, created by Pearson Education Canada with files from the Canadian Institute of Chartered Accountants (CICA), includes the following items:

- A Folio Views®/CTP Infobase that contains the complete test of Canadian Tax Principles (CTP) as well as CICA’s Federal Income Tax Collection (FITAC)
  - Use FITAC to reference the Income Tax Act, Information Circulars, Interpretation Bulletins, or other tax information
  - Use Canadian Tax Principles to search quickly for references and link directly to cross-references within the text
- Textbook Support Files
  - The Study Guide for Chapters 1–14
  - The PowerPoint® Slides for Chapters 1–14
  - Practice Exams for chapters 1-11
  - Tax Return Files
  - Weblinks
- Key Terms Practice
  - Glossary Flashcards
  - Key Terms Self Test
- A Help section, which contains this guide on using the CD, the link to the CD ReadMe file, plugin installation instructions and links, as well as technical support information

How do I install the FITAC/CTP infobase?

1. Insert the CD-ROM into your CD Drive.
2. The following dialogue box should automatically open:

![Image of dialogue box]

**Note:** If this box does not open automatically, go to your START button and select RUN. In the RUN dialogue box, key in your CD drive letter followed by \SETUP.EXE, and click OK. This action should open the dialogue window.

3. Click on the “FITAC Folio Views/CTP Infobase” link in the dialogue box (circled in red, above). This will bring you to the FITAC Folio Views/CTP Infobase.
4. Click on the “Install FITAC Folio Views/CTP Infobase” link in the dialogue box.
5. An install wizard will appear in a pop-up window. Click through the install procedure to automatically install the infobase on your hard drive or the CD-ROM. If you choose the hard drive option, the install wizard will place a shortcut icon on your desktop.

Note: It is normal for the opening of infobase files to take up to four minutes to complete.
How do I open the FITAC/CTP infobase?

Once you have successfully completed installation of the infobase, an icon for the infobase will appear on your computer’s desktop:
Double-click the infobase icon, and you will see a screen like this:

The left-hand pane of the window displays the Contents of the infobase, and the right-hand pane displays the Document that is highlighted on the Contents pane. The pane at the bottom of the window is the Search pane. This is the default view that appears when you open an infobase.

**How do I use the Contents pane to find information in an infobase?**

There are two main ways to find information in an infobase:

1. Using the Contents pane
2. Using the Search function

If you wish to view a specific section of the infobase, double-click on a heading in the Contents pane. The appropriate information will then be displayed in the Document pane:
You can also expand the level of detail in the Contents pane by clicking on any of the plus signs in the left-hand pane.
How do I use the Search function to locate information in an infobase?

If you want to locate all the references to a particular word, topic, or name, use the Advanced Query or F2 Function:

Enter a word or phrase into this box. Let’s use “dependent” as an example. Hit Enter on your keyboard or click on the OK button, and you will find that all references to “dependent” in the Document pane have been highlighted (see screen on next page).
You can see the references to “dependent” throughout the entire infobase in the Search pane at the bottom of the window with all references to “dependent” highlighted and provided in brief context.

To display the entire context of a reference in the Document pane, simply double-click on the reference where it appears in the Search Pane (see screen below).
To display the entire context of a reference in the Document pane, simply double-click on the reference where it appears in the Search pane.

**Where can I find out more about what I can do with the infobases?**

Included with the files for the Student CD-ROM is an infobase called *Getting Started*. If you’d like to learn more about how the infobase can help you maximize your use of *Canadian Tax Principles, 2010-2011 Edition*, check out this infobase for more information about the features and functions of FolioViews®.