

**The Business IT Guide (the Guide) is an online tool designed to help smaller businesses in using ICT to improve efficiency and productivity. The Guide enables businesses to access a wide range of high quality independent advice to help them fully exploit ICT. Topics include:**

- > Hardware
- > Software
- > Networking
- > Security
- > The web
- > Email
- > Smarter working
- > General ICT support
- > Finding suppliers

### **How does it work?**

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There are five separate routes to advice and information to reflect that people like to access information in different ways. The five routes are:

- > The self help tool – this is designed to help those that are unsure of their ICT needs
- > Tips & Facts – this section contains carefully chosen tips & facts designed to have an immediate impact
- > The Guide library – all 76 Business IT Guides are listed here for those people who know what they want

- > Search facilities – we have three separate search facilities for those who just want to browse
- > News, articles and blogs – thought-provoking content designed to encourage people to take action

### **What benefits does it offer?**

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- > Increased confidence by providing high quality, relevant advice on demand
- > Improved understanding of the business benefits of different technologies
- > Improved competence by providing easy-access information written by professionals
- > Greater success in ICT implementation through guidance and support

### **Cost and eligibility**

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The Guide is free to companies based in Yorkshire & Humber, the South East, the South West, the West Midlands and the East of England. A limited version of the site is available in all other regions.

### **Find out more**

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For further information, visit:

[www.businessitguide.com](http://www.businessitguide.com)

or for more details, e-mail:

[businessitguide@e-skills.com](mailto:businessitguide@e-skills.com)

e-skills UK is the Sector Skills Council for IT and Telecoms.

The Business IT Guide provides the information businesses need to make the right IT decisions at the right time.