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?**

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?**

- 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**

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**

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)