DG TAXUD eLearning courses
Quick Start Guide

This guide contains technical details on how to download and run eLearning courses issued by the Directorate General of the European Commission in charge of Taxation and Customs union (DG TAXUD) as well as the necessary troubleshooting information.
The course is compatible with Microsoft Windows, MacOS, iOS and Android operating systems and many Learning Management Systems on the market.

Available formats

LMS (scorm)
CD-ROM (.iso)
Executable (.exe)
HTML5 (.html)

The course is provided in several versions to be compatible with as many IT infrastructures as possible. **Please select the right one for your needs:**

- **LMS** (SCORM) – If you are loading the course into a Learning Management System (LMS), use this version and follow the directions given by your LMS administration team. This version is strongly recommended for the training departments in big companies, organisations and administrations.

- **CD-ROM** (ISO) – To run this version of the course, you need to burn it to a CD-ROM.
    - An ISO file is a CD-ROM image file, and any CD-ROM burning software should recognise the file format and allow you to burn a copy.
    - To play the course insert the CD-ROM in your optical drive and the 'autoplay' will take over.
    - In the event that 'autoplay' is disabled, open the CD ROM folder to view files, and run the file **Run.exe**.

- **Executable** (EXE) – This is a back-up copy of the contents of the CD-ROM version. It can be copied to a flash drive, local network drive, or other drive, if preferred, and learners can open from there.

- **HTML5** (HTML) – After unpacking the .7z file, you can load the contents onto a webserver and run the course from there.
    - The webserver can be an internet or intranet site.
    - This version can alternatively be run locally
    - **HTML5** uses **'story_html5.html'**. This version will run on most devices and modern browsers. To run the HTML5 version you need to use only the specified browsers:
        - Windows: Internet Explorer 10 or later, Microsoft Edge (latest version), Google Chrome (latest version), Firefox (latest version);
        - Mac: Safari (latest version), Google Chrome (latest version), Firefox (latest version);
        - Mobile: Safari in Apple iOS 8 or later, Google Chrome in Apple iOS 8 or later, Google Chrome in Android OS 4.1 or later.

Troubleshooting

1. Running the course full screen

When running the course you may find that the course takes up your entire screen or overflows to be too big for some screens. Here's how to rectify this issue:

Check your screen height – in Windows, right-click your desktop and select 'resolution' or 'display', then navigate to your screen resolution tab. Your screen resolution is shown as two numbers, such as "1024x768", indicating width and height.

- If your screen height is more than 768 then you should not experience any issues, you can run the course in 'windowed' mode.
- If your screen height is less than 768 then you will not be able to run these courses. Hook up a monitor or use a different display.

2. Running the html version from a local drive

Local Folder: Download the HTML5 package in **.7z** file format, and unpack the file to a certain location on your local drive. It is recommended that you create a new folder and always use that folder for TAXUD courses.
To that end, we recommend you create a folder and give it a clear name (i.e. C:\TAXUD).
You can find in the **.7z** file the HTML5 format (compatible with most devices and modern browsers).

3. How to unpack the .7z files

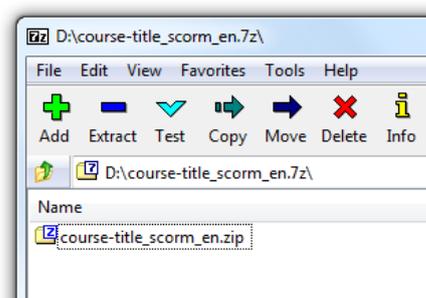The packages for CD-ROM (.iso), Executable (.exe) and HTML5 (.html) are packed using the .7z format.
This format can be unpacked using a file archiver/compressor software, for example 7-Zip, WinZip or WinRar.
After installing the file archiver of your choice, you can extract the contents of each package.

4. File format for LMS

The package needed for LMS is packed using .Zip format. This is the format requested by the LMS when importing a SCORM compliant course.
To optimise the file size, the .Zip file is repacked using .7z format. In this way you will download a .7z file which contains a .Zip file.

You need to extract the .Zip file from the .7z file (please see point 3, above) and upload the .Zip file on your LMS.