Books24X7

A quick quide to the site's features

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Tools:

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What's New

Live Events

Show: All Collections

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My Home

Personal Fold

Default

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What's New

Top Titles

History

System Folders

Recommended

Manage Folder

My Home

My Home- your starting point - puts everything at your disposal for finding and organizing content. Gain access to Browse Topics trees, Personal and System Folders. Predefined System Folders include:

- A What's New folder containing ٠ recently added titles
- A Top Titles folder listing the most popular titles in the last week at Books24X7
- A Recommended folder displaying titles recommended by the overall Books24X7 community and your colleagues
- A History folder showing the last titles you viewed

Browse Tools

Use to quickly and efficiently perform many

tasks. Click on ³ Tips</sup> to learn more about browse tools and their functions.

Searching for Content

Enter a word or phrase in the Search box at the

top of every page. Narrow your search by selecting from various search options. The search engine produces the most relevant titles with links to top section hits for single-click access to content. Use Search Within to search within the results, and Filter Options to limit your results to only titles with certain characteristics. Browse Topics

Browsing by Topic

On the My Home page click on the yellow triangle beside a category in the Browse Topics box to reveal its subtopics. Click into a subtopic to view a list of titles on that subject. If you have access to more than one collection, select a collection with the 'View by' option.

Using Personal Folders

Create folders to organize titles of interest by subject, project or other preference. Use 🕒 to add titles to your folders.

folders as you add titles or use for your My Home page to create new folders or update an existing one.

Adding Bookmarks and Notes

Add a bookmark to any content page and optionally add a note. Use Medianak to add a quick bookmark without leaving the page. Unless already binned into a folder, a bookmarked title will automatically be placed into the Default Personal Folder. To add a note, use and select a paragraph's anchor to which the note will be attached.

My Home Settings

My Home Folder Check the My Home Folder box to configure a folder as your default My Home page and display the titles that are of most interest to you.

Help and Frequently Asked Questions

Click on the Help tab or every page for access to detailed information on all site features. There is also a flash-based Virtual Tour to get you started on the Help page. In addition, some of the most common questions from our users are answered in the FAQ section.



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My Home Account Info Help

My Home Folder

All Collectio

Browse Topics

Business Applications

Microsoft Office 2010

Microsoft Office 2013 Microsoft Office 365

Mobile Devices and Comp Skills

Microsoft Office for Mac 2011

Google

IBM Notes

Internet

View by: Desktop Video Topics

Business Applications Google Graphics and Design IBM Notes Internet

Microsoft Office 2010
Microsoft Office 2013

Microsoft Office 365 Microsoft Office for Mac 2011

Mobile Devices and Comp Skills Operating Systems

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The Best Place to Work: The Art and Science of Creating an Extraordinary Workplace (Audio Book) by Ron Friedman Gildan

Anticipate: The Art of Leading by Looking Ahead (A

Stacking the Deck: How to Lead Breakthrough Change

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