

Books24x7®

A quick guide to the site's features

My Home


Your starting point. My Home puts everything at your disposal for finding and organizing content.

- Search box and Browse Topics
- Personal Folders
- System Folders:
 - What's New includes titles recently added and Books24x7 news
 - Top Titles lists the most popular titles among users in your subscription and across the overall Books24x7 user community
 - Recommended displays the titles you recommend and the most recommended among users in your subscription and across the entire Books24x7 community
 - History of your recently accessed titles




Browse Tools

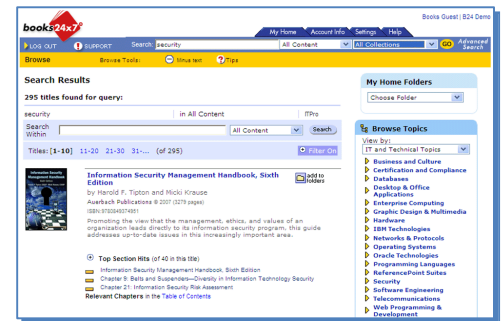


Use to quickly and efficiently perform many tasks. Click on  to learn about browse tools and their functions.

Searching for Content

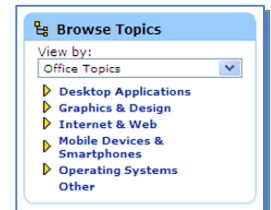
Enter a word or phrase in the Search box at the top of every page. Choose search options to narrow your search. **Search Results** list the most relevant titles with links to the most relevant sections for single-click access to content.

Use Iterative Search to search within the results, and use  **Filter Options** to limit your results to only titles with certain characteristics.






Browsing the Content



On the My Home page, click on the yellow triangle beside a topic in the **Browse Topics** box to reveal its subtopics. Click on 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.  is located next to the title on any browse or search list page. You can create new folders as you add titles or use  on 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  to add a quick bookmark without leaving the content. The title and bookmark are automatically placed in the **Default** Personal Folder. Use  to add a bookmark, a personal note, and select or create a new folder in which to place them.

My Home Settings

Check the My Home Folder box **My Home Folder** to select the folder that automatically opens when you come to My Home, displaying the titles that are of most interest to you.

Help and Frequently Asked Questions

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