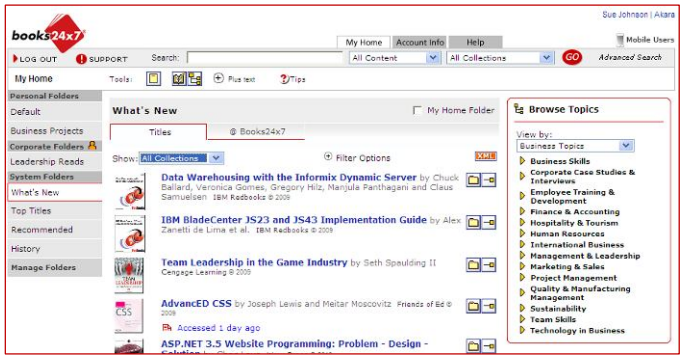
Books24x7®

A quick guide to the site's features

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 Corporate Folders, and System Folders. Predefined System Folders include:

- A What's New folder containing 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

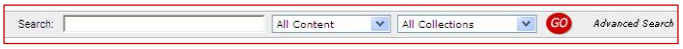


Browse Tools

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

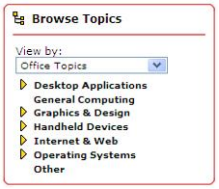
Searching for Content

Enter a word or phrase in the Search box at the top of every page. 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.



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. add to 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 manage folders 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 add a bookmark 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 add note and select a paragraph's anchor to which the note will be attached.

My Home Settings

Check the My Home Folder box My Home Folder 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 at the top of 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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