

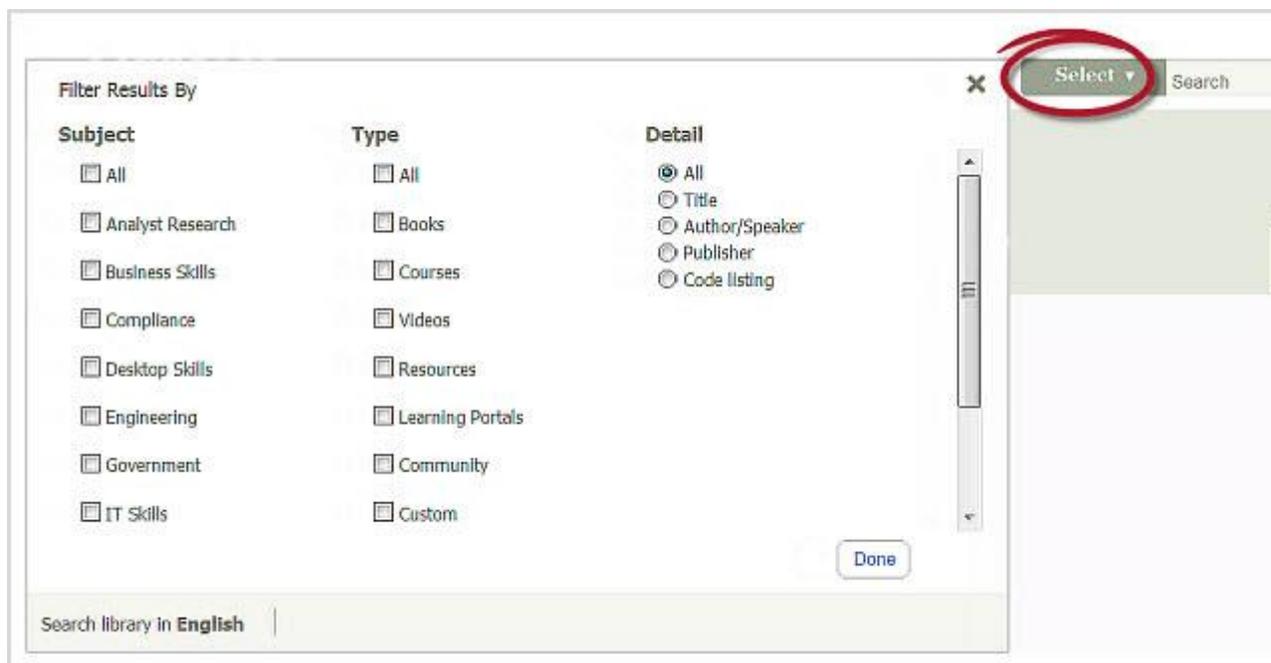


Getting Started with Your Skillssoft Books24x7 Subscription

Your Skillssoft Books24x7 subscription gives you access to a wealth of information that you can use each day. This email provides some "tips and techniques" that can help you get the most out of your subscription.

It's about Finding, not Searching

Skillssoft's patented search allows you to quickly find the exact information you need, when you need it. The Search box appears in the top right corner of every page.



Be as specific as possible when searching - Skillssoft indexes every word of every document so you can find exactly what you are looking for. Consider using "Select" to filter results by subject, type or detail.

Keep track of your favorite content

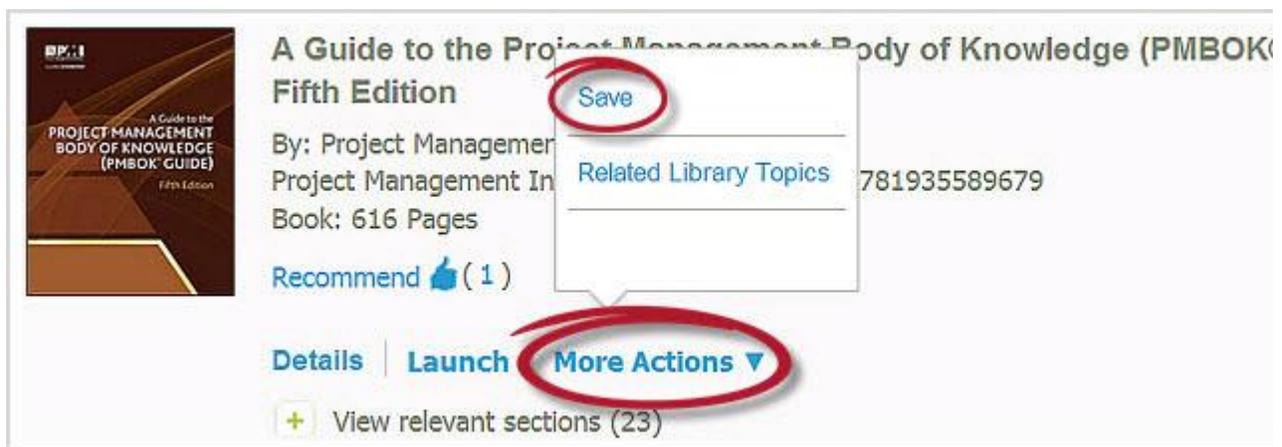
Chances are good that when you find a particularly valuable piece of content, you may want to refer to it again at a later time. This is easy using your "Learning Plan" at the top. Click on "Manage Sets" to create and name sets to organize your favorite titles for future reading.



Adding a title to your Learning Plan is very simple. If you're in the Book Viewer (accessed by clicking on "Launch" for a title), expand the top toolbar by pressing on **>>**. Select the folder icon and follow the directions in the "Save to My Learning Plan" window. When you're done, press the "Save" button at the bottom.



If the title you want to store is in a list, select "More Actions" near the title and press the "Save" option.



Help when you need it

There are several ways to get help. The first line of support is the Quick Links > Support option at the top of each page:

Quick Links ▾

Tour the Skillport Platform - Virtually....

One of the best ways to learn how to get the most out of your Skillsoft Books24x7 subscription is to review the Skillport tutorials.



These self-paced tours will take you through all the powerful platform features that will put the information you need at your fingertips - whenever and wherever you need it!

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