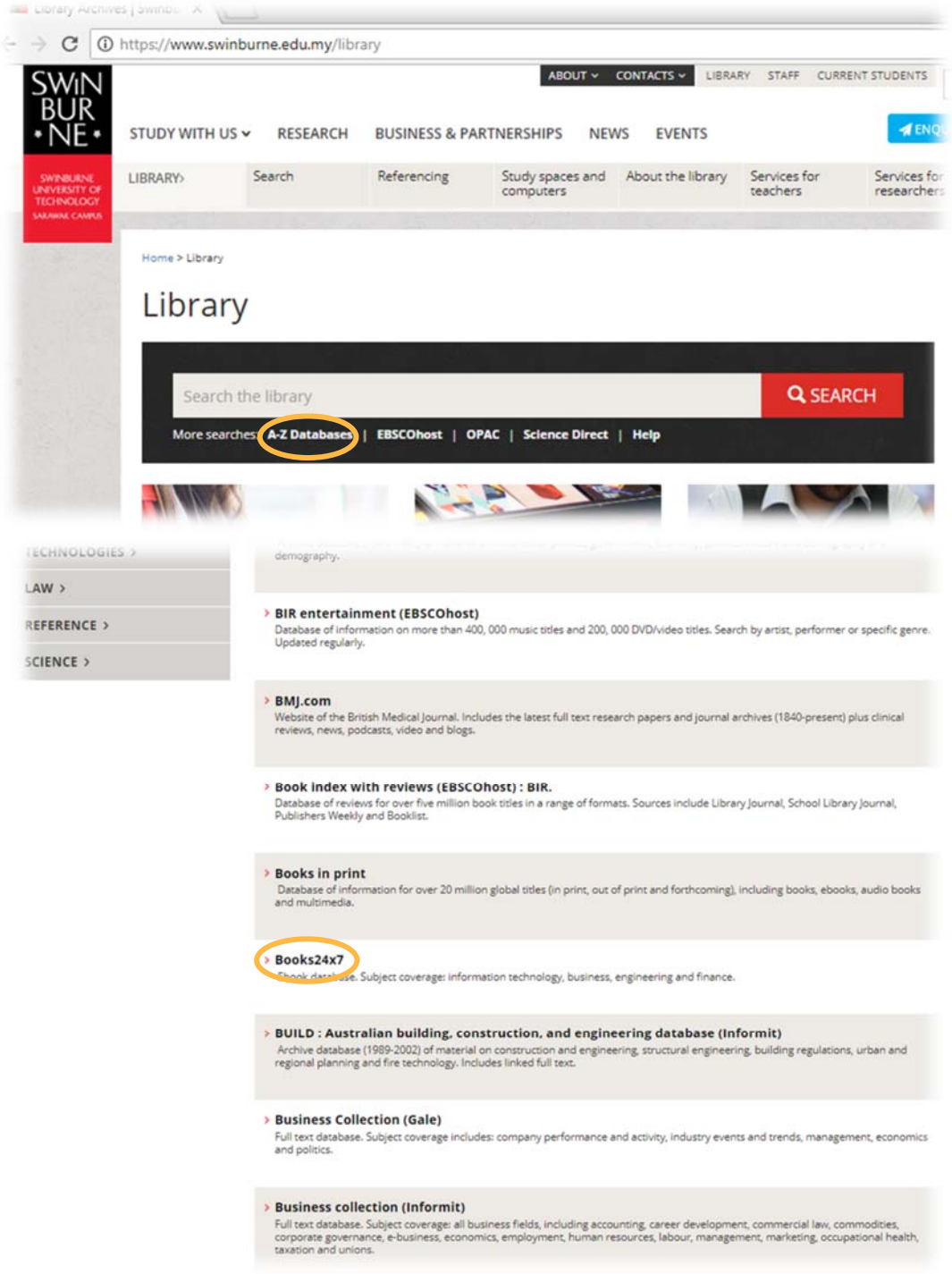
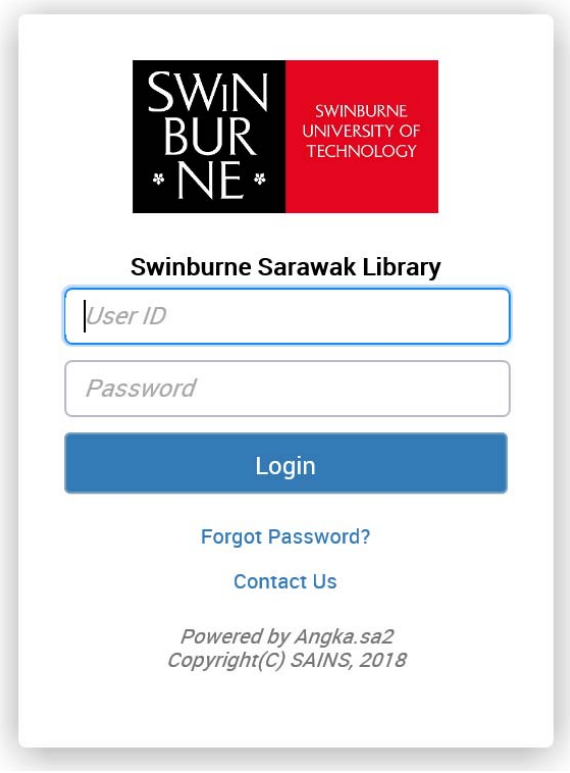
Quick Guide - How to Use Books24x7

1. Go to library's home page at https://www.swinburne.edu.my/library

2. Click A – Z Databases > Click alphabet 'B' > Scroll down the alphabetical list and click on Books24x7.

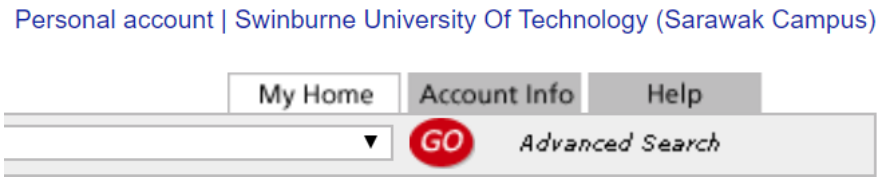


3. Enter your library (Angka.sa2) User ID and password.

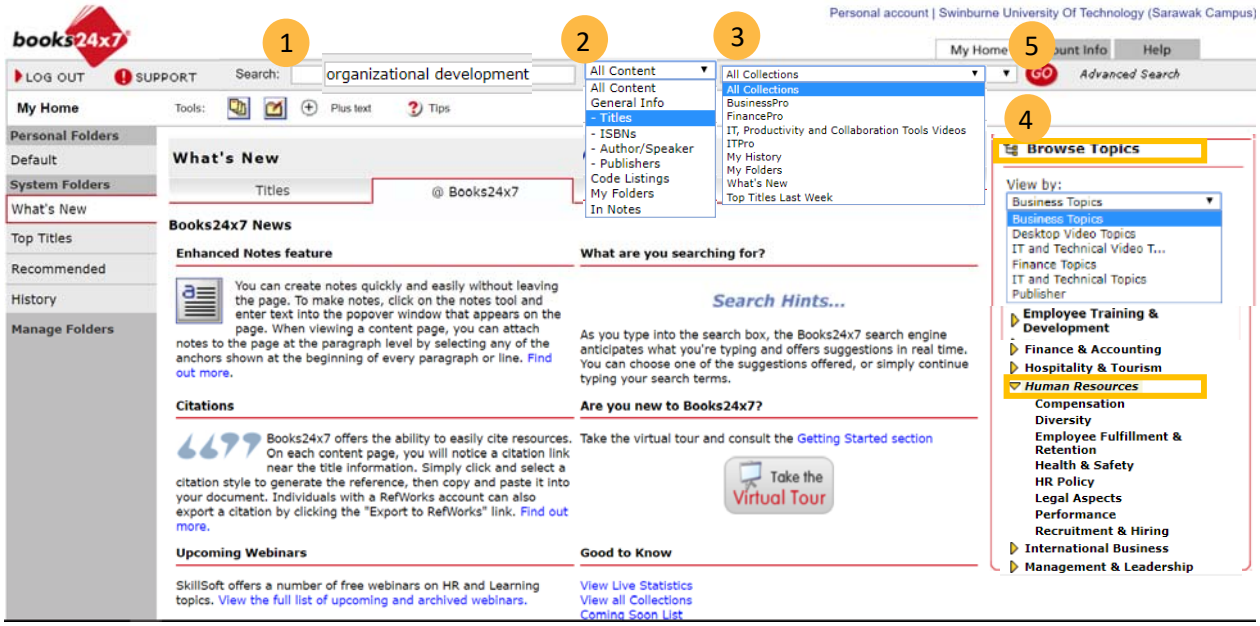


4. That will take you to the Books24x7, which you can start searching for your keywords or browse by topic.

5. When you are logged in, you will see this message on the top right of the screen.



Basic/Quick Search



1. Enter your search term(s) or phrase in the search box that is located near the top of every page.

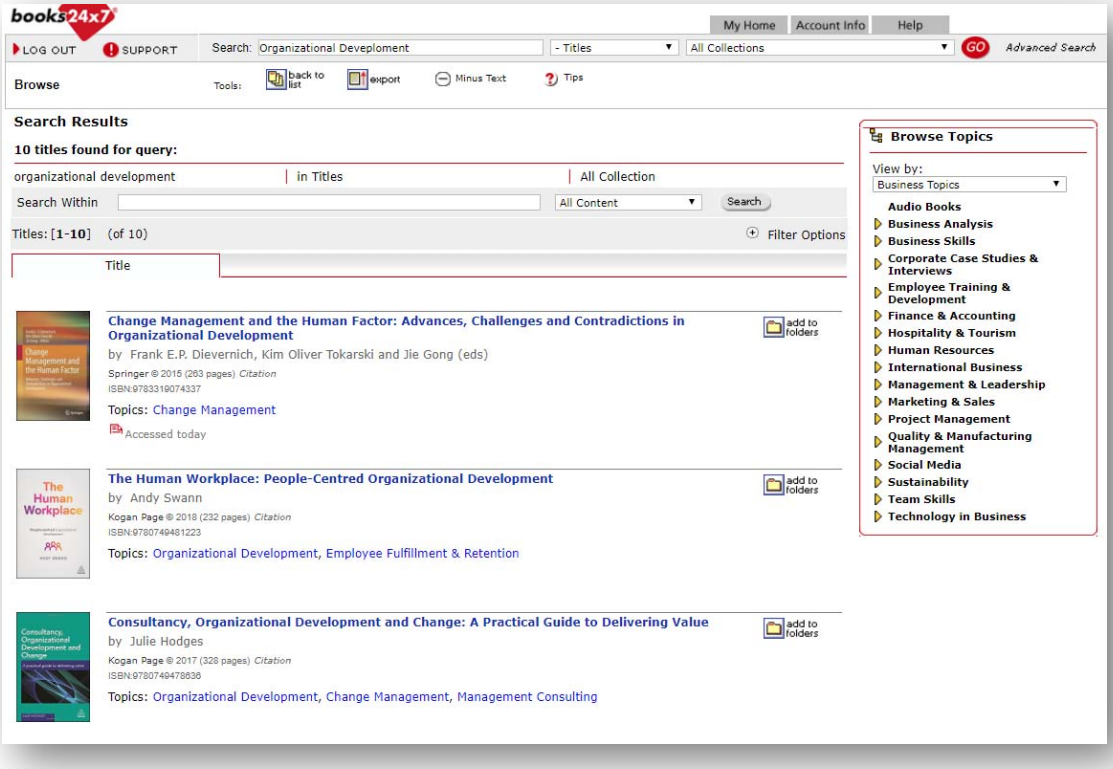
2. You can limit the scope of your search to enhance results:

   - **All Content** - Search the full-text of each title, as well as the descriptive content.
   - **General Info: All-** Search only the descriptive content.
   - **General Info: - Titles, - ISBNs, - Authors/Speakers, Publishers** - Search only the selected Info field.
   - **Code Listings** - Search only text that has been marked a "Code Listing".
   - **My Folders** - Search the full text of all titles in your Personal Folders.
   - **In Notes** - Search through all Notes.

3. You can also limit your search to specific topic by clicking the drop menu button of **All Collections** based on your preferences *or:*

4. Use **Browse Topics** to search for a title by selecting a topic

5. Click **Go** button. The search result list displays.


books24x7
My Home
Account Info
Help
LOG OUT
SUPPORT
Search: Organizational Development
- Titles
All Collections
GO
Advanced Search
Browse
Tools:
back to list
export
Minus Text
Tips
Search Results
10 titles found for query:
organizational development
in Titles
All Collection
Search Within
All Content
Search
Titles: [1-10] (of 10)
Filter Options
Title
Change Management and the Human Factor: Advances, Challenges and Contradictions in Organizational Development
by Frank E.P. Dievernich, Kim Oliver Tokarski and Jie Gong (eds)
Springer © 2015 (263 pages) Citation
ISBN:9783319074337
Topics: Change Management
Accessed today
add to folders
The Human Workplace: People-Centred Organizational Development
by Andy Swann
Kogan Page © 2018 (232 pages) Citation
ISBN:9780749481223
Topics: Organizational Development, Employee Fulfillment & Retention
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Consultancy, Organizational Development and Change: A Practical Guide to Delivering Value
by Julie Hodges
Kogan Page © 2017 (328 pages) Citation
ISBN:9780749478636
Topics: Organizational Development, Change Management, Management Consulting
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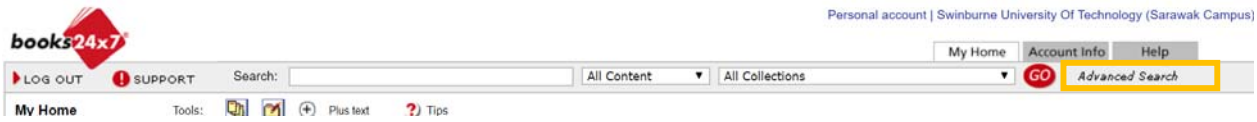
Browse Topics
View by:
Business Topics
Audio Books
Business Analysis
Business Skills
Corporate Case Studies & Interviews
Employee Training & Development
Finance & Accounting
Hospitality & Tourism
Human Resources
International Business
Management & Leadership
Marketing & Sales
Project Management
Quality & Manufacturing Management
Social Media
Sustainability
Team Skills
Technology in Business

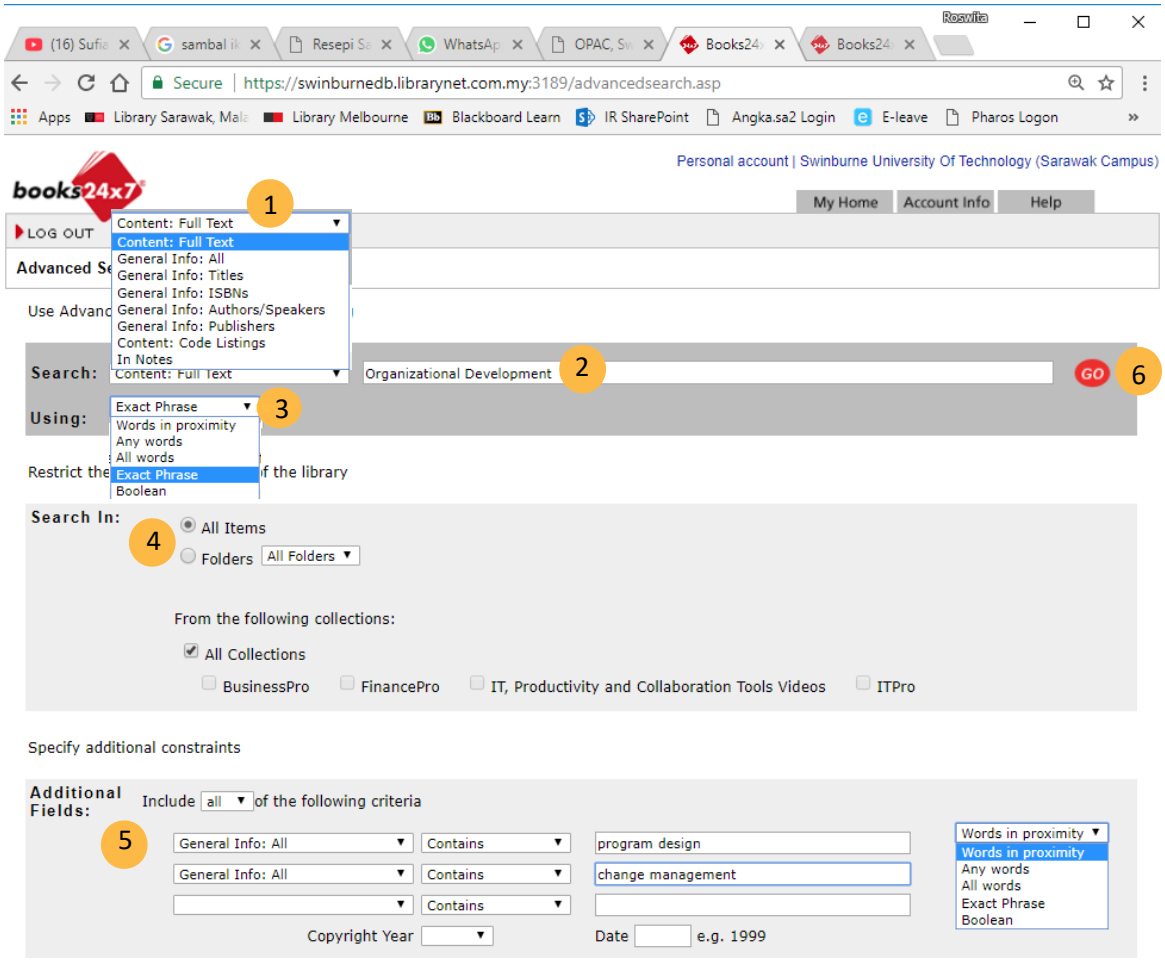
Advanced Search

Books24x7 Advanced Search button is located on the right of the GO button.



The advanceed search page is divided into three major sections.

Each section provides additional criteria that you can use to further refine your search. Use as many or as few of the criteria required to achieve the results you need.



Limit the scope of your search for precise search results.

1 **Content: Full Text** - Search the full text of each title, including the descriptive content.

- **General Info: All** - Search only the descriptive content.
- **General Info: - Titles, - ISBNs, - Authors/Speakers, Publishers** - Search only the specific Info field.
- **Content: Code Listing** - Search only text that has been marked a "Code Listing".
- **In Notes** - Search all notes.

2 Enter a word or phrase into the search box.

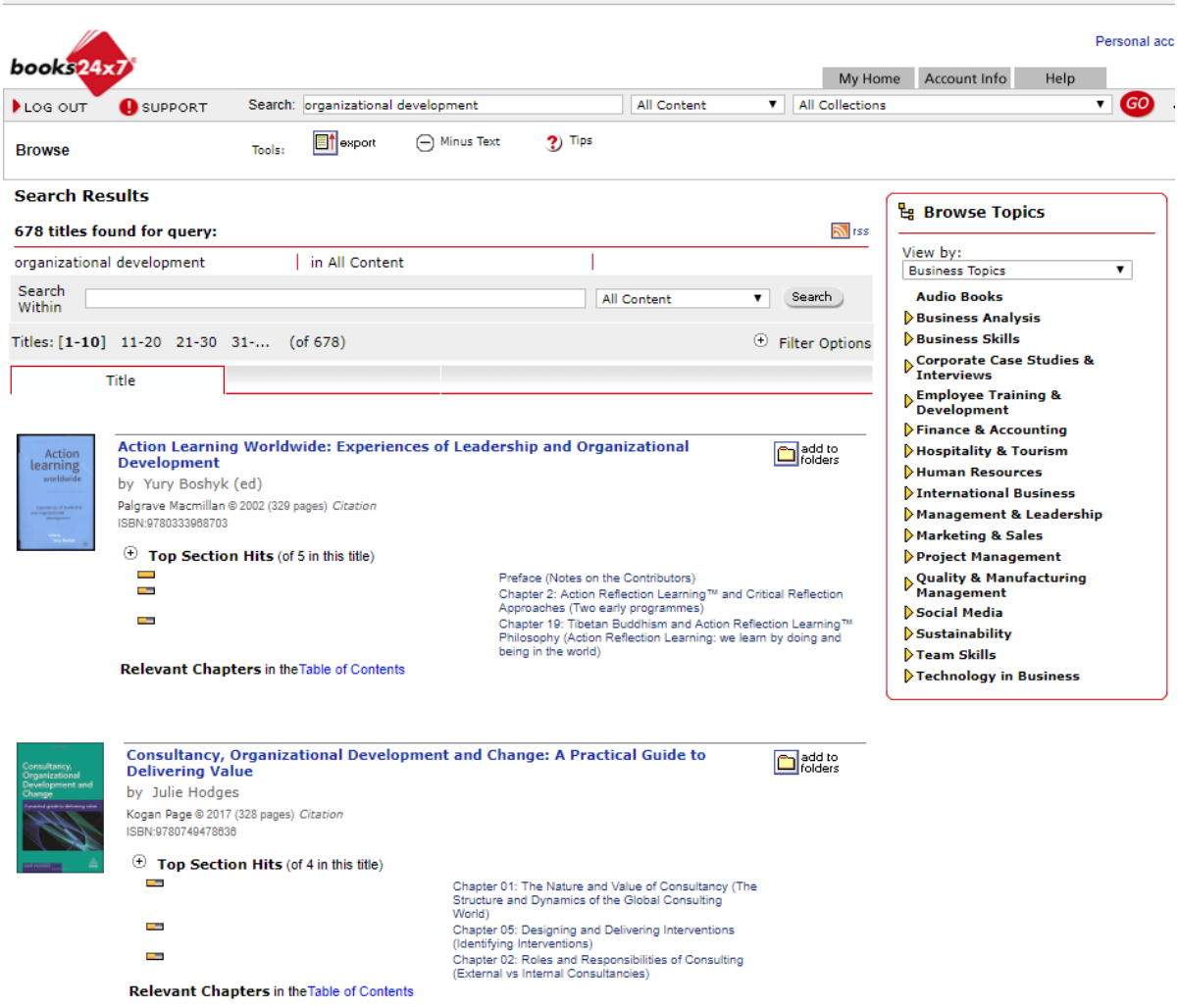
3 Then choose the type of search you would like to perform:

- **Words in proximity** - Results are ranked based on how close words appear within the same page.
- **Any words** - Results are based on the occurrence of any of the words specified.
- **All words** - Results are based on the occurrence of all of the words within an HTML page.
- **Exact Phrase** - Results are based on the occurrence of the phrase exactly as entered.
- **Boolean** - Recognizes AND, OR, and NOT in your search statement as Boolean operators.

4 Limit the scope of your search by choosing to search a subset of the library - Search All Items, your Folders, or one or more collections.

5 Add up to three additional search criteria, each one with different constraints. This also allows you to limit your search to titles in a specific copyright range.

6 Click **Go** button. The search result list displays.



Further Help

If you need further help, please contact any of the library staff :

- At Library Service Desk
- Email : IR@swinburne.edu.my
- Phone : +6 082 260936

Reference

Books24x7 2018, *Search Help*, Books24x7, viewed 17 Ocober 2018, <https://documentation.skillsoft.com/bkb/index.htm#30392.htm>

Books24x7 2018, *Advanced Search* , Books24x7, viewed 17 Ocober 2018, <https://documentation.skillsoft.com/bkb/index.htm#30394.htm>