Quick Guide - How to Use Books24x7

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

SWIN BUR * NE *	SWINBURNE UNIVERSITY OF TECHNOLOGY
Swinburne Sa	arawak Library
User ID	
Password	
Lc	gin
Forgot P	assword?
Cont	act Us
Powered b Copyright(C	y Angka.sa2) SAINS, 2018

- 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.

Personal account | Swinburne University Of Technology (Sarawak Campus)



Basic/Quick Search

books24x7	1	2 3 My H	lome 5 Junt Info Help			
LOG OUT	SUPPORT Search: organizational development	All Content All Collections	Advanced Search			
My Home	Tools: 🐚 🗹 🕂 Plus text 🌏 Tips	General Info Gineral Info Titles FinancePro				
Personal Folders		- ISBNs IT, Productivity and Collaboration Tools Videos	4			
Default	What's New	- Author/Speaker - Publishers My History	Eg Browse Topics			
System Folders	Titles @ Books24x7	Code Listings What's New	View by:			
What's New	0 BOOK524X7	In Notes	Business Topics V			
Top Titles	Books24x7 News	What are you coarching for?	Desktop Video Topics IT and Technical Video T Finance Topics			
Recommended		what are you searching for r				
History	You can create notes quickly and easily without leaving the page. To make notes, click on the notes tool and	Search Hints	Publisher Publisher Employee Training & Development Finance & Accounting Hospitality & Tourism Human Resources Compensation Diversity Employee fulfillment & Retention Health & Safety HR Policy Legal Aspects Performance Recruitment & Hiring			
Manage Folders	page. When viewing a context page, you can attach notes to the page at the paragraph level by selecting any of the	As you type into the search box, the Books24x7 search engine anticipates what you're typing and offers suggestions in real time.				
	anchors shown at the beginning of every paragraph or line. Find out more.	You can choose one of the suggestions offered, or simply continue typing your search terms.				
	Citations	Are you new to Books24x7?				
	Books24x7 offers the ability to easily cite resources On each content page, you will notice a citation link near the title information. Simply click and select a citation style to generate the reference, then copy and paste it into your document. Individuals with a RefWorks account can also export a citation by clicking the "Export to RefWorks" link. Find out more.	Take the virtual tour and consult the Getting Started section Take the Virtual Tour				
	Upcoming Webinars	Good to Know	International Business			
	SkillSoft offers a number of free webinars on HR and Learning topics. View the full list of upcoming and archived webinars.	View Live Statistics View all Collections Comino Soon List	Management & Leadership			

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.

LOG OUT	SUPPORT	Search: 0	rganizational	Deveploment		- Titles	•	All Collection	s			• 60	Advanced Search
Browse		Tools:	back to list	export	 Minus Text 	?) Tips							
earch Res	ults									G	Browca	Topics	
0 titles foun	d for query:									-	BIOWSE	ropics	
rganizational	development		in Title	5		All Collec	tion				View by: Business To	nics	•
Search Within						All Content		• Search			Audio Bo	oks	
tles: [1-10]	(of 10)							٠	Filter Op	tions	 Business Business 	Analysis Skills	
	Title										Corporate Interview	e Case St	udies &
											Employee	e Training	j &
Management and the Human Factor Management Management Come	Dy Frank E.P. Springer © 2016 (2 ISBN:07833190743) Topics: Change Accessed tod	Dievernich, K 63 pages) <i>Citatic</i> 87 e Managemer ay Vorkplace: F	nt Oliver to People-Cent	karski and Ji tred Organi:	zational Develo	pment			add to	2	 Internati Managen Marketin Project M Quality & Managen Social Me Sustainal 	onal Bus nent & Le g & Sales lanagem Manufac nent edia bility	iness adership ; ent :turing
Human Workplace	by Andy Swar Kogan Page © 201	in 8 (232 pages) <i>Cit</i> 23	ation						folders	5	 Team Ski Technolo 	lls gy in Bus	iness
	Topics: Organi	zational Deve	lopment, En	nployee Fulfil	lment & Retentio	n							
Consultancy, Organizational Development and	Consultancy, by Julie Hodg	Organizatio	onal Develo	pment and	Change: A Prac	tical Guide to Deliv	ering Va	lue	add to folders	5			

Advanced Search

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

						Personal account Swinburne Ur	niversity	Of Technology (Sarawak Campus)
books24	×7					My Home	Accou	unt Info Help
LOG OUT	I SUPPORT	Search:		All Content	All Collections		60	Advanced Search
My Home	Tools:	Di 🍘 🕀 Plus ter	t ?) Tips					

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.

🖸 (16) Sufia 🗙 🕻	🕞 sambal ik 🗙 🎦 Resepi Sa 🗙 🕒 WhatsAp 🗙 🎦 OPAC, Sw 🗙 🥞	Books24: X 🐵 Books24: X
← → C ①	Secure https://swinburnedb.librarynet.com.my:3189/advancedsearch	asp 🔍 🗘 :
👖 Apps 🔲 Library	Sarawak, Mala 💻 Library Melbourne 💷 Blackboard Learn 🚯 IR SharePoint	🕒 Angka.sa2 Login 🧧 E-leave 🕒 Pharos Logon 🛛 »
books24x7 Log out Conten Advanced Sk Genera Use Advan Genera Conten Cont	Pe 1 T Full Text T Full Text Info: All Info: ISBNs Info: Authors/Speakers Info: Authors/Speakers Info: Code Listings	ersonal account Swinburne University Of Technology (Sarawak Campus) My Home Account Info Help
Search: Conten	t: Full Text Organizational Development 2	
Using: Exact P Words i Any word Restrict the Exact P Boolear Search In: 4	hrase 3 n proximity ds ds hrase f the library All Items Folders All Folders T From the following collections: All Collections BusinessPro FinancePro IT, Productivity and Collabor	ration Tools Videos 🛛 ITPro
Specify additional	constraints	
Additional Inc Fields: 5	Iude all • of the following criteria General Info: All • Contains • program desig General Info: All • Contains • change manage • Copyright Year • Date	e.g. 1999

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.

Swinburne University of Technology Sarawak Campus Information Resources (Library)

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.

books24x						My Hog	an Account Info Help	Per	sonal acc
LOG OUT	SUPPORT	Search: organizational deve	lopment	All Content	•	All Collections	le Account into neip	Ŧ	<u>60</u> .
Browse	-	Tools: Tools: (-	-) Minus Text ?) Tips	5					
Search Res	ults						Browse Topics		
678 titles fou	nd for query:					S ISS	View by:		
organizational (development	in All Content					Business Topics		•
Search Within				All Content	•	Search	Audio Books		
Titles: [1-10]	11-20 21-30	31 (of 678)			÷F	ilter Options	Business Analysis Business Skills Corporate Case Studies	: &	
Ti	tle						Interviews		
							Development		
Action	Action Learnin	ng Worldwide: Experience	s of Leadership and O	rganizational	٢	add to folders	Hospitality & Tourism		
worldwide	by Yury Boshyk	(ed)				_	Human Resources		
Equivalences of loadership	Palgrave Macmillan	© 2002 (329 pages) Citation					International Business		
destigneed	ISBN:9780333968703	3					Management & Leader	snip	
tay badyt 🔆	Top Section	on Hits (of 5 in this title)					Project Management		
			Preface (Notes o Chapter 2: Action	n the Contributors)	and Critical	Pofloction	Quality & Manufacturin	g	
	_		Approaches (Two Chapter 19: Tibe	o early programmes) tan Buddhism and Action	n Reflection	Learning TM	Social Media		
			Philosophy (Action being in the work	on Reflection Learning: w d)	e learn by	doing and	Sustainability Team Skills		
	Relevant Chap	pters in the Table of Contents					Technology in Business	5	
Consultancy, Organizational	Consultancy, Delivering Va	Organizational Developm	ent and Change: A Pra	actical Guide to	C	add to folders			
Development and Change	by Julie Hodg	es							
III III	Kogan Page © 201 ISBN:97807494786	7 (328 pages) Citation 36							
	• Top Section	ion Hits (of 4 in this title)							
			Chapter 01: The Nature a Structure and Dynamics (and Value of Consultancy of the Global Consulting	(The				
			Chapter 05: Designing ar	d Delivering Intervention	15				
			(Identifying Interventions) Chapter 02: Roles and R) esponsibilities of Consult sultancies)	ing				
	Relevant Cha	apters in the Table of Contents	(external vs internal Con	sunanüles)					

Further Help

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

- At Library Service Desk
- Email : <u>IR@swinburne.edu.my</u>
- 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>

Swinburne Sarawak Library/RR/Nov 2018