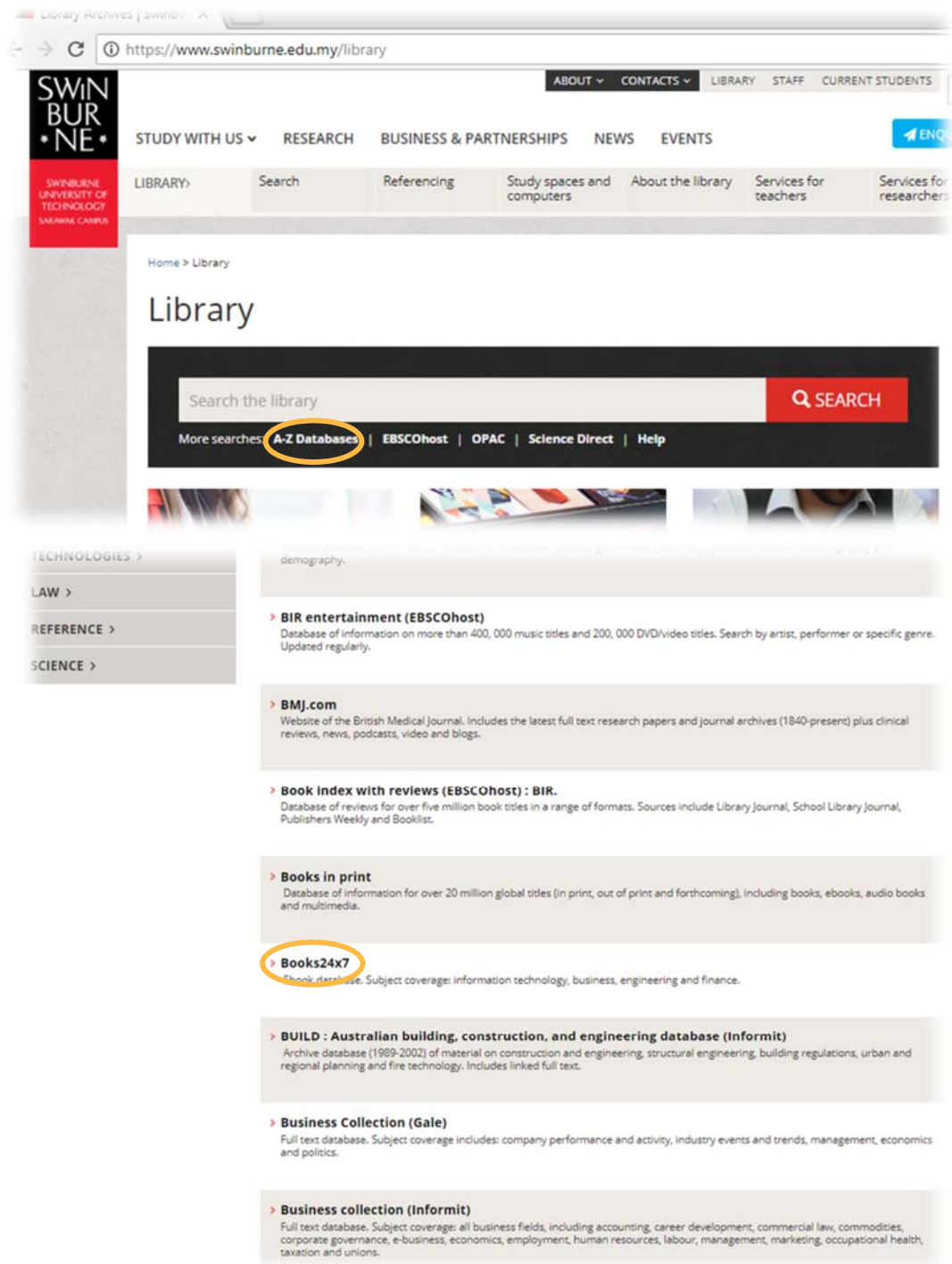
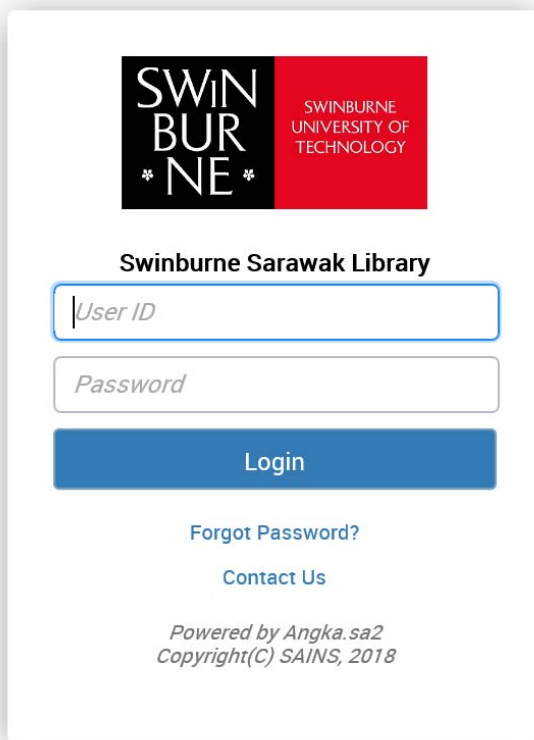


## Quick Guide - How to Use Books24x7

1. Go to library's home page at <https://www.swinburne.edu.my/library>
2. Click A – Z Databases quick link or Click Search > Click Databases > Click alphabet 'B' > Scroll down the alphabetical list and click on Books24x7.



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



The login form for Swinburne Sarawak Library features the university's logo at the top, which consists of a black square with 'SWINBURNE' in white and a red square with 'SWINBURNE UNIVERSITY OF TECHNOLOGY' in white. Below the logo, the text 'Swinburne Sarawak Library' is displayed. The form includes two input fields: 'User ID' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom of the form, there are links for 'Forgot Password?' and 'Contact Us', and a footer stating 'Powered by Angka.sa2' and 'Copyright(C) SAINS, 2018'.

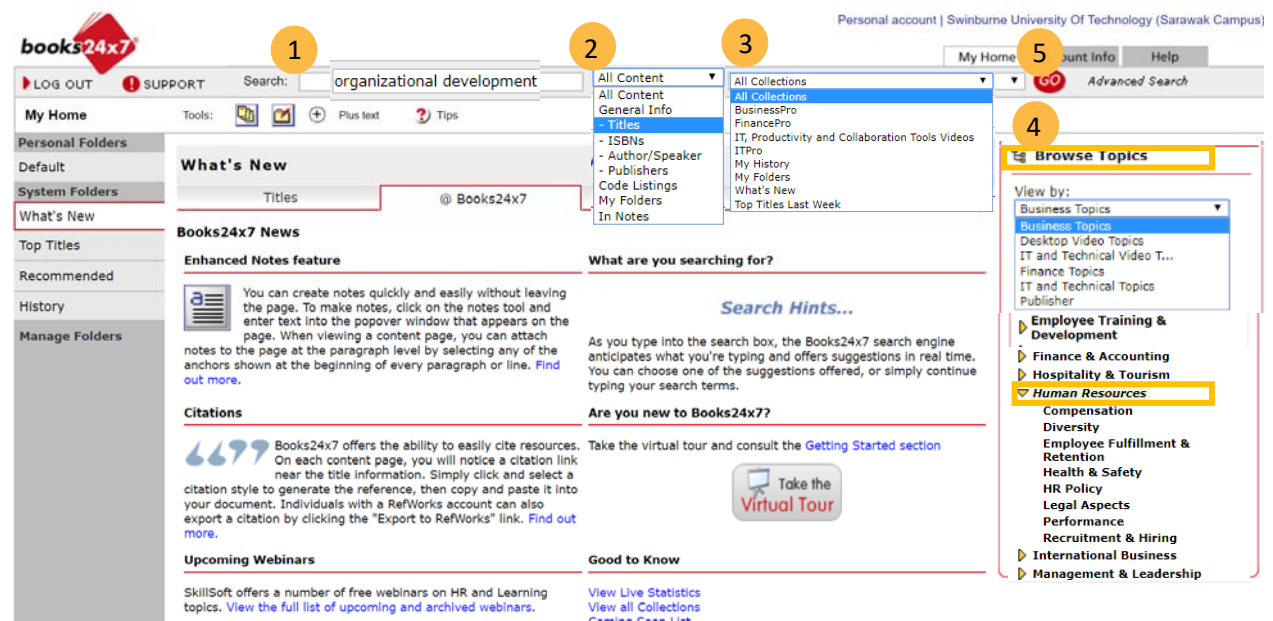
4. Once logged in you will be direct to the Books24x7 page and you can start searching for your keywords or browse by topic.
5. When you are logged in, you will see this message on the top right of the screen.

Personal account | Swinburne University Of Technology (Sarawak Campus)



The navigation bar for a logged-in user includes three tabs: 'My Home', 'Account Info', and 'Help'. Below these tabs is a search bar with a dropdown arrow, a red 'GO' button, and the text 'Advanced Search'.

## Basic/Quick Search



- 1 Enter your search term(s) or phrases in the search box located at the top of 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 Filter Options

Titles: [1-10] (of 10)

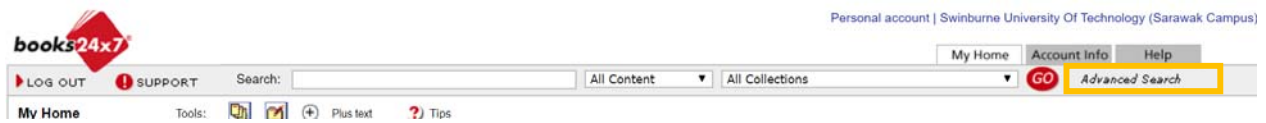
Title
 <p><b>Change Management and the Human Factor: Advances, Challenges and Contradictions in Organizational Development</b> by Frank E.P. Dievernich, Kim Oliver Tokarski and Jie Gong (eds) Springer © 2015 (263 pages) Citation ISBN: 9783319074337 Topics: Change Management Accessed today</p> <p><a href="#">add to folders</a></p>
 <p><b>The Human Workplace: People-Centred Organizational Development</b> by Andy Swann Kogan Page © 2018 (232 pages) Citation ISBN: 9780749481223 Topics: Organizational Development, Employee Fulfilment &amp; Retention</p> <p><a href="#">add to folders</a></p>
 <p><b>Consultancy, Organizational Development and Change: A Practical Guide to Delivering Value</b> by Julie Hodges Kogan Page © 2017 (328 pages) Citation ISBN: 9780749478936 Topics: Organizational Development, Change Management, Management Consulting</p> <p><a href="#">add to folders</a></p>

**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 advanced 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.

A screenshot of the Books24x7 Advanced Search page. Numbered callouts highlight specific features: 1 points to the 'Content: Full Text' dropdown menu; 2 points to the search input field containing 'Organizational Development'; 3 points to the 'Using:' dropdown menu; 4 points to the 'Search In:' radio buttons; 5 points to the 'Additional Fields:' section; and 6 points to the 'GO' button. The page includes various search filters like 'General Info: All', 'General Info: Titles', etc., and a section for 'Specify additional constraints'.

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.

The screenshot shows the books24x7 library interface. At the top, there's a navigation bar with 'LOG OUT', 'SUPPORT', a search bar containing 'organizational development', and dropdown menus for 'All Content' and 'All Collections'. A 'GO' button is on the right. Below the navigation bar, there's a 'Browse' section with 'Tools' like 'export', 'Minus Text', and 'Tips'. The main section is 'Search Results', showing '678 titles found for query: organizational development in All Content'. It includes a 'Search Within' box and a 'Titles: [1-10] 11-20 21-30 31-... (of 678)' list. A 'Filter Options' button is also present. The first result is 'Action Learning Worldwide: Experiences of Leadership and Organizational Development' by Yuri Boshyk (ed), published by Palgrave Macmillan in 2002. It shows 'Top Section Hits' and 'Relevant Chapters in the Table of Contents'. The second result is 'Consultancy, Organizational Development and Change: A Practical Guide to Delivering Value' by Julie Hodges, published by Kogan Page in 2017. It also shows 'Top Section Hits' and 'Relevant Chapters in the Table of Contents'. On the right side, there's a 'Browse Topics' sidebar with a 'View by:' dropdown set to 'Business Topics' and a list of categories including 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, and Technology in Business.

### Further Help

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

- At Library Service Desk
- Email : [IR@swinburne.edu.my](mailto:IR@swinburne.edu.my)
- Phone : +6 082 260936

### Reference

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

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