

# Referenceware®

## A quick guide to Referenceware features

**My Home**, your starting point, has everything at your disposal for finding and organizing content.

- Search box
- Browse topics
- Bookshelf folders
- New Books recently added
- Top books, most popular among the Books24x7 user community
- History of your recently read books

### Browse Tools

Browse Tools:  Tips

Help you quickly and efficiently perform many tasks.

Click on  Tips to view all browse tools and their functions.

### Searching for Books

In either **Search** box, enter a word or phrase. Choose search options to narrow your search. **Results** list the most relevant books with links to the most relevant sections for single click access to content.

### Browsing for Books

On the My Home page, select a topic from the Browse Topics box and drill down its sub topics to view a list of books on that subject. Click on a book's title to access its content.

- If you have access to more than one collection, select the appropriate 'View by' option.


### Creating New Bookshelf Folders

Create folders to organize books of interest by subject, project, or other preference.

Use  on your My Home page to create a new folder or update an existing one

- You can also create a new folder as you add books to your bookshelf folders, see below.


### Adding Books to Bookshelf Folders

Use  to add books to your folders. Located next to the title on any booklist page and located in the top Browse Tools on any content page.


### Bookmarks and Notes

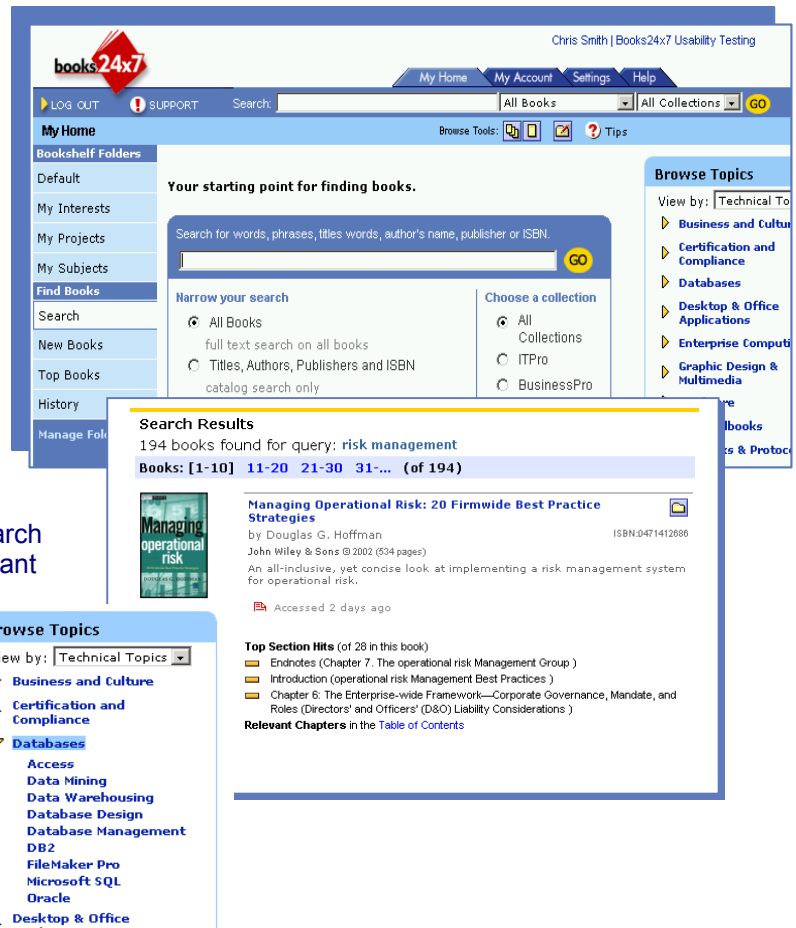
Add a bookmark to any content page and optionally add a note.

Use  to add a quick bookmark without leaving the content. The book and bookmark are automatically placed in the Default bookshelf folder.

Use  to add a bookmark, a personal note, and to select a folder in which to place the book.

### My Home Folder Settings

A new preference under the  Settings tab lets you select the folder that automatically opens when you come to My Home, displaying the books that are of most interest to you.



The screenshot displays the Referenceware web application interface. At the top, the user is logged in as 'Chris Smith | Books24x7 Usability Testing'. The main navigation bar includes 'My Home', 'My Account', 'Settings', and 'Help'. A search bar is present with a 'GO' button. The 'My Home' section features a 'Your starting point for finding books.' message and a search box. Below this, there are options to 'Narrow your search' (All Books, Titles, Authors, Publishers and ISBN) and 'Choose a collection' (All Collections, ITPRO, BusinessPro). The 'Browse Topics' sidebar on the right lists various categories like 'Business and Culture', 'Certification and Compliance', 'Databases', etc. The main content area shows search results for 'risk management', listing 194 books. A specific book, 'Managing Operational Risk: 20 Firmwide Best Practice Strategies' by Douglas G. Hoffman, is highlighted. Below the book title, there are 'Top Section Hits' and 'Relevant Chapters' in the Table of Contents.