Books 24x7 contains several thousand online full-text reference books, journals, research reports and documentation from top technology publishers. To access the database, login to Campus Connect and then click on the Library tab. At the Library start page, click on Search and Find and then Books. Books 24x7 is located in the Books area or A-Z List on the left side navigation.

**Users are required to establish an account before using Books 24x7 the first time.** Your Campus Connect email address is required. Follow the screen instructions. Do this before you need to use this database so that you aren't waiting for your password.

Search Options:

1. **Keyword search:** enter one or more search terms (keywords) and/or phrases in either search box.
   a. Keywords need to be connected by either **and**, **or**, or **and not**. For example:
      1. appliances **and** repair – finds articles containing both words
      2. Internet **or** web – finds articles with either word in them
      3. surfing **and not** internet – finds articles containing the word surfing but not the word internet
   
   b. Phrases: 2 or more words that must be kept together. Use **quotation marks** around them.
      Examples: a) “appliance repair”   b) Internet **and** “web site design”

2. **Browse by topic:** clicking on a topic shows a list of subtopics. **To see a list of titles,** select a subtopic or search by keyword, select This Topic on the drop down menu and click on **GO**.
**RESULT SCREEN** – results are listed by relevance, i.e., by how many times your search term occurs.

Clicking on a title will take you to the Table of Contents screen featuring a link to each chapter and section of the book. Notice that the search and browse topic functions remain on the screen.

Upon selecting a chapter, the book’s text appears in right frame while sections of that chapter are listed on left.

**Folder Icon** – click to save book to your Bookshelf. It will stay there until you delete it.

**Bookmarks & Notes**
Use to remember special ideas.

**Printing Notes**
- Keep to a minimum.
- Select only what you need.
- You will be stopped after a few pages with warning about copyright violation.
- Use Folder to keep book & make notes.