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**Browse by Topics**

Click on the topic/subtopic of interest to view available titles.

**Basic Search**

1. Select one of the options from the pull-down menu to search, e.g. Titles, Author/Speaker, and more.
2. Enter search term(s) in the search box.
3. Select from available collections.
4. Click GO.

**Advanced Search**

1. Select one of the options from the pull-down menu to search, e.g. Titles, Author/Speaker, and more.
2. Select one of the options to broaden or narrow search.
3. Limit your search to a folder or a specific collection.
4. Specify additional fields to further broaden or narrow search.
5. Click GO.
Search Tips

- Use Boolean operators to broaden or narrow search.

<table>
<thead>
<tr>
<th>Operators</th>
<th>Examples</th>
<th>Search results</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>bitcoin and blockchain</td>
<td>contains bitcoin and blockchain</td>
</tr>
<tr>
<td>OR</td>
<td>customer or consumer</td>
<td>contains customer or consumer, or both</td>
</tr>
<tr>
<td>NOT</td>
<td>credit not loans</td>
<td>contains credit but not loans</td>
</tr>
</tbody>
</table>

- Use quotation marks (" ") to search for a phrase, e.g. "project management".
- Searches are case insensitive.

Display Search Results & Search Within a Search

To narrow search, enter search term(s) in this search box.

Click on the book cover or the title to read online.

View E-Books

Click to view the table of contents.

Click to view the information on back cover.

Click to view other books of a related topic / subtopic.

Click to go to previous or next title or return to the result list.

Click to add notes or add book to a folder.

Click to read the full text of a desired section or chapter.
In Chapter View

Click on the left or right arrow to go to the previous or next chapter.

Click to add to Personal Folders.

Click to bookmark this location.

Click to create a note.

Click to add to Personal Folders.

Click to bookmark this location.

Click to create, rename, delete, and empty folders; as well as move multiple titles from one folder to another.

Log Out

Click to log out.

Personal Folders

You may create personal folders and add your favourite books to them. To access your personal folders, click on My Home (top right of screen).

Log Out

Click to view the content of a saved folder.

Click to edit bookmarks or to move the book to another folder or to remove the book from the folder.