


Bookmarks and Notes







A quick guide to using bookmarks and notes

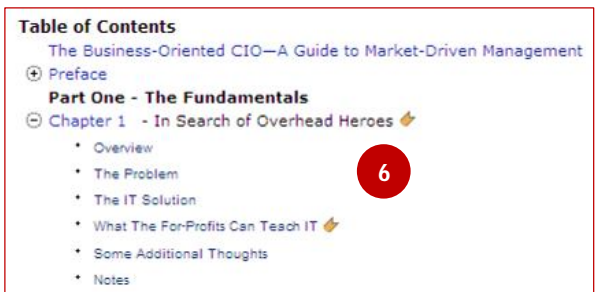
Books24x7 allows users to add quick bookmarks to a content page as well as notes at the title and paragraph level. Bookmarks and notes provide a personalized experience, enabling users to quickly refer back to sections of text or specific pages when needed.


Adding a bookmark

A bookmark allows you to mark the page you are viewing without leaving the page. Click the  add a bookmark tool on a content page to add a bookmark.


Once you add a bookmark:

1. An icon  will immediately appear next to the section heading, indicating that a bookmark has been made.
2. The “add a bookmark” tool will transform to  when a bookmark has been added.
3. Your bookmark is listed in the left column under “Notes and Bookmarks”. To view all bookmarks for a title, you may need to expand the “Notes and Bookmarks” area using the plus/minus  button.
4. An icon  will appear in the asset icons near the title’s descriptive copy. These icons are displayed in title lists and indicate whether you have added bookmarks to a title.
5. An icon  will appear beside the chapter heading containing the bookmarked page in the chapter’s Table of Contents.
6. An icon  will appear beside the chapter heading containing the bookmarked page in the title’s Table of Contents.
7. If the title is not already binned into a personal folder, it will automatically be placed into the Default folder. Direct links to all bookmarked pages are provided beside the title.









To remove a bookmark, navigate to the page with the bookmark and deselect the  tool.

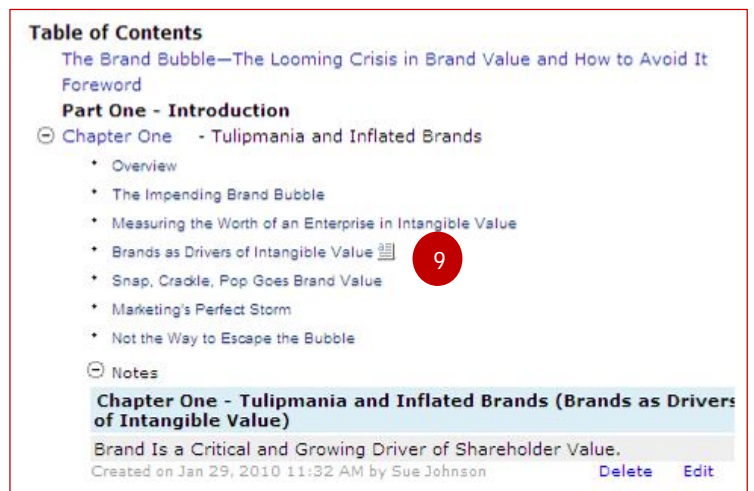
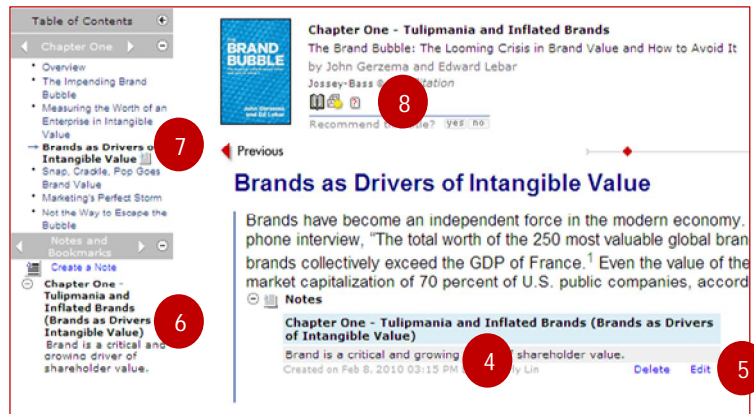
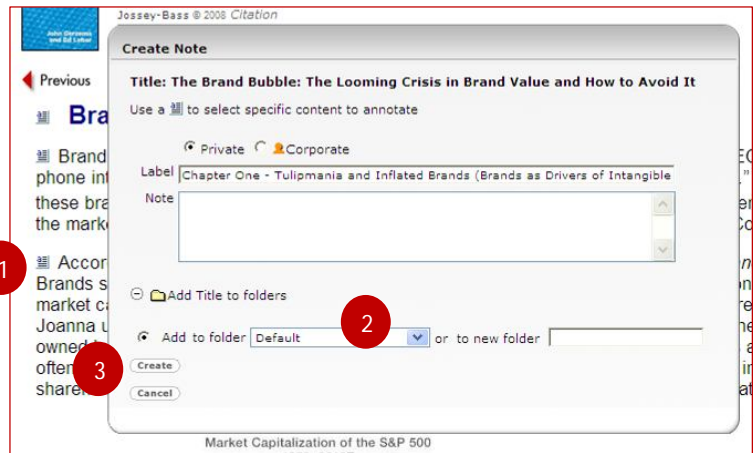
Adding a note

Notes can be attached to any title table of contents or paragraph on the page. Click the  add note tool on any content page to display the paragraph anchors you may attach your note to, and to launch the “Create Note” window where notes can be entered. The “Create Note” window can be dragged to any location on the active page.

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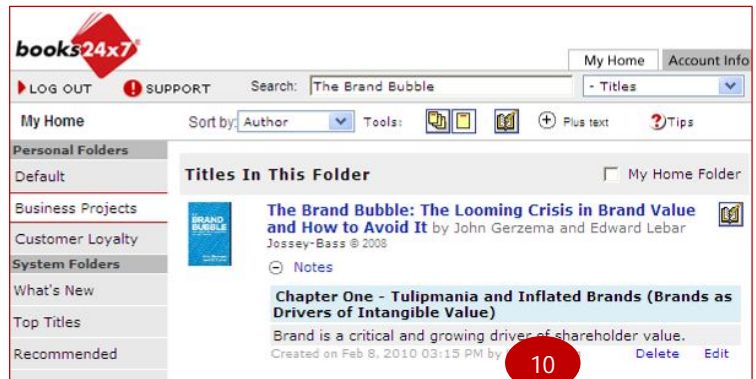
1. Click on any of the anchors  to attach your note to a paragraph.
2. After entering your notes, you can optionally select a bookshelf folder in which to place the title, or create a new folder to hold the title. The title will automatically be placed in your Default folder if you do not select an alternate folder.
3. Click the “Create” button.
4. Once you create the note, you may view the note (with timestamp) in the paragraph or collapse the note by clicking on the plus/minus  button beside the note.
5. To delete or edit a note, click on the “Delete” or “Edit” link at the bottom right of the expanded note.
6. A record of your note will appear in the left column under “Notes and Bookmarks”. To view all notes for a title, you may need to expand the “Notes and Bookmarks” area using the plus/minus  button.
7. An icon  will appear beside the chapter heading containing the note in the chapter’s Table of Contents.
8. An icon  will appear in the asset icons. These icons are displayed in title lists and indicate whether you have added notes to a title.
9. An icon  will appear beside the chapter heading containing the note in the title’s Table of Contents.



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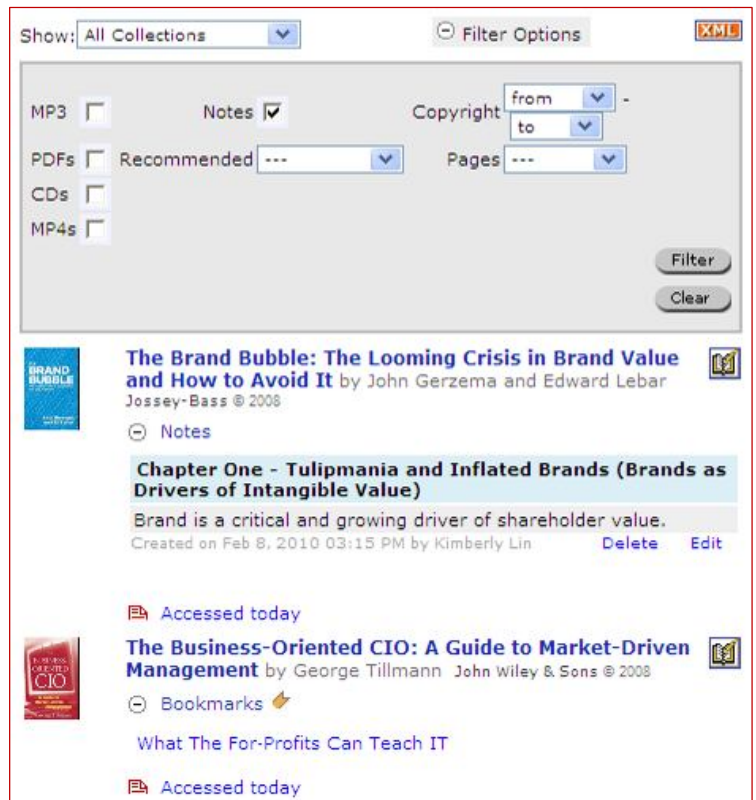
10. Notes can be viewed and accessed for the title in the personal folder containing the title.



The screenshot shows the books24x7 website interface. At the top, there's a search bar with 'The Brand Bubble' entered. Below the search bar, there's a navigation menu with 'My Home' and 'Account Info'. The main content area is titled 'Titles In This Folder' and lists several titles. The first title is 'The Brand Bubble: The Looming Crisis in Brand Value and How to Avoid It' by John Gerzema and Edward Lebar. Below this title, there's a section for 'Notes' with a sub-heading 'Chapter One - Tulipmania and Inflated Brands (Brands as Drivers of Intangible Value)'. A red circle with the number '10' is overlaid on the bottom right corner of the screenshot.

Filtering for Notes and Bookmarks

The Filter Options feature is available for all title lists -- whether folder lists, topic tree lists or search results lists -- and allows you to filter any list of titles for those that contain your bookmarks and notes. Simply check the "Notes" box to begin filtering a list of titles for your bookmarks and notes.



The screenshot shows the 'Filter Options' menu in the books24x7 interface. The 'Notes' checkbox is checked, and the 'Filter' button is highlighted. The menu also includes options for 'MP3', 'PDFs', 'CDs', and 'MP4s'. Below the filter options, there's a list of titles. The first title is 'The Brand Bubble: The Looming Crisis in Brand Value and How to Avoid It' by John Gerzema and Edward Lebar. Below this title, there's a section for 'Notes' with a sub-heading 'Chapter One - Tulipmania and Inflated Brands (Brands as Drivers of Intangible Value)'. The second title is 'The Business-Oriented CIO: A Guide to Market-Driven Management' by George Tillmann, John Wiley & Sons © 2008. Below this title, there's a section for 'Bookmarks' with a sub-heading 'What The For-Profits Can Teach IT'.