

Safari Books Online


Starting

- [Access Safari Books Online](#)
- The Custom Collection link should give you a list of those books which you can currently access in full text. This is not currently working due to an 'upgrade'.

Hints on Searching

- Use the drop down menu in the search bar near the top of the screen to search either just **Book Titles** (this will search through only the words in the titles of books in the collection) or the **Entire Site** (to search for words in the titles of books, chapter headings, the full text or an author).
- If you search the **Entire Site** and find a title that you would like to read which is not available in full; e-mail lib-help@open.ac.uk and ask for the title to be added to the 'bookshelf'.
- For a more detailed search, click on the **ADVANCED SEARCH** button.
- You can fill out the search form with a variety of options in order to narrow your search. The default is to search **Any Content**, so you will need to change the drop down menu if you want to search specific fields e.g. Author or Book/Section Title.

Using AND, OR, and NOT

- You can improve your searches by using the Boolean operators **AND, OR and NOT**. For example:
- In the Advanced Search type **manage AND (software OR programme)** into the empty search box.
- Keep the selections **Contains all of these words** and **Any Content**.
- Click on **Search**.
- You *can* use the  button to add another search box to add additional search terms.

To refine your search results

- You can use the **Results by Category** list on the left-hand side of the results page to filter your results further e.g. using the example search above; clicking on **Professional Skills** will bring the number of books down to much fewer titles.
- You can also use the search bar at the top of the results list to **SEARCH WITHIN RESULTS**. You can use the drop down menu here to limit your search, for example to **Book Titles** only.

Viewing your results

- In the right hand section of the results list, you will see a snippet of the text in the section that includes your search term. If you click on the **Section title**, you will see that portion of the book, with the snippet in context.
- Click **More results from this book** if more than one section of the book contains your search term.
- Clicking the title of the book gives you some Amazon-style reviews using the **Overview** tab, a more detailed **Table of Contents** and an option to **Search** within just that book.
- You can change the order in which your results are displayed by clicking the drop down arrow of the **Sort by** menu e.g. to sort by **Popularity**.

Reading the book

- Click **Start reading** to begin reading the book.
- Use the **<** and **>** buttons to turn the pages.
- The table of contents on the left is clickable.
- If a **Preview** is shown, the title is not on our 'bookshelf'. You will need to Email lib-help@open.ac.uk to ask for the title to be added.

Emailing and printing

- Safari Books Online is designed to be used online so does not have the facility to save pages or chapters.
- You can **email** links to pages or chapters of interest, either to yourself or to others.
- You are permitted to print off small amounts of books within the limits of copyright law (**up to 5%, or one chapter**). Click on the **print** link at the top of the page to get a printer-friendly version.