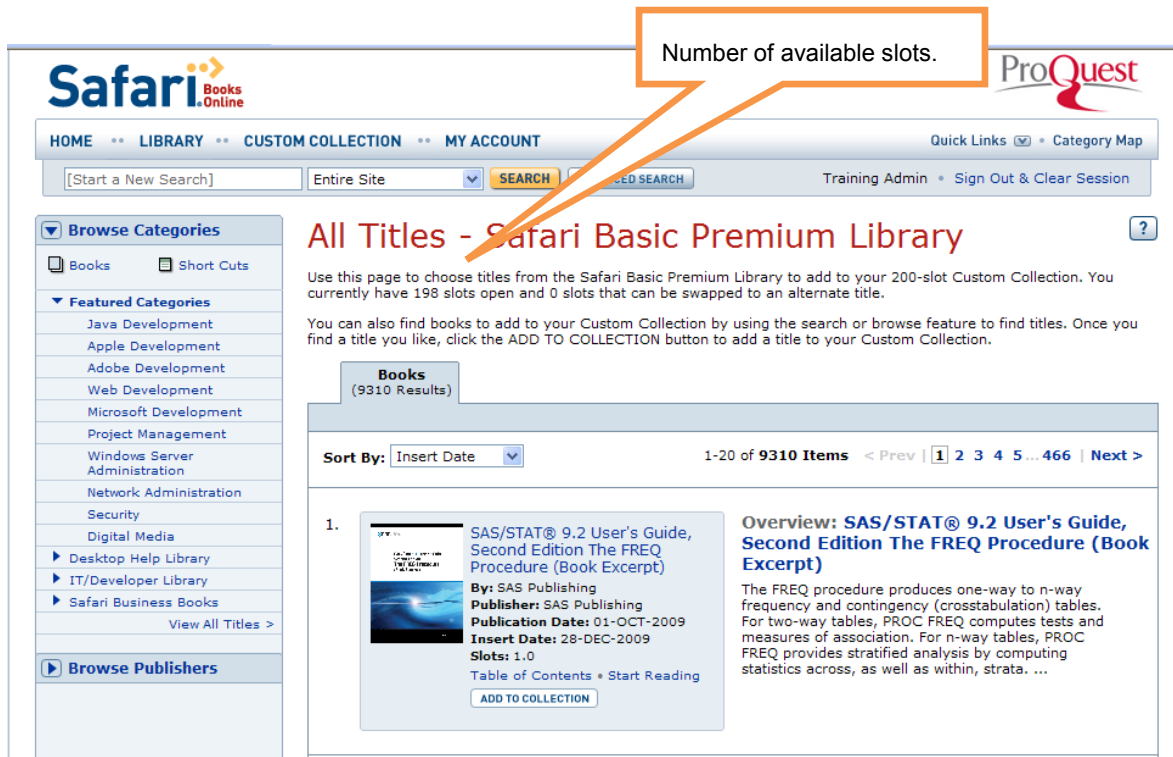


In order to swap books, you will need your administrator username (email address) and password. If you do not have this information, please contact ProQuest technical support at tsupport@proquest.com.

Adding Books


1. In **Safari™ Books Online** use the Personal log in option and login with your administrator username and password.
2. When logged in, you will find links to Library and Custom Collection on the top bar.



Number of available slots.

Safari Books Online

HOME ** LIBRARY ** CUSTOM COLLECTION ** MY ACCOUNT

Quick Links  Category Map

[Start a New Search] Entire Site

Training Admin • Sign Out & Clear Session


All Titles - Safari Basic Premium Library

Use this page to choose titles from the Safari Basic Premium Library to add to your 200-slot Custom Collection. You currently have 198 slots open and 0 slots that can be swapped to an alternate title.

You can also find books to add to your Custom Collection by using the search or browse feature to find titles. Once you find a title you like, click the ADD TO COLLECTION button to add a title to your Custom Collection.

Books
(9310 Results)

Sort By: 1-20 of 9310 Items < Prev | 1 2 3 4 5 ... 466 | Next >

1.  **SAS/STAT@ 9.2 User's Guide, Second Edition The FREQ Procedure (Book Excerpt)**
By: SAS Publishing
Publisher: SAS Publishing
Publication Date: 01-OCT-2009
Insert Date: 28-DEC-2009
Slots: 1.0
[Table of Contents](#) • [Start Reading](#)

Overview: SAS/STAT@ 9.2 User's Guide, Second Edition The FREQ Procedure (Book Excerpt)

The FREQ procedure produces one-way to n-way frequency and contingency (crosstabulation) tables. For two-way tables, PROC FREQ computes tests and measures of association. For n-way tables, PROC FREQ provides stratified analysis by computing statistics across, as well as within, strata. ...

3. Let's start with the Library (also called "All titles") which contains all books available in Safari, both subscribed and unsubscribed books. The text on the screen tells you:
 - How many total slots you have
 - How many slots are open (available)
 - How many slots can be swapped to an alternate title (books that you have had for more than 30 days)

Admin Tip Sheet - Swapping Books: Safari™ Books Online

The slot system in Safari changed on April 17, 2009. Before, books had values between 0.5 and 3 slots. After this date, all of the new books that you add will have the slot value 1. However, you might have books in your Custom Collection that are still worth more than 1 slot.

For example, if you have a book in your Custom Collection that has the slot value 3, then you can simply remove it and add it back again for the value of 1 slot. This means that you will have 2 more slots available to add more books to.

4. To find a book, you can browse by Category or Publisher. You can also use the Quick Search or the Advanced Search features.
5. You can select a book by clicking the Add to Collection button; it will then be placed in your Custom Collection. The books that have already been selected to your Custom Collection will not have the Add to Collection button.

ADD TO COLLECTION



The screenshot shows the Safari Books Online interface. At the top, there are navigation links: HOME, LIBRARY, CUSTOM COLLECTION, and MY ACCOUNT. A search bar is present with a dropdown menu set to 'Entire Site' and buttons for 'SEARCH' and 'ADVANCED SEARCH'. On the right, there are links for 'Quick Links', 'Category Map', 'Admin', and 'Sign Out & Clear Session'. The main content area displays a book titled 'Introducing Windows 7 for Developers' by Yochay Kiriaty, Laurence Moroney, Alon Fliess, and Sasha Goldshtein. The book details include the publisher (Microsoft Press), publication date (November 11, 2009), ISBN (978-0-7356-2682-9), and page count (416). There are also links for 'Slots: 1', 'Add to Custom Collection', 'Amazon.com Rating: [0 Ratings]', and 'Safari User Rating: [0 Ratings]'. On the right side of the book details, there are three buttons: 'START READING ONLINE', 'ADD TO COLLECTION', and 'BUY PRINT VERSION' (with a note 'Up to 35% OFF For Safari Subscribers'). An orange callout box with the text 'Add to Collection button.' points to the 'ADD TO COLLECTION' button.

If you would like to have a closer look at the book before you select it, you can find the Add to Collection button in other places. When clicking a book title, you will be directed to the Catalog page, which also contains an Add to Collection button (below the Start Reading Online button). Here, you can see the table of contents, reviews and ratings.



When clicking the Start Reading Online option, you will be directed to the Content Reader which also contains an Add to Collection button (in the left bar). Before the book is selected, you can see a preview of the book here.

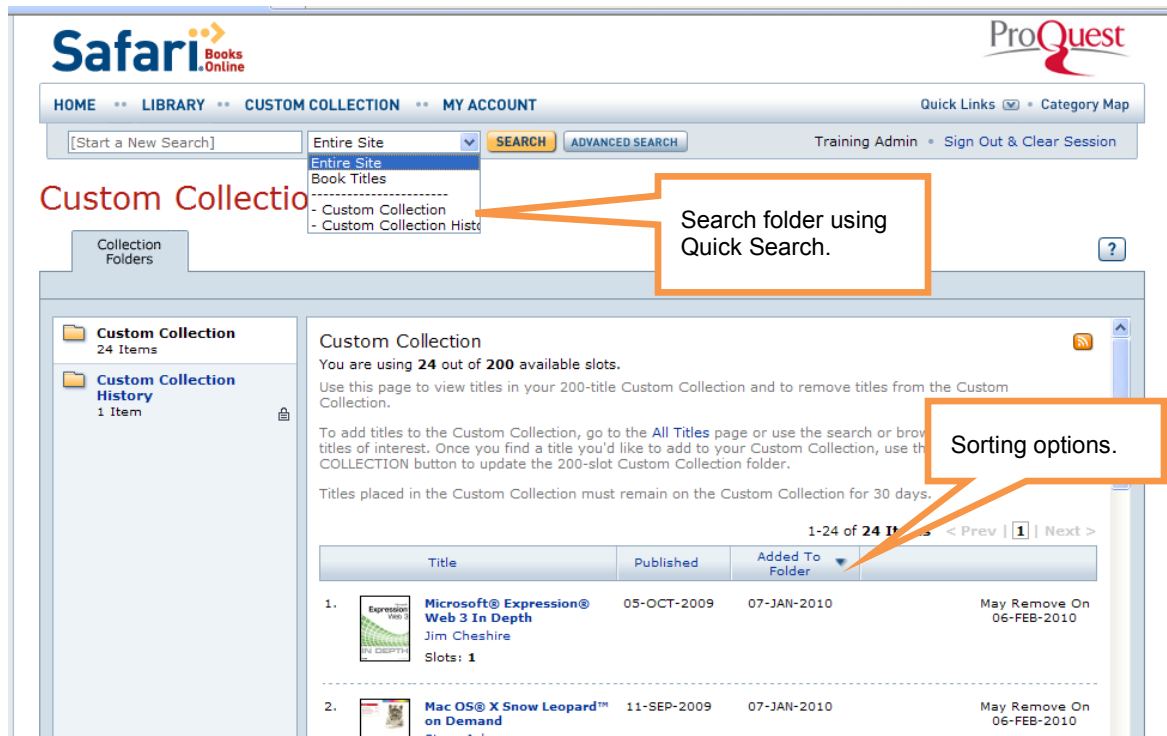
Removing Books

1. Login with your administrator username and password (see instructions in the beginning of this document).
2. Go to Custom Collection.

The Custom Collection (which used to be called Bookshelf) has two folders; you cannot rename or delete them:



- The **Custom Collection Folder** contains the selected books in your account.
- The **Custom Collection History Folder** contains the titles that you have removed from your Custom Collection.

- You can browse the Custom Collection, sorting by title, date published or date added to folder. You can also search the folder using Quick Search.



Search folder using Quick Search.

Sorting options.

Title	Published	Added To Folder	May Remove On
1.  Microsoft® Expression® Web 3 In Depth Jim Cheshire Slots: 1	05-OCT-2009	07-JAN-2010	May Remove On 06-FEB-2010
2.  Mac OS® X Snow Leopard™ on Demand	11-SEP-2009	07-JAN-2010	May Remove On 06-FEB-2010

- For each book in the Custom Collection Folder there is a date when it can be removed. When you have reached that date (after keeping the book for 30 days), a Remove link will appear. Just click the link to remove the book.

[Remove]

The book is now removed from the subscription, changes are effective immediately and slots released will be available to add other books.



The screenshot shows the Safari Books Online interface. At the top, there are navigation links for HOME, LIBRARY, CUSTOM COLLECTION, and MY ACCOUNT. Below this is a search bar with a dropdown menu set to 'Entire Site' and buttons for 'SEARCH' and 'ADVANCED SEARCH'. The main content area is titled 'Custom Collection' and shows a 'Custom Collection History' section. This section contains a table of removed items with columns for Title, Published, and Removed. Two items are listed: 'Take Control of Syncing Data in Snow Leopard, 1st Edition' and 'My New Mac, Snow Leopard Edition, Second Edition'. An orange callout box highlights the 'ADD TO FOLDER' button for the second item.

Title	Published	Removed
1.  Take Control of Syncing Data in Snow Leopard, 1st Edition Michael E Cohen Slots: 1 ADD TO FOLDER	01-DEC-2009	08-JAN-2010
2.  My New Mac, Snow Leopard Edition, Second Edition Wallace Wang Slots: 1 ADD TO FOLDER	12-AUG-2009	07-JAN-2010

Add to Folder button.

In the Custom collection history folder you can find all the books you have removed. If you change your mind, you can add the book back again by clicking the Add to Folder button.

Where to find help

Search our Support Center:

<http://www.proquest.com/support>

To access product help and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

By phone

In North America: 800-889-3358

Outside North America: 0880 220 710 (UK only)
+44 1223 271 496 (Outside of UK)