

Log into SATERN at <https://satern.nasa.gov>

How do I download audio books from Books24x7?

➤ Download audio books for offline listening

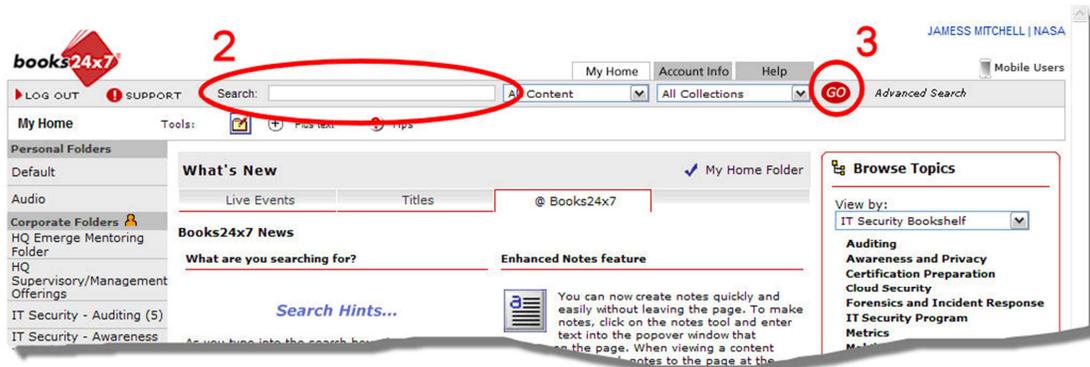
The Books24x7 library has been enhanced to include a collection of audio books that are available online or for download for offline listening.

Here's how to download an audio book

1. Log into SATERN and launch Books24x7 from your Learning Plan. (If Books24x7 is not a part of your Learning Plan, go to the job aid How do I access the online learning in SATERN? for instructions.)

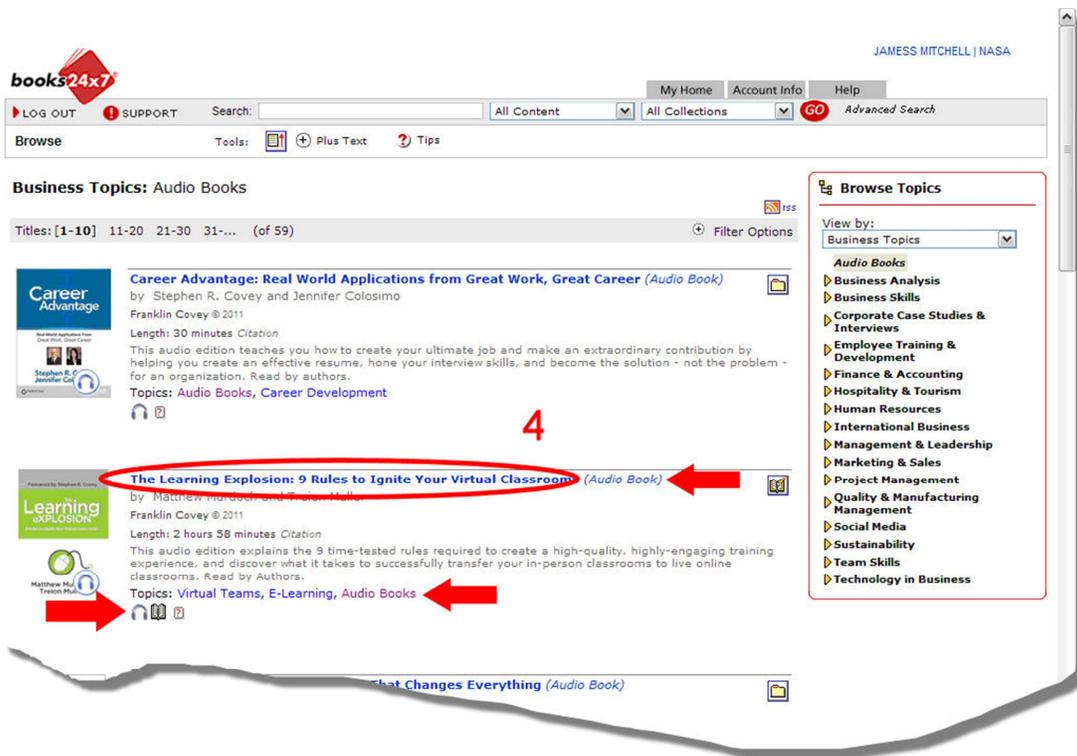
There are two ways to find audio books on Books24x7. You can either search for a specific title, or browse all audio books.

To search for an audio book...



2. Enter the book title in the **Search** field.
3. Click the **Go** button.

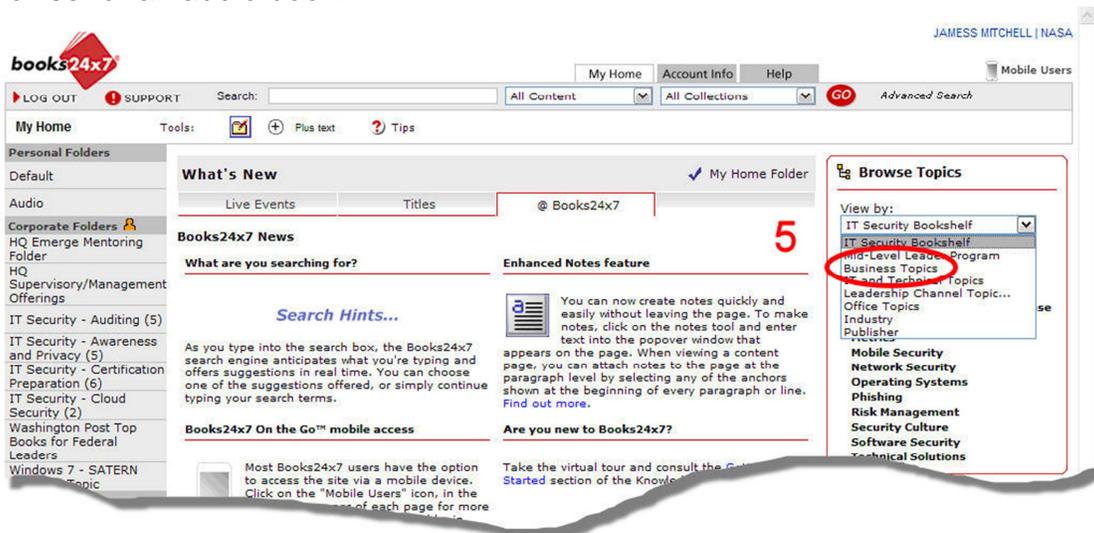
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If the title is available as an audio book, you will see **Audio Book** indicated in the title and description of the book. In addition, a headphone icon  appears under the description.

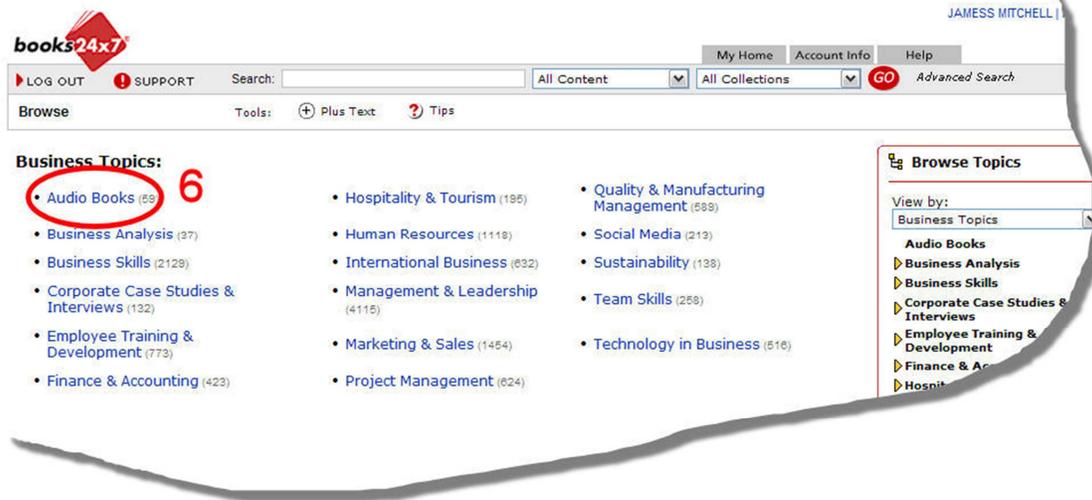
4. Click the title link to begin the download process [JUMP TO STEP 9].

To browse for an audio book...

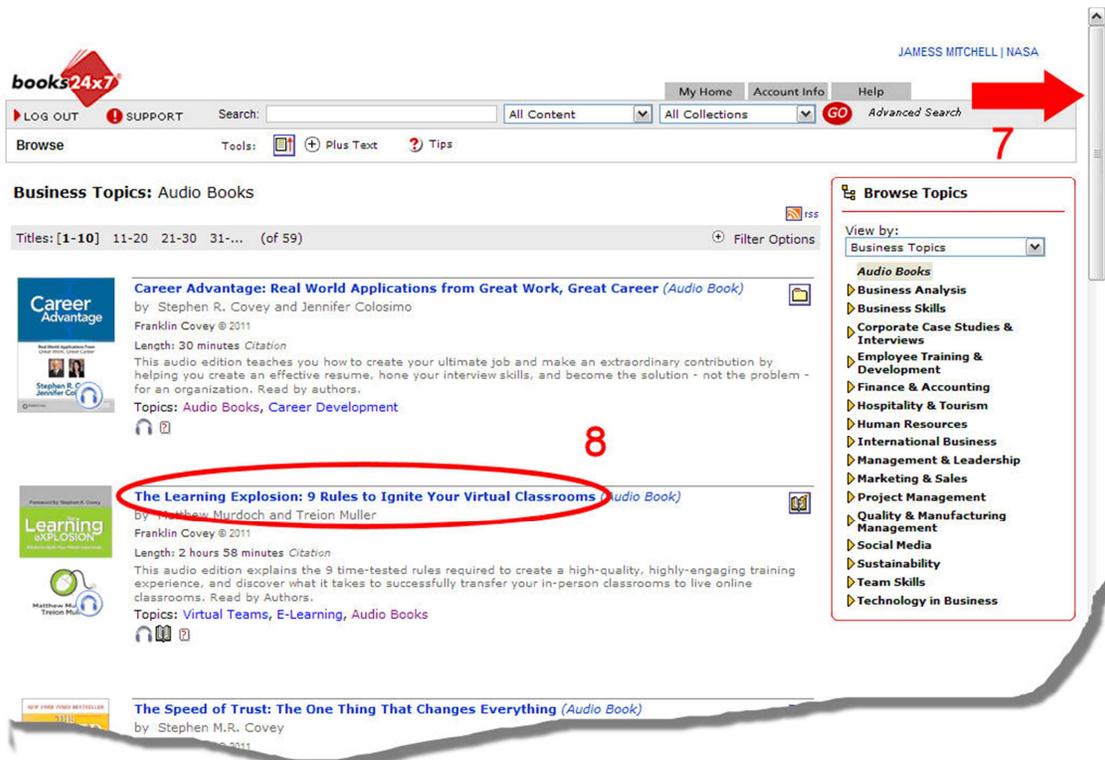


5. From the home screen **Browse Topics** panel, click the **View By** dropdown menu and choose **Business Topics** link.

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6. Click the **Audio Books** link.



7. Scroll up or down the screen to browse for a title to download.

8. Once you've located a title, click the title link.

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The screenshot shows the SATERN website interface. At the top right, the user is logged in as JAMES MITCHELL | NASA. The main navigation bar includes 'LOG OUT', 'SUPPORT', a search bar, and dropdown menus for 'All Content' and 'All Collections'. The 'Browse' section is active, displaying the audio book 'The Learning Explosion: 9 Rules to Ignite Your Virtual Classrooms (Audio Book)' by Matthew Murdoch and Treion Muller. The book's length is 2 hours 58 minutes, and it is narrated by Franklin Covey. The description states that the audio edition explains the 9 time-tested rules required to create a high-quality, highly-engaging training experience. A red circle highlights the 'Get MP3s' dropdown menu, which lists 'Audio 1', 'Audio 2', and 'Audio 3'. A red number '9' is placed next to the dropdown menu. The right sidebar shows a 'Browse Topics' section with a 'View by:' dropdown menu set to 'Business Topics' and a list of topics including 'Audio Books', 'Business Analysis', 'Business Skills', 'Corporate Case Studies & Interviews', 'Employee Training & Development', 'E-Learning', 'Leadership Development', 'Measuring ROI', 'Program Design', 'Training Management', 'Finance & Accounting', 'Hospitality & Tourism', 'Human Resources', 'International Business', 'Management & Leadership', 'Marketing & Sales', 'Project Management', and 'Quality & Manufacturing Management'.

9. To begin downloading, click an **Audio** link. Repeat for each of the **Audio** links.

You will be prompted to save the files to your PC.