

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

How do I listen to a Books24x7 audio book?

➤ Listen to Books24x7 audio books on your PC

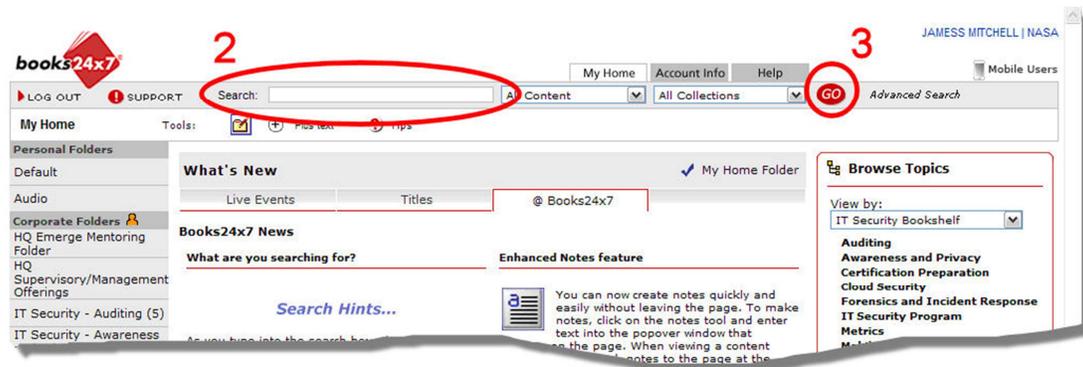
The Books24x7 library has been enhanced to include a collection of audio books that are available online or for download for offline listening.

Here's how to listen to an audio book on your PC

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.)

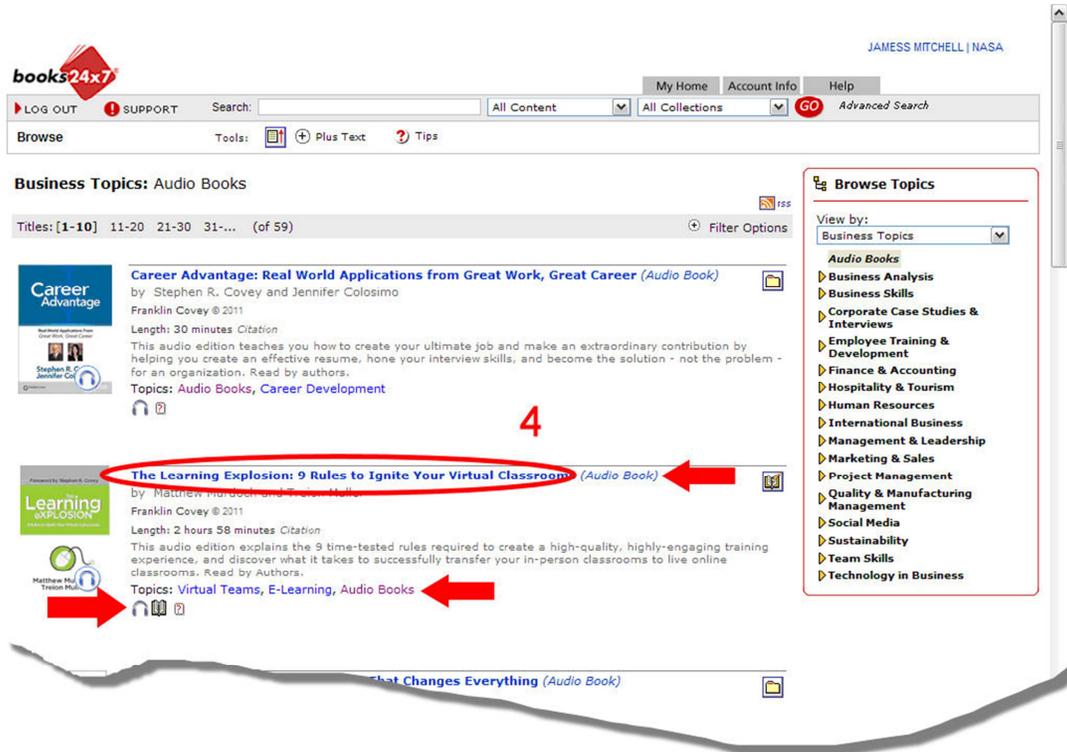
There are two ways to find audio books on Books24x7. You can either search for a specific title, or browse all audio books.

To search for an audio book by title...



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

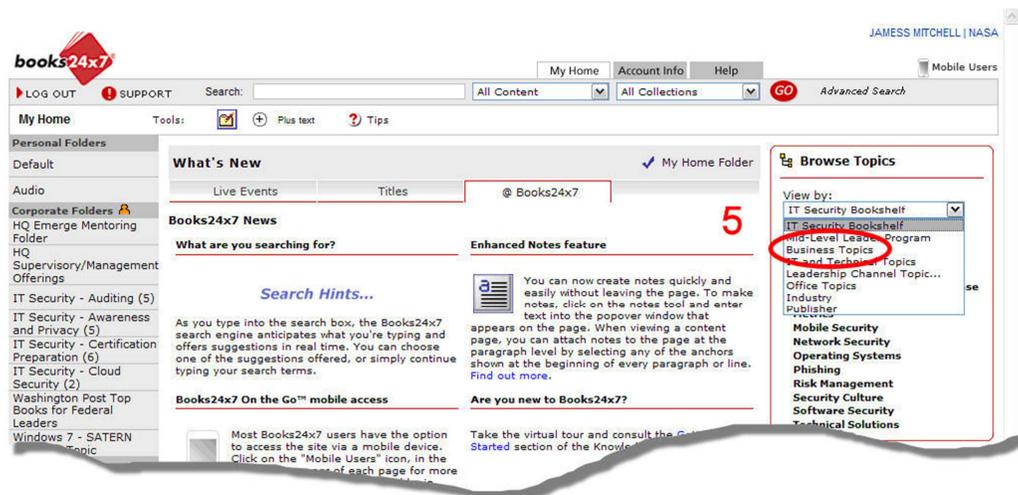
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If the title is available as an audio book, you will see **Audio Book** indicated in the title and description of the book. In addition, a headphone icon  appears under the description.

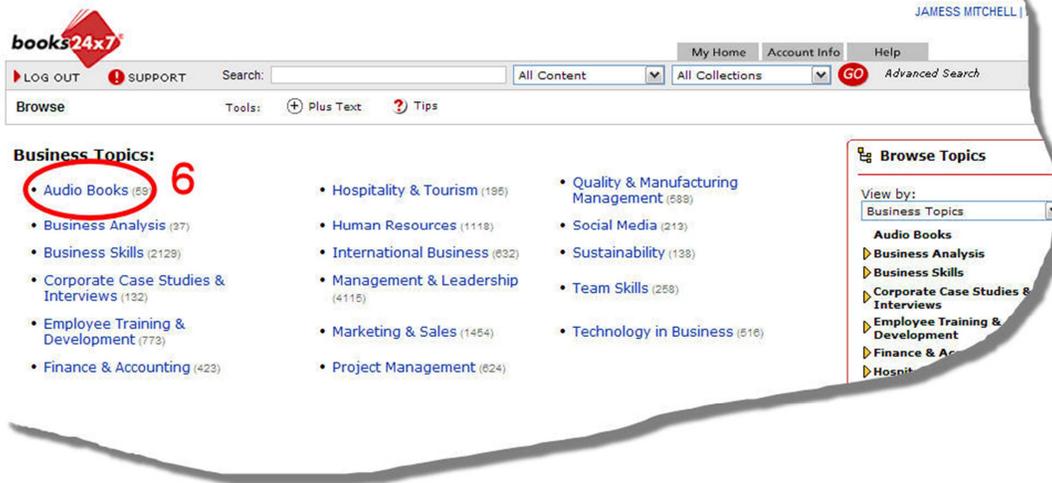
4. Click the title link [JUMP TO STEP 9].

To browse for an audio book...

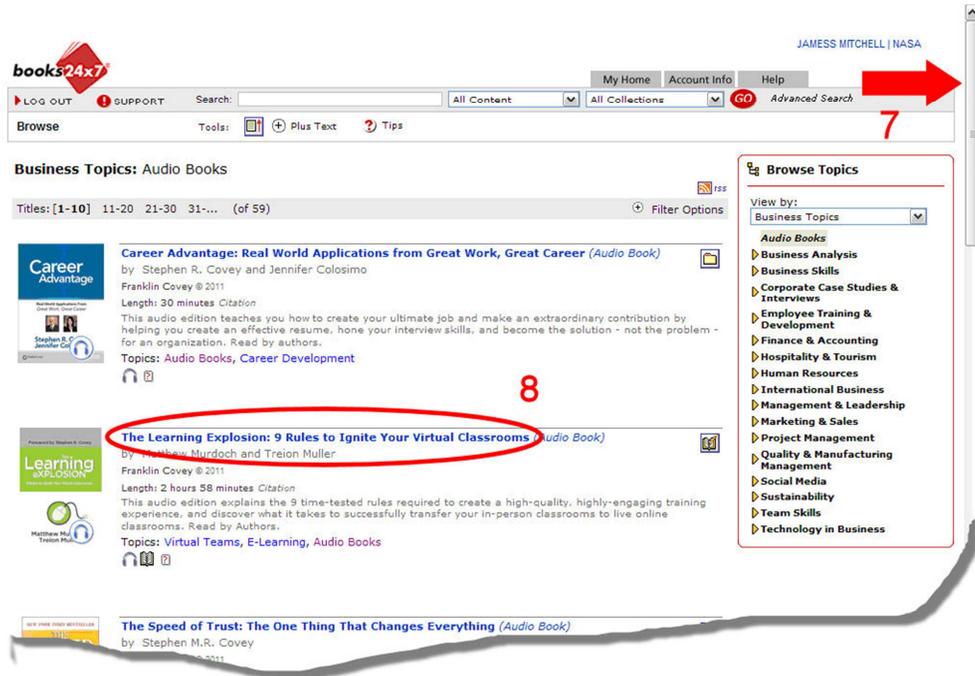


5. From the home screen **Browse Topics** panel, click the **View By** dropdown menu and choose **Business Topics** link.

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



7. Scroll up or down the screen to find your title.

8. 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', 'All Collections', and 'GO'. Below the navigation bar, there are several sections: 'Launch Page', 'Related Titles', 'Related Topics' (listing Virtual Teams, E-Learning, and Audio Books), and 'Collections' (listing BusinessPro). The central content area features the 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 was published by Franklin Covey in 2011. A description follows, explaining the 9 time-tested rules for creating high-quality, highly-engaging training experiences. Below the description, there is a 'Recommend?' section with 'yes' and 'no' options, and a 'Related Titles' link. A red circle highlights the 'Get MP3s' dropdown menu, which lists 'Audio 1', 'Audio 2', and 'Audio 3'. To the right of the main content area is a 'Browse Topics' sidebar with a 'View by:' dropdown menu and a list of topics including Business Topics, 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.

- To listen, click an **Audio** link. Your PC's default audio player will open and begin to playback the recording. Note: There may be more than one audio link, and each link will contain a different section of the book.