

QUICK USER GUIDE

POLYCOM VVX 350 Series



Allied Telecom Support www.alliedtelecom.net/support support@alliedtelecom.net 202,369,0440

Using the Key Pad









Main Menu Screen

Calls Screen

Lines Screen

Polycom 45user Guide

N Noddings

Polycom 45user Guide:

Embark on a breathtaking journey through nature and adventure with Explore with is mesmerizing ebook, Natureis Adventure: **Polycom 45user Guide**. This immersive experience, available for download in a PDF format (*), transports you to the heart of natural marvels and thrilling escapades. Download now and let the adventure begin!

 $\frac{https://hersolutiongelbuy.com/About/book-search/HomePages/subcellular\%20 fractionation\%20a\%20 laboratory\%20 manual.pdf}{f}$

Table of Contents Polycom 45user Guide

- 1. Understanding the eBook Polycom 45user Guide
 - The Rise of Digital Reading Polycom 45user Guide
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Polycom 45user Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Polycom 45user Guide
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Polycom 45user Guide
 - Personalized Recommendations
 - Polycom 45user Guide User Reviews and Ratings
 - Polycom 45user Guide and Bestseller Lists
- 5. Accessing Polycom 45user Guide Free and Paid eBooks
 - Polycom 45user Guide Public Domain eBooks
 - Polycom 45user Guide eBook Subscription Services
 - Polycom 45user Guide Budget-Friendly Options

- 6. Navigating Polycom 45user Guide eBook Formats
 - o ePub, PDF, MOBI, and More
 - Polycom 45user Guide Compatibility with Devices
 - Polycom 45user Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Polycom 45user Guide
 - Highlighting and Note-Taking Polycom 45user Guide
 - Interactive Elements Polycom 45user Guide
- 8. Staying Engaged with Polycom 45user Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Polycom 45user Guide
- 9. Balancing eBooks and Physical Books Polycom 45user Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom 45user Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom 45user Guide
 - Setting Reading Goals Polycom 45user Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom 45user Guide
 - Fact-Checking eBook Content of Polycom 45user Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements

• Interactive and Gamified eBooks

Polycom 45user Guide Introduction

Polycom 45user Guide Offers over 60,000 free eBooks, including many classics that are in the public domain. Open Library: Provides access to over 1 million free eBooks, including classic literature and contemporary works. Polycom 45user Guide Offers a vast collection of books, some of which are available for free as PDF downloads, particularly older books in the public domain. Polycom 45user Guide: This website hosts a vast collection of scientific articles, books, and textbooks. While it operates in a legal gray area due to copyright issues, its a popular resource for finding various publications. Internet Archive for Polycom 45user Guide: Has an extensive collection of digital content, including books, articles, videos, and more. It has a massive library of free downloadable books. Free-eBooks Polycom 45user Guide Offers a diverse range of free eBooks across various genres. Polycom 45user Guide Focuses mainly on educational books, textbooks, and business books. It offers free PDF downloads for educational purposes. Polycom 45user Guide Provides a large selection of free eBooks in different genres, which are available for download in various formats, including PDF. Finding specific Polycom 45user Guide, especially related to Polycom 45user Guide, might be challenging as theyre often artistic creations rather than practical blueprints. However, you can explore the following steps to search for or create your own Online Searches: Look for websites, forums, or blogs dedicated to Polycom 45user Guide, Sometimes enthusiasts share their designs or concepts in PDF format. Books and Magazines Some Polycom 45user Guide books or magazines might include. Look for these in online stores or libraries. Remember that while Polycom 45user Guide, sharing copyrighted material without permission is not legal. Always ensure your either creating your own or obtaining them from legitimate sources that allow sharing and downloading. Library Check if your local library offers eBook lending services. Many libraries have digital catalogs where you can borrow Polycom 45user Guide eBooks for free, including popular titles. Online Retailers: Websites like Amazon, Google Books, or Apple Books often sell eBooks. Sometimes, authors or publishers offer promotions or free periods for certain books. Authors Website Occasionally, authors provide excerpts or short stories for free on their websites. While this might not be the Polycom 45user Guide full book, it can give you a taste of the authors writing style. Subscription Services Platforms like Kindle Unlimited or Scribd offer subscription-based access to a wide range of Polycom 45user Guide eBooks, including some popular titles.

FAQs About Polycom 45user Guide Books

How do I know which eBook platform is the best for me? Finding the best eBook platform depends on your reading

preferences and device compatibility. Research different platforms, read user reviews, and explore their features before making a choice. Are free eBooks of good quality? Yes, many reputable platforms offer high-quality free eBooks, including classics and public domain works. However, make sure to verify the source to ensure the eBook credibility. Can I read eBooks without an eReader? Absolutely! Most eBook platforms offer webbased readers or mobile apps that allow you to read eBooks on your computer, tablet, or smartphone. How do I avoid digital eye strain while reading eBooks? To prevent digital eye strain, take regular breaks, adjust the font size and background color, and ensure proper lighting while reading eBooks. What the advantage of interactive eBooks? Interactive eBooks incorporate multimedia elements, guizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. Polycom 45user Guide is one of the best book in our library for free trial. We provide copy of Polycom 45user Guide in digital format, so the resources that you find are reliable. There are also many Ebooks of related with Polycom 45user Guide. Where to download Polycom 45user Guide online for free? Are you looking for Polycom 45user Guide PDF? This is definitely going to save you time and cash in something you should think about. If you trying to find then search around for online. Without a doubt there are numerous these available and many of them have the freedom. However without doubt you receive whatever you purchase. An alternate way to get ideas is always to check another Polycom 45user Guide. This method for see exactly what may be included and adopt these ideas to your book. This site will almost certainly help you save time and effort, money and stress. If you are looking for free books then you really should consider finding to assist you try this. Several of Polycom 45user Guide are for sale to free while some are payable. If you arent sure if the books you would like to download works with for usage along with your computer, it is possible to download free trials. The free guides make it easy for someone to free access online library for download books to your device. You can get free download on free trial for lots of books categories. Our library is the biggest of these that have literally hundreds of thousands of different products categories represented. You will also see that there are specific sites catered to different product types or categories, brands or niches related with Polycom 45user Guide. So depending on what exactly you are searching, you will be able to choose e books to suit your own need. Need to access completely for Campbell Biology Seventh Edition book? Access Ebook without any digging. And by having access to our ebook online or by storing it on your computer, you have convenient answers with Polycom 45user Guide To get started finding Polycom 45user Guide, you are right to find our website which has a comprehensive collection of books online. Our library is the biggest of these that have literally hundreds of thousands of different products represented. You will also see that there are specific sites catered to different categories or niches related with Polycom 45user Guide So depending on what exactly you are searching, you will be able to choose ebook to suit your own need. Thank you for reading Polycom 45user Guide. Maybe you have knowledge that, people have search numerous times for their favorite readings like this Polycom 45user Guide, but end up in harmful downloads. Rather than reading a good book with a cup of coffee in the

afternoon, instead they juggled with some harmful bugs inside their laptop. Polycom 45user Guide is available in our book collection an online access to it is set as public so you can download it instantly. Our digital library spans in multiple locations, allowing you to get the most less latency time to download any of our books like this one. Merely said, Polycom 45user Guide is universally compatible with any devices to read.

Find Polycom 45user Guide:

subcellular fractionation a laboratory manual

subaru legacy outback service repair manual 2009 2011 study guide science skills key subaru outback 2003 h6 service manual

study guide test short answer geometry

subaru service manual f 450

study guide unit measurement 3rd grade subaru impreza 1993 1996 service manual repair manual

subject and predicate cut and paste

study guide to the matrix answers subaru forester maintenance schedule 2008

stuffed red peppers spain recipe

study guide sound

stulz comptrol 1002 operation and maintenance manual

sub zero 650 manual

Polycom 45user Guide:

wednesday 6 november 2013 morning ocr - Jul 03 2022

web formulae sheet higher tier area of trapezium 1 a b h 2

j560 04 mathematics mark scheme november 2017 ocr - Dec 28 2021

web mathematics unit j560 04 higher tier paper 4 general certificate of secondary education mark scheme for november 2017 ocr oxford cambridge and rsa is a leading uk awarding body providing a wide range of qualifications to meet the needs of candidates of all ages and abilities ocr qualifications

mark scheme for november 2013 ocr - Jun 14 2023

web gcse mathematics b linear general certificate of secondary education component j567 03 mathematics paper 3 higher mark scheme for november 2013 oxford cambridge and rsa examinations

wednesday 6 november 2013 morning ocr - May 01 2022

web wednesday 6 november 2013 morning gcse mathematics a a501~02 unit a higher tier h instructions to candidates write your name centre number and candidate number in the boxes above please write clearly and in capital letters use black ink hb pencil may be used for graphs and diagrams only answer all the questions

gcse 9 1 mathematics ocr - Feb 27 2022

web mathematics j560 05 paper 5 higher tier mark scheme for november 2021 oxford cambridge and rsa examinations ocr oxford cambridge and rsa is a leading uk awarding body providing a wide range of qualifications to meet the needs of candidates of all ages and abilities ocr qualifications

ocr gcse mathematics past papers questions mark - Oct 06 2022

web ocr ocr maths gose november 2013 mathematics a j562 mathematics a a501 01 unit a foundation q a ocr ocr maths gose november 2013 mathematics a j562 mathematics a a501 02 unit a higher q a ocr

ocr gcse maths past papers revision maths - Jan 09 2023

web ocr maths gcse november 2013 mathematics a j562 mathematics a a501 01 unit a foundation download paper download mark scheme mathematics a a501 02 unit a higher download paper download mark scheme general certificate of secondary education unit a501 02 ocr - May 13 2023

web mathematics a general certificate of secondary education unit a501 02 mathematics a higher tier mark scheme for november 2013 oxford cambridge and rsa examinations ocr oxford cambridge and rsa is a leading uk awarding body providing a wide range of qualifications to meet the needs of candidates of all ages and abilities mark scheme for november 2013 ocr - Jul 15 2023

web gcse gcse mathematics b linear general certificate of secondary education component j567 04 mathematics paper 4 higher mark scheme for november 2013 oxford cambridge and rsa examinations

mark scheme for november 2013 ocr - Dec 08 2022

web j567 01 mark scheme november 2013 4 11 unless the question asks for an answer to a specific degree of accuracy always mark at the greatest number of significant figures even if this is rounded or truncated on the answer line for example an answer in the mark scheme is 15 75 which is seen in the working the

general certificate of secondary education unit a503 02 mathematics - Jun 02 2022

web mathematics general certificate of secondary education unit a503 02 mathematics c higher tier mark scheme for

november 2013 oxford cambridge and rsa examinations ocr oxford cambridge and rsa is a leading uk awarding body providing a wide range of qualifications to meet the needs of candidates of all ages and abilities

mark scheme for november 2013 ocr - Aug 16 2023

web unit b392 02 higher tier november 2013 ocr oxford cambridge and rsa is a leading uk awarding body providing a wide range of the following abbreviations are commonly found in gcse mathematics mark schemes figs 237 for example means any answer with only these digits you should ignore leading or trailing zeros and any

ocr maths november 2013 higher tier mark mintxx top - Sep 05 2022

web april 18th 2018 higher tier calculator march 2013 mark scheme 440 gcse maths past papers and mark c higher q a ocr ocr maths gcse november 2013 tier unit t6 mintxx top 2 12

ocr maths november 2013 higher tier mark copy - Nov 07 2022

web table of contents ocr maths november 2013 higher tier mark 1 understanding the ebook ocr maths november 2013 higher tier mark the rise of digital reading ocr maths november 2013 higher tier mark advantages of ebooks over traditional books 2 identifying ocr maths november 2013 higher tier mark exploring different genres

gcse 9 1 mathematics ocr - Jan 29 2022

web mark scheme for november 2021 oxford cambridge and rsa examinations h ocr oxford cambridge and rsa is a leading uk awarding body providing a wide range of qualifications to meet the needs of candidates of all ages and abilities ocr qualifications include as a levels diplomas goses cambridge nationals cambridge technicals

mark scheme for november 2013 ocr - Mar 11 2023

web mark scheme for gose applications of mathematics pilot general certificate of secondary education unit a381 02 higher tier november 2013

gcse maths 9 1 j560 ocr - Feb 10 2023

web mark scheme unit a501 02 mathematics a higher tier november a501 02 pdf 320kb mark scheme unit a502 01 mathematics b foundation tier november a502 01 pdf 337kb mark scheme unit a502 02 mathematics b higher tier november unit a502 02 pdf 387kb

friday 8 november 2013 morning ocr - Mar 31 2022

web ocr 2013 formulae sheet higher tier length volume of prism area of cross section length π h l r r cross section 1 3 volume of cone curved surface area of cone π r2h r2 π rl 1 2 a b a c c b 4 3 volume of sphere surface area of sphere π r3 4 in any triangle abc a sin a b sin b c sin c a 22 b c 2 2bc cos a

friday 8 november 2013 morning ocr - Aug 04 2022

web formulae sheet higher tier area of trapezium 1 a b h 2

general certificate of secondary education unit a502 02 ocr - Apr 12 2023

web gcse mathematics a general certificate of secondary education unit a502 02 mathematics b higher tier mark scheme for november 2013 oxford cambridge and rsa examinations ocr oxford cambridge and rsa is a leading uk awarding body providing a wide range of qualifications to meet the needs of candidates of all ages and

how teachers and students use our the new york times - May 01 2023

web march $25\ 2021$ a few weeks ago we asked how you were using our growing collection of winning student editorials 100 of which are featured in a new book we were delighted when both teachers

opinion editorial op ed template champion provider - Mar 19 2022

web sep 28 2017 opinion editorial op ed template the following template is an example of how to write your own op ed supporting public health efforts the template is divided into two sections the first section provides guidance and notes on the structure when crafting an op ed while the second section provides an example of op ed written

how to write an editorial examples and samples write my - Apr 19 2022

web with our simple steps you can find out how to write good editorial on your own step 1 first of all it is necessary to pick a topical issue in order to do your editorial in the best manner you have to pick the issue which is on the public mind in order to find the most interesting daily topics you can consult surveys or broadcasting step 2

how to write an editorial 7 easy steps examples guide - Sep 05 2023

web editorial examples templates as you write your own editorial study the following example templates stolen from real editorials you can use these templates as sentence starters to inspire you to write your own completely original sentences phrases for the beginning it s been two weeks since look no further than

the best editorial example to inspire your writing - Jul 23 2022

web here are 7 tips for high school students to write editorial examples select a compelling topic choose a subject that is relevant and important to you and your fellow high school students such as school policies social issues or current events guick guide to writing an editorial for students college writers - Feb 27 2023

web when the outline is ready start to write filling every section of your paper with claims and pieces of evidence that support them if you prepare for the writing process properly you won t have any problems creating a well structured piece of writing 5 read your work read your paper aloud before submitting it

student opinion the new york times - Nov 26 2022

web student opinion daily questions inspired by times content from across sections join the conversation sample editorials readwrite think - Jul 03 2023

web sample editorials statement they heard the bison s footsteps moving toward them and started to run but the bison

caught the mother on the right side lifted her up and tossed her with its head she suffered only minor injuries other selfie related incidents involved a

free editable newspaper templates flipsnack - Aug 24 2022

web we have both university newspaper templates and student newspaper templates pick up your favorite perhaps you don t have to write about schools and universities but simply usual newspaper articles don t worry flipsnack offers you plenty of classic newspaper templates it s so easy to create your newspaper online with flipsnack

130 new prompts for argumentative writing the new york times - Mar 31 2023

web feb $12\ 2020$ in 2017 we compiled a list of 401 argumentative writing prompts all drawn from our daily student opinion column now we re rounding up 130 more we ve published since then available here

here s what we think editorials and opinion articles - Dec 28 2022

web write an editorial have students outline or write an editorial first have students brainstorm important issues in their school or community write the ideas on a board have students vote to narrow the list to one issue

how to write an editorial steps and example examples of editorial - Aug 04 2023

web sep 14 2021 examples of editorial articles for students an editorial is a newspaper article that presents the author s public with an issue and proposes a solution learn how to write in editorial with this guide

expressing opinions with letters to the editor - Sep 24 2022

web apr 23 2021 use this lesson to prepare your students to submit letters to the times s high school letters to the editor competition the deadline to enter the 2022 contest is monday april 25 at 10 a m

free editorial template download in word google docs pdf - Jun 21 2022

web editorial make your editorials look elegant with our downloadable templates available online on template net for free we have tons of editorial designs for different use cases such as polaris editorial lookbooks youth editorial lookbook templates editorial fashion lookbooks and many more

12 best editorial writing topics with examples 2023 become - Feb 15 2022

web sep 14 2023 editorial content writing aims to inform or educate readers discover relevant editorial writing topics you can use plus examples to help you in writing editorials let writers share their point of view on different topics

how to write an editorial 6 steps for writing an editorial - Jan 29 2023

web nov 6 2023 writing an editorial is a great way to share your point of view beyond your existing network of family and friends some newspapers welcome guest editorial pieces or letters to the editor but learning how to write an editorial effectively is essential to getting your work published

editorial topics for college students 143 good editorial ideas for - May 21 2022

web 15 sep fri written by yourdissertation reading time 7 min viewed 8 906 get your customized and 100 plagiarism free paper on any subject done on your first order learn more wrong choosing an editorial topic is a lot of fun need some proof well take a look at the ideas below

how to write an editorial steps and example 5staressays - Oct 26 2022

web sep 14 2021 when assigned to write an editorial piece you must understand the characteristics of an editorial that appeal to the reader learn how to write an editorial with this complete guide also find below some editorial topics and examples that may assist you when you begin writing your editorial

how to write an editorial essay perfect guide for students - Oct 06 2023

web learn everything there is to know about an editorial essay and the tips and tricks on how to write an evidence based one **how to write an editorial easy guide with example essay** - Jun 02 2023

web dec 23 2019 an editorial is an article that presents an opinion of a group like a writer editorial writing is quite similar to research paper writing editorials are fun and exciting to write once you get all the required research material and understand the essential steps to succeed in this type of writing

first sums age 3 5 wipe clean activity book ideal for home - Dec 30 2022

web buy first sums age 3 5 wipe clean activity book ideal for home learning by collins easy learning online at alibris we have new and used copies available in 0 edition starting at shop now

first sums age 3 5 wipe clean activity book introduc banking - Aug 26 2022

web first sums age 3 5 wipe clean activity book introduc downloaded from banking finance gov ie by guest malone madelynn first counting age 3 5 wipe clean activity book ideal for home learning collins easy learning preschool cambridge university press

download solutions first sums age 3 5 wipe clean activity book introduc - Mar 01 2023

web first sums age 3 5 wipe clean activity book introduc learning letters pre k wipe clean workbook jun 13 2022 kids go wild for wipe cleans help your preschooler master letters with this colorful fun new wipe clean workbook featuring their friends at the reading house spiral bound for easy use and includes reusable pages

first sums age 3 5 wipe clean activity book introduc pdf 2023 - May 23 2022

web jun 23 2023 this first sums age 3 5 wipe clean activity book introduc pdf but stop taking place in harmful downloads rather than enjoying a good book in the same way as a cup of coffee in the afternoon on the other hand they juggled in the manner of some harmful virus inside their computer first sums age 3 5 wipe clean activity book introduc pdf first sums age 3 5 wipe clean activity book introduc pdf - Oct 28 2022

web first sums age 3 5 wipe clean activity book introduc wipe clean telling the time jessica greenwell 2013 05 a fun way for

children to master the art of telling the time allowing them to complete the activities over and over again using the special wipe clean pen wipe clean under the sea activities kirsteen robson 2018 04

first sums age 3 5 wipe clean activity introduc jessica - Aug 06 2023

web we offer first sums age 3 5 wipe clean activity introduc and numerous book collections from fictions to scientific research in any way accompanied by them is this first sums age 3 5 wipe clean activity introduc that can be your partner pen control age 3 5 wipe clean activity book collins easy learning 2017 03 13

first sums age 3 5 wipe clean activity book introduc pdf - Jul 25 2022

web may 17 2023 first sums age 3 5 wipe clean activity book introduc 1 4 downloaded from uniport edu ng on may 17 2023 by guest first sums age 3 5 wipe clean activity book introduc right here we have countless book first sums age 3 5 wipe clean activity book introduc and collections to check out

first sums age 3 5 wipe clean activity book prepare for - Oct 08 2023

web first sums age 3 5 wipe clean activity book prepare for preschool with easy home learning collins easy learning preschool collins easy learning amazon com tr kitap

first sums age 3 5 wipe clean activity book ideal for home - Jun 04 2023

web mar 13 2017 buy first sums age 3 5 wipe clean activity book ideal for home learning online on amazon eg at best prices fast and free shipping free returns cash on delivery available on eligible purchase

first sums age 3 5 wipe clean activity book collins easy - Sep 26 2022

web maths age 3 5 on the app store sum of first 50 odd numbers getcalc com the sum of ages of 5 children born at the intervals first sums age 3 5 first sums age 3 5 wipe clean activity book collins easy learning preschool downloaded from ams istanbul edu tr by guest lloyd melany

first sums age 3 5 wipe clean activity book introduc pdf ai - Nov 28 2022

web first sums age 3 5 9780008212940 first sums age 3 5 wipe clean activity book wipe clean first sums at usborne children s books math age 3 5 on the app store $i\frac{1}{2}i\frac{1}{2}$ first sums age 3 5 wipe clean activity collins first sums age 3 5 wipe clean activity book introduc downloaded from ai classmonitor com by guest santos

first sums age 3 5 wipe clean activity book collins easy - Feb 17 2022

web nov 11 2022 curse the percy jackson and the olympians book 3 maths ages ages 4 5it s kind of a funny storyhelping children learn mathematicsthe sum of usmoderator topicswipe clean first sumslower case letters age 3 5 wipe clean activity bookfirst sums age 3 5 wipe clean activity booknot if i see you firstthe encyclopædia

first sums age 3 5 wipe clean activity collins easy learning - Jun 23 2022

web first sums age 3 5 wipe clean activity collins easy learning preschool unveiling the magic of words a overview of first

sums age 3 5 wipe clean activity collins easy learning preschool in a world defined by information and interconnectivity the enchanting power of words has acquired unparalleled significance

wipe clean first sums educatorsden com supporting - Jan 31 2023

web first sums is a highly entertaining first numbers book which will help pre school children to improve their number recognition and counting skills

first sums age 3 5 wipe clean activity book ideal for home - Apr 02 2023

web first sums age 3 5 wipe clean activity book ideal for home learning collins easy learning amazon com au books books first sums wipe clean activity book collins easy learning - May 03 2023

web jun 1 2017 first sums wipe clean activity book collins easy learning preschool product bundle june 1 2017 by collins uk author 4 7 out of 5 stars 1 282 ratings

first sums age 3 5 wipe clean activity book introduc api - Mar 21 2022

web first sums age 3 5 wipe clean activity book introduc free math sums math sums for kids of all ages math blaster math activities for ages 3 5 scholastic parents

first sums age 3 5 wipe clean activi collins - Sep 07 2023

web mar 7 2022 learn first sums at home with this motivating wipe clean book lots of practice opportunities to help children develop adding and subtracting skills wipe clean pages and pen so that children can try simple sums again and again colourful motivating activities to help boost confidence

first sums age 3 5 wipe clean activity book introduc pdf - Apr 21 2022

web sep 12 2023 first words age 3 5 wipe clean activity book collins easy learning 2017 03 13 introduce young learners to writing with this fun and engaging wipe clean activity book lots of practice

first sums age 3 5 wipe clean activity book ideal for home - Jul 05 2023

web first sums age 3 5 wipe clean activity book ideal for home learning collins easy learning preschool collins easy learning amazon co uk books children s books