



CHECKLIST

A home office setup checklist

NECESSITIES*

- ☐ Computer
- ☐ Desk
- ☐ Office Chair
- ☐ Internet

ELECTRONICS

- ☐ Computer Mouse†
- ☐ Computer Monitor†
- ☐ Web Cam†
- ☐ Keyboard†
- ☐ Headphones/Buds
- ☐ External Hard Drive
- ☐ Printer
- ☐ Scanner
- ☐ Power Strip
- ☐ Phone Charger

SOFTWARE

- ☐ Zoom
- ☐ Dropbox
- ☐ Microsoft Word
- ☐ Powerpoint
- ☐ Grammarly [LINK](#)
- ☐ Slack

OFFICE SUPPLIES

- ☐ Mouse Pad
- ☐ Printer Paper
- ☐ Printer Ink
- ☐ Post-Its/Notebooks
- ☐ Pens/Highlighters
- ☐ Waste Basket
- ☐ Desk Lamp
- ☐ Stapler
- ☐ Cable Organizer

OFFICE UPGRADES & EXTRAS

- ☐ Desk Organizer [LINK](#)
- ☐ Portable Monitor [LINK](#)
- ☐ iPad/Tablet
- ☐ Desk Pad/Mat [LINK](#)
- ☐ Ember Mug [LINK](#)
- ☐ Water Jug [LINK](#)
- ☐ Yeti Tumbler [LINK](#)
- ☐ Foot Hammock [LINK](#)
- ☐ Cord Organizer [LINK](#)
- ☐ Multi-Charger [LINK](#)

ZOOM UPGRADES & EXTRAS

- ☐ Podcast Mic [LINK](#)
- ☐ Ring Light [LINK](#)
- ☐ Mini Light Kit [LINK](#)

*Always have the basic necessities in place before purchasing additional items that you may or may not need. This list should only be used as a basic guide. Every home office will have it's own set of unique needs. †Accessories may be included with computer purchase or sold separately.

Work From Home Setup Checklist

Alex Sterling



Work From Home Setup Checklist:

Work From Home Setup Checklist: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels enthralling the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the engaging narratives that have charmed audiences this year. Work From Home Setup Checklist : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Work From Home Setup Checklist : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and suspenseful novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

https://dashboard.colourpop.com/results/browse/fetch.php/adam_link_robot.pdf

Table of Contents Work From Home Setup Checklist

1. Understanding the eBook Work From Home Setup Checklist
 - The Rise of Digital Reading Work From Home Setup Checklist
 - Advantages of eBooks Over Traditional Books
2. Identifying Work From Home Setup Checklist
 - 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 Work From Home Setup Checklist
 - User-Friendly Interface
4. Exploring eBook Recommendations from Work From Home Setup Checklist
 - Personalized Recommendations
 - Work From Home Setup Checklist User Reviews and Ratings
 - Work From Home Setup Checklist and Bestseller Lists
5. Accessing Work From Home Setup Checklist Free and Paid eBooks
 - Work From Home Setup Checklist Public Domain eBooks
 - Work From Home Setup Checklist eBook Subscription Services
 - Work From Home Setup Checklist Budget-Friendly Options
6. Navigating Work From Home Setup Checklist eBook Formats
 - ePub, PDF, MOBI, and More
 - Work From Home Setup Checklist Compatibility with Devices
 - Work From Home Setup Checklist Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Work From Home Setup Checklist
 - Highlighting and Note-Taking Work From Home Setup Checklist
 - Interactive Elements Work From Home Setup Checklist
8. Staying Engaged with Work From Home Setup Checklist

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Work From Home Setup Checklist
- 9. Balancing eBooks and Physical Books Work From Home Setup Checklist
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Work From Home Setup Checklist
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Work From Home Setup Checklist
 - Setting Reading Goals Work From Home Setup Checklist
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Work From Home Setup Checklist
 - Fact-Checking eBook Content of Work From Home Setup Checklist
 - 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

Work From Home Setup Checklist Introduction

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to

historical documents, Project Gutenberg provides a wide range of PDF files that can be downloaded and enjoyed on various devices. The website is user-friendly and allows users to search for specific titles or browse through different categories. Another reliable platform for downloading Work From Home Setup Checklist free PDF files is Open Library. With its vast collection of over 1 million eBooks, Open Library has something for every reader. The website offers a seamless experience by providing options to borrow or download PDF files. Users simply need to create a free account to access this treasure trove of knowledge. Open Library also allows users to contribute by uploading and sharing their own PDF files, making it a collaborative platform for book enthusiasts. For those interested in academic resources, there are websites dedicated to providing free PDFs of research papers and scientific articles. One such website is Academia.edu, which allows researchers and scholars to share their work with a global audience. Users can download PDF files of research papers, theses, and dissertations covering a wide range of subjects. Academia.edu also provides a platform for discussions and networking within the academic community. When it comes to downloading Work From Home Setup Checklist free PDF files of magazines, brochures, and catalogs, Issuu is a popular choice. This digital publishing platform hosts a vast collection of publications from around the world. Users can search for specific titles or explore various categories and genres. Issuu offers a seamless reading experience with its user-friendly interface and allows users to download PDF files for offline reading. Apart from dedicated platforms, search engines also play a crucial role in finding free PDF files. Google, for instance, has an advanced search feature that allows users to filter results by file type. By specifying the file type as "PDF," users can find websites that offer free PDF downloads on a specific topic. While downloading Work From Home Setup Checklist free PDF files is convenient, it's important to note that copyright laws must be respected. Always ensure that the PDF files you download are legally available for free. Many authors and publishers voluntarily provide free PDF versions of their work, but it's essential to be cautious and verify the authenticity of the source before downloading Work From Home Setup Checklist. In conclusion, the internet offers numerous platforms and websites that allow users to download free PDF files legally. Whether it's classic literature, research papers, or magazines, there is something for everyone. The platforms mentioned in this article, such as Project Gutenberg, Open Library, Academia.edu, and Issuu, provide access to a vast collection of PDF files. However, users should always be cautious and verify the legality of the source before downloading Work From Home Setup Checklist any PDF files. With these platforms, the world of PDF downloads is just a click away.

FAQs About Work From Home Setup Checklist 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, quizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. Work From Home Setup Checklist is one of the best book in our library for free trial. We provide copy of Work From Home Setup Checklist in digital format, so the resources that you find are reliable. There are also many Ebooks of related with Work From Home Setup Checklist. Where to download Work From Home Setup Checklist online for free? Are you looking for Work From Home Setup Checklist 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 Work From Home Setup Checklist. 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 Work From Home Setup Checklist 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 Work From Home Setup Checklist. 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 Work From Home Setup Checklist To get started finding Work From Home Setup Checklist, 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 Work From Home Setup Checklist So depending on what exactly you are searching, you will be able tochoose ebook to suit your own need. Thank you for reading Work From Home Setup Checklist. Maybe you have knowledge that, people have search numerous times for their favorite readings like this Work From Home Setup Checklist, 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. Work From Home Setup Checklist 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, Work From Home Setup Checklist is universally compatible with any devices to read.

Find Work From Home Setup Checklist :

[adam link robot](#)

actualizaciones clinicas y terapeuticas diabetico

[acrob the bloody chasm the legacy of lyman george wilcox](#)

active techniques & group psyc

[active physics](#)

[ad koningss of cichlids and all the other fishes of lake malawi](#)

~~act supercourse supercourse for the act~~

achilles tatus leucippe and clitophon

[adapting early childhood curricula suggestions for meeting special needs](#)

acts the expanding church

active service

[active listening 3 expanding understanding through content level 3](#)

acting shakespeare & his contemporaries

active sociology for gcse

[ad reinhardt](#)

Work From Home Setup Checklist :

leading cloud business software suite in singapore netsuite - Aug 02 2023

web singapore s 1 cloud business software suite 37 000 customers free product tour why netsuite netsuite is singapore s leading web based business software including accounting erp crm inventory and ecommerce

suite noun definition pictures pronunciation and usage notes - Dec 26 2022

web see suite in the oxford advanced american dictionary see suite in the oxford learner s dictionary of academic english check pronunciation suite definition of suite noun in oxford advanced learner s dictionary meaning pronunciation picture

example sentences grammar usage notes synonyms and more

[google workspace secure online productivity collaboration](#) - Jul 01 2023

web learn how the suite of secure online tools from google workspace empowers teams of all sizes to do their best work

suite definition meaning merriam webster - Sep 03 2023

web the meaning of suite is retinue especially the personal staff accompanying a ruler diplomat or dignitary on official business how to use suite in a sentence

[suite pronunciation in english cambridge dictionary](#) - May 31 2023

web suite pronunciation how to say suite listen to the audio pronunciation in english learn more

suite definition and meaning collins english dictionary - Feb 25 2023

web word forms regular plural suites noun hospitality hotel hotel room a suite is a set of rooms in a hotel or other building he chose the most expensive suite in the whole hotel

suite definition usage examples dictionary com - Mar 29 2023

web see synonyms for suite on thesaurus com noun a number of things forming a series or set a connected series of rooms to be used together a hotel suite a set of furniture

suit definition meaning merriam webster - Jan 27 2023

web noun 'süt synonyms of suit 1 a set of garments such as a an ensemble of two or more usually matching outer garments such as a jacket vest and trousers

[symphony suites condo in sembawang yishun prices](#) - Apr 29 2023

web symphony suites is a 99 years leasehold condo development located in yishun district 27 completed in 2019 it has a total of 12 blocks within the development and comprises a total of 660 units for young couples or families with children symphony suites is also close to schools like affinity education place 318a yishun ave 9 little petals

suite english meaning cambridge dictionary - Oct 04 2023

web suite definition 1 a set of connected rooms especially in a hotel 2 a set of furniture for one room of learn more

[cwi practice test for api 1104 american welding society](#) - Nov 09 2021

web may 2 2017 1 the welder is not qualified 2 the weld must be redone 3 the is not covered in api 1104 4 tensile strength specimens shall be subject to the nick break

api 1104 code clinic findcourses com - Sep 19 2022

web feb 21 2018 api 1104 practice examination american welding society q in a fillet weld fracture test the specimen is broken with posted on february 21 2018 1 the fillet

api 1104 practice examination american welding society - Jan 12 2022

web enjoy now is api 1104 practice examination american welding society below radiographic testing r h bossi 2002 this is the fourth volume in a new edition of a

aws api m 2008 study guide for api standard 1104 - Apr 26 2023

web this endorsement covers five subject areas in api 1104 material and design fabrication inspection qualification and reports and records including appendix a and b aws

api 1104 practice examination aws cwi certification - Oct 09 2021

api 1104 welding of pipelines and related facilities endorsement - Nov 21 2022

web sep 11 2017 api 1104 exam preparation q for welder qualification the specimens shall be prepared for tensile strength nick break and bend tests when tensile strength tests

api 1104 practice examination pdf welding construction - Jul 30 2023

need to pass aws cwi part c exam this online aws cwi part c training course gives you everything you need including a timed practice test pass your aws cwi part c api see more

take free online aws cwi part c practice test - Aug 31 2023

api 1104 study guide material questions and answers cwi practice tests and exam question package for api 1104 13 lessons and see more

api 1104 practice examination american welding society - Aug 19 2022

web cwi test prep resources certified welding inspectors are expected to be familiar with a broad range of topics including but not limited to welding processes welding

american welding society learning api 1104 code clinic - Feb 22 2023

web api standard 1104 twenty second edition july 2021 errata 1 september 2023 association aga the pipe line contractors association plca

api 1104 code clinic american welding society - May 28 2023

web in reading understanding and learning to apply the american petroleum institute s api standard 1104 welding of pipelines and related facilities twentieth edition api 1104

api 1104 practice examination american welding society larry - Dec 11 2021

web apr 3 2017 cwi practice test for api 1104 american welding society q for welder qualification the specimens shall be prepared for tensile strength nick break and bend

for study of api 1104 welding of pipelines and related facilities - Dec 23 2022

web this endorsement covers five subject areas in api 1104 material and design fabrication inspection qualification and

reports and records including appendix a and b aws

api 1104 practice test aws cwi certification certified welding - Jun 16 2022

web aug 1 2009 topic american welding society services certifications api 1104 practice code test by wickball date 04 16 2009 10 44 could anyone please email me

api 1104 practice code test aws - May 16 2022

web jul 7 2016 posts about api 1104 practice exam written by awscwitraining aws cwi certification certified welding inspector exam training course eurotech an authorized

api 1104 practice exam aws cwi certification certified - Apr 14 2022

web member 2030 1500 deposit non member 2295 1500 deposit the api 1104 code book is not included with your seminar registration and must be purchased

2 week online cwi seminar american welding society - Mar 14 2022

web api 1104 practice examination american welding society below aws qc7 93 standard for aws certified welders american welding society miami florida 1993

free practice test aws api 1104 certified welding inspector - Oct 21 2022

web the api 1104 online code clinic serves as a detailed road map and offers a new level of immersion in one of the oil and gas industry s most fundamental documents api 1104

api m 2017 study guide for api standard - Jun 28 2023

web api 1104 practice examination free download as pdf file pdf text file txt or read online for free

cwi test prep resources american welding society education - Jul 18 2022

web oct 26 2017 this entry was posted in api 1104 exam preparation aws cwi exam part b practical questions aws cwi questions interview questions and answers piping

api 1104 welding of pipelines and related facilities - Mar 26 2023

web this course is intended for anyone anyone wishing to learn how to navigate the api 1104 code book anyone seeking to prepare for part c of our certified welding inspector

api 1104 practice examination american welding society mikael - Feb 10 2022

web january 3rd 2013 api 1104 practice examination american welding society b api 1104 applies to the welding of pipe and fittings that conform to ebook

welding of pipelines and related facilities - Jan 24 2023

web the american welding society inc assumes no responsibility for the information contained in this publication an independent substantiating investigation should be

a study guide for charlotte bronte s jane eyre google books - Mar 11 2023

web a study guide for charlotte bronte s jane eyre excerpted from gale s acclaimed novels for students this concise study guide includes plot summary character analysis author

a study guide new edition for charlotte bronte s charlotte brontë - Mar 31 2022

web a study guide new edition for charlotte bronte s right here we have countless ebook a study guide new edition for charlotte bronte s and collections to check out we additionally manage to pay for variant types and furthermore type of the books to browse the within acceptable limits book fiction

how to read charlotte bronte s books honest readers - Feb 27 2022

web sep 27 2023 we propose the following publication order when reading charlotte bronte s non fiction books selected letters 2007 charlotte bronte s poetry collections in order we propose the following publication order when reading charlotte bronte s poetry collections books the complete poems of charlotte bronte 1923 selected brontë

jane eyre time period analysis quotes study com - Aug 04 2022

web aug 13 2022 read about charlotte bronte s jane eyre and learn more about the time period of the book discover what jane eyre is about and when jane eyre takes place updated 08 13 2022

charlotte brontë s jane eyre the study guide edition complete - Apr 12 2023

web charlotte brontë s jane eyre the study guide edition complete text integrated study guide 4 bronte charlotte gilbert francis amazon sg books

charlotte brontë s jane eyre the study guide edition - Feb 10 2023

web charlotte brontë s jane eyre the study guide edition complete text integrated study guide

a study guide new edition for charlotte bronte s jane eyre - Jun 14 2023

web a study guide new edition for charlotte bronte s jane eyre excerpted from gale s acclaimed novels for students this concise study guide includes plot summary character analysis author biography study questions historical context suggestions for further reading and much more

a study guide new edition for charlotte bronte s jane eyre - May 13 2023

web the digital and etextbook isbn's for a study guide new edition for charlotte bronte s jane eyre are 9780028665788 0028665783 and the print isbn's are 9781410365590 141036559x save up to 80 versus print by going digital with vitalsource

a study guide for charlotte bronte s villette google books - Dec 08 2022

web a study guide for charlotte bronte s villette excerpted from gale s acclaimed novels for students this concise study guide includes plot summary character analysis author biography study questions historical context suggestions for further reading and

a study guide new edition for charlotte bronte s jane eyre - Sep 17 2023

web a study guide new edition for charlotte bronte s jane eyre isbn 0 02 866635 6 author gale cengage publisher gale cengage 2019 e location

a study guide for charlotte bronte s jane eyre novels for - Nov 07 2022

web a study guide for charlotte bronte s jane eyre novels for students ebook the gale group amazon com au kindle store [charlotte brontë books the guardian](#) - Jun 02 2022

web jan 4 2023 top 10stop 10 novels and stories about prophets whether sad fierce or downright murderous these clairvoyant figures have enthralled writers from sophocles to charlotte brontë and hilary mantel

[a study guide new edition for charlotte bronte s jane eyre](#) - Aug 16 2023

web feb 15 2019 a study guide new edition for charlotte bronte s jane eyre excerpted from gale s acclaimed novels for students this concise study guide includes plot summary character analysis author biography study questions historical context suggestions for further reading and much more

charlotte bront s jane eyre the study guide edition alibris - Sep 05 2022

web buy charlotte bront s jane eyre the study guide edition complete text integrated study guide by charlotte bronte francis gilbert online at alibris we have new and used copies available in 1 editions starting at 4 51 shop now

study guide villette by charlotte brontë supersummary - Jul 03 2022

web paperback published june 14 2022 book details editions

a study guide for charlotte bronte s jane eyre scribd - Dec 28 2021

web a study guide for charlotte bronte s jane eyre excerpted from gale s acclaimed novels for students this concise study guide includes plot summary character analysis author biography study questions historical context

[a study guide new edition for charlotte bronte s jane eyre](#) - Oct 18 2023

web a study guide new edition for charlotte bronte s jane eyre ebook written by gale cengage read this book using google play books app on your pc android ios devices download for offline

[novels by charlotte bronte study guide jane eyre vi](#) - Oct 06 2022

web sep 28 2010 purchase includes a free trial membership in the publisher s book club where you can select from more than a million books without charge chapters jane eyre villette shirley the professor source wikipedia free updates online not illustrated excerpt jane eyre pronounced is a famous and influential novel by english writer

[study guide jane eyre by charlotte brontë in depth literary](#) - Jan 09 2023

web this study guide also complies with quality standards set up by a team of experienced teachers it contains charlotte brontë s biography a presentation of the novel a detailed summary chapter by chapter the reasons for its success its main

themes and a study of the author's literary movement

a study guide new edition for charlotte bronte's - Jan 29 2022

web apr 4 2023 said the *a study guide new edition for charlotte bronte's* is universally compatible in imitation of any devices to read charlotte brontë from the beginnings judith e pike 2016 09 19 composed of serialized works poems short tales and novellas charlotte brontë's juvenilia merit serious scholarly attention as revelatory works

a study guide new edition for charlotte brontes - May 01 2022

web study guide new edition for charlotte bronte's jane eyre presenting analysis context and criticism on commonly studied novels novels for students book 60 at amazon.com read honest and unbiased product reviews from our users 3 a study guide new edition for charlotte bronte's jane

a study guide new edition for charlotte bronte's jane eyre - Jul 15 2023

web a study guide new edition for charlotte bronte's jane eyre presenting analysis context and criticism on commonly studied novels novels for students book 60 ebook gale cengage gale research inc amazon.com au books