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OUT OF MY MIND

Simon and Schuster Considered by many to be mentally retarded, a brilliant, impatient fifth-grader with cerebral palsy discovers a technological device that will allow her to speak for the first time.

FAHRENHEIT 451

A NOVEL

Simon and Schuster A totalitarian regime has ordered all books to be destroyed, but one of the book burners suddenly realizes their merit.

THE MEDICARE HANDBOOK

INDESIGN CS5 FOR DUMMIES

John Wiley & Sons Get up to speed on the latest features and enhancements to InDesign CS5 As the industry standard in professional layout and design, InDesign delivers powerful publishing solutions for magazine, newspaper, and other publishing fields. This introductory book is an easy-to-understand reference for anyone migrating from another software application or those with little-to-no desktop publishing experience. You'll explore InDesign basics and examine the enhancements to InDesign CS5, while you also discover how pages work, build templates, create frames and shapes, manage styles, and much more. InDesign is proving to be an increasingly popular layout and design application; InDesign CS5 includes new functionality and enhanced tools Teaches all the basics for first-time users, including how to open and save your work, arrange objects, work with color, edit text, manage styles, finesse character details, add special type, import and size graphics, set paths, work with tabs, create indices, and more Demonstrates how to calibrate colors, export PDF files, fine-tune paragraph details, create frames and shapes, manipulate objects, and work with automated text InDesign CS5 For Dummies offers a straightforward but fun approach to discovering how to get the most from your desktop publishing experience when using InDesign.

REAL WORLD ADOBE INDESIGN CS4

Pearson Education Adobe InDesign is a full-fledged, sophisticated program, tightly integrated with the other Adobe industry leading graphics and Web programs in the Creative Suite. It's the essential tool for anyone doing page layout and design. Real World Adobe InDesign CS4 offers industrial-strength and time-saving techniques for design professionals who need to start laying out, proofing, and printing pages with InDesign CS4, without missing a beat (or a deadline!) in their fast-paced production cycles. Design pros will find everything they need here to successfully master InDesign's advanced page layout tools, manage color, snippets, and use the program more efficiently. They'll also find complete coverage of essential features in InDesign CS4, including: live preflight, customizable Links panel, conditional text, cross references, interactive document capability with the new SWF file, animated page transitions, export to Flash CS4 functionality, Smart Guides and Smart Spacing, spread rotation, and smart text reflow.

OS X MAVERICKS

PEACHPIT LEARNING SERIES

Peachpit Press This latest update to the bestselling OS X guide will have you working miracles in no time with Mavericks, which brings popular iOS apps to OS X, including iBooks and Maps. With this comprehensive guide, you can learn in your own way, whether it is working through the lessons from start to finish, jumping straight to step-by-step exercises about new features, or looking up just what you need to know at that moment. there are hundreds of exciting tools and hidden gems in OS X. Author Lynn Beighley uses her gentle, expert instruction to help you find those tools and gems and master them, taking full advantage of all that Mavericks has to offer. If you are new to OS X, you'll learn the basics of how to use OS X efficiently and joyfully. From there, you can move on to customize Mavericks to suit the way you work. And if you've been using OS X already, you'll learn how to get the most out of iCloud integration, Notifications, Maps, iBooks, Finder tabs, multiple displays, and more.

ADOBE ACROBAT 8 PDF BIBLE

John Wiley & Sons Adobe Acrobat and its file format, PDF, have become the standard for portable documents, including everything from high-resolution color files destined for print to Internet and e-book content * As the standard reference for creative professionals everywhere, this classic resource has been updated and enhanced * Written by Acrobat and PDF guru Ted Padova, the book is packed with real-world insights and techniques gained from the author's use of Acrobat and PDF every single day under deadline situations * Covers everything there is to know about using Acrobat and PDF for print prepress, the Internet, CD-ROMs, and all manner of new media * The CD-ROM includes third-party Acrobat tools, a searchable PDF version of the book, and ready-to-use forms, plug-ins, and utilities.

BEGINNING MICROSOFT OFFICE LIVE

BUILD YOUR OWN WEB SITE QUICKLY AND EASILY

Apress Office Live provides a complete solution for ANYONE to get a web site online quickly and easily without needing coding skills, including building the site, hosting it, and sorting out its web address. And this book shows how to use it effectively. As well as giving you everything you need to use Office Live, the book includes some useful advanced topics to take the reader further than the basic guides. Office Live is very popular already (with a large number of users worldwide, and new subscribers every day,) so the book has a large target audience.

OS X MOUNTAIN LION

PEACHPIT LEARNING SERIES

Peachpit Press The latest update of this bestselling OS X guide will have you working miracles in no time with Mountain Lion, which features all-new, system-wide integration with iCloud. With this book, you can learn in your own way, whether it's working through the lessons from start to finish, jumping straight to step-by-step exercises about new features, or looking up just what you need to know at that moment. There are hundreds of exciting tools and hidden gems in your Macintosh. Author Lynn Beighley uses her gentle, yet expert, instruction to help you find these tools and gems and master them, taking full advantage of all that Mountain Lion has to offer. If you are new to OS X, you'll learn the basics of how to use OS X efficiently and joyfully. From there, you can move on to customize Mountain Lion to suit the way you work. And if you've been using OS X already, you'll learn to use all of

Mountain Lion's new features, including iCloud integration, Messages, Reminders, Notes, the Notification Center, Share Sheets, Gatekeeper, and more.

REAL WORLD ADOBE INDESIGN CC

Peachpit Press Sharpen your InDesign skills with this definitive resource created specifically for design professionals who need to produce great work in InDesign CC—regardless of the delivery platform. Best-selling authors Olav Martin Kvern, David Blatner, and Bob Bringhurst share their hands-on techniques to help you master InDesign's advanced layout tools. This book is brimming with insightful advice, illustrations, and shortcuts that will have you producing high-quality work in no time. This is the book that experts open to find real answers to their questions about InDesign. It's written in a friendly, visual style that offers accurate information and creative inspiration for every InDesign user, whether you're publishing to a tablet, mobile phone, or traditional print publication. In Real World Adobe InDesign CC you'll learn how to: Use the new Creative Cloud features and enhancements, including managing font menu favorites, QR codes, and much more Prep documents and use the improved EPUB Export feature for web and mobile publishing Take full advantage of the best typesetting features on the market Use best practices for consistent color management Increase productivity with scripts and other automation features

INDESIGN CS4 FOR DUMMIES

John Wiley & Sons InDesign is the preferred graphic design software, and InDesign CS4 is loaded with cool new desktop publishing features. InDesign CS4 For Dummies shows you how to use every one! Whether you're an experienced designer or just want to create a cool newsletter for the school soccer team, you'll benefit from Galen Gruman's guidance. This desktop publishing expert shows you how to navigate InDesign menus, dialog boxes, panels, and panes; streamline your work with templates; prepare your creations for printing or online publication, and more. Explore the new tools, work with the application frame, and set preferences for the way you work Learn to open and save documents and export content Get familiar with the Pages panel, apply Master Pages, and work with Layers Make the most of color with color libraries, multi-ink colors, spot versus process color, and gradients Create layout guidelines and use color swatches for consistency Streamline text formatting by using styles and treat text as a graphic element Design for the Web with hyperlinks, multimedia elements, and Flash files See how InDesign CS4 works seamlessly with other applications in the Adobe Creative Suite Discover why good design is part science and part art and learn to manipulate, organize, and align design objects Take advantage of tips for cropping and positioning graphics Prepare for printing or other output with enhanced preflighting tools InDesign CS4 For Dummies also offers great advice for designing pages that do their job perfectly. Start creating today!

DESIGNER'S GUIDE TO MAC OS X TIGER

Peachpit Press You held off on moving to Mac OS X until your bread-and-butter applications made the jump, and now you're thinking of moving up to Tiger. This book is especially geared toward designers who've become comfortable working under Mac OS X and are ready now to make the Tiger transition. Designer and prepress pro Jeff Gamet focuses on the Mac OS X Tiger features that matter most to illustrators, designers, and other graphic professionals. He explains not only how things work in Mac OS X Tiger, but how Tiger enables users to work efficiently and effectively. In chapters devoted to fonts, printing, PDF, color management, networking, the Mac's built-in design tools, and much more, readers will learn how to: * Solve the nitty-gritty issues designers confront daily * Improve production workflow and avoid common problems * Optimize, maintain, and secure your network, whether you work in a complex office environment or a small graphics studio

ACCESS 2007

THE MISSING MANUAL

"O'Reilly Media, Inc." A comprehensive guide to Access 2007 helps users become comfortable with the new user interface and tabbed toolbar, as well as learn how to design complete databases, maintain them, write queries, search for data, and build attractive forms for quick-and-

ADOBE CREATIVE SUITE 5 DESIGN PREMIUM ALL-IN-ONE FOR DUMMIES

John Wiley & Sons The perennial Adobe Creative Suite bestseller—fully updated for Adobe CS5 Featuring eight books in one, this All-in-One For Dummies guide covers the key features and tools that you need to know in order to understand how to use each individual program within the Adobe Creative Suite—InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Fireworks, and Flash—to its fullest potential. Within the nearly 1,000 pages, you'll find creative inspiration as well as tips and techniques to sharpen you productivity. Dedicates a minibook to each of the programs within the latest version of Adobe Creative Suite 5—InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Fireworks, Flash—as well as a minibook devoted to Creative Suite basics Serves as a one-stop learning opportunity for each product inside the Design Premium Suite Walks you through creating print and web-based marketing or advertising materials or other publications Adobe Creative Suite 5 Design Premium All-in-One For Dummies is a premium resource on all Adobe Creative Suite 5 can do for you.

BEGINNING HTML5 AND CSS3 FOR DUMMIES

John Wiley & Sons Your full-color, friendly guide to getting started with HTML5 and CSS3! HTML and CSS are essential tools for creating dynamic websites and help make your websites even more effective and unique. This friendly-but-straightforward guide gets you started with the basics of the latest versions of HTML and CSS: HTML5 and CSS3. Introducing you to the syntax and structure of the languages, this helpful guide shows you how to create and view a web page, explains ideal usage of HTML5 and CSS3, walks you through the CSS3 rules and style sheets, addresses common mistakes and explains how to fix them, and explores interesting HTML5 tools. Serves as an ideal introduction to HTML5 and CSS3 for beginners with little to no web development experience Details the capabilities of HTML5 and CSS3 and how to use both to create responsive, practical, and well-designed websites Helps you understand how HTML5 and CSS3 are the foundation upon which hundreds of millions of web pages are built Features full-color illustrations to enhance your learning process Beginning HTML5 and CSS3 For Dummies is the perfect first step for getting started with the fundamentals of web development and design.

ADOBE CREATIVE SUITE 6 DESIGN AND WEB PREMIUM ALL-IN-ONE FOR DUMMIES

John Wiley & Sons The must-have book on the leading suite of software for graphic and web designers Fully revised and updated this hands-on resource offers a one-stop learning opportunity through eight minibooks dedicated to each product inside Adobe's Design & Web Premium Suite. The minibooks include Adobe Creative Suite Basics, InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Flash, Fireworks. The book contains information on new image enhancements to After Effects, 64-bit versions of Illustrator and Flash Professional, and a new tool, dubbed Helium, that will enable designers to create content using HTML5 and CSS3. Offers the depth needed by novices and long-time professionals Covers the key features and tools users need to master individual programs to their fullest capacities Helps designers to be more creative and productive Filled with tips and techniques for using the 8 design programs This popular package gives designers a full review of the most popular design and development tools on the market.

MAC OS X LION

PEACHPIT LEARNING SERIES

Peachpit Press The latest update of Robin Williams bestselling guide will have you working miracles in no time with Mac OS X Lion. With this book, you can learn in your own way, whether it's working through the lessons from start to finish, jumping straight to step-by-step exercises about new features, or looking up just what you need to know at that moment. There are hundreds of exciting tools and hidden gems in your Mac. And with the gentle, yet expert, hand of Robin Williams guiding you along the way, you will learn to take full advantage of all that OS X Lion has to offer. If you are new to Mac OS X, you'll learn to use your Mac with help from a world-renowned teacher. From there, you can move on to customize it to suit the way you work. And if you've been using Mac OS X already, you'll learn to use all of the new features in OS X Lion including Multi-Touch Gestures, Launchpad, Mission Control, the App Store, Mail, and much more.

THE INTELLIGENT STUDENT

TIPS AND TECHNIQUES TO SCORE MORE MARKS IN EVERY EXAM

Notion Press After completing this book, you will be able to: • Pursue subject specific writing skills and techniques which will yield you the highest marks in the exams. • Memorize all the concepts in sequence and page by page by using simple and effective memory techniques. • Get amazing results by applying innovative revision techniques and different types of learning methods. • Self-study almost anything without anyone's help and cultivate self-confidence to learn almost anything. • Score extra marks without additional hard work. Just apply the smart tips given in the book. • Score more even if you have less time for preparation. • Become an all-rounder student, who can be a champion not only in studies but in all extra-curricular activities too. • Use unique intelligent score card technique, with the help of which one can find out the weaker part and step by step techniques to convert it into powerful grade-earning skills. Gift this book to your kids. It will help them remain focused in studies improve their learning skills which will ultimately lead to improvement in results. Every student (above ten years of age) on this planet should read this book. Once you read and apply the methods given in this book, you will not be an average student anymore.

WORD 2013 ABSOLUTE BEGINNER'S GUIDE

Pearson Education Make the most of Word2013 -- without becoming a technical expert! Word 2013 Absolute Beginner's Guide is the fastest way to get comfortable and productive with the newest version of Word, use its powerful new tools, and extend it to the web and the latest mobile devices. Whether you're new to Word or you're one of the millions who've used previous versions, this practical, approachable book will show you how to do exactly what you want, one incredibly clear and easy step at a time. World-renowned Word tutorial author Sherry Kinkoph Gunter reveals Word2013's power, helps you quickly master and customize its updated interface, and covers everything you need to know to create, edit, format, build, review, and share documents. You'll find easy, practical coverage of new Word features and techniques, including: * Using New Live Layout and alignment grids * Running Word from Windows RT/Windows 8 tablets and the web * Inserting Web pictures and video into documents * Editing PDF files * Saving documents to SkyDrive cloud storage * Using Word's simplified new markup tools * Taking advantage of Word's improved Reading Mode * And much more

PDF FORMS USING ADOBE ACROBAT AND LIVECYCLE DESIGNER BIBLE

John Wiley & Sons This comprehensive guide to creating fillable forms with the latest release of Adobe Acrobat is packed with real-world insights and techniques gained from daily use of Adobe Acrobat and Adobe LiveCycle Designer under business deadline situations. You'll get step-by-step instructions that show you how to easily create and implement interactive PDF forms using both Adobe Acrobat and Adobe LiveCycle Designer. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

EXCEL 2013: THE MISSING MANUAL

"O'Reilly Media, Inc." The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

PDF WITH ADOBE ACROBAT 5

Peachpit Press A guide covering both Windows and Macintosh explains how to create PDFs, customize navigation and formatting, and design interactive forms.

PHOTOSHOP ELEMENTS 11: THE MISSING MANUAL

"O'Reilly Media, Inc." Whether you're a photographer, scrapbooker, or aspiring graphic artist, Photoshop Elements is an ideal image-editing tool—once you know your way around. This bestselling book removes the guesswork. With candid, jargon-free advice and step-by-step guidance, you'll get the most out of Elements for everything from sharing and touching-up photos to fun print and online projects. The important stuff you need to know: Get to work right away. Import, organize, and make quick fixes with ease. Retouch any image. Repair and restore old and damaged photos. Add pizzazz. Use dozens of filters, layer styles, and special effects. Share photos. Create online albums, email-ready slideshows, and web-ready files. Find your artistic flair. Use tools to draw, paint, work with blend modes, and more. Use your words. Make text flow along a curved path or around an object or shape. Unleash your creativity. Design photo books, greeting cards, calendars, and collages. Make yourself comfortable. Customize Elements to fit your working style.

IWORK: THE MISSING MANUAL

"O'Reilly Media, Inc." Apple's iWork is more versatile than ever now that there are versions for Mac, iOS, and even iCloud. The only thing iWork doesn't include is its own how-to guide. That's where this friendly, jargon-free Missing Manual comes in. With complete instructions and helpful examples, you'll quickly learn how to create stunning documents, slideshows, and spreadsheets with iWork's Pages, Keynote, and Numbers. The important stuff you need to know: Create elegant files in minutes. Save tons of time by using iWork's collection of prebuilt templates and themes. Craft a variety of documents. Use Pages to design attractive newsletters, catalogs, brochures, flyers, and posters. Build eye-popping presentations. Turn Keynote's themes and easy-to-use cinematic effects into beautiful custom slideshows. Organize and clearly convey information. Jazz up your Numbers spreadsheets with charts, images, and videos. Always have your work on hand. Store your files in iCloud and have them sync automatically to your Mac and iOS devices. Work anywhere, any time. Use the web-based iWork for iCloud to create projects on any computer—even a PC. Versions covered: This edition covers Pages for Mac 5.1, Keynote for Mac 6.1, Numbers for Mac 3.1, version 2.1 of each iOS app, and iWork for iCloud.

PDF HACKS

100 INDUSTRIAL-STRENGTH TIPS & TOOLS

"O'Reilly Media, Inc." Shows readers how to create PDF documents that are far more powerful than simple representations of paper pages, helps them get around common PDF issues, and introduces them to tools that will allow them to manage content in PDF, navigating it and reusing it as necessary. Original. (Intermediate).

SOCIAL SECURITY, WHAT YOU NEED TO KNOW WHEN YOU GET SSI.

ADOBE CREATIVE SUITE 3 BIBLE

John Wiley & Sons This is one of the few books to cover integration and workflow in depth between Photoshop, Illustrator, InDesign, GoLive, Acrobat, and Version Cue. Graphic design firms, ad agencies, and publishing houses typically use a collection of programs to build their designs for print or the Web, and this book shows readers how to effectively manage that workflow among applications. Provides solutions for issues that working designers or design students face every day, including developing consistent color-managed workflows, moving files among the CS3 applications, preparing files for print or the Web, repurposing documents, using CS3 with Office documents, and more.

HOW TO GET GRANT MONEY IN THE HUMANITIES AND SOCIAL SCIENCES

Yale University Press A valuable and engaging guide to applying for—and getting—grants in the humanities and social sciences. Scholars in the humanities and social sciences need money to do research. This book shows them how to get it. In this accessible volume, Raphael Folsom shares proven strategies in a series of short, witty chapters. It features tips on how graduate students, postdocs, and young faculty members can present themselves and their work in the best possible light. The book covers the basics of the grant-writing process, including finding a mentor, organizing a writing

workshop, conceptualizing the project on a larger scale, and tailoring an application for specific submissions. The book includes interviews with nine of the most respected scholars in the country, each of whom has evaluated thousands of grant applications. The first authoritative book on the subject, Folsom's indispensable work will become a must-have resource for years to come.

OUTBURSTS OF A PROFESSIONAL LOWLIFE; THOUGHTS OF A SOBER BARFLY

iUniverse I observed no human face other than my own and corresponded with no one this Christmas.

EXCEL 2016 FOR DUMMIES

John Wiley & Sons Let your Excel skills sore to new heights with this bestselling guide Updated to reflect the latest changes to the Microsoft Office suite, this new edition of Excel For Dummies quickly and painlessly gets you up to speed on mastering the world's most widely used spreadsheet tool. Written by bestselling author Greg Harvey, it has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress-free. If the thought of looking at spreadsheet makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest installment of the software, Microsoft Excel 2016. In no time, you'll begin creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, and more. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like adding hyperlinks to worksheets, saving worksheets as web pages, adding worksheet data to an existing web page, and so much more. Save spreadsheets in the Cloud to work on them anywhere Use Excel 2016 on a desktop, laptop, or tablet Share spreadsheets via email, online meetings, and social media sites Analyze data with PivotTables If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you, this new edition of Excel 2016 For Dummies sets you up for success.

EXCEL 2007

THE MISSING MANUAL

"O'Reilly Media, Inc." Microsoft Excel continues to grow in power, sophistication, and capability, but one thing that has changed very little since the early '90s is its user interface. The once-simple toolbar has been packed with so many features over the years that few users know where to find them all. Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use. Unfortunately, Microsoft's documentation is as scant as ever, so even if users can find advanced features, they probably won't know what to do with them. Excel 2007: The Missing Manual covers the entire gamut of how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions. Like its siblings in the Missing Manual series, this book crackles with a fine sense of humor and refreshing objectivity about its subject, guiding readers through the new Excel with clear explanations, step-by-step instructions, lots of illustrations, and friendly, time-saving advice. It's a perfect primer for small businesses with no techie to turn to, as well as those who want to organize household and office information.

REAL WORLD ADOBE INDESIGN CS6

Peachpit Press A guide to the desktop publishing and page layout program covers manipulation of text and graphics, adding effects, applying color, and digital publishing.

TRASH

David Fickling Books In an unnamed Third World country, in the not-so-distant future, three "dumpsite boys" make a living picking through the mountains of garbage on the outskirts of a large city. One unlucky-lucky day, Raphael finds something very special and very mysterious. So mysterious that he decides to keep it, even when the city police offer a handsome reward for its return. That decision brings with it terrifying consequences, and soon the dumpsite boys must use all of their cunning and courage to stay ahead of their pursuers. It's up to Raphael, Gardo, and Rat—boys who have no education, no parents, no homes, and no money—to solve the mystery and right a terrible wrong. Andy Mulligan has written a powerful story about unthinkable poverty—and the kind of hope and determination that can transcend it. With twists and turns, unrelenting action, and deep, raw emotion, Trash is a heart-pounding, breath-holding novel.

PHOTOSHOP ELEMENTS 12: THE MISSING MANUAL

"O'Reilly Media, Inc." Whether you're a photographer, scrapbooker, or aspiring graphic artist, Photoshop Elements 12 is an ideal image-editing tool—once you know how to use it. This bestselling book removes the guesswork. With candid, jargon-free advice and step-by-step guidance, you'll get the most out of Elements for everything from sharing and touching-up photos to fun print and online projects. The important stuff you need to know: Get to work right away. Import, organize, edit, crop, and color-correct your photos with ease. Retouch any image. Repair and restore old and damaged photos. Add pizzazz. Dress up your photos with dozens of filters, layer styles, and special effects. Share photos. Create online albums, email-ready slideshows, and web-ready files. Use your words. Make greeting cards, calendars, and flyers by adding text to images. Unleash your creativity. Design photo books, scrapbooks, collages, and other projects. Find your artistic flair. Create digital artwork from scratch, using tools to draw, paint, and blend.

EXCEL 2007 FOR STARTERS

THE MISSING MANUAL

"O'Reilly Media, Inc." Provides information on using the spreadsheet software, covering such topics as creating a worksheet, data types, formatting worksheets, formulas, templates, and creating charts.

GREEN HOME COMPUTING FOR DUMMIES

John Wiley & Sons Make your computer a green machine and live greener at home and at work Get on board the green machine! Green home computing means making the right technology choice for the environment, whether it be a Windows-based or Mac-based computer and all the peripherals. In addition, it means learning how to properly and safely dispose of those items and how to use your computer to create a greener life at home and at work. Computer expert Woody Leonhard and green living guru Katherine Murray introduce you to the many green products that exist in the world of technology, including eco-friendly desktops, laptops, and servers; energy-efficient peripherals; and the numerous Web sites that offer advice on how to go green in nearly every aspect of your life. Bestselling author Woody Leonhard and green living guru Katherine Murray show you how to make your computer more eco-friendly Discusses buying a green computer and choosing eco-friendly peripherals Discover ways to manage your power with software and servers Provides helpful explanations that decipher how to understand your computer's power consumption With this invaluable insight, you'll discover that it actually is easy being green!

WINDOWS 10: THE MISSING MANUAL

"O'Reilly Media, Inc." With Windows 8, Microsoft completely reimagined the graphical user interface for its operating system, which now runs on both desktop PCs and tablets, but the overhaul was not without hitches and its dueling UIs (one designed for touch, the other for keyboards and mice) created significant confusion for users. Windows 10 (a free update to users of Windows 8 or Windows 7) fixes a number of the problems introduced by the revolution in Windows 8 and offers plenty of new features along, such as the new Spartan web browser, Cortana voice-activated "personal assistant," new universal apps (that run on tablet, phone, and computer), and more. But to really get the most out of the new operating system, you're going to need a guide. Thankfully, Windows 10: The Missing Manual will be there to help. Like its predecessors, this book from the founder of Yahoo Tech, previous New York Times columnist, bestselling author, and Missing Manuals creator David Pogue illuminates its subject with technical insight, plenty of wit, and hardnosed objectivity for beginners, veteran standalone PC users, new tablet owners, and those who know their way around a network.

REAL WORLD PRINT PRODUCTION WITH ADOBE CREATIVE CLOUD

INDUSTRIAL-STRENGTH PRODUCTION TECHNIQUES

Pearson Education Sharpen your print production skills with this definitive resource created specifically for design professionals who need to create files using the Adobe Creative Cloud, including InDesign, Photoshop, Illustrator, and Acrobat and output for printing. The previous edition was steady seller, helping designers who have no training in print get up and running quickly and not make expensive mistakes on their projects. Completely updated for CS6 and the CC, this book also helps designers with some print experience tackle more complex projects. The book covers all the Adobe Suite programs they need to know to produce successful projects, rather than buying 4 or 5 different books. This book is considered the complete resource for understanding the print cycle, how ink works on paper, managing fonts, using color spaces, handling images, and preparing files for print or electronic output. Print expert Claudia McCue shares her hands-on techniques to prepare files, edit photos and graphics, and prevent common problems without missing a deadline. This book is brimming with insightful advice, illustrations, and shortcuts that will have you quickly and professionally producing your work in no time. Covers: Acrobat XI, InDesign CC, Photoshop CC, and Illustrator CC for Macintosh and Windows

TOTAL SNOW LEOPARD (MACWORLD SUPERGUIDES)

Macworld Every time Apple releases a new operating system, we pull together the most essential, in-depth, and up-to-date information about the Mac OS and create a new book that gives our readers access to it all in one place. With Snow Leopard now out and rapidly gaining acceptance, it's time for us to release Total Snow Leopard. Following in the footsteps of our popular, everything-in-one-place guides to Mac OS X (Total OS X, Total Panther, Total Tiger, and Total Leopard), Total Snow Leopard is an information-packed 102-page book featuring just about everything you'll need to know about Snow Leopard—all features, great and small. We've taken the best of Macworld's coverage of Mac OS X and distilled it into this book, including contributions from such luminaries as Christopher Breen, Glenn Fleishman, Dan Frakes, Rob Griffiths, Joe Kissell, Ted Landau, Kirk McElhearn, Rich Mogull, Dan Moren, Jonathan Seff, Michael Scalisi, Derrick Story, Ben Waldie, and Sharon Zardetto. The book includes information to help you set up Snow Leopard smoothly and take advantage of its most important features. It'll also help you master the Web with Safari 4, get e-mail with Exchange, keep your Snow Leopard Mac secure, and increase productivity with text substitutions and the Services menu. We think this book is a great resource for everyone who uses Snow Leopard and hope you enjoy our Superguide. If you're looking for more help with OS X, iOS, and all things Apple, make sure to check out our other Superguides.

WHITE PAPERS FOR DUMMIES

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