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Ellen Finkelstein, Gurdy Leete

Windows 8.1: The Missing Manual David Pogue, 2013-11-26 Windows 8.1 continues the evolution of the most radical redesign in Microsoft's history. It combines the familiar Windows desktop with a new, touchscreen-friendly world of tiles and full-screen apps. Luckily, David Pogue is back to help you make sense of it?with humor, authority, and 500 illustrations. The important stuff you need to know: What's new in 8.1. The update to 8.1 offers new apps, a universal Search, the return of the Start menu, and several zillion other nips and tucks. New features. Storage Spaces, Windows To Go, File Histories?if Microsoft wrote it, this book covers it. Security. Protect your PC from viruses, spyware, spam, sick hard drives, and out-of-control kids. The network. HomeGroups, connecting from the road, mail, Web, music streaming among PCs?this book has your network covered. The software. Media Center, Photo Gallery, Internet Explorer, speech recognition?this one authoritative, witty guide makes it all crystal clear. It's the book that should have been in the box.

Flash CS4 For Dummies Ellen Finkelstein, Gurdy Leete, 2008-10-10 With Adobe Flash CS4 For Dummies as your guide, you can unleash your creativity and contribute to the "Flash"-iest showcase of dynamic content: the Web! You'll beecome acquainted with Flash CS4 and learn when to use this popular Web development tool. Plus, you'll discover what you can create, from animation to games to presentations. This full color edition gives you the opportunity to get acquainted with Flash CS4, discover all the possibilities, and become familiar with the new tools. You'll be able to create dynamic content, adapt the program's features to suit your development needs, publish your Flash files to the Web, and showcase your creativity and newly acquired skills. You'll discover how to create graphics, text, and layers, make animations, add sound and video, and optimize your files for download. Find out how to: Draw and edit images, create effects, and use layers Building layers, manipulate objects, and add buttons Animate figures and add interactive features Understand the basics of colors, frame rates, and graphics Incorporate video and sound files Publish your files to the Web Complete with lists of ten frequently asked questions about Flash, ten best resources for Flash, and samples of work from ten fabulous Flash designers, Adobe Flash CS4For Dummies is your one-stop quide designing dynamic and interactive content.

Mac OS X Snow Leopard: The Missing Manual David Pogue, 2009-10-08 For a company that promised to put a pause on new features, Apple sure has been busy-there's barely a feature left untouched in Mac OS X 10.6 Snow Leopard. There's more speed, more polish, more refinement-but still no manual. Fortunately, David Pogue is back, with the humor and expertise that have made this the #1 bestselling Mac book for eight years straight. You get all the answers with jargon-free introductions to: Big-ticket changes. A 64-bit overhaul. Faster everything. A rewritten Finder. Microsoft Exchange compatibility. All-new QuickTime Player. If Apple wrote it, this book covers it. Snow Leopard Spots. This book demystifies the hundreds of smaller enhancements, too, in all 50 programs that come with the Mac: Safari, Mail, iChat, Preview, Time Machine. Shortcuts. This must be the tippiest, trickiest Mac book ever written. Undocumented surprises await on every page. Power usage. Security, networking, build-your-own Services, file sharing with Windows, even Mac OS X's Unix chassis-this one witty, expert guide makes it all crystal clear.

QuickBooks Pro 2020 for Lawyers Training Manual Classroom in a Book TeachUcomp, 2019-10-27 Complete classroom training manuals for QuickBooks Pro 2020 for Lawyers. Full classroom manual in one book. 344 pages and 212 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create and effectively manage a legal company file as well as use OuickBooks for trust accounting. In addition, you'll receive our complete QuickBooks curriculum. Topics Covered: The QuickBooks Environment 1. The Home Page and Insights Tabs 2. The Centers 3. The Menu Bar and Keyboard Shortcuts 4. The Open Window List 5. The Icon Bar 6. Customizing the Icon Bar 7. The Chart of Accounts 8. Accounting Methods 9. Financial Reports Creating a QuickBooks Company File 1. Using Express Start 2. Using the EasyStep Interview 3. Returning to the Easy Step Interview 4. Creating a Local Backup Copy 5. Restoring a Company File from a Local Backup Copy 6. Setting Up Users 7. 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QuickBooks Desktop Pro 2023 Training Manual Classroom in a Book TeachUcomp, 2023-02-09 Complete classroom training manual for QuickBooks Desktop Pro 2023. 315 pages and 194 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to set up a QuickBooks company file, pay employees and vendors, create custom reports, reconcile your accounts, use estimating, time tracking and much more. Topics Covered: The QuickBooks Environment 1. The Home Page and Insights Tabs 2. The Centers 3. The Menu Bar and Keyboard Shortcuts 4. The Open Window List 5. The Icon Bar 6. Customizing the Icon Bar 7. The Chart of Accounts 8. Accounting Methods 9. Financial Reports Creating a QuickBooks Company File 1. Using Express Start 2. Using the EasyStep Interview 3. Returning to the Easy Step Interview 4. Creating a Local Backup Copy 5. Restoring a Company File from a Local Backup Copy 6. Setting Up Users 7. Single and Multiple User Modes 8. Closing Company Files 9. 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Adventures in Social Research Earl R. Babbie, 2011 Click on the Supplements tab above for further details on the different versions of SPSS programs.

BlackBerry Bold Made Simple Gary Mazo, Martin Trautschold, 2011-02-03 You've chosen well—with elegant design, a high-res display, and a speedy processor, the Bold is a top-notch device. Now learn how to take advantage of all the features with this easy-to-read guide from two of the best BlackBerry trainers in the business. BlackBerry Bold Made Simple teaches you how to get the most out of your BlackBerry Bold. You'll explore all the features and uncover time-saving techniques—from emailing and scheduling to video recording and expanding memory—all through easy-to-read instructions and detailed visuals. Written by two successful BlackBerry trainers and authors, this is simply the most comprehensive and clear guidebook to the BlackBerry Bold available.

Interactive InDesign CS5 Mira Rubin,2013-10-28 Print designers make the transition to multimedia by mastering the interactive capabilities of InDesign with this tutorial-based guide to the new CS5 toolset that integrates with the Adobe Flash platform.

Flash Professional CS5 and Flash Catalyst CS5 For Dummies Ellen Finkelstein, Gurdy Leete, Mary Leete, 2010-04-06 A full-color guide for getting rewarding results with Flash CS5! Flash is used in the creation of web animation, games, media rich websites, presentations, and more. Adobe's Flash CS5 product has been divided into three separate products custom-tailored for different audiences, and this book covers the Professional product; the traditional animation/media serving tool; and Catalyst, the web/interface design tool. This book provides a fun and friendly full-color guide to Flash and all it can do to add some flair to your site. Walks you through both Professional and Catalyst as well as the traditional Flash animation tool Offers guidance for getting acquainted with the interface; creating images, objects, text, and layers for animation; and working with symbols and buttons Introduces using Flash for online publishing and mobile designs Addresses how to turn existing images into interactive sites or interfaces with Catalyst Offers helpful tips on troubleshooting and best practices for creating interactive websites Using the knowledge you gain from Flash CS5 Professional & Flash CS5 Catalyst For Dummies, you'll quickly prove that you are not a flash in the pan!

Up and Running with AutoCAD 2013 Elliot Gindis, 2012-12-31 Up and Running with AutoCAD 2013 by Elliot Gindis is an easy-to-learn introduction to AutoCAD featuring step-by-step instructions that explain both the why and the how for using this industry standard software package. The book strips away complexities, both real and perceived, and reduces AutoCAD to easy-to-understand basic concepts. All concepts are explained first in theory, and then shown in practice, helping the reader understand what it is they are doing and why, before they do it. The book is divided into three parts, guiding students through the subject matter from the beginning stages of using the software through advanced AutoCAD, including 3D features. Chapters deal with topics such as: layers, colors, linetypes, and properties; text, Mtext, editing, and style; blocks, Wblocks, dynamic blocks, groups, and purge; importing and exporting data; Boolean operations; Dview, walk and fly, animation, and action recording; and lighting and rendering. Also included is an extensive Appendix for each part, detailing additional useful CAD-related information not often found in other text books. In addition, the book contains supporting graphics (screen shots); a summary with a self-test section at the end of each chapter; drawing examples and exercises; and two running projects that the student works on as he/she progresses through the chapters. This book will appeal to beginner through advanced users of AutoCAD; architectural engineers, drafting, civil/construction engineers, and mechanical engineers; and students taking drafting/engineering drawing courses in engineering and engineering technology programs. Strips away complexities, both real and perceived and reduces AutoCAD to easy-to-understand basic concepts Teaches only what is essential to operating AutoCAD first, thereby immediately building student confidence All basic commands are documented step-by-step, meaning that what the student needs to type in and how AutoCAD responds is all spelled out

Windows Vista Secrets Paul Thurrott, 2008-10-03 Follows the highly successful first edition with over 25% more content, including extensive coverage of the latest update, Service Pack 1 Addresses a huge market of consumers eager to learn about hidden gems and secrets in Vista and SP1 Covers features that are not disclosed in Microsoft's books or help files A highly connected and qualified author has gathered information from an extensive network of Windows beta testers and thousands of readers, as well as conducted his own experiments on the new OS New chapters cover personalizing and configuring Vista, networking, Zune, Vista and ultra-mobile PCs, Windows Home Server, and many more new topics

Logic Pro X For Dummies Graham English, 2014-07-22 Crank your sound up to X with Apple's premier recording software and Logic Pro X For Dummies! Apple's Logic Pro X levels the playing field, making high-quality studio recordings accessible for any musician. It's a professional-level tool with a user-friendly interface and loads of new features to keep you more organized so you can focus on creating rather than computing. Record live audio and MIDI tracks and edit faster with the new Mixer. Create your own drum kit, or work with the native virtual session drummer. Add flavor to your sound with new Pedalboard stompboxes, and fine-tune it all with Flex Pitch. You'll let loose with Logic Pro X and let your creativity flow with help from For Dummies. Written by veteran music and audio professional Graham English, Logic Pro X For Dummies jumps right in to using Apple's high-end recording software so you can focus on doing what you do best—making music. From navigating the user interface to working with real and virtual instruments, recording tracks, editing audio, adding plug-ins, and everything in between, you'll learn how to turn your musical inspiration into a fully-engineered and mastered demo. Shows you how to create a project, record live audio and MIDI tracks, import video, and mix songs like a pro Covers editing audio and adding effects and plug-ins to achieve your ideal sound Walks you through the entire audio engineering process from mix-down to mastering and exporting your final cut Includes information on how to use iPad and its touch interface to create amazing sound If you're serious about your sound, Logic Pro X For Dummies is your ultimate guide to achieving the quality you've been dreaming of and turning the volume up on all your musical endeavors.

Windows 7 Bible Jim Boyce, 2011-01-31 This comprehensive reference by a Microsoft expert covers all aspects of the new Windows release The much-anticipated release of Windows 7 will have numerous changes, and you'll need a complete guide to take full advantage of all it has to offer. Windows 7 Bible covers navigation changes such as pinning to the task bar, full screen preview with invisible windows, Jump Lists, Home Group, Sticky Notes, and many others. It shows you how to use Internet Explorer 8, including features like Web Slices and Network view changes, and guides you through all the new desktop features. This reference thoroughly examines all three parts of the new platform: Windows 7 Core OS, the Windows Live applications, and Windows Live Services. Windows 7 Bible shows you everything you need to know to make the most of Microsoft's new operating system. Covers Windows Live Essentials, including Windows Live Family Safety, Mail, Messenger, Movie Maker, Photo Gallery, Toolbar, Writer, and Microsoft Office Outlook Connector Shows how to use Windows Live Services, including Hotmail and Spaces Explores new features including Desktop Gadgets Gallery, Desktop Windows manager, updated Fax and DVD Maker, an updated Devices and Printers option, and Sticky Notes Explains new features in the Calculator, ribbon features in applets such as Paint and WordPad, the new Media Center, and searching updates Fully covers the first complete overhaul of applets in a decade With Windows 7 Bible at your side, you can learn as much or as little as you need to know for the way you use Windows.

The Aubin Academy Master Series: AutoCAD MEP 2012 Paul Aubin,MR Darryl McClelland Leed/A,Darryl McClelland,MR Martin Schmid Pe,Martin Schmid,Gregg Stanley,2011-07 The Aubin Academy Master Series: AutoCAD MEP is a concise manual focused squarely on the rationale and practicality of the AutoCAD MEP process. The book emphasizes the process of creating projects in MEP rather than a series of independent commands and tools. The goal of each lesson is to help the reader complete their projects successfully. Tools are introduced together in a focused process with a strong emphasis on why as well as how. The text and exercises seek to give the reader a clear sense of the value of the tools, and a clear indication of each tool's potential. The Aubin Academy Master Series: AutoCAD MEP is a resource designed to shorten your learning curve, raise your comfort level, and, most importantly, give you real-life tested practical advice on the usage of the software to create mechanical, electrical, and plumbing designs, and calculations. Empowered with the information within this book, the reader will have insight into how to use AutoCAD MEP to create construction documents that are reflective of their standards and expectations.

Peter Norton's Complete Guide to Windows XP Peter Norton, John Paul Mueller, 1997-10-28 Peter Norton's Complete Guide to Microsoft Windows XP is a comprehensive, user-friendly guide written in the highly acclaimed Norton style. This unique approach teaches the features of Windows XP with clear explanations of the many new technologies designed to improve your system performance. The book demonstrates all of the newest features available for increasing your OS performance. You will find Peter's Principles, communications, networking, printing, performance, troubleshooting, and compatibility tips throughout the book. Whether you're just starting out or have years of experience, Peter Norton's Guide to Microsoft Windows XP has the answers, explanations, and examples you need.

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