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With 100% of what you need to know about Adobe Acrobat and PDF, this critically acclaimed, authoritative reference has now been completely updated and enhanced to cover the powerful new release of Adobe Acrobat.

"An engaging resource written for anyone interested in learning how to save their personal digital information. The digital era has reshaped the nature, scope, and use of personal information. This book analyzes the concepts associated with preserving and managing personal digital information"--

"HELP! My Students Can't Write!" Why You Need a Writing Revolution in Your Classroom and How to Lead It. The Writing Revolution (TWR) provides a clear method of instruction that you can use no matter what subject or grade level you teach. The model, also known as The Hochman Method, has demonstrated, over and over, that it can turn weak writers into strong communicators by focusing on specific techniques that match their needs and by providing them with targeted feedback. Insurmountable as the challenges faced by many students may seem, TWR can make a dramatic difference. And the method does more than improve writing skills. It also helps: Boost reading comprehension Improve organizational and study skills Enhance speaking abilities Develop analytical capabilities TWR is as much a method of teaching content as it is a method of teaching writing. There's no separate writing block and no separate writing curriculum. Instead, teachers of all subjects adapt the TWR strategies and activities to their current curriculum and weave them into their content instruction. But perhaps what's most revolutionary about the TWR method is that it takes the mystery out of learning to write well. It breaks the writing process down into manageable chunks and then has students practice the chunks they need, repeatedly, while also learning content.

Completely updated to cover Apple's "Tiger" operating system, this visual, task-based reference includes step-by-step explanations of Tiger's new Spotlight feature, which helps readers find anything on their Mac instantly, video iChat AV, enhanced Mac capabilities, and Tiger's ultra-useful desktop applications (known as "Dashboard widgets"). Veteran author Langer uses plenty of visual aids and clear, concise instructions.

Effective Communication with Data Visualization and Design

Acrobat PDF Bible

Word 2007

Droid X2

Processing and Management

SharePoint Office Pocket Guide

Anyone who's ever had to edit or proofread his or her own work knows how difficult and time-consuming it can be. You read and re-read your document, but errors still manage to slip by. Then, once it's too late to make changes to your document, the same errors have a maddening way of becoming glaringly obvious. And nothing is more frustrating than having an important business letter, memo, or resume sabotaged by an embarrassing error. Error-Free Writing gives you a simple, proven four-step writing and editing method that will help you produce error-free documents virtually every time. It also makes the writing process itself easier, while greatly reducing the deadline-related stress many business professionals experience when writing.

Teaching writing across the curriculum with online tools

This comprehensive guide will prepare candidates for the test in all 50 states. It includes four complete practice exams, a real estate refresher course and complete math review, as well as a real estate terms glossary with over 900 terms, and expert test-prep tips.

Amazon's Kindle Fire HD combines the most popular e-reader and tablet features in one sleek package, and with this entertaining guide, you'll master everything the Fire has to offer. With loads of illustrations, step-by-step instructions, and savvy tips, you'll learn how to manage your media library in the cloud, find the coolest apps, and make the most of your Kindle Fire experience—no matter which model you choose. The important stuff you need to know: Read all about it. Find ebooks and newspapers in the Kindle Store, and add your own books and magazines. Use great new features. Discover Amazon's X-Ray service, and parental controls for individual users. Take in a show. Watch movies and TV series, and display your photos and videos. Go online. Browse the Web and manage email with Wi-Fi and 4D LTE. Fill up your jukebox. Listen to your favorite music from Amazon and iTunes. Load up on apps. Get popular games, guides, and references with Amazon's Apps for Android. Get to work. Read PDFs, Word files, Excel spreadsheets, and other docs.

Git Pocket Guide

Document Drafting Handbook

Adobe Acrobat 8 PDF Bible

The Technology Toolbelt for Teaching

Cool Infographics

Document Collaboration in Action

The Markdown markup language is one of the most popular plain-text formatting languages available. Now you can learn the Markdown syntax with the book that's been called "the best Markdown reference." Designed for both novices and experts, The Markdown Guide is a comprehensive reference manual that has everything you need to get started and master the Markdown syntax.

Let Freedom Ring presents a two-decade sweep of essays, analyses, histories, interviews, resolutions, People's Tribunal verdicts, and poems by and about the scores of U.S. political prisoners and the campaigns to safeguard their rights and secure their freedom. In addition to an extensive section on the campaign to free death-row journalist Mumia Abu-Jamal, represented here are the radical movements that have most challenged the U.S. empire from within: Black Panthers and other Black liberation fighters, Puerto Rican independentistas, Indigenous sovereignty activists, white anti-imperialists, environmental and animal rights militants, Arab and Muslim activists, Iraq war resisters, and others. Contributors in and out of prison detail the repressive methods—from long-term isolation to sensory deprivation to politically inspired parole denial—used to attack these freedom fighters, some still caged after 30+ years. This invaluable resource guide offers inspiring stories of the creative, and sometimes winning, strategies to bring them home. Contributors include: Mumia Abu-Jamal, Dan Berger, Dhoruba Bin-Wahad, Bob Lederer, Terry Bisson, Laura Whitehorn, Safiya Bukhari, The San Francisco 8, Angela Davis, Bo Brown, Bill Dunne, Jalil Muntaqim, Susie Day, Luis Nieves Falcón, Ninotchka Rosca, Meg Starr, Assata Shakur, Jill Soffiyah Elijah, Jan Susler, Chrystos, Jose Lopez, Leonard Peltier, Marilyn Buck, Oscar López Rivera, Sundiata Acoli, Ramona Africa, Linda Thurston, Desmond Tutu, Mairead Corrigan Maguire and many more.

This volume is aimed both at more experienced editors, who may wish to skip over the advice offered in the introduction, as well as at those who are new to the craft and want to know how to begin work on publishing historical documents of interest to them.

Edit and enhance your PDFs easily with PDFpen 13! Version 3.0, updated May 3, 2021 This book tells you how create, edit, and enhance PDF documents on your Mac with PDFpen 13 and PDFpenPro 13, and on the go with PDFpen for iPad & iPhone.n These days, an ever-increasing amount of "paper"—contracts, tax forms, bills, reports, and more—comes into our lives as PDF files. We generate this virtual paper too, since it's so much easier to save a document as a PDF and send it to a colleague via email than it is to print and send via fax or email. To read, edit, and manipulate all these PDFs, you need the appropriate tools and skills. Given the high price of Adobe Acrobat DC Pro, many Mac users have turned to Smile's affordable PDFpen apps to help them sign PDF forms, handle scanned documents, make changes in existing PDFs, create new PDFs from a variety of sources, and to export PDFs to other file formats (including Word and Excel). With Take Control of PDFpen, you'll learn how to do all these tasks and more on your Mac with PDFpen or PDFpenPro or on the go with PDFpen for iPad & iPhone. If you haven't used PDFpen before, this free book is an excellent way to find out what it has to offer.

TidBITS members can save 20% on all Smile products purchased through the Smile cart, including PDFpen 13 and PDFpenPro 13. To learn more, visit the Membership Benefits page. To access the coupon code, make sure you've logged in and click through from the Your Member Benefits page. Take Control of PDFpen begins with a guide to purchasing options: PDFpen versus PDFpenPro, from Smile versus the Mac App Store, and the advantages of the iOS/iPadOS version. Next, you'll meet PDFpen with an overview of the PDF format and a tour of the interface. With the basics out of the way, highlights of what you'll learn to do include: • Add and remove pages, and combine pages from multiple files into one PDF. • Mark up a PDF with highlights, comments, editing marks, and more. • Compare two different parts of a PDF with the Split View. • Edit a PDF by fixing typos, adding text, formatting text, and redacting confidential text. • Scan a document into a PDF, and make the text editable with OCR—with single or multiple documents. • Add photos or scans to a PDF quickly with Continuity Camera and an iOS/iPadOS device. • View and work with OCRed text in the OCR layer (PDFpenPro only) • Add clickable links, headers, footers, page numbers, and images. • Annotate a document with lines, shapes, text, and callouts. • Make a clickable table of contents (PDFpenPro only). • Add a watermark to each page of a PDF. • Password-protect a PDF. And (PDFpenPro only), prevent others from printing or editing a PDF. • Turn a PDF into a formatted Microsoft Word document, or (PDFpenPro only) export it in Excel or PowerPoint format. • Reduce the size of your PDFs. • Create blank PDFs with stationery. • Add a digital signature with DocuSign (PDFpenPro only). And, you'll find directions for working with PDF forms: • Fill out forms with ease. • Add a handwritten signature. • Apply a digital signing certificate. • Print just form entries on a pre-printed form. • Create an interactive PDF form (PDFpenPro only) that can collect data and send it to you via email or the web. You can add an interactive signature field, which makes it easy for the form to be signed online. An appendix describes the useful AppleScripts that ship with PDFpen. This ebook was created in collaboration with Smile, with PDFpen's developers tech editing the book.

Appity Slap

Great TED Talks: Creativity

Large Scale and Big Data

Successful Writing at Work

Adobe Acrobat 5 PDF Bible

Droid X

Make information memorable with creative visual design techniques Research shows that visual information is more quickly and easily understood, and much more likely to be remembered. This innovative book presents the design process and the best software tools for creating infographics that communicate. Including a special section on how to construct the increasingly popular infographic resume, the book offers graphic designers, marketers, and business professionals vital information on the most effective ways to present data. Explains why infographics and data visualizations work Shares the tools and techniques for creating great infographics Covers online infographics used for marketing, including social media and search engine optimization (SEO) Shows how to market your skills with a visual, infographic resume Explores the many internal business uses of infographics, including board meeting presentations, annual reports, consumer research statistics, marketing strategies, business plans, and visual explanations of products and services to your customers With Cool Infographics, you'll learn to create infographics to successfully reach your target audience and tell clear stories with your data.

Since its first appearance in 1960, Documents of the Baptismal Liturgy has been praised and used by scholars in understanding how the rite of baptism was celebrated through the centuries. This new edition retains the sources previously included and adds Eastern Christian texts from the great East Syrian Church Fathers, as well as selections from The Rite of the Assyrian Church of the East, the Syrian Orthodox Church, and the Maronite Rite. Additional Western texts include the famous Pentecost Homily attributed to Faustus of Riez, Letter 26 to Januarius from Pope Gregory I, and the Rite of Confirmation from the Pontifical of William Durandus. Instead of placing local councils together in one section, individual councils are now placed in their respective geographic locals. Bibliographical lists in a variety of languages have been added for each document studied or for each locale; and translations have often been replaced with more recent versions. The glossary and the introductions to each document make it accessible to the general, as well as the specialist, reader. Chapters are The Ante-Nicene Church, "Syria, Syro-Palestine, Antiochia, - "The Rite of the Assyrian Church of the East, - "The Armenian Rite, - "The Syriac-Maronite Rite, - "The Byzantine Rite, - "Egypt, - "Africa, - "Spain, - "Milan, - "Rome, - "Galican Documents, - and "The Sarum Rite. - E. C. Whitaker served as a parish priest and Canon Emeritus of Calisle Cathedral, England. Maxwell E. Johnson, Ph.D., is a minister in the Evangelical Lutheran Church in America and is professor of liturgy in the department of theology at the University of Notre Dame. "

How can your library—and your patrons—benefit from mobile apps? This guidebook offers a solid foundation in "app-literacy," supplying librarians with the knowledge to review and recommend apps, offer workshops, and become the app expert for their communities. • Describes the most important, high-quality mobile apps in specific topic areas of interest to librarians • Provides examples of how these apps are useful for education, creativity, and productivity for all types of users, including those with special needs • Supplies a detailed checklist of what information to include when reviewing apps • Includes an extensive resource guide to books, blogs, websites, courses, and other sources for keeping up with mobile apps • Provides notes on app functionality, features, price, and developer as well as any pertinent limitations

Compelling quotes on living, working, and playing creatively, from 100 prominent TED Conference speakers. The TED talks have become legendary for bringing the wisdom and experience of thought leaders to a worldwide audience. In 2006, they became accessible online, and have since been viewed more than a billion times. Great TED Talks: Creativity highlights the words of 100 TED Conference speakers and discusses how their ideas can be applied to your own life. Whether you're a full-time artist or someone who wants to boost their creative skills and creative thinking in areas from cooking to corporate leadership, the advice in this book will help you visualize and achieve your goals. Included in each section are URLs directing you to the TED website so you can watch the original videos in their entirety.

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Why and How for Liberal Arts Teaching and Learning

Documents of the Baptismal Liturgy

Apps for Librarians: Using the Best Mobile Technology to Educate, Create, and Engage

A Working Introduction

A Collection of Documents from the Movements to Free U.S. Political Prisoners

The integration of recent technological advances into modern business processes has allowed for greater efficiency and productivity. However, while such improvements are immensely beneficial, the modeling and coordination of these activities offers a unique set of challenges. Enterprise Systems for Maximizing Business Performance is a pivotal reference source for the latest scholarly research on the modeling and application of automated business systems. Featuring extensive coverage on a variety of topics relating to the design, implementation, and use of business systems, this book is an essential reference source for information system practitioners, business managers, and advanced-level students seeking the latest research on achievements in this field. This publication features timely, research-based chapters within the context of business systems, including: enterprise security, mobile technology, and techniques for the development of system models.

Enter a bright new world of entertainment with Amazon's red hot tablet. This guide lights the way with lots of illustrations and step-by-step instructions for browsing the Web, emailing, playing games, and viewing books, movies, and magazines in blazing color. Learn how to manage your media library in the cloud—and where to find the coolest apps. Note: This first edition of Kindle Fire: The Missing Manual covers only the original Kindle Fire sold between November, 2011 and September, 2012. For later models, please see Kindle Fire: The Missing Manual, 2nd edition. To know: Read all about it. Find, load, and read a variety of ebooks, magazines, and newspapers. Go online. Browse the Web and manage email with a secure Wi-Fi connection. Put on a show. Watch movies and TV series, and showcase your photos and videos. Fill up your jukebox. Listen to your favorite music from Amazon and iTunes. Load up on apps. Get popular games, guides, references, and more with Amazon's Apps for Android. Take your briefcase. Read PDFs, Word files, Excel spreadsheets, and other docs.

Editing Historical DocumentsA Handbook of PracticeRowman Altamira

Packed with real-world examples, SUCCESSFUL WRITING AT WORK: CONCISE, 4e delivers a practical yet succinct introduction to effective workplace writing for a variety of communication tasks. Based on the market-leading SUCCESSFUL WRITING AT WORK, 10e, the CONCISE edition focuses on the most essential skills for effective workplace communication. The text begins with writing basics, emphasizing the characteristics of effective writing, the writing process, ethics, and the importance of audience. It covers basic business correspondence, walks students through formal business situations, and features a step-by-step chapter on getting a job. More advanced chapters focus on document design and visuals, writing instructions and procedures, writing reports, proposals, and making business presentations. The Fourth Edition emphasizes ethical communication as it integrates guidelines for greening the workplace. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Web Writing

Let Freedom Ring

Droid 2

Editing Historical Documents

Kindle Fire HD: The Missing Manual

An introduction to the Droid 2 explains how to get the most out of the device, with a hands-on approach to learning its functions and applications, a review of its features, customization tips and tricks, and instructions to help users master the Droid 2.

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).

"THE WOMAN WHO'LL MAKE YOU RICHER! SHE'S WRITTEN A BOOK GUARANTEED TO SAVE YOU A FORTUNE" MAIL ON SUNDAY How much can you save with this book? Packed with fun and easy tips, hacks, crafts and recipes to make life easier and more affordable, this book will help you save money and make money daily. Discover all the simple things you can do to save money - from the power of a thank you note to selling your empty toilet rolls! Find out how to shop, where to shop and when to shop! All the costly moments of everyday life are included too, including birthdays, weddings, Christmas and Easter. Holly includes four seasons of crafts for all ages, including beautiful wrapping ideas and gifts that cost pennies to make. Holly has included her favourite hacks from the Extreme Couponing and Bargains UK community too, who inspired her to write this book. And has asked all her money-saving expert friends to contribute tips too. A book to make life a bit easier every day.

Whether you have an iPad, an Android tablet, or a smartphone (or all three), Mobile Genealogy will help you put them to work for your genealogy research. Mobile Genealogy picks up where genealogy and tech guru Lisa Louise Cooke's book Turn Your iPad into a Genealogy Powerhouse left off, and then leaves it in the dust! Mobile Genealogy: Covers tablets, smartphones, Android, and iOS! Expands into more apps, in more depth. Provides the latest cutting-edge strategies for mobile genealogy and family history. Is loaded with more tips and tricks that make your mobile device a genealogy and family history powerhouse!

Take Control of PDFpen, 3rd Edition

MAC OS X 10.4 Tiger

The Markdown Guide

The Missing Manual

A Handbook of Practice

PDF Hacks

An introduction to the Droid X explains how to get the most out of the device, with a hands-on approach to learning the Droid X functions and applications, a review of its features, customization tips and tricks, and instructions to help users master the Droid X.

Among its many amazing applications, Google now has web-based alternatives to many of the applications in Microsoft Office. This comprehensive and easy-to-follow new book enables you to explore Google's new office applications in detail. Once you do, you'll be in good company -- more than 100,000 small businesses and some corporations are already looking to take advantage of these free Google offerings. Google Apps: The Missing Manual teaches you how to use three relatively new applications from Google: "Docs and Spreadsheets", which provide many of the same core tools that you find in Word and Excel; and Google Calendar and Gmail, the applications that offer an alternative to Outlook. This book demonstrates how these applications together can ease your ability to collaborate with others, and allow you access to your documents, mail and appointments from any computer at any location. Of course, as remarkable as these applications are, Google's office suite is definitely a work-in-progress. Navigating what you can and can't do and -- more importantly -- understanding how to do it isn't always easy. And good luck finding enough help online. Google Apps: The Missing Manual is the one book you need to get the most out of this increasingly useful part of the Google empire. This book: Explains how to create, save and share each of Google's web-based office applications Offers separate sections for Docs and Spreadsheets, Google Calendar, and Gmail Demonstrates how to use these applications in conjunction with one another Gives you crystal-clear and jargon-free explanations that will satisfy users of all technical levels Many of you already use Gmail, but do you know its full potential? Do you know how you can increase its power by using Gmail with Doc and Spreadsheets and Google Calendar? You'll find out with Google Apps: The Missing Manual. You'll also come to understand why large corporations such as General Electric and Proctor & Gamble are taking a long, hard look at these applications.

Instructors are under pressure to integrate technology into their traditional or online instruction, but often they aren't sure what to do or why they should do it. The Technology Toolbelt for Teaching offers instructors a down-to-earth guide to common technologies, explains the pedagogical purposes they serve, and shows how they can be used effectively in online or face-to-face classrooms. Designed to be easy to use, the book includes a decision-making matrix for each technology tool: a series of questions that teachers can use to decide whether these tools support their teaching goals. This comprehensive resource contains an array of useful tools that address problems of organization such as a time management calendar, aids for scheduling meetings, and mind-mapping or graphic organizers. The authors also include a variety of online tools for communication and collaboration, and tools to present content, help establish presence, and assess learning. Praise for The Technology Toolbelt for Teaching "Feeling overwhelmed and even afraid of integrating technology into your course? Fear no more! Susan Manning and Kevin Johnson have provided the ultimate guide that explains not only the various technology tools that can support faculty work and enhance coursework but also provides sound advice to help faculty choose the right tool for the job. This is a must-read for all faculty regardless of their experience with technology."—Rena M. Palloff and Keith Pratt, managing partners, Crossroads Consulting Group, and authors, Building Online Learning Communities and Collaborating Online "The Technology Toolbelt for Teaching delivers exactly what it promises: a concrete overview of a wide variety of tools, complete with examples specific to practitioners in both K-12 and higher education. Authors Susan Manning and Kevin Johnson provide practical applications rather than philosophy, and solutions rather than platitudes. This is a must for any teacher working with—or wanting to start working with—technology."—Jane Bozarth, author, Social Media for Trainers; eLearning coordinator, State of North Carolina "Creating compelling learning experiences for students is fraught with decision points. Add one or more technology options to the equation, and the number of directions to take learners seems to grow limitlessly, and can either paralyze the instructional design process or cause us to take on too much. Enter The Technology Toolbelt for Teaching. Manning and Johnson's handy guide – and the decision-making matrix that frames each of the tools it demystifies – is an essential resource for choosing paths wisely."—Jonathan Finkelstein, author, Learning in Real Time; founder and executive producer, LearningTimes Includes 50+ fresh and useful technology tools for teaching A decision matrix for choosing and using the right tools Examples for using each tool in higher education and K-12

Who needs expensive, old-fashioned office software? Now, you can do everything online, free, with Google Docs! Experts Steve and Nancy Holzner offer simple, step-by-step instructions and great insider tips for making the most of Google's powerful online word processing, spreadsheet, and presentation tools. You'll get started fast... learn how to create and format professional-quality documents of all kinds... collaborate with colleagues to build better proposals and presentations... use advanced tools like revision history, templates, and charts... discover Google Docs' latest features and shortcuts... and a whole lot more! No matter what kind of documents you create, this book can help you do the job better, faster, and more efficiently... and you'll never pay for office software again! You'll Learn How To • Get your free Google account and set up iGoogle for instant access to your documents • Upload and use the documents you've already created with Microsoft Office • Use Google Spreadsheet to create charts to display spreadsheet data • Master Google Docs' easy, powerful document-editing and formatting tools • Insert images into your documents and presentations • Share documents securely with your colleagues • Back up your documents offline and edit them when you don't have an Internet connection Steven Holzner, former contributing editor at PC Magazine, is author of 108 computer books that have sold more than 2.5 million copies. His most recent Pearson book is Facebook Marketing. Nancy Holzner writes and edits technology books from her home in central New York state. Her recent publications include books on Intuit QuickBase and Zoho. Nancy has also worked as a medievalist, a high school teacher, and a corporate trainer.

CATEGORY: Productivity Suites COVERS: Google Docs USER LEVEL: Beginning-Intermediate

MIT's Technology Review

Kindle Fire

Simple savings hacks for a happy life

Saving Your Digital Past, Present, and Future

A Lifetime Guide to Flawless Business Writing

A Step-by-step Guide

SUCCESSFUL WRITING AT WORK, 11th Edition, features an abundance of real-world examples and problems, an accessible writing style, and detailed guidelines for planning, drafting, revising, editing, formatting, and producing professional documents and graphics in the global workplace. Students are presented with topics in four logically sequenced sections, beginning with a discussion of the writing process and collaboration, followed by material on basic business communications (including e-communications and social media), letters, and resumes; conducting research and documenting sources; and more advanced tasks such as preparing visuals, websites, instructions, procedures, proposals, short and long reports, and presentations. With each new writing assignment, students learn to become effective problem solvers, to work effectively as members of a collaborative team, to understand their global audience, and to select the best communication technologies to accomplish their goals. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users)

There's nothing that hard-core Unix and Linux users are more fanatical about than their text editor. Editors are the subject of adoration and worship, or of scorn and ridicule, depending upon whether the topic of discussion is your editor or someone else's. vi has been the standard editor for close to 30 years. Popular on Unix and Linux, it has a growing following on Windows systems, too. Most experienced system administrators cite vi as their tool of choice. And since 1986, this book has been the guide for vi. However, Unix systems are not what they were 30 years ago, and neither is this book. While retaining all the valuable features of previous editions, the 7th edition of Learning the vi and vim Editors has been expanded to include detailed information on vim, the leading vi clone. vim is the default version of vi on most Linux systems and on Mac OS X, and is available for many other operating systems too. With this guide, you learn text editing basics and advanced tools for both editors, such as multi-window editing, how to write both interactive macros and scripts to extend the editor, and power tools for programmers -- all in the easy-to-follow style that has made this book a classic. Learning the vi and vim Editors includes: A complete introduction to text editing with vi: How to move around vi in a hurry Beyond the basics, such as using buffers vi's global search and replacement Advanced editing, including customizing vi and executing Unix commands How to make full use of vim: Extended text objects and more powerful regular expressions Multi-window editing and powerful vim scripts How to make full use of the GUI version of vim, called gvim vim's enhancements for programmers, such as syntax highlighting, folding and extended tags Coverage of three other popular vi clones -- nvi, elvis, and vile -- is also included. You'll find several valuable appendixes, including an alphabetical quick reference to both vi and ex mode commands for regular vi and for vim, plus an updated appendix on vi and the Internet. Learning either vi or vim is required knowledge if you use Linux or Unix, and in either case, reading this book is essential. After reading this book, the choice of editor will be obvious for you too.

"The Adobe Acrobat 8 PDF Bible is the comprehensive guide to Acrobat for novices and power users alike. With a concise, easy-to-read format, you will be creating interactive XML forms, enabling streamlined document review processes, and publishing high-impact electronic documents in no time." —Rick Brown, director of product management, Adobe Acrobat The book you need to succeed with Adobe Acrobat! Why do readers turn to the Adobe Acrobat Bible again and again? Because whether you're already experienced with Adobe Acrobat or you're learning to use this powerful tool for the first time, you'll find exactly what you need to know in these well-organized pages. Packed with helpful tips and step-by-step instructions, this latest edition will guide you through both basic and advanced features, enabling you to take full advantage of everything Acrobat 8 has to offer. Create, collect, and distribute forms with LiveCycle® Designer Work seamlessly with Microsoft® Office applications Convert AutoCAD® and Visio® files to PDF Discover new ways to edit PDFs and remove sensitive data Explore enhanced Shared Reviews tools with easy-to-use Wizard Collect form data by exporting it directly to Microsoft Excel® Combine files and create PDF Packages using new Acrobat 8 tools What's on the CD-ROM? You'll find valuable, author-developed sample files including PDF documents, Adobe Designer forms, and Acrobat PDF forms with JavaScripts—all arranged in folders according to chapters in the book, so you use them along with the book's tutorials. The CD also includes: Adobe Reader software Entire book in searchable PDF with embedded index Windows demonstration plug-ins

Google Docs 4 Everyone

100 Industrial-Strength Tips & Tools

Successful Writing at Work: Concise Edition

Proofreading, Revising & Editing Skills Success in 20 Minutes a Day

The Writing Revolution

Mobile Genealogy - How to Use Your Tablet and Smartphone for Family History Research

This pocket guide is the perfect on-the-job companion to Git, the distributed version control system. It provides a compact, readable introduction to Git for new users, as well as a reference to common commands and procedures for those of you with Git experience. Written for Git version 1.8.2, this handy task-oriented guide is organized around the basic version control functions you need, such as making commits, fixing mistakes, merging, and searching history. Examine the state of your project at earlier points in time Learn the basics of creating and making changes to a repository Create branches so many people can work on a project simultaneously Merge branches and reconcile the changes among them Clone an existing repository and share changes with push/pull commands Examine and change your repository's commit history Access remote repositories, using different network protocols Get recipes for accomplishing a variety of common tasks

If you're a graphic artist or prepress specialist looking for the most efficient way to deliver files to clients and printers, or a Webmaster repurposing information for your Web site, or a manager aiming to cut software licensing costs and streamline information distribution, then you need this book!

Packed with insider tips and innovative ideas, Acrobat® PDF Bible delivers all the information you need to create files that anyone can view, annotate, edit, print, and publish -- regardless of platform, software, or media.

Large Scale and Big Data: Processing and Management provides readers with a central source of reference on the data management techniques currently available for large-scale data processing. Presenting chapters written by leading researchers, academics, and practitioners, it addresses the fundamental challenges associated with Big Data processing tools and techniques across a range of computing environments. The book begins by discussing the basic concepts and tools of large-scale Big Data processing and cloud computing. It also provides an overview of different programming models and cloud-based deployment models. The book's second section examines the usage of advanced Big Data processing techniques in different domains, including semantic web, graph processing, and stream processing. The third section discusses advanced topics of Big Data processing such as consistency management, privacy, and security. Supplying a comprehensive summary from both the research and applied perspectives, the book covers recent research discoveries and applications, making it an ideal reference for a wide range of audiences, including researchers and academics working on databases, data mining, and web scale data processing. After reading this book, you will gain a fundamental understanding of how to use Big Data-processing tools and techniques effectively across application domains. Coverage includes cloud data management architectures, big data analytics visualization, data management, analytics for vast amounts of unstructured data, clustering, classification, link analysis of big data, scalable data mining, and machine learning techniques.

SharePoint Office Pocket Guide is the quick path to sharing documents and building lists. Written specifically for users of Microsoft Word, Excel, and Outlook, it covers the ins and outs of SharePoint clearly and concisely. Within minutes, you'll understand how to: Create team sites, document libraries, and shared workspaces. Add web parts to create custom pages. Build searchable libraries of PDF files. Link local copies of Word and Excel files to SharePoint workspace copies. Reconcile changes from multiple authors. Review document history. Use the Explorer Views to drag-and-drop files into SharePoint quickly. Create data lists that look up values from other lists (look-up tables). Group, total, and filter list items using views. Use InfoPath form libraries to collect data. You get the how and why of the top tasks without the tedious menu-by-menu walkthroughs that take hundreds of pages but add little value. SharePoint Office Pocket Guide also includes a guide to online resources that expand your knowledge of specific topics.

Holly Smith's Money Saving Book

Learning the Vi and Vim Editors

Google Apps: The Missing Manual

Automated Enterprise Systems for Maximizing Business Performance

A Guide to Advancing Thinking Through Writing in All Subjects and Grades

Error-free Writing

An introduction to the Droid X2 explains how to get the most out of the device, with a hands-on approach to learning the Droid X2 functions and applications, a review of its features, customization tips and tricks, and instructions to help users master the Droid X2.