

## Fios Voice User Guide

Here is a book as joyous and painful, as mysterious and memorable, as childhood itself. I Know Why the Caged Bird Sings captures the longing of lonely children, the brute insult of bigotry, and the wonder of words that can make the world right. Maya Angelou's debut memoir is a modern American classic beloved worldwide. Sent by their mother to live with their devout, self-sufficient grandmother in a small Southern town, Maya and her brother, Bailey, endure the ache of abandonment and the prejudice of the local "powhitetrash." At eight years old and back at her mother's side in St. Louis, Maya is attacked by a man many times her age—and has to live with the consequences for a lifetime. Years later, in San Francisco, Maya learns that love for herself, the kindness of others, her own strong spirit, and the ideas of great authors ("I met and fell in love with William Shakespeare") will allow her to be free instead of imprisoned. Poetic and powerful, I Know Why the Caged Bird Sings will touch hearts and change minds for as long as people read. "I Know Why the Caged Bird Sings liberates the reader into life simply because Maya Angelou confronts her own life with such a moving wonder, such a luminous dignity."—James Baldwin From the Paperback edition.

Management Information Systems provides comprehensive and integrative coverage of essential new technologies, information system applications, and their impact on business models and managerial decision-making in an exciting and interactive manner. The twelfth edition focuses on the major changes that have been made in information technology over the past two years, and includes new opening, closing, and Interactive Session cases.

In this handy new Pocket Guide, mobile device expert Jason O'Grady reveals the secrets to using the DROID. He covers everything from how to make phone calls, send text messages and email to syncing data with your Google account. In addition he covers how to surf the web with the built-in browser, use the phone's GPS, Google Maps, how to download and use apps found on the app store, and much more. This handy, low-priced book is packed with quick results for people who want to jump in and master DROID by Motorola and HTC Droid mobile phones. Snappy writing and eye-catching graphics walk readers through the most common features of the DROID Phone Jason O'Grady is a leading expert on mobile technology; his O'Grady's PowerPage blog has been publishing daily news on mobile technology since 1995 Covers popular features including the camera, keyboard, search, music, and Android Market

Report of the Committee on Standards of Official Conduct

The Essential Guide to Telecommunications

Fiber optics weekly update

FTTx Monthly Newsletter September 2010

A+ Guide to IT Technical Support (Hardware and Software)

Exams 220-901 and 220-902

A collection of eight traditional tales associated with a variety of winter celebrations from Scottish, Russian, Inuit, Austrian, Czech, and Jewish lore.

In the past, secretaries and assistants were in charge of taking dictation from their bosses to write letters, memos, and other documents. With the advent of speech recognition software, this practice is hardly done anymore! Including interesting history and development of the latest voice technology, the main content will introduce readers to this fascinating software that allows jet pilots to speak to their planes, smartphone users to make a hands-free call, and automated phone systems to give bank account information. Colorful photographs will draw readers into hi-tech information while opening their imaginations to future possibilities.

The definitive Sybex guide to A+ certification, fully updated for the latest exams The CompTIA A+ Complete Study Guide, Fourth Edition is your ultimate preparation guide for Exams 220-1001 and 220-1002. Covering 100 percent of the objectives for both exams, this book gets you up to speed on essential A+ knowledge and skills. Master the critical competencies associated with hardware and software, system maintenance, troubleshooting, connectivity, and more—with practical examples drawn from real-world experience, you'll develop the skill set employers demand in today's IT environment. End-of-chapter reviews help you gauge your progress and stay on track for success, while exam highlights give you a sneak preview of what to expect on the big day. You also get access to the Sybex online test bank, featuring electronic flashcards, a searchable glossary, and 4 practice exams to help you study from anywhere, any time—track your progress and test your understanding with interactive study tools. CompTIA A+ certification is the industry-leading standard for IT professionals. Hundreds of companies require their computer technicians to hold this valuable credential. Now in its fourth edition, this revised and updated study guide includes expanded coverage of virtualization and cloud computing, mobile hardware installation, network security, and more, to reflect the latest changes in the A+ exam. Providing all the information you need to earn your A+ certification, this invaluable resource will help you: Master the basics of hardware, software, and peripherals Understand and troubleshoot network connectivity issues Install and configure Windows, iOS, Android, Apple OSX, and Linux operating systems The CompTIA A+ Complete Study Guide, Fourth Edition arms you with the tools and knowledge necessary to take your skills to the next level. Whether a first-time candidate or IT professional in need of recertification, this essential study guide will help you prepare, practice, and pass with minimal burden and maximum results.

Electronics Buying Guide

DVRs Changing TV and Advertising Forever

Cannabis Business: Step-by-Step Startup Guide

CompTIA A+ Complete Study Guide

Fireside Stories

CompTIA A+ Guide to IT Technical Support

**Comprehensive in scope, New York e-Discovery and Evidence:**

- Describes the creation, storage, and production of electronically stored information.
- Suggests how to deal with the dynamic information stored in metadata.
- Discusses the need to avoid spoliation and retrieve, restore, or translate the material before it is produced.
- Examines issues regarding relevance and privilege.
- Explains how to use electronically stored information at trial.

**Targeted Practical Guidance:**

- Task-based checklists, with cites to applicable court rules and case law, take litigators step-by-step through the various areas of e-discovery.
- A master checklist serves as a starting point for performing any task in the e-discovery process.
- Real World Practice Tips-- including strategic points, warnings, timing and exceptions -- raise critical issues and prevent missteps.
- Dozens of easily downloaded attorney-drafted and court-tested forms save time and streamline work flow.

Set up your business for success with the perfect shot. The experts at Entrepreneur provide a two-part guide to success. First, learn how to take your writing career into your own hands as a professional freelance writer. Then, master the fundamentals of business startup including defining your business structure, funding, staffing, and more. This kit includes: Essential industry and business-specific startup steps with worksheets, calculators, checklists, and more Entrepreneur magazine's Start Your Own Business, a guide to starting any business and surviving the first three years and beyond Interviews and advice from successful entrepreneurs in the industry Worksheets, brainstorming sections, and checklists Entrepreneur's Startup Resource Kit (downloadable) MORE ABOUT ENTREPRENEUR'S STARTUP RESOURCE KIT Every small business is unique. Therefore, it's essential to have tools that are customizable depending on your business's needs. That's why Entrepreneur is also offering you access to our Startup Resource Kit. Get instant access to thousands of business letters, sales letters, sample documents, and more—all at your fingertips! You'll find the following: The Small Business Legal Toolkit When your business dreams go from idea to reality, you're suddenly faced with laws and regulations governing nearly every move you make. Learn how to stay in compliance and protect your business from legal action. In this essential toolkit, you'll get answers to the "how do I get started?" questions every business owner faces along with a thorough understanding of the legal and tax requirements of your business. Sample Business Letters 1000+ customizable business letters covering each type of written business communication you're likely to encounter as you communicate with customers, suppliers, employees, and others. Plus a complete guide to business communication that covers every question you may have about developing your own business communication style. Sample Sales Letters The experts at Entrepreneur have compiled more than 1000 of the most effective sales letters covering introductions, prospecting, setting up appointments, cover letters, proposal letters, the all-important follow-up letter, and letters covering all aspects of sales operations to help you make the sale and generate new customers and huge profits.

Everything you need to prepare for the CompTIA A+ exams CompTIA A+ is the most sought-after certification for PC technicians. This guide covers every aspect of the required exams 220-801 and 220-802. Fully updated to cover the latest best practices, current software and hardware, and mobile OSes, this Deluxe guide also includes an exclusive bonus CD featuring additional practice exams, flashcards, instructional videos, and the entire e-book in ePDF, eMobi, and ePub versions. Includes a coupon for 10% Off CompTIA Certification Exams Fully updated to cover the latest exams and exam objectives Covers personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, safety and environmental issues, communication, and professionalism Bonus CD features the Sybex Test Engine with additional practice exams, twice the electronic flashcards as the Standard edition, and eMobi, ePub, and ePDF versions of the book CompTIA A+ Complete Deluxe Study Guide, 2nd Edition is a complete test-prep guide that will help you pass the A+ exam with confidence.

LexisNexis Practice Guide New York e-Discovery and Evidence

Implementing Cisco Unified Communications Manager, Part 1 (CIPT1) Foundation Learning Guide

Exams 220-801 and 220-802

CompTIA A+ Core 2 Exam: Guide to Operating Systems and Security

Computer Networking

St. John's Manual

Implementing Cisco Unified Communications Manager, Part 1 (CIPT1) Foundation Learning Guide Second Edition Josh Finke, CCIE® No. 25707 Dennis Hartmann, CCIE® No. 15651 Foundation Learning for the CCNP Voice CIPT1 642-447 exam Implementing Cisco Communications Manager, Part 1 (CIPT1), Second Edition is a Cisco®-authorized, self-paced learning tool for CCNP Voice® foundation learning. This book provides the knowledge necessary to implement a Cisco Unified Communications Manager (CUCM) solution environment. By reading this book, you will learn how to perform post-installation tasks, configure CUCM, implement Media Gateway Control Protocol (MGCP) and H.323 gateways, and build dial plans to place On-Net and Off-Net phone calls. You will also implement IP Phone Services, Cisco Unified Communications Manager native presence, and Cisco Unified Mobility. This book focuses primarily on CUCM version 8.x, which is the call routing and signaling component for the Cisco Unified Communications solution. This book is updated with new coverage of CUCM phone services, Cisco Unified Manager Assistant, Cisco Unified Mobility, and H.323 gateways. Whether you are preparing for CCNP Voice certification or simply want to gain a better understanding of Cisco Unified Communications Manager fundamentals, you will benefit from the foundation information presented in this book. Implementing Cisco Unified Communications Manager, Part 1 (CIPT1), Second Edition, is part of a recommended learning path from Cisco that includes simulation and hands-on labs. Authorized Cisco Learning Partners and self-study products from Cisco Press. To find out more about instructor-led training, e-learning, and hands-on instruction offered by authorized Cisco Learning Partners worldwide, please visit [www.cisco.com/go/authorizedpartners](http://www.cisco.com/go/authorizedpartners). Cisco Unified Communications Manager architecture and components n Evaluate CUCM deployment models n Set up and configure CUCM services n Implement and harden IP phones n Manage user accounts n Configure Catalyst® switches for power over Ethernet requirements n Deploy MGCP and H.323 gateways n Configure call routing and digit manipulation n Set up calling privileges and call coverage n Deploy various media resources, features, and applications n Establish Presence-enabled speed dials and lists n Implement Cisco Unified Manager Assistant and Cisco Unified Mobile This volume is in the Foundation Learning Guide Series offered by Cisco Press®. These guides are developed together with Cisco as the only authorized, self-paced learning tools that help networking professionals learn networking concepts and prepare for Cisco certification exams.

Annotation An arsenal of study aids for anyone preparing to take the CompTIA A+ certification exams, this book is the industry standard in terms of measuring a technician's hardware and software knowledge. The topics covered include managing hardware, maintenance, networking, and more.

Discover a comprehensive introduction to IT technical support as Andrews/Dark/West's COMPTIA A+ GUIDE TO IT TECHNICAL SUPPORT, 10E explains how to work with users as well as install, maintain, troubleshoot and network computer hardware and software. Step-by-step, highly visual best-selling approach uses CompTIA A+ Exam objectives as a framework to prepare you for 220-1001 and 220-1002 certification exams. Each chapter covers core and advanced topics while emphasizing practical application of the most current and industry standards. You study the latest hardware, security, Active Directory, operational procedures, basics of scripting, virtualization, cloud computing, mobile devices and Windows 10 as you prepare for success as an IT support technician or administrator. Media content referenced within the product description or the product text may not be available in the ebook version.

A+ Guide to Hardware

LexisNexis Practice Guide: Massachusetts eDiscovery and Evidence

Freelance Writing Business: Step-by-Step Startup Guide

Photonics Components Monthly Newsletter July 2010

Study Companion

Tales for a Winter's Eve

This step-by-step, highly visual text provides a comprehensive introduction to managing and maintaining computer hardware and software. Written by best-selling author and educator Jean Andrews, A+ Guide to IT Technical Support, 9th Edition closely integrates the CompTIA+ Exam objectives to prepare you for the 220-901 and 220-902 certification exams. The new Ninth Edition also features extensive updates to reflect current technology, techniques, and industry standards in the dynamic, fast-paced field of PC repair and information technology. Each chapter covers both core concepts and advanced topics, organizing material to facilitate practical application and encourage you to learn by doing. The new edition features more coverage of updated hardware, security, virtualization, new coverage of cloud computing, Linux and Mac OS, and increased emphasis on mobile devices. Supported by a wide range of supplemental resources to enhance learning with Lab Manuals, CourseNotes online labs and the optional MindTap that includes online labs, certification test prep and interactive exercises and activities, this proven text offers students an ideal way to prepare for success as a professional IT support technician and administrator. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Appropriate for a first course on computer networking, this textbook describes the architecture and function of the application, transport, network, and link layers of the internet protocol stack, then examines audio and video networking

applications, the underpinnings of encryption and network security, and the key issues of network management. Th

Vault brings the insider approach to the telecom and wireless industry. Providing business profiles, hiring and workplace culture information on more than 25 top employers, including AT & T, Cingular, Nextel, Verizon and more.

Occupational Outlook Handbook

Handbook of Fiber Optic Data Communication

From Song to Book

The Poetics of Writing in Old French Lyric and Lyrical Narrative Poetry

In the Matter of Representative Charles B. Rangel

**Introduce IT technical support as best-selling authors and educators Andrews, West and Dark explain how to work with users as well as install, maintain, secure and troubleshoot software in COMPTIA A+ CORE 2 EXAM: GUIDE TO OPERATING SYSTEMS AND SECURITY, 10E. This step-by-step, highly visual approach uses CompTIA A+ Exam objectives as a framework to prepare students for the 220-1002 certification exam.**

**Extensive updates reflect the most current technology, techniques and industry standards in IT support. Each chapter covers core and advanced topics with an emphasis on practical application and learning by doing. Additional coverage explores the latest developments in security, Active Directory, operational procedures, the basics of scripting, mobile operating systems, virtualization, remote support and Windows 10. In addition, Lab Manuals, CourseNotes, online labs and optional MindTap online resources provide certification test prep and interactive activities to prepare future IT support technicians.**

**Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

The 4th edition of this popular Handbook continues to provide an easy-to-use guide to the many exciting new developments in the field of optical fiber data communications. With 90% new content, this edition contains all new material describing the transformation of the modern data communications network, both within the data center and over extended distances between data centers, along with best practices for the design of highly virtualized, converged, energy efficient, secure, and flattened network infrastructures. Key topics include networks for cloud computing, software defined networking, integrated and embedded networking appliances, and low latency networks for financial trading or other time-sensitive applications. Network architectures from the leading vendors are outlined (including Smart Analytic Solutions, Qfabric, FabricPath, and Exadata) as well as the latest revisions to industry standards for interoperable networks, including lossless Ethernet, 16G Fiber Channel, RoCE, FCoE, TRILL, IEEE 802.1Qbg, and more. Written by experts from IBM, HP, Dell, Cisco, Ciena, and Sun/ Oracle Case studies and 'How to...' demonstrations on a wide range of topics, including Optical Ethernet, next generation Internet, RDMA and Fiber Channel over Ethernet Quick reference tables of all the key optical network parameters for protocols like ESCON, FICON, and SONET/ATM and a glossary of technical terms and acronyms

"Annabel Dodd has cogently untangled the wires and switches and technobabble of the telecommunications revolution and explained how the introduction of the word 'digital' into our legislative and regulatory lexicon will affect consumers, companies and society into the next millennium." – United States Senator Edward J. Markey of Massachusetts; Member, U.S. Senate Subcommittee on Communications, Technology, Innovation, and the Internet "Annabel Dodd has a unique knack for explaining complex technologies in understandable ways. This latest revision of her book covers the rapid changes in the fields of broadband, cellular, and streaming technologies; newly developing 5G networks; and the constant changes happening in both wired and wireless networks. This book is a must-read for anyone who wants to understand the rapidly evolving world of telecommunications in the 21st century!" – David Mash, Retired Senior Vice President for Innovation, Strategy, and Technology, Berklee College of Music Completely updated for current trends and technologies, The Essential Guide to Telecommunications, Sixth Edition, is the world's top-selling, accessible guide to the fast-changing global telecommunications industry. Writing in easy-to-understand language, Dodd demystifies today's most significant technologies, standards, architectures, and trends. She introduces leading providers worldwide, explains where they fit in the marketplace, and reveals their key strategies. New topics covered in this edition include: LTE Advanced and 5G wireless, modern security threats and countermeasures, emerging applications, and breakthrough techniques for building more scalable, manageable networks. Gain a practical understanding of modern cellular, Wi-Fi, Internet, cloud, and carrier technologies Discover how key technical, business, and regulatory innovations are changing the industry See how streaming video, social media, cloud computing, smartphones, and the Internet of Things are transforming networks Explore growing concerns about security and privacy, and review modern strategies for detecting and mitigating network breaches Learn how Software Defined Networks (SDN) and Network Function Virtualization (NFV) add intelligence to networks, enabling automation, flexible configurations, and advanced networks Preview cutting-edge, telecom-enabled applications and gear—from mobile payments to drones Whether you're an aspiring network engineer looking for a broad understanding of the industry, or a salesperson, marketer, investor, or customer, this indispensable guide provides everything you need to know about telecommunications right now. This new edition is ideal for both self-study and classroom instruction. Register your product for convenient access to downloads, updates, and/or corrections as they become available.

Exam Core 1 220-1001 and Exam Core 2 220-1002

I Know Why the Caged Bird Sings

The Fault in Our Stars

City Mouse

What a Plant Knows

The Droid Pocket Guide

Four specific trends are driving the DVR industry: consumer content choice, consumer content control, personalization of content libraries, and the ability to transfer content from device-to-device and person-to-person. "Digital Video Recorders" features a macro and micro views of the already established yet still burgeoning DVR industry. As part of the NAB Executive Technology Briefing series, this

book gives you a wealth of market knowledge, business models, case studies, and industry insights explained in a non-technical fashion. "Digital Video Recorders" discusses the impact of the technology across many different industries and platforms, explains hardware, software and technology of set-top boxes, DVR infrastructure, on-screen guides, planning and scheduling, content security, and more. Whether you are an executive in the broadcast, telecommunications, consumer electronic, or advertising space, you will expand your knowledge on DVR impact, explore new business opportunities, and get a brief overview of the technical terms needed. You will also be able to accurately analyze and understand the trends, projections and other data, all of which will help lead to the expedited growth and development of DVR industry.

As the visual representation of an essentially oral text, Sylvia Huot points out, the medieval illuminated manuscript has a theatrical, performative quality. She perceives the tension between implied oral performance and real visual artifact as a fundamental aspect of thirteenth- and fourteenth-century poetics. In this generously illustrated volume, Huot examines manuscript texts both from the performance-oriented lyric tradition of chanson courtoise, or courtly love lyric, and from the self-consciously literary tradition of Old French narrative poetry. She demonstrates that the evolution of the lyrical romance and dit, narrative poems which incorporate thematic and rhetorical elements of the lyric, was responsible for a progressive redefinition of lyric poetry as a written medium and the emergence of an explicitly written literary tradition uniting lyric and narrative poetics. Huot first investigates the nature of the vernacular book in the thirteenth and fourteenth centuries, analyzing organization, page layout, rubrication, and illumination in a series of manuscripts. She then describes the relationship between poetics and manuscript format in specific texts, including works by widely read medieval authors such as Guillaume de Lorris, Jean de Meun, and Guillaume de Machaut, as well as by lesser-known writers including Nicole de Margival and Watriquet de Couvin. Huot focuses on the writers' characteristic modifications of lyric poetics; their use of writing and performance as theme; their treatment of the poet as singer or writer; and of the lady as implied reader or listener; and the ways in which these features of the text were elaborated by scribes and illuminators. Her readings reveal how medieval poets and book-makers conceived their common project, and how they distinguished their respective roles.

This step-by-step, highly visual text provides a comprehensive introduction to managing and maintaining computer hardware and software. Written by best-selling author and educator Jean Andrews, A+ GUIDE TO HARDWARE, Ninth Edition, closely integrates the CompTIA A+ Exam objectives to prepare students for the 220-901 certification exams. The new Ninth Edition also features extensive updates to reflect current technology, techniques, and industry standards in the dynamic, fast-paced field of PC repair and information technology. Each chapter covers both core concepts and advanced topics, organizing material to facilitate practical application and encourage students to learn by doing. The new edition features more coverage of updated hardware, security, and increased emphasis on mobile devices. Supported by a wide range of supplemental resources to enhance learning with Lab Manuals, CourseNotes, online labs and the optional MindTap that includes labs, certification test prep and interactive exercises and activities, this proven text offers students an ideal way to prepare for success as a professional IT support technician. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Vault Guide to the Top Telecom Employers

The Business of Television

CompTIA A+ Complete Deluxe Study Guide Recommended Courseware

How Does Voice Recognition Work?

Digital Video Recorders

(CCNP Voice CIPT1 642-447)

CompTIA A+ Core 2 Exam: Guide to Operating Systems and SecurityCengage Learning

Comprehensive in scope, New York e-Discovery and Evidence: • Describes the creation, storage, and production of electronically stored information. • Suggests how to deal with the dynamic information stored in metadata. • Discusses the need to avoid spoliation and retrieve, restore, or translate the material before it is produced. • Examines issues regarding relevance and privilege. • Explains how to use electronically stored information at trial. Targeted Practical Guidance: • Task-based checklists, with cites to applicable court rules and case law, take litigators step-by-step through the various areas of e-discovery. A master checklist serves as a starting point for performing any task in the e-discovery process. • Real World Practice Tips-- including strategic points, warnings, timing and exceptions -- raise critical issues and prevent missteps. • Dozens of attorney-drafted and court-tested forms save time and streamline work flow. This eBook features links to Lexis Advance for further legal research options.

Lifting the veil on all facets of the marijuana industry, this step-by-step guide sheds light on business opportunities available as cannabis becomes legal and regulated across the globe. From retailers to growers, producers, and suppliers, there's a seemingly never-ending list of startup opportunities in this emerging market, and we'll give you the tools you need to succeed. Plus, this kit includes: Essential industry-specific startup essentials including industry trends, best practices, important resources, possible pitfalls, marketing musts, and more Entrepreneur Editors' Start Your Own Business, a guide to starting any business and surviving the first three years Interviews and advice from successful entrepreneurs in the industry Worksheets, brainstorming sections, and checklists Entrepreneur's Startup Resource Kit (downloadable) More about Entrepreneur's Startup Resource Kit Every small business is unique. Therefore, it's essential to have tools that are customizable depending on your business's needs. That's why Entrepreneur is also offering you access to our Startup Resource Kit. Get instant access to thousands of business letters, sales letters, sample documents and more—all at your fingertips! You'll find the following: The Small Business Legal Toolkit When your business dreams go from idea to reality, you're suddenly faced with laws and regulations governing nearly every move you make. Learn how to stay in compliance and protect your business from legal action. In this essential toolkit, you'll get answers to the "how do I get started?" questions every business owner faces along with a thorough understanding of the legal and tax requirements of your business. Sample Business Letters 1000+ customizable business letters covering each type of written business communication you're likely to encounter as you communicate with customers, suppliers, employees, and others. Plus a complete guide to business communication that covers every question you may have about developing your own business communication style. Sample Sales Letters The experts at Entrepreneur have compiled more than 1000 of the most effective sales letters covering introductions, prospecting, setting up appointments, cover letters, proposal letters, the all-important follow-up letter and letters covering all aspects of sales operations to help you make the sale, generate new customers and huge profits.

Photography Business: Step-by-Step Startup Guide

Government Reports Announcements & Index

Management Information Systems

The Rave l'Ching

A Practical Guide to Optical Networking

A Field Guide to the Senses

*Paralleling the human senses, the author explores the secret lives of various plants, from the colors they see to whether or not they really like classical music to their ability to sense nearby danger.*

*Set up your business for success with the perfect shot. The experts at Entrepreneur provide a two-part guide to success. First, learn how to turn your talent for snapping great pictures into a lucrative business. Then, master the fundamentals of business startup including defining your business structure, funding, staffing, and more. This kit includes: Essential industry and business-specific startup steps with worksheets, calculators, checklists, and more Entrepreneur magazine's Start Your Own Business, a guide to starting any business and surviving the first three years and beyond Interviews and advice from successful entrepreneurs in the industry Worksheets, brainstorming sections, and checklists Entrepreneur's Startup Resource Kit (downloadable) MORE ABOUT ENTREPRENEUR'S STARTUP RESOURCE KIT Every small business is unique. Therefore, it's essential to have tools that are customizable depending on your business's needs. That's why Entrepreneur is also offering you access to our Startup Resource Kit. Get instant access to thousands of business letters, sales letters, sample documents, and more—all at your fingertips! You'll find the following: The Small Business Legal Toolkit When your business dreams go from idea to reality, you're suddenly faced with laws and regulations governing nearly every move you make. Learn how to stay in compliance and protect your business from legal action. In this essential toolkit, you'll get answers to the "how do I get started?" questions every business owner faces along with a thorough understanding of the legal and tax requirements of your business. Sample Business Letters 1000+ customizable business letters covering each type of written business communication you're likely to encounter as you communicate with customers, suppliers, employees, and others. Plus a complete guide to business communication that covers every question you may have about developing your own business communication style. Sample Sales Letters The experts at Entrepreneur have compiled more than 1000 of the most effective sales letters covering introductions, prospecting, setting up appointments, cover letters, proposal letters, the all-important follow-up letter, and letters covering all aspects of sales operations to help you make the sale and generate new customers and huge profits.*

*LexisNexis Practice Guide: Massachusetts eDiscovery and Evidence is THE source for in-depth practical guidance on conducting discovery of electronically stored information and successfully using that electronic evidence in federal or state court litigation in Massachusetts. Each chapter in the Practice Guide reflects the keen legal analysis and practical insights of the author, Jonathan Sablone, a partner at Nixon Peabody LLP who chairs the firm's Electronic Discovery and Digital Evidence Team. Containing 67 checklists, 250 practice tips, over 24 crucial forms, and a glossary of terms, this portable, task-oriented guide to the technical and legal aspects of e-discovery provides authoritative analysis and solutions in the following areas: Locating electronically stored information (ESI) Identifying and applying the governing law Avoiding ethical pitfalls Dealing with ESI in foreign jurisdictions Examining the intricacies of cloud computing Conducting discovery of ESI from social media Obtaining disclosure of ESI from parties and non-parties Responding to a request for disclosure of ESI Meeting the duty to preserve ESI Making or opposing a motion to compel disclosure of ESI Honoring the meet and confer requirement Using ESI as evidence Establishing best practices for managing ESI*

*A Guide to the Public Worship and Services of the Catholic Church, and a Collection of Devotions for the Private Use of the Faithful*

CompTIA A+ Complete Deluxe Study Guide

LexisNexis Practice Guide: New York e-Discovery and Evidence, 2017 Edition

Managing the Digital Firm

LexisNexis Practice Guide New York e-Discovery and Evidence 2016 Edition

The Garden of the Soul: Or, A Manual of Spiritual Exercises, and Instructions, for Christians ... By ... Dr. Richard Challoner

**"A hilarious book about the city vs. suburb divide."** --New York Post, a Must-Read Book **"City Mouse is a sharp and sophisticated novel of suburban life with a narrative voice that is equal parts witty, observant, and vulnerable. A wonderful debut! --Susan Isaacs, New York Times best-selling author "For every city mom who fears death by suburbia--and for every suburban mom who wonders if it's just her--this insightful, funny trip into the secrets behind those picket fences is required reading."** --Maureen Sherry, author of *Opening Belle* **"City Mouse reminds mothers of that priceless lesson: the grass is always greener...and maybe even alcohol-soaked Astroturf. I tore through this book like a bored, competitive housewife tears through her Xanax."** --Faith Salie, author of *Approval Junkie* **"Lender sharply portrays the corrupt privilege of upper-middle-class suburbanites, and with a twist of her pen, the Stepford Wives take the upper hand over their husbands...the climactic explosion takes everyone by surprise. A bracingly tart portrait of suburban hell."** --Kirkus Reviews **"Lender's enlightening, beautifully plotted novel dives deep into the notion of having it all while playing with the shallow notions of the American dream."** --Publishers Weekly **"This defines a beach read for me! So relatable to our own lives as it is all about mom trying to find out exactly where she fits in the in the scheme of suburbia--all that goes along with it. Plus, when a book is described as *The Stepford Wives meets Bad Moms*, how can you go wrong?"** --Mom of the Year (blog), included in *20 Best Summer Books* **"It's not long before neighborhood secrets give away to scandal, proving the grass--and the Astroturf--isn't always greener on the other side of the white-picket fence."** --Star Magazine **"With real estate prices on the rise, Jessica, Aaron, and their kids are forced to ditch their chichi Manhattan digs for the suburbs. Though she had her worries, Jessica settles into her new normal with ease--but when she embarks on a moms-only trip with her new galpals, she ends up learning a few eye-opening lessons that spur her to reevaluate her life."** --OK! Magazine **"Lender's debut novel is positively irresistible. It's hilarious and insightful and just the type of book any city girl needs to tote to her vacation rental this summer...even with three kids in tow."** --Daytime Confidential **Priced out of their Manhattan neighborhood, Jessica and Aaron move with their young daughters to the one place Jessica swore she'd never go: the suburbs. But to Jessica's surprise, life in the commuter belt makes a great first impression. She quickly falls in with a clique of helpful mom friends who welcome her with pitchers of margaritas, neighborhood secrets, and a pair of hot jeans that actually fit. Still, it's hard to keep up in a crowd where everyone competes for the most perfectly manicured home and latest backyard gadgets. And what's worse, as the only working mom in her circle, Jessica sometimes feels disconnected and alone. So she's thrilled when she's invited to a moms-only weekend at the beach, which she assumes will mean new opportunities for real talk and bonding. Instead, the trip turns into a series of eye-opening lessons, and Jessica must decide if she's strong enough to be honest with herself about the sort of life she really wants.**

*In this book, esteemed television executive and Harvard lecturer Ken Basin offers a comprehensive overview of the business, financial, and legal structure of the U.S. television industry, as well as its dealmaking norms. Written for working or aspiring creative professionals who want to better understand the entertainment industry — as well as for executives, agents, managers, and lawyers looking for a reference guide — The Business of Television presents a readable, in-depth introduction to rights and talent negotiations, intellectual property, backend deals, licensing, streaming platforms, international production, and much more. The book also includes breakdowns after each chapter summarizing deal points and points of negotiation, a glossary, a list of referenced cases, and a wealth of real-world examples to help readers put the material into context.*

*The beloved, #1 global bestseller by John Green, author of The Anthropocene Reviewed and Turtles All the Way Down "John Green is one of the best writers alive." --E. Lockhart, #1 bestselling author of We Were Liars "The greatest romance story of this decade." --Entertainment Weekly #1 New York Times Bestseller • #1 Wall Street Journal Bestseller • #1 USA Today Bestseller • #1 International Bestseller Despite the tumor-shrinking medical miracle that has bought her a few years, Hazel has never been anything but terminal, her final chapter inscribed upon diagnosis. But when a gorgeous plot twist named Augustus Waters suddenly appears at Cancer Kid Support Group, Hazel's story is about to be completely rewritten. From John Green, #1 bestselling author of The Anthropocene Reviewed and Turtles All the Way Down, The Fault in Our Stars is insightful, bold, irreverent, and raw. It brilliantly explores the funny, thrilling, and tragic business of being alive and in love.*