

## Scansoft Paperport Se

Sure, you know how to use the MLS database, but do you know how to effectively establish a Web presence or do customer outreach via email or the Web? There are all kinds of ways you can use technology to market your practice and service your clients, but if you're like most realtors you've probably only scratched the surface. In this easy-to-understand guide, author Galen Grumandraws on his more than 20 years of experience as a tech-industry author and journalist to show you how to become a better real estate agent by learning and effectively using current computer technology and tools in your business. You'll learn what technology to use as well as what technology not to use, so that you're certain to spend your tech dollars effectively. In major sections on marketing, communications, and transaction management, Galen covers everything from the elements of a good Web site to evaluating devices and services, working in multiple locations, creating transaction libraries, using digital photography, converting documents to electronic forms, and more. This book also includes a CD-ROM for both Windows and Mac with templates, product and technology links, tryout and free software tools, and even quizzes for use in classroom and training environments.

Proprietors of home and small offices will learn how to streamline their electronics budget and boost computer productivity in this step-by-step guide to buying and managing low-cost, high-yield computer systems. The guide describes in plain English the kinds of hardware and software to buy, where to purchase them for less money, how to install and operate them, and how to integrate system components so that they work together as a seamless digital whole. With an enlightened understanding of their digital workspace, small business owners will boost business performance, save money, and free up time for more essential office tasks.

InfoWorld

### Winning the Paper Chase

Tired of spending more time with filing cabinets than with clients? Is overhead eating up margins? Now, two leading financial planners and columnists deliver the help advisers have been begging for. Virtual-Office Tools for a High-Margin Practice is a nontechnical trove of technology, clever workarounds, and procedural efficiencies tailored to help financial advisers move toward a paperless office, while still complying with SEC record-keeping requirements. The authors show planners how to reduce the amount of paperwork in their offices by 99 percent, slash overhead, and find anything they need in one minute or less by adapting innovative software tools and shifting from on-site employees to remote assistants and virtual work partners. Until now, creative ways of working this smart were hard to come by. With this book, they are available, ready to go, and easy to implement.

Singapore's leading tech magazine gives its readers the power to decide with its informative articles and in-depth reviews.

### Maximize Office Productivity and Minimize Cost

Challenges for Librarians and Researchers in the Sciences

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

Focuses on the use of a digital camera and the peripheral devices that go along with the art. This work covers scanning, manipulation and artistic effects, and aims to help users make most of their digital camera. It includes topics such as taking photos, scanning and storage, printing and sharing budget considerations, and choosing a camera.

Easy Creating CDs & DVDs

E-doc

The ABA Journal serves the legal profession. Qualified recipients are lawyers and judges, law students, law librarians and associate members of the American Bar Association.

Explore the issues that are changing user/librarian interactions in today's evolving electronic libraries. This book examines the rapid advances in technology and scientific discovery that have changed the way sci/tech library users seek information—changes which have also necessitated increasingly high levels of skill in information technology and advanced subject knowledge from librarians. From negotiating the intricacies of working with e-journals to simplifying the data collection process, anyone involved in allocating library resources or prioritizing research agendas will find relevant, useful information here, as will those involved in library education. Emerging Issues in the Electronic Environment: Challenges for Librarians and Researchers in the Sciences begins with "Scientific Communication: New Roles and New Players," a detailed examination of the evolution of the information-seeking behavior of scientists, from the days of print-based resources to today's electronic media. Next, you'll find techniques designed to maximize the ability of scientists to make "lucky" connections in their electronic search for information in "Too Important to be Left to Chance: Serendipity and the Digital Library." Four chapters in Emerging Issues in the Electronic Environment bring you up-to-date information on various aspects of working with e-journals: "For Better or Worse: The Joys and Woes of E-Journals," investigates the impact of electronic-only journal holdings on collection development decisions and the accompanying issues of archiving, economics, content, and research use. "Scan It and They Will Come . . . But Will They Cite It?" provides citation data on the usefulness and impact of retrospective digitization projects for journal contents. "The Use of Online Supplementary Material in High-Impact Scientific Journals" raises vital questions as to whether the print or electronic article should be regarded as the primary archival resource. "Challenges and Opportunities for Bibliometrics in the Electronic Environment: The Case of the Proceedings of the Oklahoma Academy of Science" investigates how issues of access, copyright, and fair use, as well as differences among online file formats may impact bibliometric analysis. Two chapters in Emerging Issues in the Electronic Environment are designed to help simplify the data collection process. "Information Overload: Keeping Current Without Being Overwhelmed" will show you how to identify needed sources by using current awareness services and e-mail filtering technologies. "The Impact of Electronic Bibliographic Databases and Electronic Journal Articles on the Scholar's Information Seeking Behavior and Personal Collection of Reprints" reviews organizational methods for managing large collections of electronic articles. In addition, this forward-thinking book contains four chapters that point out possible avenues for increased librarian-facilitated service to users: "Biology Databases for the New Life Sciences" discusses the new sequence, microarray, and protein structure databases, the emergence of bioinformatics, and the opportunities available to librarians in this developing area. "Map and Spatial Data Acquisitions in the Electronic Age" shows how the traditionally complicated and time-consuming process of acquiring cartographic information can be simplified by efficient use of the Internet. "Webinar Technology: Applications in Libraries" reviews the operation, application, and features of Webinars and compares this technology with Web tutorials, virtual reference, and courseware management systems, videoconferencing, and Webcasting. "Preserving Digital Librari

How Client-Centered Financial Advisers Can Cut Paperwork, Overhead, and Wasted Hours

Virtual-Office Tools for a High-Margin Practice

**& • Simple, easy to follow step-by-step guide for the beginner on adding data, audio and digital video to CDs and DVDs. & • While the book as a whole is general, with many how-to tips and hints, it focuses on major software programs to illustrate these concepts. & • Includes coverage of audio and video CD creation as well as authoring and outputting DVDs.**

**A valuable guide to making technology work for your business Now that the Internet bubble has burst, financial service professionals are looking for more realistic ways to use technology to their advantage. J. K. Lasser Pro Taming Technology offers easy and effective methods to do just that. This comprehensive guide puts what's available today in technology into a cohesive framework—one that offers a systematic way to think about and implement technology-to build and strengthen relationships with clients and prospects. J. K. Lasser Pro Taming Technology is a valuable resource for financial service professionals seeking clear, practical advice on using technology and the Internet to acquire and retain profitable business. This book provides readers with easy-to-use ideas and techniques to successfully incorporate technology into their business promotion.**

The Independent Guide to IBM-standard Personal Computing

The Tech-Savvy Real Estate Agent

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

The Savvy Guide to Digital Photography

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