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***Photoshop CS6 is truly amazing, but it can also be overwhelming if you're just getting started. This book makes learning Photoshop a breeze by explaining things in a friendly, conversational style—without technical jargon. After a thorough introduction to the program, you'll delve deep into Photoshop's secrets with expert tips and practical advice you can use every day. The important stuff you need to know: Learn your way around. Get a guided tour of Photoshop's beautiful new workspace. Unlock the magic. Discover the most practical ways to use layers, channels, masks, paths, and other tools. Fine-tune your images. Learn techniques for cropping, retouching, and combining photos. Play with color. Drain, change,***

*and add color; and create gorgeous black-and-whites and duotones. Be artistic. Create original illustrations and paintings, use text and filters effectively, and edit video clips. Share your work. Produce great-looking images for print and the Web. Work smarter and faster. Automate common chores and install plug-ins for complex tasks. Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013, and provides lots of power-user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool. The important stuff you need to know: Create professional-looking documents. Use Word to craft reports, newsletters, and brochures for the Web and desktop. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Work faster with Excel. Determine the best way to present your data with the new Quick Analysis tool. Make inspiring presentations. Build PowerPoint slideshows with video and audio clips, charts and graphs, and animations. Share your Access database. Design a custom database and let other people view it in their web browsers. Get to know the whole suite. Use other handy Office tools: Publisher, OneNote, and a full range of Office Web Apps. Create and share documents in the cloud. Upload and work with your Office files in Microsoft's SkyDrive. It's your first day on the new job. You've got the programming chops, you're up on the latest tech, you're sitting at your workstation... now what? New Programmer's Survival Manual gives your career the jolt it needs to get going: essential industry skills to help you apply your raw programming talent and make a name for yourself. It's a no-holds-barred look at what really goes on in the office--and how to not only survive, but thrive in your first job and beyond. Programming at industry level requires new skills - you'll build programs that dwarf anything you've done on your own. This book introduces you to practices for working on large-scale, long-lived programs at a professional level of quality. You'll find out how to work efficiently with your current tools, and discover essential new tools. But the tools are only part of the story; you've got to get street-smart too. Succeeding in the corporate working environment requires its own savvy. You'll learn how to navigate the office, work with your teammates, and how to deal with other people outside of your department. You'll understand where you fit into the big picture and how you contribute to the company's success. You'll also get a candid look at the tougher aspects of the job: stress, conflict, and office politics. Finally, programming is a job you can do for the long haul. This book helps you look ahead to the years to*

*come, and your future opportunities--either as a programmer or in another role you grow into. There's nothing quite like the satisfaction of shipping a product and knowing, "I built that." Whether you work on embedded systems or web-based applications, in trendy technologies or legacy systems, this book helps you get from raw skill to an accomplished professional. The SPSS Survival Manual throws a lifeline to students and researchers grappling with this powerful data analysis software. In her bestselling guide, Julie Pallant takes you through the entire research process, helping you choose the right data analysis technique for your project. This edition has been updated to include up to SPSS version 26. From the formulation of research questions, to the design of the study and analysis of data, to reporting the results, Julie discusses basic and advanced statistical techniques. She outlines each technique clearly, with step-by-step procedures for performing the analysis, a detailed guide to interpreting data output and an example of how to present the results in a report. For both beginners and experienced users in Psychology, Sociology, Health Sciences, Medicine, Education, Business and related disciplines, the SPSS Survival Manual is an essential text. It is illustrated throughout with screen grabs, examples of output and tips, and is also further supported by a website with sample data and guidelines on report writing. This seventh edition is fully revised and updated to accommodate changes to IBM SPSS procedures. FileMaker Pro 9: The Missing Manual is the clear, thorough and accessible guide to the latest version of this popular desktop database program. FileMaker Pro lets you do almost anything with the information you give it. You can print corporate reports, plan your retirement, or run a small country -- if you know what you're doing. This book helps non-technical folks like you get in, get your database built, and get the results you need. Pronto. The new edition gives novices and experienced users the scoop on versions 8.5 and 9. It offers complete coverage of timesaving new features such as the Quick Start screen that lets you open or create a database in a snap, the handy "save to" buttons for making Excel documents or PDFs, the multiple level Undo and Redo commands let you step backwards through your typing tasks, and much more. With FileMaker Pro 9: The Missing Manual, you can: Get your first database running in minutes and perform basic tasks right away. Catalog people, processes and things with streamlined data entry and sorting tools. Learn to use layout tools to organize the appearance of your database. Use your data to generate reports, correspondence and other documents with ease. Create, connect, and manage multiple tables and set up complex relationships that show you just the data you need. Crunch numbers, search text, or pin down dates and times with dozens of built-in*

*formulas. Automate repetitive tasks with FileMaker Pro 9's easy-to-learn scripting language. Protect your database with passwords and set up privileges to determine what others can do once they gain entry. Outfit your database for the Web and import and export data to other formats. Each chapter in the book contains "living examples" -- downloadable tutorials that help you learn how to build a database by actually doing it. You also get plenty of sound, objective advice that lets you know which features are really useful, and which ones you'll barely touch. To make the most of FileMaker Pro 9, you need the book that should have been in the box. Unlock the power of Flash and bring gorgeous animations to life onscreen. It's easy with Flash CS4: The Missing Manual. You'll start creating animations in the first chapter, and will learn to produce effective, well-planned visuals that get your message across. This entertaining new edition includes a complete primer on animation, a guided tour of the program's tools, lots of new illustrations, and more details on working with video. Beginners will learn to use the software in no time, and experienced Flash designers will improve their skills. Expanded and revised to cover the new version of Flash, every chapter in this book provides step-by-step tutorials to help you: Learn to draw objects, animate them, and integrate your own audio and video files Add interactivity, use special effects, learn morphing, and much more Check your work with the book's online example files and completed animations Discover new Flash toolkits and features such as Frameless Animation Use every timesaving aspect of Flash CS4, such as Library objects and Symbols Learn how to automate your drawings and animations with ActionScript 3.0 With this book, absolutely no programming is necessary to get started with Flash CS4. Flash CS4: The Missing Manual explains in jargon-free English exactly what you need to know to use Flash effectively, while avoiding common pitfalls, right from the start. Still the top-selling software suite for Mac users, Microsoft Office has been improved and enhanced to take advantage of the latest Mac OS X features. You'll find lots of new features in Office 2008 for Word, Excel, PowerPoint and Entourage, but not a page of printed instructions to guide you through the changes. Office 2008 for Macintosh: The Missing Manual gives you the friendly, thorough introduction you need, whether you're a beginner who can't do more than point and click, or a power user who's ready to tackle a few advanced techniques. To cover Word, Excel, PowerPoint and Entourage, this guide gives you four superb books in one -- a separate section each for program! You can manage your day and create professional-looking documents, spreadsheets, and presentations in no time. Office 2008 has been redesigned so that the windows, toolbars, and icons blend in better with your other Mac*

*applications. But there are still plenty of oddities. That's why this Missing Manual isn't shy about pointing out which features are gems in the rough -- and which are duds. With it, you'll learn how to: Navigate the new user interface with its bigger and more graphic toolbars Use Word, Excel, PowerPoint, and Entourage separately or together Keep track of appointments and manage daily priorities with the My Day feature Create newsletters, flyers, brochures, and more with Word's Publishing Layout View Build financial documents like budgets and invoices with Excel's Ledger Sheets Get quick access to all document templates and graphics with the Elements Gallery Organize all of your Office projects using Entourage's Project Center Scan or import digital camera images directly into any of the programs Customize each program with power-user techniques With Office 2008 for Macintosh: The Missing Manual, you get objective and entertaining instruction to help you tap into all of the features of this powerful suite, so you can get more done in less time. You don't need a technical background to build powerful databases with FileMaker Pro 13. This crystal-clear guide covers all new FileMaker Pro 13 features, such as its improved layout tools and enhanced mobile support. Whether you're running a business, printing a catalog, or planning a wedding, you'll learn how to customize your database to run on a PC, Mac, Web browser, or iOS device. The important stuff you need to know: Get started. Tour FileMaker Pro's features and create your first database in minutes. Access data anywhere. Use FileMaker Go on your iPad or iPhone—or share data on the Web. Dive into relational data. Solve problems quickly by connecting and combining data tables. Create professional documents. Publish reports, invoices, catalogs, and other documents with ease. Harness processing power. Use calculations and scripts to crunch numbers, search text, and automate tasks. Add visual power and clarity. Create colorful charts to illustrate and summarize your data. Share your database on a secure server. Add the high-level features of FileMaker Pro Advanced and FileMaker Pro Server. Dreamweaver CS6 is the most capable website design and management program yet, but there's no printed guide to its amazing features. That's where Dreamweaver CS6: The Missing Manual comes in. You'll learn to use every facet of this versatile program, through jargon-free explanations and 13 hands-on tutorials. The important stuff you need to know: Get A to Z guidance. Go from building simple web pages to creating rich, interactive websites. Learn state-of-the-art design. Create dynamic, visually appealing sites using JavaScript and CSS, and see how HTML5 and CSS3 fit in. Add instant interactivity. Use Dreamweaver's unique Spry technology to easily add complex layout options, like drop-down menus. Use timesaving features. Take*

*advantage of Dreamweaver's libraries, templates, and hundreds of extensions. Go mobile. Design sites for smartphones, tablets, and desktop PCs, using the same HTML. Simplify site management. Check for broken links, streamline site-wide changes, and reorganize your site in a snap. Complete classroom training manuals for Microsoft Excel 2019 for Lawyers. 479 pages and 224 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to effectively use legal templates, legal business functions (such as the Pv and Fv functions) and simple IOLTA management. In addition, you'll receive our complete Excel curriculum. Topics Covered: Getting Acquainted with Excel 1. About Excel 2. The Excel Environment 3. The Title Bar 4. The Ribbon 5. The "File" Tab and Backstage View 6. Scroll Bars 7. The Quick Access Toolbar 8. Touch Mode 9. The Formula Bar 10. The Workbook Window 11. The Status Bar 12. The Workbook View Buttons 13. The Zoom Slider 14. The Mini Toolbar 15. Keyboard Shortcuts File Management 1. Creating New Workbooks 2. Saving Workbooks 3. Closing Workbooks 4. Opening Workbooks 5. Recovering Unsaved Workbooks 6. Opening a Workbook in a New Window 7. Arranging Open Workbook Windows 8. Freeze Panes 9. Split Panes 10. Hiding and Unhiding Workbook Windows 11. Comparing Open Workbooks 12. Switching Open Workbooks 13. Switching to Full Screen View 14. Working With Excel File Formats 15. AutoSave Online Workbooks Data Entry 1. Selecting Cells 2. Entering Text into Cells 3. Entering Numbers into Cells 4. AutoComplete 5. Pick from Drop-Down List 6. Flash Fill 7. Selecting Ranges 8. Ranged Data Entry 9. Using AutoFill Creating Formulas 1. Ranged Formula Syntax 2. Simple Formula Syntax 3. Writing Formulas 4. Using AutoSum 5. Inserting Functions 6. Editing a Range 7. Formula AutoCorrect 8. AutoCalculate 9. Function Compatibility Copying & Pasting Formulas 1. Relative References and Absolute References 2. Cutting, Copying, and Pasting Data 3. AutoFilling Cells 4. The Undo Button 5. The Redo Button Columns & Rows 1. Selecting Columns & Rows 2. Adjusting Column Width and Row Height 3. Hiding and Unhiding Columns and Rows 4. Inserting and Deleting Columns and Rows Formatting Worksheets 1. Formatting Cells 2. The Format Cells Dialog Box 3. Clearing All Formatting from Cells 4. Copying All Formatting from Cells to Another Area Worksheet Tools 1. Inserting and Deleting Worksheets 2. Selecting Multiple Worksheets 3. Navigating Worksheets 4. Renaming Worksheets 5. Coloring Worksheet Tabs 6. Copying or Moving Worksheets Setting Worksheet Layout 1. Using Page Break Preview 2. Using the Page Layout View 3. Opening The Page Setup Dialog Box 4. Page Settings 5. Setting Margins 6. Creating Headers and Footers 7. Sheet Settings Printing*

*Spreadsheets 1. Previewing and Printing Worksheets Helping Yourself 1. Using Excel Help 2. The Tell Me Bar 3. Smart Lookup Creating 3D Formulas 1. Creating 3D Formulas 2. 3D Formula Syntax 3. Creating 3D Range References Named Ranges 1. Naming Ranges 2. Creating Names from Headings 3. Moving to a Named Range 4. Using Named Ranges in Formulas 5. Naming 3D Ranges 6. Deleting Named Ranges Conditional Formatting and Cell Styles 1. Conditional Formatting 2. Finding Cells with Conditional Formatting 3. Clearing Conditional Formatting 4. Using Table and Cell Styles Paste Special 1. Using Paste Special 2. Pasting Links Sharing Workbooks 1. About Co-authoring and Sharing Workbooks 2. Co-authoring Workbooks 3. Adding Shared Workbook Buttons in Excel 4. Traditional Workbook Sharing 5. Highlighting Changes 6. Reviewing Changes 7. Using Comments and Notes 8. Compare and Merge Workbooks Auditing Worksheets 1. Auditing Worksheets 2. Tracing Precedent and Dependent Cells 3. Tracing Errors 4. Error Checking 5. Using the Watch Window 6. Cell Validation Outlining Worksheets 1. Using Outlines 2. Applying and Removing Outlines 3. Applying Subtotals Consolidating Worksheets 1. Consolidating Data Tables 1. Creating a Table 2. Adding an Editing Records 3. Inserting Records and Fields 4. Deleting Records and Fields Sorting Data 1. Sorting Data 2. Custom Sort Orders Filtering Data 1. Using AutoFilters 2. Using the Top 10 AutoFilter 3. Using a Custom AutoFilter 4. Creating Advanced Filters 5. Applying Multiple Criteria 6. Using Complex Criteria 7. Copying Filter Results to a New Location 8. Using Database Functions Using What-If Analysis 1. Using Data Tables 2. Using Scenario Manager 3. Using Goal Seek 4. Forecast Sheets Table-Related Functions 1. The Hlookup and Vlookup Functions 2. Using the IF, AND, and OR Functions 3. The IFS Function Sparklines 1. Inserting and Deleting Sparklines 2. Modifying Sparklines Creating Charts In Excel 1. Creating Charts 2. Selecting Charts and Chart Elements 3. Adding Chart Elements 4. Moving and Resizing Charts 5. Changing the Chart Type 6. Changing the Data Range 7. Switching Column and Row Data 8. Choosing a Chart Layout 9. Choosing a Chart Style 10. Changing Color Schemes 11. Printing Charts 12. Deleting Charts Formatting Charts in Excel 1. Formatting Chart Objects 2. Inserting Objects into a Chart 3. Formatting Axes 4. Formatting Axis Titles 5. Formatting a Chart Title 6. Formatting Data Labels 7. Formatting a Data Table 8. Formatting Error Bars 9. Formatting Gridlines 10. Formatting a Legend 11. Formatting Drop and High-Low Lines 12. Formatting Trendlines 13. Formatting Up/Down Bars 14. Formatting the Chart and Plot Areas 15. Naming Charts 16. Applying Shape Styles 17. Applying WordArt Styles 18. Saving Custom Chart Templates Data Models 1. Creating a*

*Data Model from External Relational Data 2. Creating a Data Model from Excel Tables 3. Enabling Legacy Data Connections 4. Relating Tables in a Data Model 5. Managing a Data Model PivotTables and PivotCharts 1. Creating Recommended PivotTables 2. Manually Creating a PivotTable 3. Creating a PivotChart 4. Manipulating a PivotTable or PivotChart 5. Changing Calculated Value Fields 6. Formatting PivotTables 7. Formatting PivotCharts 8. Setting PivotTable Options 9. Sorting and Filtering Using Field Headers PowerPivot 1. Starting PowerPivot 2. Managing the Data Model 3. Calculated Columns and Fields 4. Measures 5. Creating KPIs 6. Creating and Managing Perspectives 7. PowerPivot PivotTables and PivotCharts 3D Maps 1. Enabling 3D Maps 2. Creating a New 3D Maps Tour 3. Editing a 3D Maps Tour 4. Managing Layers in a 3D Maps Tour 5. Filtering Layers 6. Setting Layer Options 7. Managing Scenes 8. Custom 3D Maps 9. Custom Regions 10. World Map Options 11. Inserting 3D Map Objects 12. Previewing a Scene 13. Playing a 3D Maps Tour 14. Creating a Video of a 3D Maps Tour 15. 3D Maps Options Slicers and Timelines 1. Inserting and Deleting Slicers 2. Modifying Slicers 3. Inserting and Deleting Timelines 4. Modifying Timelines Security Features 1. Unlocking Cells 2. Worksheet Protection 3. Workbook Protection 4. Password Protecting Excel Files Making Macros 1. Recording Macros 2. Running and Deleting Recorded Macros 3. The Personal Macro Workbook Using Online Templates 1. Downloading Online Templates 2. Saving a Template 3. Creating New Workbooks from Saved Templates Legal Templates 1. Chapter Overview 2. Using the Law Firm Financial Analysis Worksheet 3. Using the Law Firm Project Tracker 4. Using the Law Firm Project Plan Legal Business Functions 1. The Pv Function 2. The Fv Function 3. The IRR and XIRR Functions Simple IOLTA Management 1. IOLTA Basics 2. Using Excel for Simple IOLTA Management 3. Using the Simple IOLTA Template*

*When it comes to building professional websites, Dreamweaver CS4 is capable of doing more than any other web design program -- including previous versions of Dreamweaver. But the software's sophisticated features aren't simple. Dreamweaver CS4: The Missing Manual will help you master this program quickly, so you can bring stunning, interactive websites to life. Under the expert guidance of bestselling author and teacher David McFarland, you'll learn how to build professional-looking websites quickly and painlessly. McFarland has loaded the book with over 150 pages of hands-on tutorials to help you create database-enabled PHP pages, use Cascading Style Sheets (CSS) for cutting-edge design, add XML-based news feeds, include dynamic effects with JavaScript and AJAX, and more. This witty and objective book offers jargon-free language and clear*



*descriptions that will help you: Learn how to control the appearance of your web pages with CSS, from the basics to advanced techniques Design dynamic database-driven websites, from blogs to product catalogs, and from shopping carts to newsletter signup forms Add interactivity to your website with ready-to-use JavaScript programs from Adobe's Spry Framework Effortlessly control the many helper files that power your website and manage thousands of pages Examine web-page components and Dreamweaver's capabilities with the book's "live examples" Perfect for beginners who need step-by-step guidance, and for longtime Dreamweaver designers who need a handy reference to the new version, this thoroughly updated edition of our bestselling Missing Manual is your complete guide to designing, organizing, building, and deploying websites. It's the ultimate atlas for Dreamweaver CS4. Office 2011 for Mac is easy to use, but to unleash its full power, you need to go beyond the basics. This entertaining guide not only gets you started with Word, Excel, PowerPoint, and the new Outlook for Mac, it also reveals useful lots of things you didn't know the software could do. Get crystal-clear explanations on the features you use most -- and plenty of power-user tips when you're ready for more. Take advantage of new tools. Navigate with the Ribbon, use SmartArt graphics, and work online with Office Web Apps. Create professional-looking documents. Use Word to craft beautiful reports, newsletters, brochures, and posters. Crunch numbers with ease. Assemble data, make calculations, and summarize the results with Excel. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Make eye-catching presentations. Build PowerPoint slideshows with video and audio clips, animations, and other features. Use the programs together. Discover how to be more productive and creative by drawing directly in Word documents, adding spreadsheets to your slides, and more. To the surprise of most Mac fans, the number one bestselling Macintosh software is Microsoft Office for the Macintosh. It's by far the most popular Macintosh software, and the first software purchase a new Mac user is likely to make. And for the first time, Office 2001 comes without a single page of printed instructions. The packaging is a five- inch-square clear plastic case housing the CD-ROM and little else. Fortunately, Pogue Press/O'Reilly is once again ready to embrace the befuddled and overwhelmed--with Office 2001 for Macintosh: The Missing Manual. It tackles each of the primary Office applications with depth, humor, and clarity, and provides relief for the hapless Mac user who'd rather read professionally written printed instructions than hunt through a maze of personality-free help screens. The book is structured to help the beginner as well as the seasoned user.*

*Part One provides an overview of Word. From "What's New," to "Basic Word Processing," to "Document Design," to "Advanced Word Processing"--with in-depth details on creating Web pages and performing mail merges using Word. Part Two covers the new Palm-syncable calendar in Entourage, including all aspects of email, how to best use the calendar and address book, and crucial information on the Palm Hotsync. Part three explains all the finer points of Excel, including Microsoft's exciting new "List Manager," specifically designed for creating and manipulating lists without the prerequisite of learning spreadsheet tools. Office 2001 for Macintosh: The Missing Manual is coauthored by a dream team of Missing Manual alumni: David Reynolds, executive editor of MacAddict magazine and coauthor of AppleWorks 6: The Missing Manual, and Nan Barber, whose efforts as the copy editor of the first four Missing Manual titles gave her an intuitive feeling for the friendly, funny, authoritative voice of the series. Once again, the authors are joined by series founder David Pogue, who has closely edited the book to ensure excellence of depth, accuracy, and prose. The MIDI Manual is a complete reference on MIDI, written by a well-respected sound engineer and author. This best-selling guide provides a clear explanation of what MIDI is, how to use electronic instruments and an explanation of sequencers and how to use them. You will learn how to set up an efficient MIDI system and how to get the best out of your music. The MIDI Manual is packed full of useful tips and practical examples on sequencing and mixing techniques. It also covers editors/librarians, working with a score, MIDI in mass media and multimedia and synchronisation. The MIDI spec is set out in detail along with the helpful guidelines on using the implementation chart. Illustrated throughout with helpful photos and screengrabs, this is the most readable and clear book on MIDI available. A guide to Flash CS5 covers the basics of animation, ways to create movement between images, adding audio and video, creating reusable elements, and testing and publishing Web sites. Your bookkeeping workflow will be smoother and faster with QuickBooks 2011 -- but only if you spend more time using the program than figuring out how it works. This Missing Manual puts you in control: You'll not only find out how and when to use specific features, you'll also get basic accounting advice to help you through the learning process. Set up QuickBooks. Arrange files and preferences to suit your company. Manage your business. Track inventory, control spending, run payroll, and handle income. Follow the money. Examine everything from customer invoices to year-end tasks. Find key info quickly. Take advantage of QuickBooks' reports, Company Snapshot, and search tools. Streamline your workflow. Set up the Home page and*

*Online Banking Center to meet your needs. Build and monitor budgets. Learn how to keep your company financially fit. Share your financial data. Work with your accountant more efficiently. Whether you're a photographer, scrapbooker, or aspiring graphic artist, Photoshop Elements 12 is an ideal image-editing tool—once you know how to use it. This bestselling book removes the guesswork. With candid, jargon-free advice and step-by-step guidance, you'll get the most out of Elements for everything from sharing and touching-up photos to fun print and online projects. The important stuff you need to know: Get to work right away. Import, organize, edit, crop, and color-correct your photos with ease. Retouch any image. Repair and restore old and damaged photos. Add pizzazz. Dress up your photos with dozens of filters, layer styles, and special effects. Share photos. Create online albums, email-ready slideshows, and web-ready files. Use your words. Make greeting cards, calendars, and flyers by adding text to images. Unleash your creativity. Design photo books, scrapbooks, collages, and other projects. Find your artistic flair. Create digital artwork from scratch, using tools to draw, paint, and blend. Complete classroom training manual for Photoshop Elements 2023. 280 pages and 196 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to use the Organizer and Camera Raw, use basic painting and selection tools, create and manage layers, draw, manipulate and edit images, enhance photos, and much more. Topics Covered: Getting Acquainted with Photoshop Elements 1. Introduction to Photoshop Elements 2. The Home Screen Importing Photos Into the Organizer 1. The Organizer Environment 2. JPEG and Camera Raw 3. Importing Photos from Files and Folders 4. Importing Photos from Cameras and Card Readers 5. Importing Photos from a Scanner 6. Importing Photos in Bulk 7. Setting Watch Folders (Windows Only) Using the Organizer 1. Grid, Single Photo, and Full Screen Views 2. Creating and Using Albums 3. Photo Sharing 4. Managing Albums 5. The Taskbar 6. Creating a New Catalog 7. Renaming Images 8. Creating Keyword Tags 9. Creating New Tag Categories 10. Assigning and Managing Tags and Ratings 11. Stacking and Unstacking 12. Assigning Digital Notes 13. Sorting Images 14. Searching and Finding Your Images 15. Date View and Timeline View 16. Back Up and Restore a Catalog 17. Managing Files in the Organizer 18. Elements Web Features in the Organizer Camera Raw 1. About Processing Camera Raw Files 2. Opening a Camera Raw Image from the Organizer 3. Opening a Camera Raw Image from the Editor 4. The Camera Raw Dialog Box in the Editor 5. Edit Tools in Camera Raw 6. Crop and Rotate Tools in Camera Raw 7. Red Eye Removal in Camera Raw 8. Camera Raw Preferences 9. Process Versions 10. Camera Raw Profiles*

***11. Adjusting the White Balance 12. Making Basic Tonal Adjustments 13. Making Image Detail Adjustments 14. Resetting Camera Raw Settings 15. Using the Filmstrip 16. Opening Processed Camera Raw Files in the Editor 17. Saving a Camera Raw File as a DNG File Edit Modes 1. The Different Edit Modes 2. The Expert Edit Mode Environment 3. The Panel Bin and Taskbar 4. The Photo Bin 5. The Undo Command and Undo History Panel 6. Opening Images 7. Image Magnification 8. Viewing Document Information 9. Moving the Image 10. Setting Preferences 11. Quick Edit Mode 12. Guided Edit Mode Basic Image Manipulation 1. Bitmap Images 2. Vector Images 3. Image Size and Resolution Settings 4. Creating New Images 5. Placing Files 6. Displaying Drawing Guides Color Basics 1. Color Modes and Models 2. Color Mode Conversion 3. Color Management 4. Foreground and Background Colors 5. Using the Color Picker 6. Selecting Colors with the Color Picker Tool 7. Selecting Colors with the Swatches Panel Painting Tools 1. Painting Tools 2. The Brush Tool 3. Blending Modes 4. The Impressionist Brush 5. The Pencil Tool 6. The Color Replacement Tool 7. The Eraser Tool 8. The Magic Eraser Tool 9. The Background Eraser Tool 10. The Smart Brush Tools Brush Settings 1. Using the Brush Preset Picker 2. Loading New Brush Sets 3. Creating Custom Brush Presets 4. Creating Brush Tips from Selections 5. Setting Shape Dynamics 6. Resetting the Brush and Tool Settings Making Selections 1. Selection Basics 2. Making Pixel Selections 3. The Marquee Tools 4. The Lasso Tool 5. The Polygonal Lasso Tool 6. The Magnetic Lasso Tool 7. The Magic Wand Tool 8. The Auto Selection Tool 9. The Selection Brush Tool 10. The Refine Selection Brush Tool 11. The Quick Selection Tool 12. Modifying Pixel Selections 13. Refining Selection Edges 14. Transforming Selections 15. Copying and Pasting Pixel Selections 16. Saving and Loading Selections Filling and Stroking 1. Applying Fills 2. Using the Paint Bucket Tool 3. Using the Gradient Tool 4. Using the Gradient Editor 5. Using Patterns 6. Stroking Layers 1. About Layers and the Layers Panel 2. Layer Types 3. Creating New Layers 4. Converting a Background Layer 5. Selecting Layers 6. Hiding and Showing Layers 7. Duplicating Layers 8. Stacking and Linking Layers 9. Linking Layers 10. Grouping Layers 11. Color Coding Layers 12. Moving Layer Content with the Move Tool 13. Locking Pixels in Layers 14. Renaming Layers and Deleting Layers 15. Merging Layers and Flattening Layers 16. Layer Styles 17. Adjustment Layers and Fill Layers 18. Creating Clipping Groups 19. Layer Masks Text 1. Text Basics 2. Creating Point Text 3. Creating Paragraph Text 4. Selecting Text 5. Manipulating and Moving Text Boxes 6. Creating a Type Mask 7. Warping Text 8. Applying Layer Styles to Text Layers 9. Simplifying Text 10. Text on Selections,***

*Shapes and Custom Paths Tools Drawing 1. Raster vs. Vector 2. Shape Layers and Shape Options 3. Using the Shape Tools 4. The Cookie Cutter Tool Manipulating Images 1. Changing the Canvas Size 2. Rotating and Flipping Images 3. Cropping Images 4. The Free Transform Command 5. The Smudge Tool 6. Blurring and Sharpening Images 7. Using the Dodge Tool and the Burn Tool 8. The Sponge Tool 9. Filters and The Filter Gallery 10. The Liquify Command 11. Applying Effects 12. The Clone Stamp Tool 13. The Recompose Tool 14. Photomerge 15. The Pattern Stamp Tool 16. The Healing Brush Tool 17. The Spot Healing Brush Tool 18. The Straighten Tool 19. The Content-Aware Move Tool 20. Correcting Camera Distortions Enhancing Photos 1. Auto Fixes 2. The Red Eye Removal Tool 3. Adjusting Shadows/Highlights 4. Adjusting Brightness/Contrast 5. Using Levels 6. Removing Color Casts 7. Hue/Saturation 8. Removing Color 9. Replacing Color 10. Color Curves 11. Adjusting Skin Tone 12. Defringing Layers 13. Adjust Smart Fix 14. Convert to Black and White 15. Colorize Photo 16. Haze Removal 17. Adjust Sharpness 18. Smooth Skin 19. Open Closed Eyes 20. Adjust Facial Features 21. Shake Reduction 22. Unsharp Mask 23. Repairing Photos 24. Moving Photos 25. Moving Overlays 26. Moving Elements Saving Images 1. Saving Images 2. The Save for Web Dialog Box Printing, Sharing & Creating 1. Printing Images 2. Creation Wizards 3. Creating a Slide Show 4. Editing a Slide Show 5. Sharing Your Creations Help 1. Elements Help 2. System Info 3. Online Updates Available for both the Mac and Windows, Macromedia's Dreamweaver 8 is a professional web design and development program used by millions of Internet professionals to build high-quality static and dynamic database-driven web sites. It offers drag-and-drop simplicity, streamlined HTML coding tools, and powerful database integration features. But Dreamweaver 8 is missing one vital component: a printed manual. Enter Dreamweaver 8: The Missing Manual, the completely revised fourth edition of this bestselling book by experienced web site trainer, Macromedia Certified instructor, and Dreamweaver Advisory Council member David McFarland. This book enables both first-time and experienced web designers to create visually stunning and highly interactive web sites. With crystal-clear writing and much welcome humor, this new edition offers features such as: Live examples: With McFarland's step-by-step annotated tutorials, you'll learn how to construct a state-of-the-art commercial web site, complete with working forms, Cascading Style Sheets (CSS), and dynamic databases. Tricks of the trade: The book is bursting with undocumented workarounds and shortcuts for easing the process of building, maintaining, and updating professional web sites. Design guidance: You'll learn to create virtually every modern web feature, including*

*forms, animations, cascading menus, and more--and you'll find out which browsers you need to provide special coding or do extra testing with. No matter what your level of expertise is, you'll also learn how to manage your entire web site--whether you've just launched or if it's been around for awhile and takes up thousands of pages. Beginners with no web design experience will appreciate the step-by-step guide to designing, organizing, building, and deploying a web site; long-time Dreamweaver users will appreciate the advanced, real-world techniques for controlling the appearance of their web pages with CSS. With more than 500 illustrations, a handcrafted index, and the clarity of thought that has made bestsellers of every Missing Manual to date, this is the ultimate atlas for the complex and powerful Dreamweaver 8. How can you make your bookkeeping workflow smoother and faster? Simple. With this Missing Manual, you're in control: you get step-by-step instructions on how and when to use specific features, along with basic bookkeeping and accounting advice to guide you through the learning process. Discover new and improved features like the Insights dashboard and easy report commenting. You'll soon see why this book is the Official Intuit Guide to QuickBooks 2015. The important stuff you need to know: Get started fast. Quickly set up accounts, customers, jobs, and invoice items. Follow the money. Track everything from billable and unbillable time and expenses to income and profit. Keep your company financially fit. Examine budgets and actual spending, income, inventory, assets, and liabilities. Gain insights. Open a new dashboard that highlights your company's financial activity and status the moment you log in. Spend less time on bookkeeping. Create and reuse bills, invoices, sales receipts, and timesheets. Find key info. Use QuickBooks' Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers. Annotation Helping you select the best fit for your company from Intuit's QuickBooks line of financial management software, this work also shows you how to tweak and tailor it to your company's needs so you can manage your finances more effectively and efficiently than ever before. Apple's new Photos app lets you do a whole lot more than simply store and edit pictures and videos on a Mac or iOS device. With this comprehensive guide, you'll learn how to import, organize, and share your digital memories, as well as how to improve, print, and use your photos in creative projects. With Lesa Snider's step-by-step instructions and expert advice, you'll master Photos and tame your image library—and have fun along the way! The important stuff you need to know: Migrate from iPhoto. Learn how to make a quick and smooth transition. Organize your collection with ease. Master the many ways to import, group, and categorize images—and set up*

*iCloud Family Sharing. Find your photos quickly. Employ Photos' powerful labeling, keyword and facial recognition features to optimize searches. Sharpen your editing skills. Skillfully use Photos' impressive image- and video-editing tools on your Mac or iOS device. Access photos anywhere. Sync your library to all of your Apple devices so your photos travel with you wherever you go. Share them online. Show your shots to everyone on your list by using shared albums, creating web galleries, posting them on Facebook, and more. Dive into creative projects. Build pro-level slideshows to share with others, and create gorgeous gift books, calendars, and cards. The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses. Whether you're a photographer, scrapbooker, or aspiring graphic artist, Photoshop Elements is an ideal image-editing tool—once you know your way around. This bestselling book removes the guesswork. With candid, jargon-free advice and step-by-step guidance, you'll get the most out of Elements for everything from sharing and touching-up photos to fun print and online projects. The important stuff you need to know: Get to work right away. Import, organize, and make quick fixes with ease. Retouch any image. Repair and restore old and damaged photos. Add pizzazz. Use dozens of filters, layer styles, and special effects. Share photos. Create online albums, email-ready slideshows, and web-ready files. Find your artistic flair. Use tools to draw, paint, work with blend modes, and more. Use your words. Make text flow along a curved path or around an object or shape. Unleash your creativity. Design photo books, greeting cards, calendars, and collages. Make yourself comfortable. Customize Elements to*

*fit your working style. Complete classroom training manual for Microsoft Publisher 2019. 296 pages and 189 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create publications, format objects, customize schemes, create tables, perform mailings, prepare print files, and much more. Topics Covered: Getting Acquainted with Publisher 1. The Publisher Environment 2. The Title Bar 3. The Ribbon 4. The File Tab and Backstage View 5. The Quick Access Toolbar 6. Touch Mode 7. The Scroll Bars 8. The Page Layout View Buttons 9. The Zoom Slider and Zoom Button 10. The Status Bar 11. The Mini Toolbar 12. Keyboard Shortcuts Creating Basic Publications 1. Creating New Publications 2. Changing the Publication Template 3. Using Business Information 4. Saving Publications 5. Closing Publications 6. Opening Publications 7. Inserting New Pages 8. Deleting Pages 9. Moving Pages Basic Skills 1. Inserting Text Boxes 2. Inserting Shapes 3. Adding Text to Shapes 4. Inserting Pictures Saved Locally 5. Inserting Online Pictures 6. Inserting Picture Placeholders 7. Using the Scratch Area 8. Moving, Resizing, and Rotating Objects 9. Deleting Objects 10. Using Find and Replace 11. Using AutoCorrect 12. Inserting WordArt Formatting Objects 1. Formatting Text 2. Formatting Shapes 3. Formatting Pictures Using Building Blocks 1. Creating Basic Building Blocks 2. Using Building Blocks Master Pages 1. Using Master Pages Customizing Schemes 1. Creating a Custom Color Scheme 2. Creating a Custom Font Scheme 3. Customizing Page Backgrounds Using Tables 1. Creating and Deleting Tables 2. Selecting Table Elements 3. Inserting and Deleting Columns and Rows 4. Merging Text in Table Cells 5. Modifying Text in Table Cells 6. Formatting Tables Page Setup and Layouts 1. Using Page Setup 2. Using Layout Guides 3. Using the Rulers Mailings 1. Mail Merge 2. The Step by Step Mail Merge Wizard 3. Creating a Data Source 4. Selecting Recipients 5. Inserting and Deleting Merge Fields 6. Previewing a Merge 7. Detaching the Data Source 8. Finishing a Mail Merge 9. Merging a Catalog Printing 1. Previewing and Printing 2. Using the Pack and Go Feature 3. Sharing and Exporting Publications Helping Yourself 1. Using Publisher Help Annotation Photoshop CC is truly amazing, but it can also be overwhelming if you're just getting started. This book makes learning Photoshop as easy as possible by explaining things in a friendly, conversational style without technical jargon. After a thorough introduction to the program, you'll delve deep into Photoshop's secrets with expert tips and practical editing advice you can use every day. Describes the fundamentals of FileMaker Pro 12, covering such topics as working with layouts, relational database design, calculations, scripting, reporting, security, debugging, and Web publishing.*



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