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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

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section each for program!
You can manage your day
and create professional-
looking documents,
spreadsheets, and
presentations in no time.
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redesigned so that the
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appointments and manage
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features of this powerful
suite, so you can get more
done in less time.
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popular photo organizer
and editing program is
better than ever.

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Unfortunately, intuitive as it may be, iPhoto still has the power to confuse anyone who uses it. That's why more people rely on our Missing Manual than any other iPhoto resource. Author and New York Times tech columnist David Pogue provides clear and objective guidance on every iPhoto feature, including new tools such as face recognition, place recognition based on GPS data, themed slideshows, online sharing, enhanced editing, and travel maps. You'll find step-by-step instructions, along with

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many undocumented tips and tricks. With iPhoto '09: The Missing Manual, you will: Get a course in picture-taking and digital cameras -- how to buy and use a digital camera, how to compose brilliant photos in various situations Import, organize, and file your photos -- and learn how to search and edit them Create slideshows, photo books, calendars, and greeting cards, and either make or order prints Share photos on websites or by email, and turn photos into screensavers or

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Explains how to use QuickBooks to set-up and manage bookkeeping systems, track invoices, pay bills,

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manage payroll, generate reports, and determine job costs.

Puzzles and brain twisters to keep your mind sharp and your memory intact are all the rage today. More and more people -- Baby Boomers and information workers in particular -- are becoming concerned about their gray matter's ability to function, and with good reason. As this sensible and entertaining guide points out, your brain is easily your most important possession. It deserves proper upkeep. *Your Brain: The Missing Manual* is a practical look at how to get the most out of your brain -- not just how the brain works, but how you can use it more effectively. What makes this book different than the average self-help guide is that it's grounded in current

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neuroscience. You get a quick tour of several aspects of the brain, complete with useful advice about:

Brain Food: The right fuel for the brain and how the brain commands hunger (including an explanation of the different chemicals that control appetite and cravings)

Sleep: The sleep cycle and circadian rhythm, and how to get a good night's sleep (or do the best you can without it)

Memory: Techniques for improving your recall

Reason: Learning to defeat common sense; logical fallacies (including tactics for winning arguments); and good reasons for bad prejudices

Creativity and Problem-Solving: Brainstorming tips and thinking not outside the box, but about the box -- in other words, find the assumptions that limit your ideas

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so you can break through them

Understanding Other People's Brains: The battle of the sexes and babies developing brains Learn about the built-in circuitry that makes office politics seem like a life-or-death struggle, causes you to toss important facts out of your memory if they're not emotionally charged, and encourages you to eat huge amounts of high-calorie snacks.

With Your Brain: The Missing Manual you'll discover that, sometimes, you can learn to compensate for your brain or work around its limitations -- or at least to accept its eccentricities.

Exploring your brain is the greatest adventure and biggest mystery you'll ever face. This guide has exactly the advice you need.

JavaScript is an essential language

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for creating modern, interactive websites, but its complex rules challenge even the most experienced web designers. With JavaScript: The Missing Manual, you'll quickly learn how to use JavaScript in sophisticated ways -- without pain or frustration -- even if you have little or no programming experience. JavaScript expert David McFarland first teaches you the basics by having you build a simple program. Then you'll learn how to work with jQuery, a popular library of pre-built JavaScript components that's free and easy to use. With jQuery, you can quickly build modern, interactive web pages -- without having to script everything from scratch! Learn how to add scripts to a web page, store and manipulate information,

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communicate with the browser window, respond to events like mouse clicks and form submissions, and identify and modify HTML Get real-world examples of JavaScript in action Learn to build pop-up navigation bars, enhance HTML tables, create an interactive photo gallery, and make web forms more usable Create interesting user interfaces with tabbed panels, accordion panels, and pop-up dialog boxes Learn to avoid the ten most common errors new programmers make, and how to find and fix bugs Use JavaScript with Ajax to communicate with a server so that your web pages can receive information without having to reload Your bookkeeping workflow will be

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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

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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. Microsoft Project 2007: The Missing Manual

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Covers the iPhone 3G

If you've got your hands on this year's hottest new smartphone, you'll want the book that covers it inside and out: Palm Pre: The Missing Manual. This beautiful, full-color book from USA Today personal-technology columnist Ed Baig will help you go from newcomer to expert in no time. The maker of the legendary Palm Pilot is back on center stage with a smartphone that lets you browse the Web,

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listen to music, watch video, view pictures, and a lot more. Palm Pre: The Missing Manual provides you with everything you need to know to get the most out of this amazing mobile tool. Get to know the touchscreen, and learn to navigate by tapping, swiping, dragging, flicking, and pinching Link your contacts, merge calendars, combine email accounts, and more by syncing your phone over the Web Stay in touch with other people by using the Pre as a full-featured phone and organizer Use it for email, texting, chatting, and as an efficient web browser Take advantage of the Pre as a complete media center to store, sort, play, stream music and video, and sync with iTunes Take and view photos, import images, and share them with others Schedules, budgets, communications, resources. Projects big and small include them all, and Microsoft Project 2007 can

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help you control these variables -- not be controlled by them. But Project is complex software, and learning it is, well, a project in itself. Get up to speed fast with *Microsoft Project 2007: The Missing Manual*. Written by project management expert Bonnie Biafore, this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down. Find out what's new in Project 2007 from previous versions, and get help choosing the right edition, whether it's Project Standard, Project Professional, or Enterprise Project Management Solution. With *Microsoft Project 2007: The Missing Manual*, you get more than a simple software how-to. You also get a rundown on project management basics and plenty of solid advice on how to use Project to: Define your project and plan your approach Estimate your project,

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set up a budget, define tasks, and break the work into manageable chunks Create a schedule, define the sequence of work, and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks: "who does what" Refine the project to satisfy objectives by building reality into the schedule, and learn to keep project costs under control Track progress and communicate with team members via reports, information sharing, and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs, and this Missing Manual is the book that should have been in the box. No project manager should be without it. QuickBooks 2010 has impressive features, like financial and tax reporting, invoicing, payroll, time and mileage tracking, and online banking. So how do you avoid

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After more than two years, Adobe has finally released a new version of Photoshop Elements for the Mac. Version 6 packs a lot more editing firepower than iPhoto, and this Missing Manual puts every feature into a clear, easy-to-understand context -- something that no other book on Elements does! Photoshop Elements 6 is perfect for scrapbooking, making fancy photo collages, and creating Web galleries. It has lots of new features such as Guided Edit for performing basic editing tasks, an improved Photomerge feature, a handy Quick Selection Tool, and much more. But knowing what to do and when is tricky. Photoshop Elements 6 for Mac: The Missing Manual explains not only how the tools and commands work, but when to use them. With it, you will: Learn to import,

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organize, and fix photos quickly and easily. Repair and restore old and damaged photos, and retouch any image. Jazz up your pictures with dozens of filters, frames, and special effects. Learn which tools the pros use -- you'll finally understand how layers work! Create collages and photo layout pages for greeting cards and other projects. Get downloadable practice images and try new tricks right away. This full-color guide starts with the simplest functions and progresses to increasingly complex features of Elements. If you're ready for the more sophisticated tools, you can easily jump around to learn specific techniques. As always, author Barbara Brundage lets you know which Elements features work well, which don't, and why -- all with a bit of wit and humor. Don't hesitate: Now that Adobe's outstanding photo editor has been updated for the Mac, dive in with

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Photoshop Elements 6 for Mac: The Missing Manual right away.

Flash CS4: The Missing Manual

Excel 2010: The Missing Manual

Wikipedia: The Missing Manual

Office 2008 for Macintosh: The Missing Manual

Photoshop Elements 6 for Mac: The Missing Manual

Describes the fundamentals of FileMaker Pro 10, covering such topics as editing records, creating layouts, calculations, scripting, and security.

With Photoshop Elements 6, the most popular photo-editing program on Earth just keeps getting better. It's perfect for scrapbooking, email-ready slideshows, Web galleries, you name it. But knowing what to

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do and when is tricky. That's why our Missing Manual is the bestselling book on the topic. This fully revised guide explains not only how the tools and commands work, but when to use them. Photoshop Elements 6 is packed with new features. You get a new Quick Edit function, Windows Vista compatibility, improved RAW conversion, a handy Quick Selection Tool, and more. In fact, there's so much to the latest version that it can be quite confusing at times. Photoshop Elements 6: The Missing Manual carefully explains every feature the program has to offer by putting

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each one into a clear, easy-to-understand context --something no other book does! Learn to import, organize, and fix photos quickly and easily. Repair and restore old and damaged photos, and retouch any image. Jazz up your pictures with dozens of filters, frames, and special effects. Learn which tools the pros use -- you'll finally understand how layers work! Create collages and photo layout pages for greeting cards and other projects. Get downloadable practice images and try new tricks right away. This guide progresses from simple to

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complex features, but if you're ready for the more sophisticated tools, you can easily jump around to learn specific techniques. As always, author Barbara Brundage lets you know which Elements features work well, which don't, and why -- all with a bit of wit and good humor. Don't hesitate. Dive into Adobe's outstanding photo editor with Photoshop Elements 6: The Missing Manual right away. With Leopard, Apple has unleashed the greatest version of Mac OS X yet, and David Pogue is back with another meticulous Missing Manual to cover the operating system

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with a wealth of detail. The new Mac OS X 10.5, better known as Leopard, is faster than its predecessors, but nothing's too fast for Pogue and this Missing Manual. It's just one of reasons this is the most popular computer book of all time. Mac OS X: The Missing Manual, Leopard Edition is the authoritative book for Mac users of all technical levels and experience. If you're new to the Mac, this book gives you a crystal-clear, jargon-free introduction to the Dock, the Mac OS X folder structure, and the Mail application. There are also mini-manuals on iLife applications such as iMovie,

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iDVD, and iPhoto, and a tutorial for Safari, Mac's web browser. This Missing Manual is amusing and fun to read, but Pogue doesn't take his subject lightly. Which new Leopard features work well and which do not? What should you look for? What should you avoid? Mac OS X: The Missing Manual, Leopard Edition offers an objective and straightforward instruction for using: Leopard's totally revamped Finder Spaces to group your windows and organize your Mac tasks Quick Look to view files before you open them The Time Machine, Leopard's new backup feature Spotlight to

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What, exactly, do you know about your body? Do you know how your immune system

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works? Or what your pancreas does? Or the myriad -- and often simple -- ways you can improve the way your body functions? This full-color, visually rich guide answers these questions and more. Matthew MacDonald, noted author of *Your Brain: The Missing Manual*, takes you on a fascinating tour of your body from the outside in, beginning with your skin and progressing to your vital organs. You'll look at the quirks, curiosities, and shortcomings we've all learned to live with, and pick up just enough biology to understand how your body works. You'll learn: That you shed skin more

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frequently than snakes do Why the number of fat cells you have rarely changes, no matter how much you diet or exercise -- they simply get bigger or smaller How you can measure and control fat That your hair is made from the same stuff as horses' hooves That you use only a small amount of the oxygen you inhale Why blood pressure is a more important health measure than heart rate -- with four ways to lower dangerously high blood pressure Why our bodies crave foods that make us fat How to use heart rate to shape an optimal workout session -- one that's neither too easy nor too

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strenuous Why a tongue with just half a dozen taste buds can identify thousands of flavors Why bacteria in your gut outnumber cells in your body -- and what function they serve Why we age, and why we can't turn back the clock What happens to your body in the minutes after you die Rather than dumbed-down self-help or dense medical text, *Your Body: The Missing Manual* is entertaining and packed with information you can use. It's a book that may well change your life. Reader comments for *Your Brain: The Missing Manual*, also by author Matthew MacDonald: "Popular

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books on the brain are often minefields of attractive but inaccurate information. This one manages to avoid most of the hype and easy faulty generalizations while providing easy to read and digest information about the brain. It has useful tricks without the breathless hype of many popular books."-- Elizabeth Zwicky, The Usenix Magazine "...a unique guide that should be sought after by any who want to maximize what they can accomplish with their mental abilities and resources."-- James A. Cox, The Midwest Book Review - Wisconsin Bookwatch "If you

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can't figure out how to use your brain after reading this guide, you may want to return your brain for another."-- The Sacramento Book Review, Volume 1, Issue 2, Page 19 "It's rare to find a book on any technical subject that is as well written and readable as Your Brain: The Missing Manual. The book covers pretty much anything you may want to know about your brain, from what makes it up, through how it develops to how to mitigate the affects of aging. The book is easy reading, fact packed and highlighted notes and practical applications. So if you want to learn more about your

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brain, how it works, how to get the best out of it or just want to stave off the ravages of Alzheimers (see chapter ten for details of how learning helps maintain your brain) then I can't recommend this book highly enough."-- Neil Davis, Amazon.co.uk "MacDonald's writing style is perfect for this kind of guide. It remains educational without becoming overly technical or using unexplained jargon. And even though the book covers a broad scope of topics, MacDonald keeps it well organized and easy to follow. The book captures your attention with fun facts and

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interesting studies that any person could apply to their own understanding of human ability. It has great descriptions of the brain and its interconnected parts, as well as providing full color pictures and diagrams to offer a better explanation of what the author is talking about."-- Janica Unruh, Blogcritics Magazine

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The Official Intuit Guide to QuickBooks 2013
Leopard Edition
Photoshop Elements 7
includes lots of new tools

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for sprucing up your photos, like the Scene Cleaner that lets you get rid of unwanted elements and the Smart Brush that makes touch-ups a breeze. But the one thing you won't find in Elements is reader-friendly guidance on how to get the most out of this powerful program. Enter Photoshop Elements 7: The Missing Manual, ready to explain not only how the tools and commands work, but when to use them. With this bestselling book (now in its 5th edition), you'll learn everything from the basics of loading photos into Elements to the new online photo-sharing and storage service that Adobe's

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Photoshop.com. There's so
much to Elements 7 that
knowing what to do -- and
when to do it -- is tricky.
That's why this book
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tools and options by putting
each one into a clear, easy-
to-understand context. Learn
to import, organize, and fix
photos quickly and easily
Repair and restore old and
damaged photos, and retouch
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scrapbooks and other projects Fix your photos online and synch the changes to your own photo library As always, author Barbara Brundage lets you know which features work well, which don't, and why -- all with a bit of wit and good humor. Dive into Adobe's outstanding photo editor and find out why this Missing Manual is the bestselling book on the topic. Taking care of the earth is more important than ever, but the problems we're facing can seem overwhelming. Living Green: The Missing Manual helps make earth-friendly decisions more manageable by

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Explore how to choose renewable energies, such as wind and solar power
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Learn how you can help the planet with Living Green:

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The Missing Manual.

Quicken is a convenient way to keep track of personal finances, but many people are unaware of Quicken's power and end up using only the basic features.

Sometimes Quicken raises more questions than it answers: Return of capital from stock? Net worth? What are they and why do you need to know about them? Luckily, Quicken 2009: The Missing Manual picks up where Quicken's help resources leave off. You'll find step-by-step instructions for using Quicken on your Windows PC, including useful features such as budgeting, recording investment

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transactions, and archiving Quicken data files. You also learn why and when to use specific features, and which ones would be most useful in a given situation. This book helps you:

- Set up Quicken to take care of your specific needs
- Follow your money from the moment you earn it
- Make deposits, pay for expenses, and track the things you own and how much you owe
- Take care of financial tasks online, and quickly reconcile your accounts
- Create and use budgets and track your investments
- Generate reports to prepare your tax returns and evaluate your financial fitness
- And a lot more.

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Quicken 2009: The Missing Manual accommodates readers at every technical level, whether you're a first-time or advanced Quicken user. For a topic as important as your personal finances, why trust anything else?

Demonstrates the operating system's basic features, including Internet access, file management, configuring the desktop, installing peripherals, and working with applications.

Your Brain: The Missing Manual

Creating a Web Site: The Missing Manual

The Missing Manual

iPhone: The Missing Manual

JavaScript: The Missing

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Cascading Style Sheets can turn humdrum websites into highly-functional, professional-looking destinations, but many designers merely treat CSS as window-dressing to spruce up their site's appearance. You can tap into the real power of this tool with CSS: *The Missing Manual*. This second edition combines crystal-clear explanations, real-world examples, and dozens of step-by-step tutorials to show you how to design sites with CSS that work consistently across browsers. Witty and entertaining, this second edition gives you up-to-the-minute pro techniques. You'll learn how to: Create HTML that's simpler, uses

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including Internet Explorer 8. Learn how to use CSS effectively to build new websites, or refurbish old sites that are due for an upgrade.

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The new iPhone 3G is here, and New York Times tech columnist David Pogue is on top of it with a thoroughly updated edition of iPhone: The Missing Manual. With its faster downloads, touch-screen iPod, and best-ever mobile Web browser, the new affordable iPhone is packed with possibilities. But without an objective guide like this one, you'll never unlock all it can do for you. In this new edition, there are new chapters on the App Store, with special troubleshooting and

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popular than eBay, Microsoft.com, and
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respond to approximately 30,000
requests per second, or about 2.5
billion per day. It's become the first
point of reference for people the world
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Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has

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Provides information on using
Microsoft Office 2008 with a Mac,
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Word, Entourage, Calendar, Excel,
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With iWork '09, Apple's productivity
applications have come of age.

Unfortunately, their user guides are
stuck in infancy. That's where iWork
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Bursting with new features, Apple's iMovie '09 is vastly more usable and complete than iMovie

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