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The global shift toward delivering services online requires organizations to evolve from using traditional paper files and storage to more modern electronic methods. There has however been very little information on just how to navigate this change-until now. Implementing Electronic Document and Record Management Systems explains how to efficiently store and access electronic documents and records in a manner that allows quick and efficient access to information so an organization may meet the needs of its clients. The book addresses a host of issues related to electronic document and records management systems (EDRMS). From starting the project to systems administration, it details every aspect in relation to implementation and management processes. The text also explains managing cultural changes and business process re-engineering that organizations undergo as they switch from paper-based records to electronic documents. It offers case studies that examine how various organizations across the globe have implemented EDRMS. While the task of creating and employing an EDRMS may seem daunting at best, Implementing Electronic Document and Record Management Systems is the resource that can provide you with the direction and guidance you need to make the transition as seamless as possible.

The definitive iLife reference, completely updated and revis ed! The Macintosh iLife '09 is a lavishly illustrated handbook packed with easy-to-follow instructions, essential technical background, and tips for iLife users of all levels. Each two-page spread is a self-contained tutorial or set of tips. Everything you need is at your fingertips, and every page is updated for iLife '09, including coverage of the Faces feature in iPhoto that allows users to organize their photos based on who's in them, the new Animated Travel Maps in iMovie that enhances vacation movies with eye-catching animations and much more! Organize your photos using iPhoto's new Faces facial-recognition and Places geotagging technologies Share your photos on Flickr and Facebook Create spectacular slide shows using iPhoto's new slide show themes Master the spectacular new features iMovie '09, including the precision editor, motion stabilization, video effects, and motion- graphics themes Improve your photography and video-shooting techniques Assemble a video library with the all-new iMovie—and create animated Travel Maps in your scenes Produce spectacular slide shows, photo books, calendars, and greeting cards Record and arrange your own music with GarageBand Create and publish your own Web sites, blogs, and podcasts Preserve the past: digitize old records, photos, and movies Get updates, tips, and much more at this book's companion Web site, www.macilife.com.

Do more in less time! Whether you're an entrepreneur, accountant, or bookkeeper, this comprehensive guide will help you get the most out of QuickBooks 2014: more productivity, more business knowledge, and more value! Drawing on her unsurpassed QuickBooks consulting and accounting experience, Laura Madeira delivers quickstart instructions plus step-by-step guides and practical checklists for taking total control over business finances. With Quickbooks and this book at your disposal, you'll improve everything from planning to reporting and payroll to invoicing. Create a new QuickBooks file; convert from other software; and set up users, permissions, and preferences Expanded! Learn how to use tools specific to your version of QuickBooks, including QuickBooks Enterprise Solutions Understand QuickBooks lists from the chart of accounts, items, classes, and more Set up and manage inventory, vendors, customers, and payroll Track product or service sales and manage the profitability of your company Efficiently use Bank Feeds to download bank and credit card transactions Master all the essentials of financial reporting; customize and memorize reports Review the accuracy of your data, with step-by-step instructions accompanied by checklists Share QuickBooks data with your accountant or client at tax time Use QuickBooks 2014's tools for managing loans, planning and preparing for year-end, and syncing with Outlook contacts Efficiently review and correct client data errors, from misclassified transactions to incorrect beginning balances Prepare customized reports and documents using MS Excel and Word integration Master powerful shortcuts for working more efficiently and saving precious time Learn how to reliably back up your data, troubleshoot database errors, and manage QuickBooks data integrity All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can't fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning, reference, problem-solving...the only QuickBooks 2014 book you need! Register your book at quepublishing.com/register

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.

This is the first book to introduce the new statistics - effect sizes, confidence intervals, and meta-analysis - in an accessible way. It is chock full of practical examples and tips on how to analyze and report research results using these techniques. The book is invaluable to readers interested in meeting the new APA Publication Manual guidelines by adopting the new statistics - which are more informative than null hypothesis significance testing, and becoming widely used in many disciplines. Accompanying the book is the Exploratory Software for Confidence Intervals (ESCI) package, free software that runs under Excel and is accessible at www.thenewstatistics.com. The book's exercises use ESCI's simulations, which are highly visual and interactive, to engage users and encourage exploration. Working with the simulations strengthens understanding of key statistical

ideas. There are also many examples, and detailed guidance to show readers how to analyze their own data using the new statistics, and practical strategies for interpreting the results. A particular strength of the book is its explanation of meta-analysis, using simple diagrams and examples. Understanding meta-analysis is increasingly important, even at undergraduate levels, because medicine, psychology and many other disciplines now use meta-analysis to assemble the evidence needed for evidence-based practice. The book's pedagogical program, built on cognitive science principles, reinforces learning: Boxes provide "evidence-based" advice on the most effective statistical techniques. Numerous examples reinforce learning, and show that many disciplines are using the new statistics. Graphs are tied in with ESCI to make important concepts vividly clear and memorable. Opening overviews and end of chapter take-home messages summarize key points. Exercises encourage exploration, deep understanding, and practical applications. This highly accessible book is intended as the core text for any course that emphasizes the new statistics, or as a supplementary text for graduate and/or advanced undergraduate courses in statistics and research methods in departments of psychology, education, human development , nursing, and natural, social, and life sciences. Researchers and practitioners interested in understanding the new statistics, and future published research, will also appreciate this book. A basic familiarity with introductory statistics is assumed.

The Macintosh iLife 09Peachpit Press

Updated to cover the latest program version, this comprehensive guide helps users make the most of FileMaker Pro, the sophisticated workgroup database application with nine million registered users Offers complete step-by-step guidance on FileMaker Pro features and tasks, covering both the Mac and Windows versions Features expanded coverage of ODBC, JDBC, and XML connectivity and includes a new chapter on the developer tools used to create more complex databases Other topics covered include calculations and computations, data exchange, creating and using templates, linking databases, using FileMaker in workgroups, Web publishing, plug-ins, and advanced database connectivity IBM® WatsonTM Content Analytics (Content Analytics) Version 3.0 (formerly known as IBM Content Analytics with Enterprise Search (ICAwES)) helps you to unlock the value of unstructured content to gain new actionable business insight and provides the enterprise search capability all in one product. Content Analytics comes with a set of tools and a robust user interface to empower you to better identify new revenue opportunities, improve customer satisfaction, detect problems early, and improve products, services, and offerings. To help you gain the most benefits from your unstructured content, this IBM Redbooks® publication provides in-depth information about the features and capabilities of Content Analytics, how the content analytics works, and how to perform effective and efficient content analytics on your content to discover actionable business insights. This book covers key concepts in content analytics, such as facets, frequency, deviation, correlation, trend, and sentimental analysis. It describes the content analytics miner, and guides you on performing content analytics using views, dictionary lookup, and customization. The book also covers using IBM Content Analytics Studio for domain-specific content analytics, integrating with IBM Content Classification to get categories and new metadata, and interfacing with IBM Cognos® Business Intelligence (BI) to add values in BI reporting and analysis, and customizing the content analytics miner with APIs. In addition, the book describes how to use the enterprise search capability for the discovery and retrieval of documents using various query and visual navigation techniques, and customization of crawling, parsing, indexing, and runtime search to improve search results. The target audience of this book is decision makers, business users, and IT architects and specialists who want to understand and analyze their enterprise content to improve and enhance their business operations. It is also intended as a technical how-to guide for use with the online IBM Knowledge Center for configuring and performing content analytics and enterprise search with Content Analytics.

For a company that promised to "put a pause on new features," Apple sure has been busy-there's barely a feature left untouched in Mac OS X 10.6 "Snow Leopard." There's more speed, more polish, more refinement-but still no manual. Fortunately, David Pogue is back, with the humor and expertise that have made this the #1 bestselling Mac book for eight years straight. You get all the answers with jargon-free introductions to: Big-ticket changes. A 64-bit overhaul. Faster everything. A rewritten Finder. Microsoft Exchange compatibility. All-new QuickTime Player. If Apple wrote it, this book covers it. Snow Leopard Spots. This book demystifies the hundreds of smaller enhancements, too, in all 50 programs that come with the Mac: Safari, Mail, iChat, Preview, Time Machine. Shortcuts. This must be the tippiest, trickiest Mac book ever written. Undocumented surprises await on every page. Power usage. Security, networking, build-your-own Services, file sharing with Windows, even Mac OS X's Unix chassis-this one witty, expert guide makes it all crystal clear.

The only advanced level guide aimed at serious Photoshop Elements users wanting to take their skills to the next level!

The Book "Smart Search" is a collection of search tips and tricks and the main purpose of this book is to give you simple search tricks and methods for finding what you want quickly and easily. This book is perfect for Novice readers but if you are an expert, you also can get at least some good useful tricks. It would help you save your lots of precious time and energy which you can invest in more productive and creative work to enhance your life and income.

Explains how to use QuickBooks to set-up and manage bookkeeping systems, track invoices, pay bills, manage payroll, generate reports, and determine job costs.

The rise of Ruby on Rails has signified a huge shift in how we build web applications today; it is a fantastic framework with a growing community. There is, however, space for another such framework that integrates seamlessly with Java. Thousands of companies have invested in Java, and these same companies are losing out on the benefits of a Rails–like framework. Enter Grails. Grails is not just a Rails clone. It aims to provide a Rails–like environment that is more familiar to Java developers and employs idioms that

Java developers are comfortable using, making the adjustment in mentality to a dynamic framework less of a jump. The concepts within Grails, like interceptors, tag libs, and Groovy Server Pages (GSP), make those in the Java community feel right at home. Grails' foundation is on solid open source technologies such as Spring, Hibernate, and SiteMesh, which gives it even more potential in the Java space: Spring provides powerful inversion of control and MVC, Hibernate brings a stable, mature object relational mapping technology with the ability to integrate with legacy systems, and SiteMesh handles flexible layout control and page decoration. Grails complements these with additional features that take advantage of the coding–by–convention paradigm such as dynamic tag libraries, Grails object relational mapping, Groovy Server Pages, and scaffolding. Graeme Rocher, Grails lead and founder, and Jeff Brown bring you completely up–to–date with their authoritative and fully comprehensive guide to the Grails framework. You'll get to know all the core features, services, and Grails extensions via plug–ins, and understand the roles that Groovy and Grails are playing in the changing Web.

Need to learn Photoshop Elements 4 fast? Try a Visual QuickStart! This best-selling reference's visual format and step-by-step, task-based instructions will have you up and running with Adobe's popular consumer image editing software in no time. In this completely updated edition of our best-selling guide to Adobe Elements, leading graphic designer and Photoshop expert Craig Hoeschen uses crystal-clear instructions and friendly prose to introduce you to everything that's new in Adobe Photoshop Elements 4. Filled with step-by-step, task-based instructions and loads of visual aids, this book explains how to capture photos from traditional or digital cameras, reduce red eye, correct color, work with layers, erase backgrounds, create photo-illustrations and Web graphics, simulate painting and drawing techniques, apply artistic effects, and more. Along the way, you'll find extensive coverage of all the program's new features: the Magic Selection Brush, which offers a quick way to make accurate selections in your photos; Magic Extractor, which lets you select an image and instantly remove the background; Auto Red Eye and Auto Skin tone tools; cool slideshow effects (text, graphics, narration, pans and zooms, and more); online sharing service; and more! This book is for Windows users only.

Written in a question-and-answer format, this lowest-level beginner book covers the extreme basics of using spreadsheets in Excel. Instead of delving into advanced topics that scare most Excel novices away, the guide starts at a much more basic level, quickly providing a passable knowledge of the program and allowing users to overcome their fears and frustrations. It answers hundreds of common questions, including Can I delete data from a spreadsheet without changing the formatting? How can I merge two cells, columns, or rows? How do I use text-wrapping? How do I create custom functions? and What is a Macro and how do I go about creating it? Intended for the roughly 40 percent of Excel users who have never even entered a formula, this book will demystify the problems and confusion that prevent them from using the program to its potential.

Your complete guide to MYOB® AccountRight software Now in its seventh edition, MYOB® Software For Dummies walks you through everything you need to know, from starting your MYOB® file from scratch and recording payments and receipts, to tracking profit and analysing sales. This new edition includes all the information you need on the new generation of MYOB® AccountRight software, including the new cloud computing features. • Set up MYOB® software - understand how to make it work the first time • Keep track of purchases and sales - monitor customer accounts and ensure you get paid on time • Get to grips with payroll - know what your responsibilities are for tax, superannuation and leave entitlements • Prepare Business Activity Statements - save time with electronic lodgements • Compile business reports - track your profitability and analyse your sales • Upgrade with ease - get expert advice on the easiest way to upgrade to the new MYOB® AccountRight releases • Move your books to 'the cloud'- access your business information from wherever you are. Open the book and find: • Simple explanations of key activities and tasks • Information about the latest versions of all components of MYOB® AccountRight • Advice for upgrading to the new MYOB® AccountRight software • Tips for increasing the speed of entering regular transactions • Fail-safe methods for accurately starting a new financial year • Guidance for mastering tricky payroll transactions • Descriptions of how to run your software in 'the cloud' Veechi Curtis is a qualified accountant and consultant who specialises in teaching small businesses about technology and finance. She is the author of several business titles, including Small Business For Dummies, Bookkeeping For Dummies and QuickBooks® For Dummies.

Health Sciences Literature Review Made Easy: The Matrix Method, Fifth Edition describes the practical and useful methods for reviewing scientific literature in the health sciences. Please note that an access code to supplemental content such as Appendix C: Data Visualization is not included with the eBook purchase. To access this content please purchase an access code at www.jblearning.com/catalog/9781284133943/.

Love taking pictures with your digital camera? Want to improve your skills, but don't have a lot of time to spend? How about some straight-to-the-point tips that cut to the chase and show you step by step how to accomplish a task? If that sounds like just what you had in mind, Digital Photography Just The Steps For Dummies, 2nd Edition is exactly what you need. This handy, full-color guide breaks down the most important tasks into simple two-page, illustrated instructions. You choose what you want to do, flip to the right page, follow the instructions, and voilà! A new skill is yours! Digital Photography Just The Steps For Dummies, 2nd Edition covers important tasks from choosing a camera to printing your photos or turning them into slideshows or galleries. You'll be able to: Select and use various lenses Take advantage of your meters Use tripods, screens, and scrims when shooting Work with depth of field Shoot and process Camera Raw images Download and organize your pictures Understand and use color profiles Edit in the "quick fix" mode Restore a vintage photo Create an online photo gallery, greeting cards, calendars, or CD jackets More than 170 digital photography tasks are presented in this easy-to-use, full-color reference. Grab a copy and find out how much more fun you can have with your digital camera!

The seventh edition of ARCHAEOLOGY reflects the most recent research and changes in the field, while making core concepts easy to understand through an engaging writing

style, personalized examples, and high-interest topics. This text pairs two of archaeology's most recognized names, Robert L. Kelly and David Hurst Thomas, who together have over 75 years of experience leading excavations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A survey of the rational, organized, thriving, scripturally informed and Holy Spirit-inspired roots of indigenous Christianity in Africa. Christian faith communities there had existed centuries before the First Council of Nicaea, before Rome adopted Christianity, before the Byzantine Empire and before King James commissioned a compilation of the Bible. African Christians' faith in Jesus Christ, perseverance, suffering, sacrifice, exegetical principles, theological dogma and canonical processes were instrumental to the foundation and institutions of Western Christianity.

In Tales of the Iron Bloomery Bernt Rundberget argues that the ironmaking of southern Hedmark was an important basis for political developments from chiefdom to Norwegian kingdom in the period AD 700-1300.

One of the most perplexing aspects of research today is what to do when there's too much information on a topic. The key, says Leslie Stebbins, is to know how to find the most promising information, evaluate it, and use it effectively. Individual chapters provide a step-by-step introduction to research and critical evaluation and specific types of information resources, as well as guidance on such skills as note-taking and referencing. Students and librarians alike will benefit from these suggestions, strategies and straightforward examples for developing good filtering instincts and management of search results.

A practical look at extending the value of BuildingInformation Modeling (BIM) into facility management—from theworld's largest international association for professional facilitymanagers Building owners and facility managers are discovering thatBuilding Information Modeling (BIM) models of buildings are deepreservoirs of information that can provide valuable spatial andmechanical details on every aspect of a property. When usedappropriately, this data can improve performance and save time,effort, and money in running and maintaining the building duringits life cycle. It can also provide information for futuremodifications. For instance, a BIM could reveal everything from themanufacturer of a light fixture to its energy usage to maintenanceinstructions. BIM for Facility Managers explains how BIM can be linkedto facility management (FM) systems to achieve very significantlife-cycle advantages. It presents guidelines for using BIM in FMthat have been developed by public and private owners such as theGSA. There is an extensive discussion of the legal and contractualissues involved in BIM/FM integration. It describes how COBie canbe used to name, capture, and communicate FM-related data todownstream systems. There is also extensive discussion ofcommercial software tools that can be used to facilitate thisintegration. This book features six in-depth case studies that illustrate howBIM has been successfully integrated with facility management inreal-life projects at: Texas A&M Health Science Center USC School of Cinematic Arts MathWork's new campus Xavier University State of Wisconsin Facilities University of Chicago Library renovation BIM for Facility Managers is an indispensable resourcefor facility managers, building owners, and developers alike.

BuzzFeed News Senior Reporter Lam Thuy Vo explains how to mine, process, and analyze data from the social web in meaningful ways with the Python programming language. Did fake Twitter accounts help sway a presidential election? What can Facebook and Reddit archives tell us about human behavior? In Mining Social Media, senior BuzzFeed reporter Lam Thuy Vo shows you how to use Python and key data analysis tools to find the stories buried in social media. Whether you're a professional journalist, an academic researcher, or a citizen investigator, you'll learn how to use technical tools to collect and analyze data from social media sources to build compelling, data-driven stories. Learn how to: • Write Python scripts and use APIs to gather data from the social web • Download data archives and dig through them for insights • Inspect HTML downloaded from websites for useful content • Format, aggregate, sort, and filter your collected data using Google Sheets • Create data visualizations to illustrate your discoveries • Perform advanced data analysis using Python, Jupyter Notebooks, and the pandas library • Apply what you've learned to research topics on your own Social media is filled with thousands of hidden stories just waiting to be told. Learn to use the data-sleuthing tools that professionals use to write your own data-driven stories.

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.

"This is a must read for anyone interested in getting the most from their advanced digital camera." --George Schaub, Editor, Shutterbug Magazine Now that support for digital RAW capture is built into so many cameras and both Photoshop and Photoshop Elements, more photographers are using RAW to seize creative control of their digital images. If you're ready to explore RAW capture, or if you've tried it and bumped into obstacles, this book will show you how to optimize RAW files to achieve optimal results. The first introductory book on using Adobe Camera Raw, RAW 101 covers all practical aspects of RAW in Photoshop Elements 3 and Photoshop CS2. Just follow the heavily illustrated, step-by-step examples and you'll quickly figure out how to attain the greatest accuracy from your RAW files, whether it's correcting shadow and highlight detail, fixing white balance, or eliminating noise. Once you see the startling results, you'll no longer want to rely on your camera to make critical decisions for you. Inside, you'll learn everything you need to know to: Get your images ready for RAW file conversion Navigate the Adobe Camera Raw workspace Master RAW conversion controls for exposure, shadows, brightness, and contrast Extend beyond the basics to control white balance, color tint, noise, and more Automate Camera Raw to optimize your workflow Use advanced conversion options in Photoshop CS2, such as curves control, cropping, and straightening Put the finishing touches on your images--adjust levels, use filters, resize, and much more!

A comprehensive guide to Access 2007 helps users become comfortable with the new user interface and tabbed toolbar, as well as learn how to design complete databases, maintain them,

write queries, search for data, and build attractive forms for quick-and-

Information and Communication Technology (ICT) is an extended term for Information Technology (IT) which stresses the role of unified communications. The term ICT is also used to refer to the convergence of audio-visual and telephone networks with computer networks through a single cabling or link system. There are large economic incentives (huge cost savings due to elimination of the telephone network) to merge the telephone network with the computer network system using a single unified system of cabling, signal distribution and management. However, ICT has no universal definition, as "the concepts, methods and applications involved in ICT are constantly evolving on an almost daily basis". The broadness of ICT covers any product that will store, retrieve, manipulate, transmit or receive information electronically in a digital form, e.g. personal computers, digital television, email, robots. For clarity, Zuppo provided an ICT hierarchy where all levels of the hierarchy "contain some degree of commonality in that they are related to technologies that facilitate the transfer of information and various types of electronically mediated communications". Skills Framework for the Information Age is one of many models for describing and managing competencies for ICT professionals for the 21st century. Physical education, also known as Phys Ed., PE, Gym or Gym class, and known in many Commonwealth countries as physical training or PT, is an educational course related of maintaining the human body through physical exercises (i.e. calisthenics). It is taken during primary and secondary education and encourages psychomotor learning in a play or movement exploration setting to promote health. Information and Communication Technologies (ICT) in the field of physical education by the professed and the students. Finally the main problems related to the use of these technologies in classrooms are analyzed. All this in order t to shed light on a very topical issue regarding the education of our youth. Studies show that ICTs are increasingly present in the field of physical education, but much remains to be done to make an effective use of them in education.

Most Internet search engines now allow marketers to buy specific keyword positions in addition to, or instead of, programming their way to the top. This book reveals how to effectively buy a top position on the major search engines and directories.

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