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Windows XP Home Edition offers dozens of new features for consumers: an elegant user interface, drag-and-drop CD burning, and powerful ways to view and manage digital photos and music, among other features. With the release of Service Pack 2 (SP2), Windows XP now provides better protection against viruses, worms, and malicious hackers. But it still comes without a single page of printed instructions. Fortunately, the new edition of Windows XP Home Edition: The Missing Manual fills the void. With its wealth of tips, instructions, and expert advice, this comprehensive resource is your ticket to making your time at the computer safer, easier, and more fun. And best of all, it's been updated to include detailed coverage of Service Pack 2. Written in easy-to-follow, jargon-free language, Windows XP Home Edition: The Missing Manual, Second Edition is perfectly suited for both first-time PC fans and budding power users. And like the rest of the Missing Manual series, it also relies on technical insight,

crystal-clear objectivity, and a sense of humor—meaning no one will be left behind. The book begins with a tour of the Desktop and instructions for customizing the Taskbar and toolbars. It also includes a primer on how to organize files, folders, and windows for maximum efficiency. More advanced chapters explore control panels and built-in applications; walk through configurations like how to set up a PC for Internet use; and address the standard Windows rituals of troubleshooting, installation, and upgrading. For the height of manageability and control, the book also conveys all the need-to-know information about the security technologies featured in Windows XP SP2, so you can better defend yourself against viruses, worms, and hackers. Readers even receive guidelines and instructions for installing SP2 on their PC, or across a network of computers. Co-authored by David Pogue, New York Times computer columnist and Missing Manuals creator, this updated guide is the friendly,

authoritative book that should have been in the box. It's sure to become your preferred guide whenever you sit down to Windows XP. Provides information on using Microsoft FrontPage 2003, covering such topics as hyperlinks, Cascading Style Sheets, DHTML, creating layers, collaboration tools, and working with databases. Whether you're a professional musician or a mere novice, Apple's GarageBand software has everything you need to produce commercial-quality recordings entirely on your own. Just imagine how many thousands of singers and instrumentalists remain undiscovered because they lack the capability to produce viable demos. Well, no more. Now there's no need to assemble a backup band or book time at a professional studio--GarageBand has it covered. And GarageBand 2: The Missing Manual gives you the know-how you need to make it all happen. It's an authoritative, witty guide to constructing digital recordings with GarageBand. Written by the master of the Missing Manual series, and a

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musician himself, David Pogue, this top-selling book shows you how to maximize the program's entire set of tools. Pre-recorded loops, sampled sounds, live recordings--they're all explained in easy-to-understand language. It also shows you how to apply professional-sounding effects like reverb or chorusing, and then export the finished product to iTunes, where you can download your work to an iPod, export it as an MP3, or burn it onto CDs. Now revised to reflect GarageBand's latest features, this book's second edition also addresses how to: use GarageBand's eight-track capabilities display music notation in real time enhance timing and pitch for better quality recordings change the tempo and key of recorded instruments tune guitars with GarageBand before recording So if you're chasing a dream or just having fun, GarageBand 2: The Missing Manual is the only resource you need to make the finest musical recordings possible. Windows XP represents the grand unification of two Microsoft dynasties: the

corporate series (Windows NT and 2000) and the home series (Windows 95, 98, and Me). The result offers rock-solid stability and a modern new look -- but it still doesn't come with a printed manual. Book jacket. Windows Vista is Microsoft's most important software release in more than a decade. It offers users an abundance of new and upgraded features that were more than five years in the making: a gorgeous, glass-like visual overhaul; superior searching and organization tools; a multimedia and collaboration suite; and above all, a massive, top-to-bottom security-shield overhaul. There's scarcely a single feature of the older versions of Windows that hasn't been tweaked, overhauled, or replaced entirely. But when users first encounter this beautiful new operating system, there's gonna be a whole lotta head-scratchin', starting with trying to figure out which of the five versions of Vista is installed on the PC (Home, Premium, Business, Enterprise, Ultimate). Thankfully, Windows Vista: The

Missing Manual offers coverage of all five versions. Like its predecessors, this book from New York Times columnist, bestselling author, and Missing Manuals creator David Pogue illuminates its subject with technical insight, plenty of wit, and hardnosed objectivity for beginners, veteran standalone PC users, and those who know their way around a network. Readers will learn how to: Navigate Vista's elegant new desktop Locate anything on your hard drive quickly with the fast, powerful, and fully integrated search function Use the Media Center to record TV and radio, present photos, play music, and record any of the above to DVD Chat, videoconference, and surf the Web with the vastly improved Internet Explorer 7 tabbed browser Build a network for file sharing, set up workgroups, and connect from the road Protect your PC and network with Vista's beefed up security And much more. This jargon-free guide explains Vista's features clearly and thoroughly, revealing which work well and which don't. It's

the book that should have been in the box!

Complete classroom training manuals for Crystal Reports. Two manuals (Introductory and Advanced) in one book. 226 pages and 118 individual topics. Includes practice exercises and keyboard shortcuts. You will learn all about how to establish data connections, create complex and detailed reports, advanced charting techniques and much more. Topics Covered: The Crystal Reports Environment 1. Starting Crystal Reports 2. The Menu Bar 3. Using Toolbars 4. The Design View Creating Data Connections 1. Creating a New Blank Report 2. The Database Expert 3. Access/Excel (DAO) 4. ADO.NET (XML) 5. Database Files 6. Java Beans Connectivity 7. JDBC (JNDI) 8. ODBC (RDO) 9. OLAP 10. OLE DB (ADO) 11. Salesforce.com 12. SAP BW MDX Query 13. SAP Info Sets 14. SAP Operational Data Source 15. SAP Table, Cluster, or Function 16. Universes 17. XML and Web Services 18. Repository 19. More Data Sources 20. Selecting Report Data and Tables 21. The Data Explorer

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Advanced Database Concepts 1. Viewing the SQL Code 2. Using

Table Aliases 3. Verifying the Database 4. Setting the Datasource Location 5. Mapping Fields Collector's Originality Guide: Pontiac GTO 1964-1974 provides a bumper-to-bumper look at every component that makes the GTO a classic, from the distinctive taillights of the 1964 GTO to the Radial Tuned Suspension of the 1974 model. Year by year, component by component, you'll discover a comprehensive and useful guide on factory specifications for restoring, re-energizing, and simply admiring the pride of Pontiac. This ILT series course, rated 4.7/5.0 in overall quality by ProCert Labs, builds on the concepts and skills covered in Windows XP SP2: Basic. In this advanced course, students will learn how to customize the Windows XP user interface, perform advanced file and folder tasks, manage printers and print jobs, and administer user accounts. They'll also learn how to use system utilities, maintain system security, and share LAN resources. Comes with a companion CBT program. Whether you are an

Excel neophyte, a sophisticate who knows the program inside out, or an intermediate-level plodder eager to hone your skills, Excel: The Missing Manual is sure to become your go-to resource for all things Excel. Covering all the features of Excel 2002 and 2003, the most recent versions for Windows, Excel: The Missing Manual is an easy-to-read, thorough and downright enjoyable guide to one of the world's most popular, (and annoyingly complicated!) computer programs. Never a candidate for "the most user-friendly of Microsoft programs," Excel demands study, practice and dedication to gain even a working knowledge of the basics. Excel 2003 is probably even tougher to use than any previous version of Excel. However, despite its fairly steep learning curve, this marvelously rich program enables users of every stripe to turn data into information using tools to analyze, communicate, and share knowledge. Excel can help you to collaborate effectively, and protect and control access to your work. Power users

can take advantage of industry-standard Extensible Markup Language (XML) data to connect to business processes. To unleash the power of the program and mine the full potential of their database talents, users need an authoritative and friendly resource. None is more authoritative or friendlier than Excel: The Missing Manual. Not only does the book provide exhaustive coverage of the basics, it provides numerous tips and tricks, as well as advanced data analysis, programming and Web interface knowledge that pros can adopt for their latest project. Neophytes will find everything they need to create professional spreadsheets and become confident users. Excel: The Missing Manual covers: worksheet basics, formulas and functions, organizing worksheets, charts and graphics, advanced data analysis, sharing data with the rest of the world, and programming. If you buy just one book about using Excel, this has GOT to be it. This book has all you need to help you excel at Excel. Complete classroom training

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manual for HTML 5 and CSS. 190 pages and 125 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create a website from scratch, while exploring all of the techniques to add the various elements of a website - text, links, images, CSS and much more. Topics Covered: Getting Acquainted with HTML 1. Introduction to the Internet 2. Introduction to HTML Terminology 3. Options for Writing HTML 4. Unicode Transformation Format (UTF) 5. HTML5 Resources New for HTML5 1. What's different in HTML5? 2. !DOCTYPE in HTML5 Designing a Webpage 1. Design Considerations and Planning 2. Basic Tags and Document Structure 3. HTML Tags 4. Head Tags 5. Title Tags 6. Body Tags 7. Metadata 8. Saving an HTML Page Page Formatting 1. Adding a New Paragraph 2. Adding a Line Break 3. Inserting Blank Space 4. Preformatted Text 5. Changing a Page's Background Color 6. Div Element Text Items and Objects 1. Headings 2. Comments 3. Block

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Dimensions and Elements 4. Positioning 5. Floating 6. Pseudo-Classes/Pseudo-Elements Adding a Navigation Bar in CSS 1. Vertical Navigation Bar 2. Horizontal Navigation Bar - Inline 3. Horizontal Navigation Bar - Floating CSS Tables 1. Borders 2. Collapsed Borders 3. Table Width and Cell Height 4. Table Color 5. Table Text Alignment 6. Table Padding Working With Transforms in CSS 1. What are transforms? 2. 2D Transforms 3. 3D Transforms Transitions and Animations in CSS 1. Transitions 2. Animations CSS Shorthand 1. Shorthand Properties 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. Explains how to use QuickBooks to set-up and manage bookkeeping systems, track invoices, pay bills, manage payroll, generate reports, and determine job costs. With clear, measurable lab objectives that map to certification objectives, this guide also contains materials lists and lab setup instructions with step-by-step lab scenarios that require students to think critically. Users will find a lot to like

about the new iPhoto 4. With Smart Albums, they can organize photos similar to the way iTunes creates playlists. And they can share photos over a network using the same Apple technology for sharing music. There's much more, and our new Missing Manual covers everything in detail and with scrupulous objectivity. But this witty and authoritative guide goes much further, giving readers the basics they need to make iPhoto really work: Essentials of photography. Using iPhoto without a grounding in camera technique is like getting a map before you've learned to drive. This book offers a friendly guide to the digital camera, and professional tips for making everyday snapshots look spectacular. Editing basics. Even great photos need a little touching up. This book shows how to master iPhoto's brightness and contrast controls, cropping tools, new Enhance and Retouch commands, and more. Finding an audience. iPhoto excels at presenting photos. The book goes into detail about creating and

uploading a Web site gallery, creating QuickTime movies from your pictures (both for DVD and on the Web), interactive DVD slideshows, AppleScripting iPhoto, important information on backing up and managing batches of photo files, and putting together one of Apple's linen photo books, including hints on how to arrange the pictures, what book formats work best for what kind of material, how to override the installed designs, and how to make up your own!" iPhoto 4: The Missing Manual," 3rd Edition covers all of these procedures, step by step and offers details on even the smallest nips and tucks. A guide to the Internet covers such topics as broadband connections, searching the Web, online shopping, games and gambling sites, trip planning, email, instant messaging, blogs, and downloading songs and videos. This ILT series course, rated 4.7/5.0 in overall quality by ProCert Labs, builds on the concepts and skills covered in Windows XP SP2: Basic. In this advanced course, students will learn how to

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customize the Windows XP user interface, perform advanced file and folder tasks, manage printers and print jobs, and administer user accounts. They'll also learn how to use system utilities, maintain system security, and share LAN resources. Also available with a companion CBT program. This complete reference covers the entire Windows XP Home operating system in an easy-to-read, all-in-one handbook. Introduces the fundamentals of working with Access XP databases and how the program can assist librarians in managing a library's data. Step-by-step instructions accompanied by screenshots illustrate how to create, modify, and delete the different types of objects in a database to design a card catalog and circulation record for a small library. The later chapters cover advanced queries, reports, macros, the switchboard manager, and security. Annotation (c)2003 Book News, Inc., Portland, OR (booknews.com). 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. Boost your understanding of CompTIA A+ exam principles with practical, real-world exercises Designed to complement CompTIA A+ Complete Study Guide, this hands-on companion book takes you step by step through the tasks a PC technician is likely to face on any given day. It supports the theory explained in the test-prep guide with additional practical application, increasing a new PC technician's confidence and marketability. Various scenarios incorporate roadblocks that may occur on the job and explain ways to successfully complete the task at hand. In addition, each task is mapped to a specific A+ exam objective for exams 220-801 and 220-802. Tasks are divided into categories: hardware and software installation, hardware and software maintenance, and installing and upgrading operating systems, networks, and security systems. Designed to enhance factual

study with practical application Explains step by step how to perform a variety of tasks that PC technicians commonly face on the job Tasks include installing or replacing a power supply or a laptop hard drive, installing or upgrading to Windows 7, scanning for and removing viruses, installing printer drivers, and troubleshooting a network CompTIA A+ Complete Lab Manual gives you the hands-on experience you need to succeed in the real world. Presents an introduction to the features and functions of Microsoft Windows XP. Explains how to use the portable music player with a Windows PC or a Macintosh computer to perform functions including play music, store personal contact and calendar information, and use as a portable FireWire drive. The world of IT is always evolving, but in every area there are stable, core concepts that anyone just setting out needed to know last year, needs to know this year, and will still need to know next year. The purpose of the Foundations series is to identify these concepts

and present them in a way that gives you the strongest possible starting point, no matter what your endeavor. TCP/IP Foundations provides essential knowledge about the two protocols that form the basis for the Internet, as well as many other networks. What you learn here will benefit you in the short term, as you acquire and practice your skills, and in the long term, as you use them. Topics covered include: The origins of TCP/IP and the Internet The layers comprising the OSI and DoD models TCP/IP addressing Subnet masks Creating custom subnet masks Supernetting and Classless Inter-Domain Routing (CIDR) Name resolution The Domain Name System (DNS) and Dynamic DNS Windows Internet Naming Services (WINS) The Dynamic Host Configuration Protocol (DHCP) What to expect with IPv6 Your vacuum comes with one. Even your blender comes with one. But your PC-- something that costs a whole lot more and is likely to be used daily and for tasks of far

greater importance and complexity--doesn't come with a printed manual. Thankfully, that's not a problem any longer: PCs: The Missing Manual explains everything you need to know about PCs, both inside and out, and how to keep them running smoothly and working the way you want them to work. A complete PC manual for both beginners and power users, PCs: The Missing Manual has something for everyone. PC novices will appreciate the unassuming, straightforward tutorials on PC basics, such as hooking up a monitor, keyboard, mouse, printer, and scanner. Families will enjoy sections on networking several computers to share an Internet connection, sharing one monitor between two PCs, connecting portable media players, and creating a home theater system. Adventurous PC users will like the clear photos explaining how to take your PC apart and replace or upgrade any failing parts; IT professionals will be grateful to have something to hand to their coworkers who need solid,

trusted information about using their PC. In *PCs: The Missing Manual*, bestselling computer author Andy Rathbone delivers simple, reliable advice on the kinds of things PC users confront every day. He shows you how to connect and configure today's must-have devices (including digital cameras, portable music players, digital camcorders, and keychain drives); burn CDs and DVDs; scan and fax documents, and more. His section on the Internet explains how to choose the best Internet Service Provider and web browser for your needs; send email; find information quickly on the Web; share photos online; set up a blog; set up a webcam; access TV and radio through the Internet; and shop safely online. And Rathbone delivers plenty of guidance on keep your privacy and your PC safe by installing firewalls, creating safe passwords, running antivirus software, removing spyware and adware, and backing up important files. In early reviews, geeks raved about Windows 7. But if you're an ordinary mortal, learning what this

new system is all about will be challenging. Fear not: David Pogue's *Windows 7: The Missing Manual* comes to the rescue. Like its predecessors, this book illuminates its subject with reader-friendly insight, plenty of wit, and hardnosed objectivity for beginners as well as veteran PC users. Windows 7 fixes many of Vista's most painful shortcomings. It's speedier, has fewer intrusive and nagging screens, and is more compatible with peripherals. Plus, Windows 7 introduces a slew of new features, including better organization tools, easier WiFi connections and home networking setup, and even touchscreen computing for those lucky enough to own the latest hardware. With this book, you'll learn how to: Navigate the desktop, including the fast and powerful search function Take advantage of Window's apps and gadgets, and tap into 40 free programs Breeze the Web with Internet Explorer 8, and learn the email, chat, and videoconferencing programs Record TV and radio, display photos, play music, and

record any of these to DVD using the Media Center Use your printer, fax, laptop, tablet PC, or smartphone with Windows 7 Beef up your system and back up your files Collaborate and share documents and other files by setting up a workgroup network In bone surgery it is essential to compress fractures interfragmentarily in order to make them resistant to the tensile force of muscles and the force resulting from acceleration and deceleration. The author explains the biomechanics of the tension band in detail. Theoretical findings are confirmed by clinical test results. All osteosynthetic techniques which can be carried out with cable are described giving details of operation instructions. Errors and risks are always pointed out. A reference book and operative manual at a time. Pitched at intermediate through to advanced level and covering both the Home Edition and Professional versions of Windows XP, this jargon-free, critical guide should help the reader to make a painless

and rewarding transition from any earlier version of Windows. With Lion, Apple has unleashed the most innovative version of Mac OS X yet—and once again, David Pogue brings his humor and expertise to the #1 bestselling Mac book. Mac OS X 10.7 completely transforms the Mac user interface with multi-touch gestures borrowed from the iPhone and iPad, and includes more than 250 brand-new features. This book reveals them all with a wealth of insight and detail--and even does a deep dive into iCloud, Apple's wireless, free syncing service for Macs, PCs, iPhones, and iPads. Perfect for newcomers. Get crystal-clear, jargon-free introduction to the Dock, the Mac OS X folder structure, Safari, Mail, and iCloud. Go in-depth. Learn how use key new features such as full-screen apps, Mission Control, the new Mac App Store, Launchpad, Resume, Auto Save, Versions, AirDrop, and more. Are you even more of a power user? Learn to set up a network, make a Lion flash drive, and even learn the basics of

Lion's underlying Unix. There's something new on practically every page of this new edition, and David Pogue brings his celebrated wit and expertise to every one of them. Apple's brought a new cat to town, and Mac OS X Lion: The Missing Manual is the best way to tame it. With detailed step-by-step instructions accompanied by full-color photos, this book shows critical procedures to restore a GTO to factory like-new condition. InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects. Windows XP is the latest, most reliable, and best-looking version of the world's most widely used operating system, combining the extremely stable engine of Windows NT and 2000 with the user-friendliness of the Windows 98 and Me consumer models. In its first year, XP became the fastest-selling Windows OS ever. But one major failing remains unaddressed: XP Pro comes without a single page of printed

instructions. This superbly written guide fills the gap. Coauthored by David Pogue, New York Times technology columnist and Missing Manuals creator, Windows XP Pro: The Missing Manual uses wit, technical insight, and scrupulous objectivity to light the way for first-time and intermediate PC fans. The book reveals which features work well and which don't, such as the Remote Desktop software that enables people to connect to the office from home, the encryption file system that protects sensitive information, and the Windows Messenger that enables real-time text, voice and video communication. Contents include: Getting started. The book's early chapters cover using menus, finding lost files, reducing window clutter, and taming the new, multi-column Start menu. Mastering the network. Special chapters help you navigate the corporate network, dial in from the road, and even set up your own small-office (peer-to-peer) network, step by step. Understanding security. User accounts, file

encryption, and the NTFS file system keep your private files private, while still offering network access to coworkers you specify. Flying the Net. This book demystifies Outlook Express 6 for email, Internet Explorer 6 for Web browsing, and the new Windows Messenger for voice, chat, and video conferencing. Windows XP Pro: The Missing Manual isn't for system administrators

or OS theory geeks; it's for the novice or budding power user who wants to master the machine and get down to work. Yet, anyone who uses XP Pro (including hardcore techies) will find this new system much easier -- and more fun -- to digest with this new Missing Manual. This is the crystal-clear, jargon-free book that should have been in the box.