Quickbooks 2008 The Missing Manual Missing Manuals

Offers step-by-step instructions on basic bookkeeping and accounting, and how and when to use specific QuickBooks features. Includes how to set up accounts, track billable time and examine budgets.

What, exactly, do you know about your body? Do you know how your immune system 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 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 strenuous Why a tongue with just half a dozen taste buds can identify thousands of flavors Why bacteria in your gut outnumbers 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 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 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 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 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

QuickBooks 2009 has impressive features, like financial and tax reporting, invoicing, payroll, time and mileage tracking, and online banking. So how do you avoid spending more time learning the software than using it? This Missing Manual takes you beyond QuickBooks' help resources: you not only learn how the program works, but why and when to use specific features. You also get basic accounting advice so that everything makes sense. QuickBooks can handle many of the financial tasks small companies face. QuickBooks 2009: The Missing Manual helps you handle QuickBooks with easy step-by-step instructions. With this book, you will: Get more out of QuickBooks whether you're a beginner or an old pro. Learn how QuickBooks can help you boost sales, control spending, and save on taxes. Set up and manage your files to fit your company's specific needs. Use QuickBooks reports to evaluate every aspect of your enterprise. Follow the money all the way from customer invoices to year-end tasks. Discover new timesaving features like like better multi-user performance, a homepage dashboard, revamped online banking. Build budgets and plan for the future to make your business more successful. QuickBooks 2009: The Missing Manual covers only QuickBooks 2009 for Windows.

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 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, 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 search for and find anything in your Mac Front Row, a new way to enjoy music, photos, and videos Enhanced Parental Controls that come with Leopard Quick tips for setting up and configuring your Mac to make it your own 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. Mac's brought a new cat to town and Mac OS X: The Missing Manual, Leopard Edition is a great new way to tame it.

Covers the iPhone 3G
QuickBooks 2013: The Missing Manual
Leopard Edition
Photoshop Elements 6 for Mac: The Missing Manual
QuickBooks 2012: The Missing Manual

Netbooks are the hot new thing in PCs -- small, inexpensive laptops designed for web browsing, email, and working with web-based programs. But chances are you don't know how to choose a netbook, let alone use one. Not to worry: with this Missing Manual, you'll learn which netbook is right for you and how to set it up and use it for everything from spreadsheets for work to hobbies like gaming and photo sharing. Netbooks: The Missing Manual provides easy-to-follow instructions and lots of advice to help you: Learn the basics for using a Windows- or Linux-based netbook Connect speakers, printers, keyboards, external hard drives, and other hardware Get online using a wireless network, a public network, broadband cards, or dial-up Write email, browse the Web, transfer bookmarks, and add tools to your web browser Use business tools like Google Docs and Office for Netbooks Collaborate with others online via instant messaging Edit and share photos, play games, listen to music, and watch TV and movies online You'll also learn about web-based backup and storage, staying secure online -- especially when using wireless networks -- and tips for troubleshooting. Netbooks point to the future of computing, and Netbooks: The Missing Manual will show you how to get there.

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

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 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. 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?

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, 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

Palm Pre: The Missing Manual
QuickBooks 2014: The Missing Manual
Flash CS4: The Missing Manual
Creating a Web Site: The Missing Manual
QuickBooks 2016

Bursting with new features, Apple's iMovie '09 is vastly more usable and complete than iMovie '08 -- amazing right out of the box. But the box doesn't include a good user's guide, so learning these applications is another matter. iMovie '09 and iDVD: The Missing Manual gets you up to speed on everything you need to turn raw digital footage into highly creative video projects. You get crystal-clear, jargon-free explanations of iMovie's new video effects, slow & fast motion, advanced drag & drop, video stabilization, and more. Author and New York Times tech columnist David Pogue uses an objective lens to scrutinize every step of process, including how to: Organize your videos just like your photos, and precisely edit with ease Work on multiple iMovie projects at once and drag & drop clips among them Integrate with other iLife programs to use songs, photos, and an original sound track Output your creation to a blog, its own web page, or as a video podcast with iWeb Understand basic film techniques to improve the quality of the video you bring to iMovie From choosing and using a digital camcorder to burning the finished work onto DVDs, posting it online, or creating versions for iPod and iPhone, iMovie '09 & iDVD: The Missing Manual helps you zoom right in on the details.

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. 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.
Explains how to use QuickBooks to set-up and manage bookkeeping systems, track invoices, pay bills, manage payroll, generate reports, and determine job costs.
Mac OS X Leopard: The Missing Manual
Living Green: The Missing Manual
Mac OS X Leopard
Office 2008 for Macintosh: The Missing Manual
The Official Intuit Guide to QuickBooks 2013
With iWork '09, Apple's productivity applications have come of age. Unfortunately, their user guides are stuck in infancy. That's where iWork '09: The Missing Manual comes in. This book quickly guides you through everything you need to know about the Pages word-processor, the Numbers spreadsheet, and the Keynote presentation program that Al Gore and Steve Jobs made famous. Friendly and entertaining, iWork '09: The Missing Manual gives you crystal-clear and jargon-free explanations of iWork's capabilities, its advantages over similar programs -- and its limitations. You'll see these programs through an objective lens that shows you which features work well and which don't. With this book, you will: Produce stunning documents and cinema-quality digital presentations Take advantage of Mac OS X's advanced typography and graphics capabilities Learn how to use the collection of themes and templates included with iWork Get undocumented tips, tricks, and secrets for each program Integrate with other iLife programs to use photos, audio, and video clips Learn why iWork is the topic most requested by Missing Manual fans. One of the few sources available on Apple's incredible suite of programs, iWork '09: The Missing Manual will help you get the best performance out of Pages, Numbers, Keynote, and more in no time.
JavaScript is an essential language 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, 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

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.

Among its many amazing applications, Google now has web-based alternatives to many of the applications in Microsoft Office. This comprehensive and easy-to-follow new book enables you to explore Google's new office applications in detail. Once you do, you'll be in good company -- more than 100,000 small businesses and some corporations are already looking to take advantage of these free Google offerings. Google Apps: The Missing Manual teaches you how to use three relatively new applications from Google: "Docs and Spreadsheets", which provide many of the same core tools that you find in Word and Excel; and Google Calendar and Gmail, the applications that offer an alternative to Outlook. This book demonstrates how these applications together can ease your ability to collaborate with others, and allow you access to your documents, mail and appointments from any computer at any location. Of course, as remarkable as these applications are, Google's office suite is definitely a work-in-progress. Navigating what you can and can't do and -- more importantly -- understanding how to do it isn't always easy. And good luck finding enough help online. Google Apps: The Missing Manual is the one book you need to get the most out of this increasingly useful part of the Google empire. This book: Explains how to create, save and share each of Google's web-based office applications Offers separate sections for Docs and Spreadsheets, Google Calendar, and Gmail Demonstrates how to use these applications in conjunction with one another Gives you crystal-clear and jargon-free explanations that will satisfy users of all technical levels Many of you already use Gmail, but do you know its full potential? Do you know how you can increase its power by using Gmail with Doc and Spreadsheets and Google Calendar? You'll find out with Google Apps: The Missing Manual. You'll also come to understand why large corporations such as General Electric and Proctor & Gamble are taking a long, hard look at these applications.

FileMaker Pro 10: The Missing Manual

QuickBooks 2010: The Missing Manual

iWork '09: The Missing Manual

Google Apps: The Missing Manual

Office 2008 for Macintosh

Photoshop Elements 7 includes lots of new tools 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 offering (for free!) at 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 carefully explains all the 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 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 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.

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 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 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 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.

Is Windows giving you pause? Ready to make the leap to the Mac instead? There has never been a better time to switch from Windows to Mac, and this incomparable guide will help you make a smooth transition. New York Times columnist and Missing Manuals creator David Pogue gets you past three challenges: transferring your stuff, assembling Mac programs so you can do what you did with Windows, and learning your way around Mac OS X. Why is this such a good time to switch? Upgrading from one version of Windows to another used to be simple. But now there's Windows Vista, a veritable resource hog that forces you to relearn everything. Learning a Mac is not a piece of cake, but once you do, the rewards are oh-so-much better. No viruses, worms or spyware. No questionable firewalls, inefficient permissions, or other strange features. Just a beautiful machine with a thoroughly reliable system. And if you're still using Windows XP, we've got you covered, too. If you're ready to take on Mac OS X Leopard, the latest edition of this bestselling guide tells you everything you need to know: Transferring your stuff -- Moving photos, MP3s, and Microsoft Office documents is the easy part. This book gets you through the tricky things: extracting your email, address book, calendar, Web bookmarks, buddy list, desktop pictures, and MP3 files. Re-creating your software suite -- Big-name programs (Word, Photoshop, Firefox, Dreamweaver, and so on) are available in both Mac and Windows versions, but hundreds of other programs are available only for Windows. This guide identifies the Mac equivalents and explains how to move your data to them. Learning Leopard -- Once you've moved into the Mac, a final task awaits: Learning your way around. Fortunately, you're in good hands with the author of Mac OS X: The Missing Manual, the #1 bestselling guide to the Macintosh. Moving from Windows to a Mac successfully and painlessly is the one thing Apple does not deliver. Switching to the Mac: The Missing Manual, Leopard Edition is your ticket to a new computing experience.

Think you have to be a technical wizard to build a great web site? Think again. If you want to create an engaging web site, this thoroughly revised, completely updated edition of Creating a Web Site: The Missing Manual demystifies the process and provides tools, techniques, and expert guidance for developing a professional and reliable web presence. Whether you want to build a personal web site, an e-commerce site, a blog, or a web site for a specific occasion or promotion, this book gives you detailed instructions and clear-headed advice for: Everything from planning to launching. From picking and buying a domain name, choosing a Web hosting firm, building your site, and uploading the files to a web server, this book teaches you the nitty-gritty of creating your home on the Web. Ready-to-use building blocks. Creating your own web site doesn't mean you have to build everything from scratch. You'll learn how to incorporate loads of pre-built and freely available tools like interactive menus, PayPal shopping carts, Google ads, and Google Analytics. The modern Web. Today's best looking sites use powerful tools like Cascading Style Sheets (for sophisticated page layout), JavaScript (for rollover buttons and cascading menus), and video. This book doesn't treat these topics as fancy frills. From step one, you'll learn easy ways to create a powerful site with these tools. Blogs. Learn the basics behind the Web's most popular form of self-expression. And take a step-by-step tour through Blogger, the Google-run blogging service that will have you blogging before you close this book. This isn't just another dry, uninspired book on how to create a web site. Creating a Web Site: The Missing Manual is a witty and intelligent guide you need to make your ideas and vision a web reality.

Your Brain: The Missing Manual

The Official Intuit Guide to QuickBooks 2014

Quicken 2008

The Missing Manual

Photoshop Elements 7: The Missing Manual

Your bookkeeping workflow will be smoother and faster with QuickBooks 2012 for Windows—but only if you spend more time using the program than figuring out how it works. This book puts you in control: you get step-by-step instructions on how and when to use specific features, along with basic accounting advice to guide you through the learning process. The important stuff you need to know: Get started. Set up your accounts, customers, jobs, and invoice items quickly. Manage your business. Track spending, income, invoices, inventory, and payroll. Spend less time on bookkeeping. Use QuickBooks to create invoices or timesheets in batches. Follow the money. Examine everything from billable time and expenses to year-end tasks. Find key info quickly. Rely on QuickBooks' vendor, customer, inventory, and employee centers. Exchange data with other programs. Move data between QuickBooks and Microsoft Office.

Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments, and more Organize your data. Search, sort, and filter huge amounts of information Illustrate trends. Bring your data to life with charts and graphics -- including miniature charts called Sparklines Examine your data. Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save

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

Schedules, budgets, communications, resources. Projects big and small include them all, and Microsoft Project 2007 can 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, 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.

CSS: The Missing Manual

Quicken 2009: The Missing Manual

Your Body: The Missing Manual

Dreamweaver CS4: The Missing Manual

Netbooks: The Missing Manual

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 narrowing them down to a few simple choices. This all-in-one resource is packed with practical advice on ways you can help the environment by making simple changes in your home routine, work habits, and the way you shop and get around town. You don't have to embark on a radical new lifestyle to make a difference. Living Green: The Missing Manual shows you how small changes can have a big impact. With this book, you will: Learn how to make your home energy efficient and free of toxic chemicals Discover how to reduce waste, repurpose and recycle, and do more with less Build and remodel earth-friendly homes with new techniques and materials Learn tips for buying organic food and what it takes to grow your own Get helpful information on fuel-efficient cars, including hybrid and electric models Make your workplace greener and more cost-effective -- from changes at your desk to suggestions for company-wide policies Explore how to choose renewable energies, such as wind and solar power The book also provides you with ways to connect with like-minded people and offers a survey of exciting new green technologies. Learn how you can help the planet with Living Green: The Missing Manual.

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 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 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.

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

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 less code, is search-engine friendly, and works well with CSS Style text by changing fonts, colors, font sizes, and adding borders Turn simple HTML links into complex and attractive navigation bars -- complete with rollover effects Create effective photo galleries and special effects, including drop shadows Get up to speed on CSS 3 properties that work in the latest browser versions Build complex layouts using CSS, including multi-column designs Style web pages for printing With CSS: The Missing Manual, Second Edition, you'll find all-new online tutorial pages, expanded CSS 3 coverage, and broad support for Firebox, Safari, and other major web browsers, including Internet Explorer 8. Learn how to use CSS effectively to build new websites, or refurbish old sites that are due for an upgrade.

Excel 2010: The Missing Manual

QuickBooks 2009: The Missing Manual

iPhoto '09: The Missing Manual

iMovie '09 & iDVD: The Missing Manual

iPhone: The Missing Manual

QuickBooks 2010 has impressive features, like financial and tax reporting, invoicing, payroll, time and mileage tracking, and online banking. So how do you avoid spending more time learning the software than using it? This Missing Manual takes you beyond QuickBooks' help resources: you not only learn how the program works, but why and when to use specific features. You also get basic accounting advice so that everything makes sense. QuickBooks can handle many of the financial tasks small companies face. QuickBooks 2010: The Missing Manual helps you handle QuickBooks with easy step-by-step instructions. Set up your QuickBooks files and preferences to fit your company Track inventory, control spending, run a payroll, and manage income Follow the money all the way from customer invoices to year-end tasks Export key snapshots in the convenient new Report Center Streamline your workflow with the new Online Banking Center Build and monitor budgets to keep your company financially fit Share information with your accountant quickly and easily QuickBooks 2010: The Missing Manual covers only QuickBooks 2010 for Windows.

Provides information on using Microsoft Office 2008 with a Mac, covering the features and functions of Word, Entourage, Calendar, Excel, and PowerPoint.

With iPhoto '09, Apple's popular photo organizer and editing program is better than ever. 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 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 desktop pictures Learn to manage your Photo Libraries, use plug-ins, and get photos to and from camera phones There's much more in this comprehensive guide. Discover today why iPhoto '09: The Missing Manual is the top-selling iPhoto book.

Want to be part of the largest group-writing project in human history? Learn how to contribute to Wikipedia, the user-generated online reference for the 21st century. Considered more popular than eBay, Microsoft.com, and Amazon.com, Wikipedia servers 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 over who need a fact fast. If you want to jump on board and add to the content, Wikipedia: The Missing Manual is your first-class ticket. Wikipedia has more than 9 million entries in 250 languages, over 2 million articles in the English language alone. Each one is written and edited by an ever-changing cast of volunteer editors. You can be one of them. With the tips in this book, you'll quickly learn how to get more out of -- and put more into -- this valuable online resource. Wikipedia: The Missing Manual gives you practical advice on creating articles and collaborating with fellow editors, improving existing articles, and working with the Wikipedia community to review new articles, mediate disputes, and maintain the site. Up to the challenge? This one-of-a-kind book includes: Basic editing techniques, including the right and wrong ways to edit Pinpoint advice about which types of articles do and do not belong on Wikipedia Ways to learn from other editors and communicate with them via the site's talk pages Tricks for using templates and timesaving automated editing tools Recommended procedures

for fightin spam and vandalism Guidance on adding citations, links, and images to your articles Wikipedia depends on people just like you to help the site grow and maintain the highest quality. With Wikipedia: The Missing Manual, you get all the tools you need to be part of the crew.

JavaScript: The Missing Manual

Microsoft Project 2007: The Missing Manual

QuickBooks 2008

Switching to the Mac: The Missing Manual, Leopard Edition

Wikipedia: The Missing Manual

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.

Demonstrates the personal finance program's most recent upgrade, discussing banking and bill-paying online, retirement planning, investment management, and tax preparation.

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 sycning issues with iTunes; Apple's new MobileMe service, and what it means to the iPhone; and Microsoft Exchange ActiveSync compatibility. Each custom designed page in iPhone: The Missing Manual helps you accomplish specific tasks with complete step-by-step instructions for everything from scheduling to web browsing to watching videos. You'll learn how to: Use the iPhone as a phone -- get a guided tour of 3G's phone features and learn how much time you can save with things like Visual Voicemail, contact searching, and more Figure out what 3G means and how it affects battery life, internet speed, and even phone call audio quality. Treat the iPhone as an iPod -- listen to music, upload and view photos, and fill the iPhone with TV shows and movies Take the iPhone online -- learn how to get online, use email, browse the Web, and use the GPS Go beyond the iPhone -- discover how to use iPhone with iTunes, sync it with your calendar, and learn about The App Store where you can pick from hundreds of iPhone-friendly programs Teeming with high-quality color graphics and filled with humor, tips, tricks, and surprises, iPhone: The Missing Manual quickly teaches you how to set up, accessorize, and troubleshoot your iPhone. Instead of fumbling around, take advantage of this device with the manual that should have been in the box. It's your call.

Photoshop Elements 6: The Missing Manual

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