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Professional graphics designers will welcome this practical guide to Acrobat 5 because it tells why and when to use processes, as well as how. Includes projects, tutorials and demonstrations.

THE GREAT BRITISH ENTREPRENEUR'S HANDBOOK 2016 shares the secrets of experienced entrepreneurs on everything from how to get effective media coverage to the secrets of attracting the best and brightest to your firm. With wit and wisdom, the personalities behind some of the leading firms and entrepreneurial organisations in the UK today guide budding entrepreneurs through all the highs and lows of what it takes to be a business success.

Your iPad at Work, Second Edition Supercharge your business effectiveness with any model of iPad—in the office, on the road, everywhere! Do you have an iPad? Put it to work! If you're a manager, entrepreneur, or professional... a consultant, salesperson, or freelancer... this book will make you more efficient, more effective, and more successful! Your iPad at Work includes the latest information about the new iPad (third generation) and iOS 5.1, but also applies to the original iPad and iPad 2. It's packed with easy, nontechnical business solutions you can use right now—each presented with quick, foolproof, full-color instructions. Securely connect your iPad to your network; sync your email, contacts, calendar, Office documents, and smartphone; make the

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most of iPad's latest productivity apps; capture up-to-the-minute news and financial data; even discover powerful specialized apps for your job and your industry. You already know how much fun your iPad is, now discover how incredibly productive it can make you!

- Secure your iPad with passwords and data encryption
- Connect your iPad to a wireless printer
- Discover today's most powerful iPad business apps
- Manage contacts and relationships using your iPad and the VIPorbit app
- Do your word processing, spreadsheet and database management while on the go
- Access your email and surf the Web from almost anywhere
- Make winning sales and business presentations from your iPad
- Read PC and Mac files, from Microsoft Office to Adobe PDF
- Manage your next project from your iPad
- Use your iPad more efficiently on the road and while traveling
- Manage your company's social networking presence from your tablet
- Hold iPad-based video conferences and virtual meetings
- Use your iPad as an ebook reader, and find the best new business and productivity books online
- Reduce your communications costs with FaceTime and Skype
- Create and distribute iPad content, or have a custom app developed for your business
- Add hardware and accessories that make your iPad even more useful

Computing with Windows® 7 for the Older & Wiser is a user friendly guide that takes you step-by-step through the basics of using a computer. Written in an easy-to-understand, jargon free language, it is aimed at complete beginners using PCs running on Microsoft Windows® 7. Inside, you will find step-by-step guidance on: Using the

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keyboard & the mouse Navigating files and folders
Customising your desktop Using Email and the Internet
Word processing Organising your digital photos Safely
downloading files from the Internet Finding useful
websites and much more

InfoWorld is targeted to Senior IT professionals. Content
is segmented into Channels and Topic Centers.

InfoWorld also celebrates people, companies, and
projects.

This book provides a comprehensive overview of e-
learning (online learning) systems in the context of
system delivery for Higher Education Information
Services. The book considers practical issues in
choosing a virtual learning environment and discusses a
range of issues in implementing, managing and
maintaining the service for users. In particular, the issue
of accessibility and usability is discussed in the context
of recent legislation (e.g. Disability Discrimination Act /
SENDA.). Jargon-free and aimed at information
professionals with sole/mixed responsibilities Identifies
leading systems, discussing strengths and weaknesses
Draws examples from current practice in Higher
Education

In the last decade library collections have rapidly evolved
from a predominance of print books and journals to an
ever growing mix of digital and print resources. Library
patrons are predominately served by support staff that is
expected to know how to help patrons select and use
digital resources. Yet most library support staff (LSS) has
not had training to become proficient in finding, using,
and instructing others in the abundance of the digital

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resources of websites, databases, e-texts, digital libraries and their related technologies. Library Technology and Digital Resources: An Introduction for Support Staff is both a text for professors who teach in library support staff programs and an introductory reference manual for support staff who work in libraries. This book will guide the LSS to be able to: Distinguish key features and enhancements found among vendors and providers of digital libraries, digital collections, databases, and e-texts; Plan, budget, fund and write grants for digital resources; Understand the complexity and options of licensing and usage agreements for digital resources; Know copyright permissions and acceptable use guidelines for digital resources. Understand the basic technologies that support library digital resources including network structures, software applications, and protocols; Distinguish between directories and search engines as they relate to digital resources as well as be able to employ advance search skills effectively; Explore the resources of global, national, and state digital libraries and their collections; Use government databases and other digitized systems and information sources; Find exemplary digital resources though other agencies such as museums, university collections and other sources that librarians can share with patrons. Create local digital resources of primary and historical materials and artifacts with metadata and cataloging for searchable access. Interpret meaning from library digital resources using visual literacy skills. Promote library digital resources through a variety of means including social media and online options.

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Security technologies have advanced at an accelerated pace in the past few decades. These advancements in cyber security have benefitted many organizations and companies interested in protecting their virtual assets. *Advanced Image-Based Spam Detection and Filtering Techniques* provides a detailed examination of the latest strategies and methods used to protect against virtual spam. Featuring comprehensive coverage across a range of related topics such as image filters, optical character recognition, fuzzy inference systems, and near-duplicate detection, this book is an ideal reference source for engineers, business managers, professionals, and researchers seeking innovative technologies to aid in spam recognition.

Planting Your Family Tree Online is designed to take you step-by-step through the process of creating a genealogy Web site. When people begin their genealogical adventure, they usually interview elderly members of the family and contact other family members. The next step is usually one of organization of the information collected. The third step is usually to share this information with other family members, traditionally by publishing research in a book. However, a family Web site has numerous advantages: It is interactive so others can contribute their stories and pictures. It will help you find long-lost relatives. It is an ideal way to preserve research for the entire family. It will break down the walls that have stumped you in your research. It recognizes that family research is an ongoing process. This book is written by Cyndi Howells, owner and webmaster of *Cyndi's List*, a Web site of more than 130,000 online

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genealogical resources. Cyndi points out, "This book is loaded with URLs to Web sites that will give you everything you need to create a beautiful family tree online." However, Web site URLs change daily and some may no longer work. She has created web pages as part of Cyndi's List that correspond to the features of the book so that the URLs will be kept up-to-date.

A guide to the universal document exchange application offers lessons in creating and editing PDF files, making PDF files available as Web pages, and distributing, viewing, and printing documents on varied operating systems.

For busy academics of all subject disciplines who have been asked to convert their face to face teaching into an online model of delivery at short notice. The chapters present the steps that need to be taken to design and facilitate a high quality learning experience for students using a variety of modes and media. Each chapter includes a task and a checklist designed to help the reader through the transition process, covering such aspects as tools, structure, presentations, live and 'on demand' teaching, assessment, ideas for activities, inclusion and trouble-shooting.

This second edition of Heting Chu's popular work on information representation and retrieval (IRR) features numerous updates and revisions, including coverage of taxonomies, folksonomies, ontologies, social tagging, search/retrieve web service, and next generation OPACs. The chapter on artificial intelligence has been significantly expanded to include a host of related topics such as automatic summarization, question answering,

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natural language searching, and the semantic web. As in the first edition, Chu emphasizes principles and fundamentals. She reviews key concepts and major developmental stages of the field, and then systematically examines information representation methods, IRR languages, retrieval techniques and models, and internet retrieval systems. In addition, she explains the retrieval of multilingual, multimedia, and hyperstructured information and explores the user dimension and evaluation issues.

The must-have book on the leading suite of software for graphic and web designers Fully revised and updated this hands-on resource offers a one-stop learning opportunity through eight minibooks dedicated to each product inside Adobe's Design & Web Premium Suite. The minibooks include Adobe Creative Suite Basics, InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Flash, Fireworks. The book contains information on new image enhancements to After Effects, 64-bit versions of Illustrator and Flash Professional, and a new tool, dubbed Helium, that will enable designers to create content using HTML5 and CSS3. Offers the depth needed by novices and long-time professionals Covers the key features and tools users need to master individual programs to their fullest capacities Helps designers to be more creative and productive Filled with tips and techniques for using the 8 design programs This popular package gives designers a full review of the most popular design and development tools on the market.

This book provides the first comprehensive look at the

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emerging field of web document analysis. It sets the scene in this new field by combining state-of-the-art reviews of challenges and opportunities with research papers by leading researchers. Readers will find in-depth discussions on the many diverse and interdisciplinary areas within the field, including web image processing, applications of machine learning and graph theories for content extraction and web mining, adaptive web content delivery, multimedia document modeling and human interactive proofs for web security. Contents: Content Extraction and Web Mining; Document Analysis for Adaptive Content Delivery; Table Understanding on the Web; Web Image Analysis and Retrieval; New Opportunities. Readership: Graduate students and researchers in document-analysis and web communities. Provides instructions on how to use and create PDF files from electronic documents, review and edit PDF files, organize documents, devise multimedia presentations, and add security to PDF files and documents.

Covers accessing and distilling PDF files; converting MicrosoftOffice documents; capturing paper documents and Web pages;printing, annotating, editing and securing PDF files; extractingtext and graphics; cataloging and distributing PDF files; creatinginteractive forms; and building multimedia presentations. Readers can convert any document to this universal file format,preserving all the fonts, formatting, graphics, and color of thesource document regardless of the application and platform used tocreate it. PDF files can be published and distributed anywhere: in print,attached to e-mail, on corporate servers, posted on Web sites, oron CD-ROM

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Adobe PDF is the emerging workflow standard in the \$400 billion publishing industry and plays a key role in financial services, regulated industries, and government, with more than 155 agencies worldwide sharing Adobe PDF files.

This book constitutes the refereed proceedings of the 5th International Workshop on Document Analysis Systems, DAS 2002, held in Princeton, NJ, USA in August 2002 with sponsorship from IAPR. The 44 revised full papers presented together with 14 short papers were carefully reviewed and selected for inclusion in the book. All current issues in document analysis systems are addressed. The papers are organized in topical sections on OCR features and systems, handwriting recognition, layout analysis, classifiers and learning, tables and forms, text extraction, indexing and retrieval, document engineering, and new applications.

Ancestry magazine focuses on genealogy for today's family historian, with tips for using Ancestry.com, advice from family history experts, and success stories from genealogists across the globe. Regular features include "Found!" by Megan Smolenyak, reader-submitted heritage recipes, Howard Wolinsky's tech-driven "NextGen," feature articles, a timeline, how-to tips for Family Tree Maker, and insider insight to new tools and records at Ancestry.com. Ancestry magazine is published 6 times yearly by Ancestry Inc., parent company of Ancestry.com.

For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning

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Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

This book focuses on teaching by example. Every chapter provides an overview, and then dives right into hands-on examples so you can see and play with the solution in your own environment. This book is for Java developers who don't need any prior experience with Liferay portal. Although Liferay portal makes heavy use of open source frameworks, no prior experience of using these is assumed.

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

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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.

Feel empowered during your first year of teaching middle school by applying the concise tips and tools in this book. Author Stephen Katzel shows you how to create an effective system to structure your classroom, implement daily routines, plan for the short and long term, utilize technology, communicate well with parents, handle formal and informal observations, and move up the salary scale. He also shares advice on relating to the unique needs of middle schoolers, handling difficult supervisors or coworkers, and adapting to change. Perfect for beginning middle school or junior high teachers, the book offers strategies and templates you can use immediately to kick start a successful teaching career. *Billings and Collections Best Practices* offers advice for implementing a plethora of best practices to greatly improve your company's level of efficiency in information reporting, including: Showing you how to create a more efficient billing operation. Demonstrating how you can reduce the error rate on bills sent to customers. Revealing specific steps for you to reduce the amount of outstanding receivables. Providing guidelines on how you can restructure invoice formats to shorten the payment interval. Detailing how to create a database for recurring billings and how to maintain its accuracy. Order your copy today!

The perennial Adobe Creative Suite bestseller—fully updated for Adobe CS5 Featuring eight books in one, this All-in-One For Dummies guide covers the key features and tools that

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you need to know in order to understand how to use each individual program within the Adobe Creative Suite—InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Fireworks, and Flash—to its fullest potential. Within the nearly 1,000 pages, you'll find creative inspiration as well as tips and techniques to sharpen your productivity. Dedicates a minibook to each of the programs within the latest version of Adobe Creative Suite 5—InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Fireworks, Flash—as well as a minibook devoted to Creative Suite basics Serves as a one-stop learning opportunity for each product inside the Design Premium Suite Walks you through creating print and web-based marketing or advertising materials or other publications Adobe Creative Suite 5 Design Premium All-in-One For Dummies is a premium resource on all Adobe Creative Suite 5 can do for you.

Computers -- Computer operating systems -- Monitors -- Computer peripherals -- Printers -- Scanners -- Servers -- Server operating systems -- Networking hardware -- Miscellaneous hardware -- Productivity software -- Security software -- Case management -- Billing software -- Litigation programs -- Document management -- Document assembly -- Collaboration -- Remote access -- Mobile security -- More about Macs -- Unified messaging and telecommunications -- Utilities -- The legal implications of social networking -- Paperless or paper LESS -- Tomorrow in legal tech.

Adobe Acrobat and its file format, PDF, have become the standard for portable documents, including everything from high-resolution color files destined for print to Internet and e-book content * As the standard reference for creative professionals everywhere, this classic resource has been updated and enhanced * Written by Acrobat and PDF guru Ted Padova, the book is packed with real-world insights and techniques gained from the author's use of Acrobat and PDF

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every single day under deadline situations * Covers everything there is to know about using Acrobat and PDF for print prepress, the Internet, CD-ROMs, and all manner of new media * The CD-ROM includes third-party Acrobat tools, a searchable PDF version of the book, and ready-to-use forms, plug-ins, and utilities.

The future looks bright for Web developers! With Adobe Creative Suite 3 Web Premium, you now have fantastic tools that enable you to create a wide array of content and graphics to deploy on a Web site that is dynamic and easy to maintain. Adobe Creative Suite 3 Web Premium All-in-One Desk Reference For Dummies is a hands-on, easy-to-understand guide to the main features in all the CS3 Web development products. The no-nonsense approach is designed to help you build Web sites by covering the basics of each program—Dreamweaver, Photoshop, Fireworks, Illustrator, Flash, Contribute, and Acrobat—as well as the new features in a clear and concise minibook. You get all the expert guidance you need to: Choose the right tools for the job Create basic HTML Web pages Punch up your pages with forms and frames in Dreamweaver Save Photoshop images for print and the Web Work with text, shapes, and images in Fireworks Understand page layout Use layers, filters, and effects in Illustrator Work with animation, sound, and video in Flash Add interactivity to PDF files in Acrobat Integrate Dreamweaver, Fireworks, Flash, and Contribute with other Adobe products Tackle advanced concepts And much, much more! This friendly guide doesn't just cover all the new tools in the Suite; it also offers you a primer on Web design as well as insight into how the Suite influences design. Complete with helpful hints on securing your work, Adobe Creative Suite 3 Web Premium All-in-One Desk Reference For Dummies is your one-stop guide to making the most of the Suite and developing for the Web quickly and easily!

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Computerworld

"Forensic document examination is the study of physical evidence and physical evidence cannot lie. Only its interpretation can err. Only the failure to find it, or to hear its true testimony can deprive it of its value."—Roy Huber This is a comprehensive update of Huber and Headrick's seminal work on handwriting examination. New coverage includes a review of forensic handwriting examination research, handwriting analysis training and proficiency, revised methods and procedures, an updated listing and clarification of terminology and electronic signatures, the analysis of digitized handwriting, and other related technological advances. The book includes updated photographs, several added illustrations, and advances in techniques based on the scientific research conducted in the area over the last 20 years. Features of the new edition include: The latest on electronic signatures, digital handwriting, automated handwriting verification, and the many advances in technology and research over the last two decades An overview of the fundamentals of handwriting examination with updated discussion of the intrinsic and extrinsic variables associated with handwriting identification A review of the criticism of handwriting expert opinions and methodology, addressing both the strengths and scientific limitations of the area Fully revised while remaining true to the spirit and approach of original authors Roy Huber and A. M. Headrick Addition of nearly 200 new references and new glossary terms representing advances in research and methods. With extensive photographs to help clearly illustrate concepts, Huber and Headrick's *Handwriting Identification: Facts and Fundamentals, Second Edition* serves as an invaluable reference to law libraries, practicing document examiners, forensic and criminal justice students, and every lawyer handling cases in which the authenticity of handwriting and

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documents might be disputed.

Measures the benefits of GIS--a collection of hardware, software, and geographic data for capturing, storing, updating, manipulating, analyzing, and displaying all forms of geographically referenced information in layers on maps--for both businesses and government. Advanced.

The examination of handwriting and signatures has a long and established history as a forensic discipline. With the advancement of technology in the use of digital tablets for signature capture, changes in handwriting examination are necessary. Other changes in handwriting, such as an increase in printed writing styles and the decrease in handwriting training in schools necessitates a re-examination of forensic handwriting identification problems. This text takes a fresh and modern look at handwriting examination as it pertains to forensic, legal, and criminal justice applications.

Computing for the Older & Wiser is a simple-to-follow user friendly guide aimed at the older generation introducing the basics of mastering a computer. Covering the latest release of Windows Vista Home Premium(TM) and Windows XP(TM), this book is designed for people who want straightforward instructions on how to use their home PC. Written in plain English, using no unintelligible 'computer speak' Adrian guides you step-by-step through the basics of computing including chapters on: Use of the keyboard and mouse Email and the Internet Customising your desktop Word processing Digital photography Useful websites and much more Useful tips and tricks and a question and answer revision section in each chapter will build your confidence, get you up-to-date and technologically savvy in no time! If you want to learn how to search and shop online, email or chat to family and friends, and you have the enthusiasm to learn a new skill then this book is for you. With explanatory screenshots in full colour Easy to read font Supplementary website - including

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additional exercises to help improve your PC skills, further online hints and tips, and a directory of useful resources. www.pcwisdom.co.uk "Computing for the Older & Wiser will take readers comfortably through getting started on their home PC. The content is similar to what we would take our clients through if they were to attend a class, which is exactly the right level." —Faye Lester, Computer Training Coordinator, Age Concern Camden, UK "I have not had so much fun for years" —Renee Moore, 79, pupil at Age Concern, Colchester, UK

Bring pedagogy and cognitive science to online learning environments *Online Teaching at Its Best: Merging Instructional Design with Teaching and Learning Research*, 2nd Edition, is the scholarly resource for online learning that faculty, instructional designers, and administrators have raved about. This book addresses course design, teaching, and student motivation across the continuum of online teaching modes—remote, hybrid, hyflex, and fully online—integrating these with pedagogical and cognitive science, and grounding its recommendations in the latest research. The book will help you design or redesign your courses to ensure strong course alignment and effective student learning in any of these teaching modes. Its emphasis on evidence-based practices makes this one of the most scholarly books of its kind on the market today. This new edition features significant new content including more active learning formats for small groups across the online teaching continuum, strategies and tools for scripting and recording effective micro-lectures, ways to integrate quiz items within micro-lectures, more conferencing software and techniques to add interactivity, and a guide for rapid transition from face-to-face to online teaching. You'll also find updated examples, references, and quotes to reflect more evolved technology. Adopt new pedagogical techniques designed specifically for remote,

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hybrid, hyflex, and fully online learning environments Ensure strong course alignment and effective student learning for all these modes of instruction Increase student retention, build necessary support structures, and train faculty more effectively Integrate research-based course design and cognitive psychology into graduate or undergraduate programs Distance is no barrier to a great education. Online Teaching at Its Best provides practical, real-world advice grounded in educational and psychological science to help online instructors, instructional designers, and administrators deliver an exceptional learning experience even under emergency conditions.

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