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written. Undocumented surprises await on every page. Power usage. Security, networking, build-your-own Services, file sharing with Windows, even Mac OS X's Unix chassis—this one witty, expert guide makes it all crystal clear. What do you get when you cross a Mac with an iPad? OS X 10.9 Mavericks. Its 200 new features include Mac versions of iPad goodies like Maps, iBooks, and iTunes Radio—but not a single page of instructions. Fortunately, David Pogue is back, with the expertise and humor that have made this the #1 bestselling Mac book for over 11 years straight. The important stuff you need to know: Big-ticket changes. Finder tabs. Finder tags. App Nap. iCloud Keychain. iTunes Radio. Maps. iBooks. Automatic app updating. If Apple wrote it, this book covers it. Nips and tucks. This book demystifies the hundreds of smaller enhancements, too, in all 50 programs that come with the Mac: Safari, Mail, Calendar, Notification Center, Messages, Time Machine... Shortcuts. Meet the tippiest, trickiest Mac book ever written. Undocumented surprises await on every page. Power users. Security, networking, build-your-own Services, file sharing with Windows, even Mac OS X's Unix chassis—this one witty, expert guide makes it all crystal clear. There's something new on practically every page of this edition, and David Pogue brings his celebrated wit and expertise to every one of them. David Pogue highlights the newest features, changes, and improvements of the incomparable iLife '05; covers the capabilities and limitations of each of the five programs within the suite; and delivers countless undocumented tips, tricks, and secrets for getting the best performance out of each. With iLife '05: The Missing Manual at the ready, there's nothing standing between you and professional-caliber music, photos, movies, and more. Used by millions worldwide, FileMaker Pro is an award-winning database program for managing people, projects, images, assets, and other information. It's easy to use and totally customizable--so long as you know what you're doing. But FileMaker Pro doesn't come with a printed manual, so FileMaker Pro: The Missing Manual is the authoritative, jargon-free book that should have been in the box. FileMaker Pro: The Missing Manual approaches FileMaker the way FileMaker approaches you: it's user-friendly and seemingly straightforward enough, but it offers plenty of substance worthy of deeper exploration. Packed with practical information as well as countless expert tips and invaluable guidance, it's an in-depth guide to designing and building useful databases with the powerful and pliable FileMaker Pro. Covering FileMaker for both Windows and Macintosh, FileMaker Pro: The Missing Manual is ideal for small business users, home users, school teachers, developers--anyone who wants to organize information efficiently and effectively. Whether you want to run a business, publish a shopping cart on the Web, plan a wedding, manage a student information system at your school, or program databases for clients, this book delivers. Author Geoff Coffey has many years of experience using FileMaker Pro (he was, in fact, an early beta tester for the product). Author Susan Prosser is a FileMaker Certified Developer who trains other developers. Together, Coffey and Prosser show you how to: Get FileMaker up and running quickly and smoothly Import and organize information with ease Design relational databases that are simple to use, yet powerful Take advantage of FileMaker Pro calculation capabilities Automate processes with scripting Customize FileMaker Pro to your needs and preferences Share information with other people (coworkers, clients, and customers) and other programs Understand and select the best security options What could easily come across as dry and intimidating--things like relational theory, calculations, and scripting--are presented in a way that is interesting and intuitive to mainstream users. In no time, you'll be working more productively and efficiently using FileMaker Pro. 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. iPhoto 5 allows the user to "transfer photos from a digital camera, organize them and publish, print or share them. This version offers 50 new features - but a printed manual isn't among them." - back cover. Sadun shows users how to take control over the way their applications look and behave and provides a structured overview of how to hack system and application preferences and resources to change the look and feel of their Macs. For power users who want to modify Tiger, the new release of Mac OS X, this book takes them deep inside Mac OS X's core, revealing the inner workings of the system. The iPhone represents an important moment in both the short history

of mobile media and the long history of cultural technologies. Like the Walkman of the 1980s, it marks a juncture in which notions about identity, individualism, lifestyle and sociality require rearticulation. This book explores not only the iPhone's particular characteristics, uses and "affects," but also how the "iPhone moment" functions as a barometer for broader patterns of change. In the iPhone moment, this study considers the convergent trajectories in the evolution of digital and mobile culture, and their implications for future scholarship. Through the lens of the iPhone—as a symbol, culture and a set of material practices around contemporary convergent mobile media—the essays collected here explore the most productive theoretical and methodological approaches for grasping media practice, consumer culture and networked communication in the twenty-first century. 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. Get the most out of the latest iLife suite with this full-color, friendly guide! The iLife software suite from Apple is comprised of iPhoto, iMovie, iDVD, GarageBand, and iWeb, all of which assist with organizing, viewing, and publishing digital content such as photos, movies, music, and Web pages. This fun, friendly, and full-color guide will help you easily and efficiently organize all your digital materials. Veteran author Tony Bove reviews the latest enhancements to the latest version of iLife and presents you with clear explanations and step-by-step instructions for keeping track of everything digital. Popular author Tony Bove shows you how to organize your digital photos, movie clips, audio, Web pages, and much more with the newest version of iLife Features full-color images, clear explanations, and step-by-step instructions to demonstrate how iLife can make your life easier and more organized Walks you through the capabilities of iPhoto, iMovie, iDVD, GarageBand, and iWeb With iLife '11 For Dummies, Tony Bove shows you how to organize your digital life! Explains how to use the Macintosh video production programs to capture and edit digital videos, apply effects, create DVD menus, and burn DVDs. Apple's video-editing program is better than ever, but it still doesn't have a printed guide to help you get started. That's where this gorgeous, full-color book comes in. You get clear explanations of iMovie's impressive new features, like instant rendering, storyboarding, and one-step special effects. Experts David Pogue and Aaron Miller also give you a complete course in film editing and DVD design. Edit video like the pros. Import raw footage, add transitions, and use iMovie's newly restored, intuitive timeline editor. Create stunning trailers. Design Hollywood-style "Coming Attractions!" previews for your movies. Share your film. Distribute your movie in a variety of places—on smartphones, Apple TV, your own site, and with one-click exports to YouTube, Facebook, Vimeo, CNN iReport, and MobileMe. Make DVDs. Design the menus, titles, and layout for your DVDs, and burn them to disc. This book covers version 9 of Apple's iMovie software. Introduced by Apple in January 2005, iWork '05 is an innovative new suite of document and presentation software that's the same caliber as Apple's groundbreaking digital media applications and that's wholly dedicated to what Mac users like you care about most: artistry and creativity. iWork '05 isn't about "office productivity"—it's about creating slick and stylish documents and cinema-quality digital presentations that say precisely what you want them to say. While iWork '05 helps you create stunning documents and presentations, the suite doesn't come with any in-depth documentation of its own. That's where iWork '05: The Missing Manual comes

in. The book that should have been in the box, it gives you everything you need to master iWork '05. Seamlessly integrated with the wildly popular iLife '05 and designed to take advantage of the advanced typography and graphics engine of Mac OS X, iWork is actually two separate programs: Pages and Keynote 2. Pages is a brand-new, streamlined word processor and page layout program that allows nonprofessionals to quickly and painlessly produce gorgeous brochures, newsletters, letters, invitations, product data sheets, and more. You can start documents from scratch or use one of the 40 professionally designed templates as a starting point. Keynote 2 is a significant upgrade to Keynote, Apple's PowerPoint-like presentation software that allows you to build unique presentations, demonstrations, storyboard animations, interactive slideshows, and more. Like every Missing Manual, this one is refreshingly entertaining and scrupulously detailed. iWork '05: The Missing Manual gives you all the essentials of Pages and Keynote 2, including an objective look at each program's capabilities, its advantages over similar programs, and its limitations. The book delivers countless goodies that you won't find anywhere else: undocumented tips, tricks, and secrets for getting the very best results from both exciting new applications. With the iWork '05 suite and iWork '05: The Missing Manual, you are totally equipped to give your work the style it deserves. From newspapers to NASA, Mac users around the world use AppleScript to automate their daily computing routines. Famed for its similarity to English and its ease of integration with other programs, AppleScript is the perfect programming language for time-squeezed Mac fans. As beginners quickly realize, however, AppleScript has one major shortcoming: it comes without a manual. No more. You don't need a degree in computer science, a fancy system administrator title, or even a pocket protector and pair of nerdy glasses to learn the Mac's most popular scripting language; you just need the proper guide at your side. AppleScript: The Missing Manual is that guide. Brilliantly compiled by author Adam Goldstein, AppleScript: The Missing Manual is brimming with useful examples. You'll learn how to clean up your Desktop with a single click, for example, and how to automatically optimize pictures for a website. Along the way, you'll learn the overall grammar of AppleScript, so you can write your own customized scripts when you feel the need. Naturally, AppleScript: The Missing Manual isn't merely for the uninitiated scripter. While its hands-on approach certainly keeps novices from feeling intimidated, this comprehensive guide is also suited for system administrators, web and graphics professionals, musicians, scientists, mathematicians, engineers, and others who need to learn the ins and outs of AppleScript for their daily work. Thanks to AppleScript: The Missing Manual, the path from consumer to seasoned scripter has never been clearer. Now you, too, can automate your Macintosh in no time. With Mountain 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 number one bestselling Mac book. Mac OS X 10.8 brings more innovations from the iPad and makes syncing across devices smarter and easier with higher iCloud integration throughout the operating system. Learn how to use key new features such as Messages, Reminders, Notification Center, Gatekeeper, AirPlay Mirroring, Share Sheets, and more. The definitive iLife reference, completely updated and revised! The Macintosh iLife '09 is a lavishly illustrated handbook packed with easy-to-follow instructions, essential technical background, and tips for iLife users of all levels. Each two-page spread is a self-contained tutorial or set of tips. Everything you need is at your fingertips, and every page is updated for iLife '09, including coverage of the Faces feature in iPhoto that allows users to organize their photos based on who's in them, the new Animated Travel Maps in iMovie that enhances vacation movies with eye-catching animations and much more! Organize your photos using iPhoto's new Faces facial-recognition and Places geotagging technologies Share your photos on Flickr and Facebook Create spectacular slide shows using iPhoto's new slide show themes Master the spectacular new features iMovie '09, including the precision editor, motion stabilization, video effects, and motion-graphics themes Improve your photography and video-shooting techniques Assemble a video library with the all-new iMovie—and create animated Travel Maps in your scenes Produce spectacular slide shows, photo books, calendars, and greeting cards Record and arrange your own music with GarageBand Create and publish your own Web sites, blogs, and podcasts Preserve the past: digitize old

records, photos, and movies Get updates, tips, and much more at this book's companion Web site, www.macilife.com. The definitive iLife reference, completely updated and revised! The Macintosh iLife '08 is a lavishly illustrated handbook packed with easy-to-follow instructions, essential technical background, and tips for iLife users of all levels. Now in its sixth edition, it's the world's top-selling iLife book. • Shop 'til you drop at the iTunes Store—and wirelessly with the iPhone and iPod touch • Create a digital media center with Apple TV and your widescreen TV set • Improve your photography and video-shooting techniques • Produce spectacular slide shows, photo books, calendars, and greeting cards • Refine your photos to perfection with iPhoto's new editing tools • Share photos via email, .Mac Web Gallery, DVD slide shows, and more • Assemble a video library with the all-new iMovie—and share your creations on YouTube • Record and arrange your own music with GarageBand • Create and publish your own Web sites, blogs, and podcasts • Preserve the past: digitize old records, photos, and movies

The book: Each two-page spread is a self-contained tutorial or set of tips. Everything you need is at your fingertips, and every page is updated for iLife '08, Mac OS X 10.5 Leopard, the iPhone, and latest iPods. The Web site: Get updates, tips, and much more at this book's companion Web site, www.macilife.com. 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. Are you new to the Macintosh experience and iLife? Or are you someone who wants to know the ins and outs of Apple's powerful media creation tools? Either way, you have come to right place. iLife '11 Made Simple will guide you through the iLife apps and help you become a power user in no time. iLife '11 Made Simple lets you be creative with iPhoto, iDVD, iMovie, iWeb, and GarageBand—from the initial welcome screen to the last menu item. Even though iTunes is not part of the retail package, it is an important part of the creation or sharing process and is covered in this book as well. You'll also learn how iLife apps work on iOS devices as well as how they work with iCloud. So, if you just want to learn how to create a basic movie, song or website, iLife '11 Made Simple is perfect for you. Want to become a media mogul in any of the covered applications? After reading this manual, you'll be swept into the creative process and be well on your way to creating or enhancing your next iLife masterpiece! You already own the most powerful and easy-to-use computer in the known universe. With this guide in hand, you'll see how Apple applies its magic to incredible software packages as well. It's the undisputed king of Internet auction sites. It's a global bazaar offering a range of goods from Antiques to Zulu Daisies. Cars, clothing, collectibles: you name it, and it's likely that you can find on eBay. But along with the vast selection of goods available, buyers and sellers also encounter all the other elements that markets are known for: tricks and swindlers, overpriced goods, deceptive labeling, small print, recycled items marked as new, and the occasional rare priceless find or undiscovered treasure. Seasoned eBay traders know that to successfully buy and sell within this mega-shopping platform, you need to understand the system. Unfortunately, the secrets of the site are often tightly held by other buyers and sellers seeking a competitive edge. But what if you're a newcomer? Or an experienced trader who wants to make the jump to power buyer or seller? eBay: The Missing Manual gives you the inside information you'll need to become an eBay expert. Buyers will find the most effective ways to find you want and pay prices that are sure to

bring a smile to your face. And you'll get authoritative advice on strategic bidding: how to watch for elusive items, time your bids to take the competition by surprise, and--above all--avoid paying more than you ought to. Sellers will get sure-fire tips from eBay veterans who have discovered ways to ramp up their own auctions and sell at the highest possible prices. From the smallest details, such as how to take and post the most effective photos of your goods, to pricing strategies, inventory management, and shipping methods, this user-friendly manual will help you make more money on eBay. Whether you're selling a single item or running fulltime business on the site, you'll find tips to help you do it more effectively. As in any community, problems and disputes arise, and you'll learn how other eBayers resolve such troubles or work around them. eBay: The Missing Manual has gems of wisdom for everyone from total novices to more experienced traders. If you're looking to improve your eBay auction experience, you'll savor the tips and tricks revealed in this guided exploration. 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. 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 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. Showcases the word processing, graphics, database, Web design, spreadsheet, and slide-show capabilities of AppleWorks 6, including the new interface, macros, templates, document exchange, and troubleshooting. "A comprehensive guide to creating, recording, editing, and sharing music and other audio"--Cover. Millions of computers around the world today are connected by the Internet, so why is it still so hard to hook up a few PCs

in your own home? Whether you want to share an Internet connection, install WiFi, or maybe just cut down on the number of printers you own, home networks are supposed to help make your life easier. Instead, most aspiring home networkers get lost in a confusing maze of terms and technologies: 802.11g, Fast Ethernet, Cat 5 cable (or was it Cat 5e?), Powerline, and on and confusingly on. That's where *Home Networking: The Missing Manual* comes in. Using clear language, straightforward explanations, and a dash of humor, this book shows you how to do everything you need to set up a home network. Coverage includes: WiFi, Ethernet, or Powerline? There are several kinds of digital pipes that you can use to create your network, and none of them have friendly names. This book tells you what they are, explains the pros and cons of each, and helps you figure out what you need to buy, and how to install it. Windows and Mac info included. Half the battle in home networking takes place after you've bought your gear and plugged it in. That's because the routers, network adapters, and cables that you need get you only part way towards networking nirvana. Whether you've got PCs or Macs or both, you'll need help tweaking your computers' settings if you want to get all your machines talking to each other. This book covers most known operating system flavors, including Windows XP, 2000, Me, and 98, and Mac OS X and OS 9. Fun things to do with your network. The real fun starts once your network is up and running. This book shows you how to do much more than simply share an Internet connection and a printer. You'll learn how to stream music from your PCs to your stereo, how to display pictures on your TV, how to hook up game consoles to your network, and more! Most important, this book helps you understand the difference between what you need to know to create and use your home network and what's best left to those looking for a career as a system administrator. In *Home Networking: The Missing Manual* you'll find everything you need to get your network running—and nothing more.

Apple has taken iPhoto '08 to a whole new level. Now, in addition to handling upwards of 250,000 images, the program lets you easily categorize and navigate through those photos with a feature called Events. Plus, new editing tools let you copy and paste adjustments between photos. Books and calendars have been improved, too, as has the program's ability to publish pictures on the Web. Apple makes it all sound easy: drag this, click that, and you're done. But you can still get lost, especially if you're a newcomer. *iPhoto '08: The Missing Manual* explains how to take advantage of all these powerful tools and new features without confusion or frustration. Bestselling authors David Pogue and Derrick Story give you a witty, objective, and clear-cut explanation of how things work, with plenty of undocumented tips and tricks for mastering the new iPhoto. Four sections help you import, organize, edit, share, and even take your photos: *Digital Photography: The Missing Manual* offers a course in picture-taking and digital cameras -- how to buy and use your digital camera, how to compose brilliant photos in various situations (sports, portraits, nighttime shots, even kid photography), and how to get the most out of batteries and memory cards. *iPhoto Basics* covers the fundamentals of getting your photos into iPhoto, organizing and filing them, searching and editing them. *Meet Your Public* teaches you all about slideshows, making or ordering prints, creating books, calendars and greeting cards, and sharing photos on web sites or by email. *iPhoto Stunts* explains how to turn photos into screen savers or desktop pictures, using plug-ins, managing Photo Libraries, and even getting photos to and from camera phones and Palm organizers. You also learn how to build a personal web site built with iWeb, and much more in this comprehensive guide. It's the top-selling iPhoto book for good reason. Explains how to maximize the updated integrated software package on a Mac, including installation, customization, and sharing information. 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. Find out how to get the most out of iTunes, iPhoto, iMovie, and iDVD and use all these applications together to create customized content with your own digital media. Learn to burn MP3s, organize and edit your digital photos, shoot a movie and add effects, create your own DVDs, and much more. Google.com is one of the most popular sites on the Internet and is used around the world by millions of people every day. Sure, you know how to "Google it" when you're searching for something--anything!--on the Web. It's plenty fast and easy to use. But did you know how much more you could achieve with the world's best search engine by clicking beyond the "Google Search" button? While you can interface with Google in 97 languages and glean results in 35, you can't find any kind of instruction manual from Google. Lucky for you, our fully updated and greatly expanded second edition to the bestselling Google: The Missing Manual covers everything you could possibly want to know about Google, including the newest and coolest--and often most underused (what is Froogle, anyway?)--features. There's even a full chapter devoted to Gmail, Google's free email service that includes a whopping 2.5 GB of space). This wise and witty guide delivers the complete scoop on Google, from how it works to how you can search far more effectively and efficiently (no more scrolling through 168 pages of seemingly irrelevant results); take best advantage of Google's lesser-known features, such as Google Print, Google Desktop, and Google Suggest; get your website listed on Google; track your visitors with Google Analytics; make money with AdWords and AdSense; and much more. Whether you're new to Google or already a many-times-a-day user, you're sure to find tutorials, tips, tricks, and tools that take you well beyond simple search to Google gurudom. Make the most of your iLife with this full-color guide to Apple's exciting new digital lifestyle suite Every Mac computer comes preloaded with iLife, which consists of iPhoto, iWeb, iMovie, iDVD, and GarageBand,. With iLife, you can turn a home movie into an Oscar-worthy film, compose and record original music, create Web sites and blogs, and do so much more. Full-color throughout, this book captures the essence of iLife and gets you up to speed on all the new features of the latest release. Packed with helpful examples, straightforward tasks, and step-by-step instructions, Teach Yourself VISUALLY iLife '09 encourages you to learn each application within iLife '09 at your own pace. You'll discover how to organize, manage, and share your digital content like never before. iLife allows you to do more with your movies, music, and photos than ever before, and this introduction walks you through all the essentials of this digital lifestyle suite Enhance, edit, and present images using iPhoto; create and update a Web site in no time with iWeb; record, edit, and arrange songs with GarageBand Full-color screen shots, easy-to-follow instructions, and helpful examples serve to get you started using each application immediately Whether you're looking to organize and share photos, edit and enhance home movies, or record music using software instruments, this useful book is an ideal introduction to iLife '09. Maybe you got Access as part of Microsoft Office and wonder what it can do for you and your household; maybe you're a small business manager and don't have a techie on staff to train the office in Microsoft Access. Regardless, you want to quickly get your feet wet--but not get in over your head--and Access 2003 for Starters: The Missing Manual is the book to make it happen. Far more than a skimpy introduction but much less daunting than a weighty tech book, Access 2003 for Starters: The Missing Manual demystifies databases and explains how to design and create them with ease. It delivers everything you need--and nothing you don't--to use Access right away. It's your expert guide to the Access features that are

most vital and most useful, and it's your trusted advisor on the more in-depth features that are best saved for developers and programmers. Access is sophisticated and powerful enough for professional developers but easy and practical enough for everyday users like you. This Missing Manual explains all the major features of Access 2003, including designing and creating databases, organizing and filtering information, and generating effective forms and reports. Bestselling authors, database designers, and programmers Scott Palmer, Ph.D., and Kate Chase are your guides for putting the world's most popular desktop data management program to work. Their clear explanations, step-by-step instructions, plenty of illustrations, and timesaving advice help you get up to speed quickly and painlessly. Whether you're just starting out or you know you've been avoiding aspects of the program and missing out on much of what it can do, this friendly, witty book will gently immerse you in Microsoft Access. Keep it handy, as you'll undoubtedly refer to it again and again. Every company large and small wants to boost its sales, control its spending, and keep the auditors at the Internal Revenue Service happy. But, no company wants to waste time on more paperwork. These days, a growing number of companies are turning to QuickBooks accounting software not only to speed up their bookkeeping efforts, but manage their businesses more effectively. Organizations come in all shapes, sizes, and business models, so it's no surprise that accounting practices can be a convoluted road to travel. QuickBooks can handle many of the financial tasks companies face, but the price you pay is an overabundance of software features. To make the learning curve even more challenging, QuickBooks doesn't come with a manual. Fortunately, to help pave the road to accounting success, there's QuickBooks 2005: The Missing Manual, a comprehensive guide from O'Reilly that examines everything the QuickBooks Pro edition has to offer, from invoices and inventory to assets and accounts payable. With QuickBooks 2005: The Missing Manual, financial managers can quickly learn how to use the program's tools to implement and maintain critical accounting processes. By covering details in a friendly and light-hearted way, the book explains when and why a feature is useful, and then offers indispensable, relevant advice. Each page of this Missing Manual provides insightful tips and tricks to help readers become more efficient, sophisticated users no matter what the extent of their existing knowledge is. Whether you're interested in QuickBooks for its basic bookkeeping features or its more powerful, business planning tools, the only way to truly harness its power is to read the book that should have been in the box: QuickBooks 2005: The Missing Manual. 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.