

Adobe Photoshop Elements 5.0 A Visual Introduction To Digital Photography

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Business Etiquette For Dummies Sue Fox 2011-01-31 Make no mistake, etiquette is as important in business as it is in everyday life — it's also a lot more complicated. From email and phone communications to personal interviews to adapting to corporate and international cultural differences, *Business Etiquette For Dummies*, 2nd Edition, keeps you on your best behavior in any business situation. This friendly, authoritative guide shows you how to develop good etiquette on the job and navigate today's diverse and complex business environment with great success. You'll get savvy tips for dressing the part, making polite conversation, minding your manners at meetings and meals, behaving at off-site events, handling ethical dilemmas, and conducting international business. You'll find out how to behave gracefully during tense negotiations, improve your communication skills, and overcome all sorts of work-related challenges. Discover how to: Make a great first impression Meet and greet with ease Be a good company representative Practice proper online etiquette Adapt to the changing rules of etiquette Deal with difficult personalities without losing your cool Become a well-mannered traveler Develop good relationships with your peers, staff, and superiors Give compliments and offer criticism Respect physical, racial, ethnic, and gender differences at work Learn the difference between "casual Friday" and sloppy Saturday Develop cubicle courtesy Avoid conversational faux pas Business etiquette is as important to your success as doing your job well. Read *Business Etiquette For Dummies*, 2nd Edition, and make no mistake.

HTML, XHTML, and CSS All-in-One Desk Reference For Dummies Andy Harris 2008-08-12 Want to build a killer Web site? Want to make it easy to keep your site up to date? You'll need to know how CSS, HTML, and XHTML work together. *HTML, XHTML, and CSS All-In-One Desk Reference For Dummies* makes that easy too! These eight minibooks get you started, explain standards, and help you connect all the dots to create sites with pizzazz. This handy, one-stop guide catches you up on XHTML basics and CSS fundamentals. You'll learn how to work with Positionable CSS to create floating elements, margins, and multi-column layouts, and you'll get up to speed on client-side programming with JavaScript. You'll also get the low-down on server side programming with PHP, creating a database with MySQL, and using Ajax on both client and server sides. You'll find out how to: Use templates and validators Manage information with lists and tables Turn lists of links into button bars Add style color and borders Create variables for data Add motion with basic DOM animation Work with arrays Add Flash functionality with AFLAX Build and manage a multipage site Choose and run your own server You don't need expensive or complicated software or a super-powerful computer to build a Web site that does all sorts of amazing things. All you need is a text editor and the clear, step-by-step guidance you'll find in *HTML, XHTML, and CSS All-In-One Desk Reference For Dummies*.

Adobe Photoshop Elements 5.0 Philip Andrews 2007 If you are just starting to work with digital images and want great results fast, this complete, easy-to-follow guide is the one for you. As you take your first steps into the magical world of digital imaging, you'll rapidly gain mastery. Everything you need to make your once-in-a-lifetime photos look like a pro shot them is here-with real-life examples and hands-on projects from author and professional photographer Philip Andrews. Become skilled at how to capture superb images from the start as Philip guides you in plain-English through real-life examples. Then get the most out of your digital camera with this thoroughly updated book on Elements 5.0. It's a snap to prepare your photos for email, your website, or top-quality printouts-whether your shots are from a digital or traditional camera. Packed with tips, hints, hundreds of visual examples, and step-by-step tutorials, this book shows you exactly how to: . Color-correct skin tones, isolate foreground subjects, extract people and objects from their backgrounds, create slide shows, fix red-eye, share images online, and more. * Create Album pages quickly and easily with new Elements 5.0 only features * Create, customise and upload your own professionally produce web gallery in under 5 minutes . Create stunning effects with easy, step-by-step techniques to get results fast . Compose amazing panoramas, create slide shows, or design fun greeting cards . Print, back up, and organize your pictures for best results. . Achieve proficiency with techniques like selections and layers, text, and painting and drawing tools . Demystify all the new features in Elements 5.0 to fine-tune your photography, including Photo Creations and the Artwork and Effects palette, with essential new information on using Raw files And much, much more.. If you're looking for a book written by a computer pro from a computer book company, this book isn't it. Written by a photographer for photographers, this book is for those who want to know the techniques that get results and can be put into practice immediately. Full color, step-by-step projects walk you through how to transform your shots into professional images for everything from your family photo album, scrapbook pages to CD slide shows to business presentations and literature, restaurant menus, and more. You can even create posters for holidays and birthday parties. Avid amateurs, family photographers, and small to medium-sized businesses or organizations that need to customize a message in collateral or websites rely on this essential book to learn how to transform photos into breathtaking results. Hone your skills for professional-quality images with the associated website (www.guide2elements.com) that allows you to put each technique into practice with free images to edit and enhance as you follow step-by-step book projects. And there's more.. printable lesson plans, useful links, video tutorials, and updates give you everything at your fingertips to get the best out of your digital camera and Elements 5.0. No more searching for an accompanying CD, as long as you are web connected, the resources and video tutorials are always available via the website no matter where you are. * Save valuable time with this successful introduction to digital imaging written in Philip's trademark no-nonsense style * Fully updated to cover all the new Elements 5.0 features * See how to put each technique into practice with real-life examples * Be inspired with hundreds of full color, high-quality illustrations Praise for previous editions of this title: "With Philip providing you with such a good street index to our Photoshop Elements 3.0 software you will be creating fantastic digital images in next to no time at all." Judith Salonga, Adobe Systems "If you need to manipulate digital images this is the book that will not only show you what can be achieved but inspire you to develop your skills even further." Computer Arts Special "Whether you are into manipulating photographs, wishing to build better websites or produce better looking prints, this book will help you to master all the necessary tools contained in the program. The learning curve just got shallower!" Martin Evening "Philip Andrews' knowledge and enthusiasm shines through." Royal Photographic Society Journal

Adobe Photoshop Elements 4.0 Philip Andrews 2005-10 If you are just starting to work with digital images and want to gain great results fast, this complete and easy-to follow guide is the one for you. Completely revised and updated for Photoshop Elements 4.0, Philip Andrews' clear introduction is packed with step-by-step tutorials, visual examples and tips, equipping you with the knowledge and skills you need to get the most out of this best-selling software. This completely revised and updated edition covers all the new features of version 4.0, including automatic fixes for Red Eye, the new Order Prints Pane, the Adjust Skin Tones feature and the exciting Magic Selection Brush and Magic Extractor tools. Learn how to create professional quality images for print, web and email by following the clear, step-by-step instructions. Get thorough guidance on how to successfully manage and organize your images, with advice on tagging, making collections and backing up your files. The associated website www.guide2elements.com provides all the tools needed to fine tune your skills. Images and projects featured in the book are provided online so you can put each technique into practice as you read. Printable lesson plans for those teachers among you are available, along with useful links and updates so you have everything at your fingertips to get the best out of Elements. Praise for previous editions of this title: "With Philip providing you with such a good 'street index' to our Photoshop Elements 3.0 software you will be creating fantastic digital images in next to no time at all." Judith Salonga, Adobe Systems "If you need to manipulate digital images this is the book that will not only show you what can be achieved but inspire you to develop your skills even further." Computer Arts Special "Whether you are into manipulating photographs, wishing to build better websites or produce better looking prints, this book will help you to master all the necessary tools contained in the program. The learning curve just got shallower!" Martin Evening "Philip Andrews' knowledge and enthusiasm shines through." Royal Photographic Society Journal * Save valuable time with this successful, jargon-free introduction to digital imaging * Fully updated to cover all the new Elements 4.0 features, real life examples show you how to put each technique into practice * Full color, high quality illustrations inspire you to achieve fantastic results

Homebrewing For Dummies Marty Nachel 2008-03-31 Want to become your own brewmeister? *Homebrewing For Dummies*, 2nd Edition, gives you easy-to-follow, step-by-step instructions for everything from making your first "kit" beer to brewing an entire batch from scratch. Before you know it, you'll be boiling, bottling, storing, pouring, and kegging your own frothy, delicious suds. This friendly, hands-on guide walks you through each step in the brewing process at the beginning, intermediate, and advanced levels. It fills you in on all the homebrewing basics with a comprehensive equipment list; instructions on keeping your hardware clean and sanitized; and loving descriptions of the essential beer ingredients, their roles in the brewing process, and how to select the best ingredients for you beer. You'll also find out about additional ingredients and additives you can use to give your homebrew distinctive flavors, textures, and aromas. Discover how to: Set up your home

brewery Select the best ingredients and flavorings Create your own lager, ale, and specialty beers Try your hand at cider, and even meade Brew gluten-free beer Package your beer in bottles and kegs Evaluate your beer and troubleshoot problems Take part in homebrewing competitions Become an eco-friendly brewer Homebrewing For Dummies, 2nd Edition is fully updated with the latest brewing techniques and technologies and features more than 100 winning recipes that will have your friends and neighbors singing your praises and coming back for more.

Teach Yourself Visually Windows XP Ruth Maran 2001 Offers a tutorial showcasing Window's newest release while reviewing such Windows basics as installation and customization, document and file management, networking, e-mail, and multimedia features.

Adobe Photoshop Elements 5.0 Maximum Performance Mark Galer 2012-08-21 This book/DVD package will stretch your digital images and Elements 5.0 to the max! Produce superior, high-end professional results that until now were not possible without the full Photoshop program. With this package, you will discover insider secrets that you can use immediately to solve common problems that even the pros have to overcome. Now you can achieve effects only dreamed of by casual users. Beginning right away with these full-color, real-world projects, you can transform your shots into professional images that look as if they belong in glossy magazines—without commercial lighting, studio equipment, or breaking the bank. Uncover the hidden techniques to create photos that look they were shot by a pro. And best of all, there is no need to upgrade to the full version of Photoshop to make it happen. Packed with dynamic hands-on projects, this book/DVD package reveals the tools, advanced techniques, and loadable presets that unleash the creative potential of intermediate to advanced photographers. From editing your shots to correcting flaws and using advanced options for more power, you will find out how to combine all the features of Elements with clever workarounds that will give your shots the 'wow' factor. New: Maximum Performance Action Files fast track your editing workflow when you have dozens, hundreds, or even thousands of shots. You get everything you need at your fingertips with the accompanying DVD, packed with bonus extras so that you achieve the results you want: * 5 hours of video tutorials * Over 200 royalty-free, high-resolution images * Raw and 16-bits/Channel files * Stock library * Keyboard shortcut reference guide * And more. Now you can unleash the full power of Elements 5.0 to produce creations that will astonish you. Author and imaging guru Mark Galer puts the thrill of digital photography for your most important shots where it belongs—directly in your hands. With this thoroughly updated book and DVD package, you can finally make the most of hot new features like how to . Adjust sharpness and curves . Convert to black and white . Correct camera distortion . Use Motion Blur to render the static image more dramatic . Remove unwanted elements from your photographs . Adjust exposure in Adobe Camera RAW to create classic Low Key images . And more. Mark Galer is a Senior Lecturer in Digital Imaging at the RMIT University. He is a Photoshop Elements Ambassador for Adobe Pacific and author of seven books ranging from digital capture to Photoshop editing skills. Get the most out of your digital camera, maximize the power of Adobe Photoshop's Elements 5.0, and unleash your own creativity to make your once-in-a-lifetime photos look like a pro shot them! Praise for the previous edition: "Well written, well illustrated, with a good knack for explaining complex issues in a non-threatening and comprehensible manner." -Steve Caplin, digital artist and author of "How to Cheat in Photoshop". "Stunning images without breaking the bank! Using techniques normally associated with Photoshop, Mark Galer proves that this often-belittled program can produce truly remarkable results." David Asch, photographer and digital artist, UK "Truly Maximum Performance! This book has propelled my knowledge of Photoshop Elements to a very high competent professional level. I cannot express my absolute delight with my new skills." Richard McWhorter, author, USA "A great book to learn with...Stuffed with expert performance tips" Tim Daly, photographer, UK A Great Book and DVD Combination! "I have learned more from watching (and rewatching) the videos than I did at a \$400 two-day Photoshop Workshop" V. Hutson, USA

Wills and Trusts Kit For Dummies Larson 2008-08-04 Navigate probate, tax issues, and state laws Create an estate plan and protect your family's interests Need a will, but have no idea where to start? This friendly guide shows you how to prepare a legal will or trust — either on your own or with professional help — and ensure that your wishes are honored. You'll handle everything from planning your bequests and writing and signing a will to selecting a trust and drafting your durable power of attorney. Discover how to: Provide for your children Hire and work with professionals Minimize tax liabilities Amend or revoke a will or trust Avoid common estate planning mistakes Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Organic Chemistry I Workbook For Dummies Arthur Winter 2008-07-08 From models to molecules to mass spectrometry—solve organic chemistry problems with ease Got a grasp on the organic chemistry terms and concepts you need to know, but get lost halfway through a problem or worse yet, not know where to begin? Have no fear - this hands-on guide helps you solve the many types of organic chemistry problems you encounter in a focused, step-by-step manner. With memorization tricks, problem-solving shortcuts, and lots of hands-on practice exercises, you'll sharpen your skills and improve your performance. You'll see how to work with resonance; the triple-threat alkanes, alkenes, and alkynes; functional groups and their reactions; spectroscopy; and more! 100s of Problems! Know how to solve the most common organic chemistry problems Walk through the answers and clearly identify where you went wrong (or right) with each problem Get the inside scoop on acing your exams! Use organic chemistry in practical applications with confidence

Baby and Toddler Sleep Solutions For Dummies Arthur Lavin, MD 2011-04-20

Fibromyalgia For Dummies Roland Staud 2011-02-09 The pain you suffer from fibromyalgia syndrome (FMS) is not in your imagination. FMS is a real medical problem that can be as debilitating and demoralizing as it is mysterious. Fibromyalgia For Dummies, Second Edition, brings you the latest scientific findings on the symptoms and causes of this disease and guides you toward proven, practical steps you can take reduce or eliminate FMS-related pain. This plain-English guide is fully updated with the latest fibromyalgia treatment options, and evaluations of new medications that have shown great promise in reducing pain. You'll discover how to spot an array of symptoms and their possible causes, work with your physician to develop a treatment plan, and manage your pain at home and in the office. You'll learn how to: Identify your FMS trigger points Cope with chronic pain and sleep problems Find medications that work for you Locate a physician who can really help you Make healing lifestyle changes Use hands-on therapies to alleviate pain Find effective over-the-counter and prescription medications Choose among alternative therapies and treatments Reduce the emotional distress caused by FMS Help a child with FMS Featuring moving and inspiring stories from fellow FMS sufferers who share their stories and offer invaluable tips on working your way back to wellness, Fibromyalgia for Dummies, Second Edition offers serious and sensitive guidance to help you overcome FMS and start being yourself again.

Search Engine Optimization For Dummies Peter Kent 2011-02-02

Eating Disorders For Dummies Susan Schulherr 2011-02-08 Do you think that you or someone you love may suffer from an eating disorder? Eating Disorders For Dummies gives you the straight facts you need to make sense of what's happening inside you and offers a simple step-by-step procedure for developing a safe and health plan for recovery. This practical, reassuring, and gentle guide explains anorexia, bulimia, and binge eating disorder in plain English, as well as other disorders such as bigorexia and compulsive exercising. Informative checklists help you determine whether you are suffering from an eating disorder and, if so, what impact the disorder is having or may soon have on your health. You'll also get plenty of help in finding the right therapist, evaluating the latest treatments, and learning how to support recovery on a day-by-day basis. Discover how to: Identify eating disorder warning signs Set yourself on a sound and successful path to recovery Recognize companion disorders and addictions Handle anxiety and emotional eating Survive setbacks Approach someone about getting treatment Treat eating disorders in men, children, and the elderly Help a sibling, friend, or partner with an eating disorder Benefit from recovery in ways you never imagined Complete with helpful lists of recovery dos and don'ts, Eating Disorders For Dummies is an immensely important resource for anyone who wants to recover — or help a loved one recover — from one of these disabling conditions and regain a healthy and energetic life.

WordPress For Dummies Lisa Sabin-Wilson 2013-04-26 Are you a wannabe blogger? A seasoned pro migrating your blog to WordPress? Looking to do more cool stuff with your existing WordPress blog? Then this fun guide is for you! WordPress for Dummies is a veritable smorgasbord of WordPress information, ideas, tools, resources, and instruction on everything you need to create and maintain your dream blog. Unlike other blog hosts, WordPress gives you the ability to create a blog that is tailored to your own tastes and needs. Sure, the codes, tags, and terminology can seem a little intimidating at first, but WordPress for Dummies breaks it all down to show you just how intuitive, friendly, and extensible the software really is. This easy-to-follow guide shows you how to: Sign up for a free WordPress account Set up and use a hosted blog with WordPress.com Install and set up the WordPress.Org and WordPress.MU software for single- and multi-user versions Find great themes, plugins, and consultants that will help you achieve JUST the kind of blog you want Use tags to work with WordPress templates Combat challenges with comments, trackback spam, and "splogs" Add special technologies to your blog, such as RSS feed, podcasting, vlogging, and photoblogging Find online support, tips, and resources for WordPress software Whether you want to keep family and friends updated on your latest adventures, post pictures of your new puppy, or communicate your passion with millions of readers worldwide, WordPress for Dummies is your passport to creating the kind of blog that will keep your visitors coming back for more!

BBQ Sauces, Rubs and Marinades For Dummies Traci Cumbay 2011-04-22 Think only master chefs can create the savory, succulent barbecue masterpieces you love to eat? Nonsense! BBQ Sauces, Rubs & Marinades For Dummies shows you everything you need to dig in, get your apron dirty, and start stirring up scrumptious sauces, magical marinades, and rubs to remember. Featuring 100 bold new recipes, along with lots of savvy tips for spicing up your backyard barbecue, this get-the-flavor guide a healthy dose of barbecue passion as it delivers practical advice and great recipes from some of America's best competition barbecue cooks. You get formulas for spicing up chicken, beef, pork, and even seafood, plus plenty of suggestions on equipment, side dishes, and much more. Discover how to: Choose the right types of meat Build a BBQ tool set Craft your own sauces Smoke and grill like a pro Marinate like a master Choose the perfect time to add sauce Rub your meat the right way Whip up fantastic sides Add flavor with the right fuel Plan hours (and hours) ahead Cook low and slow for the best results Avoid flavoring pitfalls Turn BBQ leftovers into ambrosia Complete with helpful lists of dos and don'ts, as well as major barbecue events and associations, BBQ Sauces, Rubs & Marinades For Dummies is the secret ingredient that will have your family, friends, and neighborhoods begging for more.

Teach Yourself VISUALLY Photoshop Elements 6 Mike Wooldridge 2008-01-03 Explains how to use Photoshop Elements 6, covering topics including working with

toolboxes and palettes, mapping photographs, creating slide shows, enhancing contrast and colors, and combining images.

Adobe Photoshop CS6: Introductory Joy L. Starks 2012-08-17 Part of the highly successful Shelly Cashman Series, ADOBE PHOTOSHOP CS6: INTRODUCTORY follows the proven Shelly Cashman Series step-by-step, screen-by-screen approach to learning the Photoshop CS6 software. In this text, you will find features designed to engaged students, improve retention, and prepare them for future success. Students are encouraged to expand their understanding of the Photoshop CS6 software and graphic design concepts through experimentation, exploration and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical-thinking and problem-solving skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Teach Yourself Visually Macromedia Flash MX 2004 Sherry Kinkoph 2004 Visually demonstrates the newest features of the Web animation and interactive graphics authoring program, explaining how to add sound effects, innovative interfaces, and musical tracks to Web sites.

Windows 98 Simplified Ruth Maran 1998 Uses action pictures and 3-D animated characters to explain tasks, including basic functions, Internet Explorer, Active Desktop, Paint, and electronic mail

Screenwriting For Dummies Laura Schellhardt 2011-02-02 Write a great script and get it into the hands of the Hollywood players! So you want to be a screenwriter? Whether you want to write a feature film or a TV script or adapt your favorite book, this friendly guide gives you expert advice in everything from creating your story and developing memorable characters to formatting your script and selling it to the studios. You get savvy industry tips and strategies for getting your screenplay noticed! The screenwriting process from A to Z -- from developing a concept and thinking visually to plotline, conflicts, pacing, and the conclusion Craft living, breathing characters -- from creating the backstory to letting your characters speak to balancing dialogue with action Turn your story into a script -- from developing an outline and getting over writer's block to formatting your screenplay and handling rewrites Prepare for Hollywood -- from understanding the players and setting your expectations to polishing your copy and protecting your work Sell your script to the industry -- from preparing your pitch and finding an agent to meeting with executives and making a deal Open the book and find: The latest on the biz, from entertainment blogs to top agents to box office jargon New story examples from recently released films Tips on character development, a story's time clock, dramatic structure, and dialogue New details on developing the nontraditional screenplay -- from musicals to animation to high dramatic style Expanded information on adaptation and collaboration, with examples from successful screenwriting duos

Photoshop Elements 10 Top 100 Simplified Tips and Tricks Rob Sheppard 2011-11-01 A visual guide to getting the most out of Photoshop Elements 10 If you understand the basics of Photoshop Elements, you'll love this collection of 100 must-know tips and tricks. Two-page tutorials, full-color screen shots, and step-by-step instructions make it easy to see and follow the directions, helping you to get the very most from this top-selling image-editing software. This guide catches you up on Photoshop Elements 10, covers features you may not have known about, and alerts you to a slew of cool effects and techniques. Explains techniques, best practices, and creative ways to transform your digital images from everyday to extraordinary Includes beautiful photos and tips from an experienced photographer and author who shares his secrets on how to create images that wow viewers Features step-by-step instruction in a series of two-page, highly visual tutorials, with helpful, full-color screen shots on every page Perfect for visual learners who are migrating from older versions of the software or who already have a comfort level with Photoshop Elements and want to move to a new skill level Take your image editing and Photoshop Elements skills beyond the essentials with this practical guide.

Mac OS X Leopard All-in-One Desk Reference For Dummies Mark L. Chambers 2009-04-29 Your new Mac with OS X Leopard is so cool! You have digital media, including iTunes, iPhoto, iDVD, and iMovie, at your fingertips, as well as everything the Internet has to offer. Where do you start to make the most of it? With Mac OS X Leopard All-In-One Desk Reference for Dummies, of course! Here are seven handy minibooks, each devoted to one aspect of your Mac OS X Leopard. One section is devoted to the digital media you love, another to the Internet, others to networking, customizing, sharing, and expanding your Mac. There's even a minibook for you geeky types who want to tweak the system with AppleScript. You'll find information on: Locating anything with Spotlight and Sherlock Personalizing your desktop Creating movies and burning DVDs Jamming with iTunes and your iPod Making your own music with GarageBand Collecting, editing, and sharing photos with iPhoto Browsing the Web with Safari and staying safe online Setting up a wireless network Adding RAM, hard drive space, and cool extra applications Using AppleScript to program even more customizations With Mac OS X Leopard All-In-One Desk Reference for Dummies, you can find what you need in a hurry and get on with the fun your Mac makes possible. It just may be the best friend a Leopard can have!

Adobe Photoshop Elements 5.0 A-Z Philip Andrews 2007 This easy-to-navigate, dip-into guide shows users that they can solve problems efficiently as they work, with no need to trawl through detailed manuals. All new version 5.0 additions are featured, including Flash galleries, Photo Creations, and the Content Browser.

Art Book News Annual, volume 4: 2008 Art Book News Annual, volume 4: 2008

Conspiracy Theories and Secret Societies For Dummies Christopher Hodapp 2011-02-04 Entering the world of conspiracy theories and secret societies is like stepping into a distant, parallel universe where the laws of physics have completely changed: black means white, up is down, and if you want to understand what's really going on, you need a good reference book. That's where Conspiracy Theories & Secret Societies For Dummies comes in. Whether you're a skeptic or a true believer, this fascinating guide, packed with the latest information, walks you through some of the most infamous conspiracy theories — such as Area 51 and the assassination of JFK — and introduces you to such mysterious organizations as the Freemasons, the Ninjas, the Mafia, and Rosicrucians. This behind-the-curtain guide helps you separate fact from fiction and helps you the global impact of these mysterious events and groups on our modern world. Discover how to: Test a conspiracy theory Spot a sinister secret society Assess the Internet's role in fueling conspiracy theories Explore world domination schemes Evaluate 9/11 conspiracy theories Figure out who "they" are Grasp the model on which conspiracy theories are built Figure out whether what "everybody knows" is true Distinguish on assassination brotherhood from another Understand why there's no such thing as a "lone assassin" Why do hot dogs come in packages of ten, while buns come in eight-packs? Everybody knows its a conspiracy, right? Find out in Conspiracy Theories & Secret Societies For Dummies.

Astrology For Dummies Rae Orion 2011-03-01 Learn how to get your precise horoscope, decipher astrological symbols, and benefit from the phases of the moon with Astrology for Dummies, Second Edition. You'll learn how to construct your birth chart, interpret its component parts, and use that information to gain insight into yourself and others. With easy-to-follow, hands-on guidance, you'll discover how to: Identify the signs of the zodiac Understand the Sun, the Moon, the planets, the rising sign, and the 12 houses Discover the rulers of the signs Map your own horoscope (or a friend's) Use astrology in daily life Capture the heart of each sign of the zodiac, and more! Astrology for Dummies, Second Edition demystifies astrological charts and uses plain English to show you how you can take advantage of the wisdom of the stars. Whether you're looking to assess relationships, examine your potential, or make some basic decisions — like, when to go on a first date — Astrology for Dummies, Second Edition helps you discover how understanding your position in the cosmos illuminates the secret corners of the self, provides a key to understanding others, and even offers a glimpse into the future.

Cutting Edge PowerPoint 2007 For Dummies Geetesh Bajaj 2011-02-08 Get ready to add punch and pizzazz to your presentations and wow your audience using the latest PowerPoint techniques. This friendly book/CD-ROM combo covers all of the new features of Microsoft PowerPoint 2007, including interface changes, presentation themes, multimedia, the Slide Library, and more. The guide introduces you to the elements of PowerPoint: text; background, images, and info-graphics; shapes; fills, lines, and effects; sound and video; animations and transitions; and interactivity, flow, and navigation. Packed with numerous tips, shortcuts, workarounds, and timesaving techniques, it shows you step-by-step how to: Dress up your text by using fonts creatively and using WordArt to create artistic effects Work with masters and layouts, templates and themes, and fills, lines, and effects Maximize visual appeal by combining Photoshop with PowerPoint Add transitions, photos, motion, sound (narration and music), video, and animation Use SmartArt to create diagrams Create dynamic charts, equations, maps, and more Use PowerPoint's extensive clip art collection Test and set up your presentation Link to Flash, Acrobat, Word, and Excel Print presentation materials and create helpful handouts The CD includes templates, textures, backgrounds, background music scores, images, alpha channel equipped graphics, maps, illustrations, and more, so this combo gives you the know-how and the tools. An 8-page color insert shows you how to use color effectively. With this friendly guide, you're ready to bring your presentation to life with PowerPoint 2007. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Coaching Basketball For Dummies The National Alliance For Youth Sports 2011-02-09 So you're thinking about volunteering to coach youth basketball? Great! You're in for a fun, rewarding experience. Whether you're new to the sport and looking for some guidance or you're a seasoned coach hunting for some fresh tips, Coaching Basketball For Dummies will help you command the court with confidence. Each friendly chapter is packed with expert advice on teaching the basics of basketball—from dribbling and shooting to rebounding and defending—and guiding your kids to a fun-filled, stress-free season. You get a crash course in the rules and regulations of the game, as well as clear explanations of what all those lines, circles, and half-circle markings mean on the court. You'll assign team positions, run great practices, and work with both beginning and intermediate players of different age groups. You'll also see how to ramp up your players' skills and lead your team effectively during a game. This book will also help you discover how to: Develop your coaching philosophy Understand your league's rules Conduct a preseason parents' meeting—crucial for opening the lines of communication Teach offensive and defensive strategies Keep your kids healthy and injury-free Encourage good sportsmanship Make critical half-time adjustments during a game Help struggling players Address discipline problems and handle difficult parents Coach an All-Star or Travel team Complete with numerous offensive and defensive drills and tips for helping your kids relax before a game, Coaching Basketball For Dummies is the fun and easy way to get the score on this worthwhile endeavor!

Post-Traumatic Stress Disorder For Dummies Mark Goulston 2011-02-09 As Dr. Mark Goulston tells his patients who suffer from post-traumatic stress disorder (PTSD), "The fact that you're still afraid doesn't mean you're in any danger. It just takes the will and the way for your heart and soul to accept what the logical part of your mind already knows." In Post-Traumatic Stress Disorder For Dummies, Dr. Goulston helps you find the will and shows you the way. A traumatic event can turn your world upside down, but there is a path out of PTSD. This reassuring guide presents the latest on effective treatments that help you combat fear, stop stress in its

tracks, and bring joy back into your life. You'll learn how to: Identify PTSD symptoms and get a diagnosis Understand PTSD and the nature of trauma Develop a PTSD treatment plan Choose the ideal therapist for you Decide whether cognitive behavior therapy is right for you Weight the pros and cons of PTSD medications Cope with flashbacks, nightmares, and disruptive thoughts Maximize your healing Manage your recovery, both during and after treatment Help a partner, child or other loved one triumph over PTSD Know when you're getting better Get your life back on track Whether you're a trauma survivor with PTSD or the caregiver of a PTSD sufferer, *Post-Traumatic Stress Disorder For Dummies*, gives you the tools you need to win the battle against this disabling condition.

Nonprofit Law and Governance For Dummies Jill Gilbert Welytok 2011-03-01 As the number and size of nonprofit organizations continues to grow, NFPs are coming under ever-increasing government scrutiny. Soon Congress will require that nonprofits comply with rigorous accounting and governance standards very similar to those set forth for for-profits in the Sarbanes-Oxley Act. If you work for a nonprofit and are concerned about meeting impending changes to tax and finance standards governing NFPs this book is for you. In simple, straight-forward language, this guide demystifies the often perplexing world of nonprofit governance in the age of Sarbanes-Oxley. Author, Jill Gilbert Welytok, an attorney who heads the Sarbanes-Oxley division of a major Midwest law firm, walks you step-by-step through the process of evaluating your governance structures. She arms you with tips and strategies for adopting uniform standards under current governance and tax laws, while preparing you for any upcoming changes. She shows you how to protect your tax status and reassure donors and volunteers while staying true to your organization's mission. And she fills you in on what you need to know to: Comply with state laws and regulations Get and keep tax-exempt status Avoid lawsuits and other legal landmines Handle the media Anticipate future trends Make sense of the Sarbanes-Oxley act Including sample nonprofit bylaws and a complete audit committee report, *Nonprofit Law & Governance for Dummies, Second Edition* is an indispensable survival tool for 21st century nonprofits.

Teach Yourself Visually Wireless Networking Todd W. Carter 2004 A guide to wireless computer networks cover such topics as installing hardware, configuring networks, creating computer-to-computer networks, administering wireless networks, and network security.

Index Investing For Dummies Russell Wild 2008-12-31 A recommended, proven way to broaden portfolios and profits Recommended by finance experts and used extensively by institutional investors, index funds and exchange-traded funds (ETFs) provide unmanaged, diversified exposure to a variety of asset classes. *Index Investing For Dummies* shows active investors how to add index investments to their portfolios and make the most of their money, while protecting their assets. It features plain-English information on the different types of index funds and their advantage over other funds, getting started in index investing, using index funds for asset allocation, understanding returns and risk, diversifying among fund holdings, and applying winning strategies for maximum profit.

Teach Yourself Visually Adobe Acrobat 5 PDF Ted Padova 2002 Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 150 Adobe Acrobat 5 tasks, from creating PDF files, comments, search indexes, and forms to working with Acrobat Distiller, links, JavaScript, and document security tools. "I write to extend my thanks and appreciation for your books. They are clear, easy to follow, and straight to the point. I will always buy your books because they are the best." - Seward Kollie (Dakar, Senegal) "Your books are extraordinary! I buy them for friends, family, and colleagues." - Christine J. Manfrin (Castle Rock, CO) "Teach Yourself" sidebars offer practical tips and tricks Full-color screen shots demonstrate each task Succinct explanations walk you through step by step Two-page lessons break big topics into bite-sized modules

Acupressure and Reflexology For Dummies Synthia Andrews 2011-02-10 Features healing routines and illustrations to guide you Ease your aches and find relief through the power of touch Searching for alternative treatments for pain? This friendly, do-it-yourself guide introduces you to the basics and benefits of acupressure and reflexology, showing you step by step how to nurture your emotional and physical well-being and that of someone else. You'll see how to target specific body parts to address your ailments and improve your emotional as well as your physical well-being. Understand basic healing principles Relieve your specific aches and pains Boost your immune system Address age-related ailments Find professional help

Teach Yourself VISUALLY Photoshop Elements 8 Mike Wooldridge 2009-10-22 The ultimate guide to the new Photoshop Elements 8 for visual learners Photoshop Elements is the best-selling consumer digital image-editing software on the market and this book is a must-have for visual learners who are eager to get up and running with all the new and improved features of Photoshop Elements 8. Veteran author Mike Wooldridge covers the most important features of Photoshop Elements, including importing photos from digital cameras and scanners, retouching and repairing damaged photos, enhancing digital images, perfecting group shots with Photomerge, editing images for posting on the Web, using the sharpness interface to correct blurry images, exploring the Curves tool to adjust contrast and brightness, and organizing images with auto-stacking. Covers the most important features of Photoshop Elements 8, the most popular digital image-editing software program on the market Shows how to import photos from digital cameras and scanners, retouch and repair damaged photos, and enhance digital images Explains what changing print size, canvas size, and resolution entails Walks you through creating a Web photo gallery Takes on new topics while also reinforcing the fundamentals to building a solid skill set Accompanying Web site provides all the images used in the book so that you can practice along with all the example techniques featured in the book Packed with examples and featuring helpful tasks, this book will sharpen your photo editing skills so that you can create stunning images.

Pre-Calculus For Dummies Krystle Rose Forseth 2008-04-07 Offers an introduction to the principles of pre-calculus, covering such topics as functions, law of sines and cosines, identities, sequences, series, and binomials.

Teach Yourself Visually Adobe Premiere 6 Sherry Kinkoph 2002 Premiere 6 is Adobe's award-winning digital video editing software. *Teach Yourself VISUALLY Premiere 6* is the full-color tutorial with clear, concise, jargon-free instructions with over 500 color screenshots throughout. This book is jam-packed with information that goes beyond the basics. You'll find out how to edit digital video in Premiere; create special effects; integrate narration, music and/or sound effects with moving images; and create digital video productions out of camcorder movies.

Consulting For Dummies Bob Nelson 2011-01-31 *Consulting For Dummies, 2nd Edition* includes a reorganization and narrower focus of the topic, with new or updated information that delves into the specifics of running your own consulting business. There is greater emphasis on the business of consulting, along with financial and legal issues involved in setting up a consulting business, deepening coverage of consulting proposals, and entirely new chapters on higher-level consulting issues that more-established consultants are demanding.

Hypoglycemia For Dummies Cheryl Chow 2007-03-26 This no-nonsense, plain-English guide lays out the facts you need to maintain a healthy body. Hypoglycemia simply means "low blood-sugar," but without concrete symptoms it's very hard to diagnose. It is nevertheless a condition that should be watched over carefully. People react differently to low blood sugar as well as to the treatment they receive. *Hypoglycemia for Dummies* explores this fickle condition and shows you how to manage your blood sugar to feel better. It offers expert advice on identifying symptoms, changing lifestyles, and also extensive coverage on diet, exercise, alternative treatments, and the link between low blood sugar and diabetes. This expanded 2nd edition provides: A thorough explanation of hypoglycemia and how it affects your body Exercise routines that lead to a healthier lifestyle Diet suggestions on what to eat and how often A basis for choosing a doctor that's right for you Vitamins and supplements that treat your symptoms Ways to manage hypoglycemia in the workplace An explanation of how hypoglycemia affects family and friends Methods to de-stress yourself Complete with tips on helping other hypoglycemics and myth-debunking facts about the disease, *Hypoglycemia for Dummies* is the fast and simple way to learn and treat the condition, with the help of the most up-to-date medical information available. Escape the blood sugar blues and starting feeling better in no time!

VMware Infrastructure 3 For Dummies William Lowe 2010-12-29 *VMware Infrastructure 3 for Dummies* will help you understand, design, and deploy a reliable and fault tolerant Virtual Infrastructure 3 environment. Virtualization can save your business a lot of money! You'll find an introduction to the technology and learn from the key topics covered in each chapter. You will have enough information to design and deploy your first system without being overwhelmed by extensive technical details. You can also use this book as a reference for maintenance and troubleshooting. You will find out what you need to do before you virtualize your machines. Learn about ESX servers, how to install them and their anatomy. Hook up your ESX servers with storage and data networks and understand what you need to know about networking and external storage. You'll be able to make everything fault tolerant with cluster technology. Find out how to: Make the most of VMware Virtual Infrastructure 3 Design and deploy your system Handle installation, configuration, and troubleshooting Virtualize servers, storage and networking Discover how to assure fault tolerance with clusters and the VirtualCenter database Use resource pools, set them up, and secure them Explore new options for disaster preparedness, including a virtual consolidated backup Complete with lists of VMware products, the world of virtual appliances, and more information about VI3, *VMware Infrastructure 3 For Dummies* is your one-stop guide to virtualizing your machines.