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What, exactly, do you know about your body? Do you know how your immune system works? Or what your pancreas does? Or the myriad -- and often simple -- ways you can improve the way your body functions? This full-color,

visually rich guide answers these questions and more. Matthew MacDonald, noted author of *Your Brain: The Missing Manual*, takes you on a fascinating tour of your body from the outside in, beginning with your skin and progressing to your vital organs. You'll look at the quirks, curiosities, and shortcomings we've all learned to live with, and pick up just enough biology to understand how your body works. You'll learn: That you shed skin more frequently than snakes do Why the number of fat cells you have rarely changes, no matter how much you diet or exercise -- they simply get bigger or smaller How you can measure and control fat That your hair is made from the same stuff as horses' hooves That you use only a small amount of the oxygen you inhale Why blood pressure is a more important health measure than heart rate -- with four ways to lower dangerously high blood pressure Why our bodies crave foods that make us fat How to use heart rate to shape an optimal workout session -- one that's neither too easy nor too strenuous Why a tongue with just half a dozen taste buds can identify thousands of flavors Why bacteria in your gut outnumber cells in your body -- and what function they serve Why we age, and why we can't turn back the clock What happens to your body in the minutes after you die Rather than dumbed-down self-help or dense medical text, *Your Body: The Missing Manual* is entertaining and packed with information you can use. It's a book that may well change your life. Reader comments for *Your Brain: The Missing Manual*, also by author Matthew MacDonald: "Popular books on the brain are often

minefields of attractive but inaccurate information. This one manages to avoid most of the hype and easy faulty generalizations while providing easy to read and digest information about the brain. It has useful tricks without the breathless hype of many popular books."-- Elizabeth Zwicky, The Usenix Magazine "...a unique guide that should be sought after by any who want to maximize what they can accomplish with their mental abilities and resources."-- James A. Cox, The Midwest Book Review - Wisconsin Bookwatch "If you can't figure out how to use your brain after reading this guide, you may want to return your brain for another."-- The Sacramento Book Review, Volume 1, Issue 2, Page 19 "It's rare to find a book on any technical subject that is as well written and readable as Your Brain: The Missing Manual. The book covers pretty much anything you may want to know about your brain, from what makes it up, through how it develops to how to mitigate the affects of aging. The book is easy reading, fact packed and highlighted notes and practical applications. So if you want to learn more about your brain, how it works, how to get the best out of it or just want to stave off the ravages of Alzheimers (see chapter ten for details of how learning helps maintain your brain) then I can't recommend this book highly enough."-- Neil Davis, Amazon.co.uk "MacDonald's writing style is perfect for this kind of guide. It remains educational without becoming overly technical or using unexplained jargon. And even though the book covers a broad scope of topics, MacDonald keeps it well organized and easy to follow. The book captures your attention with

fun facts and interesting studies that any person could apply to their own understanding of human ability. It has great descriptions of the brain and its interconnected parts, as well as providing full color pictures and diagrams to offer a better explanation of what the author is talking about."-- Janica Unruh, Blogcritics Magazine

This handbook is a comprehensive guide showing you how to use devices in circuits ranging from simple signal conditioners and filters to complex graphic equalisers, stereo amplifier systems, and echo/reverb delay line systems. An overview of the multimedia applications of Apple's iLife covers the fundamentals of iTunes, iPhoto, iMovie HD, iDVD, GarageBand, and iWeb. Explains how to use the iPhone and learn all the options of its additional capabilities which include iCloud, Siri, FaceTime, the App Store, iTunes, and settings.

Praise for *Fast Close: A Guide to Closing the Books Quickly* "Steve captures the essence of the problems affecting the financial close process within corporations of all sizes; from the period close of subledgers and general ledger through financial reporting, and the relationship and interdependencies of governance, people and technology. A must-read for the corporate controller." —David Taylor, ACMA, MBA, VP Strategy, Trintech Inc.

"Fast Close: A Guide to Closing the Books Quickly, Second Edition is a must-read for today's busy controllers. Steven Bragg points out everything that can be done outside the close that you just never realized didn't actually have to be part of the month-end close process! Very commonsensical approach!" —Kathleen Schneibel, mba, cpa, Controller/CFO

for Hire, KMAS Consulting LLC "A well-executed 'fast close' can bring many valuable benefits to any company, from improving organizational performance to transforming accounting executives from financial historians to trusted advisors. In *Fast Close, Second Edition*, Steve systematically breaks down the steps required to achieve a fast close in both public and private companies, providing financial executives with tips, checklists, and a cost-effective road map to implement fast close procedures in virtually any company." —Matthew Posta, Esq., CPA, Vice President of Finance, Key Air, LLC

FROM THE FIRST EDITION "This is an outstanding book in which Steve reveals his secrets to a fast close. Having personally experienced his (one-day) fast close for years and enjoyed the beneficial impact on my company, I highly recommend this book for all financial officers who desire to have a large, favorable impact on their company." —Richard V. Souders, President and CEO, Kaba Workforce Solutions

Covers:
iOS4 and iPod touch, 4th gen Step-by-step instructions with callouts to iPod touch photos so that you can see exactly what to do Help when you run into iPod touch problems or limitations Tips and Notes to help you get the most from your iPod touch Full-color, step-by-step tasks walk you through getting and keeping your iPod touch working just the way you want. Learn how to: Make the most of Apple's new iOS 4 software Connect to Wi-Fi networks, the Web, and other devices Move music, movies, books, and other content onto your iPod touch Use iBooks to enjoy a library of ebooks wherever you go Play games and share info with

other iPod touches, iPhones, and iPads Sync Mac or Windows computers and MobileMe or Exchange accounts with your iPod touch Listen to music, podcasts, and other audio Watch movies, TV shows, music videos, and video podcasts Surf the Web and send email Create, manage, display, and edit contacts and calendars Take, view, and share photos and video Download, install, and maintain apps, and manage them with the new App Toolbar Customize, maintain, and troubleshoot your iPod touch iOS 11 for the iPhone includes a host of exciting new features, including a revamped Control Center and all-new powers for some of your favorite apps—Siri, AirPlay 2, Maps, Photos, and Maps. You can even send payment via iMessages and type with one hand! And the best way to learn all of these features is with iPhone: The Missing Manual—a funny, gorgeously illustrated guide to the tips, shortcuts, and workarounds that will turn you, too, into an iPhone master. This easy-to-use book will help you accomplish everything from web browsing to watching videos so you can get the most out of your iPhone. Written by Missing Manual series creator and former New York Times columnist David Pogue, this updated guide shows you everything you need to know about the new features and user interface of iOS 11 for the iPhone. Fully updated and revised classroom edition of Jim Heid's best-selling iLife guide! Your iPod does more than play music. Discover its many capabilities with this gorgeous full-color book. Organized into 40 bite-sized, easy-to-follow segments, 40 iPod Techniques will show you how to: optimize your iPod

for playing music, read e-books, use PDA functions (calendaring, notes, and alarms), play games, store data, troubleshoot, accessorize, and more! Order your copy today and make the most of your iPod. As you'd expect of Apple, the iPhone is gorgeous. iPhone: The Missing Manual is a book as breathtaking as its subject. Teeming with high-quality color graphics, each custom designed page helps you accomplish specific tasks -- everything from Web browsing to watching videos. Written by New York Times columnist and Missing Manual series creator David Pogue, this book shows you how to get the most out of your new Apple iPhone. The name iPhone may be doing Apple a disservice. This machine is so packed with possibilities that the cellphone may actually be the least interesting part. The iPhone is at least three products merged into one: a phone, a wide-screen iPod and a wireless, touch-screen Internet communicator. The iPhone's beauty alone may be enough for you to dig for your credit cards, but its Mac OS X-based software makes it not so much a smartphone as something out of the film "Minority Report." The real magic, however, awaits when you browse the Web. You get to see the entire Web page on the iPhone's screen. All of this is cooked up with Apple's traditional secret sauce of simplicity, intelligence and whimsy. Written by New York Times columnist and Missing Manual series creator David Pogue, iPhone: The Missing Manual shows you everything they need to know to get the most out of your new Apple iPhone. Full of humor, tips, tricks, and surprises, this book teaches you how to extend iPhone's usefulness by exploiting its

links to the Web as well as its connection to Macs or PCs; how to save money using Internet-based messages instead of phone calls; and how to fill the iPhone with TV shows and DVDs for free. This new edition is sure to help consumers select the right electronics product for their needs. Experts provide hundreds of smart ways to save money and find the best values in computers, plasma televisions, cell phones and service, cameras, DVD players, and more. PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology. Straightforward, practical, and focused on realistic examples, *Business and Professional Writing: A Basic Guide* is an introduction to the fundamentals of professional writing. The book emphasizes clarity, conciseness, and plain language. Guidelines and templates for business correspondence, formal and informal reports, brochures and press releases, and oral presentations are included. Exercises guide readers through the process of creating and revising each genre, and helpful tips, reminders, and suggested resources beyond the book are provided throughout. The second edition includes new sections on information security and ethics in business writing. New formal proposal examples have been added, and the text has been updated throughout. Unique DVD/book combo explores the Mac as a digital lifestyle hub. This bestseller has been fully updated to cover the latest version - iLife 05. Apple's iPod still has

the world hooked on portable music, pictures, videos, movies, and more, but one thing it doesn't have is a manual that helps you can get the most out this amazing device. That's where this book comes in. Get the complete scoop on the latest line of iPods and the latest version of iTunes with the guide that outshines them all -- iPod: The Missing Manual. The 9th edition is as useful, satisfying, and reliable as its subject. Teeming with high-quality color graphics, each page helps you accomplish a specific task -- everything from managing your media and installing and browsing iTunes to keeping calendars and contacts. Whether you have a brand-new iPod or an old favorite, this book provides crystal-clear explanations and expert guidance on all of the things you can do: Fill 'er up. Load your Nano, Touch, Classic, or Shuffle with music, movies, and photos, and learn how to play it all back. Tour the Touch. Surf the Web, use web-based email, collect iPhone apps, play games, and more. Share music and movies. Copy music between computers with Home Sharing, beam playlists around the house, and whisk your Nano's videos to YouTube. iTunes, tuned up. Pick-and-choose which music, movies, and photos to sync; create instant playlists with Genius Mix; and auto-rename "Untitled" tracks. iPod power. Create Genius playlists on your iPod, shoot movies on your Nano, use the Nano's FM radio and pedometer, and add voice memos to your Touch. Shop the iTunes Store. Find what you're looking for in a snap, whether it's music, movies, apps, lyrics, or liner notes. With iPod and iTunes, Apple's gotten the world hooked on portable music,

pictures, and videos. One thing they haven't delivered, though, is an easy guide for getting the most from your sleek little entertainment center. Enter iPod: The Missing Manual, 5th Edition—a book as breathtaking and satisfying as its subject. Our latest edition thoroughly covers the redesigned iPod Nanos, the video iPod, the tiny Shuffle and the overhauled iTunes 7. Each custom-designed page sports easy-to-follow color graphics, crystal-clear explanations, and guidance on the most useful things your iPod can do. Topics include: Out of the box and into your ears. Learn how to install iTunes, load music on your iPod, and how to get rid of that dang, flashing "Do not disconnect" message. Bopping around the iPod. Whether you've got a tiny Shuffle or a big-screen model you'll learn everything from turning your iPod off and on to charging your iPod without a computer. Special coverage for iPod owners with trickster friends: How to reset the iPod's menus to English if they've been changed to, say, Korean. In tune with iTunes. iTunes can do far more than your father's jukebox. Learn how to pick and choose which parts of your iTunes library loads onto your iPod, how to move your sacred iTunes Folder to a bigger hard drive, and how to add album covers to your growing collection. The power of the 'Pod. Download movies, play photo slideshows, find cool podcasts, and more: this book shows you how to unleash all your iPod's power. iPod is simply the best music player available, and this is the manual that should have come with it. Explains how to use the portable music player to perform functions including play music, store personal

contact and calendar information, download and use applications, and use as a video player. You don't have to puzzle over why the iPod is so wildly popular: Apple's lightweight portable music player can store and organize as many as 10,000 songs -- and with the new version of iTunes for Windows, now PC users can sync up their iPods with music they've bought on the iTunes Music Store, just like Mac users can. With this fourth edition of *Secrets of the iPod*, popular Macworld magazine columnist Christopher Breen brings you even more tricks to help you uncover the hidden potential of your iPod and iPod mini. Book jacket.

The *iPhone Manual for Beginners* is the complete guide to using the iPhone. This book was made with the beginner in mind, and is great for seniors and first-time iPhone users. The book is suitable for the following iPhone models: 7, 7 Plus, 6s, 6s Plus, 6, 6 Plus, 5s, 5c, and SE. With the tiny Shuffle, the Nano, the Classic, and the Touch, Apple's gotten the world hooked on portable music, pictures, videos -- and the iPod. One thing they haven't delivered, though, is an easy guide for getting the most from this sleek entertainment center. Enter *iPod: The Missing Manual, 7th Edition* -- a book as breathtaking, satisfying, and reliable as its subject. Now in a sleek, travel-friendly size, this new edition provides a no-nonsense view of iTunes 8 and everything in the latest iPod line, with crystal-clear explanations, easy-to-follow color graphics, and guidance on all the amazing things you can do, including: Out of the box and into your ears. Find out how to install iTunes and load music on your iPod. And get advice on buying copy-

protection free songs from stores like Amazon and Rhapsody. Bopping around the iPod. Learn everything from turning it on and off to shaking your iPod Nano to shuffle your tracks. In tune with iTunes. Choose which parts of your iTunes library loads onto your iPod, move your sacred iTunes Folder to a bigger hard drive, and add album covers to your collection. Picking playlists like a Genius. Let iTunes' new Genius feature whip up smart playlists from your library, and suggest songs from the iTunes Store that fit with what you already own. The power of the 'Pod. Download movies and TV shows and learn how to play them on your iPod and finish viewing them on your TV. Play photo slideshows, find cool podcasts, and more. Welcome to the App Store. Soup up your iPod Touch, from upgrading to the 2.0 firmware to installing the iTunes Store's nifty new collection of programs -- including games that turn the Touch into a pocket 3-D arcade. Even if you don't buy one of the new iPod models, this Missing Manual has plenty of information on the latest version of iTunes, the App Store and a whole lot more about Apple's incredible device. Explains how to use the innovative cellular phone and learn all the options of its additional capabilities which include conference calling, text messaging, playing music and videos, displaying photographs, along with Internet access and email. The perfect full-color guide to the iPod touch for both Mac and Windows users Your iPod touch can do so many things. With this full-color guide, you can get hip to all your iPod touch has to offer and take full advantage of the iTunes store and the App Store, as well. You'll start by

learning how to manage the multi-touch interface and setting up iTunes. Then you'll discover how to connect to the Internet via Wi-Fi, receive and send e-mail, get directions and use maps, play games, download and watch movies, shop for cool new apps at the App Store, and much more. Starts with the basics of setting up and using the iPod touch, richly illustrated in full color Covers listening to music, synchronizing your data, working with the calendar, setting up iTunes, and getting online via Wi-Fi Shows how to send and receive e-mail, shop for movies and music at the iTunes Store, browse the Web, share photos, download and watch movies and TV shows, and download apps from the App Store Explains how to use your iPod touch as a portable game console and how to manage your contacts and to-do lists Also covers protecting your information and troubleshooting iPod touch For Dummies helps you make the most of this amazing device that combines a widescreen iPod with touch controls, a portable game console, and a breakthrough Internet device. From the acclaimed New York Times bestselling author: An essential volume for generations of writers young and old. The twenty-fifth anniversary edition of this modern classic will continue to spark creative minds for years to come. For a quarter century, more than a million readers—scribes and scribblers of all ages and abilities—have been inspired by Anne Lamott's hilarious, big-hearted, homespun advice. Advice that begins with the simple words of wisdom passed down from Anne's father—also a writer—in the iconic passage that gives the book its title: "Thirty years ago my older brother,

who was ten years old at the time, was trying to get a report on birds written that he'd had three months to write. It was due the next day. We were out at our family cabin in Bolinas, and he was at the kitchen table close to tears, surrounded by binder paper and pencils and unopened books on birds, immobilized by the hugeness of the task ahead. Then my father sat down beside him, put his arm around my brother's shoulder, and said, 'Bird by bird, buddy. Just take it bird by bird.'" 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. "TRB's National Cooperative Highway Research Program (NCHRP) Report 812: Signal Timing Manual - Second Edition, covers fundamentals and advanced concepts related to signal timing. The report addresses ways to develop a signal timing program based on the operating environment, users, user priorities by movement, and local operational objectives. Advanced concepts covered in the report include the systems engineering process, adaptive signal control, preferential vehicle treatments, and timing strategies for over-saturated conditions, special events, and inclement weather. An overview PowerPoint presentation accompanies the report."

-- Updated teacher's edition of the best-selling book on Apple iLife--the ultimate interactive classroom learning guide to iPhoto, iTunes, iMovie HD, iDVD, and GarageBand! Music, movies, and photos come together before your eyes. Just imagine the creative possibilities in

store for you and your students. The special edition of Jim Heid's best-selling interactive guide to Apple iLife '05 includes practical information especially for K-12 teachers. Digital media guru Jim Heid and Filmmaker and educational consultant Nikos Theodosakis shows how digital media can be an integral part of the classroom routine, enhancing the learning experience in many subject areas. Everything you need to master the iLife applications is at your fingertips. The nearly three-hour instructional DVD lets you see and hear the iLife programs in action, with menus that let you jump to any topic in an instant. Lesson plans and a teacher supplement at the end of the book provide sample projects and show you how other teachers have been using iLife in the classroom. Inside, you'll find clear, accessible instructions for:

- Professional shooting techniques for digital cameras and camcorders
- Editing video with iMovie HD
- Creating spectacular, informative slide shows with iPhoto and iDVD
- Recording and arranging original music with GarageBand
- Producing a documentary video using photos and home movies
- Making a soundtrack using music from old records and tapes
- Using iMovie HD to turn a simple math lesson into a fun photo album
- Interviewing family and community members for oral histories
- Implementing and adapting award-winning projects from other teachers using iLife
- Using the bonus files supplied on the DVD: GarageBand loops, essential utilities, sample projects, and more

Since the inception of iTunes, the iPod (the best-selling portable digital music player), and iTunes Music Store (Time magazine's Invention of the Year for

2003), Apple has taken the world of digital music by storm. The Absolute Beginner's Guide to iPod and iTunes, Third Edition, provides all the information that music and media fans need to get the most out of these amazing digital devices and tools. From the basics of listening to audio CDs to advanced customization of music on an iPod, this book equips even those who have never explored digital audio to master their digital music by using these awesome tools. The book covers both Windows and Macintosh platforms to reach the broadest possible audience. The book is organized into two major parts, with each focusing on an element of the iPod, and iTunes and finally a third part focusing on the iTunes Music Store. Along the way, it explains how all of these tools work together and shows readers how to get the most from them. It progresses from very basic topics in a logical manner to lead even absolute beginners on the path to musical mastery.

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video, make video calls, manage your email, surf the Web, listen to music, play games, and maybe even do a little iWork. This is the book that should have been in the box. Build your media library. Fill your iPad with music, movies, TV shows, eBooks, photos, and more. Share with others. Stream music, HD movies, TV shows, and more, to and from your iPad. Create your own media. Use the iPad's new Photo Booth, iMovie, and GarageBand apps to express yourself. Get online. Connect through WiFi or Wi-Fi+3G, and surf with the iPad's faster browser. Place video calls. See who's talking with the iPad's FaceTime app and its two cameras. Consolidate your email. Read and send messages from any of your accounts. Learn undocumented tips and tricks. Get the lowdown on cool iPad secrets and workarounds. With multitasking and more than a 100 other new features, iPhone 4.0 is a real treat, cooked up with Apple™s traditional secret sauce of simplicity, intelligence, and whimsy. iPhone UK: The Missing Manual gives you a guided tour of everything the new iPhone has to offer, with lots of tips, tricks, and surprises. Learn how to make calls and play songs by voice control, take great photos, keep track of your schedule, and much more with complete step-by-step instructions and crystal-clear explanations by iPhone master David Pogue. Whether you have a brand-new iPhone, or want to update an earlier model with the iPhone 4.0 software, this beautiful full-colour book is the best, most objective resource available. Use it as a phone -- learn the basics as well as time-saving tricks and tips for contact searching, texting, and more Treat it as an iPod --

master the ins and outs of iTunes, and listen to music, upload and view photos, and fill the iPhone with TV shows and films Take the iPhone online -- make the most of your online experience to browse the Web, read and compose email, use social networks, or send photos and audio files Go beyond the iPhone -- learn how to use the App Store, and how to multitask between your apps, organize them in folders, and read ebooks in iBooksUnlock the full potential of your iPhone with the book that should have been in the box. Straightforward, practical, and focused on realistic examples, *Business and Professional Writing: A Basic Guide* is an introduction to the fundamentals of professional writing. The book emphasizes clarity, conciseness, and plain language. Guidelines and templates for business correspondence, formal and informal reports, brochures and press releases, and oral presentations are included. Exercises guide readers through the process of creating and revising each genre, and helpful tips, reminders, and suggested resources beyond the book are provided throughout. The second edition includes new sections on information security and ethics in business writing. New formal proposal examples have been added, and the text has been updated throughout. You're clearly looking for great ways to explore your iPhone 7. THIS GUIDE IS: Easy, clear and comprehensive! Contains step-by-step instructions for the tasks you care about most Some of the things to learn include: *Setting up iPhone &, troubleshooting and exploring over 30 tips and tricks * Connect to the Internet, Bluetooth devices, Wi-Fi networks,

and other iPhones, iPod touches, and iPads; take advantage of AirDrop to instantly share with other iOS and Mac users around you * Customize your iPhone with folders, wallpaper, ringtones, and much more * Configure and sync your information, and efficiently manage contacts and calendars * Make the most of Safari to browse the Web and Mail to manage all of your email from one Inbox * Take advantage of iCloud to keep your content and information in sync on all your device With just 1-Click, you'll be among the few who are optimizing their iPhone 7/7 Plus. BUY NOW! Get the scoop on iTunes 9 and all of the newest iPods with this bestselling Missing Manual. Apple's gotten the world hooked on portable music, pictures, and videos with its amazing entertainment center, but one thing they haven't delivered is an easy guide for getting the most out of it. That's where this book comes in. iPod: The Missing Manual, now in its 8th edition, provides a no-nonsense view of the latest iPod line, including the tiny Shuffle, the video-capable Nano, the high-capacity Classic, and the Wi-Fi-enabled Touch. With crystal-clear explanations and easy-to-follow color graphics, the book provides expert guidance on all of the amazing things you can do: Fill 'er up. Load your Nano, Classic, Touch, or Shuffle with music, movies, and photos, and learn how to play it all back. Share music and movies. Copy music between computers with Home Sharing, beam playlists around the house, and whisk your Nano's videos to YouTube. iTunes, tuned up. Pick-and-choose which music, movies, and photos to sync; create instant playlists with Genius Mix; and auto-rename

"Untitled" tracks. iPod power. Create Genius playlists on your iPod, shoot movies on your Nano, tap the Nano's FM radio and pedometer, and add voice memos to your Touch. Tour the new iTunes Store. Find what you're looking for in a snap, and get lyrics, liner notes, and more with iTunes LP. Even if you don't have one of the brand new iPods, this Missing Manual has plenty of information on iTunes 9, the App Store, and everything else you'll want to know. iPod: The Missing Manual is as useful, satisfying, and reliable as its subject. Singapore's leading tech magazine gives its readers the power to decide with its informative articles and in-depth reviews. Would you like to discover the best ways to find cool stuff on iTunes, download it all to your iPod, and get the very most out of both these hot technologies from Apple? Then this Visual Quick Tips book is for you. This book will increase your productivity by providing you with shortcuts, tricks, and tips to help you work smarter and faster. Learn how to smoothly integrate iTunes with your iPod, manage your iTunes library, and use your iPod for more than music.

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