

## Filemaker Pro 8 The Missing Manual

The new iPhone 3G is here, and New York Times tech columnist David Pogue is on top of it with a thoroughly updated edition of iPhone: The Missing Manual. With its faster downloads, touch-screen iPod, and best-ever mobile Web browser, the new affordable iPhone is packed with possibilities. But without an objective guide like this one, you'll never unlock all it can do for you. In this new edition, there are new chapters on the App Store, with special troubleshooting and syncing issues with iTunes; Apple's new MobileMe service, and what it means to the iPhone; and Microsoft Exchange ActiveSync compatibility. Each custom designed page in iPhone: The Missing Manual helps you accomplish specific tasks with complete step-by-step instructions for everything from scheduling to web browsing to watching videos. You'll learn how to: Use the iPhone as a phone -- get a guided tour of 3G's phone features and learn how much time you can save with things like Visual Voicemail, contact searching, and more Figure out what 3G means and how it affects battery life, internet speed, and even phone call audio quality. Treat the iPhone as an iPod -- listen to music, upload and view photos, and fill the iPhone with TV shows and movies Take the iPhone online -- learn how to get online, use email, browse the Web, and use the GPS Go beyond the iPhone -- discover how to use iPhone with iTunes, sync it with your calendar, and learn about The App Store where you can pick from hundreds of iPhone-friendly programs Teeming with high-quality color graphics and filled with humor, tips, tricks, and surprises, iPhone: The Missing Manual quickly teaches you how to set up, accessorize, and troubleshoot your iPhone. Instead of fumbling around, take advantage of this device with the manual that should have been in the box. It's your call.

An introduction to Microsoft Vista explains the new user interface and integrated search function, as well as the Media Center multimedia capabilities, Internet Explorer 7 and Web connectivity, enhanced security features, organization tools, and other hel

Explains how to use the Macintosh video production programs to capture and edit digital videos, apply effects, create DVD menus, and burn DVDs.

Compared to industrial-strength database products such as Microsoft's SQL Server, Access is a breeze to use. It runs on PCs rather than servers and is ideal for small- to mid-sized businesses and households. But Access is still intimidating to learn. It doesn't help that each new version crammed in yet another set of features; so many, in fact, that even the pros don't know where to find them all. Access 2007 breaks this pattern with some of the most dramatic changes users have seen since Office 95. Most obvious is the thoroughly redesigned user interface, with its tabbed toolbar (or "Ribbon") that makes features easy to locate and use. The features list also includes several long-awaited changes. One thing that hasn't improved is Microsoft's documentation. To learn the ins and outs of all the features in Access 2007, Microsoft merely offers online help. Access 2007: The Missing Manual was written from the ground up for this redesigned application. You will learn how to design complete databases, maintain them, search for valuable nuggets of information, and build attractive forms for quick-and-easy data entry. You'll even delve into the black art of Access programming (including macros and Visual Basic), and pick up valuable tricks and techniques to automate common tasks -- even if you've never touched a line of code before. You will also learn all about the new prebuilt databases you can customize to fit your needs, and how the new complex data feature will simplify your life. With plenty of downloadable examples, this objective and witty book will turn an Access neophyte into a true master.

Photoshop Elements 7 includes lots of new tools for sprucing up your photos, like the Scene Cleaner that lets you get rid of unwanted elements and the Smart Brush that makes touch-ups a breeze. But the one thing you won't find in Elements is reader-friendly guidance on how to get the most out of this powerful program. Enter Photoshop Elements 7: The Missing Manual, ready to explain not only how the tools and commands work, but when to use them. With this bestselling book (now in its 5th edition), you'll learn everything from the basics of loading photos into Elements to the new online photo-sharing and storage service that Adobe's offering (for free!) at Photoshop.com. There's so much to Elements 7 that knowing what to do -- and when to do it -- is tricky. That's why this book carefully explains all the tools and options by putting each one into a clear, easy-to-understand context. Learn to import, organize, and fix photos quickly and easily Repair and restore old and damaged photos, and retouch any image Jazz up your pictures with dozens of filters, frames, and special effects Learn which tools the pros use -- you'll finally understand how layers work! Create collages and photo layout pages for scrapbooks and other projects Fix your photos online and synch the changes to your own photo library As always, author Barbara Brundage lets you know which features work well, which don't, and why -- all with a bit of wit and good humor. Dive into Adobe's outstanding photo editor and find out why this Missing Manual is the bestselling book on the topic.

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

## Missing Manual.

Offers coverage of all five versions of Windows Vista, offering a guide to help users navigate the desktop, deal with the new user interface and search functions, use the Media Center, deal with the new Internet Explorer 7 tabbed browser, and build a netw

Like every other application in Microsoft Office suite, PowerPoint is loaded with features. So many, in fact, that even veterans don't know where to find them all. Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use. PowerPoint 2007 also boasts improved graphics, additional templates, the ability to save custom layouts, and improved collaboration through SharePoint. One thing Microsoft hasn't improved is its poor documentation. To learn the ins and outs of all the features in PowerPoint 2007, Microsoft merely offers online help. If you're familiar with previous versions of the program, you may be lost the first time you fire up the new PowerPoint; or you would be if it weren't for PowerPoint 2007: The Missing Manual. This book, written specifically for this version of the software, not only offers the basics of how to create, save, set up, run, and print a basic bullets-and-background slideshow, but takes you into the world of multimedia, animation, and interactivity. You'll learn how to add pictures, sound, video, animated effects, and controls (buttons and links) to their slides, along with ways to pull text, spreadsheets, and animations created in other programs. You can also create your own reusable design templates and learn to automate repetitive tasks with macros. Learn how to take advantage of advanced functions (such as adding custom background images) that existed in previous PowerPoint versions, but were so cleverly hidden that few people ever found them. You don't need a technical background to build powerful databases with FileMaker Pro 13. This crystal-clear guide covers all new FileMaker Pro 13 features, such as its improved layout tools and enhanced mobile support. Whether you're running a business, printing a catalog, or planning a wedding, you'll learn how to customize your database to run on a PC, Mac, Web browser, or iOS device. The important stuff you need to know: Get started. Tour FileMaker Pro's features and create your first database in minutes. Access data anywhere. Use FileMaker Go on your iPad or iPhone—or share data on the Web. Dive into relational data. Solve problems quickly by connecting and combining data tables. Create professional documents. Publish reports, invoices, catalogs, and other documents with ease. Harness processing power. Use calculations and scripts to crunch numbers, search text, and automate tasks. Add visual power and clarity. Create colorful charts to illustrate and summarize your data. Share your database on a secure server. Add the high-level features of FileMaker Pro Advanced and FileMaker Pro Server.

FileMaker Pro 9: The Missing Manual is the clear, thorough and accessible guide to the latest version of this popular desktop database program. FileMaker Pro lets you do almost anything with the information you give it. You can print corporate reports, plan your retirement, or run a small country -- if you know what you're doing. This book helps non-technical folks like you get in, get your database built, and get the results you need. Pronto. The new edition gives novices and experienced users the scoop on versions 8.5 and 9. It offers complete coverage of timesaving new features such as the Quick Start screen that lets you open or a create a database in a snap, the handy "save to" buttons for making Excel documents or PDFs, the multiple level Undo and Redo commands let you step backwards through your typing tasks, and much more. With FileMaker Pro 9: The Missing Manual, you can: Get your first database running in minutes and perform basic tasks right away. Catalog people, processes and things with streamlined data entry and sorting tools. Learn to use layout tools to organize the appearance of your database. Use your data to generate reports, correspondence and other documents with ease. Create, connect, and manage multiple tables and set up complex relationships that show you just the data you need. Crunch numbers, search text, or pin down dates and times with dozens of built-in formulas. Automate repetitive tasks with FileMaker Pro 9's easy-to-learn scripting language. Protect your database with passwords and set up privileges to determine what others can do once they gain entry. Outfit your database for the Web and import and export data to other formats. Each chapter in the book contains "living examples" -- downloadable tutorials that help you learn how to build a database by actually doing it. You also get plenty of sound, objective advice that lets you know which features are really useful, and which ones you'll barely touch. To make the most of FileMaker Pro 9, you need the book that should have been in the box.

Extend FileMaker's built-in functionality and totally customize your data management environment with specialized functions and menus to super-charge the results and create a truly unique and focused experience. This book includes everything a beginner needs to get started building databases with FileMaker and contains advanced tips and techniques that the most seasoned professionals will appreciate. Written by a long time FileMaker developer, this book contains material for developers of every skill level. FileMaker Pro 16 is a powerful database development application used by millions of people in diverse industries to simplify data management tasks, leverage their business information in new ways and automate many mundane tasks. A custom solution built with FileMaker can quickly tap into a powerful set of capabilities and technologies to offer users an intuitive and pleasing environment in which to achieve new levels of efficiency and professionalism. What You'll learn Create SQL queries to build fast and efficient formulas Discover new features of version 16 such as JSON functions, Cards, Layout Object window, SortValues, UniqueValues, using variables in Data Sources Write calculations using built-in and creating your own custom functions Discover the importance of a good approach to interface and technical design Apply best practices for naming conventions and usage standards Explore advanced topics about designing professional, open-ended solutions and using advanced techniques Who This Book Is For Casual programmers, full time consultants and IT professionals.

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

This concise and comprehensive Understanding treatise is designed to complement any products liability casebook. Part I consists of an overview of the complex body of products liability caselaw and statutes that has developed over the past century. The chapters follow a functional approach and begin with the four theories that are the foundation of all products liability cases: warranty, misrepresentation, negligence, and strict liability. Separate chapters in Part I then examine the principle types of product defects (design, manufacturing, and failure to warn) and some of the problems involved with proving that the product was defective and that the defect was the cause of the injury. Finally chapters focus on the various defenses available in a products liability action and the types of damages that a plaintiff may

seek. An understanding of products liability law also requires an examination of the issues involved in the prosecution or defense of a products liability case. Part II addresses a range of those issues, including researching the case; drafting the complaint; interrogatories and requests to admit facts; requests for the production of documents; discovery and evidence depositions; protective orders; and discovery enforcement.

Web site design has grown up. Unlike the old days, when designers cobbled together chunky HTML, bandwidth-hogging graphics, and a prayer to make their sites look good, Cascading Style Sheets (CSS) now lets your inner designer come out and play. But CSS isn't just a tool to pretty up your site; it's a reliable method for handling all kinds of presentation--from fonts and colors to page layout. CSS: The Missing Manual clearly explains this powerful design language and how you can use it to build sparklingly new Web sites or refurbish old sites that are ready for an upgrade. Like their counterparts in print page-layout programs, style sheets allow designers to apply typographic styles, graphic enhancements, and precise layout instructions to elements on a Web page. Unfortunately, due to CSS's complexity and the many challenges of building pages that work in all Web browsers, most Web authors treat CSS as a kind of window-dressing to spruce up the appearance of their sites. Integrating CSS with a site's underlying HTML is hard work, and often frustratingly complicated. As a result many of the most powerful features of CSS are left untapped. With this book, beginners and Web-building veterans alike can learn how to navigate the ins-and-outs of CSS and take complete control over their Web pages' appearance. Author David McFarland (the bestselling author of O'Reilly's Dreamweaver: The Missing Manual) combines crystal-clear explanations, real-world examples, a dash of humor, and dozens of step-by-step tutorials to show you ways to design sites with CSS that work consistently across browsers. You'll learn how to: Create HTML that's simpler, uses less code, is search-engine friendly, and works well with CSS Style text by changing fonts, colors, font sizes, and adding borders Turn simple HTML links into complex and attractive navigation bars--complete with CSS-only rollover effects that add interactivity to your Web pages Style images to create effective photo galleries and special effects like CSS-based drop shadows Make HTML forms look great without a lot of messy HTML Overcome the most hair-pulling browser bugs so your Web pages work consistently from browser to browser Create complex layouts using CSS, including multi-column designs that don't require using old techniques like HTML tables Style Web pages for printing Unlike competing books, this Missing Manual doesn't assume that everyone in the world only surfs the Web with Microsoft's Internet Explorer; our book provides support for all major Web browsers and is one of the first books to thoroughly document the newly expanded CSS support in IE7, currently in beta release. Want to learn how to turn humdrum Web sites into destinations that will capture viewers and keep them longer? Pick up CSS: The Missing Manual and learn the real magic of this tool. 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.

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

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

When it comes to building professional websites, Dreamweaver CS4 is capable of doing more than any other web design program -- including previous versions of Dreamweaver. But the software's sophisticated features aren't simple. Dreamweaver CS4: The Missing Manual will help you master this program quickly, so you can bring stunning, interactive websites to life. Under the expert guidance of bestselling author and teacher David McFarland, you'll learn how to build professional-looking websites quickly and painlessly. McFarland has loaded the book with over 150 pages of hands-on tutorials to help you create database-enabled PHP pages, use Cascading Style Sheets (CSS) for cutting-edge design, add XML-based news feeds, include dynamic effects with JavaScript and AJAX, and more. This witty and objective book offers jargon-free language and clear descriptions that will help you: Learn how to control the appearance of your web pages with CSS, from the basics to advanced techniques Design dynamic database-driven websites, from blogs to product catalogs, and from shopping carts to newsletter signup forms Add interactivity to your website with ready-to-use JavaScript programs from Adobe's Spry Framework Effortlessly control the many helper files that power your website and manage thousands of pages Examine web-page components and Dreamweaver's capabilities with the book's "live examples" Perfect for beginners who need step-by-step guidance, and for longtime Dreamweaver designers who need a handy reference to the new version, this thoroughly updated edition of our bestselling Missing Manual is your complete guide to designing, organizing, building, and deploying websites. It's the ultimate atlas for Dreamweaver CS4.

Explains how to get accustomed to the new operating system and master its features, covering topics such as using menus and control panels, networking multiple PCs, and finding lost files.

After more than two years, Adobe has finally released a new version of Photoshop Elements for the Mac. Version 6 packs a lot more editing firepower than iPhoto, and this Missing Manual puts every feature into a clear, easy-to-understand context -- something that no other book on Elements does! Photoshop Elements 6 is perfect for scrapbooking, making fancy photo collages, and creating Web galleries. It has lots of new features such as Guided Edit for performing basic editing tasks, an improved Photomerge feature, a handy Quick Selection Tool, and much more. But knowing what to do and when is tricky. Photoshop Elements 6 for Mac: The Missing Manual explains not only how the tools and commands work, but when to use them. With it, you will: Learn to import, organize, and fix photos quickly and easily. Repair and restore old and damaged photos, and retouch any image. Jazz up your pictures with dozens of filters, frames, and special effects. Learn which tools the pros use -- you'll finally understand how layers work! Create collages and photo layout pages for greeting cards and other projects. Get downloadable practice images and try new tricks right away. This full-color guide starts with the simplest functions and progresses to increasingly complex features of Elements. If you're ready for the more sophisticated tools, you can easily jump around to learn specific techniques. As always, author Barbara Brundage lets you know which Elements features work well, which don't, and why -- all with a bit of wit and humor. Don't hesitate: Now that Adobe's outstanding photo editor has been updated for the Mac, dive in with Photoshop Elements 6 for Mac: The Missing Manual right away.

The popularity of digital cameras continues to grow exponentially. They are now more powerful, feature rich, and affordable--turning digital photography into a mainstream interest. And with Photoshop Elements, Adobe has created the most popular photo-editing program on the planet. Learning how to work Photoshop Elements and manage digital

photos can be a challenge for anyone just getting started--from the hobbyist to the pro photographer. With the latest Photoshop Elements 4 update, Adobe delivers a powerful new program that provides photo editing and organizing functionality with improved performance. The updated version also includes new, more intuitive features that are streamlined and easier to use--when the photographer has the right learning tool in hand. With Photoshop Elements 4: The Missing Manual, author Barbara Brundage has written the perfect digital photography guide. In a clear, easy-to-read format, the author provides step-by-step instruction so readers can learn what they need to do to edit their photos successfully and manage their collection. This new edition also includes more than a dozen downloadable images so readers can practice using the editing tools. Readers will master useful editing techniques--from the most common to the advanced: Automatically correct red eye and skin tones Select and extract complex objects with the Magic Selection Brush and The Magic Extractor Create photomontages Restore old photographs Post photos on the web Manage and archive an entire collection Design a custom slide show with panning and zooming capabilities Once photographers learn how to edit their photos successfully, they'll also learn how to post them online or upload them to the Kodak EasyShare Gallery for use in creating personal mailing lists, post cards, calendars, and much more. Photoshop Elements 4: The Missing Manual, is for any photographer interested in learning the right editing techniques for producing and sharing beautiful digital photography. Photoshop Elements 4: The Missing Manual covers the Windows version of the software only. When we published the book, there was no Mac version of the software (as there is now), and for various reasons, we've been unable to update this edition to include the Mac version. Nonetheless, if you're on a Mac, you can use this book. Just substitute Command for Ctrl, and Option for Alt whenever you see keystroke shortcuts, and about 98 percent of the Editor functions will work the same. The sections on the Organizer only apply to Windows because the Mac version has no Organizer. With Photoshop Elements 6, the most popular photo-editing program on Earth just keeps getting better. It's perfect for scrapbooking, email-ready slideshows, Web galleries, you name it. But knowing what to do and when is tricky. That's why our Missing Manual is the bestselling book on the topic. This fully revised guide explains not only how the tools and commands work, but when to use them. Photoshop Elements 6 is packed with new features. You get a new Quick Edit function, Windows Vista compatibility, improved RAW conversion, a handy Quick Selection Tool, and more. In fact, there's so much to the latest version that it can be quite confusing at times. Photoshop Elements 6: The Missing Manual carefully explains every feature the program has to offer by putting each one into a clear, easy-to-understand context --something no other book does! Learn to import, organize, and fix photos quickly and easily. Repair and restore old and damaged photos, and retouch any image. Jazz up your pictures with dozens of filters, frames, and special effects. Learn which tools the pros use -- you'll finally understand how layers work! Create collages and photo layout pages for greeting cards and other projects. Get downloadable practice images and try new tricks right away. This guide progresses from simple to complex features, but if you're ready for the more sophisticated tools, you can easily jump around to learn specific techniques. As always, author Barbara Brundage lets you know which Elements features work well, which don't, and why -- all with a bit of wit and good humor. Don't hesitate. Dive into Adobe's outstanding photo editor with Photoshop Elements 6: The Missing Manual right away.

Covers the features of Photoshop Elements 5, explaining which ones work well, which ones don't, and why, by putting each feature into a clear, easy-to-understand context. 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.

Offering an updated overview of the latest version of the popular spreadsheet program, an informative manual covers the entire gamut of how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions, and includes helpful tips and step-by-step instruction in using the new user interface and tabbed toolbar. Original. (All Users)

Want to be part of the largest group-writing project in human history? Learn how to contribute to Wikipedia, the user-generated online reference for the 21st century. Considered more popular than eBay, Microsoft.com, and Amazon.com, Wikipedia servers respond to approximately 30,000 requests per second, or about 2.5 billion per day. It's become the first point of reference for people the world over who need a fact fast. If you want to jump on board and add to the content, Wikipedia: The Missing Manual is your first-class ticket. Wikipedia has more than 9 million entries in 250 languages, over 2 million articles in the English language alone. Each one is written and edited by an ever-changing cast of volunteer editors. You can be one of them. With the tips in this book, you'll quickly learn how to get more out of -- and put more into -- this valuable online resource. Wikipedia: The Missing Manual gives you practical advice on creating articles and collaborating with fellow editors, improving existing articles, and working with

the Wikipedia community to review new articles, mediate disputes, and maintain the site. Up to the challenge? This one-of-a-kind book includes: Basic editing techniques, including the right and wrong ways to edit Pinpoint advice about which types of articles do and do not belong on Wikipedia Ways to learn from other editors and communicate with them via the site's talk pages Tricks for using templates and timesaving automated editing tools Recommended procedures for fighting spam and vandalism Guidance on adding citations, links, and images to your articles Wikipedia depends on people just like you to help the site grow and maintain the highest quality. With Wikipedia: The Missing Manual, you get all the tools you need to be part of the crew.

Describes the fundamentals of FileMaker Pro 12, covering such topics as working with layouts, relational database design, calculations, scripting, reporting, security, debugging, and Web publishing. 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. You don't need a technical background to build powerful databases with FileMaker Pro 14. This crystal-clear, objective guide shows you how to create a database that lets you do almost anything with your data so you can quickly achieve your goals. Whether you're creating catalogs, managing inventory and billing, or planning a wedding, you'll learn how to customize your database to run on a PC, Mac, web browser, or iOS device. The important stuff you need to know: Dive into relational data. Solve problems quickly by connecting and combining data from different tables. Create professional documents. Publish reports, charts, invoices, catalogs, and other documents with ease. Access data anywhere. Use FileMaker Go on your iPad or iPhone—or share data on the Web. Harness processing power. Use new calculation and scripting tools to crunch numbers, search text, and automate tasks. Run your database on a secure server. Learn the high-level features of FileMaker Pro Advanced. Keep your data safe. Set privileges and allow data sharing with FileMaker's streamlined security features.

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

Quicken is a convenient way to keep track of personal finances, but many people are unaware of Quicken's power and end up using only the basic features. Sometimes Quicken raises more questions than it answers: Return of capital from stock? Net worth? What are they and why do you need to know about them? Luckily, Quicken 2009: The Missing Manual picks up where Quicken's help resources leave off. You'll find step-by-step instructions for using Quicken on your Windows PC, including useful features such as budgeting, recording investment transactions, and archiving Quicken data files. You also learn why and when to use specific features, and which ones would be most useful in a given situation. This book helps you: Set up Quicken to take care of your specific needs Follow your money from the moment you earn it Make deposits, pay for expenses, and track the things you own and how much you owe Take care of financial tasks online, and quickly reconcile your accounts Create and use budgets and track your investments Generate reports to prepare your tax returns and evaluate your financial fitness And a lot more. Quicken 2009: The Missing Manual accommodates readers at every technical level, whether you're a first-time or advanced Quicken user. For a topic as important as your personal finances, why trust anything else?

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.

FileMaker Pro 12: The Missing Manual"O'Reilly Media, Inc."

Presents an introduction to the features and functions of Microsoft Windows XP.

You don't have to be a techie to use FileMaker Pro 12, but you do need to know what you're doing. With this crystal-clear guide, you'll learn how to create a powerful database that lets you do almost anything with your data. Whether you're running a business, printing a catalog, or planning a wedding, you'll learn how to customize your database and

put it to work. The important stuff you need to know: Get started. Tour FileMaker Pro's features and create your first database in minutes. Catalog your data. View, sort, and shape information in dozens of ways. Create professional documents. Publish reports, invoices, and other documents with ease. Harness processing power. Use calculations and scripts to crunch numbers, search text, and automate tasks. Add visual power and clarity. Create colorful charts to illustrate and summarize your data. Think like a developer. Dive into the high-level features of FileMaker Pro Advanced.

A guide to the project management tool covers such topics as estimating work time, setting up a project schedule, building a team, setting up a budget, tracking progress, evaluating performance, and reporting on projects.

This guide provides a primer on animation, which helps you get comfortable with the Flash interface. It also covers advanced animations, including adding special effects and audio, video, and interactivity to your presentations. It shows how to use a dollop of ActionScript to customize your content.

The Internet is almost synonymous with change--that's one of its charms, and one of its headaches. You may think you know the Internet, but are you really up to speed on internet telephones, movie and TV downloading, blogging, gaming, online banking, dating, and photosharing? This utterly current book covers: Getting Online. Readers will have all the information they need to decide what kind of broadband connection works best for them, which browser they should use, and what kind of spyware-fighting and virus-and spam-protection measures they need to protect themselves. Finding Information. Google may be the leading search site, but it's certainly not the only game in town. This book introduces a diverse and useful collection of sites that help uncover everything from health care information, to shopping, travel and finance, to dependable reviews and ratings. Movies, music, and photos. The Web's teeming with entertainment--and not just the sort of postage-stamp sized videos that only a geek could love. Learn where to download movies, watch TV online, listen to music, play games, and post and share photos with friends. Keeping in touch. Email's only the beginning. This book introduces readers to the many tools that make the modern Internet such a great way to stay connected. From Web-based discussion groups to instant messaging programs, and from blogs and podcasts to Internet-based phone calls, this book will help you join the conversation. Ideal for anyone just venturing into cyberspace, this book is also perfect for more experienced users who could use an update to today's most exciting internet applications.

This hands-on, friendly guide shows you how to harness FileMaker's power to make your information work for you. With a few mouse clicks, the FileMaker Pro 11 database helps you create and print corporate reports, manage a mailing list, or run your entire business. FileMaker Pro 11: The Missing Manual helps you get started, build your database, and produce results, whether you're running a business, pursuing a hobby, or planning your retirement. It's a thorough, accessible guide for new, non-technical users, as well as those with more experience. Start up: Get your first database up and running in minutes Catalog your data: Organize contacts, to-do items, and product information with speedy data-entry and sorting tools Create professional documents: Publish reports, invoices, and more, with ease Add visual power and clarity: Create colorful charts to illustrate and summarize your data Harness processing power: Crunch numbers and search text with dozens of built-in formulas Learn advanced topics: Explore the high-level features of FileMaker Pro Advanced and FileMaker Server

The FileMaker Pro 10 desktop database lets you do almost anything with the information you give it -- especially with this book as your guide. Clear, thorough, and accessible, FileMaker Pro 10: The Missing Manual helps you get in, build your database, and get the results you need, whether you're running a business, pursuing a hobby, or planning your retirement. It's the ideal guide for non-technical and experienced folks alike. Each chapter in this fully updated edition covers the latest timesaving features of FileMaker Pro 10, including saved finds and a redesigned toolbar that reveals information and features more clearly than ever. You'll learn how to import information from the new Bento consumer database (Mac only), write scripts to make your database even easier to use, and send email without leaving FileMaker. With this book, you will: Get your first database running in minutes and perform basic tasks right away Catalog people, processes, and things with streamlined data entry and sorting tools Use your data to generate reports, correspondence, and other documents with ease Create, connect, and manage multiple tables and set up complex relationships that display just the data you need Crunch numbers, search text, or pin down dates and times with dozens of built-in formulas Outfit your database for the Web, and import and export data to other formats You'll also get objective advice on which features are really useful, and which aren't. To make the most of this database, you need FileMaker Pro 10: The Missing Manual -- the book that should have been in the box.

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