

Macbook In Easy Steps 5th Edition Covers MacOS Sierra

iPhone for Seniors in easy steps, 4th edition covers everything the reader needs know to keep fully connected. The book shows how to:

- Make and receive phone calls
- Text with the Messages app, including a variety of new fun features including animojis and emojis
- Make video calls with FaceTime
- Set up and use email accounts
- Use Settings to customise your iPhone exactly to your style and requirement
- Use Apple Pay on your iPhone to pay securely – no need to carry your wallet all the time
- Master the newly designed Control Center
- Explore the entire iTunes Music library, share music, videos, apps, calendars and photos with family members – stay in the loop with children and grandchildren!

An in-depth chapter on iCloud, Apple's online storage, sharing and backup service, explains how iCloud works and shows how it can automatically store your data and share your photos so you don't have to worry about losing information should anything happen to your iPhone. Written with the Senior reader in mind, and presented in larger type for easier reading. Covers all models of iPhone with iOS 12.

Table of Contents:

- Your new iPhone
- Starting to use your iPhone
- Head in the iCloud
- Calls and Contacts
- Typing and Texts
- The Online

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World · Hands on with Apps · Apps for Every Day ·
Relaxing with your iPhone · On the Go · Camera and
Photos · Practical Matters

OS X is the operating system at the heart of Mac computers. The latest version, OS X El Capitan, builds on some of innovative functions and level of performance that were introduced with the previous version, OS X Yosemite, to provide a stylish, effective and powerful operating system for your Mac desktop or laptop computer. OS X El Capitan in easy steps opens up the gateway to the foundations of OS X: the Dock and the Finder. Then, it reveals a raft of ways in which you can make the most of OS X El Capitan: Multi-Touch navigation options for getting around in OS X El Capitan. Working with and managing your apps. Productivity options on your Mac. Getting online with Safari, Mail, Messages and FaceTime. Managing your digital lifestyle for photos, music, video, books and games. The invaluable iCloud online function for backing up and sharing your files. There is also a chapter on troubleshooting and keeping your El Capitan in tiptop shape. OS X El Capitan in easy steps also covers the new features in the operating system, which include: Split view functionality, so that you can work with two apps at the same time. A streamlined Mission Control function for managing your open apps and Desktop. An improved Notes app that can be used to add photos, videos, web page addresses and map

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details from the Maps app. Enhanced Spotlight search functionality that can produce results from an increased number of sources. An updated Mail app that can be used in full-screen and supports swipe gestures for managing your Inbox. Additional editing options in the Photos app. An enhanced Safari app for browsing the web, including an option for pinning your favourite websites so that they are readily available and open in the background. Whether you're new to the Mac or just upgrading, use this book to master the essentials and then unleash the power of OS X El Capitan. Covers OS X El Capitan (10.11)

The 5th Multidisciplinary Academic Conference in Prague 2015, Czech Republic (The 5th MAC 2015) Written by an industry professional with over 20 years' experience of training in electronic publishing software, *InDesign in easy steps* breaks down this versatile, user-friendly page layout software into a straightforward, manageable and logical series of learning events. If your aim is to get started with the basics, become a competent and confident user, and then to master *InDesign* - this book is for you. The book builds from the basics, such as the Working Environment, Building Pages, Text, character and Paragraph settings. Then, it continues to cover more and more of the extensive range of functionality *InDesign* has to offer. By following the book's logical structure you can develop the core skills needed to

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master the software. Areas covered include: Tables and Tabs; Table of Contents, Indexing and Books; Printing and Exporting; Transformations and Transparency; Paths and the Pen Tool. For both Windows & Mac users.

MacBook in easy steps, now in its fourth edition, makes exploring the MacBook inspiring and a pleasure. More specifically, this primer:

- Demystifies Mac jargon and MacBook versions
- Explains the Dock, Desktop and the Finder
- Highlights the new features in OS X Yosemite
- Shows how to customize your MacBook
- Guides you through Safari and Mail
- Demonstrates the Launchpad
- Illustrates how to enjoy the digital lifestyle
- Teaches how to manage music with iTunes
- Reveals all about finding and obtaining Apps
- Shows how to use Family sharing and Handoff
- Addresses battery issues and security
- Covers using MacBook for work & for leisure

Use this guide to accelerate your learning and take control of your new MacBook! Covers OS X Yosemite.

Covers iPod touch 4th and 5th Generation running iOS 6 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

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touch working just the way you want. Learn how to:

- Connect to the Internet, Bluetooth devices, Wi-Fi networks, and other iPod touches, iPhones, and iPads
- Use Siri to get information, write texts and emails, set reminders/appointments, and more just by speaking to your iPod touch 5th Generation
- Customize your iPod touch with folders, wallpaper, sounds, and much more
- Configure and sync your information, and efficiently manage contacts, reminders, and calendars
- Communicate via FaceTime videoconferences, text messages, and email
- Make the most of Safari to browse the Web and Mail to manage all your email from one inbox
- Listen to music, subscribe and listen to podcasts, and watch video—including movies and TV shows
- Capture and edit photos and video
- Use your photos in slideshows, for wallpaper, and your contacts, or share them via email, iCloud, and texts; use PhotoStream to automatically save and share your photos
- Find, download, install, and use awesome iPod touch apps
- Take advantage of iCloud to keep your content and information in sync on all your devices

Office 2007 in easy steps concentrates on the most useful and productive elements of Microsoft Office 2007. It majors on the applications included in the Standard edition - Word, Excel, Outlook, PowerPoint and Office Tools, and also addresses other Office applications such as Access and Publisher. It treats

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the applications from the viewpoint of the tasks you want to perform and the results you want to achieve. The topics covered include word processing, report writing, printing, calculations, financial statements, presentations, photo editing, slide shows, email, time management, database, files and folders, and finding help. It addresses the essential functions that you'll use to carry out your tasks. These are described in easy to follow steps that focus on the job in hand, without burying you in the details of computer related aspects. Aimed at both new and experienced users, Office 2007 in easy steps provides an ideal introduction to the features of Office 2007 with its new Ribbon interface.

For Mac newbies, and those upgrading. Learn to use the Finder, personalize your Desktop, and use Siri to carry out tasks for you. Get to grips with the built-in apps, iCloud and Family Sharing – and more!

macOS is the operating system at the heart of Mac computers. The latest version, macOS High Sierra, builds on some of the innovative functions and level of performance that were introduced with the previous version, macOS Sierra, to provide a stylish, effective and powerful operating system for your Mac desktop or laptop computer. macOS High Sierra in easy steps opens up by explaining the foundations of macOS: the Dock and the Finder. Then, it reveals a raft of ways in which you can make the most of macOS High Sierra:

- Multi-Touch navigation options

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for getting around in macOS High Sierra. · Working with and managing your apps. · Productivity options on your Mac. · Getting online with Safari, Mail, Messages and FaceTime. · Managing your digital lifestyle for photos, music, video, books and games. · The invaluable iCloud online function for backing up and sharing your files. · There is also a chapter on troubleshooting and keeping macOS High Sierra in tiptop shape. macOS High Sierra in easy steps also covers the new features in the operating system, which include: · Internal enhancements designed to make your Mac more responsive and efficient. · An improved file system, designed to meet modern computing needs. · An enhanced graphics processor for the best graphics on a Mac yet. · Support for a wide range of virtual reality options. · Enhancements to existing apps, including Photos, Safari, Siri, Mail, FaceTime and Notes · Whether you're new to the Mac or just upgrading, use this book to master the essentials and then unleash the power of macOS High Sierra. Covers macOS High Sierra (OS X 10.13), released September 2017.

Get to grips with your new MacBook quickly, in easy steps. Learn the basics first: the Mac Desktop, the Dock, the Finder, and how to use the new Touch Bar – then explore the great features of this popular Apple laptop. The MacBook is one of the most iconic devices of its kind and continues to develop as a stylish and powerful laptop computer. The MacBook

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now comes with the latest Apple operating system, macOS High Sierra, bringing an increased range of features and functionality. MacBook in easy steps, now in its 6th edition, gives a full rundown about using a MacBook and making the most of macOS High Sierra: Demystifies Mac jargon and MacBook versions Explains the Dock, Desktop and the Finder Introduces the new Touch Bar (available on some models) Shows how to use Family Sharing with other family members Covers iCloud and the iCloud Drive for backing up and sharing files Details getting started with macOS High Sierra Covers new features of macOS High Sierra Shows how to customize your MacBook Demonstrates the Launchpad for viewing apps Reveals all about finding and obtaining apps Addresses battery issues and security Covers using MacBook for work and for leisure MacBook in easy steps, 6th Edition also covers the new features in the macOS High Sierra operating system, which include: Internal enhancements designed to make your MacBook more responsive and efficient. An improved file system, designed to meet modern computing needs. An enhanced graphics processor for the best graphics on a MacBook yet. Support for a wide range of virtual reality options. Enhancements to exists apps, including Photos, Safari, Siri, Mail, FaceTime and Notes. Use this guide to accelerate your learning and take control of your new MacBook! Covers macOS High Sierra (OS X 10.13), released

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Autumn 2017.

The iPad is a tablet computer that is stylish, versatile and easy to use, and there is no reason why it should be the preserve of the younger generation. The range of models has been expanded over the years so that there are now different sizes to cover all mobile computing requirements. iPad for Seniors in easy steps, 5th edition gives you all the essential information you need to know to make the most out of your iPad: Choose the right model for you Navigate around with Multitouch gestures Master Settings and apps to stay organized Find, download and explore exciting apps Use your iPad to make travelling stress-free Email, share photos and video chat for free Access and share your music, books and videos Locate family members and stay in touch Access your documents from anywhere iPad for Seniors in easy steps, 5th edition is updated to cover the latest operating system, iOS 9, and its array of new features: Improved voice search with the enhanced digital personal assistant, Siri The exciting new Apple Music, which enables you to listen to a vast range of music and also the new Beats 1 radio service An innovative News app that can aggregate stories from a variety of sources so that you can get all of your news content in one place An enhanced Notes app that can be used to include photos, maps and also sketches drawn on the screen with your finger An update to the Maps

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app so that you can get transport information for where you want to go. On some models of iPad there is a multitasking feature so that you can have two windows open on the same screen. Apple Pay, the digital payment system from Apple, is now available in the UK in addition to the US. A handy guide for any Senior new to the iPad, covering iOS 9, presented in larger type for easier reading.

Brush up on the next generation of MacBooks. Learning how to use a new laptop can be as challenging as trying to decipher ancient hieroglyphics—but don't let that intimidate you! *MacBook For Dummies, 6th Edition* is your straightforward guide to all things MacBook, including setting up and configuring your laptop, navigating your way around the desktop, familiarizing yourself with the operating system, working with files and folders, using the Finder and Finder Tabs, working with Dashboard, Mission Control, and Spaces, searching your computer with Spotlight, surfing the Internet with Safari, syncing your data with iCloud, communicating with friends and family with email, Messages, and FaceTime, discovering new apps, and creating and printing documents. Additionally, this approachable, yet comprehensive text offers insight into working with Pages, Numbers, and Keynote, and more. MacBooks are incredibly popular for both their sleek, appealing hardware and easy to use, relevant

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software. Whether you're a PC convert or just want to brush up on the latest updates to the MacBook line, this helpful book gets you started in a snap. Get up and running on your new MacBook by starting with the basics Share and protect your data with insight regarding networking, sharing access and information, connecting with wireless devices, backing up and restoring your files, and troubleshooting common problems Satisfy your hunger for entertainment with iTunes, iPhoto, iMovie, and GarageBand Explore both your MacBook's hardware and software, including the latest operating system, iLife, and iWork versions MacBook For Dummies, 6th Edition takes you on a tour of your next-generation MacBook, offering you the information you need to get your new laptop up and running.

Get the most out of the latest version of OS X This reference combines eight content-rich minibooks in one complete package to give you all-access, easy-to-understand coverage of the key features and tools needed to get the most out of the latest OS X release from Apple. In OS X Yosemite All-in-One For Dummies, you'll learn the ins and outs of OS X basics, navigating and running programs, searching with Spotlight, having fun with Photo Booth, keeping in touch with Contacts, using Reminders, writing in Notes, setting up the Notification Center, customizing the OS X desktop, jamming with iTunes,

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organizing and tweaking photos with iPhoto, making movie magic with iMovie, turning your Mac into a DVD theater, publishing documents with Pages, chatting with Messages and FaceTime, letting your imagination run wild with iBooks, expanding your horizons with iCloud, and so much more. Combining the power and stability of UNIX with Apple's legendary elegance and style, OS X is the default operating system installed on every desktop and laptop computer sold by Apple. In OS X Yosemite All-in-One For Dummies, you'll get the best-of-the-best content from indispensable For Dummies books: Introducing OS X; Customizing and Sharing; The Digital hub; Using iWork; The Typical Internet Stuff; Networking in OS X; Expanding Your System; and Advanced OS X. Goes well beyond the basics of how to use OS X Covers the key features and tools essential for all users of OS X Shows you how to use OS X to make your work and personal life more organized and fun If you're a first-time Apple consumer just switching over from a PC, or a beginner-to-intermediate Mac user upgrading to the newest version of OS X, this comprehensive and all-encompassing guide will have you whizzing around OS X like a pro in no time.

The visual learner's ultimate guide to the MacBook Pro, MacBook Air and macOS Catalina Teach Yourself VISUALLY MacBook is your ultimate guide to getting up and running quickly with your new

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MacBook Pro or MacBook Air! Whether you're new to computers or transitioning from a PC, this graphics-heavy guide will show you everything you need to know to get the most out of your new laptop. Clear, step-by-step instructions walk you through each task, with screenshots that help you follow along with confidence. You'll learn how to manage files, work with macOS software, organize photos and media, set up email, access the internet, and adjust settings and preferences to make your MacBook work the way you work. You'll also explore the features that bring computing to a whole new level, including iCloud, FaceTime, the App Store, and so much more! The Mac has long inspired a legion of loyal fans, and you're about to find out why. From sleek design to intuitive interface, to an OS that just works, Apple has cornered the market on the high-end computing experience. The MacBook makes sublime computing portable, and this book shows you how to take advantage of all that your MacBook has to offer. MacOS Catalina gives you more of everything you love about Mac. Prepare yourself to experience music, TV, and podcasts in newly designed Mac apps. You can now enjoy your favorite iPad apps on Mac, and even extend your workspace and expand your creativity with iPad and Apple Pencil. Packed with new features and updates to the apps Apple users love, you can now take everything you do up the next

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level. Get acquainted with the latest macOS version Cataline, and its new features Perform everyday tasks quickly and easily Customize preferences and settings to suit your needs Download new apps, video chat, save to the cloud, and much more! No confusing tech-speak, no vague instructions, and no complex tangents into obscure tasks. This friendly guide is packed with screenshots, easy-to-follow instructions, and a practical sensibility; you're not launching the space shuttle, you just want to open your email. If you're ready to explore all that your MacBook can do, Teach Yourself VISUALLY MacBook is your ideal companion.

JavaScript in easy steps, now in its 5th edition, instructs the user how to create exciting web pages that employ the power of JavaScript to provide functionality. You need have no previous knowledge of any scripting language so it's ideal for the newcomer to JavaScript. By the end of this book you will have gained a sound understanding of JavaScript and be able to add exciting dynamic scripts to your own web pages. JavaScript in easy steps begins by explaining how to easily incorporate JavaScript code in an HTML document. Examples demonstrate how to use built-in JavaScript functions to work with Math, date and time, random numbers, cookies, text strings, and components of document content. You will learn how to create effects, such as an automated slide show, learn how JavaScript is

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used with HTML submission forms, and how to develop Rich Internet Applications (RIAs) using the latest techniques employing Asynchronous JavaScript And XML (AJAX). The book examples provide clear syntax-highlighted code showing how to create behaviors for an HTML document to endow components with interactive functionality, to illustrate each aspect of JavaScript. JavaScript in easy steps has an easy-to-follow style that will appeal to anyone who wants to add functionality to their web pages. It will appeal to programmers who want to quickly add JavaScript to their skills set, and to the student who is studying website design at school or college, and to those seeking a career in web development who need an understanding of client-side scripting.

Easily create and enter secure passwords on all your devices! Version 5.0, updated July 28, 2021 Annoyed by having to type hard-to-remember passwords? Let 1Password do the heavy lifting. With coverage of 1Password for Mac, Windows, Linux, iOS/iPadOS, and Android, author Joe Kissell shows you how to generate and enter secure passwords, speed up your online shopping, and share and sync web logins and other confidential data. Wrangling your web passwords can be easy and secure, thanks to 1Password, the popular password manager from AgileBits. In this book, Joe Kissell brings years of real-world 1Password experience into play to explain not only how to create, edit, and enter web login data easily, but also how to autofill contact and credit card info when shopping online, audit your

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passwords and generate better ones, handle two-factor authentication (2FA), and sync and share passwords in various ways—including a hosted 1Password account (individual, family, or business). The book focuses on 1Password 7 and 1Password 8 for Mac, Windows, and Linux (including the 1Password in Your Browser extensions), but it also provides details and directions for the iOS/iPadOS and Android versions of 1Password. Topics include: Meet 1Password: Set your master password, explore the various 1Password components, and decide on your ideal usage strategy. Master logins: In 1Password, a typical login contains a set of credentials used to sign in to a website. Find out how to create logins, sort them, search them, tag them, and more. You'll also find help with editing logins—for example, changing a password or adding further details. Understand password security: Get guidance on what makes for a good password, and read Joe's important Password Dos and Don'ts. A special topic covers how to perform a security audit in order to improve poor passwords quickly. Go beyond web logins: A primary point of 1Password is to speed up web logins, but 1Password can also store and autofill contact information (for more than one identity, even), along with credit card information. You'll also find advice on storing passwords for password-protected files and encrypted disk images, plus ideas for keeping track of confidential files, software licenses, scans of important cards or documents, and more. Sync your passwords: Discover which 1Password syncing solution is right for you: a hosted 1Password account, Dropbox, iCloud, a manually synced folder, or

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even device-to-device Wi-Fi sync. Share your passwords: Learn to store passwords in shared vaults within a family or team hosted account. You'll also discover the answers to key questions, including: • What are my options for licensing 1Password? • What are the differences between vaults in 1Password accounts and standalone vaults? • Should I keep using my web browser's autofill feature? • What about iCloud Keychain? Should I use that too? • What can I do quickly to get better password security? • How can I find and update weak passwords I created long ago? • What should I do about security questions, like the name of my pet? • How can 1Password provide a time-based one-time password (TOTP)? • How do I use 1Password logins from utilities like LaunchBar?

This book constitutes the refereed proceedings of the 5th International Conference on Web-Age Information Management, WAIM 2004, held in Dalian, China in July 2004. The 57 revised full papers and 23 revised short and industrial papers presented together with 3 invited contributions were carefully reviewed and selected from 291 submissions. The papers are organized in topical sections on data stream processing, time series data processing, security, mobile computing, cache management, query evaluation, Web search engines, XML, Web services, classification, and data mining. Clear instructions to help visual learners get started with their MacBook Pro Covering all the essential information you need to get up to speed with your MacBook Pro, this new edition provides you with the most up-to-date information on performing everyday tasks quickly and

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easily. From basics such as powering on or shutting down the MacBook Pro to more advanced tasks such as running Windows applications, this visual guide provides the help and support you need to confidently use your MacBook Pro to its full potential. Empowers you to perform everyday tasks quickly and easily Covers new hardware updates, the latest version of OS X, troubleshooting, iCloud, FaceTime, and more Walks you through working on the Mac desktop with Mission Control and Launchpad Explains how to download applications from the Mac App Store Teach Yourself VISUALLY MacBook Pro, Second Edition is an ideal, fully illustrated guide for learning how to make the most of all your MacBook Pro has to offer.

Begun as a small-scale labor of love, Linux has blossomed into the world's most versatile and flexible operating system. The reasons for its appeal are manifold: This open source OS allows numerous users to simultaneously work with multiple applications without experiencing any traffic problems, thus making it an ideal operating system for web servers. In addition, Linux is an extremely stable operating system that serves as a platform for an ever-growing number of quality applications. And not least, it's free! You can download it for nothing from the Internet. With *Linux In Easy Steps*, joining the Linux Revolution is as easy as one, two, three. Following its simple instructions, you can learn to install the operating system, explore the desktop, and launch great applications. This fully illustrated primer teaches you to climb the Linux directory tree, navigate with the File Browser, and much more. Its easy-to-

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understand tutorials guide you through the OpenOffice business suite and media applications that let you enjoy the web, music, video, and graphics. Later chapters show you how to use the Linux shell to communicate directly with the kernel at the very heart of the operating system, allowing you total control over your Linux system. Linux In Easy Steps opens the door to a whole new world of digital possibilities!

Your all-in-one guide to the wonderful world of your Mac Are you getting the most from your Mac? Given what's possible, it's pretty unlikely. Whether you're just beginning your journey or are already a seasoned traveler, the six information-packed minibooks included in Macs All-in-One for Dummies open up a world of knowledge, from how to set up a recently bought Mac to exploring the coolest new features on your beloved device. Now updated with what you need to know about the newest generation of hardware and software, Macs All-in-One For Dummies is your guide to simply everything: protecting your Mac; backing up and restoring data with Time Machine; managing applications on the Dock, Launchpad, and Desktop; syncing with iCloud, organizing your life with Calendar, Reminders, Notes, and Notifications; presenting with Keynote; crunching with Numbers; getting creative with iMovie and GarageBand—the list goes on! Explore the newest version of MacOS Set up and customize a new Mac with ease Become more efficient, professional, smart, and creative with the latest must-have apps Use Home Sharing to stream content to other computers, iOS devices, and Apple TVs Dive into six books in one place:

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Mac Basics, Online Communications, Beyond the Basics, Your Mac as a Multimedia Entertainment Center, Taking Care of Business, and Mac Networking Whatever you want from your world of Mac, you'll find it here—as well as a million other incredible things you'll love. Get started on your new Mac journey today!

OS X Yosemite in easy steps covers the essentials of this latest operating system for Mac desktop and laptop computers. Step-by-step, it'll take you through OS X Yosemite's abundant features to help you get more out of your Mac. Packed with tips and shortcuts, this guide will get you up to speed in no time – ideal for newbies as well as for those upgrading to OS X Yosemite. Covers OS X Yosemite (10.10)

Master Mail in macOS, iOS, and iPadOS! Version 5.1, updated January 26, 2021 Use Apple Mail more effectively! Email expert Joe Kissell explains what's new with Mail for macOS, iOS, and iPadOS, and how to best set up your Gmail, iCloud, IMAP, and Exchange accounts. He then shows you how to take Mail to the next level with plugins and automation, manage your incoming email, customize Mail, and solve common problems. Take Control of Apple Mail is your complete guide to Apple's Mail app. In this book, Joe explains core concepts like special IMAP mailboxes and email archiving, reveals Mail's hidden interface elements and gestures, and helps with common tasks like addressing and adding attachments. He also offers tips on customizing Mail, including a nifty chapter on how simple plugins and special automation can dramatically improve the way you use Mail. Joe also covers finding that

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message in the haystack with Mail's natural-language search, improving the messages you send, how digital signatures and encryption work in Mail, and—perhaps most important—an award-winning strategy for avoiding email overload. You'll quickly find the information that's most important to you, including:

- Key changes in Mail for Big Sur and iOS 14/iPadOS 14
- Getting through your email faster with gestures
- Using advanced search techniques to find filed messages
- Using plugins to significantly enhance how you use Mail
- The whys and hows of sending attachments
- Using markup features to embellish, and even sign, outgoing attachments
- Defeating spam with the Junk Mail filter—and what to do if you need more firepower
- Understanding special mailboxes like Sent, Drafts, and Junk
- Using notifications to stay apprised of incoming messages
- Taking charge of email organization with rules and other measures
- Backing up and restoring email
- Importing email from other apps, older versions of Mail, or another Mac
- Deciding whether you should encrypt your email, along with detailed, real-world steps for signing and encrypting messages
- Taking Mail to the next level with AppleScript and Automator
- Key skills for using Mail in iOS and iPadOS, such as working with incoming and outgoing messages, using attachments, and configuring accounts
- Fixing problems: receiving, sending, logging in, bad mailboxes, and more

Although this book primarily covers Mail on Big Sur, Catalina, Mojave, iOS 14/iPadOS 14, and iOS 13/iPadOS 13, the majority of it is also applicable to earlier versions.

Learn the skills, tools and shortcuts you need in order to make

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the most of your MacBook Pro This easy-to-use, compact guide skips the fluff and gets right to the essentials so that you can maximize all the latest features of the MacBook Pro. Packed with savvy insights and tips on key tools and shortcuts, this handy book aims to help you increase your productivity and save you time and hassle. From desktop sharing and wireless networking to running Windows applications and more, this book shows you what you want to know. Includes the latest version of OS X, iCloud, FaceTime, and more Covers all the essential tools, topics, and shortcuts on things like running Windows applications, using the Intel Ivy Bridge processor, and more Features Genius icons throughout the book that provide smart and innovative ways to handle tasks and save yourself time MacBook Pro Portable Genius, 5th Edition puts you well on the way to being a pro at using your MacBook Pro!

Written with the Senior reader in mind and presented in larger type for easier reading, iPhone for Seniors in easy steps, 5th Edition will help the user to quickly feel confident using their iPhone.

This set of two volumes comprises the collection of the papers presented at the 5th International Conference on Maritime Technology and Engineering (MARTECH 2020) that was held in Lisbon, Portugal, from 16 to 19 November 2020. The Conference has evolved from the series of biennial national conferences in Portugal, which have become an international event, and which reflect the internationalization of the maritime sector and its activities. MARTECH 2020 is the fifth of this new series of biennial conferences. The set comprises 180 contributions that were reviewed by an International Scientific Committee. Volume 2 is dedicated to ship performance and hydrodynamics, including CFD, maneuvering, seakeeping, moorings and resistance. In addition, it includes sections on ship machinery, renewable

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energy, fishing and aquaculture, coastal structures, and waves and currents.

Five Steps to Strengthen Ethics in Organizations and Individuals draws on research and history to present effective tools to strengthen organizational ethics. Focusing on key topics such as the planning fallacy, moral disengagement, moral courage, the illusion of ethical superiority, confirmation bias, groupthink, whistleblowers, mindfulness and mindlessness, making authentic apologies, and more, this book discusses specific positive actions that get results and avoid common pitfalls. Research findings and examples from organizations—including missteps by the Veterans Administration, Penn State University, the APA, General Motors, Enron, and Wells Fargo—inform the strategies this book presents and highlight lessons in organizational ethics. Scholars, researchers, professionals, administrators, students, and others interested in organizational studies and ethics will find this unique book essential in training and practice.

macOS Mojave in easy steps opens up by explaining the foundations of macOS: the Dock and the Finder. Then, it reveals a raft of ways in which you can make the most of macOS Mojave:

- Multi-Touch navigation options for getting around in macOS Mojave.
- Working with and managing your apps.
- Productivity options on your Mac.
- Getting online with Safari, Mail, Messages and FaceTime.
- Managing your digital lifestyle for photos, music, video, books and games.
- The invaluable iCloud online function for backing up, sharing and continuing from different devices.
- Using Siri, Dynamic Desktop and Dark Mode to make things even easier.
- Keeping your Mac working smoothly.

There is also a chapter on troubleshooting and keeping macOS Mojave in tiptop shape. Get more out of your Mac, Mac mini, Mac Pro or MacBook with minimum time and effort! Covers macOS

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Mojave, released September 2018. Table of Contents: 1. Introducing macOS Mojave 2. Getting Up and Running 3. Finder 4. Navigating in macOS Mojave 5. macOS Mojave Apps 6. Getting Productive 7. Internet and Email 8. Digital Lifestyle 9. Sharing macOS 10. Networking 11. Maintaining macOS

MacBook in easy steps, now in its seventh edition, illustrates all the clever and powerful features on this iconic device. Covering all MacBook models, it:

- Demystifies Mac jargon and MacBook versions, and will have you up and running in no time.
- Explains the Dock, Desktop, Finder, Launchpad, Touch Bar, and customizing your MacBook.
- Shows how to use and manage the new Control Center of useful widgets.
- Guides you through Safari, Mail, and discovering, downloading and using key apps.
- Covers Siri to vocally command your MacBook.
- Demonstrates the Universal Clipboard to access and continue working with your documents whilst on the move, with any Apple device.
- Reveals how to add other users, and use Family Sharing to share music, movies, books and more.
- Demonstrates iCloud and iCloud Drive, and how to keep your MacBook in tip-top condition! Ideal for anyone new to the MacBook, including Senior readers.

Table of Contents: 1. Introducing MacBooks 2. Around a MacBook 3. Introducing macOS Big Sur 4. Getting Up and Running 5. Finder 6. Navigating in macOS 7. Working with Apps 8. Sharing macOS 9. MacBook Networking 10. MacBook Mobility 11. Battery Issues 12. MacBook Maintenance

MacBook in easy steps, 5th Edition Covers macOS Sierra In Easy Steps In Design in easy steps - covers CS3-CS5 for Windows and Mac In Easy Steps

C++ Programming in easy steps instructs the reader how to program in C++ both on Windows platforms and on Unix-based platforms, such as Linux. It contains separate chapters

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on the major features of the C++ language. There are complete example programs that illustrate each aspect of C++. C++ Programming in easy steps begins by explaining how to download and install a free C++ compiler so that the reader can quickly begin to create their own executable programs by copying the book's examples. This book makes no assumption that the reader will have previous knowledge of any programming language so it's ideal for the newcomer to computer programming. Each chapter builds the reader's knowledge of C++. By the end of this book the reader will have gained a sound understanding of the C++ language and be able to write their own C++ programs and compile them into executable files that can be run on any compatible computer.

- Introducing C ++.
- Storing Data.
- Performing Operations.
- Making Statements.
- Working with strings.
- Reading and writing files.
- Using Functions.
- Creating Classes and Objects.
- Pointing to Data.
- Referencing Data.
- Inheriting Features.
- Harnessing Polymorphism.
- Processing Macros.
- Handling Exceptions.
- Moving On

macOS Sierra in easy steps covers the essentials of the operating system that runs the stylish Mac desktop and laptop computers. This primer will get you up and running with your Mac in no time:

- Obtain macOS Sierra and navigate using Multi-Touch gestures on a mouse or trackpad.
- Find your way around your Mac using the Finder, personalize your Desktop, and use Siri to carry out tasks for you.
- Enjoy the digital lifestyle – use your Mac computer for photos, music, video, books and games; find places with Maps; surf the web, use email, messaging and video calling to stay in touch; and get productive and organized.
- Share photos, documents, apps and more, seamlessly between your Mac and other devices using iCloud Drive and Family Sharing – now you can work anytime, anywhere.

Gets straight to the point – ideal for Mac newbies as well as for

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those upgrading to macOS Sierra! Covers macOS Sierra (OS X 10.12), released September 2016.

Eliminates lengthy introductions, detailed explanations, and sidebars, focusing on what new Mac OS X users want most—clear instructions on how to accomplish specific tasks. An easy-to-navigate landscape layout featuring a two-column design and illustrated step-by-step instructions make it easy to find a specific task fast and get it done in a flash. Tasks covered include adjusting system preferences, creating and managing user accounts, managing files and folders, using the Dashboard, networking wirelessly with AirPort, using iTunes and iPods, connecting to a Windows network, watching videos and DVDs, viewing and organizing pictures with iPhoto, making movies with iMovie, blogging and Web designing with iWeb, and using a .Mac account. Published to coincide with Apple's release of Leopard.

This book constitutes the refereed proceedings of the 5th International Workshop on Ant Colony Optimization and Swarm Intelligence, ANTS 2006, held in Brussels, Belgium, in September 2006. The 27 revised full papers, 23 revised short papers, and 12 extended abstracts presented were carefully reviewed and selected from 115 submissions.

With this book, the reader will discover Mac's secret world by going under the computer's hood and get the inside-out information on everything a Mac user must know to make the most out of his machine. You will find the detailed instructions on how to single-handedly optimize various Mac operating systems to boost the computer's performance by freeing up space and fine-tuning installed applications. The book also briefly covers different utilities, both native and third-party, that assist in improving your Mac's health and make the life of millions of Apple users across the globe much easier. Java in easy steps instructs you how to easily create your own exciting Java programs. Now, updated for Java 8, it

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contains separate chapters on the major features of the Java language. Complete example programs with colored code illustrate each important aspect of Java programming - all in easy steps. Now, in its fifth edition, Java in easy steps begins by explaining how to download and install the free Java Development Kit (JDK) for the Java SE (Standard Edition) platform. This allows you to quickly begin creating your own executable programs by copying the examples. This book assumes no previous knowledge of any programming language so it's ideal for the newcomer to computer programming. Each chapter builds your knowledge of Java. By the end of this book you will have gained a sound understanding of the Java language and be able to write your own Java programs and compile them into executable files that can be run on any Java-enabled computer.

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