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UPDATED - SECOND EDITION (JUNE 2021) We spend so much of our digital lives using a computer but often don't give enough attention to its setup and configuration. That's a missed opportunity since doing it well can supercharge your productivity and safeguard your important data. The topics discussed in this book not only apply to a new computer, but can be used to verify that your current computer is optimized for productivity and security as well. The steps I discuss include everything you need to know and do to get the best Windows user experience. The book is written mostly as a step-by-step guide, covering the following steps: Step 0: Pre-Setup Step 1: Setup Computer and Create Administrator and Guest Accounts Step 2: Make a System Image Step 3: Install Antivirus Software Step 4: Remove Crapware Step 5: Update the Operating System (OS) Step 6: Import Data Files from Your Old Computer Step 7: Install Printers and Other Peripherals Step 8: Install and Configure Browser(s) of Choice Step 9: Install Your Preferred Software Step 10: Perform a Full Security Scan and run CCleaner Step 11: Create a System Backup Step 12: Organize, Protect, Sync and Backup Your Data Step 13: Working More Productively with Your Computer Step 14: Protect Your Computer against Loss or Theft Step 15: Use and Look for Problems Step 16: Care for Your Laptop Step 17: Prepare Your Old Computer Scattered throughout the book you will find hundreds of links to useful resources. I have further added appendices about caring for your computer, putting your computer to use when idle, and basic troubleshooting ideas.

This book aims to capture the fundamentals of computer programming without tying the topic to any specific programming language. To the best of the authors' knowledge there is no such book in the market.

"If I could give an aspiring writer one piece of advice, it would be to read this

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process of designing and doing a research project into eight manageable steps and provides plenty of examples throughout to link theory to the practice of doing research. The book contains straightforward, practical guidance on: - Formulating a research question - Ethical considerations - Carrying out a literature review - Choosing a research design - Selecting a sample - Collecting and analysing qualitative and quantitative data - Writing a research report The third edition has been revised and updated to include extended coverage of qualitative research methods in addition to the existing comprehensive coverage of quantitative methods. There are also brand new learning features such as reflective questions throughout the text to help students consolidate their knowledge. The book is essential reading for undergraduate and postgraduate students in the social sciences embarking on qualitative or quantitative research projects.

Do you want to develop iPhone apps but don't know where to start? If you want to learn Swift programming from Scratch, this short book is for you. Learn Swift for iPhone iOS development, no programming development experience is required. Download your copy NOW!!**Book Objectives**This book is about Swift programming. The following are the objectives of the author: To familiarize you with the basics of Swift programming language. To equip you with Swift programming skills, both beginner and advanced skills. To help you understand

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the difference between Swift and Objective-C. To help you appreciate the power of Swift as a programming language for the development of mobile applications. Who this Book is for? The author intends to benefit any of the following groups of people: Anybody who wants to learn basic Swift programming skills. Anybody who needs to advance their Swift programming skills. Anybody who needs to learn iOS app development for iOS 9 and above. Professors, lecturers or tutors who are looking to find better ways to explain Swift programming to their students in the simplest and easiest way. Students and academicians, especially those focusing on Swift programming, computer science and software development. Requirements The author expects you to have a computer installed with Mac OS X. If you don't have a MacBook, you can consider creating a Mac OS X virtual machine on your computer. What is inside the book? SWIFT BASICS SWIFT DATA TYPES SWIFT VARIABLES AND CONSTANTS SWIFT OPERATORS DECISION MAKING SWIFT LOOPS SWIFT FUNCTIONS SWIFT CLASSES SWIFT METHODS SWIFT ARRAYS SWIFT DICTIONARY SWIFT SETS SWIFT CLOSURES From the back cover The author begins by introducing the readers to the foundations of the Swift programming language. The aim is to help them the individuals who developed the language, how the Swift compiler works. The reader has been guided on what they require so as to program in Swift. The



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author has then discussed the basics of Swift including writing comments, writing and running the first Swift program, Swift syntax, etc. The various features provided by Swift have been discussed in depth, including data types, variables, constants, loops, decision making, functions, operators, object oriented programming features, etc. The author has organized the book into chapters, with each chapter having many sub-chapters. Swift codes have been added, alongside thorough explanations of the code and images showing the expected output upon the execution of every script. The author begins with the basics of Swift and ends by discussing the complex features provided by the programming language. A step-by-step approach has been employed in every chapter for ease of understanding.

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Your dream wedding starts with this first simple step. Your wedding day marks the beginning of a new and exciting chapter in your life, so you'll want to make sure it's as wonderful as you always dreamed it would be. This book will guide you through all the organisational detail of your wedding preparations so that you'll feel completely confident about the many choices and decisions you will have to make. Written and designed in a logical, easy-to-use style, it concentrates on the practical aspects of preparing for your big day and is divided

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essential guide to getting started with Adobe Photoshop. Packed with tutorials, illustrations and procedures to help you make sense of the software. We'll take a look at purchasing, downloading and installing Photoshop, getting acquainted with the interface Touching up and repairing photographs A look at using Camera RAW, removing lens distortion and making photos look more professional Also we'll explore using Photoshop's tools to manipulate images and create special effects Get to grips with the infamous layers concept and begin to create multi-layer projects, experiment with filters Create 3D objects and build a 3D scene, inserting 3D models into a 3D scene, exploring different image formats and resolution A look at image types, from bitmaps to vectors Recording and using automated actions, using automated actions in batch processing when you need to process lots of images, and much more...

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languages can be a source of great satisfaction. If you approach this guide positively, a new world will open up for you. The book's goal is to introduce you to the basic concepts, even if you start from scratch. Anybody knows that, for a beginner, the planning and implementation of software can seem frightening and unattainable. This guide will help you learn and understand the fundamentals of some programming languages. Besides, you'll discover that computer programming is not just about coding. It also covers the creation of algorithms, deadlines, communication with the database and debugging, etc. These topics in the book will be treated exhaustively and straightforwardly. Besides, this guide not only contains theory but also includes examples showing code in action. In this book, you will find: What Is The Python Programming Language, and why it is defined as the most attractive application development program. Unique Features Of Python Programming, which provides greater productivity and simplifies debugging of its programs. Basic and Intermediate Programming to learn how to move your first steps or find more specific information if you already know something about Python. Useful Examples for Beginners to ensure you got everything properly. How It is Designed To Be Easy To Understand, And Fun To Use in its simplicity but great productivity ... & Lot More! Perhaps not everyone knows that Python is the most used programming language in the world. Its code



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like approach so readers can pace themselves. The following features make this book unique: the approach is informal, and each concept is explained by example; explanations are organized like lecture notes; most examples are code complete; readers learn how to put segments of codes together, not just how to use functions and syntax; advice on good programming practices is included; one- and two-dimensional arrays are presented; and the importance of how to write portable functions is stressed. People who love kids spend a sizeable amount of their adult life obsessing about how their lives would be with kids in it. They wonder how they can be good parents and be their kids' ultimate companion. They actively or passively prepare for this period of their lives and try to figure out ways to connect with their kids. The kids came with a need to express themselves, and it turns out that drawing is one of these needs. Herein lies the problem; the parent cannot draw. If this is your story, we understand how hard it is for you to confront that wrong notion that you cannot be there for your kids. You do not have to feel this way because you can always get help. Now, that help has come in the form of this drawing book. You do not have to feel like you are not doing enough for your kids in the area of creative expression because now, you can always bring out this book and guide them on how to use it to fulfill their drawing needs. The best part of this is that you will be doing it together; you learn as they learn and at the same time, you get to connect with them on a deeper level. So yes, you may not have much artistic or drawing skill, but you can help your kids develop theirs, and this book and the drawing

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educational levels, she has distilled the essential and practical knowledge you need to succeed in becoming a published scientist. If you are a graduate student, postdoctoral fellow, junior faculty, physician affiliated with an academic institution, a government researcher, a leader of a community-based organization or a principal investigator mentoring future scientists, you need this guide. The workbook can be used on its own or as a companion to the online course: [WriteScienceNow.com](http://WriteScienceNow.com)

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techniques and more. This guide can also give the person who would love to try a new hobby a glimpse into the benefits of a sport that will offer excellent cardiovascular workouts. Pictures of various weapons and parts of weapons will give the beginner an idea of the different choices out there when they decide to not buy a whole weapon, but make their own. Also included are helpful instructions on how to keep your weapons and other articles in great shape so you won't have to replace them all the time. Not only will the reader have access to all this information, but they'll also learn that there are many places where you can set up an area and practice their fencing. Get a group of friends together who may be interested in learning something new and an open area and break out the swords, you just might be able to begin learning fencing. It's not as hard as you thought it might be! About the Expert John Beeler has been fencing for over 21 years, and is an avid lover of the sport. He has been teaching Christine the sport for almost a year now. With each of their loves of the sport, they thought it would be nice to let others know how easy it was to get into fencing. Between John's knowledge of the sport and Christine's writing ability, they have put together an instruction manual that can have anyone, of any age beginning the new hobby of fencing. John and Christine are also hoping to one day begin their own fencing school. HowExpert publishes quick 'how to' guides on all topics from A to Z by

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A Step-by-Step Guide to Qualitative Data Coding is a comprehensive qualitative

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data analysis guide. It is designed to help readers to systematically analyze qualitative data in a transparent and consistent manner, thus promoting the credibility of their findings. The book examines the art of coding data, categorizing codes, and synthesizing categories and themes. Using real data for demonstrations, it provides step-by-step instructions and illustrations for analyzing qualitative data. Some of the demonstrations include conducting manual coding using Microsoft Word and how to use qualitative data analysis software such as Dedoose, NVivo and QDA Miner Lite to analyze data. It also contains creative ways of presenting qualitative findings and provides practical examples. After reading this book, readers will be able to:

- Analyze qualitative data and present their findings
- Select an appropriate qualitative analysis tool
- Decide on the right qualitative coding and categorization strategies for their analysis
- Develop relationships among categories/themes
- Choose a suitable format for the presentation of the findings

It is a great resource for qualitative research instructors and undergraduate and graduate students who want to gain skills in analyzing qualitative data or who plan to conduct a qualitative study. It is also useful for researchers and practitioners in the social and health sciences fields.

This book provides guidance to readers for how to conduct an integrative review.



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Over the decades, with the expansion of evidence-based practice (EBP), the evolution of methods used in reviews has resulted in a wide spectrum of review types. Due to the overlapping characteristics of the various review methods, confusion exists related to terminology, descriptions and methods of each type. To fill this gap, this book examines components necessary to conduct a rigorous integrative review from formulating questions through dissemination of the results of the review. Each chapter focuses on one component or step in this process and is written in a straightforward and readable manner. An integrative review is considered by many as an actual research study, hence it should be approached following established research methods involving well-defined steps. The integrative review is often compared with the systematic review. Both are used in healthcare research and follow a systematic process in reviewing literature and developing recommendations, but there are important differences that are addressed in the book. Evidence-based practice (EBP) demands high quality, rigorous evidence for nurse clinicians to make informed decisions with and for their patients. In nursing education, the integrative review is a frequent capstone project for graduate students and forms the basis for many doctoral projects. The Integrative review process should be valid, reliable and transparent and this book provides clear guidelines for writing an integrative review for students, educators,

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clinicians, and researchers. This book is a useful addition to courses for both undergraduate and graduate level writers of integrative reviews. In academia, a likely adoption would be in graduate research and research methods courses, and baccalaureate honor courses.

"Drupal 7 is an amazingly powerful web content management system. But many newcomers find it confusing, and most Drupal books are just too complicated to help. If you want to spend less time struggling with complex instructions, and more time building sites that make you proud, this is the book for you! Top Drupal trainer Stephen Burge teaches everything you need to know--and nothing you don't need to know! You'll master Drupal one easy step at a time, through a complete, real-world sample project. You'll find crystal-clear visuals, simple explanations, perfect analogies--all extensively tested with real Drupal beginners. Drupal 7 Explained requires absolutely no experience with Drupal, content management, website construction, programming, scripting, or even HTML."--

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