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UTSFER - SMITH DIAZ

This second edition of the bestselling Learning XML provides web developers with a concise but grounded understanding of XML (the Extensible Markup Language) and its potential-- not just a whirlwind tour of XML.The author explains the important and relevant XML technologies and their capabilities clearly and succinctly with plenty of real-life projects and useful examples. He outlines the elements of markup--demystifying concepts such as attributes, entities, and namespaces--and provides enough depth and examples to get started. Learning XML is a reliable source for anyone who needs to know XML, but doesn't want to waste time wading through hundreds of web sites or 800 pages of bloated text.For writers producing XML documents, this book clarifies files and the process of creating them with the appropriate structure and format. Designers will learn what parts of XML are most helpful to their team and will get started on creating Document Type Definitions. For programmers, the book makes syntax and structures clear. Learning XML also discusses the stylesheets needed for viewing documents in the next generation of browsers, databases, and other devices.Learning XML illustrates the core XML concepts and language syntax, in addition to important related tools such as the CSS and XSL styling languages and the XLink and XPointer specifications for creating rich link structures. It includes information about three schema languages for validation: W3C Schema, Schematron, and RELAX-NG, which are gaining widespread support from people who need to validate documents but aren't satisfied with DTDs. Also new in this edition is a chapter on XSL-FO, a powerful formatting language for XML. If you need to wade through the acronym soup of XML and start to really use this powerful tool, Learning XML, will give you the roadmap you need.

Have you lost control of your caseload? Are you buried under a mountain of paperwork? Do you have your cases in boxes, folders, and files? There is a solution. Imagine a product that: Saves everything-Drag and drop document management of crime scene pictures, interview recordings and videos, background documents, police reports, phone records, charts, maps, diagrams, and any web page including public records databases and social media. Anything that can be printed can be saved. Automatically saves-Never lose files or notes. Automatically syncs-What's documented in the field automatically updates the file back at the office. Works on almost every device-Windows computers, laptops, tablets, and phones, Android phones and tablets, Chromebooks, Apple iPhones, iPads, and Macs, Blackberrys, and Kindle readers and tablets. Makes documents and notes instantly searchable-Query any keyword, term, or number using a case specific search engine and search across all included cases for other matches Uses free optical character recognition software-Insert printed or paper documents and make the text searchable Includes audio and video recording capabilities-Record voice memos and interviews and make the content searchable. Bookmark important statements or answers and instantly navigate to that part of the recording. No more fast forwarding or re-winding to find it. Uses handwriting recognition-Don't have a keyboard? Integrated handwriting recognition can convert written notes to searchable text. Allows users to create standardized templates for complex investigations-Easily design protocols and to-do lists for infrequent but complex cases like homicides, sexual assaults, and child abductions. Integrates with email-Share meeting agendas, documents, notes, and any information from a workbook. Let's lead agents and primary investigators control and share case files with co-workers or other agencies-Files can be shared with anyone with an email address. File access can also easily be revoked. Logs file changes-Automatically tracks who adds or changes a file or any of the contents in a file. Limits access to sensitive information-Password protect sensitive or personal sections or information while allowing access to other types of data. Didn't cost you or your agency a dime. The solution is Microsoft's OneNote. It is an incredible case management tool for all types of cases such as narcotics, homicide, sexual assault, child abuse, and any other investigation where managing documents and information can be a challenge. Best of all, it is already sitting on your computer. If you or your agency uses Microsoft Office, then the solution is already installed. It just waiting for you to learn how to use it. "I work organized crime and complex gang cases. Managing these investigations is difficult because of the number of suspects, associates, and witnesses involved. It's easy to miss an important name, address, or phone number because it is lost somewhere in a file. OneNote makes it easy to manage complex cases and share information with other investigators. I wish I had known about it years ago." -Special Agent, California Department of Justice "OneNote is a huge time saver and lets me stay organized and manage multiple cases without having stacks of paper files on my desk and boxes piled in my office. Learning how to use OneNote is not difficult but Conquering Cases shortens the learning curve to an hour or two." -Detective, Hayward (CA) Police Department Stop wasting time looking for critical information in your files, get Conquering Cases today and get your case load under control.

Incorporating the latest features of the new version of the word processing software, a condensed manual intended for beginners explains the basic tools that can be used for creating page layouts, inserting forms and tables, and including graphics.

Take your Microsoft Word skills to the next level with the third edition of our popular Microsoft Word guide! Most people can use Word to write simple documents. But what about Word's sophisticated design, review, and collaboration tools? Microsoft Word In 30 Minutes (Third Edition) will get you up to speed with Word for Microsoft 365 and Word Online and help you create professional-looking documents for work, school, or home use. Award-winning author Angela Rose provides easy-to-understand examples, screenshots, and anecdotes. Whether you are new to Microsoft Word, or want to familiarize yourself with the new features and interface of Word for Microsoft 365 compared to older versions including Word 2019, Microsoft Word In 30 Minutes (Third Edition) can help you become an MS Word power user.

Government Publications: Key Papers is a compilation of papers that covers various topics related to government publications. The book presents materials drawn from a variety of sources, such as public domains, book chapters, and periodicals from different countries. The text contains 61 chapters organized into 15 parts; each part covers a specific area, such as sorting and labeling of publications, library systems, reference services, and municipi-

pal and state publications. The book dedicates several parts to British, Canadian, and Australian publications. This book will be of great value to individuals who have an interest in government information.

The bestselling beginner's guide to Microsoft Word Whether you've used older versions of this popular program or have never processed a single word, this hands-on guide gets you going with the latest version of Microsoft Word. In no time, you'll begin editing, formatting, proofing, and dressing up your Word documents like a pro. In this leading book about the world's number one word processing application, Dan Gookin talks about using Microsoft Word in friendly, easy-to-follow terms. Focusing on the needs of the beginning Word user, it provides everything you need to know about Word--without any painful jargon. Covers the new and improved features found in the latest version of Word Create your own templates Explains why you can't always trust the spell checker Offers little-known keyboard shortcuts If you're new to Word and want to spend more time on your actual work rather than figuring out how to make it work for you, this new edition of Word X For Dummies has you covered.

Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users)

Clear information shows clear thinking, and clear thinking informs, influences and impresses. How often do you stare at uninviting and confusing presentations, notes, reports and information packs and get nothing out of them? It doesn't have to be like this. We could all produce amazingly clear work that has incredible impact - if only we knew how. This book shows you how. It is full of ideas, tips and principles that are simple and easy to implement, yet brilliantly effective.You will never look at a business document in the same way again. And your work will impress the people that matter and get the results you want. It guides you through the most effective ways of using all forms of presenting information - tables, charts, slides, flowcharts, etc. Moon also introduces the new WiT (Words in Tables) approach to give impact to your message on all documents and slides. "I love Jon's work. His tips are hugely useful, his WiT fantastic and ground-breaking, and his book essential reading. If you want to enhance your sales tenders, pitches and slides - if you want to win more business - get into Jon's stuff. It's really, really good." Gavin Duffy, a Dragon on Ireland's "Dragons' Den", top media coach and economics columnist with the Irish Sunday Independent "Every once in a while, simple ideas change business forever - this book is full of such ideas. A must-read if you want to do something about all those impenetrable reports, slides and information packs. This book has all the answers and will redefine how you think about business documents." Dominic Burke, Chief Executive, Jardine Lloyd Thompson Group plc. "This is a vital topic that has been sorely neglected. Jon's book changes that. It is crammed with new ideas that are creative, thoughtful, yet practical and relevant for all disciplines of business. Essential reading for everyone in business! " Dr Jikyeong Kang, Professor of Marketing and Director of MBA Programmes, Manchester Business School. "I've seen Jon's talk and his ideas are full of originality and wisdom. Many ideas are stunningly simple, others are mould breaking. He takes preconceived thinking and turns it on his head. Your business reporting will never be the same again. " Michael Izza, Chief Executive ICAEA.

Whether you've used other versions of this popular program or never processed a single word, this guide will get you going with Word 2013.

bookdown: Authoring Books and Technical Documents with R Markdown presents a much easier way to write books and technical publications than traditional tools such as LaTeX and Word. The bookdown package inherits the simplicity of syntax and flexibility for data analysis from R Markdown, and extends R Markdown for technical writing, so that you can make better use of document elements such as figures, tables, equations, theorems, citations, and references. Similar to LaTeX, you can number and cross-reference these elements with bookdown. Your document can even include live examples so readers can interact with them while reading the book. The book can be rendered to multiple output formats, including LaTeX/PDF, HTML, EPUB, and Word, thus making it easy to put your documents online. The style and theme of these output formats can be customized. We used books and R primarily for examples in this book, but bookdown is not only for books or R. Most features introduced in this book also apply to other types of publications: journal papers, reports, dissertations, course handouts, study notes, and even novels. You do not have to use R, either. Other choices of computing languages include Python, C, C++, SQL, Bash, Stan, JavaScript, and so on, although R is best supported. You can also leave out computing, for example, to write a fiction. This book itself is an example of publishing with bookdown and R Markdown, and its source is fully available on GitHub.

Take your Microsoft Word skills to the next level! Most people can use Word to write simple documents. But what about Word's sophisticated design, review, and collaboration tools? Microsoft Word In 30 Minutes will get you up to speed with Word 2016 and Word Online and help you create professional-looking documents for work, school, or home use.

Adobe Acrobat is nearly ubiquitous in today's office. The IRS uses Acrobat to make tax forms available for download as PDFs, and colleagues use it to share, edit, and review documents and create electronic signatures. It's not a difficult tool to use, but Acrobat's powers are largely untapped by most users. This slim, concise, four-color book is built around a simple, practical project that you can complete using your own content. Each short lesson builds a component of a basic Acrobat project. Along the way, readers will learn how to use Acrobat's editing and reviewing tools, add digital signatures to electronic documents, assemble a PDF slideshow, create a zippy presentation, and more. This bright, accessible guide is a perfect guide for anyone starting out with Acrobat.

The Markdown markup language is one of the most popular plain-text formatting languages available. Now you can learn the Markdown syntax with

the book that's been called "the best Markdown reference." Designed for both novices and experts, The Markdown Guide is a comprehensive reference manual that has everything you need to get started and master the Markdown syntax.

Write on with Microsoft Word! If you create professional-looking documents on a regular basis, you require a mighty word processor that offers all the power and capabilities to create them. Enter Microsoft Word! Pair it with Word For Dummies to hone all your word-processing skills. The book is filled with useful tips and suggestions that allow you to get the most out of Word, as well as helpful information on the latest features. It also shows you how to customize and configure Word for your optimal workflow. Get details on the new Word interface; tools to quickly edit and format your documents; methods to organize your text with tables; techniques to insert charts, photos, and other graphics for visual interest; ways to automate routine document creation tasks; and how best to collaborate, share, and exchange documents with co-workers. Use Windows tools to quickly access Word and optimize your productivity Seamlessly integrate Word with other Office applications (Outlook, PowerPoint, and Excel) Employ document formatting features to create a clean layout and text presentation Exchange comments with co-workers using @mention notifications Customize the Word interface, including the dark mode feature Have a friendly, useful guide on Microsoft Word on hand when you need it With Word For Dummies by your side, you can once again make working with Word a pleasure. Soon, you'll be creating picture-, letter- and word-perfect documents.

LibreOffice is a freely-available, full-featured office suite that runs on Windows, Linux, and Mac OS X computers. This book is for anyone who wants to get up to speed quickly with LibreOffice 5.0. It introduces Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector drawings), Math (equation editor), and Base (database). This book was written by volunteers from the LibreOffice community. Profits from the sale of this book will be used to benefit the community.

Power up your proficiency with this genius guide to popular Microsoft 365 apps Do you want to make your Microsoft 365 account a productivity behemoth? Do you want to squeeze every last bit of awesome from Word, Excel, and PowerPoint and learn a little more about Outlook, too? Microsoft 365 Portable Genius has got you covered. A seasoned tech expert and trainer, author Lisa A. Bucki shows you how to build Word documents, Excel workbooks, and PowerPoint presentations the right way, as well as how to use high-impact design techniques to make your documents pop. This book answers 11 key questions about how to make the most of Microsoft 365, providing genius tips as it leads you through the essentials. You'll learn how to: Tackle common skills like creating files, adding basic content, navigating in a file, making selections, copying and moving content, and saving files Build a new Word document by using outlining, bullets and numbering, columns, and other features for creating and enhancing content Enhance Excel workbook files by organizing data on different sheets, filling entries, creating range names, and entering powerful, accurate formulas Develop a PowerPoint presentation by choosing the right layout for each slide and adding content to placeholders, and then transform it into an on-screen show with transitions and animations Add punchy design and branding by using text formatting, themes, and graphics in your files Use lists, tables, and charts to make data easier to interpret Create, send, reply to, and organize email in Outlook, as well as add contacts Share file contents on paper or digitally Check out the Online Bonus Appendix at Wiley for more genius coverage of topics including additional Excel formula review techniques, essential Excel functions, theme colors and fonts changes, and WordArt Whether you have used Office in the past or are new to its subscription successor Microsoft 365, Microsoft 365 Portable Genius provides the expert guidance you need to work smarter in Microsoft 365.

Looking for a way to invigorate your technical writing team and grow that expertise to include developers, designers, and writers of all backgrounds? When you treat docs like code, you multiply everyone's efforts and streamline processes through collaboration, automation, and innovation. Second edition now available with updates and more information about version control for documents and continuous publishing.

SEE IT DONE. DO IT YOURSELF. It's that Easy! Easy Microsoft Word 2010 teaches you all the fundamentals of working with Microsoft's newest version of Word. Fully illustrated steps with simple instructions guide you through every task, building the skills you need to learn Word 2010 with ease. No need to feel intimidated—we'll hold your hand every step of the way. Learn how to... Make the most of Word 2010's best new features Find the right Word tool for the job—instantly! Enter and format text faster and more efficiently Create great-looking documents with new layouts and themes Use tables to quickly organize your content Insert automated footnotes, captions, references, and tables of contents Easily manage changes from everyone who reviews your documents Print documents and create easy-to-share PDFs Store, work with, and share your documents on the Web

Here's the designer's guide to creating excellent e-books with InDesign Creative professionals are designing more and more e-books and e-zines as digital publishing increasingly gains market share. This book pulls together a wide range of essential information to help them maximize the versatility of InDesign for e-publishing. If you need to know how to build, deploy, and manage digital publications using InDesign, here's your guide to the process, from understanding the platforms and devices and how best to design for them to creating media-rich content for multiple formats using a variety of technologies. Designers are seeking to sharpen their skills to compete in today's e-publishing market, and this book is packed with necessary information about creating and adapting content for e-publication Explains how to plan a new digital publication, convert a print publication to digital, add multimedia and interactivity, and publish and distribute the finished product Covers platforms, devices, and formats; creating media-rich content; designing for different devices; and managing digital publications Examines Adobe's Digital Publishing System, CSS, HTML5, and other commercial vehicles available for e-publishing on multiple platforms, including iPad, Kindle, NOOK, and other tablets and e-readers ePublishing with InDesign is a valuable tool for designers seeking to boost their skills and create cutting-edge e-publications.

The second edition of this best-selling Python book (over 500,000 copies sold!) uses Python 3 to teach even the technically uninclined how to write programs that do in minutes what would take hours to do by hand. There is no prior programming experience required and the book is loved by liberal arts majors and geeks alike. If you've ever spent hours renaming files or updating hundreds of spreadsheet cells, you know how tedious tasks like these can be. But what if you could have your computer do them for you? In this fully revised second edition of the best-selling classic Automate the Boring Stuff with Python, you'll learn how to use Python to write programs that do in minutes what would take you hours to do by hand--no prior programming experience required. You'll learn the basics of Python and explore Python's rich library of modules for performing specific tasks, like scraping data off websites, reading PDF and Word documents, and automating clicking and typing tasks. The second edition of this international fan favorite includes a brand-new chapter on input validation, as well as tutorials on automating Gmail and Google Sheets, plus tips on automatically updating CSV files. You'll learn how to create programs that effortlessly perform useful feats of automation to:

- Search for text in a file or across multiple

- Create, update, move, and rename files and folders
- Search the Web and download online content
- Update and format data in Excel spreadsheets of any size
- Split, merge, watermark, and encrypt PDFs
- Send email responses and text notifications
- Fill out online forms

Step-by-step instructions walk you through each program, and updated practice projects at the end of each chapter challenge you to improve those programs and use your newfound skills to automate similar tasks. Don't spend your time doing work a well-trained monkey could do. Even if you've never written a line of code, you can make your computer do the grunt work. Learn how in Automate the Boring Stuff with Python, 2nd Edition.

R Markdown: The Definitive Guide is the first official book authored by the core R Markdown developers that provides a comprehensive and accurate reference to the R Markdown ecosystem. With R Markdown, you can easily create reproducible data analysis reports, presentations, dashboards, interactive applications, books, dissertations, websites, and journal articles, while enjoying the simplicity of Markdown and the great power of R and other languages. In this book, you will learn Basics: Syntax of Markdown and R code chunks, how to generate figures and tables, and how to use other computing languages Built-in output formats of R Markdown: PDF/HTML/Word/RTF/Markdown documents and ioslides/Slidy/Beamer/PowerPoint presentations Extensions and applications: Dashboards, Tufte handouts, xaringan/reveal.js presentations, websites, books, journal articles, and interactive tutorials Advanced topics: Parameterized reports, HTML widgets, document templates, custom output formats, and Shiny documents. Yihui Xie is a software engineer at RStudio. He has authored and co-authored several R packages, including knitr, rmarkdown, bookdown, blogdown, shiny, xaringan, and animation. He has published three other books, Dynamic Documents with R and knitr, bookdown: Authoring Books and Technical Documents with R Markdown, and blogdown: Creating Websites with R Markdown. J.J. Allaire is the founder of RStudio and the creator of the RStudio IDE. He is an author of several packages in the R Markdown ecosystem including rmarkdown, flexdashboard, learnr, and radix. Garrett Grolmund is the co-author of R for Data Science and author of Hands-On Programming with R. He wrote the lubridate R package and works for RStudio as an advocate who trains engineers to do data science with R and the Tidyverse.

This new edition incorporates revised guidance from H.M Treasury which is designed to promote efficient policy development and resource allocation across government through the use of a thorough, long-term and analytically robust approach to the appraisal and evaluation of public service projects before significant funds are committed. It is the first edition to have been aided by a consultation process in order to ensure the guidance is clearer and more closely tailored to suit the needs of users.

International Democracy Documents is the first comprehensive compilation on democracy at the international level. It covers the most important international documents relating to democracy, while at the same time providing a focused approach.

Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.

"Microsoft's last Windows version, the April 2018 Update, is a glorious Santa sack full of new features and refinements. What's still not included, though, is a single page of printed instructions. Fortunately, David Pogue is back to help you make sense of it all—with humor, authority, and 500 illustrations."—Page 4 of cover.

Adobe Acrobat X Classroom in a Book is the most thorough and comprehensive way for creative professionals and business users to learn how to deliver high-impact communications with next-generation Adobe Acrobat X. Each chapter in this step-by-step, project-based guide contains a project that builds on your growing knowledge of the program, while end-of-chapter review questions reinforce each lesson. This cross-platform (Mac and Windows) book shows you how to create high-quality PDF documents and fillable forms, combine a wide variety of content into rich media portfolios, collaborate effectively through electronic reviews, easily share your work across multiple platforms and devices, and speed up your production and business task workflow with Acrobat X. In this new version you'll learn how to automate multistep tasks with Action Wizard, streamline document reviews (and include Adobe Reader users), create interactive forms and track responses within Acrobat, create PDF Portfolios and customize them with all-new layouts and color palettes, remove sensitive information with redaction tools, incorporate audio and video into rich media PDFs, search and reuse scanned content with improved optical character recognition (OCR), compare PDF files to avoid version control issues, fix documents to comply with PDF standards, make documents accessible to people with disabilities, share secured files online with Acrobat.com services, and much more. All of Peachpit's eBooks contain the same content as the print edition. You will find a link in the last few pages of your eBook that directs you to the media files. Helpful tips: If you are able to search the book, search for "Where are the lesson files?" Go to the very last page of the book and scroll backwards. You will need a web-enabled device or computer in order to access the media files that accompany this ebook. Entering the URL supplied into a computer with web access will allow you to get to the files. Depending on your device, it is possible that your display settings will cut off part of the URL. To make sure this is not the case, try reducing your font size and turning your device to a landscape view. This should cause the full URL to appear.

Learn how to get the most out of Word with expert help and take your documents to a new level Key FeaturesLean into expert advice from Microsoft Certified trainers with decades of experienceCollaborate effortlessly with other even when you're using different formats and versions of WordLearn to undo tricky mistakes and troubleshoot difficult scenarios without panicBook Description If you're proud of yourself for finally learning how to use keyboard shortcuts and the search function, but still skip a beat when asked to generate a table of contents, then this book is for you. Written by two experts who've been teaching the world about Word for decades, Microsoft 365 Word Tips and Tricks is a powerhouse of demystifying advice that will take you from Word user to Word master. This book takes you on a step-by-step journey through Word essentials with plenty of practical examples. With it, you'll explore different versions of Microsoft Word, its full functionality, and understand how these versions impact collaboration with others. Each chapter focuses on a different aspect of working with the legendary text editor, including a whole chapter dedicated to concentrating better with

the help of Word. Expert advice will fill your knowledge gaps and teach you how to work more productively and efficiently with text, images, styles, and even macros. By the end of this book, you will be able to make better documents faster and troubleshoot any Word-related problem that comes your way. And because of its clear and cohesive structure, you can easily come back to refresh your knowledge whenever you need it. What you will learn Track a document's changes as well as comment on and review changes by others, both locally and remotely Use Word's navigation and view features to improve productivity Generate more consistently formatted documents with Styles Perform common tasks through simple formatting techniques, Quick Parts, customizing AutoCorrect/AutoFormat, and memorizing keyboard shortcuts Troubleshoot the most frustrating formatting problems experienced by Word users Create more universally accessible documents by adding Alt Text using the accessibility checker and other Word features Who this book is for Authors, copywriters, teachers, professionals, and everyone else who uses Word on a daily basis, but is still a little intimidated by it, will get a lot out of this book. You won't need any prior knowledge of Microsoft Word's advanced functions to get started, but the basics - like open, save, copy, and paste - are a must.

A results oriented, step-by-step guide designed to help readers learn about the Linux-Mandrake distribution in a non-threatening environment. It gives a tour of the operating system and many of the applications that come with the distribution. After reading this book and working through the exercises, users should be able to install and configure the Linux-Mandrake distribution on a variety of machines and possess a good knowledge of Linux in general. It provides a coherent introduction to command line usage and good opportunities to gain experience with command line usage as a logical part of a productive work exercise. (Operating Systems)

Photoshop CC is truly amazing, but it can also be overwhelming if you're just getting started. This book makes learning Photoshop as easy as possible by explaining things in a friendly, conversational style—without technical jargon. After a thorough introduction to the program, you'll delve deep into Photoshop's secrets with expert tips and practical editing advice you can use every day. The important stuff you need to know: Learn your way around. Take a tour of Photoshop's workspace and learn how to customize it. Unlock the magic. Use layers, masks, and Smart Objects to safely edit your images. Perfect your photos. Learn techniques for cropping, color-correcting, retouching, and combining photos. Master color. Drain, change, and add color; create gorgeous black-and-whites, partial-color effects, and duotones. Be artistic. Create illustrations, paintings, and pro-level text; use filters effectively, edit video, and create 3D art. Share your work. Produce great-looking images for print, presentations, and the Web. Work smarter and faster. Automate common chores and install plug-ins for complex tasks.

Chapter 7. Case Study : Comparing Twitter Archives; Getting the Data and Distribution of Tweets; Word Frequencies; Comparing Word Usage; Changes in Word Use; Favorites and Retweets; Summary; Chapter 8. Case Study : Mining NASA Metadata; How Data Is Organized at NASA; Wrangling and Tidying the Data; Some Initial Simple Exploration; Word Co-occurrences and Correlations; Networks of Description and Title Words; Networks of Keywords; Calculating tf-idf for the Description Fields; What Is tf-idf for the Description Field Words?; Connecting Description Fields to Keywords; Topic Modeling.

Create and organize writing projects with ease using Scrivener 3! Version 1.1.1, updated June 4, 2021 Compose a masterpiece with Literature & Lat-

te's Scrivener. Whether you're writing science fiction, a historical novel, or a zombie travelogue, learn how Scrivener's powerful tools can take your work to the next level. Kirk McElhearn shows you how to collect notes, organize your work, arrange and rearrange sections, and more. Covers Mac, Windows, and iOS/iPadOS versions! Scrivener is a powerful tool for managing long-form writing projects—like novels and screenplays—and Take Control of Scrivener 3 gives you all the details you need to know to harness its potential. In this book, best-selling author Kirk McElhearn walks you through setting up, organizing, writing, formatting, revising, and compiling a Scrivener project, whether you're working on a Mac, a Windows PC, or in iOS/iPadOS. Using this extensive guide, you'll be able to:

- Meet Scrivener: Learn about the Scrivener philosophy and its basic layout
- Start your project: Pick a template and add existing materials to your project
- Brainstorm and organize: Discover three different ways to work with your material using the Binder, Corkboard, and Outliner.
- Set up your writing environment and avoid distractions: Choose default fonts and colors, opt for Script Mode if you're writing a script or screenplay, and simplify your workspace by hiding interface elements or by using Composition Mode or Full Screen Mode.
- Make the most of key features: Learn how to work with styles; use annotations and comments; add footnotes and endnotes; view more than one file at once; use collections to view selected items from the Binder; store bookmarks and project notes; and share and synchronize your project with others.
- Go further with Scrivener: Get the details on special features like Scrivenings View (write in sections, but view as a single document) and Snapshots (allows you to make and view periodic backups of your text).
- Revise and edit your work: Learn how to find and replace text, and work with revisions.
- Use Scrivener in iOS and iPadOS: Sync your projects to iOS/iPadOS and work on an iPhone or iPad.
- Print and export: Understand the process of preparing your project to be printed, and what's involved in compiling it so that it can be exported in a different format. Kirk also highlights the many changes to Scrivener since the last version (see the What's New section below), including updates to the interface, styles, outlining and metadata capabilities, and improved searching and writing features. In addition, he explains brand-new features in Scrivener 3, including Bookmarks (lets you store references to other sections of your project), Linguistic Focus (Mac only—highlights specific elements such as dialog, adverbs, or adjectives), Section types (such as Chapter Text and Scene), and Copyholders (allows you to view three or four documents at once).

StarOffice is a full-featured, fully integrated suite of office productivity tools with a strong international following. This volume, which comes with a word processor (StarOffice Writer), spreadsheet application, and drawing and presentation program, addresses the formula editor and a third-party database module that is installed with the software.

Research fuels innovation—and with this focused guide to Microsoft Word, you can help increase your team's collaborative power and effectiveness, and bring new research to life. Writing proposals, reports, journal articles, theses, and other technical documents as a team poses unique challenges, not the least of which is consistent presentation and voice. You must also manage the formatting and accuracy of figures, equations, and citations, and comply with the style rules of external publications. In this book you'll learn from the authors' extensive experience managing the authoring and publication of technical content, and gain specific practices and templates you can apply right away. Focuses on the unique challenges of writing and producing documents in an academic or commercial R&D setting Demonstrates how to use Microsoft Word to increase the quality of collaborative document preparation—including formatting, editing, citations management, commenting, and version control Includes downloadable templates that help automate creation of scientific documents Offers best-practices guidance for writing in teams and writing in the scientific genre