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77 TECHNOLOGY TIPS TO BOOST OFFICE PRODUCTIVITY

Capitol Information Group

EVERNOTE FOR DUMMIES

John Wiley & Sons

UPSTREAM

THE QUEST TO SOLVE PROBLEMS BEFORE THEY HAPPEN

Avid Reader Press / Simon & Schuster *New York Times bestselling author Dan Heath explores how to prevent problems before they happen, drawing on insights from hundreds of interviews with unconventional problem solvers. So often in life, we get stuck in a cycle of response. We put out fires. We deal with emergencies. We stay downstream, handling one problem after another, but we never make our way upstream to fix the systems that caused the problems. Cops chase robbers, doctors treat patients with chronic illnesses, and call-center reps address customer complaints. But many crimes, chronic illnesses, and customer complaints are preventable. So why do our efforts skew so heavily toward reaction rather than prevention? Upstream probes the psychological forces that push us downstream—including "problem blindness," which can leave us oblivious to serious problems in our midst. And Heath introduces us to the thinkers who have overcome these obstacles and scored massive victories by switching to an upstream mindset. One online travel website prevented twenty million customer service calls every year by making some simple tweaks to its booking system. A major urban school district cut its dropout rate in half after it figured out that it could predict which students*

would drop out—as early as the ninth grade. A European nation almost eliminated teenage alcohol and drug abuse by deliberately changing the nation's culture. And one EMS system accelerated the emergency-response time of its ambulances by using data to predict where 911 calls would emerge—and forward-deploying its ambulances to stand by in those areas. Upstream delivers practical solutions for preventing problems rather than reacting to them. How many problems in our lives and in society are we tolerating simply because we've forgotten that we can fix them?

HELP ME! GUIDE TO ANDROID FOR SENIORS

Createspace Independent Publishing Platform *Need help with your new Android phone or tablet? Are you new to smartphones in general, or coming from an iPhone or Blackberry? The Guide to Android for Seniors is a book written specifically for those who have difficulty using electronics, such as phones, personal computers, and tablet computers. There is a wealth of knowledge about all types of Android devices in this book, regardless of the manufacturer or model, and can be easily accessed and navigated for quick reference. Whether you are puzzled about managing your electronic address book, or how to take and send a picture to a friend, you will find the information in this guide. The Internet is riddled with advanced tips and tricks, but the goal of this book is to sort through the extra information to simplify your first experience with using an Android phone or tablet. Help is here! Here are some examples of the topics discussed in this guide: - Charging the Device - Finding the Android Buttons - Calling a Contact - Assigning a Speed Dial - Using the Speakerphone During a Voice Call - Adding a New Contact - Composing a New Text Message - Adding an Attachment to a Text Message - Taking a Picture - Capturing a Video - Navigating to a Web Page - Setting Up Email - Setting Up a Google Account - Buying an Application - Importing Your Contacts from Another Phone - Adjusting the Brightness - Saving on Data Costs with Your Phone PLUS, what to do when the phone - Does not turn on - Can't make a call - Touchscreen does not respond as expected ...and much more!*

HANDS-ON MOBILE APP TESTING

A GUIDE FOR MOBILE TESTERS AND ANYONE INVOLVED IN THE MOBILE APP BUSINESS

Addison-Wesley Professional *The First Complete Guide to Mobile App Testing and Quality Assurance: Start-to-Finish Testing Solutions for Both Android and iOS Today, mobile apps must meet rigorous standards of reliability, usability, security, and performance. However, many mobile developers have limited testing experience, and mobile platforms raise new challenges even for long-time testers. Now, Hands-On Mobile App Testing provides the solution: an end-to-end blueprint for thoroughly testing any iOS or Android mobile app. Reflecting his extensive real-life experience, Daniel Knott offers practical guidance on everything from mobile test planning to automation. He provides expert insights on mobile-centric issues, such as testing sensor inputs, battery usage, and hybrid apps, as well as advice on coping with*

device and platform fragmentation, and more. If you want top-quality apps as much as your users do, this guide will help you deliver them. You'll find it invaluable–whether you're part of a large development team or you are the team. Learn how to Establish your optimal mobile test and launch strategy Create tests that reflect your customers, data networks, devices, and business models Choose and implement the best Android and iOS testing tools Automate testing while ensuring comprehensive coverage Master both functional and nonfunctional approaches to testing Address mobile's rapid release cycles Test on emulators, simulators, and actual devices Test native, hybrid, and Web mobile apps Gain value from crowd and cloud testing (and understand their limitations) Test database access and local storage Drive value from testing throughout your app lifecycle Start testing wearables, connected homes/cars, and Internet of Things devices

PEDAGOGY AND LEARNING TECHNOLOGY

A PRACTICAL GUIDE

PRACTICAL TROUBLESHOOTING OF ELECTRICAL EQUIPMENT AND CONTROL CIRCUITS

Elsevier *There is a large gap between what you learn in college and the practical knowhow demanded in the working environment, running and maintaining electrical equipment and control circuits. Practical Troubleshooting of Electrical Equipment and Control Circuits focuses on the hands-on knowledge and rules-of-thumb that will help engineers and employers by increasing knowledge and skills, leading to improved equipment productivity and reduced maintenance costs. Practical Troubleshooting of Electrical Equipment and Control Circuits will help engineers and technicians to identify, prevent and fix common electrical equipment and control circuits. The emphasis is on practical issues that go beyond typical electrical principles, providing a tool-kit of skills in solving electrical problems, ranging from control circuits to motors and variable speed drives. The examples in the book are designed to be applicable to any facility. Discover the practical knowhow and rules-of-thumb they don't teach you in the classroom Diagnose electrical problems 'right first time' Reduce downtime*

OPERATOR'S GUIDE TO GENERAL PURPOSE STEAM TURBINES

AN OVERVIEW OF OPERATING PRINCIPLES, CONSTRUCTION, BEST PRACTICES, AND TROUBLESHOOTING

John Wiley & Sons *When installed and operated properly, general purpose steam turbines are reliable and tend to be forgotten, i.e., out of sound and out of mind. But, they can be sleeping giants that can result in major headaches if ignored. Three real steam turbine undesirable consequences that immediately come to mind are: Injury and secondary damage due to an overspeed failure. An overspeed failure on a big steam or gas turbine is one of the most frightening of industrial accidents. The high cost of an extensive overhaul due to an undetected component failure. A major steam turbine repair can cost ten or more times that of a garden variety centrifugal*

pump repair. Costly production loses due an extended outage if the driven pump or compressor train is unspared. The value of lost production can quickly exceed repair costs. A major goal of this book is to provide readers with detailed operating procedure aimed at reducing these risks to minimal levels. Start-ups are complicated by the fact that operators must deal with numerous start-up scenarios, such as: Commissioning a newly installed steam turbine Starting ups after a major steam turbine repair Starting up a proven steam turbine after an outage Overspeed trip testing It is not enough to simply have a set of procedures in the control room for reference. To be effective, operating procedures must be clearly written down, taught, and practiced--until they become habit.

SSH, THE SECURE SHELL

THE DEFINITIVE GUIDE

"O'Reilly Media, Inc." *Are you serious about network security? Then check out SSH, the Secure Shell, which provides key-based authentication and transparent encryption for your network connections. It's reliable, robust, and reasonably easy to use, and both free and commercial implementations are widely available for most operating systems. While it doesn't solve every privacy and security problem, SSH eliminates several of them very effectively. Everything you want to know about SSH is in our second edition of SSH, The Secure Shell: The Definitive Guide. This updated book thoroughly covers the latest SSH-2 protocol for system administrators and end users interested in using this increasingly popular TCP/IP-based solution. How does it work? Whenever data is sent to the network, SSH automatically encrypts it. When data reaches its intended recipient, SSH decrypts it. The result is "transparent" encryption-users can work normally, unaware that their communications are already encrypted. SSH supports secure file transfer between computers, secure remote logins, and a unique "tunneling" capability that adds encryption to otherwise insecure network applications. With SSH, users can freely navigate the Internet, and system administrators can secure their networks or perform remote administration. Written for a wide, technical audience, SSH, The Secure Shell: The Definitive Guide covers several implementations of SSH for different operating systems and computing environments. Whether you're an individual running Linux machines at home, a corporate network administrator with thousands of users, or a PC/Mac owner who just wants a secure way to telnet or transfer files between machines, our indispensable guide has you covered. It starts with simple installation and use of SSH, and works its way to in-depth case studies on large, sensitive computer networks. No matter where or how you're shipping information, SSH, The Secure Shell: The Definitive Guide will show you how to do it securely.*

THE SIBLEY GUIDE TO BIRD LIFE & BEHAVIOR

Alfred a Knopf Incorporated *Provides basic information about the biology, life cycles, and behavior of birds, along with brief profiles of each of the eighty bird families in North America.*

CCNP SECURITY VPN 642-648 OFFICIAL CERT GUIDE

Cisco Press *The only comprehensive assessment, review, and practice guide for Cisco's new Deploying Cisco ASA VPN Solutions exam - direct from Cisco! * *Covers every updated Cisco CCNP Deploying Cisco ASA VPN Solutions exam topic: architecture, policies, inheritance, clientless VPNs/portals/SSL, AnyConnect Remote Access VPNs, Cisco Secure Desktop, Easy VPN, IPSec site-to-site VPNs, and more *New IPv6 coverage, plus new CLI examples throughout. *CD contains realistic practice tests. *Proven features promote efficient study. This is Cisco's official, comprehensive self-study resource for the new Deploying Cisco ASA VPN Solutions (VPN v1.0) exam, required for CCNP Security certification. Designed for beginning-to-intermediate level readers, it covers every objective concisely and logically, with extensive teaching features that promote retention and understanding. Readers will find: * *Pre-chapter quizzes to assess knowledge upfront and focus study more efficiently. *Foundation topics sections that explain concepts and configurations, and link theory to actual configuration commands. *Key topics sections calling attention to every figure, table, and list that candidates must know. *Exam Preparation sections with additional chapter review features. *Final preparation chapter providing tools and a complete final study plan. *Customizable practice test library on CD-ROM This edition has been fully updated for the latest exam objectives, including new IPv6 coverage and integrated CLI configuration examples alongside ASDM configurations throughout.*

HVAC TROUBLESHOOTING GUIDE

McGraw Hill Professional *A Practical, On-the-Job HVAC Guide Applicable to residential, commercial, and industrial jobs, this essential handbook puts a wealth of real-world information at your fingertips. HVAC Troubleshooting Guide shows you how to read, interpret, and prepare schedules, mechanical plans, and electrical schematics. This handy resource will aid you in your everyday tasks and keep you up to date with the latest facts, figures, and devices. The book includes numerous illustrations, tables, and charts, troubleshooting tips, safety precautions, resource directories, and a glossary of terms. HVAC Troubleshooting Guide helps you: Identify and safely use tools and equipment (both new and old) Use heat pumps and hot air furnaces Calculate ventilation requirements Work with refrigeration equipment and the new refrigerants Utilize control devices, including solenoids and relays Operate, select, and repair electric motors Work with condensers, compressors, and evaporators Monitor the flow of refrigerant with valves, tubing, and filters Comply with the Section 608 refrigerant recycling rule Program thermostats Insulate with batts, sheet, tubing covers, and foam Work with solid-state controls Understand electrical and electronic symbols used in schematics*

THE STARTUP OWNER'S MANUAL

THE STEP-BY-STEP GUIDE FOR BUILDING A GREAT COMPANY

John Wiley & Sons *More than 100,000 entrepreneurs rely on this book for detailed, step-by-step instructions on building successful, scalable, profitable startups. The*

National Science Foundation pays hundreds of startup teams each year to follow the process outlined in the book, and it's taught at Stanford, Berkeley, Columbia and more than 100 other leading universities worldwide. Why? The Startup Owner's Manual guides you, step-by-step, as you put the Customer Development process to work. This method was created by renowned Silicon Valley startup expert Steve Blank, co-creator with Eric Ries of the "Lean Startup" movement and tested and refined by him for more than a decade. This 608-page how-to guide includes over 100 charts, graphs, and diagrams, plus 77 valuable checklists that guide you as you drive your company toward profitability. It will help you: • Avoid the 9 deadly sins that destroy startups' chances for success • Use the Customer Development method to bring your business idea to life • Incorporate the Business Model Canvas as the organizing principle for startup hypotheses • Identify your customers and determine how to "get, keep and grow" customers profitably • Compute how you'll drive your startup to repeatable, scalable profits. The Startup Owner's Manual was originally published by K&S Ranch Publishing Inc. and is now available from Wiley. The cover, design, and content are the same as the prior release and should not be considered a new or updated product.

RASPBERRY PI USER GUIDE

John Wiley & Sons *Learn the Raspberry Pi 3 from the experts! Raspberry Pi User Guide, 4th Edition is the "unofficial official" guide to everything Raspberry Pi 3. Written by the Pi's creator and a leading Pi guru, this book goes straight to the source to bring you the ultimate Raspberry Pi 3 manual. This new fourth edition has been updated to cover the Raspberry Pi 3 board and software, with detailed discussion on its wide array of configurations, languages, and applications. You'll learn how to take full advantage of the mighty Pi's full capabilities, and then expand those capabilities even more with add-on technologies. You'll write productivity and multimedia programs, and learn flexible programming languages that allow you to shape your Raspberry Pi into whatever you want it to be. If you're ready to jump right in, this book gets you started with clear, step-by-step instruction from software installation to system customization. The Raspberry Pi's tremendous popularity has spawned an entire industry of add-ons, parts, hacks, ideas, and inventions. The movement is growing, and pushing the boundaries of possibility along with it—are you ready to be a part of it? This book is your ideal companion for claiming your piece of the Pi. Get all set up with software, and connect to other devices Understand Linux System Admin nomenclature and conventions Write your own programs using Python and Scratch Extend the Pi's capabilities with add-ons like Wi-Fi dongles, a touch screen, and more The credit-card sized Raspberry Pi has become a global phenomenon. Created by the Raspberry Pi Foundation to get kids interested in programming, this tiny computer kick-started a movement of tinkerers, thinkers, experimenters, and inventors. Where will your Raspberry Pi 3 take you? The Raspberry Pi User Guide, 3rd Edition is your ultimate roadmap to discovery.*

MOBILE FORENSICS – ADVANCED INVESTIGATIVE STRATEGIES

Packt Publishing Ltd *Master powerful strategies to acquire and analyze evidence*

from real-life scenarios About This Book A straightforward guide to address the roadblocks face when doing mobile forensics Simplify mobile forensics using the right mix of methods, techniques, and tools Get valuable advice to put you in the mindset of a forensic professional, regardless of your career level or experience Who This Book Is For This book is for forensic analysts and law enforcement and IT security officers who have to deal with digital evidence as part of their daily job. Some basic familiarity with digital forensics is assumed, but no experience with mobile forensics is required. What You Will Learn Understand the challenges of mobile forensics Grasp how to properly deal with digital evidence Explore the types of evidence available on iOS, Android, Windows, and BlackBerry mobile devices Know what forensic outcome to expect under given circumstances Deduce when and how to apply physical, logical, over-the-air, or low-level (advanced) acquisition methods Get in-depth knowledge of the different acquisition methods for all major mobile platforms Discover important mobile acquisition tools and techniques for all of the major platforms In Detail Investigating digital media is impossible without forensic tools. Dealing with complex forensic problems requires the use of dedicated tools, and even more importantly, the right strategies. In this book, you'll learn strategies and methods to deal with information stored on smartphones and tablets and see how to put the right tools to work. We begin by helping you understand the concept of mobile devices as a source of valuable evidence. Throughout this book, you will explore strategies and "plays" and decide when to use each technique. We cover important techniques such as seizing techniques to shield the device, and acquisition techniques including physical acquisition (via a USB connection), logical acquisition via data backups, over-the-air acquisition. We also explore cloud analysis, evidence discovery and data analysis, tools for mobile forensics, and tools to help you discover and analyze evidence. By the end of the book, you will have a better understanding of the tools and methods used to deal with the challenges of acquiring, preserving, and extracting evidence stored on smartphones, tablets, and the cloud. Style and approach This book takes a unique strategy-based approach, executing them on real-world scenarios. You will be introduced to thinking in terms of "game plans," which are essential to succeeding in analyzing evidence and conducting investigations.

THE SMART GIRL'S GUIDE TO PRIVACY

PRACTICAL TIPS FOR STAYING SAFE ONLINE

No Starch Press *The whirlwind of social media, online dating, and mobile apps can make life a dream—or a nightmare. For every trustworthy website, there are countless jerks, bullies, and scam artists who want to harvest your personal information for their own purposes. But you can fight back, right now. In The Smart Girl's Guide to Privacy, award-winning author and investigative journalist Violet Blue shows you how women are targeted online and how to keep yourself safe. Blue's practical, user-friendly advice will teach you how to: –Delete personal content from websites –Use website and browser privacy controls effectively –Recover from and prevent identity theft –Figure out where the law protects you—and where it doesn't –Set up safe online profiles –Remove yourself from people-finder websites Even if*

your privacy has already been compromised, don't panic. It's not too late to take control. Let The Smart Girl's Guide to Privacy help you cut through the confusion and start protecting your online life.

THE INNOVATOR'S DNA

MASTERING THE FIVE SKILLS OF DISRUPTIVE INNOVATORS

Harvard Business Press *A new classic, cited by leaders and media around the globe as a highly recommended read for anyone interested in innovation. In The Innovator's DNA, authors Jeffrey Dyer, Hal Gregersen, and bestselling author Clayton Christensen (The Innovator's Dilemma, The Innovator's Solution, How Will You Measure Your Life?) build on what we know about disruptive innovation to show how individuals can develop the skills necessary to move progressively from idea to impact. By identifying behaviors of the world's best innovators—from leaders at Amazon and Apple to those at Google, Skype, and Virgin Group—the authors outline five discovery skills that distinguish innovative entrepreneurs and executives from ordinary managers: Associating, Questioning, Observing, Networking, and Experimenting. Once you master these competencies (the authors provide a self-assessment for rating your own innovator's DNA), the authors explain how to generate ideas, collaborate to implement them, and build innovation skills throughout the organization to result in a competitive edge. This innovation advantage will translate into a premium in your company's stock price—an innovation premium—which is possible only by building the code for innovation right into your organization's people, processes, and guiding philosophies. Practical and provocative, The Innovator's DNA is an essential resource for individuals and teams who want to strengthen their innovative prowess.*

THE NOMA GUIDE TO FERMENTATION

INCLUDING KOJI, KOMBUCHAS, SHOYUS, MISOS, VINEGARS, GARUMS, LACTO-FERMENTS, AND BLACK FRUITS AND VEGETABLES

Artisan Books *New York Times Bestseller A New York Times Best Cookbook of Fall 2018 "An indispensable manual for home cooks and pro chefs." —Wired At Noma—four times named the world's best restaurant—every dish includes some form of fermentation, whether it's a bright hit of vinegar, a deeply savory miso, an electrifying drop of garum, or the sweet intensity of black garlic. Fermentation is one of the foundations behind Noma's extraordinary flavor profiles. Now René Redzepi, chef and co-owner of Noma, and David Zilber, the chef who runs the restaurant's acclaimed fermentation lab, share never-before-revealed techniques to creating Noma's extensive pantry of ferments. And they do so with a book conceived specifically to share their knowledge and techniques with home cooks. With more than 500 step-by-step photographs and illustrations, and with every recipe approachably written and meticulously tested, The Noma Guide to Fermentation takes readers far beyond the typical kimchi and sauerkraut to include koji, kombuchas, shoyus, misos, lacto-ferments, vinegars, garums, and black fruits and vegetables. And—perhaps even more important—it shows how to use these game-*

changing pantry ingredients in more than 100 original recipes. Fermentation is already building as the most significant new direction in food (and health). With The Noma Guide to Fermentation, it's about to be taken to a whole new level.

THE PROCESS IMPROVEMENT HANDBOOK: A BLUEPRINT FOR MANAGING CHANGE AND INCREASING ORGANIZATIONAL PERFORMANCE

McGraw Hill Professional *Today's business environment demands faster responses, better service, and increased agility. The Process Improvement Handbook reveals how to design effective process improvement structures, organizations, and cultures to meet those needs. Focusing on specific process improvement knowledge areas, this practical work establishes the foundation required to create, maintain, and measure processes while equipping practitioners with the necessary skills to deliver consistent, successful outcomes. This definitive resource introduces a body of knowledge for anyone looking to improve their operating environment. The result is process self-sufficiency, extensibility, sustainability, higher quality, and overall speed that increases competitive advantage. The principles explained in this book encapsulate everything needed to be more "process mature," and to enable process excellence from start to finish.*

TROUBLESHOOTING

A TECHNICIAN'S GUIDE

Isa *Troubleshooting loops and systems is something all technicians must do, but that few truly master. This newly revised edition draws on the authorÃ,'s long experience as an instrument and electrical engineer and his maintenance expertise to provide a detailed look at the skills and knowledge required for troubleshooting. Interspersed with a wealth of practical detail and real-world examples are MostiaÃ,'s no-nonsense discussions of what a good troubleshooter needs to know. He provides an in-depth discussion of the basic logical framework that underlies all troubleshooting as well as advanced troubleshooting techniques. He also explores the causes of failures and the techniques that engineers and technicians use to trace them down. This new edition covers troubleshooting methods, both basic and advanced, hints and troubleshooting aids, troubleshooting safety, basic maintenance concepts, information about training, and the developing troubleshooting skills. It also includes numerous examples of troubleshooting problems in mechanical systems, process connections, pneumatic systems, electrical systems, electronic systems, and valves. Mostia also explores test equipment, programmable electronic systems, communication circuits, transient problems, and software.*

EMBEDDED SOFTWARE DEVELOPMENT FOR SAFETY-CRITICAL SYSTEMS

CRC Press *"I highly recommend Mr. Hobbs' book." - Stephen Thomas, PE, Founder and Editor of FunctionalSafetyEngineer.com Safety-critical devices, whether medical, automotive, or industrial, are increasingly dependent on the correct operation of*

sophisticated software. Many standards have appeared in the last decade on how such systems should be designed and built. Developers, who previously only had to know how to program devices for their industry, must now understand remarkably esoteric development practices and be prepared to justify their work to external auditors. Embedded Software Development for Safety-Critical Systems discusses the development of safety-critical systems under the following standards: IEC 61508; ISO 26262; EN 50128; and IEC 62304. It details the advantages and disadvantages of many architectural and design practices recommended in the standards, ranging from replication and diversification, through anomaly detection to the so-called "safety bag" systems. Reviewing the use of open-source components in safety-critical systems, this book has evolved from a course text used by QNX Software Systems for a training module on building embedded software for safety-critical devices, including medical devices, railway systems, industrial systems, and driver assistance devices in cars. Although the book describes open-source tools for the most part, it also provides enough information for you to seek out commercial vendors if that's the route you decide to pursue. All of the techniques described in this book may be further explored through hundreds of learned articles. In order to provide you with a way in, the author supplies references he has found helpful as a working software developer. Most of these references are available to download for free.

THE ANARCHIST COOKBOOK

Lulu.com The Anarchist Cookbook will shock, it will disturb, it will provoke. It places in historical perspective an era when "Turn on, Burn down, Blow up" are revolutionary slogans of the day. Says the author" "This book... is not written for the members of fringe political groups, such as the Weatherman, or The Minutemen. Those radical groups don't need this book. They already know everything that's in here. If the real people of America, the silent majority, are going to survive, they must educate themselves. That is the purpose of this book." In what the author considers a survival guide, there is explicit information on the uses and effects of drugs, ranging from pot to heroin to peanuts. There i detailed advice concerning electronics, sabotage, and surveillance, with data on everything from bugs to scramblers. There is a comprehensive chapter on natural, non-lethal, and lethal weapons, running the gamut from cattle prods to sub-machine guns to bows and arrows.

EFFECTIVE COMPUTATION IN PHYSICS

FIELD GUIDE TO RESEARCH WITH PYTHON

"O'Reilly Media, Inc." More physicists today are taking on the role of software developer as part of their research, but software development isn't always easy or obvious, even for physicists. This practical book teaches essential software development skills to help you automate and accomplish nearly any aspect of research in a physics-based field. Written by two PhDs in nuclear engineering, this book includes practical examples drawn from a working knowledge of physics

concepts. You'll learn how to use the Python programming language to perform everything from collecting and analyzing data to building software and publishing your results. In four parts, this book includes: Getting Started: Jump into Python, the command line, data containers, functions, flow control and logic, and classes and objects Getting It Done: Learn about regular expressions, analysis and visualization, NumPy, storing data in files and HDF5, important data structures in physics, computing in parallel, and deploying software Getting It Right: Build pipelines and software, learn to use local and remote version control, and debug and test your code Getting It Out There: Document your code, process and publish your findings, and collaborate efficiently; dive into software licenses, ownership, and copyright procedures

QUICK CALCULUS

A SELF-TEACHING GUIDE

John Wiley & Sons *Quick Calculus 2nd Edition A Self-Teaching Guide Calculus is essential for understanding subjects ranging from physics and chemistry to economics and ecology. Nevertheless, countless students and others who need quantitative skills limit their futures by avoiding this subject like the plague. Maybe that's why the first edition of this self-teaching guide sold over 250,000 copies. Quick Calculus, Second Edition continues to teach the elementary techniques of differential and integral calculus quickly and painlessly. Your "calculus anxiety" will rapidly disappear as you work at your own pace on a series of carefully selected work problems. Each correct answer to a work problem leads to new material, while an incorrect response is followed by additional explanations and reviews. This updated edition incorporates the use of calculators and features more applications and examples. ".makes it possible for a person to delve into the mystery of calculus without being mystified." --Physics Teacher*

CRACKBERRY

TRUE TALES OF BLACKBERRY USE AND ABUSE

Apress *A delayed train, a dip in the conversation, an early morning hour with no sleep—during these moments, do you feel an overwhelming urge to grab your BlackBerry? Do you know someone else who does? If the answer is yes, then look no further than this one-of-a-kind book... CrackBerry: True Tales of Blackberry Use and Abuse covers the phenomenon of "BlackBerry Addiction," offering true-life accounts of BlackBerry dependence and mishaps. You'll find comfort and humor in the unbelievable tales of BlackBerry abuse and also learn some valuable tips along the way. The definitive guide to responsible BlackBerry use. How to tame and get the most out of your BlackBerry device BlackBerry etiquette guidelines This book offers a comprehensive "12 Step Plan" for BlackBerry users and abusers. It's a must have if you own a BlackBerry, and maybe it's the perfect gift for a friend who is showing signs of a BlackBerry addiction.*

TROUBLESHOOTING ELECTRONIC CIRCUITS: A GUIDE TO LEARNING ANALOG ELECTRONICS

McGraw Hill Professional *Publisher's Note: Products purchased from Third Party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitlements included with the product. Debug, Tweak and fine-tune your DIY electronics projects This hands-on guide shows, step by step, how to build, debug, and troubleshoot a wide range of analog electronic circuits. Written by electronics guru Ronald Quan, Troubleshooting Electronic Circuits: A Guide to Learning Analog Circuits clearly explains proper debugging techniques as well as testing and modifying methods. In multiple chapters, poorly-conceived circuits are analyzed and improved. Inside, you will discover how to design or re-design high-quality circuits that are repeatable and manufacturable. Coverage includes: • An introduction to electronics troubleshooting • Breadboards • Power sources, batteries, battery holders, safety issues, and volt meters • Basic electronic components • Diodes, rectifiers, and Zener diodes • Light emitting diodes (LEDs) • Bipolar junction transistors (BJTs) • Troubleshooting discrete circuits (simple transistor amplifiers) • Analog integrated circuits, including amplifiers and voltage regulators • Audio circuits • Troubleshooting analog integrated circuits • Ham radio circuits related to SDR • Trimmer circuits, including the 555 chip and CMOS circuits*

CALIFORNIA FRIENDLY

A MAINTENANCE GUIDE FOR LANDSCAPERS, GARDENERS AND LAND MANAGERS

California Friendly® is California's future. Water reliability is dependent on using water wisely. We need to create sustainable gardens that rely on less water. This maintenance guide will help you support California's future:*Uncover the secrets of efficient irrigation.*Explore the techniques for irrigating with recycled water.*Get the maintenance tips for hundreds of California Friendly® plants.*Discover the methods and means of managing weed and pest infestations.*Learn how to maintain rainwater capture opportunities.This book has been written for every landscaper, gardener and land manager in Southern California. It has been produced by the very first collaboration between three Southern California organizations, LADWP, MWD and SoCalGas. Grab a copy--they are free--use the information in your garden and help us create a beautiful, thriving and sustainable future.

HEALTH INFORMATICS: PRACTICAL GUIDE FOR HEALTHCARE AND INFORMATION TECHNOLOGY PROFESSIONALS (SIXTH EDITION)

Lulu.com *Health Informatics (HI) focuses on the application of Information Technology (IT) to the field of medicine to improve individual and population healthcare delivery, education and research. This extensively updated fifth edition reflects the current knowledge in Health Informatics and provides learning objectives, key points, case studies and references.*

MODEL RAILWAYS

THE ART OF MAKING WINE

Penguin *With more than 100,000 copies in print, The Art of Making Wine is by now the definitive step-by-step guide for the serious amateur or beginning winemaker. Experienced vintners Anderson and Hull provide more than fifty recipes for making any kind of fruit. For the adventurous winemaker, they give guidelines for endless experimentation. Table reds, whites, and roses, sparkling wines, sherries, and Madeiras can be made from grapes; while apples, pears, currants, blackberries, apricots, plums, and figs—even bananas and passion fruit—make delicious fruity wines. You can even experiment with dandelions, rose hips, honey, or herbs. The authors provide details on: Starting your home winery without spending a cent—using easy-to-find household items; Choosing and buying fruit, or using specially marketed concentrates or wine bases; Making a yeast starter; do's and don't's of sugar, acid, and temperature control; measuring alcohol content; Equipment for the more sophisticated winemaker, and all you need to know about bottles, barrels, corks, and racks; Common problems—from musty-smelling wine to exploding bottles—and how to solve them. Whether you are a traditionalist looking for new ideas or a beginner who has suddenly acquired a lot of fruit and needs to use it fast, you are certain to find inspiration here.*

IOT PROJECTS WITH BLUETOOTH LOW ENERGY

Packt Publishing Ltd *Use the power of BLE to create exciting IoT applications About This Book Build hands-on IoT projects using Bluetooth Low Energy and learn about Bluetooth 5 and its features. Build a health tracking system, and indoor navigation and warehouse weather monitoring projects using smart devices. Build on a theoretical foundation and create a practice-based understanding of Bluetooth Low Energy. Who This Book Is For If you're an application developer, a hardware enthusiast, or just curious about the Internet of Things and how to convert it into hands-on projects, then this book is for you. Having some knowledge of writing mobile applications will be advantageous. What You Will Learn Learn about the architecture and IoT uses of BLE, and in which domains it is being used the most Set up and learn about various development platforms (Android, iOS, Firebase, Raspberry Pi, Beacons, and GitHub) Create an Explorer App (Android/iOS) to diagnose a Fitness Tracker Design a Beacon with the Raspberry Pi and write an app to detect the Beacon Write a mobile app to periodically poll the BLE tracking sensor Compose an app to read data periodically from temperature and humidity sensors Explore more applications of BLE with IoT Design projects for both Android and iOS mobile platforms In Detail Bluetooth Low Energy, or Bluetooth Smart, is Wireless Personal Area networking aimed at smart devices and IoT applications. BLE has been increasingly adopted by application developers and IoT enthusiasts to establish connections between smart devices. This book initially covers all the required aspects of BLE, before you start working on IoT projects. In the initial stages of the book, you will learn about the basic aspects of Bluetooth Low Energy—such as discovering devices, services, and characteristics—that will be helpful for advanced-*

level projects. This book will guide you through building hands-on projects using BLE and IoT. These projects include tracking health data, using a mobile App, and making this data available for health practitioners; Indoor navigation; creating beacons using the Raspberry Pi; and warehouse weather Monitoring. This book also covers aspects of Bluetooth 5 (the latest release) and its effect on each of these projects. By the end of this book, you will have hands-on experience of using Bluetooth Low Energy to integrate with smart devices and IoT projects. Style and Approach A practical guide that will help you promote yourself into an expert by building and exploring practical applications of Bluetooth Low Energy.

ELECTRICAL SUBMERSIBLE PUMPS MANUAL

DESIGN, OPERATIONS, AND MAINTENANCE

Gulf Professional Publishing *Electrical Submersible Pumps Manual: Design, Operations and Maintenance, Second Edition continues to deliver the information needed with updated developments, technology and operational case studies. New content on gas handlers, permanent magnet motors, and newly designed stage geometries are all included. Flowing from basic to intermediate to special applications, particularly for harsh environments, this reference also includes workshop materials and class-style examples for trainers to utilize for the newly hired production engineer. Other updates include novel pump stage designs, high-performance motors and temperature problems and solutions specific for high temperature wells. Effective and reliable when used properly, electrical submersible pumps (ESPs) can be expensive to purchase and maintain. Selecting the correct pump and operating it properly are essential for consistent flow from production wells. Despite this, there is not a dedicated go-to reference to train personnel and engineers. This book keeps engineers and managers involved in ESPs knowledgeable and up-to-date on this advantageous equipment utilized for the oil and gas industry. Includes updates such as new classroom examples for training and more operational information, including production control Features a rewritten section on failures and troubleshooting Covers the latest equipment, developments and maintenance needed Serves as a useful daily reference for both practicing and newly hired engineers Explores basic electrical, hydraulics and motors, as well as more advanced equipment specific to special conditions such as production of deviated and high temperature wells*

CHAINED TO THE DESK (SECOND EDITION)

A GUIDEBOOK FOR WORKAHOLICS, THEIR PARTNERS AND CHILDREN, AND THE CLINICIANS WHO TREAT THEM

NYU Press *As seen on 20/20, The Early Show, and ABC World News Tonight Americans love a hard worker. The man or woman who works eighteen-hour days and eats his or her meals on the run between appointments is usually viewed with a combination of respect and awe. But for many, this lifestyle leads to family problems, a decline in work productivity, and ultimately to physical and mental collapse. Chained to the Desk, best-selling author and widely respected family*

therapist Bryan E. Robinson's groundbreaking book, originally published in 1998, was the first comprehensive portrait of the workaholic. Thousands benefited from this innovative book, which profiles the myths behind this greatly misunderstood disorder and the inner psychological battle that work addicts wage against themselves. Intended for anyone touched by what Robinson calls "the best-dressed problem of the twenty-first century," the author also provides an inside look into the impact on those who live and work with them —partners, spouses, children, and colleagues—as well as the appropriate techniques for clinicians who treat them. In this new and updated edition, Robinson portrays the many different kinds of workaholism, drawing on hundreds of case reports from his own original research and years of clinical practice. From California to the Carolinas, men and women tell of their agonizing bouts with workaholism and the devastations left in its wake, struggles made all the more challenging in a world where the computer, cell phone, and Blackberry allow twenty-four-hour access to the office, even on weekends and from vacation spots. Adult children of workaholics describe their childhood pain and the lifelong legacies they still carry, and the spouses or partners of workaholics reveal the isolation and loneliness of their vacant relationships. Employers and business colleagues discuss the cost to the company when workaholism dominates the workplace. Chained to the Desk both counsels and consoles. It provides a step-by-step guide to help readers spot workaholism, understand it, and recover. Robinson presents strategies for workaholics and their loved ones on how to cope, and for people in the workplace on how to distinguish between work efficiency and workaholism.

MASTERING MICROSOFT EXCHANGE SERVER 2016

John Wiley & Sons *A bestselling Exchange Server guide, updated for the 2016 release Mastering Microsoft Exchange Server 2016 is the gold-standard reference for system administrators and first-time users alike. Fully updated to align with the latest release, this expert-led guide provides comprehensive coverage and easy-to-follow tutorials for all aspects of Exchange Server installation, configuration, and management. Whether you're migrating from an earlier version or installing Exchange Server for the first time, this book gives you quick access to the answers you need. Step-by-step instructions walk you through planning and design, installation, administration and management, maintenance, and more, so you can get up to speed quickly and get back to work. With a focus on the hands-on details, the Microsoft Certified Masters author team provides practical insight and invaluable guidance on every aspect of Exchange Server 2016, from mastering the basics to leveraging new features. Microsoft Exchange allows access to e-mail, voicemail, and calendars at any time, from almost any device. The 2016 release is designed specifically to appeal to enterprises; if you've been tasked with the implementation, this guide has the information you need. Get up to speed with the latest changes and features Understand server configurations, requirements, installation, and migration Manage mailboxes, groups, connectivity, and the client access server Troubleshoot common issues efficiently and effectively Exchange Server 2016 shifts even more control to the user, freeing administrators to perform more critical tasks. Beefed-up architecture and more centralized functions have eased configuration and*

upgrades, and a robust cloud implementation is expected to draw enterprises sooner rather than later. Systems administrators need to become familiar with the latest changes, and Mastering Microsoft Exchange Server 2016 is the ultimate reference and tutorial.

BGP

BUILDING RELIABLE NETWORKS WITH THE BORDER GATEWAY PROTOCOL

"O'Reilly Media, Inc." *Border Gateway Protocol (BGP) is the routing protocol used to exchange routing information across the Internet. It makes it possible for ISPs to connect to each other and for end-users to connect to more than one ISP. BGP is the only protocol that is designed to deal with a network of the Internet's size, and the only protocol that can deal well with having multiple connections to unrelated routing domains.This book is a guide to all aspects of BGP: the protocol, its configuration and operation in an Internet environment, and how to troubleshooting it. The book also describes how to secure BGP, and how BGP can be used as a tool in combating Distributed Denial of Service (DDoS) attacks. Although the examples throughout this book are for Cisco routers, the techniques discussed can be applied to any BGP-capable router.The topics include: Requesting an AS number and IP addresses Route filtering by remote ISPs and how to avoid this Configuring the initial BGP setup Balancing the available incoming or outgoing traffic over the available connections Securing and troubleshooting BGP BGP in larger networks: interaction with internal routing protocols, scalability issues BGP in Internet Service Provider networks The book is filled with numerous configuration examples with more complex case studies at the end of the book to strengthen your understanding. BGP is for anyone interested in creating reliable connectivity to the Internet.*

LEARNING WEB DESIGN

A BEGINNER'S GUIDE TO HTML, CSS, JAVASCRIPT, AND WEB GRAPHICS

"O'Reilly Media, Inc." *Do you want to build web pages but have no prior experience? This friendly guide is the perfect place to start. You'll begin at square one, learning how the web and web pages work, and then steadily build from there. By the end of the book, you'll have the skills to create a simple site with multicolumn pages that adapt for mobile devices. Each chapter provides exercises to help you learn various techniques and short quizzes to make sure you understand key concepts. This thoroughly revised edition is ideal for students and professionals of all backgrounds and skill levels. It is simple and clear enough for beginners, yet thorough enough to be a useful reference for experienced developers keeping their skills up to date. Build HTML pages with text, links, images, tables, and forms Use style sheets (CSS) for colors, backgrounds, formatting text, page layout, and even simple animation effects Learn how JavaScript works and why the language is so important in web design Create and optimize web images so they'll download as quickly as possible NEW! Use CSS Flexbox and Grid for sophisticated and flexible*

page layout NEW! Learn the ins and outs of Responsive Web Design to make web pages look great on all devices NEW! Become familiar with the command line, Git, and other tools in the modern web developer's toolkit NEW! Get to know the super-powers of SVG graphics

NETWORKING: A BEGINNER'S GUIDE, SIXTH EDITION

McGraw Hill Professional *Current, essential IT networking skills--made easy! Thoroughly revised to cover the latest technologies, this practical resource provides you with a solid foundation in networking fundamentals. Networking: A Beginner's Guide, Sixth Edition discusses wired and wireless network design, configuration, hardware, protocols, security, backup, recovery, and virtualization. You'll also get step-by-step instructions for installing, configuring, and managing Windows Server 2012, Exchange Server 2013, Oracle Linux, and Apache. This is the perfect book for anyone starting a networking career or in need of an easy-to-follow refresher. Understand network cabling, topologies, hardware, and the OSI seven-layer model Connect LANs and WANs Configure network protocols, such as TCP/IP, IPX/SPX, SMTP, DHCP, HTTP, WINS, and more Explore directory services, such as Microsoft's Active Directory, X.400, and LDAP Enable and support remote network access Secure your network and handle backup and disaster recovery Select, install, and manage reliable network servers, including Windows Server 2012, Exchange Server 2013, Oracle Linux, and Apache Manage network workstation computers Design a robust network from the ground up Work with virtualization technologies, such as Hyper-V, VMWare, and Oracle VM VirtualBox*

PROCESS EQUIPMENT MALFUNCTIONS: TECHNIQUES TO IDENTIFY AND CORRECT PLANT PROBLEMS

McGraw Hill Professional *A PRACTICAL GUIDE TO TROUBLESHOOTING PROCESS EQUIPMENT MALFUNCTIONS Process Equipment Malfunctions offers proven techniques for finding and fixing process plant problems and contains details on failure identification. Diagnostic tips, examples, and illustrations help to pinpoint and correct faults in chemical process and petroleum refining equipment. Complex math has been omitted. An essential resource for plant operators and process engineers, this book is based on the author's long career in field troubleshooting process problems. COVERAGE INCLUDES: Distillation tray malfunctions Packed tower problems Distillation tower pressure and composition control Fractionator product stripping Pumparounds Reboiled and steam side strippers Inspecting tower internals Process reboilers--thermosyphon circulation Heat exchangers Condenser limitations Air coolers Cooling water systems Steam condensate collection systems Steam quality problems Level control problems Process plant corrosion and fouling Vapor-liquid separation vessels Hydrocarbon-water separation and desalters Fired heaters--draft and excess O2 Disabling safety systems Vacuum systems and steam jets Vacuum surface condensers Centrifugal pump limitations Steam turbine drivers Centrifugal compressors Reciprocating compressors*

THE ESSENTIAL GUIDE TO TELECOMMUNICATIONS

Prentice Hall *"Annabel Dodd has cogently untangled the wires and switches and technobabble of the telecommunications revolution and explained how the introduction of the word 'digital' into our legislative and regulatory lexicon will affect consumers, companies and society into the next millennium." – United States Senator Edward J. Markey of Massachusetts; Member, U.S. Senate Subcommittee on Communications, Technology, Innovation, and the Internet "Annabel Dodd has a unique knack for explaining complex technologies in understandable ways. This latest revision of her book covers the rapid changes in the fields of broadband, cellular, and streaming technologies; newly developing 5G networks; and the constant changes happening in both wired and wireless networks. This book is a must-read for anyone who wants to understand the rapidly evolving world of telecommunications in the 21st century!" – David Mash, Retired Senior Vice President for Innovation, Strategy, and Technology, Berklee College of Music Completely updated for current trends and technologies, The Essential Guide to Telecommunications, Sixth Edition, is the world's top-selling, accessible guide to the fast-changing global telecommunications industry. Writing in easy-to-understand language, Dodd demystifies today's most significant technologies, standards, architectures, and trends. She introduces leading providers worldwide, explains where they fit in the marketplace, and reveals their key strategies. New topics covered in this edition include: LTE Advanced and 5G wireless, modern security threats and countermeasures, emerging applications, and breakthrough techniques for building more scalable, manageable networks. Gain a practical understanding of modern cellular, Wi-Fi, Internet, cloud, and carrier technologies Discover how key technical, business, and regulatory innovations are changing the industry See how streaming video, social media, cloud computing, smartphones, and the Internet of Things are transforming networks Explore growing concerns about security and privacy, and review modern strategies for detecting and mitigating network breaches Learn how Software Defined Networks (SDN) and Network Function Virtualization (NFV) add intelligence to networks, enabling automation, flexible configurations, and advanced networks Preview cutting-edge, telecom-enabled applications and gear–from mobile payments to drones Whether you're an aspiring network engineer looking for a broad understanding of the industry, or a salesperson, marketer, investor, or customer, this indispensable guide provides everything you need to know about telecommunications right now. This new edition is ideal for both self-study and classroom instruction. Register your product for convenient access to downloads, updates, and/or corrections as they become available.*

DISTANCE EDUCATION FOR TEACHER TRAINING

Routledge *First published in 2002. Routledge is an imprint of Taylor & Francis, an informa company.*