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Macbook How To:

How to Do Everything MacBook Robin Noelle, 2010-08-22 Easy to follow coverage of portable Macs including the MacBook MacBook Pro and MacBook Air How to Do Everything MacBook strongly emphasizes the portability and other unique features of the laptop versions of the Mac examining ports and jacks discussing user accounts and privacy managing multiple network connections using MobileMe to stay synched etc It also explores the activities laptop users most often perform such as productivity entertainment and communication Tasks and activities are broken down into simple to follow directions and highlighted with clear graphics to make everything easy to understand Tips and tricks for getting the most out of the latest versions of the built in software including the new versions of iLife and iWork are also included As a travel writer the author understands the needs of mobile computer users She covers battery management and power connectivity working online using VoIP and maintaining and troubleshooting the MacBook How to Do Everything MacBook Draws on author s personal experience as a writer who travels providing tips and tricks for getting the best out of the MacBook on the road Contains accurate and up to date product information on latest versions of Mac OS X and iWork iLife applications Explains the differences between the MacBook MacBook Pro and MacBook Air Complete MacBook coverage The Wonderful World of MacBook Taming the MacBook Trackpad Keyboard Mouse and More Power Struggle Battery and Power Management Ports and Jacks Where They Are and What They Do Trading Spaces Getting your Desktop Organized Hide and Seek Navigating your MacBook A Home of One s Own User Accounts Personal Style Customizing your MacBook Surf s Up Connecting to the Web Staying in Touch eMail Chatting Video and More Discovering MobileMe Anything Windows Can Do Mac Can Do Better Running Windows Programs But Wait There s More MacBook Application Basics Your Virtual Office iWork for Productivity and Office Software Creative Spaces iLife for Photos Movies Music and Websites Leisure Time Games Music and Movies Under the Hood Tune Ups and Basic Maintenance Troubleshooting Your MacBook

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Dwight Spivey, 2012-12-07 Unleash the power of OS X Mountain Lion Maximize the amazing features packed into the latest release of Apple's cutting edge desktop operating system With coverage of the iMac MacBook MacBook Air and Mac mini How to Do Everything Mac OS X Mountain Lion shows you how to set up and customize your machine for peak performance Find out what's new such as Messages the Notification Center Reminders and more Networking hardware security and troubleshooting are fully explained in this hands on guide Manage system preferences Interact with your Mac using Multi Touch gestures Launch apps and utilities from Launchpad Manipulate open items with Mission Control Connect to the Internet and surf with Safari Video chat with FaceTime Download content from the App Store Stay in touch on schedule and organized with Mail Contacts Calendar Messages Notes and Reminders Use iWork for word processing spreadsheets and presentations Enjoy multimedia with QuickTime iPhoto iTunes and iMovie Use iCloud to sync data with your iPod iPad and iPhone Set up a wired or wireless network Connect external devices via USB and FireWire Troubleshoot tune and back up your Mac

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How to Write and Present Technical Information Charles H. Sides, 2017-09-15 Thoroughly updated to discuss the use of tools such as Skype and social media this concise volume shows how effective communication via written text and spoken presentations can positively impact project management in professional environments Professional communications are the information product of all organizations and businesses Based on that premise this book offers communications strategies that will benefit any organization that disseminates technical information in house and or to customers The popular work provides easy to understand and apply guidelines for designing and writing effective technical documents as well as other related communications What makes this new edition especially valuable is that it maintains the quality of information that distinguished the previous editions but is now updated to encompass current technology and trends including today's prevalent communication tools such as social media The book begins by looking at skills common to all technical writing and offering general advice on designing and writing reports Next is a discussion of specific types of reports along with common problems and issues writers face Finally the work overviews other forms of communications such as professional presentations The updated material also considers the growing importance of interviews and focus groups as information gathering tools the influence of visual rhetoric and the use of technologies such as Skype and webinars

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