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Get your wiring project done right the first time with site-tested advice from the pros. The most comprehensive reference for homeowners are available, Wiring Complete is filled with trade secrets only a pro would know, as well as detailed instructions and over 800 photos and drawings that show every step. During and after the English civil wars, between 1640 and 1690, an unprecedented number of manuals teaching cryptography were published, almost all for the general public. While there are many surveys of cryptography, none pay any attention to the volume of manuals that appeared during the seventeenth century, or provide any cultural context for the appearance, design, or significance of the genre during the period. On the contrary, when the period's cryptography writings are mentioned, they are dismissed as esoteric, impractical, and useless. Yet, as this book demonstrates, seventeenth-century cryptography manuals show us one clear beginning of the capitalization of information. In their pages, intelligence—as private message and as mental ability—becomes a central commodity in the emergence of England's capitalist media state. Publications boasting the disclosure of secrets had long been popular, particularly for English readers with interests in the occult, but it was during these particular decades of the seventeenth century that cryptography emerged as a permanent bureaucratic function for the English government, a fashionable activity for the stylish English reader, and a respected discipline worthy of its own genre. These manuals established cryptography as a primer for intelligence, a craft able to identify and test particular mental abilities deemed "smart" and useful for England's financial future. Through close readings of five specific primary texts that have been ignored not only in cryptography scholarship but also in early modern literary, scientific, and historical studies, this book allows us to see one origin of disciplinary division in the popular imagination and in the university, when particular broad fields—the sciences, the mechanical arts, and the liberal arts—came to be viewed as more or less profitable. This extensively revised second edition of the text discusses the management of various aspects of the professional life of newly qualified urologists as well as more experienced urologists. It features clear, easy-to-read chapters covering various topics, including clinical and surgical patient care, administrative duties, and research in today's hectic practice environment. New topics covered include how to manage an operating theater, telemedicine and how to manage crisis situations. Lessons acquired from the authors experiences of the COVID-19 Pandemic are also detailed. Navigating Organized Urology: A Practical Guide systematically presents a range of practical strategies for a successful transition from trainee to practicing urologist, while also offering more experienced urologists a fresh perspective on efficient management and successful adaptation of their practices for the modern age. Over 1,600 total pages ... 14097 FIRE CONTROLMAN SUPERVISOR Covers Fire Controlman supervisor responsibilities, organization, administration, inspections, and maintenance; supervision and training; combat systems, subsystems, and their maintenance; and weapons exercises. 14098 FIRE CONTROLMAN, VOLUME 01, ADMINISTRATION AND SAFETY Covers general administration, technical administration, electronics safety, and hazardous materials as they pertain to the FC rating. 14099A FIRE CONTROLMAN, VOLUME 02--FIRE CONTROL SYSTEMS AND RADAR FUNDAMENTALS Covers basic radar systems, fire control systems, and radar safety as they relate to the Fire Controlman rating. 14100 FIRE CONTROLMAN, VOLUME 03--DIGITAL DATA SYSTEMS Covers computer and peripheral fundamentals and operations, configurations and hardware, operator controls and controlling units, components and circuits, central processing units and buses, memories, input/output and interfacing, instructions and man/machine interfaces, magnetic tape storage, magnetic disk storage, CD-ROM storage, printers, data conversion devices, and switchboards. 14101 FIRE CONTROLMAN, VOLUME 04--FIRE CONTROL MAINTENANCE CONCEPTS Introduces the Planned Maintenance System and discusses methods for identifying and isolating system faults, liquid cooling systems used by Fire Controlmen, battery alignment (purpose, equipment, and alignment considerations), and radar collimation. 14102 FIRE CONTROLMAN, VOLUME 05--DISPLAY SYSTEMS AND DEVICES Covers basic display devices and input devices associated with Navy tactical data systems as used by the FC rating. 14103 FIRE CONTROLMAN, VOLUME 06--DIGITAL COMMUNICATIONS Covers the fundamentals of data communications, the Link-11 and Link-4A systems, and local area networks. 14104A FIREMAN Provides information on the following subject areas: engineering administration; engineering fundamentals; the basic steam cycle; gas turbines; internal combustion engines; ship propulsion; pumps, valves, and piping; auxiliary machinery and equipment; instruments; shipboard electrical equipment; and environmental controls. Over 1,300 total pages .... 14086A Electronics Technician, Volume 1 Safety and Administration 'This is the first volume in the ET Training Series. Covers causes and prevention of mishaps, handling of hazardous materials; identifies the effects of electrical shock; purpose of the tag-out bill and personnel responsibilities, documents, and procedures associated with tag out; and identifies primary safety equipment associated with ET work. Provides an overview of general and technical administration and logistics. Included are descriptions of forms and procedures included in the Maintenance Data System (MDS) and publications that should be included in a ship's technical library. Also included is a basic description of the Naval Supply System and COSAL. This volume combines the previous ET volumes 1 & 2 and has been updated. 14087 ELECTRONICS TECHNICIAN, VOLUME 02--ADMINISTRATION OBSOLETE: no further enrollments allowed. Provides an overview of general and technical administration and logistics. Included are descriptions of forms and procedures included in the Maintenance Data System (MDS) and publications that should be included in a ship's technical library. Also included is a basic description of the Naval Supply System and COSAL. 14088 ELECTRONICS TECHNICIAN, VOLUME 03--COMMUNICATIONS SYSTEMS Provides operations-related information on Navy communications systems including SAS, TEMPEST, satellite communications, Links 11, 4-A, and 16, the C2P system, and a basic introduction to local area networks (LANs). 14089 ELECTRONICS TECHNICIAN, VOLUME 04--RADAR SYSTEMS Provides a basic introduction to air search, surface search, ground-controlled approach, and carrier controlled approach RADAR systems. Included are basic terms associated with RADAR systems, descriptions of equipment that compose the common systems, descriptions of RADAR interfacing procedures and equipment, and primary radar safety topics. 14090 ELECTRONICS TECHNICIAN, VOLUME 05--NAVIGATION SYSTEMS Introduces the primary navigation systems used by U.S. Navy surface vessels. It provides a basic introduction to and explanation of the Ship's Inertial Navigation System (SINS), the U.S. Navy Navigation Satellite System (NNSS), and the NAVSTAR Global Positioning System (GPS) and associated equipment. It then provides an introduction to and explanation of the Tactical Air Navigation system (TACAN) and its associated equipment. The information provided is written at an introductory level and is not intended to be used by technicians for diagnoses or repairs. 14091 ELECTRONICS TECHNICIAN, VOLUME 06--DIGITAL DATA SYSTEMS Covers the following subject matter on computers and peripherals: fundamentals and operations, configurations and hardware, operator controls and controlling units, components and circuits, central processing units and buses, memories, input/output and interfacing, instructions and man/machine interfaces, magnetic tape storage, magnetic disk storage, CD-ROM storage, printers, data conversion devices and switchboards. 14092 ELECTRONICS TECHNICIAN, VOLUME 07--ANTENNAS AND WAVE PROPAGATION Covers a basic introduction to antennas and wave propagation. It includes discussions about the effects of the atmosphere on rf communications, the various types of communications and radar antennas in use today, and a basic discussion of transmission lines and waveguide theory. 14093 ELECTRONICS TECHNICIAN, VOLUME 08--SUPPORT SYSTEMS Provides a basic introduction to support systems: liquid cooling, dry air, ac power distribution, ship's input, and information transfer. It includes discussions on configuration, operation and maintenance of these systems. Searchable electronic version of print product with fully hyperlinked cross-references. This book investigates how the internet is being used as a tool for comprehensively modernizing local government Technology is changing the way we do business, the way we communicate with each other, and the way we learn. This new edition is intended to help technical writers, graphic artists, engineers, and others who are charged with producing product documentation in the rapidly changing technological world. While preserving the basic guidelines for developing manuals and warnings presented in the previous edition, this new edition offers new material as well, including a much-expanded section on hazard analysis. Features Provides more explicit guidance on conducting a hazard analysis, including methods and documentation Offers in-depth discussion of digital platforms, including video, animations, and even virtual reality, to provide users with operating instructions and safety information Incorporates current research into effective cross-cultural communication—essential in today's global economy Explains new US and international standards for warning labels and product instructions Presents expanded material on user analysis, including addressing generational differences in experience and preferred learning styles Writing and Designing Manuals and Warnings, Fifth Edition explores how emerging technologies are changing the world of product documentation from videos to virtual reality and all points in between. This handbook examines the development and use of manuals to guide and support systemic couples and family therapies. It addresses the process of manualizing, providing a secure base for therapist creativity rather than delineating prescriptive procedures. The volume addresses therapist and trainer concerns by demonstrating the value of sufficiently articulating clinical and teaching models to inform colleagues of what actually occurs during therapy. The book describes the history, value, and controversies of manuals. In addition, it explores issues and experiences in the creation of manuals, identifies research issues related to the use and evaluation of manuals, and addresses training as a context for the application of treatment manuals. Key areas of coverage include: Reports of experiences with major, internationally established manuals, formulations of innovative practices by their developers, and specifications of training programs. Discussion of the various formats of manuals, demonstrating their benefit and transportability across different contexts. Surveys of a broad selection of manuals, creating a flexible and diversified concept of what forms manuals may take. Essential guidance for using manuals, which is an indispensable step for the field to progress and to claim to health resource commissioning, governments and insurance agencies that the systemic practice is evidence based and effective. The Handbook of Systemic Approaches to Psychotherapy Manuals is an essential resource for researchers, professors, and graduate students as well as clinicians and related therapists and professionals in clinical psychology, family studies, public health, social work, psychotherapy, child and adolescent psychology and all interrelated disciplines. This step-by-step, highly visual text provides a comprehensive introduction to managing and maintaining computer hardware and software. Written by best-selling author and educator Jean Andrews, A+ Guide to IT Technical Support, 9th Edition closely integrates the CompTIA+ Exam objectives to prepare you for the 220-901 and 220-902 certification exams. The new Ninth Edition also features extensive updates to reflect current technology, techniques, and industry standards in the dynamic, fast-paced field of PC repair and information technology. Each chapter covers both core concepts and advanced topics, organizing material to facilitate practical application and encourage you to learn by doing. The new edition features more coverage of updated hardware, security, virtualization, new coverage of cloud computing, Linux and Mac OS, and increased emphasis on mobile devices. Supported by a wide range of supplemental resources to enhance learning with Lab Manuals, CourseNotes online labs and the optional MindTap that includes online labs, certification test prep and interactive exercises and activities, this proven text offers students an ideal way to prepare for success as a professional IT support technician and administrator. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Practical Guidance on the Efficient Development of High-Quality Software Introduction to Software Engineering, Second Edition equips students with the fundamentals to prepare them for satisfying careers as software engineers regardless of future changes in the field, even if the changes are unpredictable or disruptive in nature. Retaining the same organization as its predecessor, this second edition adds considerable material on open source and agile development models. The text helps students understand software development techniques and processes at a reasonably sophisticated level. Students acquire practical experience through team software projects. Throughout much of the book, a relatively large project is used to teach about the requirements, design, and

coding of software. In addition, a continuing case study of an agile software development project offers a complete picture of how a successful agile project can work. The book covers each major phase of the software development life cycle, from developing software requirements to software maintenance. It also discusses project management and explains how to read software engineering literature. Three appendices describe software patents, command-line arguments, and flowcharts. Resource added for the Automotive Technology program 106023. A step-by-step guide to creating accurate, comprehensive, and easy to understand operations and maintenance manuals. From defining the audience to producing a hardcopy or online manual, the author draws on his years of experience to explain the process from start to finish. This guide is required reading for the facility operator, maintenance technician, training coordinator, and manager; those who must have the necessary tools and information to create O&M manuals that are clear, concise, and written at the level of the staff involved in the day-to-day operations and maintenance of the facility. This book, which includes valuable sample manual sections, covers such topics as overall organization, defining the level of detail, standard operating procedures, developing a style guide, developing HTML-based manuals, and placing and viewing CAD drawings online. We are extremely pleased to present a comprehensive book comprising a collection of research papers which is basically an outcome of the Second IFIP TC 13.6 Working Group conference on Human Work Interaction Design, HWID2009. The conference was held in Pune, India during October 7–8, 2009. It was hosted by the Centre for Development of Advanced Computing, India, and jointly organized with Copenhagen Business School, Denmark; Aarhus University, Denmark; and Indian Institute of Technology, Guwahati, India. The theme of HWID2009 was Usability in Social, C- tural and Organizational Contexts. The conference was held under the auspices of IFIP TC 13 on Human–Computer Interaction. 1 Technical Committee TC13 on Human–Computer Interaction The committees under IFIP include the Technical Committee TC13 on Human–Computer Interaction within which the work of this volume has been conducted. TC13 on Human–Computer Interaction has as its aim to encourage theoretical and empirical human science research to promote the design and evaluation of human-oriented ICT. Within TC13 there are different working groups concerned with different aspects of human– computer interaction. The flagship event of TC13 is the bi-annual international conference called INTERACT at which both invited and contributed papers are presented. Contributed papers are rigorously refereed and the rejection rate is high. Computer and microprocessor architectures are advancing at an astounding pace. However, increasing demands on performance coupled with a wide variety of specialized operating environments act to slow this pace by complicating the performance evaluation process. Carefully balancing efficiency and accuracy is key to avoid slowdowns, and such a balance can be achieved with an in-depth understanding of the available evaluation methodologies. Performance Evaluation and Benchmarking outlines a variety of evaluation methods and benchmark suites, considering their strengths, weaknesses, and when each is appropriate to use. Following a general overview of important performance analysis techniques, the book surveys contemporary benchmark suites for specific areas, such as Java, embedded systems, CPUs, and Web servers. Subsequent chapters explain how to choose appropriate averages for reporting metrics and provide a detailed treatment of statistical methods, including a summary of statistics, how to apply statistical sampling for simulation, how to apply SimPoint, and a comprehensive overview of statistical simulation. The discussion then turns to benchmark subsetting methodologies and the fundamentals of analytical modeling, including queuing models and Petri nets. Three chapters devoted to hardware performance counters conclude the book. Supplying abundant illustrations, examples, and case studies, Performance Evaluation and Benchmarking offers a firm foundation in evaluation methods along with up-to-date techniques that are necessary to develop next-generation architectures. Exploring the increasing impact of the Internet on Muslims around the world, this book sheds new light on the nature of contemporary Islamic discourse, identity, and community. The Internet has profoundly shaped how both Muslims and non-Muslims perceiv Aesthetics isn't the only thing that you should be striving for when you design a template. When creating technical documentation, such as user manuals and online help systems, usability, readability, and simplicity are just as crucial. The design must please the eye and at the same time communicate the content clearly. Paragraph styles and character styles should be efficient to use when writing the document. The layout process should be automated as much as possible. As user assistance documents are frequently updated, an automated layout process is much more important here than in other kinds of books. For example, when you insert a new paragraph into a document, this shouldn't result in you having to manually tweak all subsequent page breaks-not to mention page numbers, cross-references, the table of contents, and the index. Setting up templates and style sheets that are efficient to use when creating and updating a document requires a lot of experience in technical writing. The rules presented in this book are the essence of this experience. All chapters provide various examples that you can use for inspiration and as starting points for your own designs. Topics covered: Layout basics; Setting the type area; Choosing fonts and spacing; Avoiding manual formatting; Creating semantic styles; Organizing styles hierarchically; Recommended screen layouts; Recommended page layouts; Recommended table designs; Recommended paragraph styles; Recommended character styles. Audience: technical writers, developers, marketing professionals, product managers, designers. Find your next career with COMPARATIVE HEALTH INFORMATION MANAGEMENT, 4e. Updated for the fourth edition, this book explores a variety of professional settings where opportunities abound, including hospitals, ambulatory clinics and medical offices, veterinary practices, home health, long-term care, and correctional facilities, as well as emerging practice areas in consulting and cancer registry. Focused on the challenges of managing and protecting the flow of information across sites, chapters introduce the health care system today, and then delve into specifics of the many HIM roles available to you, enhancing discussions with key terms, self-test questions, web links, and more to add meaning to concepts. Additional features include realistic case studies to help you solve problems, and new "Professional Spotlight" vignettes for an inside view of actual professionals in their HIM careers. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Users want manuals that are easy to read, with short sentences, simple words, and unambiguous instructions. Unfortunately, writing plain language is much more difficult than writing overblown instructions that only an expert can understand. Writing complex texts is simple-writing simple texts is complex. This book shows you how to write simple user assistance rather than complex user annoyance. As it's a book about stating your message clearly, it also states its own messages clearly. It's free of boring theory and free of highbrow grammar terms and gives you clear recommendations and catchy examples that you can easily remember and apply to your own work. Topics covered: General technical writing principles that make your texts plain, simple, and easy to understand; On the topic level: Rules for writing "Concept topics," "Task topics," and "Reference topics."; On the paragraph level: Rules for writing the standard elements that form a topic, such as headings, subheadings, procedures, lists, tables, warnings, notes, tips, examples, cross-references, and links; On the sentence level: Rules for building plain and unambiguous sentences; On the word level: Recommendations for using simple words; Spelling and punctuation FAQ; Grammar and word choice FAQ; Standard terms and phrases. Audience: technical writers, developers, marketing professionals, product managers. Even the best information is worthless if users can't find it. Providing user-friendly structure and navigation is just as important as providing well-written content. However, structuring user assistance isn't as simple and obvious as it may seem. If you think that your document structure should follow the structure of your product's components and functions: You're wrong. If you think that the type of document that you prefer is the same type of document that your clients prefer: You're wrong. If you think that all the information that you have is important: You're also wrong. This book tells you how to structure, index, and link your documents so that readers actually find the information that your documents contain. Topics covered: General structuring principles that all structural decisions have in common. Choosing media: Should you provide a printed or printable user manual (PDF), online help, or both? What information should go into the user manual, and what information should go into online help? Which help format should you use? Can context-sensitive help calls be implemented? Should you provide interactive features and social features? Planning documents: Should you put all information into one document, or should you supply several user manuals for specific purposes and user groups? How should you name your documents? Planning document sections: What are the major sections that your documents should consist of? Are there any standard sections that you shouldn't forget? Planning topics: What types of information do your clients need? How should you build and name the individual topics within the document? Planning the order of sections and topics: How should you organize the sections and topics within your documents? What comes first? What comes later? Planning navigation: Which navigational devices should you provide in printed documents and in online help systems? Where should you provide links or cross-references and where not? Audience: Technical writers Developers Marketing professionals Product managers Twenty-five years ago, how many people were thinking about the internet on a daily basis? Now you can find everything, including technical and instruction manuals, online. But some things never change. Users still need instructions and warnings to guide them in the safe and proper use of products. Good design, clear instructions and warnings, place AMPHIBIOUS WARFARE LETTER OF PROMULGATION This curriculum guide builds upon the work of many contributors. Intellectual rigor and academic standards demand that the full scope of amphibious warfare be encompassed rather than the tracing of Marine Corps History emphasizing the landings of the Great Pacific War which had forged our modern Corps. The present course structure and content reflect the determination that (1) the history of amphibious warfare remains a valid intellectual endeavor; (2) its scope greatly exceeds the study of the U.S. Marine Corps; and (3) a historical survey of amphibious warfare is best approached from a "Maneuver Warfare" perspective, exploring the various levels of war and their impact on each battle. The levels of war would include the political, strategic, operational, and tactical/technical. This construct of classes will also prepare students to become critical thinkers of warfare, and thus better prepare them for future commissioned service to the Marine Corps. Instructors are cautioned to observe that this manual contains lesson guides, not lesson plans. Instructors must devote time for serious background reading in recommended literature, course texts, and contemplation of a conceptual approach that will capture the imagination of their students. Another important objective of this course must be to stimulate original thought and persistent interest on the part of the student. PROFESSIONAL CORE COMPETENCY OBJECTIVES The primary objectives of this course are to provide prospective merchant marine officers a basic understanding of their role in our national security and to familiarize them with the basic principles and procedures for operating amerchant ship as a naval or military auxiliary in a wartime convoy or independent sailing situation. How can you make your bookkeeping workflow smoother and faster? Simple. With this Missing Manual, you're in control: you get step-by-step instructions on how and when to use specific features, along with basic bookkeeping and accounting advice to guide you through the learning process. Discover new and improved features like the Insights dashboard and easy report commenting. You'll soon see why this book is the Official Intuit Guide to QuickBooks 2015. The important stuff you need to know: Get started fast. Quickly set up accounts, customers, jobs, and invoice items. Follow the money. Track everything from billable and unbillable time and expenses to income and profit. Keep your company financially fit. Examine budgets and actual spending, income, inventory, assets, and liabilities. Gain insights. Open a new dashboard that highlights your company's financial activity and status the moment you log in. Spend less time on bookkeeping. Create and reuse bills, invoices, sales receipts, and timesheets. Find key info. Use QuickBooks' Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers. People who use software manuals want to get something done. Procedural information directly supports this goal, but the use of declarative information in manuals has often been under discussion. Current research gives rise to the expectation that manual users tend to skip declarative information most of the time. Also, no effects of declarative information in software manuals have yet been found. In this study, information use and information effects in software manuals are investigated in three experiments, thereby taking different user types, different task types and different information arrangements into account. A new technique was applied: the click&read method. This technique enables the software user to use the manual and carry out software tasks at the same time while information selection and times are recorded automatically in logfiles. For the first time, quantitative data are presented about the amounts of procedural and declarative information that were selected and the times that were spent using these information types. Although procedural information is selected more often and used longer, declarative information appears to be a substantial part of the information selection. Moreover, the results show that using declarative information positively affects performance on future tasks, performance on reasoning tasks and factual knowledge. Designed for translators and other professional linguists, this work attempts to clarify, explain and exemplify the impact that computers have had and are having on their profession. The book concerns machine translation, computer-aided translation and the future of translation and the computer. Twenty-five years ago, how many people were thinking about the internet on a daily basis? Now you can find everything, including technical and instruction manuals, online. But some things never change. Users still need instructions and warnings to guide them in the safe and proper use of products. Good design, clear instructions and warnings, placement of graphics, all the traditional elements hold true whether designing for print or online materials. And technical writers still need those two most valuable commodities—time and information—to do their jobs well. Another constant, Writing and Designing Manuals and Warnings, now in its fourth edition, offers real-world guidance based on real-world know-how for the development of product documentation. See What's New in the Fourth Edition: New organization to clarify the principles of manual and warning development Coverage of the digital revolution and the global marketplace Expanded section on product safety and warnings Information on international standards for warnings Backed by Research and Collective Experience Drawn from the collective experience of hundreds of technical writers, graphic artists, and product safety engineers, along with the author's nearly 30 years of experience helping companies improve instructions and warnings, this how-to book covers every aspect of developing state-of-the-art product manuals and safety warnings. Filled with examples that show how good manuals and effective warnings can add value to your company's products and build repeat business, while at the same time reducing liability exposure, the text demonstrates how to create manuals that give products a competitive edge and improve customer satisfaction. Solidly grounded in research, but not a stuffy academic treatise, this down-to-earth, practical book is a survival guide for writers in the real world of short deadlines and tight budgets. Use Your iPad to Simplify, De-Clutter, Improve, and De-Stress Your Life! Your iPad. You already know it's fun. But did you know it can save you hours every single week? Did you know it can help you get rid of clutter, annoyances, and stress—both paper and digital? Do you know the tricks and shortcuts for doing more with your iPad than you ever did with your PC or Mac? With The Ultimate iPad, you will—and it'll be easy! One simple step at a time, James Floyd Kelly will help you pick and use the best apps and services to pull together all your content, media, and knowledge: email, Internet, books, movies, TV, personal and work

documents, magazines, financial data, and more. Packed with large full-color photos, The Ultimate iPad teaches dozens of amazingly useful techniques you won't find in any other iPad book. You'll discover how to: Totally de-clutter yourself in less than 30 days Use Evernote to organize all your documents on your iPad Set up your "always-available" cloud storage service with 30x to 50x or even unlimited storage space Store your DVD movies in the cloud for anytime/anywhere viewing Inexpensively and legally convert your existing print library to digital Use Dropbox for file transfers and other tasks iTunes can't handle Get rid of print magazine stacks and make your magazines searchable Automate home security with low-cost webcams and your iPad Build a personal reference library with the GoodReader and Pocket apps: never lose a web article again Store an official digital signature you can add to any PDF document Set up Quick-Fix shortcuts that deliver the information you want right now—even if you're offline Create a painless backup system that really works for you—finally! Cataloging Collaborations and Partnerships provides the reader with many examples of successful methods in which libraries have collaborated with each other to achieve common goals. Addressing a variety of cataloging and managerial challenges in national, public, academic, and international libraries and other organizations, it will be enlightening to readers who are investigating new ways of meeting their patrons' needs. The collaborative efforts described in this book fall into a number of broad categories: cooperative cataloging and authority initiatives, cataloging partnerships, merging and migrating online catalogs, development of training and documentation, and collaborative approaches to special projects. Included are four chapters that address collaborative projects in Europe, the West Indies, the Galapagos Islands, and South Sudan. Catalogers, managers and administrators will find inspiration in these important, and in some cases, historic collaborations. They will understand how collaborations and partnerships in cataloging will help them achieve more by sharing resources and expertise, sharing the burden of new projects and initiatives, and fostering innovation and new ways of thinking. This book was published as a triple special issue of Cataloging and Classification Quarterly. This textbook was inspired by an undergraduate elective course given on virtual organizations and technology. The instructor could not find a suitable text that covered both the organizational and technological aspects including examples based on today's industry. Other books were either too strategic or too technical for an audience of undergraduate business and technology students who were to use the book. But why was that the case? For the same reason that business and IT people in industry tended not to speak the same "language": indeed, the integration of technology into business strategy has been a recent occurrence, and traditional strategy issues have been decided too high in the organizational structure while technology was too detailed in tactical implementation. With the Internet and the advent of e-commerce, m-commerce, and c-commerce (and the other letters of the alphabet soon to follow), business and technology finally started to become closer, and the interest in technology as an enabler for strategic business decision-making evolved into a mainstream concept. How are we defining a virtual organization? Most definitions of the concept of virtual organizations start with stating that it is "a network between organisations or individuals . . . ". The Oxford Concise Dictionary defines 'virtual' as: "that is such/or practical purposes, though not in name or according to a strict definition. " An organization may be thought of as a number of individuals systematically united for some end or work. A survival guide for writers in the real-world, Writing and Designing Manuals, Third Edition has become a standard reference for technical writers and editors. Readable and practical, it addresses all aspects of manual development from choosing a format to writing effective warnings. Not limited to text elements, the manual also provides guidance for designing illustrations to complement the text and underscore the safety warnings. The completely revised and updated Third Edition includes: Þ Current materials on desktop publishing Þ Alternative media such as videos, CD-ROMs, and on-line help Þ The impact of new technology such as CD-ROMs and digital cameras on manual design and production Þ New regulations for products sold overseas Þ Impact of the Internet on manual design Gone are the days when a manual might be a few pages of typewritten text. Thanks to the advances in computer technology, even tiny companies can produce slick, professional publications. Writing and Designing Manuals, Third Edition guides you through the messy, complex, frustrating, and fascinating business of producing manuals. Succeed in the course, your future career, and the ASE A3 Manual Drive Train and Axles certification test with TODAY'S TECHNICIAN: MANUAL TRANSMISSIONS & TRANSAXLES, 6e. You'll find practical, easy-to-understand coverage of a wide range of must-know topics that adhere the 2013 ASE Education Foundation AST/MAST program standards, including dual clutch systems, various limited-slip differential designs, six-speed transmissions, safe work practices, and more. Volume I, the Classroom Manual, covers every topic on the ASE A3 Manual Drive Train and Axles certification test, while Volume II, the Shop Manual, includes job sheets that get you involved in performing hands-on service and repair tasks. In addition, detailed full-color photos show you what to expect when performing a procedure on the job. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Translating technical documentation, such as user manuals, online help, and other forms of user assistance, is fundamentally different from translating other documents. For example, using rich and diverse language, which can make a novel or sales brochure more interesting, can make a user manual just incomprehensible. When translating technical documentation, you should understand how its writers have designed the document for clearness and simplicity. Only then can your translation reflect the same principles and achieve the same high level of quality. This book provides you with a compilation of the basic technical writing rules that every trained technical writer follows. If you adhere to the same principles in your translations, it's almost guaranteed that both the writers (your clients) and the readers (your clients' clients) will be pleased with the quality of your work. Topics covered: General rules for writing in a simple, concise, and unambiguous way. Rules on the sentence level, such as rules for sentence length, sentence structure, word order, repetitions, syntactic cues, and more. Rules on the word level, such as rules for finding short, simple, common words, using strong verbs, and avoiding overblown and filler words. FAQ on grammar and word choice that often arise when writing technical documentation. 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