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Do you want to improve your ability to use Microsoft Word? Do you want to waste less time compiling documents thanks to the automatic functions of Microsoft Word? Scroll up and click the "Buy Now" button to boost your professional career! The author of Mastering CorelDRAW presents a comprehensive desktop publishing guide to converting and using graphic files. Original. The ABZZ word code system is a method that can be used to convert any given number to word code equivalents. With this method, any given number from zero to zillion can be converted to word codes. The principles of this method are explained in this book. This book also contains a thesaurus that gives two examples of easily derivable and meaningful word code equivalents of every number from 0 to 9,999. It is a forerunner to a proposed online thesaurus that would list word code alternatives of every number from zero to one billion (0–1,000,000,000). For centuries, people have been attracted to the idea of converting numbers to words. One of the major advantages of this is that people would be able to find meaningful word names for phone numbers, passwords, pin numbers, log-in numbers, access codes, etc. Other advantages include the ability to generate prospective number codes based on any words of your choice. Numerous other advantages and uses are elaborated in this book. Word code systems for numbers devised over the centuries have been cumbersome and difficult to use. This has limited their use in everyday life. The ABZZ word code system introduces a new, simpler, and user-friendly system of converting any given numbers to words and vice versa. The principles of the system can be mastered in a few minutes. Regular usage would engrain it as one of our basic thinking processes. The ABZZ is an idea whose time has come. This book deals with a topical issue relating to the use of script in Japan, one which has the potential to reshape future script policy through the mediation of both orthographic practices and social relations. It tells the story of the impact of one of the most significant technological breakthroughs in Japan in the latter part of this century: the invention and rapid adoption of word-processing technology capable of handling Japanese script in a society where the nature of that script had previously mandated handwriting as the norm. The ramifications of this technology in both the business and personal spheres have been wide-ranging, extending from changes to business practices, work profiles, orthography and social attitudes to writing through to Japan's ability to construct a substantial presence on the Internet in recent years. Chapter 7. Case Study : Comparing Twitter Archives; Getting the Data and Distribution of Tweets; Word Frequencies; Comparing Word Usage; Changes in Word Use; Favorites and Retweets; Summary; Chapter 8. Case Study : Mining NASA Metadata; How Data Is Organized at NASA; Wrangling and Tidying the Data; Some Initial Simple Exploration; Word Co-occurrences and Correlations; Networks of Description and Title Words; Networks of Keywords; Calculating tf-idf for the Description Fields; What Is tf-idf for the Description Field Words?; Connecting Description Fields to Keywords; Topic Modeling. Creative professionals seeking the fastest, easiest, most comprehensive way to learn InDesign CS6 choose Adobe InDesign CS6 Classroom in a Book from the Adobe Creative Team. The 16 project-based lessons show readers step-by-step the key techniques for working with InDesign CS6. Readers learn what they need to know to create engaging page layouts using InDesign CS6. This completely revised CS6 edition covers the new tools for adding PDF form fields, linking content, and creating alternative layouts for digital publishing. The companion CD includes all the lesson files that readers need to work along with the book. This

thorough, self-paced guide to Adobe InDesign CS6 is ideal for beginning users who want to master the key features of this program. Readers who already have some experience with InDesign can improve their skills and learn InDesign's newest features. "The Classroom in a Book series is by far the best training material on the market. Everything you need to master the software is included: clear explanations of each lesson, step-by-step instructions, and the project files for the students." –Barbara Binder, Adobe Certified Instructor, Rocky Mountain Training Classroom in a Book®, the best-selling series of hands-on software training workbooks, helps you learn the features of Adobe software quickly and easily. Classroom in a Book offers what no other book or training program does—an official training series from Adobe Systems Incorporated, developed with the support of Adobe product experts. All of Peachpit's eBooks contain the same content as the print edition. You will find a link in the last few pages of your eBook that directs you to the media files. Helpful tips: If you are able to search the book, search for "Where are the lesson files?" Go to the very last page of the book and scroll backwards. You will need a web-enabled device or computer in order to access the media files that accompany this ebook. Entering the URL supplied into a computer with web access will allow you to get to the files. Depending on your device, it is possible that your display settings will cut off part of the URL. To make sure this is not the case, try reducing your font size and turning your device to a landscape view. This should cause the full URL to appear. "Mac OS8: Visual QuickStart Guide" covers the features introduced in Mac OS 7.6, demonstrating the revised System Software Installer, Extensions Manager, OpenDoc Essentials Kit, Cyberdog (OpenDoc on the Internet), Open Transport, and more. Seasoned author Maria Langer illustrates new file management techniques, the new undo command, revised menus, and improved multitasking. The Smashwords Style Guide has helped indie authors produce and publish over 65,000 high-quality ebooks. Over 100,000 copies downloaded in three years! The most comprehensive guide to Microsoft Word 2016 If you're a professional who uses Word, but aren't aware of its many features or get confused about how they work best, Word 2016 For Professionals For Dummies answers all your burning questions about the world's number-one word processing software. Offering in-depth coverage of topics you won't find in Word 2016 For Dummies, this guide focuses on the professional's needs, giving you all you need to know not only do your job well, but to do it even better. As Microsoft continues to hone Word with each new release, new features are added beyond basic word processing. From using Word to create blog posts to importing data from Excel to expertly flowing text around objects, it covers the gamut of Word's more advanced capabilities—including those you probably don't know exist. Whether you're looking to use Word to build a master document, collaborate and share, publish an ebook, or anything in between, the thorough, step-by-step guidance in Word 2016 For Professionals For Dummies makes it easier. Discover neat Word editing tips and tricks to create complex documents Share documents and collaborate with others Format text, paragraphs, and pages like never before Add Excel charts and graphics to Word documents Create an ebook Essential reading for the Word power user who wants to be more productive and efficient at work, this handy guide gives you the boost to take your skills to the next level. Book Design Made Simple gives DIY authors, small presses, and graphic designers—novices and experts alike—the power to design their own books. It's the first comprehensive book of its kind, explaining every step from installing Adobe(R) InDesign(R) right through to sending the files to press. For those who want to design their own books but have little idea how to proceed, Book Design Made Simple is a semester of book design instruction plus a publishing class rolled into one. Let two experts guide you through the process with easy step-by-step instructions, resulting in a professional-looking top-quality book In Volume One of the Authors' Snarkopaedia, sentences have been painstakingly crafted together using nouns, verbs and other words, bringing you paragraphs of text. These paragraphs flow into pages of expert tips, advice and insight for authors at all levels of the publication food chain. Any book can claim to offer this type of information, but they can't give you what sets the Indies Unlimited Authors' Snarkopaedia above the rest: the "je ne sais squat" of the high decorated staff of the Snarkology Department at the Indies Unlimited Online Academy. Their groundbreaking and empirical research over the years sheds new and snarkified light on subjects ranging from book publishing and marketing to the nuts and bolts of writing and technology. If you like information to grab you by the throat and smack you in the face, the Indies Unlimited Authors' Snarkopaedia is the reference book for you. Creating E-books in epub format is very important to sell E-books in electronic book stores. Most publishing and distribution E-book stores will not accept the epub format document for E-book if it includes any warnings or errors when validated and that is a very big challenge to all authors. 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Add all required metadata and the cover and also create a table of contents when converting the file. • Using any Epub reader, check if the layout of epub document according to the headings you made on the word document is good and comfortable to any reader. • Validate the epub document to see if it has errors and warnings using the website <http://validator.idpf.org>. • Then try to troubleshoot

and identify the exact location of the errors detected by the epub validator on the epub document by tracing the code view of the epub document using Sigil epub editor. Then, modify the word document to eliminate the errors. And reconvert the word document to epub format using Calibre E-book management software. Validate the updated epub document for any errors again. This book contains the following sections: 1. Some online publishing and distribution stores 2. Epub Validators 3. Creation Epub file through online websites 4. Common software's to convert a file to Epub format 5. Converting document to Epub format using Calibre software 6. Editing Epub documents using Sigil Epub Editor

When you depend on users to perform specific actions—like buying tickets, playing a game, or riding public transit—well-placed words are most effective. But how do you choose the right words? And how do you know if they work? With this practical book, you'll learn how to write strategically for UX, using tools to build foundational pieces for UI text and UX voice strategy. UX content strategist Torrey Podmajersky provides strategies for converting, engaging, supporting, and re-attracting users. You'll use frameworks and patterns for content, methods to measure the content's effectiveness, and processes to create the collaboration necessary for success. You'll also structure your voice throughout so that the brand is easily recognizable to its audience. Learn how UX content works with the software development lifecycle Use a framework to align the UX content with product principles Explore content-first design to root UX text in conversation Learn how UX text patterns work with different voices Produce text that's purposeful, concise, conversational, and clear

MAKING GOD'S WORD REAL will help you discover the pattern of how a king, a prophetess, a seamstress, a descendant of slaves and others, triggered the release of God's great and precious blessings in their own lives. **MAKING GOD'S WORD REAL** provides biblical revelation and insight on how you also can make real more of God's word into the tangible blessings you've been waiting for. **R Markdown: The Definitive Guide** is the first official book authored by the core R Markdown developers that provides a comprehensive and accurate reference to the R Markdown ecosystem. With R Markdown, you can easily create reproducible data analysis reports, presentations, dashboards, interactive applications, books, dissertations, websites, and journal articles, while enjoying the simplicity of Markdown and the great power of R and other languages. In this book, you will learn Basics: Syntax of Markdown and R code chunks, how to generate figures and tables, and how to use other computing languages Built-in output formats of R Markdown: PDF/HTML/Word/RTF/Markdown documents and ioslides/Slidy/Beamer/PowerPoint presentations Extensions and applications: Dashboards, Tufte handouts, xaringan/reveal.js presentations, websites, books, journal articles, and interactive tutorials Advanced topics: Parameterized reports, HTML widgets, document templates, custom output formats, and Shiny documents. Yihui Xie is a software engineer at RStudio. He has authored and co-authored several R packages, including knitr, markdown, bookdown, blogdown, shiny, xaringan, and animation. He has published three other books, *Dynamic Documents with R and knitr*, *bookdown: Authoring Books and Technical Documents with R Markdown*, and *blogdown: Creating Websites with R Markdown*. J.J. Allaire is the founder of RStudio and the creator of the RStudio IDE. He is an author of several packages in the R Markdown ecosystem including rmarkdown, flexdashboard, learnr, and radix. Garrett Golemund is the co-author of R for Data Science and author of *Hands-On Programming with R*. He wrote the *lubridate* R package and works for RStudio as an advocate who trains engineers to do data science with R and the Tidyverse. **Write on with Microsoft Word!** If you create professional-looking documents on a regular basis, you require a mighty word processor that offers all the power and capabilities to create them. Enter Microsoft Word! Pair it with *Word For Dummies* to hone all your word-processing skills. The book is filled with useful tips and suggestions that allow you to get the most out of Word, as well as helpful information on the latest features. It also shows you how to customize and configure Word for your optimal workflow. Get details on the new Word interface; tools to quickly edit and format your documents; methods to organize your text with tables; techniques to insert charts, photos, and other graphics for visual interest; ways to automate routine document creation tasks; and how best to collaborate, share, and exchange documents with co-workers. Use Windows tools to quickly access Word and optimize your productivity Seamlessly integrate Word with other Office applications (Outlook, PowerPoint, and Excel) Employ document formatting features to create a clean layout and text presentation Exchange comments with co-workers using @mention notifications Customize the Word interface, including the dark mode feature Have a friendly, useful guide on Microsoft Word on hand when you need it With *Word For Dummies* by your side, you can once again make working with Word a pleasure. Soon, you'll be creating picture-, letter- and word-perfect documents. Learning a language--any language--involves a process wherein you learn to rely less and less on instruction and more increasingly on the aspects of the language you've mastered. Whether you're learning French, Java, or C, at some point you'll set aside the tutorial and attempt to converse on your own. It's not necessary to know every subtle facet of French in order to speak it well, especially if there's a good dictionary available. Likewise, C programmers don't need to memorize every detail of C in order to write good programs. What they need instead is a reliable, comprehensive reference that they can keep nearby. C in a Nutshell is that reference. This long-awaited book is a complete reference to the C programming language and C runtime library. Its purpose is to serve as a convenient, reliable companion in your day-to-day work as a C programmer. C in a Nutshell covers virtually everything you need to program in C, describing all the elements of the language and

illustrating their use with numerous examples. The book is divided into three distinct parts. The first part is a fast-paced description, reminiscent of the classic Kernighan & Ritchie text on which many C programmers cut their teeth. It focuses specifically on the C language and preprocessor directives, including extensions introduced to the ANSI standard in 1999. These topics and others are covered: Numeric constants Implicit and explicit type conversions Expressions and operators Functions Fixed-length and variable-length arrays Pointers Dynamic memory management Input and output The second part of the book is a comprehensive reference to the C runtime library; it includes an overview of the contents of the standard headers and a description of each standard library function. Part III provides the necessary knowledge of the C programmer's basic tools: the compiler, the make utility, and the debugger. The tools described here are those in the GNU software collection. C in a Nutshell is the perfect companion to K&R, and destined to be the most reached-for reference on your desk. This funny titled blank urban dictionary is perfect for any millennial to record words and thoughts, Makes great gag gift idea for Christmas and Birthdays. ..a 'must' for any aspiring self-publisher..." -- Midwest Book Review FINALIST, 2nd Place, Writing & Publishing, Global EBook Awards Learn How to Achieve Your Publishing Dreams Today! "Jennette Green's Book Formatting for Self-Publishers can help you take control of your publishing career . . ." Have you written a book that you would like to see published? Today, the barriers preventing an author from getting his/her book published have vanished. No longer do authors need to send out countless query letters to publishers, who either dump them in the trash, or send a standard, cold rejection letter. Now you can take control of your publishing career. In this book, you will learn simple techniques to produce a professional looking print book or ebook. Take advantage of the author's years of experience producing professional book files for satisfied clients. Her tips and tricks to mastering the technical details of publishing a book are presented in a simple, step-by-step format that anyone can understand. Dozens of accompanying illustrations make learning the steps even easier. If you own Microsoft Word and Adobe Acrobat Pro (version 7 or later), you can publish your book now.* With a well-written book, a good marketing plan, and this how-to manual, you can make your publishing dreams come true. What is stopping you? Get started today! In this book, you will learn how to: Use Microsoft Word. Learn how to format your novel or nonfiction book. Learn tips to make your book look professional. Easily Format eBooks. Use your Microsoft Word print document to create ebooks for Kindle, NOOK, and Smashwords. Convert Book Covers. 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This complete learning package includes a full-color printed book and an access code for one year of online self-paced training. You'll learn the basics of the Office interface, how to navigate it, and how to use the features common to all Office programs. Then you'll get detailed instructions for working with Word, Excel, PowerPoint, and Outlook. Follow the material sequentially or jump in and out as you wish - it's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners get going with Office 2013 and its new features Walk you through creating and formatting a Word document, setting up and working with an Excel spreadsheet, managing e-mail and calendars with Outlook, building a powerful PowerPoint presentation with graphics and sound, and more Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with book and is unlocked via online access code Allows you to follow the material sequentially or choose separate sections at your own time and pace Office 2013 eLearning Kit For Dummies is the key to unlocking all Office 2013 has to offer. This book offers a highly accessible introduction to natural language processing, the field that supports a variety of language technologies, from predictive text and email filtering to automatic summarization and translation. With it, you'll learn how to write Python programs that work with large collections of unstructured text. You'll access richly annotated datasets using a comprehensive range of linguistic data structures, and you'll understand the main algorithms for analyzing the content and structure of written communication. Packed with

examples and exercises, *Natural Language Processing with Python* will help you: Extract information from unstructured text, either to guess the topic or identify "named entities" Analyze linguistic structure in text, including parsing and semantic analysis Access popular linguistic databases, including WordNet and treebanks Integrate techniques drawn from fields as diverse as linguistics and artificial intelligence This book will help you gain practical skills in natural language processing using the Python programming language and the Natural Language Toolkit (NLTK) open source library. If you're interested in developing web applications, analyzing multilingual news sources, or documenting endangered languages -- or if you're simply curious to have a programmer's perspective on how human language works -- you'll find *Natural Language Processing with Python* both fascinating and immensely useful. "This synthesis of history, anthropology, and linguistics gives a view of the first two hundred years of the Spanish colonization of the Yucatec Maya. Drawing on a range of sources, it documents the crucial role played by language in cultural conquest: how colonial Mayan emerged in the age of the cross, how it was taken up by native writers to become the language of indigenous literature, and how it ultimately became the language of rebellion against the system that produced it. The book includes analyses of the linguistic practices of both missionaries and Mayas—as found in bilingual dictionaries, grammars, catechisms, land documents, native chronicles, petitions, and the forbidden Maya Books of Chilam Balam. It presents an approach to the study of religious and cultural conversion that aims to illuminate the history of Latin America and beyond."-- Updated in 2018! The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition. Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks:

- Write letters and reports
- Crunch numbers and create online data entry forms
- Give presentations
- Collaborate online with classmates and colleagues
- Convert Microsoft Office documents to Google formats, and vice versa
- Print documents, drawings, and spreadsheets
- Export PDFs
- Make pie charts, bar charts, and simple tables
- Publish documents and spreadsheets online using the new Google Sites

After covering registration, file creation and other basics, *Google Drive and Docs In 30 Minutes (2nd Edition)* zeroes in on the most important time-saving tips and productivity tools. Highlights include:

- Converting files between Microsoft Office and Google formats.
- Best practices for organizing files in Google Drive.
- What to expect with collaboration and sharing.
- The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides.
- Accessing older versions of files.
- How to publish your documents to the Web for colleagues or members of the public to view.
- Functions, sorting and filtering in Google Sheets (with examples).
- Using Google Forms to gather data.
- Google Slides: Is it a suitable alternative to Microsoft PowerPoint?
- Working with offline files.
- Downloading third-party apps.

The tone of *Google Drive and Docs In 30 Minutes* is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. *Google Drive and Docs In 30 Minutes, 2nd Edition* is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the "In 30 Minutes" series, including *Dropbox In 30 Minutes*, *Twitter In 30 Minutes*, and *Excel Basics In 30 Minutes*. Here's what readers are saying about *Google Drive & Docs In 30 Minutes*: "I am so glad this was made! I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it." "I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled "Docs for dummies" and this was one of the results. I liked the concept that the title implies - a concise guide that will distill what I need and allow me to complete a task quickly" "A clear and concise explanation of how to navigate your way through google docs." "Excellent introduction to Google drive. Well researched, easy to read, nicely organized." Completely updated to cover Apple's "Tiger" operating system, this visual, task-based reference includes step-by-step explanations of Tiger's new Spotlight feature, which helps readers find anything on their Mac instantly, video iChat AV, enhanced .Mac capabilities, and Tiger's ultra-useful desktop applications (known as "Dashboard widgets"). Veteran author Langer uses plenty of visual aids and clear, concise instructions. Does your classroom run the way you want? Most people enter the teaching profession wanting to make a difference in young people's lives. However, more and more teachers feel lost, frustrated, and overwhelmed with everything they're required to do. It's hard to be successful without a clear plan on getting control of your classroom, empowering your students, and making the learning experience more enjoyable for you and your students. These 18 chapters are crucial for any educator who wants to take their teaching to the next level. Teacher, Principal, Director, Dean, and YouTube/TikTok teacher, Tyler Tarver knows that education is more than just standing in front of students lecturing them on a specific topic - it's a culture of learning that educators foster to train the next generation. If you are attempting to be the best educator you can in the environment you're in, you need ideas and encouragement from someone who's been exactly where

you are. Even if you had the time, money, and support we know teachers deserve, we know that applying any knowledge always has a greater impact when you're able to give personal and practical application to the ideas you know matter. Besides sitting through 60+ hours a year of professional development, there is another way to incrementally improve your teaching week after week. Spoiler Alert: It can also be fun. Tyler Tarver learned how to create the culture he wanted in his classroom. He was able to pass this on to any educator who wanted to get excited about teaching and have a deeper impact on their students. He wrote *The Baller Teacher Playbook* to teach others what it takes to expand your teaching and create a community of happy and engaged learners. These short, weekly chapters and accompanying resources will add enormous value to your classroom and the school you work for. In this 18-week guide, readers will be introduced to the top areas where truly successful teachers and their students excel: Reason vs Excuses: How do you overcome the hurdles inherent in education? Fun: How do you get yourself and students excited about learning? Creativity: How do you create a culture where every day is unexpected but not chaotic? Positivity: How can we roll with the punches but not have to fake it? Authenticity: How can I be myself but genuinely connect with young people? Leadership: How do I get my students to lead without me? Collaboration: How do I work with my administrators, colleagues, and parents to better every student's education? Diversity: How do I help build empathy and understanding among myself and my students? Development: How am I always getting better? Plus more! *The Baller Teacher Playbook* is the must-have guide for anyone who feels lost or overwhelmed by the current educational climate, even if they have been teaching for years. Learn from a fellow educator who had their fair share of mistakes and successes through the simple but effective tactics shared in these pages. Take things further: If you want to move forward even faster as an educational professional, read a chapter once a week with your team, and come together at weekly meetings to discuss experience, ideas, triumphs, and a community of educators trying to improve themselves and their classroom. Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users) A step-by-step guide to crafting a compelling scholarly book proposal—and seeing your book through to successful publication The scholarly book proposal may be academia's most mysterious genre. You have to write one to get published, but most scholars receive no training on how to do so—and you may have never even seen a proposal before you're expected to produce your own. *The Book Proposal Book* cuts through the mystery and guides prospective authors step by step through the process of crafting a compelling proposal and pitching it to university presses and other academic publishers. Laura Portwood-Stacer, an experienced developmental editor and publishing consultant for academic authors, shows how to select the right presses to target, identify audiences and competing titles, and write a project description that will grab the attention of editors—breaking the entire process into discrete, manageable tasks. The book features over fifty time-tested tips to make your proposal stand out; sample prospectuses, a letter of inquiry, and a response to reader reports from real authors; optional worksheets and checklists; answers to dozens of the most common questions about the scholarly publishing process; and much, much more. Whether you're hoping to publish your first book or you're a seasoned author with an unfinished proposal languishing on your hard drive, *The Book Proposal Book* provides honest, empathetic, and invaluable advice on how to overcome common sticking points and get your book published. It also shows why, far from being merely a hurdle to clear, a well-conceived proposal can help lead to an outstanding book. 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Covering the newest additions and changes to the latest version of Word, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running with Word like a warrior! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Word—and beyond Walks you through Word's new features Demonstrates how to set up, format, and edit Word documents If you're new to the world of Word and want a highly visual roadmap to help you put it to use for you, *Teach Yourself Visually Word* has you covered. 40 Swear Designs on Black Paper. Stress Relief Coloring book: Mandalas, Patterns, Flowers and Animals(Adult Coloring) 40 Swear Designs on Black Paper. Stress Relief Coloring book: Mandalas, Patterns, Flowers and Animals(Adult Coloring) Having served Chairman Mao and the Communist leadership for two decades, and having become a key figure in China's foreign policy, Ji Chaozhu now provides a detailed account of the personalities and events that shaped today's People's Republic. Nine-year-old Ji and his family fled Japanese invaders to America in the late 1930s. Ji came of age in New York's East Village and attended Harvard University. But in 1950, he felt driven to volunteer to serve China in the Korean War. His mastery of the English

language and American culture launched his improbable career, eventually winning him the role of English interpreter for China's two top leaders: Premier Zhou Enlai and Party Chairman Mao Zedong. With a unique blend of Chinese insight and American candor, Ji paints insightful portraits of the architects of modern China. Today, he says, "The Chinese know America better than the Americans know China. The risk is that we misperceive each other."--From publisher description. Discover the secrets of e-book preparation without having to be a coding expert. What if you could turn your word processor document into a nicely formatted e-book without having to learn the intricacies of CSS stylesheets ? What if you could save anywhere from \$50 to more than \$200 by producing your own e-book without having an expert apply all the changes you would like? Philip Jackson has prepared e-books for publication for many authors. 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Step-by-step instructions walk you through each program, and updated practice projects at the end of each chapter challenge you to improve those programs and use your newfound skills to automate similar tasks. Don't spend your time doing work a well-trained monkey could do. Even if you've never written a line of code, you can make your computer do the grunt work. Learn how in *Automate the Boring Stuff with Python, 2nd Edition*. Writers talk about their work in many ways: as an art, as a calling, as a lifestyle. Too often missing from these conversations is the fact that writing is also a business. The reality is, those who want to make a full- or part-time job out of writing are going to have a more positive and productive career if they understand the basic business principles underlying the industry. *The Business of Being a Writer* offers the business education writers need but so rarely receive. It is meant for early-career writers looking to develop a realistic set of expectations about making money from their work or for working writers who want a better understanding of the industry. Writers will gain a comprehensive picture of how the publishing world works—from queries and agents to blogging and advertising—and will learn how they can best position themselves for success over the long term. Jane Friedman has more than twenty years of experience in the publishing industry, with an emphasis on digital media strategy for authors and publishers. She is encouraging without sugarcoating, blending years of research with practical advice that will help writers market themselves and maximize their writing-related income. It will leave them empowered, confident, and ready to turn their craft into a career. Remember when feminism happened, and tons of scholars banded together and rewrote the history books to include the accomplishments thousands of women whose badassery had been ignored for thousands of years? JK, JK. The representation of women is still super bad! With their trademark irreverence and penchant for storytelling, the team from Museum Hack has united to present: *Museum Hack's Guide to History's Fiercest Females*. Because the future is female and guess what? The past was hella female, too! Enclosed in this one-of-a-kind book are 26 stories of amazing women from all corners of the earth who probably weren't included in your high school history book... but definitely should have been! Get ready to join the revolution! (Or, keep revolution-ing! We support your journey wherever you are).

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