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Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013. Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management (ECM) solutions for an effective and end-to-end information design based on your organization's needs and business requirements. Inside, you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization's information within SharePoint,

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15: Managing Content Retention and Disposition Chapter 16: Integrating with Other Records Repositories Note for ebook customers: The design and layout of this book play a key role in conveying the author's message. When creating the ebooks, we've tried to keep the look and feel of the print edition, but this means that not all e-reading devices will support the files. The EPUB format is optimized for iPad. The Mobi files are optimized for Kindle Fire tablets and phones and for Kindle reading apps. Imagine you're in a game with one objective: a bestselling product or service. The rules? No marketing budget, no PR stunts, and it must be sustainably successful. No short-term fads. This is not a game of chance. It is a game of skill and strategy. And it begins with a single question: given competing products of equal pricing, promotion, and perceived quality, why does one outsell the others? The answer doesn't live in the sustainably successful products or services. The answer lives in those who use them. Our goal is to craft a strategy for creating successful users. And that strategy is full of surprising, counter-intuitive, and astonishingly simple techniques that don't depend on a massive marketing or development budget. Techniques typically overlooked by even the most well-funded, well-staffed product teams. Every role is a key player in this game. Product development, engineering, marketing, user experience, support—everyone on the team. Even if that team is a start-up of one. Armed with a surprisingly overlooked science and a unique POV, we can can reduce the role of luck. We can build sustainably successful products and services that rely not on unethical persuasive marketing tricks but on helping our users have deeper, richer experiences. Not just in the moments while they're using our product but, more importantly, in the moments when they aren't. This textbook introduces the reader to the elementary chemistry on which materials science depends by discussing the different classes of materials and their applications. It shows the reader how different types of materials are produced, why they possess specific properties, and how they are used in technology. Each chapter contains study questions to enable discussions and consolidation of the acquired knowledge. The new edition of this textbook is completely revised and updated to reflect the significant expansion of the field of materials chemistry over the last years, covering now also topics such as graphene, nanotubes, light emitting diodes, extreme photolithography, biomedical materials, and metal organic frameworks. From the reviews of the first edition: "This book is not only informative and comprehensive for a novice reader, but also a valuable resource for a scientist and/or an industrialist for new and novel challenges." (Materials and Manufacturing Process, June 2009) "Allcock provides a clear path by first describing basic chemical principles, then distinguishing between the various major materials groups, and finally enriching the student by offering a variety of special examples." (CHOICE, April 2009) "Proceeding logically from the basics to materials in advanced technology, it covers the fundamentals of materials chemistry, including principles of materials synthesis and materials characterization methods." (Internationale Fachzeitschrift Metall, January 2009) Discover the essential thinking tools you've been missing with The Great Mental Models series by Shane Parrish, New York Times bestselling author and the mind behind the acclaimed Farnam Street blog and "The Knowledge Project" podcast. This first book in the series is your guide to learning the crucial thinking tools nobody ever taught you. Time and time again, great thinkers such as Charlie Munger and Warren Buffett have credited their success to mental models–representations of how something works that can scale onto other fields. Mastering a small number of mental models enables you to rapidly grasp new information, identify patterns others miss, and avoid the common mistakes that hold people back. The Great Mental Models: Volume 1, General Thinking Concepts shows you how making a few tiny changes in the way you think can deliver big results. Drawing on examples from history, business, art, and science, this book details nine of the most versatile, all-purpose mental models you can use right away to improve your decision making and productivity. This book will teach you how to: Avoid blind spots when looking at problems. Find non-obvious solutions. Anticipate and achieve desired outcomes. Play to your strengths, avoid your weaknesses, … and more. The Great Mental Models series demystifies once elusive concepts and illuminates rich knowledge that traditional education overlooks. This series is the most comprehensive and accessible guide on using mental models to better understand our world, solve problems, and gain an advantage. Since its publication in 1985, the "MLA Style Manual" has been the standard guide for graduate students, teachers, and scholars in the humanities and for professional writers in many fields. Extensively reorganized and revised, the new edition contains several added sections and updated guidelines on citing electronic works-- including materials found on the World Wide Web. Retells the tale of the little boy whose resourcefulness and courage saved his country from being destroyed by the ocean. In Template Analysis, Nigel King and Joanna Brookes guide you through the origins of template analysis and its place in qualitative research, its basic components, and the main strengths and limitations of this method. Practical case studies and examples from published research then guide you through how to use it in your own research project. Ideal for Business and Management students reading for a Master's degree, each book in the series may also serve as a reference book for doctoral students and faculty members interested in the method. Part of SAGE's Mastering Business Research Methods, conceived and edited by Bill Lee, Mark N. K. Saunders and Vadake K. Narayanan and designed to support researchers by providing in-depth and practical guidance on using a chosen method of data collection or analysis. Watch the editors introduce the Mastering Business Research Methods series. R Markdown: The Definitive Guide is the first official book authored by the core R Markdown developers that provides a comprehensive and accurate reference to the R Markdown ecosystem. With R Markdown, you can easily create reproducible data analysis reports, presentations, dashboards, interactive applications, books, dissertations, websites, and journal articles, while enjoying the simplicity of Markdown and the great power of R and other languages. In this book, you will learn Basics: Syntax of Markdown and R code chunks, how to generate figures and tables, and how to use other computing languages Built-in output formats of R Markdown: PDF/HTML/Word/RTF/Markdown documents and ioslides/Slidy/Beamer/PowerPoint presentations Extensions and applications: Dashboards, Tufte handouts, xaringan/reveal.js presentations, websites, books, journal articles, and interactive tutorials Advanced topics: Parameterized reports, HTML widgets, document templates, custom output formats, and Shiny documents. Yihui Xie is a software engineer at RStudio. He has authored and co-authored several R packages, including knitr, rmarkdown, bookdown, blogdown, shiny, xaringan, and animation. He has published three other books, Dynamic Documents with R and knitr, bookdown: Authoring Books and Technical Documents with R Markdown, and blogdown: Creating Websites with R Markdown. J.J. Allaire is the founder of RStudio and the creator of the RStudio IDE. He is an author of several packages in the R Markdown ecosystem including rmarkdown, flexdashboard, learnr, and radix. Garrett Grolemund is the co-author of R for Data Science and author of Hands-On Programming with R. He wrote the lubridate R package and works for RStudio as an advocate who trains engineers to do data science with R and the Tidyverse. This book is a practical how-to-guide for academic writers. Because good writers automatically develop their own internal writing templates that impose clarity and structure on their material, this text provides template examples to help less experienced writers produce the reliable, replicable syntax that is essential to good writing. The Writing Template Book provides numerous examples and practice writing summaries, thesis sentences, introductions, conclusions, and the bodies of typical essays and papers. Roughly every third Wikipedia article contains an infobox - a table that displays important facts about the subject in attribute-value form. The schema of an infobox, i.e., the attributes that can be expressed for a concept, is defined by an infobox template. Often, authors do not specify all template attributes, resulting in incomplete infoboxes. With iPopulator, we introduce a system that automatically populates infoboxes of Wikipedia articles by extracting attribute values from the article's text. In contrast to prior work, iPopulator detects and exploits the structure of attribute values for independently extracting value parts. We have tested iPopulator on the entire set of infobox templates and provide a detailed analysis of its effectiveness. 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and Lean management expert Karen Martin diagnoses a ubiquitous business management and leadership problem—the lack of clarity—and outlines specific actions to dramatically improve organizational performance. Through her global consulting projects, keynote speeches, and work with thousands of leaders, Karen has seen first-hand how a pervasive lack of clarity strangles business performance and erodes employee engagement. Ambiguity is the corporate default state, a condition so prevalent that "tolerance for ambiguity" has become a clichéd job requirement. It doesn't have to be this way. In Clarity First, Karen provides methods and insights for achieving clarity to unleash potential, innovate at higher levels, and solve the problems that matter to deliver outstanding business results. Both a visionary road map and practical guide, this book will help leaders: •Identify and communicate the organization's true purpose •Set achievable priorities •Deliver greater customer value through more efficient processes •Provide greater transparency about true versus assumed performance •Build strong problem-solving and critical thinking capabilities throughout the organization •Develop personal clarity to be a more direct, purposeful, and successful leader Eliminating ambiguity is the first step for leaders and organizations to achieve strategic goals. Learn how to gain the clarity needed to make better decisions, lead more effectively, and boost organizational performance. When it comes to leading an outstanding organization, every great leader needs Clarity First. A practical book of inspiration with 40 paper projects, this illustrated reference guide will teach you the basics of playing with paper. Customer relationship management, or CRM, is certainly a hot topic in business today. If you have a small or medium-sized business, chances are you're already aware of all it can do for you. But with so many options and so much to think about, how do you get a CRM system in place with a minimum of hassle? Well, Microsoft Dynamics CRM 4 For Dummies is a great place to start! Written by veteran CRM experts Joel Scott and David Lee, this friendly guide will have you understanding and using Microsoft's CRM solution in a jiffy. Whether you're considering a CRM system for the first time or you've decided to switch from another system to Microsoft Dynamics CRM, this book will make it easy to: Maintain and manage all your customer information Personalize Microsoft CRM to work for your business Set up CRM to support sales, marketing, and customer service Use the Outlook client Manage territories and business units Create and manage activities Generate quotes and invoices Implement and manage a marketing campaign Work with contracts, and much more Microsoft Dynamics CRM 4 For Dummies is packed with information on the latest version, It will help you get a unified view of your customer information and interactions through integrated sales, marketing, and customer service features. And that, as every business owner knows, is important to improving your bottom line! Offers a review of current highlights in the field of sensors, and should be particularly useful for researchers planning to invest in new instrumentation. There is a section on sensor markets, providing an overview of suppliers and market trends for a particular sector. Practical DWR Web 2.0 Projects addresses the needs of most

developers who would rather learn by example and by doing. This book contains several projects that developers can sink their teeth into doing. Written by accomplished Ajax and Java Web developer and author, Frank Zammetti, this book explores DWR and all it offers. It features six full, working applications that use DWR. This book allows you to lean by example, as you tear the applications apart, you see what makes them tick, and even discover how to extend them at your own pace. This book was written as a help for individual persons who want to organize their creativity, be it for science (incl. engineering and commercial projects), art, or private projects. Its aim is to enlarge your options when having ideas and to improve the chance of realizing creative projects.It is written as a practical handbook and describes how organization can support generating, capturing, collecting (incl. enlarging, restructuring, etc.) and realizing ideas.While creativity "techniques" are dealt with, the focus is on the infrastructure to enable you to capture your fleeting ideas and cultivate them to finally realize them as creative projects. When you master Joomla! programming, you can customize websites in ways that simply aren't possible by tweaking parameters or installing someone else's extensions. Now, there's an authoritative, "soup-to-nuts" programming guide for every Joomla! user: from beginners with no Joomla! development experience to long-time coders seeking a quick start with Joomla!'s powerful new versions, 1.6, 1.7, and 2.5. Joomla!TM Programming presents proven best practices for getting the job done right. Written by Mark Dexter and Joomla! design architect Louis Landry (who wrote much of the new Joomla! framework), the text is packed with detailed examples and sample code, in-depth reference-style explanations available nowhere else, and fascinating sidebars revealing why Joomla! works the way it does. Both a tutorial and reference, this title brings together step-by-step instructions for everything from simple tasks (such as template overrides) to cutting-edge techniques involving components, MVC, and the Joomla! framework. You'll learn how to View Joomla! from a programmer's perspective Extend Joomla! with layout overrides, plugins, and modules Take full advantage of Joomla!'s improved new MVC implementation Build front-end and back-end components, from start to finish Secure your websites with Joomla!'s powerful, flexible new Access Control Lists Work with databases and use the new JDatabaseQuery to write complex queries Program Joomla! with JavaScript via the lightweight MooTools framework Develop custom category structures for your own websites and extensions Enable one-click updates for your own custom extensions Use the Joomla! platform as an application framework All example code, updates, and more information on Joomla! programming are available at the companion website, joomlaprogrammingbook.com. The collection of papers in this book comprises the proceedings of the 23rd CIRP Design Conference held between March 11th and March 13th 2013 at the Ruhr-Universität Bochum in Germany. The event was organized in cooperation with the German Academic Society for Product Development – WiGeP. The focus of the conference was on »Smart Product Engineering«, covering two major aspects of modern product creation: the development of intelligent ("smart") products as

well as the new ("smart") approach of engineering, explicitly taking into account consistent systems integration. Throughout the 97 papers contained in these proceedings, a range of topics are covered, amongst them the different facets and aspects of what makes a product or an engineering solution "smart". In addition, the conference papers investigate new ways of engineering for production planning and collaboration towards Smart Product Engineering. The publications provide a solid insight into the pressing issues of modern digital product creation facing increasing challenges in a rapidly changing industrial environment. They also give implicit advice how a "smart" product or engineering solution (processes, methods and tools) needs to be designed and implemented in order to become successful. The dream of content marketing is that it's going to be a magical funnel that drips money into your bank account. Its lure is that it will create an inbound sales machine. But what should you do when it doesn't work like that? Or even at all? Garrett Moon presents the formula he used to grow his startup CoSchedule from zeroes across the board to 1.3M+ monthly pageviews, 250k+ email subscribers, and thousands of customers in 100 countries in just 4 years. Learn to overcome a lack of time, struggling to produce content, an inability to engage your audience, and so many more marketing roadblocks. The fast and easy way to get things done with Office Perplexed by PowerPoint? Looking to excel at Excel? From Access to Word—and every application in between—this all-encompassing guide provides plain-English guidance on mastering the entire Microsoft Office suite. Through easy-to-follow instruction, you'll quickly get up and running with Excel, Word, PowerPoint, Outlook, Access, Publisher, Charts and Graphics, OneNote, and more—and make your work and home life easier, more productive, and more streamlined. Microsoft Office is the leading productivity tool in the world. From word processing to business communication to data crunching, it requires a lot of knowledge to operate it—let alone master it. Luckily, Office 2016 All-in-One For Dummies is here to deliver the breadth of information

you need to complete basic tasks and drill down into Office's advanced features. Create customized documents and add graphic elements, proofing, and citations in Word Build a worksheet, create formulas, and perform basic data analysis in Excel Create a notebook and organize your thoughts in Notes Manage messages, tasks, contacts, and calendars in Outlook Clocking in at over 800 pages, Office 2016 All-in-One For Dummies will be the singular Microsoft Office resource you'll turn to again and again. In the realm of academic research and scholarly publishing, achieving recognition in prestigious SCI (Science Citation Index) Journals is a pinnacle of success. However, the path to successful publication can be arduous, filled with intricate guidelines, rigorous standards, and the need for absolute precision. That's where "Researcher's Guide: Templates and Guidelines for Research Articles in SCI Journals" comes to your aid. This meticulously crafted book is designed as an indispensable companion for researchers, scientists, and academics of all levels who aspire to not only meet but exceed the expectations of SCI Journals. Whether you are a seasoned scholar or an early-career researcher, this guide empowers you with the tools and knowledge needed to navigate the complex world of research article writing with finesse and confidence. Key Features: Templates for Every Section: The heart of this book lies in its meticulously designed templates for each section of a research article, from abstract to conclusion. These templates are like a compass, guiding you through the intricate structure of your paper while ensuring compliance with the exacting standards of SCI Journals. Guidelines and Best Practices: In addition to templates, this guide provides comprehensive guidelines and best practices for crafting research articles that captivate readers and reviewers alike. Learn how to create compelling titles, write engaging abstracts, conduct thorough literature reviews, present results effectively, and construct impactful discussions. Ethical Considerations: Understand the ethical considerations that underpin responsible research and publishing. Discover how to navigate issues related to authorship, conflicts of

interest, and the responsible use of data. Peer Review Insights: Gain insights into the peer review process and learn strategies for effectively handling reviewer feedback. Transform the peer review process from a challenge into an opportunity for improvement. Resources for Continued Growth: Beyond the templates and guidelines, this book equips you with valuable resources, including additional reading materials, citation style guides, and references to further hone your research writing skills. Interdisciplinary Perspective: While the book provides a strong foundation in scientific writing, it is designed to be adaptable across disciplines, ensuring its relevance to a wide range of research fields, including engineering, social sciences, natural sciences, and more. This book is more than just a book; it is your gateway to the world of impactful scientific publishing. Whether you aim to disseminate groundbreaking discoveries, contribute to your field's body of knowledge, or simply enhance your research writing skills, this guide is your trusted companion on the journey to success. Don't let the intricacies of research article writing hold you back. With this book, you have the tools, templates, and expertise at your fingertips to elevate your research articles to the highest standards of excellence, ensuring your work is not only published but celebrated in the esteemed pages of SCI Journals. Embark on your journey to scholarly excellence today with "Researcher's Guide: Templates and Guidelines for Research Articles in SCI Journals." This is the first book dedicated to Textpattern development, a popular web site framework that allows its users to build up standards-compliant professional web sites with only a basic knowledge of the underlying technology. Written by five experts, it is suitable for every level of reader from novice to expert, taking the reader from the basics of the subject such as installation, right up to advanced subjects like writing plugins. It includes case studies and reference sections. It is also open source, so free to use, and has become very popular with tens of thousands of downloads to date.