

## Acces PDF Adobe Connect User Guide

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From the Forward by Michael Lesk: Google has now developed services far beyond text search. Google software will translate languages and support collaborative writing. The chapters in this book look at many Google services, from music to finance, and describe how they can be used by students and other library users. Going beyond information resources, there are now successful collaboration services available from Google and others. You can make conference calls with video and shared screens using Google Hangouts, Writing documents with small numbers of colleagues often involved delays while each author in sequence took over the writing and made edits. Today Google Docs enables multiple people to edit the same document at once. An ingenious use of color lets each participant watch in real time as the other participants edit, and keeps track of who is doing what. If the goal is to create a website rather than to write a report, Google Sites is now one of the most popular platforms. Google is also involved in social networking, with services such as Google+ Other tools view social developments over time and space. The Google Trends service, for example, will show you when and where people are searching for topics. Not surprisingly, searches for "swimwear" peak in June and searches for "snowmobile" peak in January. The Complete Guide to Using Google in Libraries, Volume 2: Research, User Applications, and Networking has 30 chapters divided into four parts: Research, User Applications, Networking, Searching. The contributors are practitioners who use the services they write about and they provide how-to advice that will help public, school, academic, and special librarians; library consultants, LIS faculty and students, and technology professionals.

Remote studies allow you to recruit subjects quickly, cheaply, and immediately, and give you the opportunity to observe users as they behave naturally in their own environment. In Remote Research, Nate Bolt and Tony Tulathimutte teach you how to design and conduct remote research studies, top to bottom, with little

more than a phone and a laptop.

Written in an engaging, easy-to-follow style, Learning Adobe Connect 9 is a practical guide that will help you master the use of this web conferencing platform and its most important features. This book is ideal for users who would like to start utilizing Adobe Connect for web meetings, e-learning, and webinars. Those who are looking to learn Connect and get up to speed with using all of its features would find this book extremely useful.

Educators play a significant role in the intellectual and social development of children and young adults. Next-generation teachers can only be as strong as their own educational foundation which serves to cultivate their knowledge of the learning process, uncover best practices in the field of education, and employ leadership abilities that will inspire students of all ages. Teacher Education: Concepts, Methodologies, Tools, and Applications explores the current state of pre-service teacher programs as well as continuing education initiatives for in-service educators. Emphasizing the growing role of technology in teacher skill development and training as well as key teaching methods and pedagogical developments, this multi-volume work compiles research essential to higher education professionals and administrators, educational software developers, and researchers studying pre-service and in-service teacher training.

This first-of-its-kind legal guide showcases how to use the latest Web-based and software technologies, such as Web 2.0, Google tools, Microsoft Office, and Acrobat, to work collaboratively and more efficiently on projects with colleagues, clients, co-counsel and even opposing counsel. The book provides a wealth of information useful to lawyers who are just beginning to try collaboration tools, as well as tips and techniques for those lawyers with intermediate and advanced collaboration experience.

This book takes a comprehensive look at first-year library instruction from examining why first-year students struggle with academic assignments to exploring instruction roles at different institutions. It offers step-by-step guidance for planning, teach-

ing, and assessing first-year students in and beyond the library instruction classroom.

To meet the challenges of today and needs of tomorrow, businesses have to be agile, adaptable, and innovative. Adobe Experience Manager (formerly CQ) allows organizations to create a compelling online experience across digital channels—web, mobile, email, video, and social media—to build their brand, drive revenue, and extend their reach. This quick look-up guide by Adobe Experience Manager expert Shane Closser uses clear, concise explanations and an easy-to-use format to help you jump in and quickly start organizing and managing the delivery of your creative assets and other content. The Quick Reference Guide series focuses on enabling non-technical business users to perform the tasks they need to succeed in their job. This includes procedures for approving content, handy shortcuts, and helping to advise technical teams on the design of content infrastructure. You'll learn the quickest way to:

- Organize, find, and share assets
- Take control of metadata and tagging
- Manage multilingual content
- Take advantage of flexible workflows
- Tap into social communities

So many apps and so little time. How do you get to the best with a minimum of fuss? The Rough Guide to the Best Android Apps solves the problem. It reveals the 400 best free and paid for applications for smartphones and tablets in all categories. Whether its navigation or news, photography or productivity, games or utilities this book highlights the best Android apps available from the marquee names to the hidden gems. Discover now the 400 apps your Android device should be using.

The most comprehensive way to master Adobe Illustrator CS3.

Learning Adobe Connect 9Packt Publishing Ltd

The iGeneration has learned to adapt rapidly to technological change. Tech-savvy students multi-task with consummate ease, accessing email on smart-phones, researching assignments on tablets, reading a book on Kindle, while drinking a flat white and listening to iTunes in the back-

ground. How does the tertiary educational curriculum meet the learning needs of students whose attention transitions rapidly between mediums and messages? The complexity and pace of modern technological change has left the theological educational sector gasping, as it struggles to devise pedagogically engaging online distance learning materials in traditional disciplines and teach units with significant relational and pastoral components. The technological benefits are vast, the instant availability of information unprecedented, and the opportunities to provide theological education to groups marginalised by the tyranny of distance and time enormous. How should the theological sector address these challenges and opportunities? Although the benefits are massive, the media is replete with stories of the casualties of technological change, including cyber-bullying, internet predators, the psychic damage from trolls, addiction to gaming, and issues of body image, among others. How should the theological sector, drawing upon its scriptural and teaching heritage, come to grips with the deficits spawned by the technological revolution? What is the theological, pastoral, social and pedagogic responsibility of theology teachers in nurturing this new generation? Teaching Theology in a Technological Age draws together in an inspiring volume a series of cutting-edge essays from Australian, New Zealand and South African scholars on the learning and teaching of theology in a digital age.

The delivery of quality education to students relies heavily on the actions of an institution's administrative staff. Effective leadership strategies allow for the continued progress of modern educational initiatives. Educational Leadership and Administration: Concepts, Methodologies, Tools, and Applications provides comprehensive research perspectives on the multi-faceted issues of leadership and administration considerations within the education sector. Emphasizing theoretical frameworks, emerging strategic initiatives, and future outlooks, this publication is an ideal reference source for educators, professionals, school administrators, researchers, and practitioners in the field of education.

Information literacy and library instruction are at the heart of the academic library's mission. But how do you bring that instruction to an increasingly diverse student body and an increasingly varied spectrum of majors? In this updated, expanded new second edition, featuring more than 75% new content, Ragains and 16 other library instructors share their best practices for reaching out to today's unique users. Read-

ers will find strategies and techniques for teaching college and university freshmen, community college students, students with disabilities, and those in distance learning programs. Alongside sample lesson plans, presentations, brochures, worksheets, handouts, and evaluation forms, Ragains and his contributors offer proven approaches to teaching students in the most popular programs of study, including English Literature Art and Art History Film Studies History Psychology Science Agricultural Sciences and Natural Resources Hospitality Business Music Anthropology Engineering Coverage of additional special topics, including legal information for non-law students, government information, and patent searching, make this a complete guide to information literacy instruction.

The fully updated Third Edition of Focus Groups: Theory and Practice offers a unique blend of focus group theory and practice in a single, easy-to-read source. It provides systematic treatment to the design, conduct, and interpretation of focus group data within the context of social science research and theory. Known for accessibility and step-by-step guidance, comprehensive treatment, and historical perspective, the book examines every facet of focus group research, from the selection and recruitment of group participants, to the selection of a moderator and conducting of interviews, to the analysis of focus group data. The Third Edition reflects the growing use of focus group research to address an increasingly broad array of issues that have a global span, and also provides more guidance on conducting virtual focus groups.

A guide to the features of Samba-3 provides step-by-step installation instructions on integrating Samba into a Windows or UNIX environment.

A comprehensive step-by-step review for A+ certification, revised for the latest exams The CompTIA A+ Complete Review Guide: Exam 220-1001 and Exam 220-1002, Fourth Edition is an ideal preparation tool to help you ace the exam and get certified. The must-have companion to the CompTIA A+ Complete Study Guide, this book provides a streamlined review of vital exam topics, helping you reinforce comprehension and strengthen retention. Now in its fourth edition, this review guide has been fully updated to focus on the latest best practices and new exam objectives. A clear and concise review structure helps you to focus on problem areas while logically organized topics allow for quick reference and flexible study. Covering both A+ exams, this book covers topics including PC hardware, networking, operating systems and procedures, security, trou-

bleshooting, and more. Access to the Sybex online learning environment includes practice test questions, bonus exams, electronic flashcards, and a searchable glossary of key terms. Organize your exam prep to focus on challenging areas and reinforce your understanding of essential exam objectives. A+ certification is a vital step for careers in information technology, allowing current and prospective computer technicians to validate or recertify their skills. An essential component to any A+ exam strategy, this valuable review will help you: Learn to install and configure modern hardware and peripherals such as network switches, firewalls, and Bluetooth modules Keep updated on current software, including Windows, Linux, and mobile operating systems Integrate exam reviews with other Sybex learning resources to provide a comprehensive study plan The CompTIA A+ Complete Review Guide: Exam 220-1001 and Exam 220-1002, Fourth Edition is an integral part of your overall exam prep strategy, allowing you to focus your study on what matters most.

The study examines how academic libraries are serving their institution's distance and blended learning programs, including the impact of the rapid development of MOOCs and the increasing use of lecture capture in online courses. The study looks at staffing, budgets, salaries and other nuts and bolts aspects of college library programs to serve distance learners. It also probes how librarians communicate with distance learners - through online information literacy courses, online tutorials, instant messaging and a strong presence on course management systems, among many other ways. The study offers hard data on the percentage of distance learning librarians that archive and use lecture capture materials, their spending on licensed films and other intellectual property for distance learners, and the ways that librarians track contacts with distance learning students and much more.

Sharpen your InDesign skills with this definitive resource created specifically for design professionals who need to lay out, proof, export, and print/publish pages in InDesign CS5. Best-selling authors Olav Martin Kvern, David Blatner, and Bob Bringhurst share their hands-on techniques to help you master InDesign's advanced layout tools. This book is brimming with insightful advice, illustrations, and shortcuts that will have you producing high-quality work in no time. This is the book that experts open to find real answers to their questions about InDesign. In Real World Adobe InDesign CS5 you'll learn how to: Use the new Layers panel to



simplify working in complex documents Optimize your workflow with multiple page sizes and track text changes Learn the best practices for consistent color management Increase efficiency with scripts and other automation features Make your layouts come to life with the new Animation and Media panels for interactive documents Note from the publisher: FREE Adobe InDesign CS5.5 updates are available for this title. Simply register your product at [www.peachpit.com/register](http://www.peachpit.com/register) and you will receive the updates when they become available.

PDFs have become the standard in the legal and business communities for creating, analyzing, storing, and exchanging digital documents, and for filing documents in courts with electronic filing systems. The Ultimate Guide to Adobe(R) Acrobat(R) DC provides step-by-step instructions and screenshots showing all types of users how to get the most from Acrobat, from its most common tools to its most advanced features.

Adobe Captivate Prime is an enterprise LMS platform that enables you to deliver world-class e-learning solutions. This book helps you unlock the full potential of this platform to help you publish content online, ensure that the right student accesses the content, track student progress, and evaluate the course's effectiveness and ROI.

Unleash the power of Adobe Acrobat 8 and Acrobat Connect 8 to communicate and collaborate with confidence. Whether you are a newbie in the PDF universe or an advanced Acrobat user, this book will guide you through all the useful features of Acrobat 8 and Acrobat 8 Connect. You will learn to: - combine files into PDF documents or PDF packages, - create and optimize PDF documents for office use, print production and interactive digital media, - collect information for research and forms processing; archive your work in future-savvy PDF/A files, - control access to information, - edit and redact documents, - connect into live sessions side-by-side with colleagues in remote geographic locations, - collaborate in online reviews, - preflight documents and validate standards conformance, - ready documents for compliance with Section 508 of the Rehabilitation Act. Office users will find step-by-step instructions along with tips and tricks written in a clear and concise language particularly useful for quick reference. Should you be a prepress and print production professional, you will be thrilled to learn how to keep a firm grip on the output quality even when using newest high-end printing gear based on Adobe PDF Print Engine. PDF/X-1a

(Pass4Press), PDF/X-3 and even the latest implementation of PDF standards, PDF/X-4, are thoroughly described in this book. The book also covers Acrobat 3D Version 8.

Companies face the challenge of measuring and analyzing the near-overwhelming quantities of data generated from their online businesses and then using that data to gain critical insights into their customers to drive sales. Adobe Analytics (formerly SiteCatalyst) provides product and content managers, marketers, and analysts with real-time intelligence on customers' online behavior, helps businesses anticipate what their customers will want, personalizes their online experience, and delivers relevant content across web and mobile channels. This quick lookup guide by Adobe Analytics expert Shane Closser uses clear, concise explanations and an easy-to-use format to jump in and start using Adobe's powerful web analytics tool. You'll learn the quickest way to: Create metrics Run and set options for reports Measure the effectiveness of marketing campaigns Engage and retain customers Track customers through the conversion funnel Share reports and set up dashboards Sharpen your InDesign skills with this definitive resource created specifically for design professionals who need to layout, proof, export, and publish pages with Adobe InDesign CS6. Complete coverage of InDesign CS6's new features and enhancements includes: Liquid Layouts and creating alternate layouts, copying and linking objects with the Content Collector (Conveyor) tool, creating Acrobat PDF form fields and placing HTML and Edge Animation in digital documents, exporting HTML, and creating EPUB documents. Real World Adobe InDesign is brimming with insightful advice, illustrations, and shortcuts that will have you quickly and professionally producing your work in no time. This is the book that experts open to find real answers to their questions about InDesign. It's written in a friendly, visual style that offers accurate information and creative inspiration for intermediate to expert users.

Surpass the Basics of Virtual Training As virtual training continues as a go-to, effective learning option, and platform providers improve functionality, trainers and facilitators need to take their skills to the next level. Written by expert facilitator Diana L. Howles, this book goes beyond the basics of virtual training and online synchronous instruction, providing in-depth insights into advanced challenges. Next Level Virtual Training introduces the Virtual Trainer Capability Model, which identifies eight areas of expertise for the top virtual professional. A train-the-virtual-

trainer resource, this book will guide you developing the specific knowledge and skills to facilitate online interactivity, manage multitasking, be technically fluent, oversee logistics and troubleshooting, leverage your voice, and engage virtual learners. Importantly, this book is about actionable tips, strategies, and techniques rather than the technologies. Inside you'll find comprehensive chapters on developing on-camera competence; applying learning experience design to live online learning; and preparing for the combination of on-site and online learners together in a post-pandemic hybrid work environment. Whether you are a virtual trainer, a live online facilitator, a synchronous educator, an online adult education instructor, this book is for you. It is also for designers, developers, evaluators, and producers of virtual learning.

You are about to embark on a journey. In some respects it will be similar to ones taken by other pioneers and innovators in the past. Your journey may begin with excitement and trepidation. As you continue and persevere you will discover new things and most importantly will feel a sense of accomplishment and self-improvement. There will be times along the journey when you believe that you cannot possibly go any further. You will push yourself and lo and behold you will realize that you have discovered and learned so much more than you imagined. You will be changed forever! Change is taking place everywhere and will proceed whether we are for or against it. Just as the acoustic telegraph (telephone) replaced the electric telegraph, the incandescent lamp replaced gas lighting, wireless methods superseded wired technologies; the turbines eventual replacement of the horse, the aircraft the train, the email the mailed letter to name just a few changes in our recent history. In all cases these changes were not overnight phenomena but ones that took time. Slowly the practitioners changed, the users switched and the infrastructure transitioned and then the process repeated itself. This is civilization advancing; beginning with a technological innovation, then a 'marketing' of the technology to define its benefits and most importantly the subsequent preparation of society for its eventual deployment. The only certainty is uncertainty. Our position on the merits of the change must be based on our knowledge and not hearsay. As you embark on this journey of enlightenment you may encounter resistance from others. As with all innovation and transitional periods? naysayers, especially and perhaps surprisingly from within the field, will state why the new ap-

proach is inadequate, insufficient, incapable, not going to work and so forth. In business this denial to consider the need for possible change is called 'Core Rigidity'. Why the term 'Core Rigidity'? Rigidity - because individuals refuse to consider any change or revision and want the status quo to remain. Core - because most of these individuals are experts in the field and have years of experience in the existing environment, their specific knowledge is based on the current processes and most importantly if the change does come to pass their skill sets will be negated hence the term core rigidity. Some say it is human nature to discount new methodology, new theories, new approaches, new ideas; to paraphrase a common quote 'If it's not broken don't fix it?'. I say where would we be today if all of our ancestors had thought that way? Despite the reluctance of incumbents change is continuous. With respect to virtual communications we are approaching the societal stage; which is why I have written this book. Virtual communications will eventually replace the current mode of distance contact. Communicating and meetings will be forever changed. It is my intention to provide the information and knowledge to empower you to successfully join this new and exciting way of communicating. I will show you how to employ and understand tools used in communicating virtually, such as Adobe Presenter, Adobe Captivate and Adobe Connect. In this book I have introduced a number of new concepts that are useful in the preparation and implementation of the virtual environments and digital content. Let's begin our journey to change.

The vast array of options for online teaching can seem intimidating and endless. Take a look at the pros and cons of different options available for teaching online, tips and tricks for engaging various audiences and strategies for hybrid learning. Learn how the biggest rookie can become an online teaching professional.

Adobe Captivate 3: The Definitive Guide, the follow-up to Wordware's popular Macromedia Captivate: The Definitive Guide, steps you through all the procedures needed to create Flash movies based on any software on your desktop. You'll learn how to create Flash movies, edit individual screens, add and edit sound, even add interactivity (with or without grading) for complete customization. The expanded e-learning chapter in this edition discusses a variety of ways to build quizzing functions with individual questions and question pools. A chapter on branching shows how to move slide elements on a visual display, and how to create paths through a movie that give each viewer a unique experi-

ence. This book covers everything from getting the software installed and activated, manipulating the movie files, adding and editing audio, and building quizzes, all the way to delivery mechanisms of the final output and integrating your movies with other applications. With this book, learn to install and configure Captivate; create and edit movies; add, delete, edit, and rearrange slides; incorporate audio and interactivity in your movies; create e-learning content through the use of question slides and branching functions; use a variety of Captivate tools including templates and MenuBuilder.

The Survey of Best Practices in Developing Online Information Literacy Tutorials is a benchmarking report for online tutorial development, presenting a wealth of information on the practices involved in and the cost of developing online information literacy tutorials. The 285-page report also looks at how tutorials are marketed and accessed, and at popular access points such as Facebook, the library website and others, as well as how tutorials are used in for-credit classes and more ad-hoc use. The study looks at how tutorial designers are trained, and at how they inter-relate to non-library departments and other departments of the library. The study also looks at the use of tutorials of other colleges and vendor-produced tutorials, and at efforts to evaluate how students use tutorials, and how colleges should make decisions on what kinds of tutorials to produce and how to best produce them. The questionnaire for the report was largely developed by librarians at the University of Arizona libraries.

Teaching Online: A Practical Guide, 3rd edition is a concise, useful guide for educators teaching online. This new edition has been fully revamped and reflects important changes that have occurred since the second edition's publication.

The first ever successful computer with a GUI, ability to allow users to preview a document before printing, and a mouse was the Mac. The following are the reasons why it has remained relevant all these years. Turned Icons into Art Since Mac was the first computer with a GUI, it was the first to have icons. Susan Kare designed those first icons for Mac. Macs Beg to Be Networked Back when the Mac was launched, computer networking was exotic and pricey; but even then, Macs could be easily connected to each other. HyperCard Partly Inspired the Web The HyperCard was created by Bill Atkinson in 1987. Through this app, anyone could create on-screen cards with hyperlinks, images, or texts. The Mac laptop is advanced right

out of the box, it comes with many basic tools such as calendar management, email, etc. However, there is another world of powerful software for Apple Mac that will make complicated tasks easier. Although most of them are not free, they only cost a few bucks and they are well worth it. Here are some of the best.

Professional graphics designers will welcome this practical guide to Acrobat 5 because it tells why and when to use processes, as well as how. Includes projects, tutorials and demonstrations.

The interdisciplinary field of smart digital systems is crucial to modern computer science, encompassing artificial intelligence, information systems and engineering. For over a decade the mission of KES International has been to provide publication opportunities for all those who work in knowledge intensive subjects. The conferences they run worldwide are aimed at facilitating the dissemination, transfer, sharing and brokerage of knowledge in a number of leading edge technologies. This book presents some 80 papers selected after peer review for inclusion in three KES conferences, held as part of the Smart Digital Futures 2014 (SDF-14) multi-theme conference in Chania, Greece, in June 2014. The three conferences are: Intelligent Decision Technologies (KES-IDT-14), Intelligence Interactive Multimedia Systems and Services (KES-IIMSS-14), and Smart Technology-based Education and Training (KES-STET-14). The book will be of interest to all those whose work involves the development and application of intelligent digital systems.

A visual guide to the features and functions of Adobe Photoshop explains how to alter or manipulate images with color, layers, text, light, filters, and masks.

Learning Adobe Connect 9 Packt Publishing Ltd Written in an engaging, easy-to-follow style, Learning Adobe Connect 9 is a practical guide that will help you master the use of this web conferencing platform and its most important features. This book is ideal for users who would like to start utilizing Adobe Connect for web meetings, e-learning, and webinars. Those who are looking to learn Connect and get up to speed with using all of its features would find this book extremely useful. Communicating In A Digital World Aristotle T Lekacos You are about to embark on a journey. In some respects it will be similar to ones taken by other pioneers and innovators in the past. Your journey may begin with excitement and trepidation. As you continue and persevere you will discover new things and most importantly will feel a sense of accomplishment and self-improvement.



There will be times along the journey when you believe that you cannot possibly go any further. You will push yourself and lo and behold you will realize that you have discovered and learned so much more than you imagined. You will be changed forever! Change is taking place everywhere and will proceed whether we are for or against it. Just as the acoustic telegraph (telephone) replaced the electric telegraph, the incandescent lamp replaced gas lighting, wireless methods superseded wired technologies; the turbines eventual replacement of the horse, the aircraft the train, the email the mailed letter to name just a few changes in our recent history. In all cases these changes were not overnight phenomena but ones that took time. Slowly the practitioners changed, the users switched and the infrastructure transitioned and then the process repeated itself. This is civilization advancing; beginning with a technological innovation, then a 'marketing' of the technology to define its benefits and most importantly the subsequent preparation of society for its eventual deployment. The only certainty is uncertainty. Our position on the merits of the change must be based on our knowledge and not hearsay. As you embark on this journey of enlightenment you may encounter resistance from others. As with all innovation and transitional periods? naysayers, especially and perhaps surprisingly from within the field, will state why the new approach is inadequate, insufficient, incapable, not going to work and so forth. In business this denial to consider the need for possible change is called 'Core Rigidity'. Why the term 'Core Rigidity'? Rigidity - because individuals refuse to consider any change or revision and want the status quo to remain. Core - because most of these individuals are experts in the field and have years of experience in the existing environment, their specific knowledge is based on the current processes and most importantly if the change does come to pass their skill sets will be negated hence the term core rigidity. Some say it is human nature to discount new methodology, new theories, new approaches, new ideas; to paraphrase a common quote 'If it's not broken don't fix it?'. I say where would we be today if all of our ancestors had thought that way? Despite the reluctance of incumbents change is continuous. With respect to virtual communications we are approaching the societal stage; which is why I have written this book. Virtual communications will eventually replace the current mode of distance contact. Communicating and meetings will be forever changed. It is my intention to provide the information and knowledge to empower

you to successfully join this new and exciting way of communicating. I will show you how to employ and understand tools used in communicating virtually, such as Adobe Presenter, Adobe Captivate and Adobe Connect. In this book I have introduced a number of new concepts that are useful in the preparation and implementation of the virtual environments and digital content. Let's begin our journey to change. Adobe Experience Manager Quick-Reference Guide Web Content Management [formerly CQ] Adobe Press To meet the challenges of today and needs of tomorrow, businesses have to be agile, adaptable, and innovative. Adobe Experience Manager (formerly CQ) allows organizations to create a compelling online experience across digital channels—web, mobile, email, video, and social media—to build their brand, drive revenue, and extend their reach. This quick look-up guide by Adobe Experience Manager expert Shane Closser uses clear, concise explanations and an easy-to-use format to help you jump in and quickly start organizing and managing the delivery of your creative assets and other content. The Quick Reference Guide series focuses on enabling non-technical business users to perform the tasks they need to succeed in their job. This includes procedures for approving content, handy shortcuts, and helping to advise technical teams on the design of content infrastructure. You'll learn the quickest way to:

- Organize, find, and share assets
- Take control of metadata and tagging
- Manage multilingual content
- Take advantage of flexible workflows
- Tap into social communities

Adobe Captivate 3 The Definitive Guide Jones & Bartlett Learning Adobe Captivate 3: The Definitive Guide, the follow-up to Wordware's popular Macromedia Captivate: The Definitive Guide, steps you through all the procedures needed to create Flash movies based on any software on your desktop. You'll learn how to create Flash movies, edit individual screens, add and edit sound, even add interactivity (with or without grading) for complete customization. The expanded e-learning chapter in this edition discusses a variety of ways to build quizzing functions with individual questions and question pools. A chapter on branching shows how to move slide elements on a visual display, and how to create paths through a movie that give each viewer a unique experience. This book covers everything from getting the software installed and activated, manipulating the movie files, adding and editing audio, and building quizzes, all the way to delivery mechanisms of the final output and integrating your movies with other applications. With this book, learn to install

and configure Captivate; create and edit movies; add, delete, edit, and rearrange slides; incorporate audio and interactivity in your movies; create e-learning content through the use of question slides and branching functions; use a variety of Captivate tools including templates and MenuBuilder. The Complete Guide to Using Google in Libraries Research, User Applications, and Networking Rowman & Littlefield-From the Forward by Michael Lesk: Google has now developed services far beyond text search. Google software will translate languages and support collaborative writing. The chapters in this book look at many Google services, from music to finance, and describe how they can be used by students and other library users. Going beyond information resources, there are now successful collaboration services available from Google and others. You can make conference calls with video and shared screens using Google Hangouts, Writing documents with small numbers of colleagues often involved delays while each author in sequence took over the writing and made edits. Today Google Docs enables multiple people to edit the same document at once. An ingenious use of color lets each participant watch in real time as the other participants edit, and keeps track of who is doing what. If the goal is to create a website rather than to write a report, Google Sites is now one of the most popular platforms. Google is also involved in social networking, with services such as Google+ Other tools view social developments over time and space. The Google Trends service, for example, will show you when and where people are searching for topics. Not surprisingly, searches for "swimwear" peak in June and searches for "snowmobile" peak in January. The Complete Guide to Using Google in Libraries, Volume 2: Research, User Applications, and Networking has 30 chapters divided into four parts: Research, User Applications, Networking, Searching. The contributors are practitioners who use the services they write about and they provide how-to advice that will help public, school, academic, and special librarians; library consultants, LIS faculty and students, and technology professionals. Adobe Analytics Quick-Reference Guide Market Reports and Analytics (formerly SiteCatalyst) Adobe Press Companies face the challenge of measuring and analyzing the near-overwhelming quantities of data generated from their online businesses and then using that data to gain critical insights into their customers to drive sales. Adobe Analytics (formerly SiteCatalyst) provides product and content managers, marketers, and analysts with real-time intelligence on cus-

tomers' online behavior, helps businesses anticipate what their customers will want, personalizes their online experience, and delivers relevant content across web and mobile channels. This quick lookup guide by Adobe Analytics expert Shane Closser uses clear, concise explanations and an easy-to-use format to jump in and start using Adobe's powerful web analytics tool. You'll learn the quickest way to: Create metrics Run and set options for reports Measure the effectiveness of marketing campaigns Engage and retain customers Track customers through the conversion funnel Share reports and set up dashboards

The Lawyer's Guide to Collaboration Tools and Technologies Smart Ways to Work Together American Bar Association This first-of-its-kind legal guide showcases how to use the latest Web-based and software technologies, such as Web 2.0, Google tools, Microsoft Office, and Acrobat, to work collaboratively and more efficiently on projects with colleagues, clients, co-counsel and even opposing counsel. The book provides a wealth of information useful to lawyers who are just beginning to try collaboration tools, as well as tips and techniques for those lawyers with intermediate and advanced collaboration experience. Adobe Illustrator CS3 Peachpit Press The most comprehensive way to master Adobe Illustrator CS3. Educational Leadership and Administration: Concepts, Methodologies, Tools, and Applications Concepts, Methodologies, Tools, and Applications IGI Global The delivery of quality education to students relies heavily on the actions of an institution's administrative staff. Effective leadership strategies allow for the continued progress of modern educational initiatives. Educational Leadership and Administration: Concepts, Methodologies, Tools, and Applications provides comprehensive research perspectives on the multi-faceted issues of leadership and administration considerations within the education sector. Emphasizing theoretical frameworks, emerging strategic initiatives, and future outlooks, this publication is an ideal reference source for educators, professionals, school administrators, researchers, and practitioners in the field of education. The Survey of Library Services for Distance Learning Programs, 2014 Edition Primary Research Group Inc The study examines how academic libraries are serving their institution's distance and blended learning programs, including the impact of the rapid development of MOOCs and the increasing use of lecture capture in online courses. The study looks at staffing, budgets, salaries and other nuts and bolts aspects of college library programs to serve distance learners. It also probes how li-

brarians communicate with distance learners - through online information literacy courses, online tutorials, instant messaging and a strong presence on course management systems, among many other ways. The study offers hard data on the percentage of distance learning librarians that archive and use lecture capture materials, their spending on licensed films and other intellectual property for distance learners, and the ways that librarians track contacts with distance learning students and much more. Teacher Education: Concepts, Methodologies, Tools, and Applications Concepts, Methodologies, Tools, and Applications IGI Global Educators play a significant role in the intellectual and social development of children and young adults. Next-generation teachers can only be as strong as their own educational foundation which serves to cultivate their knowledge of the learning process, uncover best practices in the field of education, and employ leadership abilities that will inspire students of all ages. Teacher Education: Concepts, Methodologies, Tools, and Applications explores the current state of pre-service teacher programs as well as continuing education initiatives for in-service educators. Emphasizing the growing role of technology in teacher skill development and training as well as key teaching methods and pedagogical developments, this multi-volume work compiles research essential to higher education professionals and administrators, educational software developers, and researchers studying pre-service and in-service teacher training. Teaching Theology in a Technological Age Cambridge Scholars Publishing The iGeneration has learned to adapt rapidly to technological change. Tech-savvy students multi-task with consummate ease, accessing email on smart-phones, researching assignments on tablets, reading a book on Kindle, while drinking a flat white and listening to iTunes in the background. How does the tertiary educational curriculum meet the learning needs of students whose attention transitions rapidly between mediums and messages? The complexity and pace of modern technological change has left the theological educational sector gasping, as it struggles to devise pedagogically engaging online distance learning materials in traditional disciplines and teach units with significant relational and pastoral components. The technological benefits are vast, the instant availability of information unprecedented, and the opportunities to provide theological education to groups marginalised by the tyranny of distance and time enormous. How should the theological sector address these challenges and opportunities? Al-

though the benefits are massive, the media is replete with stories of the casualties of technological change, including cyber-bullying, internet predators, the psychic damage from trolls, addiction to gaming, and issues of body image, among others. How should the theological sector, drawing upon its scriptural and teaching heritage, come to grips with the deficits spawned by the technological revolution? What is the theological, pastoral, social and pedagogic responsibility of theology teachers in nurturing this new generation? Teaching Theology in a Technological Age draws together in an inspiring volume a series of cutting-edge essays from Australian, New Zealand and South African scholars on the learning and teaching of theology in a digital age. Focus Groups Theory and Practice SAGE Publications The fully updated Third Edition of Focus Groups: Theory and Practice offers a unique blend of focus group theory and practice in a single, easy-to-read source. It provides systematic treatment to the design, conduct, and interpretation of focus group data within the context of social science research and theory. Known for accessibility and step-by-step guidance, comprehensive treatment, and historical perspective, the book examines every facet of focus group research, from the selection and recruitment of group participants, to the selection of a moderator and conducting of interviews, to the analysis of focus group data. The Third Edition reflects the growing use of focus group research to address an increasingly broad array of issues that have a global span, and also provides more guidance on conducting virtual focus groups. Real World Adobe InDesign CS6 Peachpit Press Sharpen your InDesign skills with this definitive resource created specifically for design professionals who need to layout out, proof, export, and publish pages with Adobe InDesign CS6. Complete coverage of InDesign CS6's new features and enhancements includes: Liquid Layouts and creating alternate layouts, copying and linking objects with the Content Collector (Conveyor) tool, creating Acrobat PDF form fields and placing HTML and Edge Animation in digital documents, exporting HTML, and creating EPUB documents. Real World Adobe InDesign is brimming with insightful advice, illustrations, and shortcuts that will have you quickly and professionally producing your work in no time. This is the book that experts open to find real answers to their questions about InDesign. It's written in a friendly, visual style that offers accurate information and creative inspiration for intermediate to expert users. Duik Basel - User Guide Lulu.com Office User Guide for MicroStrategy 9.

3MicroStrategyCompTIA A+ Complete Review GuideExam Core 1 220-1001 and Exam Core 2 220-1002John Wiley & SonsA comprehensive step-by-step review for A+ certification, revised for the latest exams The CompTIA A+ Complete Review Guide: Exam 220-1001 and Exam 220-1002, Fourth Edition is an ideal preparation tool to help you ace the exam and get certified. The must-have companion to the CompTIA A+ Complete Study Guide, this book provides a streamlined review of vital exam topics, helping you reinforce comprehension and strengthen retention. Now in its fourth edition, this review guide has been fully updated to focus on the latest best practices and new exam objectives. A clear and concise review structure helps you to focus on problem areas while logically organized topics allow for quick reference and flexible study. Covering both A+ exams, this book covers topics including PC hardware, networking, operating systems and procedures, security, troubleshooting, and more. Access to the Sybex online learning environment includes practice test questions, bonus exams, electronic flashcards, and a searchable glossary of key terms. Organize your exam prep to focus on challenging areas and reinforce your understanding of essential exam objectives. A+ certification is a vital step for careers in information technology, allowing current and prospective computer technicians to validate or recertify their skills. An essential component to any A+ exam strategy, this valuable review will help you: Learn to install and configure modern hardware and peripherals such as network switches, firewalls, and Bluetooth modules Keep updated on current software, including Windows, Linux, and mobile operating systems Integrate exam reviews with other Sybex learning resources to provide a comprehensive study plan The CompTIA A+ Complete Review Guide: Exam 220-1001 and Exam 220-1002, Fourth Edition is an integral part of your overall exam prep strategy, allowing you to focus your study on what matters most. Adobe Acrobat 5 The Professional User's Guide Apress Professional graphics designers will welcome this practical guide to Acrobat 5 because it tells why and when to use processes, as well as how. Includes projects, tutorials and demonstrations. The Emulation User's Guide Lulu.com The Emulation User's Guide has everything you need to know about getting started with computer, console and arcade emulation on the Apple Macintosh computer and PC. This guide includes the history of emulation on the Internet and covers some of the legalities involving emulation of these systems. Office User Guide for MicroStrategy

9.2.1mMicroStrategyThe Ultimate Guide to Adobe Acrobat DCPDFs have become the standard in the legal and business communities for creating, analyzing, storing, and exchanging digital documents, and for filing documents in courts with electronic filing systems. The Ultimate Guide to Adobe(R) Acrobat(R) DC provides step-by-step instructions and screenshots showing all types of users how to get the most from Acrobat, from its most common tools to its most advanced features. Learning Adobe Connect 9 Successfully Create and Host Web Meetings, Virtual Classes, and Webinars with Adobe Connect The Survey of Best Practices in Developing Online Information Literacy Tutorials 06/2013 Primary Research Group Inc The Survey of Best Practices in Developing Online Information Literacy Tutorials is a benchmarking report for online tutorial development, presenting a wealth of information on the practices involved in and the cost of developing online information literacy tutorials. The 285--page report also looks at how tutorials are marketed and accessed, and at popular access points such as Facebook, the library website and others, as well as how tutorials are used in for-credit classes and more ad-hoc use. The study looks at how tutorial designers are trained, and at how they inter-relate to non-library departments and other departments of the library. The study also looks at the use of tutorials of other colleges and vendor-produced tutorials, and at efforts to evaluate how students use tutorials, and how colleges should make decisions on what kinds of tutorials to produce and how to best produce them. The questionnaire for the report was largely developed by librarians at the University of Arizona libraries. Teaching First-Year College Students A Practical Guide for Librarians Rowman & Littlefield This book takes a comprehensive look at first-year library instruction from examining why first-year students struggle with academic assignments to exploring instruction roles at different institutions. It offers step-by-step guidance for planning, teaching, and assessing first-year students in and beyond the library instruction classroom. Enterprise LMS with Adobe Captivate Prime Design and develop world-class learning experiences for your employees, partners, and customers Packt Publishing Ltd Adobe Captivate Prime is an enterprise LMS platform that enables you to deliver world-class e-learning solutions. This book helps you unlock the full potential of this platform to help you publish content online, ensure that the right student accesses the content, track student progress, and evaluate the course's effectiveness and ROI. The Official Samba-3 HOWTO and Reference

Guide Prentice Hall Professional A guide to the features of Samba-3 provides step-by-step installation instructions on integrating Samba into a Windows or UNIX environment. Mastering Apple MacBook - MacBook Pro, MacBook Air, MacOS Ultimate User Guide Adidas Wilson The first ever successful computer with a GUI, ability to allow users to preview a document before printing, and a mouse was the Mac. The following are the reasons why it has remained relevant all these years. Turned Icons into Art Since Mac was the first computer with a GUI, it was the first to have icons. Susan Kare designed those first icons for Mac. Macs Beg to Be Networked Back when the Mac was launched, computer networking was exotic and pricey; but even then, Macs could be easily connected to each other. HyperCard Partly Inspired the Web The HyperCard was created by Bill Atkinson in 1987. Through this app, anyone could create on-screen cards with hyperlinks, images, or texts. The Mac laptop is advanced right out of the box, it comes with many basic tools such as calendar management, email, etc. However, there is another world of powerful software for Apple Mac that will make complicated tasks easier. Although most of them are not free, they only cost a few bucks and they are well worth it. Here are some of the best. Next Level Virtual Training Advance Your Facilitation American Society for Training and Development Surpass the Basics of Virtual Training As virtual training continues as a go-to, effective learning option, and platform providers improve functionality, trainers and facilitators need to take their skills to the next level. Written by expert facilitator Diana L. Howles, this book goes beyond the basics of virtual training and online synchronous instruction, providing in-depth insights into advanced challenges. Next Level Virtual Training introduces the Virtual Trainer Capability Model, which identifies eight areas of expertise for the top virtual professional. A train-the-virtual-trainer resource, this book will guide you developing the specific knowledge and skills to facilitate online interactivity, manage multitasking, be technically fluent, oversee logistics and troubleshooting, leverage your voice, and engage virtual learners. Importantly, this book is about actionable tips, strategies, and techniques rather than the technologies. Inside you'll find comprehensive chapters on developing on-camera competence; applying learning experience design to live online learning; and preparing for the combination of onsite and online learners together in a post-pandemic hybrid work environment. Whether you are a virtual trainer, a live online facilitator, a synchronous educator, an



online adult education instructor, this book is for you. It is also for designers, developers, evaluators, and producers of virtual learning. Remote Research Real Users, Real Time, Real Research Rosenfeld Media Remote studies allow you to recruit subjects quickly, cheaply, and immediately, and give you the opportunity to observe users as they behave naturally in their own environment. In Remote Research, Nate Bolt and Tony Tulathimutte teach you how to design and conduct remote research studies, top to bottom, with little more than a phone and a laptop. Online Instruction A Practical Guide for Librarians Rowman & Littlefield The vast array of options for online teaching can seem intimidating and endless. Take a look at the pros and cons of different options available for teaching online, tips and tricks for engaging various audiences and strategies for hybrid learning. Learn how the biggest rookie can become an online teaching professional. Photoshop 7 for Windows and Macintosh Peachpit Press A visual guide to the features and functions of Adobe Photoshop explains how to alter or manipulate images with color, layers, text, light, filters, and masks. Teaching Online A Practical Guide Routledge Teaching Online: A Practical Guide, 3rd edition is a concise, useful guide for educators teaching online. This new edition has been fully revamped and reflects important changes that have occurred since the second edition's publication. Real World Adobe InDesign CS5 Pearson Education Sharpen your InDesign skills with this definitive resource created specifically for design professionals who need to lay out, proof, export, and print/publish pages in InDesign CS5. Best-selling authors Olav Martin Kvern, David Blatner, and Bob Bringhurst share their hands-on techniques to help you master InDesign's advanced layout tools. This book is brimming with insightful advice, illustrations, and shortcuts that will have you producing high-quality work in no time. This is the book that experts open to find real answers to their questions about InDesign. In Real World Adobe InDesign CS5 you'll learn how to: Use the new Layers panel to simplify working in complex documents Optimize your workflow with multiple page sizes and track text changes Learn the best practices for consistent color management Increase efficiency with scripts and other automation features Make your layouts come to life with the new Animation and Media panels for interactive documents Note from the publisher: FREE Adobe InDesign CS5.5 updates are available for this title. Simply register your product at [www.peachpit.com/register](http://www.peachpit.com/register) and you will receive the updates when they be-

come available. Adobe Acrobat 8 Standard, Professional, Connect And 3D Springer-Verlag New York Incorporated Unleash the power of Adobe Acrobat 8 and Acrobat Connect 8 to communicate and collaborate with confidence. Whether you are a newbie in the PDF universe or an advanced Acrobat user, this book will guide you through all the useful features of Acrobat 8 and Acrobat 8 Connect. You will learn to: - combine files into PDF documents or PDF packages, - create and optimize PDF documents for office use, print production and interactive digital media, - collect information for research and forms processing; archive your work in future-savvy PDF/A files, - control access to information, - edit and redact documents, - connect into live sessions side-by-side with colleagues in remote geographic locations, - collaborate in online reviews, - preflight documents and validate standards conformance, - ready documents for compliance with Section 508 of the Rehabilitation Act. Office users will find step-by-step instructions along with tips and tricks written in a clear and concise language particularly useful for quick reference. Should you be a prepress and print production professional, you will be thrilled to learn how to keep a firm grip on the output quality even when using newest high-end printing gear based on Adobe PDF Print Engine. PDF/X-1a (Pass4-Press), PDF/X-3 and even the latest implementation of PDF standards, PDF/X-4, are thoroughly described in this book. The book also covers Acrobat 3D Version 8. A Guide to Online Course Design Strategies for Student Success John Wiley & Sons A Guide to Online Course Design offers faculty and professional staff a practical and easy-to-follow model for creating exceptional online courses that focuses on quality standards in instructional design, transparency in learning outcomes, and learner persistence. A comprehensive resource, the book includes effective, research-based instructional strategies to motivate online learners and help them become more self-directed. A Guide to Online Course Design emphasizes quality standards and removing barriers to learners' persistence, which ensures online courses meet the needs of online learners as well as distance education initiatives. "All faculty members and course designers, regardless of experience level, content background, or technology skills, can benefit from applying the approaches defined in this book. The authors have imparted a wealth of knowledge that can improve the quality of any online class and I highly recommend this book for all those involved with online learning." - Anton G. Camarota, faculty, University of Denver

"Anyone involved in developing online courses should read this book! Packed with great insights and the research to back them up, Stavredes and Herder guide readers with practical information that will support online course development." - Brenda Boyd, director of professional development and consulting, Quality Matters Program "The blend of theory and application makes A Guide to Online Course Design and indispensable resource for any professional seeking to create high quality, outcomes-based learning experiences. I loved the action steps that close each chapter, as they lead the reader through the entire process of course design from analysis to implementation." - Kathe Kacheroski, dean of curriculum and instruction, Rasmussen College The Rough Guide to the Best Android Apps The 400 Best for Smartphones and Tablets Rough Guides UK- So many apps and so little time. How do you get to the best with a minimum of fuss? The Rough Guide to the Best Android Apps solves the problem. It reveals the 400 best free and paid for applications for smartphones and tablets in all categories. Whether its navigation or news, photography or productivity, games or utilities this book highlights the best Android apps available from the marquee names to the hidden gems. Discover now the 400 apps your Android device should be using. Adobe Acrobat 7 Tips and Tricks The 150 Best Adobe Press A guide to both the standard and professional versions of Acrobat 7 provides information on creating PDF files, printing, working with forms, modifying a document, working with multimedia, and making documents secure. Smart Digital Futures 2014 IOS Press The interdisciplinary field of smart digital systems is crucial to modern computer science, encompassing artificial intelligence, information systems and engineering. For over a decade the mission of KES International has been to provide publication opportunities for all those who work in knowledge intensive subjects. The conferences they run worldwide are aimed at facilitating the dissemination, transfer, sharing and brokerage of knowledge in a number of leading edge technologies. This book presents some 80 papers selected after peer review for inclusion in three KES conferences, held as part of the Smart Digital Futures 2014 (SDF-14) multi-theme conference in Chania, Greece, in June 2014. The three conferences are: Intelligent Decision Technologies (KES-IDT-14), Intelligence Interactive Multimedia Systems and Services (KES-IIMSS-14), and Smart Technology-based Education and Training (KES-STET-14). The book will be of interest to all those whose work involves the



development and application of intelligent digital systems. Information Literacy Instruction that Works A Guide to Teaching by Discipline and Student Population, Second Edition American Library Association-Information literacy and library instruction are at the heart of the academic library's mission. But how do you bring that instruction to an increasingly diverse student body and an increasingly varied spectrum of majors? In this updated, expanded new second edition, featuring more than 75% new content, Ragains and 16 other library instructors share their best practices for reaching out to today's unique users. Readers will find strategies and techniques for teaching college and university freshmen, community college students, students with disabilities, and those in distance learning programs. Alongside sample lesson plans, presentations, brochures, worksheets, handouts, and evaluation forms, Ragains and his contributors offer proven approaches to teaching students in the most popular programs of study, including English Literature Art and Art History Film Studies History Psychology Science Agricultural Sciences and Natural Resources Hospitality Business Music Anthropology Engineering Coverage of additional special topics, including legal information for non-law students, government information, and patent searching, make this a complete guide to information literacy instruction. The Professor's Guide to Taming Technology Leveraging Digital Media, Web 2.0 and More for Learning IAP This book is provided as a guide, encouragement and handbook for faculty to introduce digital media in language you can understand and provide strategies and activities you can quickly assimilate into your teaching. We are excited that more people will be able to benefit from the powerful help and guidance contained in this book. We are even more exhilarated as we anticipate how each of you will discover applications and new directions we would never anticipate, and look forward. We look forward to your innovations as you use the material you discover here. This book responds to the needs of our changing world and students by revealing innovative technology applications and how faculty are and can use digital media in teaching in higher education because faculty make the quickest changes and learn how to do it best. It is a valuable resource for faculty from faculty, because it allows the sharing of successful teaching experiences with digital media with our worldwide colleagues so they may modify it, extend it, and improve it. Moreover, in our work with faculty across

all disciplines, we also find that many struggle to think about teaching in ways in which they can incorporate technology meaningfully. While we might be experts in our discipline (chemistry, philosophy, music, etc) due to the curriculum of terminal degrees, we might not have strong preparation in instructional design. We have been fortunate to bring together faculty experts across different disciplines to specifically speak about how and why to use digital media in higher education settings. We realize we are asking you to think about your way of teaching with new ideas and strategies. Therefore, we try to illustrate them with clear examples. These different approaches include clear descriptions of what these activities look like, why to develop and implement them, and how to do so for your specific needs.

A guide to both the standard and professional versions of Acrobat 7 provides information on creating PDF files, printing, working with forms, modifying a document, working with multimedia, and making documents secure.

This book is provided as a guide, encouragement and handbook for faculty to introduce digital media in language you can understand and provide strategies and activities you can quickly assimilate into your teaching. We are excited that more people will be able to benefit from the powerful help and guidance contained in this book. We are even more exhilarated as we anticipate how each of you will discover applications and new directions we would never anticipate, and look forward. We look forward to your innovations as you use the material you discover here. This book responds to the needs of our changing world and students by revealing innovative technology applications and how faculty are and can use digital media in teaching in higher education because faculty make the quickest changes and learn how to do it best. It is a valuable resource for faculty from faculty, because it allows the sharing of successful teaching experiences with digital media with our worldwide colleagues so they may modify it, extend it, and improve it. Moreover, in our work with faculty across all disciplines, we also find that many struggle to think about teaching in ways in which they can incorporate technology meaningfully. While we might be experts in our discipline (chemistry, philosophy, music, etc) due to the curriculum of terminal degrees, we might not have strong preparation in instructional design. We have been fortunate to bring together faculty experts across different disciplines to specifically speak about how and why to

use digital media in higher education settings. We realize we are asking you to think about your way of teaching with new ideas and strategies. Therefore, we try to illustrate them with clear examples. These different approaches include clear descriptions of what these activities look like, why to develop and implement them, and how to do so for your specific needs.

The Emulation User's Guide has everything you need to know about getting started with computer, console and arcade emulation on the Apple Macintosh computer and PC. This guide includes the history of emulation on the Internet and covers some of the legalities involving emulation of these systems.

A Guide to Online Course Design offers faculty and professional staff a practical and easy-to-follow model for creating exceptional online courses that focuses on quality standards in instructional design, transparency in learning outcomes, and learner persistence. A comprehensive resource, the book includes effective, research-based instructional strategies to motivate online learners and help them become more self-directed. A Guide to Online Course Design emphasizes quality standards and removing barriers to learners' persistence, which ensures online courses meet the needs of online learners as well as distance education initiatives. "All faculty members and course designers, regardless of experience level, content background, or technology skills, can benefit from applying the approaches defined in this book. The authors have imparted a wealth of knowledge that can improve the quality of any online class and I highly recommend this book for all those involved with online learning." - Anton G. Camarota, faculty, University of Denver "Anyone involved in developing online courses should read this book! Packed with great insights and the research to back them up, Stavredes and Herder guide readers with practical information that will support online course development." - Brenda Boyd, director of professional development and consulting, Quality Matters Program "The blend of theory and application makes A Guide to Online Course Design and indispensable resource for any professional seeking to create high quality, outcomes-based learning experiences. I loved the action steps that close each chapter, as they lead the reader through the entire process of course design from analysis to implementation." - Kathe Kacheroski, dean of curriculum and instruction, Rasmussen College