

How To Double Space A Paper

MEDICAL ASSISTING: ADMINISTRATIVE AND CLINICAL COMPETENCIES, Seventh Edition, delivers the critical knowledge base and skills for entry-level medical assistants in an easy-to-understand and proven format. Newly organized for greater effectiveness, the text also includes the latest in emergency preparedness, ICD-10 and electronic health records. In addition, the text highlights personal growth topics like professionalism and time management.

Updated and innovative, the 7th edition of Medical Assisting: Administrative and Clinical Competencies uses multiple in-text features and exclusive technology products to prepare students for a successful career in medical assisting, and give them a significant advantage in today's competitive marketplace. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Part of the fun of programming in Perl lies in tackling tedious tasks with short, efficient, and reusable code. Often, the perfect tool is the one-liner, a small but powerful program that fits in one line of code and does one thing really well. In Perl One-Liners, author and impatient hacker Peteris Kruminis takes you through more than 100 compelling one-liners that do all sorts of handy things, such as manipulate line spacing, tally column values in a table, and get a list of users on a system. This cookbook of useful, customizable, and fun scripts will even help hone your Perl coding skills, as Kruminis dissects the code to give you a deeper understanding of the language. You'll find one-liners that: –Encode, decode, and convert strings –Generate random passwords –Calculate sums, factorials, and the mathematical constants pi and e –Add or remove spaces –Number lines in a file –Print lines that match a specific pattern –Check to see if a number is prime with a regular expression –Convert IP address to decimal form –Replace one string with another And many more! Save time and sharpen your coding skills as you learn to conquer those pesky tasks in a few precisely placed keystrokes with Perl One-Liners.

Describes the typographic features of Adobe InDesign CS2.

The history of applications of space group theory to solid state physics goes back more than five decades. The periodicity of the lattice and the definition of a k-space were the corner-stones of this application. Prof. Volker Heine in Vol. 35 of Solid State Physics (1980) noted that, even in perfect crystals, where k-space methods are appropriate, the local properties (such as the charge density, bond order, etc.) are defined by the local environment of one atom. Naturally, "k-space methods" are not appropriate for crystals with point defects, surfaces and interfaces, or for amorphous materials. In such cases the real-space approach favored by chemists to describe molecules has turned out to be very useful. To span the gulf between the k-space and real space methods it is helpful to recall that atoms in crystalline solids possess a site symmetry defined by the symmetry of the local environment of the atom occupying the site. The site symmetry concept is familiar to crystallographers and commonly used by them in the description of crystalline structures. However, in the application of group theory to solid state physics problems, the site symmetry approach has been used only for the last ten to fifteen years. In our book Methods of Group Theory in the Quantum Chemistry of Solids published in Russian in 1987 by Leningrad University Press we gave the first results of this application to the theory of electronic structure of crystals.

Portable Video: ENG and EFP, Fifth Edition" focuses on the techniques and technology of single camera electronic news gathering and electronic field production. Covering everything from basic creative and technical editing techniques to budgets and copyright issues, it is accessible to the home videomaker or amateur and to the professional seeking information on the newest advances in technique and equipment. It includes special focus on TV news production and field production and is suitable for complete beginners.

Do you have a Big Movie Idea that you're just dying to write, but aren't quite sure how to do it? Don't know how to compile and organize your ideas in a cohesive manner? Are you unsure of the "rules" of screenwriting, but are willing to learn? HOW TO WRITE A SCREENPLAY, by Travis Seppala, may just be the book for you. In it, Travis outlines very clearly the dos and don'ts of writing a screenplay. He will help you through the whole process from coming up with a high concept idea that is marketable, and walks through the steps to plan your story and characters out, write the script, edit and rewrite, and finally how to get your finished screenplay out into the world. Travis's detailed and easy to understand text is accompanied by pictures and screenshots to help you see exactly what he's talking about and lets you learn by example. No corner is unturned as this book walks you through everything you need to know on your screenwriting journey using tools like character webbing, screenwriting software, and online services to find producers looking for your scripts. So if you've always wanted to write a script to be turned into a major motion picture on the big screen, now you can find out how with HOW TO WRITE A SCREENPLAY, by Travis Seppala. HowExpert publishes quick 'how to' guides on all topics from A to Z by everyday experts.

A growing number of both established and newly developed doctoral programs are focusing on the preparation of practitioners rather than career researchers. Professional doctorates such as the Doctor of Nursing Practice (DNP), Doctor of Education (EdD), Doctor of Pharmacy (PharmD), Doctor of Professional Studies (DProf or DPS), and the Doctor of Psychology (PsyD) are, in fact, just a few of the professional doctorates being offered today. Professional doctorates are the fastest growing segment of doctoral education. The nature of the dissertation and the process of completing a dissertation can be quite different in a professional practice doctoral program but there are few resources for both students and faculty involved in completing and mentoring such dissertations. This book was written specifically for students and faculty involved in professional practice dissertation work. It addresses both the tasks and procedures that professional practice dissertations have in common with dissertations in "research" doctoral programs as well as the tasks and issues that are more common in professional practice doctoral programs. For example, negotiating entry into applied settings and securing the cooperation of practicing professionals is covered, as are alternative models for the

dissertation (e.g., the "three article dissertation" or "TAD"). The book also covers tasks such as getting IRB approval for applied dissertation research conducted in the field and how to propose and carry out studies based on applied and professional models of research. This book, written by three experienced mentors of professional practice dissertation students, is the comprehensive guide for both students and faculty.

Go beyond computing basics with the award-winning NEW PERSPECTIVES ON COMPUTER CONCEPTS. Designed to get you up-to-speed on essential computer literacy skills, this market leading text goes deeper, providing technical and practical information relevant to everyday life. NEW PERSPECTIVES ON COMPUTER CONCEPTS 2014 incorporates significant technology trends that affect computing and everyday life; such as concerns for data security, personal privacy, online safety, controversy over digital rights management, interest in open source software and portable applications, and more. In addition, coverage of Microsoft Windows 8 and Office 2013 will introduce you to the exciting new features of Microsoft's next generation of software. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Make the Web interactive with your own animations Liven up your Web site with graphics that move, buttons that light up, and more Flash is fun - and this book makes it easy whether you're using a Mac(r) or Windows(r). Fill letters with images, create buttons that glow or change color when you pass your mouse over them, play video and sound files, morph objects into different ones, and do dozens of other things to make your site flashier. Discover how to * Create animated text * Find sample Flash files * Explore links to additional information * Add sound and video * Build great user interfaces * Publish your Flash files

Constructing the Persuasive Portfolio helps you learn the art of designing a compelling and effective architectural portfolio. Margaret Fletcher categorizes the architectural portfolio design process into a step-by-step method that you can manage and understand. The full-color book includes 400 portfolio examples from 55 designers, along with more than 50 diagrams, and a set of 48 design actions that are marked throughout. You will learn how to: -Identify your readership -Collect, document, and catalog your work -Organize your portfolio -Visually structure your portfolio -Design your layout -Manage both printed and digital portfolio formats As your ultimate persuasive tool, your portfolio is the single most important design exercise of your academic and professional career. Constructing the Persuasive Portfolio shows you everything you need to know to create your portfolio and is the only portfolio design book you will ever need!

This dictionary of American English is designed to help learners write and speak accurate and up-to-date English. • Ideal for upper-intermediate and advanced learners of English • Based on the Collins 4.5-billion-word database, the Collins Corpus • Up-to-date coverage of today's English, with all words and phrases explained in full sentences • Authentic examples from the Collins Corpus show how English is really used • Extensive help with grammar, including plural forms and verb inflections • Fully illustrated Word Web and Picture Dictionary boxes provide additional information on vocabulary and key concepts • Vocabulary-building features encourage students to improve their accuracy and fluency: †- Word Partnership notes highlight important collocations †- Thesaurus entries offer synonyms and antonyms for common words †- Usage notes explain different meanings and uses of the word • Supplements on Grammar, Writing, Speaking, Words That Frequently Appear on TOEFL® and TOEIC®, Text Messaging and Emoticons

Is A Practical Reference Guide Designed To Focus On The Specific And Varied Requirements Of Researchers And Advisors. The Book Focuses On A Standardized Style And Format For Writing A Thesis, Features The Guidelines Suggested By The Mla And The Apa, And Explains And Illustrates The Number System And The Traditional Footnote Style. The Book Includes A Comprehensive Treatment Of Thesis Organization And Documentation And Extensive Specimen Pages Of The Various Elements Of The Thesis. Problem Areas Such As Thesis Statements, Quotation Handling And Paraphrasing Without Plagiarism, And Documentation Of Multivolume Works Are Effectively Exemplified. Also Included Are A Detailed Chapter On Punctuation And Mechanics, A Chapter On Some Reminders On The Question Of Style, And A Thesis Evaluation Form. Guidelines For Writing A Research Paper, Along With Some Writing Samples, Are Also Incorporated. A Thesis Typing Guide Sheet Accompanies The Book. Thus This Manual Is A Friend In Need For The Researcher.

Dan Gookin's For Dummies guides to Word have consistently led the pack, selling more than 1.7 million copies in previous editions The author's irreverent sense of humor and crystal-clear prose make getting up to speed on Word a snap Thoroughly updated to cover Word's new interface, new file format options, and new collaboration and connectivity features An essential resource for everyone who wants to hit the ground running with Word 2007 and make the most of all the new features

Introduced by Peter Scholze in 2011, perfectoid spaces are a bridge between geometry in characteristic 0 and characteristic p , and have been used to solve many important problems, including cases of the weight-monodromy conjecture and the association of Galois representations to torsion classes in cohomology. In recognition of the transformative impact perfectoid spaces have had on the field of arithmetic geometry, Scholze was awarded a Fields Medal in 2018. This book, originating from a series of lectures given at the 2017 Arizona Winter School on perfectoid spaces, provides a broad introduction to the subject. After an introduction with insight into the history and future of the subject by Peter Scholze, Jared Weinstein gives a user-friendly and utilitarian account of the theory of adic spaces. Kiran Kedlaya further develops the foundational material, studies vector bundles on Fargues–Fontaine curves, and introduces diamonds and shtukas over them with a view toward the local Langlands correspondence. Bhargav Bhatt explains the application of perfectoid spaces to comparison isomorphisms in p -adic Hodge theory. Finally, Ana Caraiani explains the application of perfectoid spaces to the construction of Galois representations associated to torsion classes in the cohomology of locally symmetric spaces for the general linear group. This book will be an invaluable asset for any graduate student or researcher interested in the theory of perfectoid spaces and their applications.

"Organized around the 6 + 1 Writing Traits, the book breaks writing into manageable parts to help both students and teachers deal with all aspects of writing." -- back cover.

Filet crochet is a popular form of lace that uses a combination of solid blocks and open spaces to create pictures, motifs and patterns.

Annotation nbsp; The best selling MS-DOS book is now fully up20010620d to include the latest Microsoft operating systems. Completely revised and updated from the best selling second edition with essential new coverage for today's DOS environment. Considered a MUST for anyone dealing with legacy DOS applications. Provides the reader a complete listing and explanation of DOS commands that work with Windows 95, 98, 2000, ME, and Windows NT. Special Edition Using MS-DOS 6.22, Third Edition is a successful bestseller and the only up-to-date title on the market today that is geared toward the intermediate to advanced user. This edition will add to the second editions coverage in the following areas: Updates the entire book to reflect current technology and provide better readability; updates compatibility with the addition of Windows ME/2000 operating systems; updates the appendices on non-Microsoft versions of DOS, providing a reference that is impossible to find anywhere else. nbsp;

An architect's view of the new metropolitan consciousness and the suburban metropolis as the future frontier.

This book is by far the most comprehensive treatment of point and space groups, and their meaning and applications. Its completeness makes it especially useful as a text, since it gives the instructor the flexibility to best fit the class and goals. The instructor, not the author, decides what is in the course. And it is the prime book for reference, as material is much more likely to be found in it than in any other book; it also provides detailed guides to other sources. Much of what is taught is folklore, things everyone knows are true, but (almost?) no one knows why, or has seen proofs, justifications, rationales or explanations. (Why are there 14 Bravais lattices, and why these? Are the reasons geometrical, conventional or both? What determines the Wigner–Seitz cells? How do they affect the number of Bravais lattices? Why are symmetry groups relevant to molecules whose vibrations make them unsymmetrical? And so on). Here these analyses are given, interrelated, and in-depth. The understanding so obtained gives a strong foundation for application and extension.

Assumptions and restrictions are not merely made explicit, but also emphasized. In order to provide so much information, details and examples, and ways of helping readers learn and understand, the book contains many topics found nowhere else, or only in obscure articles from the distant past. The treatment is (often completely) different from those elsewhere. At least in the explanations, and usually in many other ways, the book is completely new and fresh. It is designed to inform, educate and make the reader think. It strongly emphasizes understanding. The book can be used at many levels, by many different classes of readers — from those who merely want brief explanations (perhaps just of terminology), who just want to skim, to those who wish the most thorough understanding. Request Inspection Copy

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

"Selfish scientists won't share new findings," ran one headline in The Onion. The story was about a group of rebellious scientists who made a groundbreaking, life-saving discovery, but decided to hold on to it, unless they were paid a ludicrous reward. Imagine that for a second: science happening, but without anyone finding out about it"--

Want to write great looking documents but can't seem to get a handle on paragraph structuring? Unfamiliar with some of the buttons and functions on your menu bar? Need to add page numbers for a paper but can't find the controls? Word 2003 For Dummies will show you the quick and easy way to navigate through the trickiness of Microsoft Word. This book will be your comprehensive guide to using this word processor like a pro. Word 2003 For Dummies shows you all the essentials of building, reviewing, and adding cool new features to Word documents. No wonder the previous editions sold over 1.7 million copies. This book makes it easy to catch on, because it: Adopts a beginner's point of view in order to show you the basics of running the program. Includes complete walkthroughs for many features Reveals tips, tricks, and wizards to make Word a snap Covers more advanced techniques, making it a reliable reference at any level Written by the author of the first For Dummies book ever, DOS For Dummies, as well as the bestselling Word 2002 For Dummies and PCs For Dummies With Word 2003 For Dummies, you'll get all the information you need to be the most productive with Word. No longer will you be spending less time working and more time make Word work. You'll be creating fantastic-looking documents in no time!

This book will help you solve more than 300 of the most common and not-so-common tasks that working Visual Basic 2005 programmers face every day. If you're a seasoned .NET developer, beginning Visual Basic programmer, or a developer seeking a simple and clear migration path from VB6 to Visual Basic 2005, the Visual Basic 2005 Cookbook delivers a practical collection of problem-solving recipes for a broad range of Visual Basic programming tasks. The concise solutions and examples in the Visual Basic 2005 Cookbook range from simple tasks to the more complex, organized by the types of problems you need to solve. Nearly every recipe contains a complete, documented code sample showing you how to solve the specific problem, as well as a discussion of how the underlying technology works and that outlines alternatives, limitations, and other considerations. As with all O'Reilly Cookbooks, each recipe helps you quickly understand a problem, learn how to solve it, and anticipate potential tradeoffs or ramifications. Useful features of the book include: Over 300 recipes written in the familiar O'Reilly Problem-Solution-Discussion format Hundreds of code snippets, examples, and complete solutions available for download VB6 updates to alert VB6 programmers to code-breaking changes in Visual Basic 2005 Recipes that target Visual Basic 2005 features not included in previous releases Code examples covering everyday data manipulation techniques and language fundamentals Advanced projects focusing on multimedia and mathematical transformations using linear algebraic methods Specialized topics covering files and file systems, printing, and databases In addition, you'll find chapters on cryptography and compression, graphics, and special programming techniques. Whether you're a beginner or an expert, the Visual Basic 2005 Cookbook is sure to save you time, serving up the code you need, when you need it.

Lovely Decor in Filet Crochet (Leisure Arts #5126) presents 7 designs by Susan Lowman, featuring an airy stitch she calls "Lacet." The designs portray a butterfly, cactus, house, lighthouse, Love Never Fails quote, piano, and rose. You choose the size of thread to use (10, 20, 30 or 40 weight cotton) based on the look and size you want to achieve. The finer the thread, the more delicate the look and the smaller the finished size will be. Smaller pieces are ideal for framing or to use on the fronts of scrapbooks or photo albums. Larger pieces are perfect for displaying on pillows, table toppers, and wall hangings. Have fun adding these lacy luxuries to your home! They also make excellent birthday, housewarming, secret sister, and Mother's Day gifts.

This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book, an updated and expanded version of the previous (fourth) edition, is divided into seventeen sections, covering such topics as law office

organization, management, and administration, support personnel, office policies, personnel policies and benefits, office security and emergency procedures, financial management, file systems, technology, and communications systems. The book contains numerous sample forms and documents, as well as extensive bibliographies. A CD containing the entire text of the manual is included, allowing customization of the manual for particular user needs.

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