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Freelancing For Dummies

John Wiley & Sons Are you ready to fly the corporate coop and become the boss of you? Do you dream of busting out of the cubicle wasteland and finding greener pastures as a freelancer? If so, you're in good company. The U S Department of Labor estimates that nearly one-fourth of the American workforce is self-employed and that number is sure to increase over the next decade. But do you have what it takes to succeed as a freelancer, consultant, or contract employee? Do you even know what it takes to make it on your own? Here's your chance to find out. A total guide to starting and running a freelance business, *Freelancing For Dummies* is for anyone thinking about striking out on their own, or who's already decided to make the move into self-employment. It's also an excellent resource for established freelancers looking for ways to jumpstart their businesses. Written by a top corporate communication consultant, it features hard-won tips from a slew of successful freelancers, including an accountant, a wr iter, a computer trainer, a graphic designer, a market researcher, an event planner, a medical trainer and others who share what they know about how to: Organize your home office and budget your time Create the ideal working environment Evaluate jobs and projects Land new business and manage client relationships Manage your money and pay your taxes Stay positive and manage the emotional uncertainties of self-employment Here's your chance to take the leap from employee to boss with minimal stress and minimal sweat. A survival guide to building a successful freelance career, *Freelancing For Dummies* features: Self-assessments to gauge your skills and personality Critical "Get in, get out" information A gold mine of checklists, tear-out sheets, and sample forms Top ten lists War stories from freelancers who've made it Do you long for the freedom of being your own boss? Relax and let expert Susan Drake help you make the transition to becoming a fulltime freelancer.

Freelancing for Dummies

Freelancing for Australian For Dummies

For Dummies Created especially for the Australian customer! Your step-by-step guide to success as a freelancer, consultant or contractor Ready to work on your own terms and in your preferred location? *Freelancing for Australians For Dummies* provides you with everything you need to make the leap from employee to being your own boss. A total guide to starting and running a freelancing, consulting or contracting business, it provides hard-won expert tips -- whether you want to strike out on your own or kick-start your existing business. Discover how to: Form your business and budget your time Evaluate jobs and projects Land new business and manage clients Protect yourself legally Manage your money and pay your taxes Stay current in your industry

Managing Debt For Dummies

John Wiley & Sons If you're trying to kick the "Buy Now/Pay Later" habit and get your spiraling debt under control, you need *Managing Debt For Dummies* now! This practical, commonsense guide provides straightforward strategies for coping with every kind of secured and unsecured debt, including, personal loans, car loans, mortgages, home equity loans, lines of credit, credit cards, finance company loans, and student loans. You'll find out how easy it is to: Distinguish between good and bad debt Go on a "debt diet" to get back into financial shape Start a filing system to track debt and protect life after debt Adopt a smart spending regimen Increase your income Consolidate your debt Decide which bills to pay when you can't pay them all Use credit cards responsibly You can still live well while slashing spending on groceries, clothing, and entertainment. Find out how in *Managing Debt for Dummies*.

Managing Your Money All-In-One For Dummies

John Wiley & Sons Want to take control of your finances once and for all? *Managing Your Money All-in-One For Dummies* combines expert money management with personal finance tips. From credit cards and insurance to taxes, investing, retirement, and more, seven mini-books show you how to improve your relationship with money — no matter your age or stage of life. This easy-to-understand guide shows you how to assess your financial situation, calculate debt, prepare a budget, trim spending, boost your income, and improve your credit score. You'll find ways to run a money-smart household, reduce waste, and cut medical and transportation expenses as you tackle your debt head-on and develop good saving habits. You'll even get help choosing the right mortgage and avoiding foreclosure, saving for college or retirement, and determining your home-, car-, and life insurance needs. Discover how to: Take charge of your finances Manage home and personal finances Lower your taxes and avoid tax audits Plan a budget and scale back on expenses Deal with debt and negotiate with creditors Save and invest safely for college or retirement Protect your money and assets from fraud and identity theft Ensure a comfortable retirement Plan your estate and safeguard a will or trust *Managing Your Money All-in-One For Dummies* brings you seven great books for the price of one. Can you think of a better way to start managing your money wisely?

Digital Nomads For Dummies

John Wiley & Sons Why work from home when you can work anywhere? Not all who wander are lost! *Digital Nomads For Dummies* answers all your questions about living and working away from home, short term or long term. Become a globetrotter or just trot around your home country, with the help of experienced digital nomad Kristin Wilson. Millions of people have already embraced the lifestyle, moving around as the spirit takes them, exploring new places while holding down a job and building a fantastic career. Learn the tricks of building a nomad mindset, keeping your income flowing, creating a relocation plan, and enjoying the wonders of the world around you. Learn what digital nomadism is and whether it's the right lifestyle for you Uncover tips and ideas for keeping travel fun while holding down a 9-to-5 Travel solo or with a family, internationally or within your home country Create a plan so you can keep growing in your career, no matter where you are If you're ready to put the office life behind you and the open road in front of you, check out *Digital Nomads For Dummies* and get your adventure started!

Writing Copy For Dummies

John Wiley & Sons Tips on writing to consumers and business-to-business Create captivating, results-oriented, sales-generating copy Need to produce winning copy for your business? This fast, fun guide takes you through every step of a successful copywriting project, from direct mail, print ads, and radio spots to Web sites, articles, and press releases. You'll see how to gather crucial information before you write, build awareness, land sales, and keep customers coming back for more. Discover How To: * Write compelling headlines and body copy * Turn your research into brilliant ideas * Create motivational materials for worthy causes * Fix projects when they go wrong * Land a job as a copywriter

Getting a Coding Job For Dummies

[John Wiley & Sons](#) Your friendly guide to getting a job in coding *Getting a Coding Job For Dummies* explains how a coder works in (or out of) an organization, the key skills any job requires, the basics of the technologies a coding pro will encounter, and how to find formal or informal ways to build your skills. Plus, it paints a picture of the world a coder lives in, outlines how to build a resume to land a coding job, and so much more. Coding is one of the most in-demand skills in today's job market, yet there seems to be an ongoing deficit of candidates qualified to take these jobs. *Getting a Coding Job For Dummies* provides a road map for students, post-grads, career switchers, and anyone else interested in starting a career in coding. Inside this friendly guide, you'll find the steps needed to learn the hard and soft skills of coding and the world of programming at large. Along the way, you'll set a clear career path based on your goals and discover the resources that can best help you build your coding skills to make you a suitable job candidate. Covers the breadth of job opportunities as a coder Includes tips on educational resources for coders and ways to build a positive reputation Shows you how to research potential employers and impress interviewers Offers access to online video, articles, and sample resume templates If you're interested in pursuing a job in coding, but don't know the best way to get there, *Getting a Coding Job For Dummies* is your compass!

Micro-Entrepreneurship For Dummies

[John Wiley & Sons](#) Tired of the 9-to-5 grind and want a way to earn or to supplement your income? Easy. The media has named the growing trend toward micro-entrepreneurship "the Rise of the Creative Class," "the Gig Life," or "the freelance economy." All of those refer to the nearly 4 million workers who were self-employed this past year, and millions of others who currently supplement their income with freelance work. While the trend has been spotted before, there's one stark difference between micro-entrepreneurs today and the "Free Agent Nation" citizens of the late '90s: technology. *Micro-Entrepreneurship For Dummies* shows you how to navigate this confusing technological landscape in order to make a contributable profit. *Micro-Entrepreneurship For Dummies* aids you in making the best use of micro-entrepreneurial platforms, with helpful advice that includes information on signing up for and selling products on websites such as Airbnb, Craigslist, Taskrabbit, Uber, and Etsy. Micro-enterprise, using online platforms to sell products or services, is a proven way to earn extra money and supplement household income In today's struggling economy, the importance of self-run businesses and small enterprise is growing as more people take lower-paying jobs and need a little extra spending money Shows you how to sign up for and sell products online *Micro-Entrepreneurship For Dummies* appeals to anyone looking to earn or supplement their income from home.

Social Media Marketing For Dummies®

[John Wiley & Sons](#)

Copyediting and Proofreading For Dummies

[John Wiley & Sons](#) Turn your knack for language into a lucrative career Must-know techniques and resources for maximizing your accuracy and speed Interested in becoming a copyeditor or proofreader? Want to know more about what each job entails? This friendly guide helps you position yourself for success. Polish your skills, build a winning résumé and land the job you've always wanted. Books, magazines, Web sites, corporate documents - find out how to improve any type of publication and make yourself indispensable to writers, editors, and your boss. Balance between style and rules Master the art of the query Use proofreader symbols Edit and proof electronic documents Build a solid freelancing career

Branding For Dummies

[John Wiley & Sons](#) Discover how brands are created, managed, differentiated, leveraged, and licensed Whether your business is large or small, global or local, this new edition of *Branding For Dummies* gives you the nuts and bolts to create, improve, and maintain a successful brand. It'll help you define your company's mission, the benefits and features of your products or services, what your customers and prospects already think of your brand, what qualities you want them to associate with your company, and so much more. Packed with plain-English advice and step-by-step instructions, *Branding For Dummies* covers assembling a top-notch branding team, positioning your brand, handling advertising and promotions, avoiding blunders, and keeping your brand viable, visible, and healthy. Whether you're looking to develop a logo and tagline, manage and protect your brand, launch a brand marketing plan, fix a broken brand, make customers loyal brand champions—or anything in between—*Branding For Dummies* makes it fast and easy. Includes tips and cautionary advice on social media and its impact on personal and business branding programs Covers balancing personal and business brand development References some of the major brand crises—and how to avoid making the same mistakes Shows brand marketers how to create brands that match their employers' objectives while launching their own careers If you're a business leader looking to set your brand up for the ultimate success, *Branding For Dummies* has you covered.

Starting Your Career as a Freelance Editor

A Guide to Working with Authors, Books, Newsletters, Magazines, Websites, and More

[Simon and Schuster](#) If you've ever considered editing as a career, this book will help you on your new path. You'll learn about the requirements in various fields, how to get started, the step-by-step facets of setting up and conducting your editing services, working with writers and publishers, promoting yourself and your expertise, and determining what to charge. In addition to books there are articles, dissertations, brochures, reports, abstracts, editorials, reviews, ad copy, and much more. There is more to making a living as a freelance editor than correct English usage, sentence structure, and grammatical construction. Here, you'll learn what you need to know to decide on a specialty and how to manage the business side of your career.

Business Writing For Dummies

[John Wiley & Sons](#) How many pieces of paper land on your desk each day, or emails in your inbox? Your readers - the people you communicate with at work - are no different. So how can you make your communication stand out from the pile and get the job done? Whether you're crafting a short and sweet email or bidding for a crucial project, *Business Writing For Dummies* is the only guide you need. Inside you'll find: The basic principles of how to write well How to avoid the common pitfalls that immediately turn a reader off Crucial tips for self-editing and revision techniques to heighten your impact Lots of practical advice and examples covering a range of different types of communication, including emails, letters, major business documents such as reports and proposals, promotional materials, web copy and blogs - even tweets The global touch - understand the key differences in written communication around the world, and how to tailor your writing for international audiences

Paralegal Career For Dummies

[John Wiley & Sons](#) Apply important legal concepts and skills you need to succeed Get educated, land a job, and start making money now! Want a new career as a paralegal but don't know where to start? Relax! *Paralegal Career For Dummies* is the practical, hands-on guide to all the basics -- from getting certified to landing a job and getting ahead. Inside, you'll find all the tools you need to succeed, including a CD packed with sample memos, forms, letters, and more! Discover how to * Secure your ideal paralegal position * Pick the right area of the law for you * Prepare documents for litigation * Conduct legal research * Manage a typical law office Sample resumes, letters, forms, legal documents, and links to online legal resources. Please see the CD-ROM appendix for details and complete system requirements.

Gamification Marketing For Dummies

[John Wiley & Sons](#) Grow your customer base with games! Gamification is the practice of adding elements of gameplay into marketing materials to better engage customers. In *Gamification Marketing For Dummies*, you'll learn to use this proven strategy to capture the attention of your target markets and boost your results using valuable gamification data. Games are fun! That's why gamification is so successful—customers will jump at the chance to play and win your custom-developed marketing game. You'll connect with your customers and create lasting memories. Whether or not you are digitally savvy, this book will teach you the basics of gamification, from choosing the right game to capturing the user behavior data that the game generates. Use games to increase customer engagement and marketing results Learn how to choose or commission the right games for your market Plan and execute a successful gamification strategy Learn from data generated inside your game for valuable market insights From simple strategies like customer loyalty programs to complex, branded, social game apps, this book will point in the direction of gamification that works for you.

Making Websites Business Win

The Ultimate Guide To Starting A Freelance Web Design Business: Small Business For Dummies

Done right, a web design business can be an excellent way to create a main source of income. The problem many faces is getting enough clients to provide that income without giving up everything else in life to support their business. Whether you're thinking about doing web design on the side or you have an established business, this book is for you. You'll learn easy-to-implement strategies to set up your business for success. Web design is a fun, profitable, and fulfilling business you can do anywhere with an internet connection. But for many it can be a roller coaster ride of feast or famine, wondering when they're going to get their next client. Or having so many projects to juggle that they feel overwhelmed. What many web designers take for granted is learning how to take the art and skill of web design and turn it into a profitable business. That's what this book will show you. In this *Home Business* book, you will discover: - How to set up your business from home - the hardware and software you'll need. - How to get clients - long-term, quality clients that will recommend you and give you ongoing work. - How to run web design projects. - And how to diversify your business going forward to protect your business into the future. Purchase this book today and start making your business thriving than ever before!

Make Money Online for Beginners & Dummies

[Giovanni Rigters](#) Are you looking for the best way to supplement your monthly income without having to get another job? Are you looking for a way that you can translate your knowledge, skills, and experience into some real cash? Are you looking for a way to improve your income without having to sacrifice your lifestyle? Are you looking for a way to bulletproof your finances, especially in times of financial turmoil? If these questions ring a bell, then this book has the answers you seek! In this book, we will talk about how you can make money by working online, especially in times of financial crisis and turmoil. In these pages, you will find a great deal of actionable ideas and advice that will lead you to get a grip on your finances will help you manage times of financial hardship. Best of all, these are ideas that hit a broad range of topics. We aren't going to rehash the same old ideas... We are going to discuss how you can make the most of your time and effort, leveraging the powerful technology that is the internet. Here is a small sneak-peek at what you will learn in this book How to make money through freelancing (and what to watch you for) How you can become a photographer How you can earn an income as a teacher How you can leverage your knowledge and experience on social media How you can earn advertising dollars in a myriad of ways How you can make the most of your time on social media How you can create an income stream without investing money upfront How you can earn a decent side income through music How you can exploit your writing skills How you can make some good cash of used or unwanted stuff ... and so much more! So, if you are ready to really make money by leveraging your skills and talents, then the time has come for you to learn how you can make your dreams and plans a reality.

Windows 8.1 For Dummies

[John Wiley & Sons](#) The bestselling book on Windows, now updated for the new 8.1 features Microsoft has fine-tuned Windows 8 with some important new features, and veteran author Andy Rathbone explains every one in this all-new edition of a long-time bestseller. Whether you're using Windows for the first time, upgrading from an older version, or just moving from Windows 8 to 8.1, here's what you need to know. Learn about the dual interfaces, the new Start button, how to customize the interface and boot operations, and how to work with programs and files, use the web and social media, manage music and photos, and much more. You'll even find troubleshooting tips! This edition covers the upgrades in Windows 8.1, including the dual interfaces, basic mechanics, file storage, and how to get the free upgrade to Windows 8.1 Shows how to manipulate app tiles, give Windows the look you choose, set up boot-to-desktop capabilities, connect to a network, and create user accounts Covers working with programs, apps, and files; using the Internet and social media; new apps and capabilities for working with onboard and online media; and how to move files to a new PC Written by Andy Rathbone, author of every edition of the bestselling *Windows For Dummies* *Windows 8.1 For Dummies* is exactly what you need to get going and be productive with the newest Windows update.

Landing a Job For Canadians For Dummies

[For Dummies](#) Finding a new job is an overwhelming prospect for most people, no matter how many times you've done it or at what stage of your career you're in. Especially in tough job markets when job seekers face tougher screening by recruiters, it's crucial to stand out from the crowd in every way—from your resume to your interview. Whether you're looking for a job in Canada or outside the country, the right strategy coupled with expert know-how will give you the critical advantage to land your dream job. *Landing a Job For Canadians For Dummies* is for everyone looking for a job. Whether you're a newbie fresh out of university or a professional looking to change careers, you'll discover how to find your ideal job and create a winning plan for getting it. This user-friendly guide helps you: Decide on a career Develop a strong résumé Write memorable cover letters Research jobs and companies Maximize networking skills Land a job Explore how you can use computers, the Internet, and e-mail in conjunction with tried-and-true networking and follow ups to cast a discerning net that will catch the leads best suited to your skills and ambitions. *Landing a Job For Canadians For Dummies* includes unique coverage of these and many more helpful topics, including: Three big questions you need to answer Basic tools for your job hunt Three dependable résumé formats Anatomy of a cover letter The art of gentle persuasion Online job banks Ten big job-hunting blunders Exploring other options Four steps to an inspired interview In today's competitive job market, the way you present yourself to an employer is just as important as the skills and experience you bring to the table. Arm yourself with the tools and strategies you need to find your dream job and put together the winning package—résumé, cover letter, and interview—to land it!

Public Relations For Dummies

[John Wiley & Sons](#) Proven techniques that maximize media exposure for your business A seasoned PR pro shows you how to get people talking When it comes to public relations, nothing beats good word of mouth. Want to get customers talking? This friendly guide combines the best practical tools with insight and flair to provide guidance on every aspect of PR, so you can launch a full-throttle campaign that'll generate buzz -- and build your bottom line. Discover how to * Map a winning PR strategy * Grab attention with press releases, interviews, and events * Cultivate good media relations * Get print, TV, radio, and Internet coverage * Manage a PR crisis

Windows Vista For Dummies

[John Wiley & Sons](#) Create music CDs and photo DVDs or even watch TV Move your files to a new computer, or get your old PC ready for Vista The thing that's made *Windows For Dummies* so successful is that it's packed with the basics you need to make Windows work. This book gets you through all the Windows Vista tasks and tripwires, including starting programs, finding files, navigating the new see-through interface, staying safe while you cruise the Internet, and much more. Discover how to Find files when they're hiding Hook up with another computer Make Vista work like XP Block Internet bad guys Share a PC without sharing your files Fix problems yourself

The Pocket Book of Proofreading

A Guide to Freelance Proofreading and Copy-Editing

[William Robert Critchley](#) *This is a guide to freelance proofreading and copy-editing, with examples of proof correction marks and exercises with corrections supplied.*

Getting the Job You Want After 50 For Dummies

[John Wiley & Sons](#) *Your guide to navigating today's workplace and snagging that perfect job Whether you're searching for a new job by choice or necessity, consider this book your life raft. You'll find all the resources you need to job-hunt—from building an online presence and revitalizing your résumé to negotiating a salary and landing that job! The power of people — harness the power of the people you know — friends and family, former colleagues, social media contacts, and more — to network your way to your next job Mirror, mirror on the wall — rehab your résumé and cover letter, build a positive online presence, acquire social media street smarts, and market yourself on LinkedIn Hang your own shingle — join the growing ranks of the self-employed with advice on launching your own business, working as a freelancer, turning a hobby into a profit, and cashing in on your natural gifts Scope it out — discover which jobs are in demand and expected to grow, what they pay, and whether you're qualified*

Real Ways to Make Money Fast Online from Home for Beginners

quickly make easy money on the internet for kids, teens stay at home moms, freelance writers, college students & more...

[JNR via PublishDrive](#) *TODAY...Begin Making a Pile of Cash Online--- For The Price OF A Starbucks Drink! So you want to learn how to make money on the internet but don't quite know how or where to start? This is the perfect book for you. Why? This is the book that will lay the proven fundamental online money making approaches, so you can decide on your best path. There's literally an infinite number of ways to earn online, and knowing the basic ways will open doors to the more sophisticated ones. You will likewise learn about the different platforms such as Amazon, book publishing, affiliate marketing, social media marketing, Youtube, ebay and more. This book is written straight from personal experience in my journey to financial freedom in the online world for more than a decade! In your first week you will be able to earn your first dollars even without prior experience, no technical expertise and ZERO investment! This is for the absolute beginner (or kids) who haven't earned their first hundred dollars online yet. The internet can be a confusing place. This book will help clarify the most importan and consistent ways to make money FAST online -- so you won't have to waste hundreds of hours on the wrong approaches. All you need is a computer and good internet connection -- there's bound to be something for you so you can consistently earn, even if you're a child, person with disability or a stay at home housewife. You can make money from home online, period. You can earn active and passive income while surfing at the beach if you choose to. Resources will be provided, so you'll know exactly where to go when you're ready to start your journey. Setup doesnt take long at all. In some cases you can literally be up and running making money within a couple of hours. One word of caution. This is NOT a get rich scheme! Although once you find a good method, and understand automation and scaling? You can make money pretty fast without any added effort! But only till then, and not before. You can "realistically" make thousands of dollars or more in your first year. That's possible because softwares, robots, websites do the grunt work for you. Your job is to find a working method, automate and scale! Things not possible with standard, brick and mortar businesses which can't be automated easily and inexpensively. They require large inventories, capital or a lot of new employees etc. The information contained here won't be outdated anytime soon. You can re-read this book in 5 years, and the methods will still work -- thought minor alterations would probably be needed. In this book you'll learn the following: CLASSIFIED ADS EBAY AND RELATED AUCTION SITES SOCIAL MEDIA MARKETING FREELANCING CONTENT WRITING GHOST WRITING GRAPHIC DESIGN VIRTUAL ASSISTANT TRANSCRIPTION TRANSLATION BLOGGING ADSENSE OTHER ADSENSE ALTERNATIVES ONLINE MARKETING ONLINE TUTORING SEO STOCK PHOTOGRAPHY VIDEO EDITING SELLING INFO-PRODUCTS SELLING YOUR MUSIC ONLINE WEBSITE DEVELOPMENT VIDEO MARKETING AFFILIATE MARKETING MAKING MONEY ON FIVERR WHERE TO FIND ONLINE JOBS GETTING STARTED WITH ONLINE JOBS MAINTAINING ONLINE PRESENCE AND MAKING MONEY WHY CHOOSE TO WORK ONLINE HOW MUCH DO YOU NEED TO INVEST TO EARN ONLINE ONLINE PAYMENT METHODS ONLINE SAFETY FOR FREELANCERS Scams FOREX TRADING Grab your copy today!*

The Wealthy Freelancer

[Penguin](#) *Being your own boss can lead to incredible profits - here's how... Whether you call yourself a freelancer, consultant, independent contractor or solo professional of any kind, 'The Wealthy Freelancer: 12 Secrets to a Great Income and an Envious Lifestyle', shows you how to get the clients, income, and lifestyle you deserve. So you can put more money in the bank, enjoy more time with your family and make a great living doing what you truly love to do, free from the burden of employment... Filled with proven ideas and real-world examples from dozens of successful freelancers, 'The Wealthy Freelancer' is essential reading for any solo professional who wants to enjoy a lifestyle that's 'wealthy' in every sense of the word. Here's a glimpse of what's waiting for you inside this book: * Why the typical one-size-fits-all marketing advice rarely works, and a fool-proof system for determining the optimal mix of marketing activities for your specific circumstances and goals. * How to get more prospects to say "Yes!" to the fees that you propose. * Why striving to be the "best" in your field almost never works, and what to do instead. * How to charge more - and earn more - by creating new income streams closely related to your core business. *How to have more time for the life you want and still have a great income. *How to "test the waters" and land freelance work now, even if you're already employed. * Why freelancing has moved beyond creative fields and into mainstream careers such as Engineering, Software Development, Bookkeeping, and more than 160 other professions. * Stories of real-life freelancers who destroy the myth that freelancers barely scrape by. * Dozens more proven tips and strategies to build a more profitable and fulfilling solo business.*

FarmVille For Dummies

[John Wiley & Sons](#) *The only how-to, full-color book available on the game sensation FarmVille With more than 80 million active players since the game's release in 2009, there seems no end to the growing popularity of FarmVille. Whether accessed through the Facebook application or from the game's Web site, this application is a worldwide phenomenon. Yet, there has been no beginner guide that offers an introduction to newcomers and updates to experienced players?until now. FarmVille For Dummies is aimed at getting novices acquainted with FarmVille rules and regulations, while more savvy players can sharpen their skills and find out how to stay up to date on the latest FarmVille features. You'll discover how to download the app, create a farmer avatar, and establish your first farm. Then you'll progress to finding neighbors, purchasing farm cash and coins, shopping at the market, and more. Serves as an ideal introductory guide to the wildly popular online game of FarmVille Walks you through downloading the app either via Facebook, Yahoo!, or your mobile device Details how to find neighbors and interact with them, purchase farm cash and coins, shop at the market, and choose a profession Highlights ways to earn ribbons, construct buildings, and become a co-op farmer Helps you deal with technical issues Author is the founder and creator of the largest FarmVille fan site You can bet the farm that FarmVille For Dummies will help you take your gaming skills to the next level!*

Starting a Home Business for Dummies

[John Wiley & Sons](#) *How would you like to work for yourself in your own home? Sounds good right? The commute would be a breeze. Starting a small business from home can mean minimum fuss and minimum start-up costs - so it's no wonder that around 60% of new businesses are started from home. Whether you're looking to go freelance, start a home-business full-time or a new venture on the side of your existing job, you need Starting a Home Business For Dummies. It includes tons of ideas for home businesses and gives you all the straight-talking advice you need to get up and running. Inside you'll find: ? Ideas for businesses that you can start easily from home ? Step-by-step guidance for getting your business off the ground ? The low-down on managing your money and taxes ? Tips for making technology and the web work for you ? Advice on how to attract and keep customers/clients*

The Freelancer's Bible

Everything You Need to Know to Have the Career of Your Dreams—On Your Terms

[Workman Publishing Company](#) Amazingly, one-third of the American workforce is freelance—that’s 42 million people who have to wrestle with not just doing the work, but finding the work, then getting paid for the work, plus health care, taxes, setting up an office, marketing, and so on. Now help is here, and consultants, independent contractors, the self-employed, “solopreneurs,” and everyone else living a freelancer’s life will never be alone again but instead can be part of a strong and vibrant community. Written by the authority on freelance working, Sara Horowitz, MacArthur “Genius” Fellow and founder of the national Freelancers Union and, most recently, the Freelancers Insurance Company, *The Freelancer’s Bible* will help those new to freelancing learn the ropes, and will help those who’ve been freelancing for a while grow and expand. It’s the one-stop, all-encompassing guide to every practical detail and challenge of being a nimble, flexible, and successful freelancer: the three essentials of getting clients and the three most important ways to keep them happy. Five fee-setting strategies. Thirteen tactics for making it through a prolonged dry spell. Setting up a home office vs. renting space. The one-hour contract. A dozen negotiating dos and don’ts. Building and maintaining your reputation. Dealing with deadbeats. Health Insurance 101. Record-keeping and taxes. Productivity, including a quiz: “What Is Your Ideal Day?” Building a community. Subcontracting and other strategies for taking your freelancing career to the next level. Retirement plans, plans for saving for education, and how to achieve financial freedom.

Getting an IT Help Desk Job For Dummies

[John Wiley & Sons](#) Stand out in one of IT’s fastest growing job markets If you’re looking for a job in IT, the help desk is the heart and soul of most IT operations, and an excellent starting point for a promising career. With the help of *Getting an IT Help Desk Job For Dummies*, you’ll gain the knowledge and know-how to cut through the confusion of navigating the Information Technology job market. IT can be intimidating to hopeful-yet-inexperienced job candidates, but this guide will help you find and land the job of your dreams. Through easy-to-follow explanations, authoritative information, and a bit of humor, *Getting an IT Help Desk Job For Dummies* serves as your thorough and approachable guide to maximizing your competitive edge in this booming market. The IT job market has continued to expand as technology matures and deepens its roots in business operations. This is good news for you! However, it makes it that much harder to get a job in IT, as recent grads and other professionals are practically stampeding to get their feet in the door of this rapidly expanding industry. Luckily, *Getting an IT Help Desk Job For Dummies* gives you an advantage by providing expert instruction on how to score an interview and secure a job offer, the skills needed to obtain and maintain an IT position, and authoritative information on how to establish a career path in the IT field. Explore careers in the IT Help Desk field and establish the path you want to follow Plan for post-education certifications and training to make yourself more marketable Get expert guidance for creating a winning resume and cover letter Prepare for your IT Help Desk interview Loaded with simple, straight-forward advice, *Getting an IT Help Desk Job For Dummies* is your all-in-one guide to starting your IT career on the right foot!

Video Marketing For Dummies

[John Wiley & Sons](#) Shows how to create online video for marketing, edit it properly, share it on popular sites like YouTube and Facebook, and use it in a successful campaign.

Windows 10 For Dummies

[John Wiley & Sons](#) The #1 source for Windows 10 help Millions of Windows users have turned to *Windows For Dummies* for quick, friendly, and easy-to-understand help with their computers. *Windows 10 For Dummies*, 3rd Edition continues this tradition as it helps you navigate the twists and turns of Windows. Start at the beginning to discover the basics of the Windows interface or flip to later chapters to help you work with Windows apps, connect to the Internet, or customize your privacy settings. Updated to cover the latest changes to Windows 10, this revised edition is ideal for first-time Windows users who need a guide to their operating system as well as experienced users who need a road map to the latest features. Inside, the book quickly and easily shows you how to do everything from establishing a user account, to corralling your photos, to setting up a printer, to using Windows on a tablet—and everything in between. Manage the start-up menu and the Windows desktop Get to know the programs that come with Windows 10 Discover troubleshooting tips and privacy tricks Be productive at home or in the office If you use Windows 10, you’ll want to keep this updated edition of the trusty companion nearby as you make your way around the new OS.

Upgrading and Fixing PCs For Dummies

[John Wiley & Sons](#) Covers upgrades for gaming, digital video, and entertainment! Transform your PC into a glitch-free, turbocharged, multimedia machine Want to add punch to your PC? This handy reference helps add power to your old computer. Easy steps show you how to add memory, update your virus protection, get your PC ready for Windows Vista or rev it up as a cool entertainment center capable of recording TV shows or hearing DVDs in surround sound. Move files from an old PC to a new one Upgrade to Windows Vista Get rid of computer viruses Configure a wireless network Add a TV tuner and DVD burner

Windows 11 For Dummies

[John Wiley & Sons](#) Need Windows help? Find the latest tips and tricks in this perennial favorite on Windows Windows 11 promises to be the fastest, most secure, and most flexible version of the Microsoft operating system yet. With a promise like that, of course you want to start using it, as quickly as possible! *Windows 11 For Dummies* gives you that speed, security, and flexibility by getting you up to date with the latest in Windows. Windows expert and bestselling author Andy Rathbone gives you a helping hand by showing you how to get around the newly updated Windows 11 interface, how to use the new Windows tools like Teams and widgets, and how to use Android apps. Your tour of Windows 11 starts with the Start menu and ends with how to troubleshoot when things go wrong. In between you find out how to find files on your hard drive, connect with friends and colleagues on Microsoft Teams, transfer photos from your phone to your hard drive, or switch between your desktop and laptop. Additional topics include: Navigating the Start menu Finding where your files are hiding Adding separate user accounts to keep your kids out of your business Connecting to a WiFi network Customizing your widgets Switching to a laptop or tablet You know what you want to get done. Keep *Windows 11 For Dummies* by your desktop, laptop, and tablet, and you can open it at any time to find out how to get your Windows computer to do what you need.

Windows 7 Para Dummies

[John Wiley & Sons](#) Straightforward, easy-to-use Windows 7 reference and guide for Spanish speakers. Microsoft’s Windows 7, the long-awaited replacement for Windows Vista has arrived, and now you can learn the basics of this new operating system with this practical guide. Understand the new user interface, set up your desktop, cover basic applications, and much more with this easy-to-follow book. Whether you’re upgrading or starting fresh, this is the perfect basic reference. Introduces the operating system and shows you how to navigate the user interface, set up your desktop, and manage files Covers basic management of applications and data and how to print Helps you get things done online by setting up a user account and build a home network Shows you how to have fun with your new system by editing audio, burning CDs, creating videos, and more Explores troubleshooting issues, such as warning notices, finding missing files, transferring data from one PC to another, and more This is the basic Windows 7 reference you’ll want to keep on hand.

Buzz Marketing with Blogs For Dummies

[John Wiley & Sons](#) In this instant-communication world, buzz means business! And one of the greatest ways to get customers and potential customers buzzing about your business is with a Web log, commonly called a blog. Blogs can help you: Introduce the people behind your business Discuss relevant issues Provide a clearinghouse for information and expertise Show your business as a good corporate citizen Support an exchange of ideas Get honest feedback from your customers Affect public opinion If you’re new to blogging, or if you know the mechanics of a blog but want some help refining and targeting yours, *Buzz Marketing With Blogs For Dummies* will get you going right away. An expert blogger shows you the ins and outs of putting together a professional-looking blog, walks you through the jargon, helps you decide what your blog should do, and even explains various software solutions. You’ll find out how to: Set up and maintain a blog, write in blogging style, and observe blogging etiquette Define your audience and target your blog to reach them Involve your customers, earn their trust, educate the public, and build community Avoid possible legal pitfalls while keeping your blog interesting Encourage contributions and links to your blog Use images and design an eye-catching format Optimize your blog for top search engine ratings, track your results, and measure your success Written by Susannah Gardner, who has taught online journalism, directed multimedia efforts, and

provided custom Web solutions to clients, *Buzz Marketing With Blogs For Dummies* even shares tips from the experts who establish and maintain some of the top-rated business blogs. You'll discover the secrets of success, how to spot and solve problems, what software can enhance your blogging life, and a whole lot more. It like having a staff of experts on call!

Surface For Dummies

[John Wiley & Sons](#) Make Microsoft's Surface work—and play—just the way you want it to Microsoft's Surface tablet has the features and personality you're looking for, with a robust environment for business computing that doesn't skimp on fun. *Surface for Dummies, 2nd Edition* explains how Windows 8.1 Pro and Windows RT differ, and helps you decide which Surface model is best for you. Step by step, this book walks you through both the hardware and software features of the Surface, including the touch cover and type cover, Windows RT and Windows 8.1 Pro operating systems, and the coveted Office Home & Student 2013 software suite that's bundled with the Surface. Written by bestselling author Andy Rathbone, this easy-to-access book is filled with information on how to use the tablet, figure out the operating system, navigate the app environment, and take advantage of your exciting new Surface. The book is your personal guide to one the fastest, sleekest, and most powerful tablets on the market. Surface is designed to be thin, light, and with hours of battery life so you can power through your day with ease. With this handy reference, you'll be able to make quick work of your to-do list and have fun all at the same time! Create: release your inner artist with *Fresh Paint*, a touch-based art app Share: Multiple accounts offer privacy and security so you can share your Surface, but not your stuff Enjoy: Snap apps side by side to multi-task on the vivid HD screen Discover: New apps in the Windows Store so you can work efficiently and get more done With *Surface For Dummies, 2nd Edition* you can navigate and enhance your entire Surface experience!

Managing Web Projects For Dummies

[For Dummies](#) *Managing Web Projects For Dummies* brings you eCommerce strategies for every stage (and every type) of business: retailers, e-tailers, b -2b, b-2-c, small businesses, service companies, high-tech companies, non-profits and more. The advice in this friendly guide will help you find the right partners and players: from ISPs, to consultants, to designers. Plus, you'll discover the building blocks of a great business site, including domain names, image, utility, service, databases, and security. Do business without fear! *Managing Web Projects For Dummies* translates traditional business strategy into new economy terms without any intimidating or confusing technological mumbo-jumbo.

Windows 7 For Dummies

[John Wiley & Sons](#) The perfect plain-English guide to the much-anticipated release of Windows 7 Whether you're new to computers or just eager to start using the newest version of Windows, *Windows For Dummies, Enhanced Edition* answers all your questions about the changes and new tools in Windows 7, enhanced with detailed video tutorials. Windows expert Andy Rathbone walks you step by step through the most common Windows 7 tasks, including managing files, applications, media, and Internet access. You'll learn how to navigate the interface, customize the desktop, and work with the file system. You'll then go deeper into the system, discovering new features and improvements, and finding tips and techniques for getting the most out of Windows 7. Covers basic management of applications, files, and data; creating and printing documents; setting up an Internet connection and e-mail account; and online security Includes specially produced videos explaining features and illustrating techniques in greater depth Explores using Windows to edit and manage audio, video, and photo files, and how to create CDs, DVDs, and playlists with Media Center Helps you tweak and customize Windows 7 to operate your way and set up user accounts, build a home network, and maintain your PC Provides troubleshooting advice, helps you find missing files and use the Help system, and explains common error messages *Windows 7 For Dummies, Enhanced Edition* will have you up and running on the newest version of Windows quickly and easily.

Windows Vista Para Dummies

[John Wiley & Sons](#) Helps native Spanish speakers work with the new features of the most anticipated update to the operating system in over a decade--Windows Vista.