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Encompassing everything from magazine covers and posters to advertising and typography, this stunning volume is essential for fans of mid-century modern design. It follows the development of the hugely popular style, with its eye-popping palettes, experimental type, and kinetic images. Hundreds of color illustrations showcase work by international and influential artists-- including classic Saul Bass film posters, Alex Steinweiss record sleeves, and Lucienne Day textile prints.

New York Times bestselling author Donald Miller uses the seven universal elements of powerful stories to teach readers how to dramatically improve how they connect with customers and grow their businesses. Donald Miller's StoryBrand process is a proven solution to the struggle business leaders face when talking about their businesses. This revolutionary method for connecting with customers provides readers with the ultimate competitive advantage, revealing the secret for helping their customers understand the compelling benefits of using their products, ideas, or services. Building a StoryBrand does this by teaching readers the seven universal story points all humans respond to; the real reason customers make purchases; how to simplify a brand message so people understand it; and how to create the most effective messaging for websites, brochures, and social media. Whether you are the marketing director of a multibillion dollar company, the owner of a small business, a politician running for office, or the lead singer of a rock band, Building a StoryBrand will forever transform the way you talk about who you are, what you do, and the unique value you bring to your customers.

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This third edition of the OECD Style Guide is designed to help draft and organise published material so that readers can easily navigate, understand and access OECD analysis, statistics and information.

The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses. Copywriting is writing with purpose. It's about using words to reach people and change what they think, feel and do. This easy-to-read guide will teach you all the essentials of copywriting, from understanding products, readers and benefits to closing the sale. You'll learn how to... • Write clearly, simply and engagingly • Choose a killer headline and a strong structure • Use 20 proven strategies for creative copywriting • Harness the power of persuasion and psychology •

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Create a unique tone of voice for a brand Illustrated throughout and packed with real-life examples, *Copywriting Made Simple* is the perfect introduction to copywriting today. “Tom’s put a lifetime of learning into this book... an incredibly thorough briefing on copywriting.” – Dave Trott, Creative legend, agency founder, author and teacher. “Educational, entertaining and energetic... prepare to dig deep and enjoy!” – Katherine Wildman, Host, *The Writing Desk*. Adobe InDesign is the world’s premier page-layout tool, and its user-friendly yet sophisticated typographic controls are a big reason why. This updated edition of Nigel French’s *InDesign Type*, the first book to focus exclusively on the typographic features of InDesign, provides a comprehensive overview of the application’s vast array of type capabilities, from the basics of character-level formatting to strategies for designing complex layouts using grids. With practical examples, loads of tips, and a wealth of illustrations, *InDesign Type* offers guiding principles for how to get the best-looking type in the most efficient way possible. *InDesign Type* is a rich resource for anyone who wants to master the fine points of typography and works with Adobe InDesign.

Michael Showalter’s *Guys Can Be Cat Ladies Too* is the hilarious all-access guide to help a man comprehend, appreciate, and bond with the felines in his life. They say dogs are a man’s best friend. True! But what if that man’s girlfriend/boyfriend, wife/husband, or mother-in-law has a cat? Is that the end for him? Is he resigned to an eternity of estrangement from this furry creature with which he shares his life partner, his favorite chair, and his sock drawer? Showalter offers hope for men everywhere in their quest to understand and love cats. In this intimate portrait of one man’s love for cats, you will learn the answers to burning questions such as: “Why are they all aloof and weird and stuff?”; “They hate me, right?”; and “Is it true

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that they have nine lives?” Armed with these and countless other valuable lessons, by the book’s end any guy can be on the fast track to becoming a cat’s best friend. Praise for Guys Can Be Cat Ladies Too: “Deep stuff is decorated by fabulously absurd humor.” —Catster.com “So what have your cats taught you about loving yourself?” Michael Showalter: “Not a lot, I’ll be honest.” —Esquire.com “Fabulously illustrated.” —Entertainment Weekly “Beloved Brands is a book every CMO or would-be CMO should read.” Al Ries With Beloved Brands, you will learn everything you need to know so you can build a brand that your consumers will love. You will learn how to think strategically, define your brand with a positioning statement and a brand idea, write a brand plan everyone can follow, inspire smart and creative marketing execution, and be able to analyze the performance of your brand through a deep-dive business review. Marketing pros and entrepreneurs, this book is for you. Whether you are a VP, CMO, director, brand manager or just starting your marketing career, I promise you will learn how to realize your full potential. You could be in brand management working for an organization or an owner-operator managing a branded business. Beloved Brands provides a toolbox intended to help you every day in your job. Keep it on your desk and refer to it whenever you need to write a brand plan, create a brand idea, develop a creative brief, make advertising decisions or lead a deep-dive business review. You can even pass on the tools to your team, so they can learn how to deliver the fundamentals needed for your brands. This book is also an excellent resource for marketing professors, who can use it as an in-class textbook to develop future marketers. It will challenge communications agency professionals, who are looking to get better at managing brands, including those who work in advertising, public relations, in-store marketing, digital advertising or event marketing. “Most

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books on branding are really for the MARCOM crowd. They sound good, but you find it's all fluff when you try to take it from words to actions. THIS BOOK IS DIFFERENT! Graham does a wonderful job laying out the steps in clear language and goes beyond advertising and social media to show how branding relates to all aspects of GENERAL as well as marketing management. Make no mistake: there is a strong theoretical foundation for all he says...but he spares you the buzzwords. Next year my students will all be using this book." Kenneth B. (Ken) Wong, Queen's University If you are an entrepreneur who has a great product and wants to turn it into a brand, you can use this book as a playbook. These tips will help you take full advantage of branding and marketing, and make your brand more powerful and more profitable. You will learn how to think, define, plan, execute and analyze, and I provide every tool you will ever need to run your brand. You will find models and examples for each of the four strategic thinking methods, looking at core strength, competitive, consumer and situational strategies. To define the brand, I will provide a tool for writing a brand positioning statement as well as a consumer profile and a consumer benefits ladder. I have created lists of potential functional and emotional benefits to kickstart your thinking on brand positioning. We explore the step-by-step process to come up with your brand idea and bring it all together with a tool for writing the ideal brand concept. For brand plans, I provide formats for a long-range brand strategy roadmap and the annual brand plan with definitions for each planning element. From there, I show how to build a brand execution plan that includes the creative brief, innovation process, and sales plan. I provide tools for how to create a brand calendar and specific project plans. To grow your brand, I show how to make smart decisions on execution around creative advertising and media choices. When it comes time for the analytics, I provide all the tools you

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need to write a deep-dive business review, looking at the marketplace, consumer, channels, competitors and the brand. Write everything so that it is easy to follow and implement for your brand. My promise to help make you smarter so you can realize your full potential.

R Markdown: The Definitive Guide is the first official book authored by the core R Markdown developers that provides a comprehensive and accurate reference to the R Markdown ecosystem. With R Markdown, you can easily create reproducible data analysis reports, presentations, dashboards, interactive applications, books, dissertations, websites, and journal articles, while enjoying the simplicity of Markdown and the great power of R and other languages. In this book, you will learn Basics: Syntax of Markdown and R code chunks, how to generate figures and tables, and how to use other computing languages Built-in output formats of R Markdown: PDF/HTML/Word/RTF/Markdown documents and ioslides/Slidy/Beamer/PowerPoint presentations Extensions and applications: Dashboards, Tufte handouts, xaringan/reveal.js presentations, websites, books, journal articles, and interactive tutorials Advanced topics: Parameterized reports, HTML widgets, document templates, custom output formats, and Shiny documents. Yihui Xie is a software engineer at RStudio. He has authored and co-authored several R packages, including knitr, rmarkdown, bookdown, blogdown, shiny, xaringan, and animation. He has published three other books, Dynamic

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Documents with R and knitr, bookdown: Authoring Books and Technical Documents with R Markdown, and blogdown: Creating Websites with R Markdown. J.J. Allaire is the founder of RStudio and the creator of the RStudio IDE. He is an author of several packages in the R Markdown ecosystem including rmarkdown, flexdashboard, learnr, and radix. Garrett Golemund is the co-author of R for Data Science and author of Hands-On Programming with R. He wrote the lubridate R package and works for RStudio as an advocate who trains engineers to do data science with R and the Tidyverse.

The revolutionary guide that challenged businesses around the world to stop selling to their buyers and start answering their questions to get results; revised and updated to address new technology, trends, the continuous evolution of the digital consumer, and much more In today's digital age, the traditional sales funnel—marketing at the top, sales in the middle, customer service at the bottom—is no longer effective. To be successful, businesses must obsess over the questions, concerns, and problems their buyers have, and address them as honestly and as thoroughly as possible. Every day, buyers turn to search engines to ask billions of questions. Having the answers they need can attract thousands of potential buyers to your company—but only if your content strategy puts your answers at the top of those search results. It's a simple and powerful equation

that produces growth and success: They Ask, You Answer. Using these principles, author Marcus Sheridan led his struggling pool company from the bleak depths of the housing crash of 2008 to become one of the largest pool installers in the United States. Discover how his proven strategy can work for your business and master the principles of inbound and content marketing that have empowered thousands of companies to achieve exceptional growth. They Ask, You Answer is a straightforward guide filled with practical tactics and insights for transforming your marketing strategy. This new edition has been fully revised and updated to reflect the evolution of content marketing and the increasing demands of today's internet-savvy buyers. New chapters explore the impact of technology, conversational marketing, the essential elements every business website should possess, the rise of video, and new stories from companies that have achieved remarkable results with They Ask, You Answer. Upon reading this book, you will know: How to build trust with buyers through content and video. How to turn your web presence into a magnet for qualified buyers. What works and what doesn't through new case studies, featuring real-world results from companies that have embraced these principles. Why you need to think of your business as a media company, instead of relying on more traditional (and ineffective) ways of advertising and marketing. How to achieve

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buy-in at your company and truly embrace a culture of content and video. How to transform your current customer base into loyal brand advocates for your company. They Ask, You Answer is a must-have resource for companies that want a fresh approach to marketing and sales that is proven to generate more traffic, leads, and sales.

The Super Fashion Designer is a visual guide of business practicing in the fashion industry. It applies beautiful graphic illustration to transform the complex theory into interesting read. The book provides a better understanding of the real world of fashion, from how to predict fabric usage to reading customers' body language, this book provide insights and knowledges for anyone who are in the fashion industry.

THE BRAND GAP is the first book to present a unified theory of brand-building. Whereas most books on branding are weighted toward either a strategic or creative approach, this book shows how both ways of thinking can unite to produce a “charismatic brand”—a brand that customers feel is essential to their lives. In an entertaining two-hour read you’ll learn:

- the new definition of brand
- the five essential disciplines of brand-building
- how branding is changing the dynamics of competition
- the three most powerful questions to ask about any brand
- why collaboration is the key to brand-building
- how design determines a

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customer's experience • how to test brand concepts quickly and cheaply • the importance of managing brands from the inside • 220-word brand glossary From the back cover: Not since McLuhan's *THE MEDIUM IS THE MESSAGE* has a book compressed so many ideas into so few pages. Using the visual language of the boardroom, Neumeier presents the first unified theory of branding—a set of five disciplines to help companies bridge the gap between brand strategy and customer experience. Those with a grasp of branding will be inspired by the new perspectives they find here, and those who would like to understand it better will suddenly “get it.” This deceptively simple book offers everyone in the company access to “the most powerful business tool since the spreadsheet.”

For more than 20 years, Rian Hughes has been a versatile designer, illustrator and lettering artist working for international clients in the fields of publishing, music, sports, telecommunications, fashion and more. He has specialized in creating logo designs for the comic industry, notably for DC and Marvel products. He has also designed logos for posters, CDs, and clothing, and produced branding for clients such as Cartoon Network and the BBC. This compendium is packed full of the best of his logo designs and offers an insight into the creative process behind his work.

Completely updated and expanded, the second edition of David Airey's *Logo*

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Design Love contains more of just about everything that made the first edition so great: more case studies, more sketches, more logos, more tips for working with clients, more insider stories, and more practical information for getting the job and getting it done right. In Logo Design Love, David shows you how to develop an iconic brand identity from start to finish, using client case studies from renowned designers. In the process, he reveals how designers create effective briefs, generate ideas, charge for their work, and collaborate with clients. David not only shares his personal experiences working on identity projects—including sketches and final results of his own successful designs—he also uses the work of many well-known designers such as Paula Scher, who designed the logos for Citi and Microsoft Windows, and Lindon Leader, creator of the current FedEx identity, as well as work from leading design studios, including Moving Brands, Pentagram, MetaDesign, Sagmeister & Walsh, and many more. In Logo Design Love, you'll learn: Best practices for extending a logo into a complete brand identity system Why one logo is more effective than another How to create your own iconic designs What sets some designers above the rest 31 practical design tips for creating logos that last

Ideal for students of design, independent designers, and entrepreneurs who want to expand their understanding of effective design in business, Identity Designed

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is the definitive guide to visual branding. Written by best-selling writer and renowned designer David Airey, *Identity Designed* formalizes the process and the benefits of brand identity design and includes a substantial collection of high-caliber projects from a variety of the world's most talented design studios. You'll see the history and importance of branding, a contemporary assessment of best practices, and how there's always more than one way to exceed client expectations. You'll also learn a range of methods for conducting research, defining strategy, generating ideas, developing touchpoints, implementing style guides, and futureproofing your designs. Each identity case study is followed by a recap of key points. The book includes projects by Lantern, Base, Pharus, OCD, Rice Creative, Foreign Policy, Underline Studio, Fedoriv, Freytag Anderson, Bedow, Robot Food, Together Design, Believe in, Jack Renwick Studio, ico Design, and Lundgren+Lindqvist. *Identity Designed* is a must-have, not only for designers, but also for entrepreneurs who want to improve their work with a greater understanding of how good design is good business.

When Richard Rumelt's *Good Strategy/Bad Strategy* was published in 2011, it immediately struck a chord, calling out as bad strategy the mish-mash of pop culture, motivational slogans and business buzz speak so often and misleadingly masquerading as the real thing. Since then, his original and pragmatic ideas

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have won fans around the world and continue to help readers to recognise and avoid the elements of bad strategy and adopt good, action-oriented strategies that honestly acknowledge the challenges being faced and offer straightforward approaches to overcoming them. Strategy should not be equated with ambition, leadership, vision or planning; rather, it is coherent action backed by an argument. For Rumelt, the heart of good strategy is insight into the hidden power in any situation, and into an appropriate response - whether launching a new product, fighting a war or putting a man on the moon. Drawing on examples of the good and the bad from across all sectors and all ages, he shows how this insight can be cultivated with a wide variety of tools that lead to better thinking and better strategy, strategy that cuts through the hype and gets results.

Unlike other dry business books, this refreshing, straightforward guide from Logo Design Love author and international designer David Airey answers the questions all designers have when first starting out on their own. In fact, the book was inspired by the many questions David receives every day from the more than 600,000 designers who visit his three blogs (Logo Design Love, Identity Designed, and DavidAirey.com) each month. How do I find new clients? How much should I charge for my design work? When should I say no to a client? How do I handle difficult clients? What should I be sure to include in my contracts? David's readers—a passionate and vocal

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group—regularly ask him these questions and many more on how to launch and run their own design careers. With this book, David finally answers their pressing questions with anecdotes, case studies, and sound advice garnered from his own experience as well as those of such well-known designers as Ivan Chermayeff, Jerry Kuyper, Maggie Macnab, Eric Karjaluoto, and Von Glitschka. Designers just starting out on their own will find this book invaluable in succeeding in today's hyper-networked, global economy.

NASA Graphics Standards Manual Thames Hudson

"The fulfilled renown of Moby-Dick and of As I Lay Dying is augmented by Blood Meridian, since Cormac McCarthy is the worthy disciple both of Melville and Faulkner," writes esteemed literary scholar Harold Bloom in his Introduction to the Modern Library edition. "I venture that no other living American novelist, not even Pynchon, has given us a book as strong and memorable." Cormac McCarthy's masterwork, Blood Meridian, chronicles the brutal world of the Texas-Mexico borderlands in the mid-nineteenth century. Its wounded hero, the teenage Kid, must confront the extraordinary violence of the Glanton gang, a murderous cadre on an official mission to scalp Indians and sell those scalps. Loosely based on fact, the novel represents a genius vision of the historical West, one so fiercely realized that since its initial publication in 1985 the canon of American literature has welcomed Blood Meridian to its shelf. "A classic American novel of regeneration through violence," declares Michael Herr. "McCarthy can only be compared to our greatest writers."

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The NASA Graphics Standards Manual, by Richard Danne and Bruce Blackburn, is a futuristic vision for an agency at the cutting edge of science and exploration. Housed in a special anti-static package, the book features a foreword by Richard Danne, an essay by Christopher Bonanos, scans of the original manual (from Danne's personal copy), reproductions of the original NASA 35mm slide presentation, and scans of the Managers Guide, a follow-up booklet distributed by NASA.

The Effective Manager is a hands-on practical guide to great management at every level. Written by the man behind Manager Tools, the world's number-one business podcast, this book distills the author's 25 years of management training expertise into clear, actionable steps to start taking today.

To support the broadening spectrum of project delivery approaches, PMI is offering A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more

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emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

This book will guide you through the steps necessary to build a brand from the ground up. Each of the key phases of preparing for a brand launch are broken down into practical guidelines designed to help you make the right branding decisions along the way.

A revised new edition of the bestselling toolkit for creating, building, and maintaining a strong brand From research and analysis through brand strategy, design development through application design, and identity standards through launch and governance, *Designing Brand Identity, Fourth Edition* offers brand managers, marketers, and designers a proven, universal five-phase process for creating and implementing effective brand identity. Enriched by new case studies showcasing successful world-

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class brands, this Fourth Edition brings readers up to date with a detailed look at the latest trends in branding, including social networks, mobile devices, global markets, apps, video, and virtual brands. Features more than 30 all-new case studies showing best practices and world-class Updated to include more than 35 percent new material Offers a proven, universal five-phase process and methodology for creating and implementing effective brand identity

Winner of the National Jewish Book Award The definitive biography of the poet whose sonnet "The New Colossus" appears on the base of the Statue of Liberty, welcoming immigrants to their new home. Emma Lazarus's most famous poem gave a voice to the Statue of Liberty, but her remarkable life has remained a mystery until now. She was a woman so far ahead of her time that we are still scrambling to catch up with her—a feminist, a Zionist, and an internationally famous Jewish American writer before these categories even existed. Drawing upon a cache of personal letters undiscovered until the 1980s, Esther Schor brings this vital woman to life in all her complexity. Born into a wealthy Sephardic family in 1849, Lazarus published her first volume of verse at seventeen and gained entrée into New York's elite literary circles. Although she once referred to her family as "outlaw" Jews, she felt a deep attachment to Jewish history and peoplehood. Her compassion for the downtrodden Jews of Eastern Europe—refugees whose lives had little in common with her own—helped redefine the meaning of America itself. In this groundbreaking biography, Schor argues persuasively

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for Lazarus's place in history as a poet, an activist, and a prophet of the world we all inhabit today—a world that she helped to invent. Jewish Encounters Series

There are a lot of books out there that show collections of logos. But David Airey's "Logo Design Love" is something different: it's a guide for designers (and clients) who want to understand what this mysterious business is all about. Written in reader-friendly, concise language, with a minimum of designer jargon, Airey gives a surprisingly clear explanation of the process, using a wide assortment of real-life examples to support his points. Anyone involved in creating visual identities, or wanting to learn how to go about it, will find this book invaluable. - Tom Geismar, Chermayeff & Geismar

In *Logo Design Love*, Irish graphic designer David Airey brings the best parts of his wildly popular blog of the same name to the printed page. Just as in the blog, David fills each page of this simple, modern-looking book with gorgeous logos and real world anecdotes that illustrate best practices for designing brand identity systems that last. David not only shares his experiences working with clients, including sketches and final results of his successful designs, but uses the work of many well-known designers to explain why well-crafted brand identity systems are important, how to create iconic logos, and how to best work with clients to achieve success as a designer. Contributors include Gerard Huerta, who designed the logos for Time magazine and Waldenbooks; Lindon Leader, who created the current FedEx brand identity system as well as the CIGNA logo; and many more. Readers will learn: Why one logo is more effective than

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another How to create their own iconic designs What sets some designers above the rest Best practices for working with clients 25 practical design tips for creating logos that last

From three design partners at Google Ventures, a unique five-day process--called the sprint--for solving tough problems using design, prototyping, and testing ideas with customers.

Don't simply show your data—tell a story with it! *Storytelling with Data* teaches you the fundamentals of data visualization and how to communicate effectively with data. You'll discover the power of storytelling and the way to make data a pivotal point in your story. The lessons in this illuminative text are grounded in theory, but made accessible through numerous real-world examples—ready for immediate application to your next graph or presentation. Storytelling is not an inherent skill, especially when it comes to data visualization, and the tools at our disposal don't make it any easier. This book demonstrates how to go beyond conventional tools to reach the root of your data, and how to use your data to create an engaging, informative, compelling story. Specifically, you'll learn how to: Understand the importance of context and audience Determine the appropriate type of graph for your situation Recognize and eliminate the clutter clouding your information Direct your audience's attention to the most important parts of your data Think like a designer and utilize concepts of design in data visualization Leverage the power of storytelling to help your message resonate with your audience Together,

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the lessons in this book will help you turn your data into high impact visual stories that stick with your audience. Rid your world of ineffective graphs, one exploding 3D pie chart at a time. There is a story in your data—Storytelling with Data will give you the skills and power to tell it!

Promote your business with clarity, ease, and authenticity. The Human Centered Brand is a practical branding guide for service based businesses and creatives, that helps you grow meaningful relationships with your clients and your audience. If you're a writer, marketing consultant, creative agency owner, lawyer, illustrator, designer, developer, psychotherapist, personal trainer, dentist, painter, musician, bookkeeper, or other type of service business owner, the methods described in this book will assist you in expressing yourself naturally and creating a resonant, remarkable, and sustainable brand. Read this book to learn: Why conventional branding approaches don't work for service based businesses. How to identify your core values and use them in your business and marketing decisions. Different ways you can make your business unique among all the competition. How to express yourself verbally through your website, emails, articles, videos, talks, podcasts... What makes your "ideal clients" truly ideal, and how to connect with real people who appreciate you as you are. How to craft an effective tagline. What are the most important elements of a visual brand identity, and how to use them to design your own brand. How to craft an exceptional client experience and impress your clients with your professionalism. How your brand relates

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to your business model, pricing, company culture, fashion style, and social impact. Whether you're a complete beginner or have lots of experience with marketing and design, you'll get new insights about your own brand, and fresh ideas you'll want to implement right away. The companion workbook, checklists, templates, and other bonuses ensure that you not only learn new information, but create a custom brand strategy on your own. Learn more at humancenteredbrand.com

Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.

Is it Web site, website or web site? What's the best on-screen placement for a top story? How can I better know my site's audience? The rapid growth of the Web has meant having to rely on style guides that are intended for print publishing and do not

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address writing for the Internet. The Yahoo! Style Guide does. Writers and programmers at Yahoo!, faced with a lack of industry guidance fifteen years ago, began creating a set of guidelines for web writing. The seeds of The Yahoo! Style Guide were planted with their first in-house reference, which has been added to ever since, making it the go-to manual inside Yahoo! Polished and expanded for its public debut, this resource will cover the basics of grammar and punctuation as well as Web-specific ways to perfect a site. It includes: identifying the audience and making the site accessible to everyone; constructing a clear and compelling story; developing a site's unique voice; streamlining text for mobile devices; optimizing webpages to increase the chances of appearing in search results; streamlining text so it can be read at Internet speed.

Every day, thousands of passionate developers come up with new startup ideas but lack the branding know-how to make them thrive. If you count yourself among them, Lean Branding is here to help. This practical toolkit helps you build your own robust, dynamic brands that generate conversion. You'll find over 100 DIY branding tactics and inspiring case studies, and step-by-step instructions for building and measuring 25 essential brand strategy ingredients, from logo design to demo-day pitches, using The Lean Startup methodology's Build-Measure-Learn loop. Learn exactly what a brand is—and what it isn't Build a minimal set of brand ingredients that are viable in the marketplace: brand story, brand symbols, and brand strategy Measure your brand

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ingredients by using meaningful metrics to see if they meet your conversion goals Pivot your brand ingredients in new directions based on what you've learned—by optimizing rather than trashing Focus specifically on brand story, symbols, or strategy by following the Build-Measure-Learn chapters that apply

Revised and updated for the newest digital platforms—the classic guide to business writing style and protocols While retaining all the valuable information that has made *The Business Style Handbook* a modern classic, the second edition provides new words, phrases and guidance to help you express yourself clearly, confidently and correctly on any digital platform. New to this edition: Updated A-to-Z section with 250 new entries Best practices for email in a world of portable devices Insights from communications executives at global companies Praise for *The Business Style Handbook* “This may be the handiest and clearest book of tips on basic business writing I’ve read in a long time.” —Pam Robinson, cofounder, the American Copy Editors Society “An excellent primer on how to communicate effectively in a business setting.” —Michael Barry, vice president, media relations, Insurance Information Institute “This book is especially helpful for people when English is their second language. I recommend it to all my business classes.” —Elizabeth Xu, Ph.D., author, executive mentor and leadership class instructor, Stanford University “You never want poor writing to

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get in the way of what you're saying. . . . This style guide is a valuable resource to help ensure that the quality of your writing differentiates you.” —Bart Mosley, principal and chief investment officer, Alprion Capital Management LP

This book demonstrates the step-by-step process involved in designing a Web site. Readers are assumed to be familiar with whatever Web publishing tool they are using. The guide gives few technical details but instead focuses on the usability, layout, and attractiveness of a Web site, with the goal being to make it as popular with the intended audience as possible. Considerations such as graphics, typography, and multimedia enhancements are discussed.

More people write for The Associated Press than for any newspaper in the world, and writers-nearly two million of them-have bought more copies of The AP Stylebook than of any other journalism reference. It provides facts and references for reporters, and defines usage, spelling, and grammar for editors. There are separate sections for journalists specializing in sports and business, and complete guidelines for how to write photo captions, file copy over the wire, proofread text, handle copyrights, and avoid libel. This edition of The AP Stylebook keeps pace with world events, common usage, and AP procedures. Branding is a hot topic in business, but what does branding really mean? And how can entrepreneurs create a consistent and compelling brand while also

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managing the day-to-day operations of their business? In BrandFix, Kady Sandel draws upon her experience as a brand strategist, designer, and entrepreneur to demystify branding for startups and business owners. Through real-world branding examples and step-by-step recommendations, Kady will show you how to create a cohesive road map for your brand. Discover how to:

- * Identify the unique traits of your brand so you can express them to your customers
- * Differentiate your company from your competitors so people choose you every time
- * Align your branding efforts with your business goals to scale your company
- * Decide whether or not to be "the face" of your company and move forward with confidence
- * Translate your brand strategy into powerful and consistent visuals that keep customers coming back for more

You've spent enough time trying to crack the branding code on your own. It's time to take your business to the next level and create a brand that people will remember.

George Orwell set out 'to make political writing into an art', and to a wide extent this aim shaped the future of English literature – his descriptions of authoritarian regimes helped to form a new vocabulary that is fundamental to understanding totalitarianism. While 1984 and Animal Farm are amongst the most popular classic novels in the English language, this new series of Orwell's essays seeks to bring a wider selection of his writing on politics and literature to a new

readership. In *Politics and the English Language*, the second in the Orwell's Essays series, Orwell takes aim at the language used in politics, which, he says, 'is designed to make lies sound truthful and murder respectable, and to give an appearance of solidity to pure wind'. In an age where the language used in politics is constantly under the microscope, Orwell's *Politics and the English Language* is just as relevant today, and gives the reader a vital understanding of the tactics at play. 'A writer who can – and must – be rediscovered with every age.' — Irish Times

The *Logo Design Idea Book* is an accessible introduction to the key elements of good logo design, including insights into the logos of iconic brands. This guide is an indispensable resource for anyone looking to learn the basic about designing a logo. The book introduces the key elements of good logo design and is perfect for graphic design and branding inspiration. Written by Steven Heller and Gail Anderson, world's leading authorities on design, *The Logo Design Idea Book* includes 50 logo examples of good ideas in the service of representation, reputation and identification. Arrows, swashes, swooshes, globes, sunbursts and parallel, vertical and horizontal lines, words, letters, shapes and pictures. Logos are the most ubiquitous and essential of all graphic design devices, representing ideas, beliefs and, of course, things. They primarily identify products, businesses

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and institutions but they are also associated, hopefully in a positive way, with the ethos or philosophy of those entities. Perfect for students, beginners or anyone curious about logo design! Chapters include: Give personality to letters Develop a memorable monogram Make a symbol carry the weight Transform from one identity to another Make a mnemonic Illustrate with wit and humor Include secret signs Get more design inspiration from other Idea Books: The Graphic Design Idea Book The Illustration Idea Book The Typography Idea Book

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