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An easy-to-follow guide to the stress-busting, tension-taming practice of meditation. Book Design Made Simple gives DIY authors, small presses, and graphic designers--novices and experts alike--the power to design their own books. It's the first comprehensive book of its kind, explaining every step from installing Adobe(R) InDesign(R) right through to sending the files to press. For those who want to design their own books but have little idea how to proceed, Book Design Made Simple is a semester of book design instruction plus a publishing class rolled into one. Let two experts guide you through the process with easy step-by-step instructions, resulting in a professional-looking top-quality book Step-by-step instructions for sketching animals, faces and figures in action, flowers, landscapes, and other subjects. Perspective is easy; yet, surprisingly few artists know the simple rules that make it so. Remedy that

situation with this simple, step-by-step book, the first devoted entirely to the topic. 256 illustrations. A fun and easy way to get started playing piano or keyboard. Teaches everything you need to know for a solid foundation learning keyboard. Keyboard Made Easy! is a great alternative to traditional piano methods that assume every student wants to be a classical pianist. Rather, this book prepares students to learn the style of popular music they enjoy, such as pop, jazz or blues. Covers several different ways to accompany melodies using familiar, beautiful tunes. Discover the benefits of completing a watercolor painting in 30 minutes or less Spending hours or even days on a watercolor painting can lead to dull, muddy results. But a surefire way to keep your paintings loose and fresh is to work quickly! In this informative, 64-page book, accomplished artist Paul Talbot-Greaves proves that painting in watercolor doesn't have to be an all-day event. In fact, an impressive landscape scene can be created in just 30 minutes or less, which Paul demonstrates in 27 step-by-step lessons. To discourage readers from overworking their paintings, the author breaks down each lesson into short blocks of time, indicating how many minutes should be spent on each stage. In addition, he provides practical information on tone, color, pattern, light, and more, so readers can improve their skills and develop their "artist's eye."

Python Made Easy: Beginners Guide to Programming and Data Analysis using Python Get comprehensive learning of Python Programming starting from the very basics and going up to utilizing python libraries for data analysis and Visualization. Based on the author's journey to master Python, this book will help you to quickly start with writing programs and solving your problems using Python. It provides an ideal and elegant way to start learning Python, both for a newcomer to the programming world and a professional developer expert in other languages. This book comes loaded with illustrations and real-life examples. It gives you exercises which challenge you to refresh your conceptual clarity and write better codes. It is super easy to follow and will work as a self-paced tutorial to get you started with the latest and best in Python. All the advanced Python features to date are included.

- Get to know the history, present, and future of Data Science
- Get introduced to the basics of Computer Programming
- Explore the exciting world of Python using

Anaconda • Learn how to install and use Python on your computer • Create your Variables, Objects and learn Syntax of operations • Explore Python's built-in object types like Lists, dictionaries, Tuples, Strings and sets • Learn to make your codes reusable by using functions • Organize your codes, functions and other objects into larger components with Modules • Explore Classes – the Object-Oriented Programming tool for elegant codes • Write complex codes and learn how to handle Errors and Exceptions • Learn about NumPy arrays and operations on them • Explore data analysis using pandas on a real-life data set • Dive into the exciting world of Visualization with 3 chapters on Visualization and Matplotlib • Experience the Power of What you learnt by 3 projects • Learn to make your own application complete with GUI by using API

For decades, 5S practitioners have struggled with exactly how to implement and sustain a 5S program in their workplaces. While there are many books available on the organization methods suggested by 5S, few provide easy-to-understand, step-by-step guidance on how to set up and sustain successful 5S implementations. 5S Made Easy fills this need. Written by an expert whose focus for the last decade has been nothing but 5S, the book supplies in-depth guidance on how to implement and sustain each of the 5S pillars—sort, set in order, shine, standardize, and sustain. The book uses an easy-to-follow format that was designed for use during 5S events. It provides color images of real-world 5S solutions, including before and after pictures from the field. It also supplies readers with online access to all of the forms and documents needed for an effective 5S program. All the forms and documents are provided in an easily editable format to fit any operation. "Best-selling author Barrington Barber presents a range of exciting projects, from simple still lifes and full-blown landscape compositions to individual portraits. His systematic teaching method ensures that you quickly acquire the techniques you need to complete sets of drawings that any aspiring artist would be proud of."--Back cover

This eBook deals with problems involving pressure measurement. Pressures in tanks and using manometry and some practical applications. This eBook will help give you the basic concepts to understand the problems solved in other modules of this series. Give it a try! Bust your debt for good with this results-based blueprint to financial

freedom In *Money Made Easy: How to Budget, Pay Off Debt, and Save Money*, renowned blogger, podcaster, speaker, and Founder of Inspired Budget, Allison Baggerly, delivers a powerful and effective blueprint to saving, budgeting, and investing your way to a brighter financial future. You'll discover saving, income, business, and debt-reduction tips as you identify your "money pattern" and break bad habits. In the book, you'll find: Checklists and templates you can use to put into practice the expert tips found inside Credit card balance-busting strategies that will put an end to your revolving cycle of consumer debt Ways to create a "sinking fund" to help pave your way to financial freedom An easy-to-follow and immediately actionable roadmap to financial independence at any age, *Money Made Easy* takes the mystery and jargon out of personal finance and offers you the guidance you need to transform your financial life.

Graeme K Talboys has been Druid for a long time. An encounter with a spirit in a beech grove fifty years ago convinced him that the eye rarely sees all there is to see. A few years later he realised there were ways to discover more about those other worlds amongst the trees. The word Druid didn't drift into his consciousness until he was a teenager, but by then he was already exploring the Forest and fascinated by the history and archaeology of ancestral Celts. Since then, Graeme has been a teacher in schools and museums. He now writes, passing on what he has learned through fiction and non-fiction. He spent some time in a Druid Order, completing their formal training, but is much more comfortable exploring the Forest on his own. Since 2001 he has administered the Hedge Druid Network with fellow Druid, Julie White. This is a fun and user-friendly way to learn English *English Made Easy* is a breakthrough in English language learning—imaginatively exploiting how pictures and text can work together to create understanding and help learners learn more productively. It gives beginner English learners easy access to the vocabulary, grammar and functions of English as it is actually used in a comprehensive range of social situations. Self-guided students and classroom learners alike will be delighted by the way they are helped to progress easily from one unit to the next, using a combination of pictures and text to discover for themselves how English works. The pictorial method used in this book is based on a thorough

understanding of language structure and how language is successfully learned. The authors are experienced English language teachers with strong backgrounds in language analysis and language learning. English Made Easy, Volume 2 consists of a total of 20 units arranged in groups of five. The first four units present language and provide learners the opportunities to practice as they learn. The first page of each unit has a list of all the words and phrases to be learned in that unit, together with a pronunciation guide. At the end of each unit, an interesting story which uses the language that has just been learned is presented. The fifth unit in each group contains exercises designed to reinforce the language learned in the first four units. This is a fun and user-friendly way to learn English English Made Easy is a breakthrough in English language learning—imaginatively exploiting how pictures and text can work together to create understanding and help learners learn more productively. It gives beginner English learners easy access to the vocabulary, grammar and functions of English as it is actually used in a comprehensive range of social situations. Self-guided students and classroom learners alike will be delighted by the way they are helped to progress easily from one unit to the next, using a combination of pictures and text to discover for themselves how English works. The pictorial method used in this book is based on a thorough understanding of language structure and how language is successfully learned. The authors are experienced English language teachers with strong backgrounds in language analysis and language learning. English Made Easy, Volume 2 consists of a total of 20 units arranged in groups of five. The first four units presents language and provide learners the opportunities to practice as they learn. The first page of each unit has a list of all the words and phrases to be learned in that unit, together with pronunciation guide. At the end of each unit, an interesting story which uses the language that has just been learned is presented. The fifth unit in each group contains exercises designed to reinforce the language learned in the first four units. Implementing the requirements of ISO 9001 can be a daunting task for many organizations. In an attempt to develop a system that will pass the registration audit, we are tempted to establish processes with the primary purpose of conforming to the requirements of ISO 9001.

In doing so, however, it is easy to lose sight of the primary intent of the standard: to continually improve the effectiveness of the quality management system (QMS) implemented at our organization. This book is intended to help managers, quality professionals, internal audit coordinators, and internal auditors implement a practical internal audit process that meets the requirements of ISO 9001:2015 while adding significant, measurable value to the organization. The tools, techniques, and step-by-step guidelines provided in this book can also be used by those organizations that have a well-established internal audit process but are looking for easy ways to make that process more effective. The tools in the appendices of this book have also been provided on the enclosed CD to facilitate your customizing them to fit the specific needs of your organization. Get brewing! This foolproof beginner's guide to brewing great beer at home includes everything you need to know to make your very first batch. With step-by-step instructions, insightful advice, and simple recipes for a variety of beer styles, you'll be proudly sipping your own homemade beer in no time. This revised edition covers additional techniques and equipment, as well as new varieties of hops and other ingredients. Ground yourself in the basics of homebrewing and experiment with new tastes and combinations. It's fun, easy, and oh-so-rewarding! ??RUBIKS CUBE SOLUTION BOOK FOR KIDS - NOW IN COLOR!!!?? The Rubik's Cube is a fascinating and somewhat magical object. Though it is usually considered a toy, it can be extremely challenging to solve for beginners, whether they are kids or adults. I have written this book for kids and beginners, and therefore, the content is easy to understand and full of images to make everything clear. The goal of this book is to help kids and beginners learn the six simplest stages that you have to go through to solve a jumbled Rubik's Cube. Every stage of the solution has illustrations that will help you understand exactly how to move from one step to the next and ultimately, solve the Rubik's Cube. Rubiks Cube Solution Book for Kids includes: What exactly a Rubiks Cube is History of the Rubiks Cube Health benefits of solving the Rubiks Cube The 6 different Rubiks Cube face movements The 3 different types of cubies The 6 different stages to solve the Rubiks Cube Detailed and easy to understand explanations Plenty of illustrations and

images to help guide you What are you waiting for? Scroll up and click the buy now button to be on your way to solve the Rubiks Cube. Master key carpentry skills, from simple joinery techniques to fine woodworking. Includes clear, step-by-step instructions and photographs, this introduction for beginners starts with outlining safety and common equipment before leading on to basic woodworking techniques and more than 20 different types of wood joints, finishing, woodturning, and furniture restoration. Discover how to get the best out of your woodworking tools by learning how to use and maintain them; find out how to prepare the wood, and follow different construction methods and techniques. Then put your skills into practice with eight projects to make at home, including a mirror frame, a laundry hamper, and a bookcase, that are complete with detailed plans and instructions. Woodwork Step by Step is the illustrated woodworking course you need to master your carpentry skills. The essential beginner's guide to knitting know-how, with more than 150 illustrated knitting stitches and techniques. Knit Step by Step shows you everything you need to craft stunning knitted pieces. Master basic stitches and classic techniques, including ribs, Fair Isle, and intarsia, or try your hand at one of eight eye-catching projects. Fully illustrated and easy to use, Knit Step by Step will have you knitting with confidence in no time. The founder of The Plaza Hotel's Finishing Program spills her insider knowledge to help you become instantly more polished. In her debut book, Modern Etiquette Made Easy, the Queen of Good Manners Myka Meier takes formal etiquette that she learned while training under a former member of the Queen of England's household and breaks it down into five easy steps to help you feel 100 percent confident in the areas of social, dining, business, and networking etiquette. In this refreshingly entertaining etiquette guide, Myka combines her passion for etiquette and love of humor to share tips that are sure to give you a competitive edge in both your social and professional life. Through easy-to-follow chapters and relatable lessons, you'll learn how to: Create the best first impression Become the most coveted party guest Network like a pro Practice good table manners And much, much more! Perfect for everyone who's ever gone for the cheek kiss as the new acquaintance offered a handshake, or hobbled home from a networking event in stilettos. Fitting

for messy-bun millennials who find themselves suddenly adulting without a clue, or mid-career professionals hoping to revamp their image. Or really, for anyone at all—at the end of the day, we could all use some more respect and kindness, and *Modern Etiquette Made Easy* offers advice and insight like a friend. Pinkies down! This brilliant new book shows you how to train your hand and eye, with a series of features that guide the beginner and intermediate artist. Packed with step by step guides from a range of exciting modern artists the book focuses on the basic drawing skills and shows you how to achieve results in whatever your chosen medium, pencils, pen and ink, digital. Perfect for web comic, anime, manga and any traditional field. Discover all the tools, techniques, and stitches you need to crochet beautiful and original items. With more than 100 clearly photographed crochet stitches and techniques, plus advice on how to read crochet patterns, this foolproof guide will help beginners get started and more experienced crocheters refresh their skills. 20 beautiful and contemporary projects show you how to crochet everything from granny squares and crochet flowers, to beanies and baby toys. Pick up your crochet hook and get creative with *Crochet Step by Step*. Whether you're a novice, an expert crocheter, or are just looking for a new at-home activity, this easy-to-understand book is perfect for crafters of all levels.

Originally developed for the treatment of borderline personality disorder, dialectical behavior therapy, or DBT, has rapidly become one of the most popular and most effective treatments for all mental health conditions rooted in out-of-control emotions. However, there are limited resources for psychologists seeking to use DBT skills with individual clients. In the tradition of *ACT Made Simple*, *DBT Made Simple* provides clinicians with everything they need to know to start using DBT in the therapy room. The first part of this book briefly covers the theory and research behind DBT and explains how DBT differs from traditional cognitive behavioral therapy approaches. The second part focuses on strategies professionals can use in individual client sessions, while the third section teaches the four skills modules that form the backbone of DBT: core mindfulness, distress tolerance, emotion regulation, and interpersonal effectiveness. The book includes handouts, case examples, and example therapist-client dialogue—everything clinicians need to

equip their clients with these effective and life-changing skills. Encompassing more than fifty designs and projects to help novice gardeners create and maintain a beautiful lawn and garden, a comprehensive gardening handbook provides step-by-step directions and illustrations for a range of essential gardening techniques, tools, and more. Original. Lit Guild. IP. This book has been considered by academicians and scholars of great significance and value to literature. This forms a part of the knowledge base for future generations. So that the book is never forgotten we have represented this book in a print format as the same form as it was originally first published. Hence any marks or annotations seen are left intentionally to preserve its true nature.

Neonatology Practice Made Easy is a quick reference guide to neonatology for paediatricians and neonatologists. Beginning with infection control and the importance of hygiene, the book covers the diagnosis and management of numerous common and less common conditions, including nutrition and weight disorders, respiratory distress, seizures, hypoglycaemia, apnoea, and infections such as HIV, Hepatitis B and Tuberculosis. Presented in an easy to follow format, this manual provides useful annexures including checklists for resuscitation and emergency drugs, conversions, fluids protocols, a patient discharge form, and extensive references. Key points

Practical guide to neonatology for paediatricians and neonatologists Discusses importance of infection control and hygiene Covers diagnosis and treatment of most common and less common diseases and disorders Includes useful annexures for easy reference Integrate interactive whiteboard technology into your instruction and engage your students with fun activities that are designed using Promethean ActivInspire software and perfect for touch-screen technology! Designed to support existing content-area lessons with standards-based, interactive activities, this resource is teacher-friendly, based on research, and easy to use. The 128-page book includes 30 easy-to-follow activities and a ZIP file with templates and examples. This resource is correlated to the Common Core State Standards, is aligned to the interdisciplinary themes from the Partnership for 21st Century Skills, and supports core concepts of STEM instruction. 128pp. Everyone has to get a new computer at some time or another so why not get the computer you always wanted?

Sure you can buy a nice computer off of the store shelf but you never really get exactly what you want that way. When you build your own computer, you are in charge of what components are going to be used so you know that it will perform the way you want it to. The goal of this book is to help you choose the parts (components) for your new computer so you can end up with a computer that does what you want it to do. Then you will be taken through the build process with step by step instructions and illustrations making it easy to get your new computer up and running in no time. Finally you will be guided through the process of installing an operating system on your computer so you can start enjoying your work. The chapters in the book cover the following topics: Chapter 1 - Why Build Your Own Computer? Chapter 2 - Choosing Components Chapter 3 - Planning Your Build Chapter 4 - Putting the Pieces Together Chapter 5 - Initial Power Up Chapter 6 - Installing Your Operating System

About the Author James Bernstein has been working with various companies in the IT field since 2000, managing technologies such as SAN and NAS storage, VMware, backups, Windows Servers, Active Directory, DNS, DHCP, Networking, Microsoft Office, Exchange, and more. He has obtained certifications from Microsoft, VMware, CompTIA, ShoreTel, and SNIA, and continues to strive to learn new technologies to further his knowledge on a variety of subjects. He is also the founder of the website OnlineComputerTips.com, which offers its readers valuable information on topics such as Windows, networking, hardware, software, and troubleshooting. Jim writes much of the content himself and adds new content on a regular basis. The site was started in 2005 and is still going strong today.

How to create all the basic garment shapes, and how to add the refinements to your garments, including gores, yokes, flounces, pleats and peg tops. You can manifest your desires into your life, and it can be easier than you think through the use of vision boards. These are powerful tools designed to help you attract what you want. In this step-by-step guide for all ages, you can learn how to create a vision board that works for you. Presenting sections for adults, children, and teenagers, *Vision Boards Made Easy* offers instructions on building a vision board with the positive words, affirmations, and images you need to bring your life to where you want it to be. It also provides suggestions of background

music, motivational ideas, tips for creating digital vision boards, and actual examples of vision boards that have brought success to real people. Including templates for six-month, one-year, and five-year plans, this handbook may be used alone or in group or classroom settings. Vision Boards Made Easy is a useful tool for anyone at any age ready to take the next step in life. By making vision boards with your desires in mind, you can use the law of attraction to bring your goals to fruition. This compilation will give you some amazing insights into the wonderful world of Smoothies, the healthy Smoothie lifestyle, and how you can connect your diet goals with the Smoothie lifestyle in order to achieve your dream figure and a happier and healthier you without being hungry all the time. This compilation shows you a real approach to dieting the right and realistic way so that you will maximize your dieting results instead of going through the Yo-Yo dieting effect that happens with almost all diets because most diets are based on unrealistic and unnatural assumptions and goals. Juliana will show you how she did not only lose 20 pounds in 60 days and beat her nasty Asthma problem at the same time, but she shows you how she was able to keep off her weight via the power of the smoothie lifestyle that is more an exciting way of life that everyone is able to follow (even if you only have 5 minutes and are very busy) than a boring and unrealistic diet that no one is able to maintain because most diets contain too many hurdles to jump through. The smoothie lifestyle provides you with lean and clean nutrition all the time and you never feel hungry, tired, frustrated, out of energy and vitality. The vitamin and mineral enriched smoothies keep your body nourished with all the vital elements that your body needs. The outcome: a happy, vitalized, healthy, lean & clean, healthy and balanced YOU. You'll soon notice your improved skin and your rejuvenated body and looks. These health elixirs are going to beautify and rejuvenate your whole system, body, brain and skin. All your body functions are working in a healthy and balanced manner. Most diets ask a lot of sacrifices from you, but once you master the Smoothie lifestyle you'll appreciate what it does for your waistline (very effective pound dropper), your beauty (very effective detox) and your health (very effective vitality and energy booster)... Understanding how English grammar works can be quite daunting; even more so if English is

not your native tongue. However, in today's competitive world you need to get the grammar right, especially in written English. Whether you write simple business emails or complicated academic papers and whether you are a professional or a student, using the correct grammar will give you a competitive edge because it helps you get your message across more clearly and shows that you pay attention to detail. This book offers you a basic introduction to the grammar rules of English. This book focuses on the different parts of speech and shows you how to use English correctly. It is structured in the form of lessons, each ending with at least one short exercise to help you check your understanding of what you've learned in that lesson. At the end of the book you'll find longer exercises mixing everything together. You can use this book not only to learn English grammar but also as a basic reference guide when you are unsure of how to structure a sentence and which words to use. If you want to understand the basics of English grammar and improve your language skills, This book will guide you every step of the way. Starting from the premise that we all want to make marks to record the world around us, this book aims to give basic guidelines that will help anyone to express themselves through different media but especially watercolours, oils and pastels. Professional artist Mike Chaplin demonstrates that anyone can paint if they are taught the necessary techniques in a simple and structured way. The book features:

- Essential skills and techniques presented in an accessible way
- Structured tuition, beginning with basic markmaking and how to make the transition from drawing to simple watercolours
- Stand-alone sections on watercolours, oils and pastels incorporating guidance in the processes that are fundamental to each medium
- Projects to inspire and encourage

This revised edition covers the latest gems, synthetics, treatments and instruments. It is easy to use, practical and non-technical indicating how to identify diamonds, coloured gemstones and pearls, as well as separating them from fakes and look-alikes. The book explains what instruments are needed and how to use them, where to obtain such instruments and what should be seen for each gemstone. Anyone can learn to identify most of the gems and imitations found in the market place. This volume is the key to avoiding costly mistakes and recognising profitable

opportunities.

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