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The Trade Technician's Soft Skills Manual

Cengage Learning Learning to express yourself in a positive and professional way can be an art-form. THE TRADE TECHNICIAN'S SOFT SKILLS MANUAL, teaches these important soft skills with line drawings, photographs, and anecdotes from real case studies. This approach makes the subject area approachable while engaging your students. The anecdotes are followed by explanations of proven service behaviors, along with proven standards, practice tips, forms, documents and checklists complete the text to teach technicians the fine art of customer service. Based on more than 30 years of studies and field research, this text teaches the skills needed for a trade technician to advance in their careers and differentiate themselves from others in their field. THE TRADE TECHNICIAN'S SOFT SKILLS MANUAL is written by Steve Cosica, a motivational speaker who managed a technical support team for more than 20 years and has used these techniques and practices to advance his own career as an industry expert. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Adobe Creative Suite 4 Design Premium Digital Classroom

John Wiley & Sons

PCs: The Missing Manual

"O'Reilly Media, Inc." Your vacuum comes with one. Even your blender comes with one. But your PC--something that costs a whole lot more and is likely to be used daily and for tasks of far greater importance and complexity--doesn't come with a printed manual. Thankfully, that's not a problem any longer: PCs: The Missing Manual explains everything you need to know about PCs, both inside and out, and how to keep them running smoothly and working the way you want them to work. A complete PC manual for both beginners and power users, PCs: The Missing Manual has something for everyone. PC novices will appreciate the unassuming, straightforward tutorials on PC basics, such as hooking up a monitor, keyboard, mouse, printer, and scanner. Families will enjoy sections on networking several computers to share an Internet connection, sharing one monitor between two PCs, connecting portable media players, and creating a home theater system. Adventurous PC users will like the clear photos explaining how to take your PC apart and replace or upgrade any failing parts; IT professionals will be grateful to have something to hand to their coworkers who need solid, trusted information about using their PC. In PCs: The Missing Manual, bestselling computer author Andy Rathbone delivers simple, reliable advice on the kinds of things PC users confront every day. He shows you how to connect and configure today's must-have devices (including digital cameras, portable music players, digital camcorders, and keychain drives); burn CDs and DVDs; scan and fax documents, and more. His section on the Internet explains how to choose the best Internet Service Provider and web browser for your needs; send email; find information quickly on the Web; share photos online; set up a blog; set up a webcam; access TV and radio through the Internet; and shop safely online. And Rathbone delivers plenty of guidance on keep your privacy and your PC safe by installing firewalls, creating safe passwords, running antivirus software, removing spyware and adware, and backing up important files.

The Innovation Manual

Integrated Strategies and Practical Tools for Bringing Value Innovation to the Market

John Wiley & Sons The Innovation Manual provides a solution to the problems faced by those at the forefront of innovation. It takes you through the seven topics that have the highest impact on the success of value innovation, be this innovation a new product, a new service or a new business model. The seven topics are: - Creating advantage in the minds of many - Chartering innovation within the organization - Preparing, developing and supporting the right team - Placing customers at the centre of innovation - Changing the

organization to deliver the innovation - Motivating the right partners and sharing the returns - Building momentum in the market Each topic is linked to an organized toolkit that allows managers to apply this knowledge immediately. The tools sit within an overall framework to show how they build on and reinforce one another. Along with this, the book guides busy managers on applying the tools properly, detailing the relevance of each for specific industries, and how to customize them when necessary.

iPod: The Missing Manual

The Missing Manual

"O'Reilly Media, Inc." With the tiny Shuffle, the Nano, the Classic, and the Touch, Apple's gotten the world hooked on portable music, pictures, videos -- and the iPod. One thing they haven't delivered, though, is an easy guide for getting the most from this sleek entertainment center. Enter iPod: The Missing Manual, 7th Edition -- a book as breathtaking, satisfying, and reliable as its subject. Now in a sleek, travel-friendly size, this new edition provides a no-nonsense view of iTunes 8 and everything in the latest iPod line, with crystal-clear explanations, easy-to-follow color graphics, and guidance on all the amazing things you can do, including: Out of the box and into your ears. Find out how to install iTunes and load music on your iPod. And get advice on buying copy-protection free songs from stores like Amazon and Rhapsody. Bopping around the iPod. Learn everything from turning it on and off to shaking your iPod Nano to shuffle your tracks. In tune with iTunes. Choose which parts of your iTunes library loads onto your iPod, move your sacred iTunes Folder to a bigger hard drive, and add album covers to your collection. Picking playlists like a Genius. Let iTunes' new Genius feature whip up smart playlists from your library, and suggest songs from the iTunes Store that fit with what you already own. The power of the 'Pod. Download movies and TV shows and learn how to play them on your iPod and finish viewing them on your TV. Play photo slideshows, find cool podcasts, and more. Welcome to the App Store. Soup up your iPod Touch, from upgrading to the 2.0 firmware to installing the iTunes Store's nifty new collection of programs -- including games that turn the Touch into a pocket 3-D arcade. Even if you don't buy one of the new iPod models, this Missing Manual has plenty of information on the latest version of iTunes, the App Store and a whole lot more about Apple's incredible device.

Stone Deaf and Everything: The Rock Musician's Survival Manual

Lulu Press, Inc If you have been in a band, want to be in a band, or know someone in a band then this is the book for you. A tongue in cheek guide to all aspects of being a struggling musician, from buying that first instrument to recording deals. Broadcast twice on The Mark Radcliffe Show, BBC Radio One.

Dreamweaver CC: The Missing Manual

"O'Reilly Media, Inc." Dreamweaver CC is a powerful tool for designing all kinds of websites, from those with simple, static pages to interactive, media-driven sites for desktop, laptop, and mobile devices. But the program still doesn't include a printed guide to all its amazing capabilities. That's where this Missing Manual comes in. With hands-on tutorials and thorough coverage of every feature, you'll learn how to build, deploy, and manage sites whether you're an experienced designer or just getting started. The important stuff you need to know: Dive into page design. Quickly learn the basics of working with text, images, links, and tables. Edit pages in Live view. Dynamically add elements to live pages and immediately see the results. Design once, and for all. Build fluid-grid sites that reformat themselves for desktop, tablet, and mobile browsers. Examine page structure. Troubleshoot problems using the new Element Quick View to see the hierarchy of HTML elements. Style with ease. Use the enhanced CSS Designer to copy and paste styles, set margins and padding, and add or delete selectors. Enhance Dreamweaver. Add new program features with Add-Ons that integrate directly with Dreamweaver. Bring your pages to life. Use jQuery UI to add interactive page elements like tabbed panels, collapsible content sections, and dialog boxes. Create universal pages. Avoid browser incompatibility issues by using surefire workarounds.

A Cradle of Sound

Harp Therapy Manual

Netbooks: The Missing Manual

The Missing Manual

"O'Reilly Media, Inc." Netbooks are the hot new thing in PCs -- small, inexpensive laptops designed for web browsing, email, and working with web-based programs. But chances are you don't know how to choose a netbook, let alone use one. Not to worry: with this Missing Manual, you'll learn which netbook is right for you and how to set it up and use it for everything from spreadsheets for work to hobbies like gaming and photo sharing. Netbooks: The Missing Manual provides easy-to-follow instructions and lots of advice to help you: Learn the basics for using a Windows- or Linux-based netbook Connect speakers, printers, keyboards, external hard drives, and other hardware Get online using a wireless network, a public network, broadband cards, or dial-up Write email, browse the Web, transfer bookmarks, and add tools to your web browser Use business tools like Google Docs and Office for Netbooks Collaborate

with others online via instant messaging Edit and share photos, play games, listen to music, and watch TV and movies online You'll also learn about web-based backup and storage, staying secure online -- especially when using wireless networks -- and tips for troubleshooting. Netbooks point to the future of computing, and Netbooks: The Missing Manual will show you how to get there.

The Remix Manual

The Art and Science of Dance Music Remixing with Logic

CRC Press Can you turn a soulful ballad into a hit dance track, or make any Billboard hit your own? With this all-in-one guide to remixing, you can! Whether you're just beginning to mix tracks or you're already a professional DJ or producer, this step-by-step guide takes you through the entire process of making your own professional-quality remixes. Author Simon Langford, a renowned remixer/producer with over 300 remixes and chart-toppers under his belt, shares his years of experience and expertise in the most in-depth guide to remixing on the market. The Remix Manual covers creative processes, technical, legal, and contractual issues, and includes a unique remix "walk-through," and useful contacts and links. The companion website, www.TheRemixManual.com, provides source files that illustrate all stages of the remix, as well as additional interviews and walk-throughs, a Buyer's Guide, video tutorials, and demo versions of the hottest mixing software.

eBay: The Missing Manual

The Missing Manual

"O'Reilly Media, Inc." It's the undisputed king of Internet auction sites. It's a global bazaar offering a range of goods from Antiques to Zulu Daisies. Cars, clothing, collectibles: you name it, and it's likely that you can find on eBay. But along with the vast selection of goods available, buyers and sellers also encounter all the other elements that markets are known for: tricks and swindlers, overpriced goods, deceptive labeling, small print, recycled items marked as new, and the occasional rare priceless find or undiscovered treasure. Seasoned eBay traders know that to successfully buy and sell within this mega-shopping platform, you need to understand the system. Unfortunately, the secrets of the site are often tightly held by other buyers and sellers seeking a competitive edge. But what if you're a newcomer? Or an experienced trader who wants to make the jump to power buyer or seller? eBay: The Missing Manual gives you the inside information you'll need to become an eBay expert. Buyers will find the most effective ways to find you want and pay prices that are sure to bring a smile to your face. And you'll get authoritative advice on strategic bidding: how to watch for elusive items, time your bids to take the competition by surprise, and--above all--avoid paying more than you ought to. Sellers will get sure-fire tips from eBay veterans who have discovered ways to ramp up their own auctions and sell at the highest possible prices. From the smallest details, such as how to take and post the most effective photos of your goods, to pricing strategies, inventory management, and shipping methods, this user-friendly manual will help you make more money on eBay. Whether you're selling a single item or running fulltime business on the site, you'll find tips to help you do it more effectively. As in any community, problems and disputes arise, and you'll learn how other eBayers resolve such troubles or work around them. eBay: The Missing Manual has gems of wisdom for everyone from total novices to more experienced traders. If you're looking to improve your eBay auction experience, you'll savor the tips and trick revealed in this guided exploration.

The Internet: The Missing Manual

The Missing Manual

"O'Reilly Media, Inc." The Internet is almost synonymous with change--that's one of its charms, and one of its headaches. You may think you know the Internet, but are you really up to speed on internet telephones, movie and TV downloading, blogging, gaming, online banking, dating, and photosharing? This utterly current book covers: Getting Online. Readers will have all the information they need to decide what kind of broadband connection works best for them, which browser they should use, and what kind of spyware-fighting and virus-and spam-protection measures they need to protect themselves. Finding Information. Google may be the leading search site, but it's certainly not the only game in town. This book introduces a diverse and useful collection of sites that help uncover everything from health care information, to shopping, travel and finance, to dependable reviews and ratings. Movies, music, and photos. The Web's teeming with entertainment--and not just the sort of postage-stamp sized videos that only a geek could love. Learn where to download movies, watch TV online, listen to music, play games, and post and share photos with friends. Keeping in touch. Email's only the beginning. This book introduces readers to the many tools that make the modern Internet such a great way to stay connected. From Web-based discussion groups to instant messaging programs, and from blogs and podcasts to Internet-based phone calls, this book will help you join the conversation. Ideal for anyone just venturing into cyberspace, this book is also perfect for more experienced users who could use an update to today's most exciting internet applications.

Mac OS X Snow Leopard: The Missing Manual

The Missing Manual

"O'Reilly Media, Inc." For a company that promised to "put a pause on new features," Apple sure has been busy-there's barely a feature left untouched in Mac OS X 10.6 "Snow Leopard." There's more speed, more polish, more refinement-but still no manual. Fortunately, David Pogue is back, with the humor and expertise that have made this the #1 bestselling Mac book for eight years straight. You get all the answers with jargon-free introductions to: Big-ticket changes. A 64-bit overhaul. Faster everything. A rewritten Finder. Microsoft Exchange compatibility. All-new QuickTime Player. If Apple wrote it, this book covers it. Snow Leopard Spots. This book demystifies the hundreds of smaller enhancements, too, in all 50 programs that come with the Mac: Safari, Mail, iChat, Preview, Time Machine. Shortcuts. This must be the tippiest, trickiest Mac book ever written. Undocumented surprises await on every page. Power usage. Security, networking, build-your-own Services, file sharing with Windows, even Mac OS X's Unix chassis-this one witty, expert guide makes it all crystal clear.

Mac OS X: The Missing Manual, Tiger Edition

The Missing Manual

"O'Reilly Media, Inc." Demonstrates the operating system's basic features, including Internet access, file management, configuring the desktop, installing peripherals, and working with applications.

Mac OS X Leopard: The Missing Manual

O'Reilly Media With Leopard, Apple has unleashed the greatest version of Mac OS X yet, and David Pogue is back with another meticulous Missing Manual to cover the operating system with a wealth of detail. The new Mac OS X 10.5, better known as Leopard, is faster than its predecessors, but nothing's too fast for Pogue and this Missing Manual. It's just one of reasons this is the most popular computer book of all time. Mac OS X: The Missing Manual, Leopard Edition is the authoritative book for Mac users of all technical levels and experience. If you're new to the Mac, this book gives you a crystal-clear, jargon-free introduction to the Dock, the Mac OS X folder structure, and the Mail application. There are also mini-manuals on iLife applications such as iMovie, iDVD, and iPhoto, and a tutorial for Safari, Mac's web browser. This Missing Manual is amusing and fun to read, but Pogue doesn't take his subject lightly. Which new Leopard features work well and which do not? What should you look for? What should you avoid? Mac OS X: The Missing Manual, Leopard Edition offers an objective and straightforward instruction for using: Leopard's totally revamped Finder Spaces to group your windows and organize your Mac tasks Quick Look to view files before you open them The Time Machine, Leopard's new backup feature Spotlight to search for and find anything in your Mac Front Row, a new way to enjoy music, photos, and videos Enhanced Parental Controls that come with Leopard Quick tips for setting up and configuring your Mac to make it your own There's something new on practically every page of this new edition, and David Pogue brings his celebrated wit and expertise to every one of them. Mac's brought a new cat to town and Mac OS X: The Missing Manual, Leopard Edition is a great new way to tame it.

Anatomy and Physiology for the Manual Therapies

John Wiley & Sons Anatomy & Physiology for the Manual Therapies 1e is designed to meet the specific needs of students preparing for careers in the manual therapies, such as massage therapy and careers as physical therapy assistants. This book provides the most appropriate depth of coverage for each body system -- in both narrative and visuals -- and by including relevant applications linking the content to situations they will face in their careers. Specially written applications with a focus on massage and physical therapy are included. An outstanding illustration program is also integrated to highlight important concepts and special diagrams are presented that point to origin, insertion, and innervation of muscles. This is crucial knowledge for massage therapists, physical therapists, and occupational therapists.

Maximum PC

Maximum PC is the magazine that every computer fanatic, PC gamer or content creator must read. Each and every issue is packed with punishing product reviews, insightful and innovative how-to stories and the illuminating technical articles that enthusiasts crave.

The Mother's Manual

A Spiritual and Practical Guide to Child Rearing and Motherhood

Digital 1 Publishing Who am I and where do I come to write this book? I feel it necessary to address all aspects of motherhood, so I decided to include both the sweetness and delight plus the shadow side of motherhood in this book. Some challenging life situations occur that are vital for us to consider, so I am including some disquieting statistics. Because many women (and men) have refrained from checking within themselves or making an examination on emotional, mental, physical and spiritual planes about having children, hardships have been created, both personally and planetary.

Pro Functional PHP Programming

Application Development Strategies for Performance Optimization, Concurrency, Testability, and Code Brevity

Apress Bring the power of functional programming to your PHP applications. From performance optimizations to concurrency, improved testability to code brevity, functional programming has a host of benefits when compared to traditional imperative programming. Part one of Pro Functional PHP Programming takes you through the basics of functional programming, outlining the key concepts and how they translate into standard PHP functions and code. Part two takes this theory and shows you the strategies for implementing it to solve real problems in your new or existing PHP applications. Functional programming is popular in languages such as Lisp, Scheme and Clojure, but PHP also contains all you need to write functional code. This book will show you how to take advantage of functional programming in your own projects, utilizing the PHP programming language that you already know. What You'll Learn Discover functional programming in PHP Work with functional programming functions Design strategies for high-performance applications Manage business logic with functions Use functional programming in object-oriented and procedural applications Employ helper libraries in your application Process big data with functional PHP Who This Book Is For Programmers and web developers with experience of PHP who are looking to get more out of their PHP coding and be able to do more with PHP.

Bird by Bird

Some Instructions on Writing and Life

Anchor From the acclaimed New York Times bestselling author: An essential volume for generations of writers young and old. The twenty-fifth anniversary edition of this modern classic will continue to spark creative minds for years to come. For a quarter century, more than a million readers—scribes and scribblers of all ages and abilities—have been inspired by Anne Lamott's hilarious, big-hearted, homespun advice. Advice that begins with the simple words of wisdom passed down from Anne's father—also a writer—in the iconic passage that gives the book its title: "Thirty years ago my older brother, who was ten years old at the time, was trying to get a report on birds written that he'd had three months to write. It was due the next day. We were out at our family cabin in Bolinas, and he was at the kitchen table close to tears, surrounded by binder paper and pencils and unopened books on birds, immobilized by the hugeness of the task ahead. Then my father sat down beside him, put his arm around my brother's shoulder, and said, 'Bird by bird, buddy. Just take it bird by bird.'"

Maximum PC

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Music as Creative Practice

Oxford University Press Until recently, ideas of creativity in music revolved around composers in garrets and the lone genius. But the last decade has witnessed a sea change: musical creativity is now overwhelmingly thought of in terms of collaboration and real-time performance. Music as Creative Practice is a first attempt to synthesize both perspectives. It begins by developing the idea that creativity arises out of social interaction-of which making music together is perhaps the clearest possible illustration-and then shows how the same thinking can be applied to the ostensibly solitary practices of composition. The book also emphasizes the contextual dimensions of musical creativity, ranging from the prodigy phenomenon, long-term collaborative relationships within and beyond the family, and creative learning to the copyright system that is supposed to incentivize creativity but is widely seen as inhibiting it. Music as Creative Practice encompasses the classical tradition, jazz and popular music, and music emerges as an arena in which changing concepts of creativity-from the old myths about genius to present-day sociocultural theory-can be traced with particular clarity. The perspective of creativity tells us much about music, but the reverse is also true, and this fifth and last instalment of the Studies in Musical Performance as Creative Practice series offers an approach to musical creativity that is attuned to the practices of both music and everyday life.

Creative and Cultural Industries in East Asia

An Introduction

Routledge This book presents an introductory overview of the socio-economic organization of creative industries, focusing on the East Asian context. Establishing a theoretical framework founded on the work of Richard Caves, Howard Becker, and Pierre Bourdieu, this textbook is an accessible introduction to creative and cultural industries, drawing on examples from Japan, South Korea, and China. It both examines what is unique about cultural production in these countries and places them in a global and intercultural context. Building on themes of uncertainty and networks of cooperation, Brian Moeran looks at the role of social ties in defining notions of quality. He then analyses the positioning of individual actors, organisations, and commodities in each field of cultural production and

the exchanges of economic and symbolic capital that take place between them. Examples are taken from a range of cultural and creative industries, including film, music and fashion. Overall, Creative and Cultural Industries in East Asia serves as a foundational introduction to the study of creative and cultural production in East Asia.

Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs Lab Manual, Fourth Edition (Exams 220-801 & 220-802)

McGraw Hill Professional Bestselling CompTIA A+ author Mike Meyers provides 130+ hands-on, step-by-step labs—updated for the 2012 exams—so you can practice the IT skills essential for your success With coverage of CompTIA A+ certification exams 220-801 and 220-802, Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs Lab Manual, Fourth Edition contains more than 130 labs that challenge you to solve real-world problems with key concepts. Clear, measurable lab objectives map to certification exam objectives, ensuring direct correspondence to Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs, Fourth Edition. Lab solutions are only available to instructors and are not printed inside the book. The Lab Manual also includes materials lists and lab set-up instructions. Step-by-step, not click-by click, lab scenarios require you to think critically, and Hint and Warning icons guide you through potentially tricky situations. Post-lab observation questions measure your understanding of lab results and the key term quiz helps to build your vocabulary.

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Teach Us To Pray Kingdom Builders Teacher's Manual

The Teach Us To Pray curriculum is structured upon the various elements of prayer found in the Lord's Prayer. This teacher's manual is part of a multi-platform curriculum designed to help young people grow in their connection with God. The 35-lesson curriculum includes 35 (print or MP3) short stories, Prompts Handbook pages that provide seven thoughts on prayer with the supporting Scripture for each lesson (a total of 245 prompts), an active participation Student Personal Study Guide, and this teacher's manual. A teacher's resource packet has PowerPoint files for some lessons, MP3 short story audio files, additional teacher resources, and of course, tests for each unit. The curriculum is designed for the following possible settings: release time courses for public schools, middle school and high school youth groups, home school, Christian schools, and the training of indigenous Christian leaders.

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The Indie Band Survival Guide, 2nd Ed.

The Complete Manual for the Do-it-Yourself Musician

Macmillan Explains how to achieve success in the music industry, even without a record label, taking readers through the process of recording, distributing, marketing, and selling music with the help of the Internet.

Maximum PC

Maximum PC is the magazine that every computer fanatic, PC gamer or content creator must read. Each and every issue is packed with punishing product reviews, insightful and innovative how-to stories and the illuminating technical articles that enthusiasts crave.

Teach Us to Pray Teacher's Manual 1

A Biblical Curriculum on Prayer

Prayerful Publishing Incorporated The Teach Us To Pray curriculum is structured upon the various elements of prayer found in the Lord's Prayer. This teacher's manual is part of a multi-platform curriculum designed to help young people grow in their connection with God. The 35-lesson curriculum includes 35 (print or MP3) short stories, Prompts Handbook pages that provide seven thoughts on prayer with the supporting Scripture for each lesson (a total of 245 prompts), an active participation Student Personal Study Guide, and this teacher's manual. A teacher's resource packet has PowerPoint files for some lessons, MP3 short story audio files, additional teacher resources, and of course, tests for each unit. The curriculum is designed for the following possible settings: release time courses for public schools, middle school and high school youth groups, home school, Christian schools, and the training of indigenous Christian leaders.

The Creative Teaching and Learning Toolkit

Continuum A guide to becoming a more effective teacher through a new teaching and learning framework that focuses on the key role of creativity in the classroom.

Pro Git

Apress Git is the version control system developed by Linus Torvalds for Linux kernel development. It took the open source world by storm since its inception in 2005, and is used by small development shops and giants like Google, Red Hat, and IBM, and of course many open source projects. A book by Git experts to turn you into a Git expert Introduces the world of distributed version control Shows how to build a Git development workflow

The Remix Manual

The Art and Science of Dance Music Remixing with Logic

CRC Press First published in 2011. Routledge is an imprint of Taylor & Francis, an informa company.

Thirty Years Hundred Stories

Flipside Digital Content Company Inc. Engineers play a vital role in nation building. Since independence, they have been driving Singapore's efforts in industrialisation. Their vision, creativity and resilience gave Singapore a competitive edge, enabling a meteoric rise from Third World to First in one generation. Going forward, the government wants to make Singapore a "e;Smart Nation"e; - a nation where people live meaningful and fulfilled lives, enabled seamlessly by technology, offering exciting opportunities for all. Engineers are vital in making this happen. This book captures 100 stories of engineering accomplishments in Singapore over a span of 30 years as told by the Nanyang Technological Institute (now known as NTU) Pioneer Engineering Class of 85. They demonstrate the breadth and depth of the engineering landscape in our nation. If this book inspires some to take up an engineering career, it will have achieved its purpose.

Manual of Standard Tibetan

Language and Civilization

Snow Lion The Manual of Standard Tibetan presents the everyday speech of Lhasa as it is currently used in Tibet and among the Tibetan diaspora. It not only places the language in its natural context but also highlights along the way key aspects of Tibetan civilization and Vajrayana Buddhism. The Manual, which consists of forty-one lessons, is illustrated with many drawings and photographs and also includes two informative political and linguistic maps of Tibet. Two CDs provide an essential oral complement to the manual. A detailed introduction presents a linguistic overview of spoken and written Tibetan.

Smart Systems and IoT: Innovations in Computing

Proceeding of SSIC 2019

Springer Nature The book features original papers from the 2nd International Conference on Smart IoT Systems: Innovations and Computing (SSIC 2019), presenting scientific work related to smart solution concepts. It discusses computational collective intelligence, which includes interactions between smart devices, smart environments and smart interactions, as well as information technology support for such areas. It also describes how to successfully approach various government organizations for funding for business and the humanitarian technology development projects. Thanks to the high-quality content and the broad range of the topics covered, the book appeals to researchers pursuing advanced studies.

The Four Lenses of Innovation

A Power Tool for Creative Thinking

John Wiley & Sons "By asking how the world's top innovators - Steve Jobs, Richard Branson, Jeff Bezos and many others - came up with their game-changing ideas, ... Rowan Gibson identifies four key business perspectives that will enable you to discover groundbreaking opportunities for innovation and growth: Challenging orthodoxies: what if the dominant conventions in your field, market, or industry are outdated, unnecessary or just plain wrong? Harnessing trends: where are the shifts and discontinuities that will, now and in the future, provide the energy you need for a major leap forward? Leveraging resources: how can you arrange existing skills and assets into new combinations that add up to more than the sum of their parts? Understanding needs: what are the unmet needs and frustrations that everyone else is simply ignoring?"--Publisher's description.

Teach Yourself VISUALLY Crafting with Kids

Visual Get creative with kids Unplugging kids from their MP3 players and game systems for one-on-one family time is a great way to reconnect in today's hectic world. And what better way to spend time together than doing an activity that's not only fun but also promotes creativity and self-expression? Teach Yourself VISUALLY Crafting with Kids is packed with step-by-step instructions for making crafts throughout the year, from outdoor projects to gifts and party favors to holiday decor to projects that promote learning through play. 75 fun, simple projects for adults to make with kids Concise, two-page lessons show you all the steps to a skill and are ideal for quick review Detailed color photos demonstrate each step and helpful tips provide additional guidance Loaded with easy-to-follow instructions and fun, simple projects, Teach Yourself VISUALLY Crafting with Kids gives parents, caregivers, and teachers the tools they need to make the most of the time they spend with kids.

The Startup Owner's Manual

The Step-By-Step Guide for Building a Great Company

John Wiley & Sons More than 100,000 entrepreneurs rely on this book for detailed, step-by-step instructions on building successful, scalable, profitable startups. The National Science Foundation pays hundreds of startup teams each year to follow the process outlined in the book, and it's taught at Stanford, Berkeley, Columbia and more than 100 other leading universities worldwide. Why? The Startup Owner's Manual guides you, step-by-step, as you put the Customer Development process to work. This method was created by renowned Silicon Valley startup expert Steve Blank, co-creator with Eric Ries of the "Lean Startup" movement and tested and refined by him for more than a decade. This 608-page how-to guide includes over 100 charts, graphs, and diagrams, plus 77 valuable checklists that guide you as you drive your company toward profitability. It will help you:

- Avoid the 9 deadly sins that destroy startups' chances for success
- Use the Customer Development method to bring your business idea to life
- Incorporate the Business Model Canvas as the organizing principle for startup hypotheses
- Identify your customers and determine how to "get, keep and grow" customers profitably
- Compute how you'll drive your startup to repeatable, scalable profits.

The Startup Owner's Manual was originally published by K&S Ranch Publishing Inc. and is now available from Wiley. The cover, design, and content are the same as the prior release and should not be considered a new or updated product.

A Manual for the Modern Mystic

How to Practice Being in the Presence of God

iUniverse The modern mystic—the contemporary spiritual seeker—is always looking for ways to enhance and expand his or her consciousness. Using quotes from spiritual masters as well as personal stories and anecdotes, A Manual for the Modern Mystic shares practical, easily attainable tools that promote spiritual growth through consciousness development. Rio Olesky, a professional astrologer and spiritual practitioner, offers a thoughtful guide through the mystical thought of several major spiritual traditions while exploring the ultimate goal of the mystical pursuit—the meaning of life. As he defines and discusses twelve universal laws—each reflective of a sign of the zodiac—he helps lead you to discovering a deep personal connection to the Divine while avoiding self-undermining behaviors that limit spiritual growth. Through Olesky's explanation of universal laws, mystics will learn more about their connection to the physical plane, fascinating social behaviors, and the complexities of family dynamics. Development of consciousness is perhaps the ultimate purpose and prime reason that life exists. A Manual for the Modern Mystic helps contemporary spiritual seekers tune in to a rich, intuitive awareness of the world around them that ultimately leads to peace of mind and happiness.