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"How the insights of an 18th century economist can help us live better in the 21st century. Adam Smith became famous for The Wealth of Nations, but the Scottish economist also cared deeply about our moral choices and behavior--the subjects of his other brilliant book, The Theory of Moral Sentiments (1759). Now, economist Russ Roberts shows why Smith's neglected work might be the greatest self-help book you've never read. Roberts explores Smith's unique and fascinating approach to fundamental questions such as: - What is the deepest source of human satisfaction? - Why do we sometimes swing between selfishness and altruism? - What's the connection between morality and happiness? Drawing on current events, literature, history, and pop culture, Roberts offers an accessible and thought-provoking view of human behavior through the lenses of behavioral economics and philosophy"-- The definitive guide to risk arbitrage, fully updated with new laws, cases, and techniques Risk Arbitrage is the definitive guide to the field and features a comprehensive overview of the theory, techniques, and tools that traders and risk managers need to be effective. This new edition is completely updated and fully revised to reflect the changes to laws and technology and includes new case studies and a detailed discussion of computer-based trading systems. Readers gain deep insight into the factors and policies that affect merger transactions, and the new developments that allow individuals to compete with professionals in managing risk arbitrage portfolios. The book provides techniques for computing spreads and determining risk, with practice exercises that allow readers to become confident with new methods before using them professionally. The current wave of corporate mergers, acquisitions, restructurings, and similar transactions has created unprecedented opportunities for those versed in contemporary risk arbitrage techniques. At the same time, the nature of the current merger wave has lent such transactions a much higher degree of predictability than ever before, making risk arbitrage more attractive to all types of investors. Risk Arbitrage provides the essential guidance needed to participate in the business. Get up to date on the most recent developments in risk arbitrage Examine new mergers and the legal changes that affect them Learn how computers and trading systems have affected competition Use the tools that enable risk determination and spread computation Both the growth in hedge funds and the changing nature of the merger and acquisition business have affected risk arbitrage processes and techniques. For the finance professional who needs expert guidance and the latest information, Risk Arbitrage is a comprehensive guide. The magical world of crystals! Crystals have been used as items of great spiritual significance and powerful personal adornments for thousands of years. Whether collected for their beauty, for research, or as tools in healing practices, The Crystal Guide provides a comprehensive reference to crystals, their purpose, spiritual qualities, and how to identify them in one easy-to-use and dazzlingly colorful book. Organized alphabetically, the book spotlights more than 200 of the most popular crystals, from andalusite to zoisite, and includes an overview of each one, along with mineral, astrological, chakra, numerical, and metaphysical properties, and value. Other features include: • 400+ delightful color photos • Tips for locating, buying, and collecting • Geological formation of crystals • Use and care of crystals This lavishly illustrated trade reference to mammals, birds, reptiles, amphibians, fishes, and invertebrates features hundreds of glorious photos, masterful illustrations, and informative maps. This guide delivers selected information on every species found from the Pacific Ocean to the Rocky Mountains. The ICC Rules of Arbitration constitute one of the world's oldest and most widely used sets of rules for the resolution of international commercial disputes. In 1998, shortly after the entry into force of the current version of the Rules, the First Edition of this book appeared and quickly became an indispensable resource for all those involved or interested in ICC arbitrations, including arbitrators, counsel, and parties. In this updated and revised edition, the authors two of the world's leading experts on ICC arbitration have revised the Guide in order to take stock not only of the evolution in ICC practice over the last seven years, but of new arbitral and judicial decisions bearing on the interpretation and application of the Rules and of developments in international arbitration practice generally. The Guide's notable features include: article-by-article commentary on the ICC Rules, enriched by the authorsand; personal involvement in their drafting and years of experience as arbitrators, counsel, and former Secretaries General of the ICC International Court of Arbitration; ample and greatly expanded references, in respect of the

Rules and individual provisions, to relevant national court judgments and arbitral awards, together with extensive bibliographical sources; and up-to-date statistics on ICC arbitration and copies of all ICC rules on dispute resolution mechanisms in addition to arbitration. A truly comprehensive reference work on ICC arbitration practice, the Second Edition of the Guide will be of immeasurable value to corporate counsel, international lawyers, and business people, as well as to all those interested in the international arbitration process.

The central concepts of the theory of interpersonal neurobiology. Many fields have explored the nature of mental life from psychology to psychiatry, literature to linguistics. Yet no common “framework” where each of these important perspectives can be honored and integrated with one another has been created in which a person seeking their collective wisdom can find answers to some basic questions, such as, What is the purpose of life? Why are we here? How do we know things, how are we conscious of ourselves? What is the mind? What makes a mind healthy or unwell? And, perhaps most importantly: What is the connection among the mind, the brain, and our relationships with one another? Our mental lives are profoundly relational. The interactions we have with one another shape our mental world. Yet as any neuroscientist will tell you, the mind is shaped by the firing patterns in the brain. And so how can we reconcile this tension—that the mind is both embodied and relational? Interpersonal Neurobiology is a way of thinking across this apparent conceptual divide. This Pocket Guide to Interpersonal Neurobiology is designed to aid in your personal and professional application of the interpersonal neurobiology approach to developing a healthy mind, an integrated brain, and empathic relationships. It is also designed to assist you in seeing the intricate foundations of interpersonal neurobiology as you read other books in the Norton Series on Interpersonal Neurobiology.

Praise for Daniel J. Siegel's books: “Siegel is a must-read author for anyone interested in the science of the mind.” —Daniel Goleman, author of *Social Intelligence: The New Science of Human Relationships* “[S]tands out for its skillful weaving together of the interpersonal, the inner world, the latest science, and practical applications.” —Jack Kornfield, PhD, founding teacher of the Insight Meditation Society and Spirit Rock Center, and author of *A Path With Heart* “Siegel has both a meticulous understanding of the roles of different parts of the brain and an intimate relationship with mindfulness . . . [A]n exciting glimpse of an uncharted territory of neuroscience.” —*Scientific American Mind* “Dr. Daniel Siegel is one of the most thoughtful, eloquent, scientifically solid and reputable exponents of mind/body/brain integration in the world today.” —Jon Kabat-Zinn, PhD, author of *Wherever You Go, There You Are*, *Full Catastrophe Living*, and *Coming to Our Senses* Everything you need to know to get started: choosing quality tools, understanding the structure of letters, and learning the basic strokes Includes alphabets, from classic Roman letters, to the intricate traditions of the Middle Ages, to the simple, creative styles of today Hundreds of photos of inspiring, beautiful samples How to embellish your calligraphy with decorative dropped capitals, celtic knotwork, scrollwork, flourishes, and more Learn and master the beautiful and varied art of Western calligraphy. This lavishly illustrated guide includes all the information you need to get started in calligraphy as well as techniques for the more advanced artist, including using color, carving lettering in wood and stone, and creating abstract and ornamental calligraphy designs. The 40 alphabets included are drawn from throughout the rich history of Western calligraphy, from elaborate Gothic lettering to the clean lines of modern alphabets. An essential reference for calligraphers of all levels. The first Green book from Cool Springs Press, written by popular television personality, Joe Lampl, known as Joe Gardener. With a platform that encourages earth-friendly gardening, Joe will offer tips that will save water, conserve resources, promote healthy and safe plant growth, and eliminate damage to the earth. This annual bestseller ranks the hottest countries, regions and cities for 2020, and reveals how well-planned, sustainable travel can be a force for good. Drawing on the knowledge and passion of Lonely Planet's staff, authors and online community, we present a year's worth of inspiration to take you out of the ordinary and into the unforgettable. The step-by-step visual guide to spotting potential price movements and improving returns Bloomberg Visual Guide to Chart Patterns is a concise and accessible visual guide to identifying, understanding, and using chart patterns to predict the direction and extent of price moves. Packed with visual learning enhancements and exercises, this innovative book helps savvy investors and professionals alike master the essential skills of chart pattern recognition. Follow along as chart pattern expert Thomas Bulkowski teaches you to recognize important peaks and valleys that form patterns—footprints of the smart money. Nearly 200 color charts assist in providing a step-by-step approach to finding those footprints, interpreting them, and following them. Popular patterns such as head-and-shoulders, double tops and bottoms, triangles, gaps, flags, and pennants are just a few of the many patterns explored throughout the book. For the sophisticated trader or investor, the book also provides statistical research to support the claims of pattern behavior, trading signals, and setups, in an easy to understand way. Discusses chart pattern identification guidelines, psychology, variations, failures, and buy and sell signals Covers the most popular and common chart patterns as well as lesser-known ones like throwbacks, pullbacks, and busted patterns Incorporates quizzes, step-by-step exercises, enhanced graphics and video tutorials to immerse the reader in the world of chart patterns Designed for use by investors and traders, from beginners to experts looking for a practical, easy-to-use guide, comprehensive reference, Bloomberg Visual Guide to Chart Patterns provides a sophisticated introduction to the world of chart patterns.

"Read it with someone you hate." —Jon Stewart A hilarious look at the races of the world—capturing the proud history and bright future of racism in one handy, authoritative, and deeply offensive volume. Whether you're laughing, cringing, or some combination of the two, *A Practical Guide to Racism* is sure to entertain. According to C. H. Dalton, a professor of racialist studies and an expert on inferior people of all ethnicities, genders, religions, and sexual preferences, everyone should be hated. *A Practical Guide to Racism* takes a satirical look at long-standing stereotypes and draws them out to their mad and illogical conclusions. At its core, this deeply sarcastic body of evidence suggests that, by the standards of racism, every race is terrible in its own right. *A Practical Guide to Racism* contains sparkling bits of wisdom on such subjects as:

- The good life enjoyed by blacks, who shuffle through life unhindered by the white man's burdens, to become accomplished athletes, rhyme smiths, and dominoes champions
- A close look at the bizarre, sweet-smelling race known as women, who are not very good at anything - especially ruling the free world
- The sad story of the industrious, intelligent Jews, whose entire reputation is sullied by their taste for the blood of Christian babies
- A crucial manual to Arabs, a people so sensitive they are liable to blow up at any time. Literally.

The New Tequila Tequila has come a long way since the days of salt, shot, lime, repeat. With tequila consumption on the rise, people are choosing tequila on more occasions, experimenting with new labels, and learning to appreciate the nuances of flavor. *TEQUILA* is an all-in-one reference for the top-shelf tequila connoisseur, with chapters on the history and lore of tequila, insight into how tequila is made, an exploration of the agave fields of Jalisco, and a drinker's guide to the four types of tequila: blanco, reposado, añejo, and extra añejo. James Beard Award—winning author and chef Joanne Weir takes tequila beyond the margarita (although she opens the book with the very best margarita recipe) to a wide range of drink and food recipes. *TEQUILA* features more than 35 cocktails from her own repertoire, as well as contributions from some of the top tequila bar-tenders in the country, including classics like the Sangrita and La Batanga and novel variations like the Cable Car No. 2 and the Surly Temple. Weir also presents more than 20 tequila-infused sides, mains, and desserts, from Gazpacho with Drunken Prawns to Bay Scallop Ceviche to Tequilamisu. Join a new generation of aficionados for a celebration of the agave plant's most spirited and fiery creation, along with new and innovative ways to appreciate tequila. Surveys the parks, campgrounds, inns, motels, restaurants, stores, sports, cultural activities, special events, and historic villages in Vermont. This new edition emphasizes the unique contribution of this longstanding text in the integration of mind/body relationships. The concept of stress, as defined and elaborated in Chapter 1, the primary efferent biological mechanisms of the human stress response, as described in Chapter 2, and the link from stress arousal to disease, as defined in Chapter 3, essentially remains the same. However, updates in microanatomy, biochemistry and tomography are added to these chapters. All other chapters will be updated as well, as there has been significant changes in the field over the past eight years. Discover the hidden language of images using this full-color guide to the *Elements and Principles of Art and Design* with over 200 individual illustrations and 30 artwork examples. This comprehensive illustrated exploration of how images are composed is organized for easy reference and explores each element and principle in depth. Unlike big textbooks, this field guide-sized edition can easily slip into a bag or pocket for your next trip to the museum, design meeting, or classroom critique. The comprehensive guide to the place that brought sport climbing to North America--a full-color, thoroughly updated new edition *Smith Rock State Park*. It was on the impressive crags of this Oregon hideaway that American sport climbing came into its own, and to this day, some of the hardest climbs in the United States are found on these walls. Alan Watts, who has played a leading role in the development of this popular rock-climbing destination, details more than 1,700 routes at Smith Rock and the surrounding area. This new edition updates hundreds of routes, includes hundreds of new ones, and has new photos of each crag, wall, and route. No other guide is as comprehensive or thorough, and no author more respected for his intimate knowledge of one of the world's most popular climbing destinations. At its current tally of 212 species, California's mammal list is the largest of all the United States'. This new guidebook joins its sister titles *A Californian's Guide to the Birds among Us* and *A Californian's Guide to the Trees among Us* in introducing naturalists of all levels to over forty varieties of the Golden State's fascinating warm-blooded wildlife. Full-color images and evocative descriptions make identification fun and intuitive: a bobcat, for example, has "a Civil War look, with old-fashioned sideburns framing the face in black and white," while a blue whale is named for its coloration of not "old jeans or dull paint, but a luminous, 'how can water catch on fire?' kind of blue." Author Charles Hood supplements essential information with strange but true facts like voles' predilection for deer antlers as a source of calcium, and Mexican free-tailed bats' ability to live in gaseous environments that would kill most other animals. With refreshingly pragmatic commentary ("the fact is, even for experienced naturalists, most chipmunks look pretty much alike") and sound advice for where to see mammals in urban and wilderness settings alike, this lively and even quotable guide will inspire people to connect with their environments wherever they are. **JAMES BEARD AWARD WINNER** The expanded wine guide from the creators of *Wine Folly*, packed with new information for devotees and newbies alike. *Wine Folly* became a sensation for its inventive, easy-to-digest approach to learning about wine. Now in a new, expanded hardcover edition, *Wine Folly: Magnum Edition* is the perfect guide for anyone looking to take his or

her wine knowledge to the next level. Wine Folly: Magnum Edition includes: more than 100 grapes and wines color-coded by style so you can easily find new wines you'll love; a wine region explorer with detailed maps of the top wine regions, as well as up-and-coming areas such as Greece and Hungary; wine labeling and classification 101 for wine countries such as France, Italy, Spain, Germany, and Austria; an expanded food and wine pairing section; a primer on acidity and tannin--so you can taste wine like a pro; more essential tips to help you cut through the complexity of the wine world and become an expert. Wine Folly: Magnum Edition is the must-have book for the millions of fans of Wine Folly and for any budding oenophile who wants to boost his or her wine knowledge in a practical and fun way. It's the ultimate gift for any wine lover.

From the tiny rufous hummingbird to the majestic bald eagle, Colorado is home to more than 496 types of birds, making it one of the finest birding destinations in the world. Preserved habitats created by local, state, and national authorities have helped foster and protect nesting sites for hundreds of species, 235 of which are featured in their natural habitats, from Great Plains to Rocky Mountains, in this ornithological guide. The birds are organized by type from waterfowl to finches and appear in beautiful color photographs accompanied by clear and concise introductions, identification tips, and habitat and birdsong descriptions. The book also includes a complete state bird checklist and a directory of birding destinations, making this field guide the perfect companion for anyone interested in learning more about the natural history of Colorado and the diversity of the state's birds and where to see them. This guide charts national histories and policies, relevant statistics and chronologies, and the identities, programmes, and activities of the full spectrum of ethnically-based parties and organizations in Central and Eastern Europe. Motorists have long-deserved an all-new guide to the major sights and stops along Yosemite's majestic major roadways — one which not only lists distances, facilities, and things to do, but that also provides enlightening stories, park history, and natural history in a most engaging way. The wait is over. Ranger Bob Roney has applied his deep knowledge of the park and renowned story-telling skills to give drivers and their companions what they need to know, where they need to know it. Keyed to markers newly placed throughout the park, and packed with maps, illustrations, and dozens of full-color photographs, The Road Guide to Yosemite makes it safe and easy to stop and enjoy the world-famous scenery. The New York Times bestselling Southern girls' guide to succeeding in life—with a foreword by Fannie Flag. They're called Sweet Potato Queens, Steel Magnolias, Ya-Ya Sisters, and Southern Belles, but at heart they're just plain Grits—Girls Raised in the South! Now, Deborah Ford, founder of Grits® Inc., reveals the code behind the distinctive—and irresistible—style of the Southern woman. Equal parts sweet sincerity and sharp, sly humor, The Grits Guide to Life is chock-full of Southern charm: advice, true-life stories from honest-to-god "Grits," recipes, humor, quotable wisdom, and more. Readers will learn vital lessons, including: how to eat a watermelon in a sundress; how to drink like a Southern lady (sip... a lot); and the real meaning of PMS (Precious Mood Southerner). This charming book is destined to become a bible for the Southern girl—whether born and bred, expatriated, or adoptive—and her many admirers. "Funny, wise, charming, and smart...Grits deserves a place on your shelf between Gone With the Wind and the Memphis Junior League cookbook, and I predict in the years to come it will be passed down to daughter along with the family silver and great-grandmother's lace doilies."—Fannie Flag, from her foreword to The Grits Guide to Life

Streamline project workflow with expert agile implementation The Project Management Profession is beginning to go through rapid and profound transformation due to the widespread adoption of agile methodologies. Those changes are likely to dramatically change the role of project managers in many environments as we have known them and raise the bar for the entire project management profession; however, we are in the early stages of that transformation and there is a lot of confusion about the impact it has on project managers: There are many stereotypes and misconceptions that exist about both Agile and traditional plan-driven project management, Agile and traditional project management principles and practices are treated as separate and independent domains of knowledge with little or no integration between the two and sometimes seen as in conflict with each other Agile and "Waterfall" are thought of as two binary, mutually-exclusive choices and companies sometimes try to force-fit their business and projects to one of those extremes when the right solution is to fit the approach to the project It's no wonder that many Project Managers might be confused by all of this! This book will help project managers unravel a lot of the confusion that exists; develop a totally new perspective to see Agile and traditional plan-driven project management principles and practices in a new light as complementary to each other rather than competitive; and learn to develop an adaptive approach to blend those principles and practices together in the right proportions to fit any situation. There are many books on Agile and many books on traditional project management but what's very unique about this book is that it takes an objective approach to help you understand the strengths and weaknesses of both of those areas to see how they can work synergistically to improve project outcomes in any project. The book includes discussion topics, real world case studies, and sample enterprise-level agile frameworks that facilitate hands-on learning as well as an in-depth discussion of the principles behind both Agile and traditional plan-driven project management practices to provide a more thorough level of understanding. PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to

emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide – Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide:

- Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.);
- Provides an entire section devoted to tailoring the development approach and processes;
- Includes an expanded list of models, methods, and artifacts;
- Focuses on not just delivering project outputs but also enabling outcomes; and
- Integrates with PMI standards™ for information and standards application content based on project type, development approach, and industry sector.

A Guide for the Idealist is a must for young professionals seeking to put their idealism to work. Speaking to urban and regional planners and those in related fields, the book provides tools for the reader to make good choices, practice effectively, and find meaning in planning work. Built around concepts of idealism and realism, the book takes on the gap between the expectations and the constraints of practice. How to make an impact? How to decide when to compromise and when to fight for a core value? The book advises on career "launching" issues: doubt, decision-making, assessing types of work and work settings, and career planning. Then it explains principled adaptability as professional style. Subsequent chapters address early-practice issues: being right, avoiding wrong, navigating managers, organizations and teams, working with mentors, and understanding the career journey. Underpinning these dimensions is a call for planners to reflect on what they are doing as they are doing it. The advice provided is based on the experience of a planning professor who has also practiced planning throughout his career. The book includes personal anecdotes from the author and other planners about how they launched and managed their careers, and discussion/reflection questions for the reader to consider. This formidable compilation is the result of firsthand experience and over two years of research.

The Antigua & Barbuda Island Guide provides insightful information that allows visitors to feel like locals while enjoying the indisputable beauty of this Caribbean nation. **GAIN INSIGHT** - Behind those long stretches of white sand beach and turquoise colored water is a vibrant culture all its own. Get an insightful look at Antigua & Barbuda's history, culture, environment, politics, and people. **TOUR THE TWIN-ISLANDS** - With 8 detailed maps and resources for getting around, let the Antigua & Barbuda Island Guide steer you in the right direction while keeping you informed on everything the island has to offer. **EAT OUT** - An exhaustive dining guide highlights those hidden spots where locals go to dine and points out internationally acclaimed restaurants. **FIND ACCOMMODATIONS** - From first class resorts to hilltop villas to deserted beachfront cabins, Antigua & Barbuda has it all when it comes to finding a place to stay (you just have to know where to look). **ARRANGE ACTIVITIES** - Are you dreaming about landing that big marlin? Or wanting to search for sunken treasure off Barbuda's coast? How about chartering your own private yacht for the day? It's all here waiting for you. Full of data, charts, nutritional breakdowns, and a poisonous look-alike section, this guide discusses how to identify, gather, prepare, store, and enjoy an endlessly nutritious and renewable resource of wild, edible plants. David McGill has assembled an exhaustive study that uses the musical concepts of the legendary Marcel Tabuteau as a starting point from which to develop musical thought. McGill methodically explains the frequently misunderstood "Tabuteau number system" and its relationship to note grouping—the lifeblood of music. The controversial issue of baroque performance practice is also addressed. Instrumentalists and vocalists alike will find that many of the ideas presented in this book will help develop their musicianship as well as their understanding of what makes a performance "musical."

Take Hold of God's Vision for Your Life. A Life that is GREATER. This companion guide to Steven Furtick's life-changing Greater DVD will help you take the next step—and the ones after that—to follow Jesus's call to do even greater things than He did (John 14:12). Drawn from the powerful book Greater—and designed to be used with the Greater DVD—this user-friendly resource shows you how to apply four "greater"-releasing principles from the prophet Elisha's life:

- Burn the Plows: Make a decisive break with your old life.
- Digging Ditches: Start small and make practical preparations.
- Upon Further Review: Live with the knowledge that faith is never wasted.
- Strike the Water: Step out to live the greater life God promises.

Each chapter includes a study plan that corresponds with the DVD, discussion questions, space for individual reflection, a Bible study, and suggestions for group leaders. Created to ignite your passion and move you forward, the Greater DVD Participant's Guide will inspire you to reach for the greater life—and show you how to get there. DVD not included. A thorough immersion into the world of scientifically accurate, three-dimensional, and artistically rendered natural botanical illustration. The step-by-step instructions in this invaluable guide, written by one of the nation's leading experts in the field, Wendy Hollender, will grow your artistic ability, whether you're just broaching this unique skill or are already an expert. Each lesson in the book increases in complexity to build your skill set in a clear, concise, and accessible way. With a focus on the natural world through the botanical life-cycle, each project is not only a technical study, but a beautiful piece of artwork in and of itself. In this book, you will learn:

- Single light source toning technique
- Principles of perspective for drawing flowers
- The fundamentals of plant anatomy
- Colored pencil techniques and color theory of the natural world

Take a walk in the woods to find

yourself. This book is intended as an easy approach to forest bathing, a concept that is now making its way into health and wellness practices. Part spiritual guide and part practitioner's handbook, this accessible, practical, positivity-rich book is designed to be taken on every walk to encourage mindfulness, contentedness, and presence in the moment. Written in a beautiful, encouraging style by a highly qualified and mediagenic author, the book also contains amazing hand-drawn illustrations of forest scenes. Provides irrefutable evidence that not only did government interference with the market cause the Great Depression (and our current economic collapse), but Herbert Hoover's and Franklin Delano Roosevelt's big government policies afterwards made it much longer and much worse.--From publisher description. Explores the atmospheric layers that wrap around Earth, and explains how each layer has a different effect on the way we live on Earth. How to grow your own food in the Heartland! There is nothing more regionally specific than vegetable gardening—what to plant, when to plant it, and when to harvest are decisions based on climate, weather, and first frost. The Timber Press Guide to Vegetable Gardening in the Midwest, by regional expert Michael VanderBrug, focuses on the unique eccentricities of the Midwest gardening calendar. The month-by-month format makes it perfect for beginners and accessible to everyone—gardeners can start gardening the month they pick it up. Perfect for home gardeners in Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin. Landing a job in graphic design or multimedia starts with the creation of a portfolio that showcases a student's best work. With sample portfolios, interviews with leaders in graphic design and advertising industries, and step-by-step instruction for creating professional print and digital portfolios, this book helps students successfully transition from design student to design professional. Now fully updated, it is the only guide to creating job-winning print-based and digital portfolios specifically for graphic designers. Burnout is rampant. Recognize the signs and make the right changes. The always-on workplace and increasing pressures are leading to a high rate of burnout. Unmanaged, chronic work stress doesn't just lead to lower productivity and negative emotions—it can have dire personal and professional consequences. Are you and your team at risk? The HBR Guide to Beating Burnout provides practical tips and advice to help you, your team, and your organization navigate the perils of burnout and rediscover healthy engagement at work. You'll learn how to: Understand the difference between normal stress and burnout Keep your passion for work from leading to burnout Avoid working from home burnout Protect your high performers from burnout Help prevent burnout on your team—even if you're burned out Bounce back and regain your productivity and effectiveness Arm yourself with the advice you need to succeed on the job, with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. This book documents 115 little-known sites in Los Angeles where struggles related to race, class, gender, sexuality, and the environment have occurred. They introduce us to people and events usually ignored by mainstream media and, in the process, create a fresh history of Los Angeles. In A Field Guide to Cows, John Pukite provides all the facts—so even the novice can identify and get to know America's fifty-two breeds of cattle. Every entry in this entertaining yet completely usable book features an illustration that highlights each breed's most easily identifiable traits, such as coloration pattern and body shape. The book includes a checklist of breeds so the die-hard cow watcher can keep track of sightings, a list of essential garb and gear for cow watching, a glossary of terms, a listing of breeder associations, and more. Fascinating cow trivia is interspersed throughout. Informative, amazing, and amusing, A Field Guide to Cows is the indispensable companion for would-be cow tippers, farmers, city folk, agriculturalists, interstate drivers, 4-H'ers, vacationing families, and everyone who likes to moo at cows. Cow Facts There are approximately 350 squirts in a gallon of milk Old cows in India have their own nursing homes From 1866 to 1895 cowboys drove about 10,000,000 cattle out of Texas

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