

### Frontpage 2003 For Dummies

Showcases Dreamweaver 8's updated features while explaining how to develop site structures, design Web pages, set links, add multimedia special effects, and generate cross-browser code.

Have you ever felt the urge to share the entertaining and insightful things that happen in your everyday world? Got a message you'd like to get across to others? A cause you want people to support? A videoblog allows you to share whatever you choose in a colorful, interesting way that gets attention—and furthermore, videoblogging is fun! Grab *Videoblogging For Dummies* and put your videoblog on the fast track. You'll see how to Gather and use videoblogging tools Decide what you want your videoblog to do Plan content and edit your footage Set up a video hosting account and post your videoblog Create a complete "show" Videoblog safely, without compromising your security or others' privacy Of course, a great way to get an idea of what you want to do with your videoblog (or vlog, as you'll be calling it when you're an insider) is to check out other people's vlogs. You'll find information about that in *Videoblogging For Dummies* too, including where to find videoblogs and how to set up RSS feeds. And you'll see how vlogs can affect public opinion, offer fresh viewpoints, and be terrifically entertaining. Written by a true videoblogging pioneer —Stephanie Cottrell Bryant launched her first vlog in 2005, and now presents seminars on videoblogging topics—*Videoblogging For Dummies* gives you the scoop on Choosing hardware and software you need to get started, plus an idea of what it's going to cost Adding the extra bells and whistles and professional touches that will get your vlog noticed Deciding whether to script your vlog or make it "reality TV", dealing with "vid fright", and making other people comfortable before your camera Finding out who your audience is, getting feedback, and fine-tuning your vlog Giving your vlog a clear identity Becoming a citizen journalist, an advocate, or a small-screen movie producer Editing, adding soundtracks, working with file formats, and publicizing your vlog Videoblogging lets you showcase your art, keep in touch with friends and family, make new friends, or do your part to help solve the world's problems. *Videoblogging For Dummies* is the fun and easy way to get started!

*Customer Service For Dummies, Third Edition* integrates the unbeatable information from *Customer Service For Dummies* and *Online Customer Service For Dummies* to form an all-in-one guide to customer loyalty for large and small businesses alike. The book covers the fundamentals of service selling and presents up-to-date advice on such fundamentals as help desks, call centers, and IT departments. Plus, it shows readers how to take stock of their customer service strengths and weaknesses, create useful customer surveys, and learn from the successes and failures of businesses just like theirs. Karen Leland and Keith Bailey (Sausalito, CA) are cofounders of Sterling Consulting Group, an international consulting firm specializing in quality service consulting and training for such clients as Oracle, IBM, Avis, and Lucent.

Reveals the connections between genetics and specific diseases Understand the science and the ethics behind genetics Want to know more about genetics? This non-intimidating guide gets you up to speed on all the fundamentals. From dominant and recessive inherited traits to the DNA double-helix, you get clear explanations in easy-to-understand terms. Plus, you'll see how people are applying genetic science to fight disease, develop new products, solve crimes . . . and even clone cats. Discover: What

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geneticists do How traits are passed on How genetic counseling works The basics of cloning The role of DNA in forensics The scoop on the Human Genome Project Apply important legal concepts and skills you need to succeed Get educated, land a job, and start making money now! Want a new career as a paralegal but don't know where to start? Relax! Paralegal Career For Dummies is the practical, hands-on guide to all the basics -- from getting certified to landing a job and getting ahead. Inside, you'll find all the tools you need to succeed, including a CD packed with sample memos, forms, letters, and more! Discover how to \* Secure your ideal paralegal position \* Pick the right area of the law for you \* Prepare documents for litigation \* Conduct legal research \* Manage a typical law office Sample resumes, letters, forms, legal documents, and links to online legal resources. Please see the CD-ROM appendix for details and complete system requirements.

Introduces equipment, techniques, activities, and reinforcement required to successfully train a dog, including advice on healthcare, competition, and behavioral issues.

\* Discusses creating a basic site design, working with text, effectively using hyperlinks, and adding images and graphics. \* Explains working with tables, forms, and frames. \* Explores adding multimedia elements like sound and animation. \* Updated to include the newest tools in FrontPage. \* Previous four editions have combined to sell more than 230,000 copies.

Get creative with graphic elements Tackle photo techniques at any level Ready to preserve your memories digitally? This interactive reference explains the basics of this fast, versatile new hobby, giving you the lowdown on the equipment and programs you need to create beautiful pages. You also get expert tips on digital photography, graphic design, scanning, journaling, filters, and fonts.

Discover how to Create a digital layout from scratch Select the best software Use popular scrapbook styles Digitize traditional photos Get the kids involved Share your scrapbook online

Hands-on exercises help you boost your verb proficiency Get the hang of French verbs and get over verb hang-ups! French verbs can drive anyone crazy who's trying to keep track of all the regular and irregular types. Fortunately, this book is here to help you make sense of confusing rules and drill you on the exceptions.

Each chapter is packed with examples, exercises, and conjugation charts - just what you need to master even the toughest French verbs. Discover how to Review regular verbs in the present tense Cope with common exceptions Conjugate all simple tenses, from present indicative to past subjunctive Tackle the trickiest irregular verbs Conjugate compound tenses

Find out how to select, train, and care for your Bulldog Though originally bred for bull baiting, today's Bulldogs are calm, dignified, and courageous - and make great pets. Whether you're already a Bulldog owner or you're thinking about becoming one, this friendly guide will answer your questions and help you and your Bully live happily ever after. From choosing your dog to training, diet, and health, it's just what you need for Bulldog success! Discover how to \* Understand the breed and its history \* Buy or adopt a healthy Bulldog \* Housetrain your Bulldog and teach basic commands \* Keep your Bulldog well-groomed and active

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\* Watch for breed-specific health problems

Acne is the most common skin disease in the United States, affecting more than 60 million adults and teenagers each year. *Acne For Dummies* addresses the causes of acne, and, most importantly, what can safely be done to cover it up, treat it, and minimize scarring. The book covers everything from daily skin care, over-the-counter acne preparations, and when to see a dermatologist to the hazards and benefits of prescription acne medications and the range of dermatological procedures available to erase aftereffects. Also covered are specific issues common to acne as seen in various ethnic groups and other skin problems, such as rosacea, a condition that people often mistake for acne.

If *FrontPage 2003* can do it, you can do it too... Whatever your level of expertise, this comprehensive guide to *FrontPage 2003* helps you create and manage Web sites that support your objectives. If you're building your first site, the step-by-step tutorials will get you going quickly and easily. If you belong to a corporate project team, you'll find help coordinating the work of editors, designers, and programmers. And if you're already a Web professional, here's what you need to expand and refine your technical know-how. Inside, you'll find complete coverage of *FrontPage 2003* Learn how to add dynamic content with Photo Gallery or automatic content from Microsoft MSN and Expedia Design pages using tables, layers, shared borders, and frames Integrate *FrontPage* with Flash™ and other non-Microsoft technologies Set up, design, and manage an intranet with SharePoint™ Team Services Combine *FrontPage* with other Office applications like Word, Excel, and PowerPoint® Discover how to go "under the hood" and revise HTML coding Learn various ways to build navigational elements and see how *FrontPage* supports Cascading Style Sheets (CSS) Embed video and sound files, incorporate animation, and use plug-ins and Java™ applets in your site Bonus CD-ROM and companion Web site! Exclusive Office 2003 Super Bible eBook, with more than 500 pages of information about how Microsoft Office components work together Bonus shareware, freeware, trial, demo, and evaluation programs that work with or enhance Microsoft Office Searchable eBook version of *FrontPage 2003 Bible* An easy-to-use interface that allows you to browse and install everything on the CD

When in Rome, do as the Romans do—enjoy life! Take in the Vatican and the Sistine Chapel. The Coliseum, where you can walk a subterranean corridor that was once the passageway for gladiators and animals. Incredible museums, art, and sculpture. Rome enshrines centuries of history amid an atmosphere of modern vitality. From ancient ruins to nightlife hot spots, this friendly guide helps you experience it all, with information on: Figuring out the neighborhoods and getting around Shopping department stores, the market, or neighborhood specialty shops Great souvenirs, ranging from antique prints to cardinal socks Optional, more specialized itineraries, including Rome for Architecture Lovers and Rome for Michelangelo Lovers Five day trips, including Tivoli with its villas and The Castelli Romani and their Italian wines Like every *For Dummies* travel

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guide, Rome For Dummies includes: Down-to-earth trip-planning advice What you shouldn't miss—and what you can skip The best hotels and restaurants for every budget Handy Post-it Flags to mark your favorite pages

Do you wish you could play your favorite blues music on guitar? Even if you don't read music, it's not difficult with Blues Guitar for Dummies. With this hands-on guide, you'll pick up the fundamentals instantly and start jamming like your favorite blues artists! Blues Guitar for Dummies covers all aspects of blues guitar, showing you how to play scales, chords, progressions, riffs, solos, and more! It's packed with musical examples, chords charts, and photos that let you explore the genre and play the songs of the great blues musicians. This accessible guide will give you the skills you need to: Choose the right guitar, equipment, and strings Hold, tune, and get situated with your guitar Play barre chords and strum to the rhythm Recognize the structure of a blues song Tackle musical riffs Master melodies and solos Make your guitar sing, cry, and wail Jam to any type of blues In addition to this must-have book, a bonus CD is included so that you can listen to famous songs, practice your riffs and chords, and develop your style as a blues musician. It also features a quick guide to musical notation and suggestions on albums, artists, and guitars for further enjoyment. With Blues Guitar for Dummies, you can re-create the masterpieces of the blues legend without the expensive lessons!

If you're starting a new business or planning your business's future, there are plenty of things you should take into account. Strategic Planning For Dummies covers everything you need to know to develop a plan for building and maintaining a competitive advantage — no matter what business you're in. Written by Erica Olsen, founder and President of a business development firm that helps entrepreneurial-minded businesses plan for a successful future, this handy guide covers all the basics, including: How a strategic plan is different than a business plan Establishing a step-based planning process Planning for and encouraging growth Taking a long-view of your organization Evaluating past performance Defining and refining your mission, values, and vision Sizing up your current situation Examining your industry landscape Setting your strategic priorities Planning for unknown contingencies If you're in business, you have to plan for everything — especially if you intend your business to grow. Whether you're planning for a small business, large conglomerate, nonprofit, or even a government agency, this book has the planning specifics you need for your organization. Step-by-step, you'll learn how to lay the foundations for a plan, understand how your plan will affect your business, form planning teams, discover what your strengths are, see where you are, and, finally, plan where you're going. And there's much more: Learn to analyze business trends that will determine your business's future Set measurable, realistic goals that you can plan for and achieve Make strategic planning a habitual part of the organization Prioritize multiple strategies that you can implement simultaneously Set a defining vision for the organization that guides all your planning and strategy This

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friendly, simple guide puts the power of strategic planning in the palm of your hand. For small businesses that can't afford to hire strategic planning consultants, it's even more imperative. Careful, constant planning is the only way to handle an uncertain business future. With this book, you'll have all the step-by-step guidance you need to ensure you're ready for anything that comes.

A collection of lively, user-friendly travel guides provides accurate, up-to-date information and expert, opinionated advice on a wide range of travel destinations, landmarks, accommodations, and eateries, furnishing convenient full-color maps, quick-reference pointers, worksheets and checklists, and icons indicating child-friendly facts, travel tips and warnings, special bargains, and more.

Put your phone system on your computer network and see the savings See how to get started with VoIP, how it works, and why it saves you money VoIP is techspeak for "voice over Internet protocol," but it could spell "saving big bucks" for your business! Here's where to get the scoop in plain English. Find out how VoIP can save you money, how voice communication travels online, and how to choose the best way to integrate your phone system with your network at home or at the office. Discover how to: Use VoIP for your business or home phone service Choose the best network type Set up VoIP on a wireless network Understand transports and services Demonstrate VoIP's advantages to management

If you're a photography hobbyist, would you like to brighten up that gloomy island vacation photo? Slim down without going on a diet? See whether white or green shutters look best on the house? Expunge the ex-boyfriend from family photos? If you're a pro or semi-pro photographer, would you like to make it snow in that ski resort photo? Replace the old logo in the glamour shot of the corporate headquarters with the new one? Grow hair in the CEO's glaring bald spot? Freshen up the lettuce in that food shot? You've come to the right place. With Photoshop CS2, you have the tools. With Photoshop CS2 For Dummies, you'll have the know-how. In full color, with all kinds of examples, screen shots, step-by-step explanations, tips, and techniques, this guide takes you from the fundamentals to special power-user tricks! Cross-platform Mac-PC coverage includes: The basics of getting around in Photoshop, getting images into and out of Photoshop, choosing the right file formats, and setting your preferences Working with Adobe Bridge to organize and manage your images Working with tonality, including making easy Auto Repairs, making adjustments with Levels and Curves (and the eyedroppers), and using Shadow/Highlight and the toning tools, Burn and Dodge Making color look natural using the color adjustment commands Taking advantage of the RAW format for maximum flexibility, including using the Adjust, Detail, Lens, Curve, and Calibrate tabs and the Camera Raw buttons Fine-tuning your fixes, including making your selections with tools (four marquee tools, three lasso tools, and the Magic Wand tool) Masking for both layer visibility and for protecting parts of your images The most common problems in digital photos—red-eye, wrinkles, unwanted objects and

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people, and noise—and what to do about them With Photoshop CS2, you can go beyond enhancing your images to create “art.” You have a very powerful painting engine, an extremely complex Brushes palette, and all kinds of painting tools. Photoshop CS2 For Dummies walks you through: Compositing (combining images into a piece of artwork) and working with layers, including choosing from the almost two dozen blending modes Selecting with Extract which is great for making tough selections, such as flyaway hair and various types of fringe Using Vanishing Point to “map” a pattern to angled surfaces Creating panoramas with Photomerge Creating precision edges with vector paths, including using shape layers and the Custom Shape tool, choosing from more than 300 ready-to-use shapes with the Custom Shape Picker, and using the Pen tool to create paths Where to find dozens, or even hundreds, of custom shapes already on your computer – absolutely free Dressing up images with layer styles, including using the Styles palette and creating custom layer styles Adding text messages and tweaking your text Using the extensive painting tools and the Brushes palette Using filters, including sharpening to focus the eye using blur filters or the Unsharp Mask and the new Smart Sharpen filter that give incredible control Getting fun effects with the Liquify filter In a special Power Photoshop section, you’ll learn about streamlining your work, including creating a PDF for both onscreen presentation and for printing. You’ll discover how to spiff up your online images by working with Image Ready to slice, optimize, and otherwise juice up your images for the Web and how to create fancy rollover buttons and fun animations, From basic cropping to complex techniques that can turn good photos into great ones, Photoshop CS2 For Dummies is your guide to exploring all the possibilities that await you in Photoshop CS2.

Tax season doesn’t just have to be about paying Uncle Sam his due. Sure, giving up your hard-earned dollars hurts, but you can turn lemons into lemonade by turning knowledge into immediate and long-term tax savings. What’s more, wising up about your tax situation can only increase your financial savvy and bolster your future fiscal health. Combining tax-preparation and tax-planning advice, Taxes 2007 For Dummies is the latest offering in the highly praised Taxes For Dummies series. This easy and fun guide (yes, a fun tax guide) walks you line-by-line through the most common forms, with analysis especially relevant for TurboTax and other tax software users. Fully updated for 2006, including Alternative Minimum Tax relief and Roth IRA conversions, this handy resource covers critical tax code changes and provides new tips for money-saving end-of-year tax moves. You’ll find out how to: Itemize your deductions Negotiate with the IRS Take advantage of tax credits to reduce what you owe Make tax-wise personal finance decisions Avoid common mistakes before you file Audit-proof your tax return Fill out the dreaded Schedule D Packed with standout tips, tax cut opportunities, warnings, reminders, and sidebars, Taxes 2007 For Dummies is a clear road map to doing your taxes in 2007—and to wisely planning your future finances for years ahead.

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Packed with practical tips and techniques for solving probability problems  
Increase your chances of acing that probability exam -- or winning at the casino!  
Whether you're hitting the books for a probability or statistics course or hitting the tables at a casino, working out probabilities can be problematic. This book helps you even the odds. Using easy-to-understand explanations and examples, it demystifies probability -- and even offers savvy tips to boost your chances of gambling success! Discover how to

- \* Conquer combinations and permutations
- \* Understand probability models from binomial to exponential
- \* Make good decisions using probability
- \* Play the odds in poker, roulette, and other games

The Poodle is known for her keen intelligence, excellent trainability, and, most notably, those signature curly locks. But there's more to the Poodle than meets the eye (like, say, those expensive grooming bills). So, to Poodle or not to Poodle? That is the question. With an overview of the breed's history, an exploration of all three varieties (Standard, Miniature, and Toy), and 8 pages of full-color photos detailing the colors available and tips and techniques for grooming, *Poodles for Dummies* is filled with all the meaty information and enlightening morsels you need to decide if this refined beauty is a good match for you. You'll get answers to your most important questions, including: Which size Poodle is best for me? Which color? How do I know if a Poodle breeder is reputable? What are the pros and cons of shelters and rescue groups? What do I look for in choosing a healthy Poodle? How can I Poodle-proof my home and yard? What's the best way to introduce my Poodle to kids and other pets? How often does my Poodle need grooming? No matter which size, color, or gender you own, Poodles are not a "wash 'n' wear" breed. But if you have the time, passion, and dedication to give her the training, exercise, and upkeep she needs, you and your curly companion will have a happy and rewarding life together.

Many companies have asked suppliers to begin using RFID (radio frequency identification) tags by 2006. RFID allows pallets and products to be scanned at a greater distance and with less effort than barcode scanning, offering superior supply-chain management efficiencies. This unique plain-English resource explains RFID and shows CIOs, warehouse managers, and supply-chain managers how to implement RFID tagging in products and deploy RFID scanning at a warehouse or distribution center. Covers the business case for RFID, pilot programs, timelines and strategies for site assessments and deployments, testing guidelines, privacy and regulatory issues, and more.

What's the favorite four-letter word of people who are less than fully organized? "Help!" So many technological, social, and economic changes affect your life that you need organization just to keep up, let alone advance. Many people have two jobs -- one at the office and one taking care of things at home. If you have a family, you may count that as a third job. Caring for elderly relatives or have community commitments? You can count off four, five, and keep right on going. No matter what life stage you're in, getting organized can make every day better and help you achieve your long-term goals. *Organizing For Dummies* is for anyone who wants to Polish his or her professional reputation Experience less stress Increase productivity Build better

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relationships Maximize personal time Organization isn't inherited. With the human genome decoded, the evidence is clear: DNA strings dedicated to putting things into place and managing your time like a pro are nonexistent. Instead, organization is a learned skill set. Organizing For Dummies helps you gain that skill with topics such as: Understanding how clutter costs you in time, money, and health Training your mind to be organized and developing a plan Cleaning house, room by room, from basement to attic (including the garage) Creating functional space for efficiency and storage Time-management strategies for home, office, and tavel Scheduling, delegating, and multitasking Making time for your family Managing your health – physical and financial Finding time for love Organizing and cashing in on a great garage sale Getting organized is about unstuffing your life, clearing out the dead weight in places from your closet to your calendar to your computer, and then installing systems that keep the good stuff in its place. Organizing is a liberating and enlightening experience that can enhance your effectiveness and lessen your stress every day – and it's all yours simply for saying "No" to clutter.

Reveal your inner business artist with Visio Turn your ideas into diagrams and drawings with Visio's stencils and templates If you have an idea you want to get down on electronic paper, Visio 2007 is for you, and so is this book! They're both flexible and user-friendly. Here's how to use Visio to capture ideas from simple to intricate, update data in a drawing with a single click, add and manipulate text, work with connectors, and more. Discover how to Create business, engineering, software, or network diagrams Format an entire drawing using themes Analyze "what-if" scenarios with PivotDiagrams Produce layered multipage drawings Save drawings to publish on the Web

Everything from clothing styles to tequila shots is kicked back in Arizona. From teeming, cosmopolitan Phoenix to long stretches of open roads to intriguing trails that lead to incredible sights or adventures, Arizona has it all. This friendly guide helps you enjoy it all, with info on: 5 great itineraries, including kid-friendly jaunts, plus day trips and two-day trips The grandeur of the Grand Canyon, the Red Rocks of Sedona, the expanses of northeast Arizona—Hopi and Navajo country, and more Fantastic historic attractions, including Frank Lloyd Wright's former home and studio, a ghost town, a mining town, an active trading post, Holbrook (home of classic Route 66 kitsch), and more Upscale shopping in Phoenix or bargaining in Nogales Rafting on the Colorado River, mountain biking in Sedona, being a cowhand at a dude ranch, star gazing, horseback riding, and more Where to find Native American crafts, Navajo rugs, Western art, Southwestern and ethnic furnishing, katchina dolls, silver inlay jewelry Fantastic museums and monuments where you can delve into Native American culture, plus some places where the ancient traditions are practiced today Like every For Dummies travel guide, Arizona For Dummies, 4th Edition includes: Down-to-earth trip-planning advice What you shouldn't miss — and what you can skip The best hotels and restaurants for every budget Handy Post-it Flags to mark your favorite pages Whether you want to experience the Old West or the new West...whether your style is luxuriating at a plush resort, golfing on glorious, challenging courses, appreciating incredible sights and scenery, or exploring historical attractions and our Native American heritage, you'll find lots to do in Arizona. Kick back, relax, and enjoy.

Get the empowering info that puts you in control Take charge and take comfort in

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knowing how to live well with endometriosis Diagnosing and living with endometriosis isn't easy, but this disease doesn't have to rule your life. This book helps you find out and recognize typical symptoms. Plus, you'll get up-to-date info on traditional and alternative treatments -- ranging from medications and surgeries to acupuncture and massages. The authors provide plenty of compassionate advice on dealing with the pain and emotional issues, so you can enjoy life. Discover how to

- \* Evaluate treatment options
- \* Enhance your chances of getting pregnant
- \* Manage the pain
- \* Make lifestyle changes to minimize symptoms
- \* Deal with the emotional and financial challenges

Do you have a few investments that you would like to develop into a full investment plan? Would you like to know how to strengthen your portfolio? Perhaps you want to roll your 401(k) into a new plan? Whatever your agenda is, nowadays it's hard to find good advice on where to invest your money. Now you'll have the ultimate one-stop, no-nonsense guide to investing with *Investing for Dummies, Fourth Edition!* This updated bestseller provides fresh data and analysis on where to put your money and how to improve returns on IRAs and 401(k)s, as well as investing fundamentals like examining your investment options and considering risks and returns. You'll have all the tools you need to:

- Investigate and purchase individual stocks
- Buy bonds and other lending investments
- Select the right mutual fund
- Invest in the best stock, bond, and money market funds
- Choose a worthy brokerage firm
- Know when to invest in real estate
- Start and run your own small business
- Gather a collection of reliable investment resources

This handy reference is packed with tips and advice on how to conquer important investment obstacles and what to consider when selling an investment, as well as how to invest in a down market. With *Investing for Dummies, Fourth Edition*, you'll soon have the power to turbo-charge your investment and maximize your returns!

Whether you like taking in historic sites and cathedrals or great shopping and nightlife, quiet, quaint villages or swinging seaside resorts, the cosmopolitan aura of London or the spectacular beauty of the Lake District, you'll find plenty to see and do in England. This friendly guide doesn't solve the mystery of prehistoric Stonehenge, but it helps you solve the mystery of how to make the most of your time and your money, with:

- Five great one- or two-week itineraries to help you hit the high points on your list
- Suggestions for day-trips from London
- The low-down on the high-brow castles
- Information on areas from the Yorkshire moors to the cliffs of Cornwall to Stratford-upon-Avon
- Tips for getting around in London via Underground, bus, or taxi
- A tear-out cheat sheet to help you with unfamiliar British words so you can understand the blokes

Like every *For Dummies* travel guide, *England For Dummies, 3rd Edition* includes:

- Down-to-earth trip-planning advice
- What you shouldn't miss—and what you can skip
- The best hotels and restaurants for every budget
- Handy Post-it Flags to mark your favorite pages

Updated to cover the new Intel-based Macs, Mac OS X Tiger, and the latest Mac tools and trends, this bestseller includes:

- Mac basics, customizing a workspace, getting acquainted with Mac OS X, going online, working with iLife applications, setting up e-mail, connecting an iPod to a Mac, turning a Mac into a fax machine, troubleshooting, security, and more.

USA Today Personal Technology columnist Edward Baig, a longtime technology writer who appears regularly on TV, radio, and at major industry trade shows, has rewritten this edition from scratch ensuring you get the up-to-date information you need. Order your copy today!

Covers the latest aquarium gadgets Design a dazzling underwater environment with this bestselling guide! Setting up your first freshwater aquarium can be a daunting task. This friendly guide answers all your questions, from setting up your tank and selecting fish to the

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water, chemicals, plants, and much more. There's also expanded guidance on combining different species of fish, maintaining a tank, cleaning gravel, and dealing with common problems such as algae. Discover how to

- \* Choose the right aquarium
- \* Select the best fish
- \* Get good deals on equipment
- \* Maintain a clean, healthy environment
- \* Handle tank pitfalls
- \* Breed your fish

Whether you're a CEO or a file clerk, it's important to understand Sarbanes-Oxley, the post-Enron legislation aimed at keeping corporations honest and ethical. However, with over eighty pages of dense, wordy language in the statute and thousands of pages of related congressional hearings, getting a firm grip of SOX can fluster even the most well-informed businessperson. Sarbanes-Oxley For Dummies is the no-nonsense, plain-English guide to this new law that leads you through its rules and pronouncements, giving you a sense of how to anticipate future trends and traps in this area of the law. With this trusty book, you'll get a handle on the important aspects of the legislation, how it affects you and your company, and how companies can comply more cost-effectively. It provides you with the knowledge to:

- Understand why SOX was created
- Determine what aspects of SOX apply to your company
- Develop meaningful standards for your company
- Institute cost-effective compliance with SOX
- Manage and streamline Section 404 compliance
- Find specific SEC laws and pronouncements
- Interpret media accounts, court cases, and economic projections
- Avoid lawsuits and regulatory actions
- Anticipate future SEC rules and PCAOB pronouncements

This book also shows you how to build an effective audit committee and makes suggestions on sensible precautions that every manager should take in order to avoid legal troubles. Complete with the entire Sarbanes-Oxley act and sample documents, Sarbanes-Oxley For Dummies helps you discover how to follow the law and protect your business.

Millions of people seek ways to relax, promote healing, or connect with their soul. Reiki (pronounced ray-key) is a simple but profound healing system that was originally developed in Japan. Reiki means "spiritual energy" or "universal life-force energy." The Reiki system is universal because it can be used by people of any background or religion. Reiki For Dummies explains how you can harness this energy for yourself. Reiki For Dummies is a plain-English Reiki guidebook. Discover what Reiki is, where it came from, and how to:

- Find and get the most from a Reiki treatment
- Use Reiki to boost your physical and emotional health
- Locate a Reiki class and become a Reiki practitioner

Reiki For Dummies is amply illustrated and full of useful information on:

- Reiki symbols (plus nontraditional symbols)
- Reiki hand positions (for giving Reiki to yourself or others)
- Reiki for pets and animals
- Reiki for children and adults
- Reiki and surgery or medicines
- Reiki at birth or end-of-life
- Reiki in the house, in the car, or at work

When you're ready to go further, Reiki For Dummies covers: Western and Japanese Reiki techniques; crystals, long distance Reiki, and setting up a successful Reiki practice. Reiki For Dummies is for you whether you are just finding out about Reiki or you are a seasoned professional who is looking for a clearly written, up-to-date, inclusive, and comprehensive source of Reiki information. Nina Paul, PhD (New York, NY), is a Reiki Master who uses Reiki to help herself and others. She has a doctorate in immunology and epidemiology and she believes in a holistic approach to health and wellness . Nina is also the author of the compassionate guide: *Living with Hepatitis C For Dummies* (0-7645-7620-8).

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