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The authors provide a tested and successful formula for making money for local libraries in a practical and fun way-- a library book sale. Have you bought your first Fujifilm camera? Are you looking for a comprehensive guide and tips about Fujifilm cameras? Well, this is the right book for you. This book includes everything you need to know in order to make good use of your Fujifilm camera. Without many complicated photography terms, this book is easy to understand and can be read by anyone. Written by an long-time, experienced Fujifilm photographer, this book contains guides from choosing the right camera, to using it, and to shooting different subjects, along with a camera & lens buying guide and a short photography dictionary. While the book is not very long, it contains everything a beginner needs, making it a perfect choice. Unlike other books, which focus only on one Fujifilm camera model, or use complicated techniques and terms, this book focuses on a broad range of cameras at a reasonable price. The definitive handbook of men's customs, habits and pursuits. How to be the sexy, knowledgeable, confident, poker-playing, roast-carving, whiskey-drinking man you know you can be. And how to have fun being him. The authoritative guide to being a man in the 21st century is here, at last. \* Ever wondered which is the right way to walk with an umbrella? \* Ever questioned just exactly what differentiates different types of beer or where all the single malt whiskies come from? \* Ever wanted to work out without actually having to go to the gym and fancied doing it James Bond style? \* Ever considered how a batiste shirt differs from a broadcloth one? If you have, you're in luck. The answers to every question you have ever needed to ask are within these pages, from how to strut your stuff on the dance floor to how to cook a decent chilli. Designed to help you out of any awkward situation, this book gives you any number of tips and hints for witty repartee down the pub, including why it's better to have an older mistress and the 85 ways to tie a tie. All this and so much more is explained in a systematic and intelligent way, with facts and figures, diagrams and tables. This indispensable guide for all men's rituals and practical habits belongs in every man's back pocket. Are you ready to write your book? Partner with an experienced publisher, writing coach, and author and find out how to turn your research and scholarship into a book. • Breaks into clear, actionable steps the complex process of producing a logically organized, accessible, and useful book that has strong market potential • Explains how to determine when a book is the appropriate publication venue for a specific project • Describes how to form a mutually beneficial and collaborative partnership with a publisher • Provides clear guidance for navigating peer review and interpreting a publishing contract • Identifies effective strategies for overcoming the common struggles of every writer—advice that comes from someone who has faced all of these challenges as a writer herself The Payroll Book is the only book that demystifies payroll with clear, concise, and real-world examples on how to tackle the process. "The Payroll Book will be a valuable resource for the small business owner as well as for the entrepreneur planning a new venture. Thorough, well-organized, and thoughtfully written, this practical guide is an essential tool for managing the payroll process." —Marilyn K. Wiley, Dean, College of Business, University of North Texas "Failing to comply with the withholding, tax remittance, and report filing requirements in handling business payroll carries a high cost. Charles' book will guide entrepreneurs through the minefields of payroll processing and reporting in language that business owners can understand. Whether you already own or are planning to start your own business, The Payroll Book is an essential tool." —James A. Smith, Past President and Chairman, Texas Society of CPAs "If accounting is something you have not paid keen attention to in your startup, then this book can demystify the whole thing for you and then some! Logically set-up and highly practical in its approach! I highly recommend this book for any startup, entrepreneur, and, frankly, anyone thinking about starting a business. That said, if you already started a business it's just as important—this is a must-read!" —Hubert Zajicek, CEO, Co-founder and Partner, Health Wildcatters "Wow! This is the most comprehensive book of its kind. I have worked in payroll for over 25 years, and I would recommend this book as a reference to anyone who has a hand in payroll. From the novice just entering the field to the seasoned veteran, there is something in this book for everyone." —Romeo Chicco, President, PayMaster DIV In her entertaining and edifying New York Times bestseller, acclaimed author Francine Prose invites you to sit by her side and take a guided tour of the tools and tricks of the masters to discover why their work has endured. Written with passion, humour and wisdom, Reading Like a Writer will inspire readers to return to literature with a fresh eye and an eager heart – to take pleasure in the long and magnificent sentences of Philip Roth and the breathtaking paragraphs of Isaac Babel; to look to John le Carré for a lesson in how to advance plot through dialogue and to Flannery O'Connor for the cunning use of the telling detail; to be inspired by Emily Brontë's structural nuance and Charles Dickens's deceptively simple narrative techniques. Most importantly, Prose cautions readers to slow down and pay attention to words, the raw material out of which all literature is crafted, and reminds us that good writing comes out of good reading. /div Wiley Elan Guides Level I CFA 2015 Eleventh Hour Guide is a highly effective and efficient CFA Level I exam preparation course that will meet your complete study needs. A condensed review book covering all important concepts and formulas to reinforce the learnings and instruction, the Eleventh Hour Guide is an essential component of your final review. As it becomes very difficult to go over so many books in the last few weeks before the exam, we have condensed the material for you and added comments and tips from our instructors that will help you optimize your performance. There is an increasingly intense interest in political theology amongst contemporary scholars and students. Yet, while there are many authors engaging in political theology, there are very few resources about political theology which aim to orient students and other recent new-comers to the field. This is a concise and accessible advanced introduction which distinguishes various approaches to political theology, and which explores several of the central issues addressed in political theologies. Theological students will be able to approach courses and readings in political theology with a renewed confidence with this overview in hand. Ruby is famous for being easy to learn, but most users only scratch the surface of what it can do. While other books focus on Ruby's trendier features, The Book of Ruby reveals the secret inner workings of one of the world's most popular programming languages, teaching you to write clear, maintainable code. You'll start with the basics—types, data structures, and control flows—and progress to advanced features like blocks, mixins, metaclasses, and beyond. Rather than bog you down with a lot of theory, The Book of Ruby takes a hands-on approach and focuses on making you productive from day one. As you follow along, you'll learn to: –Leverage Ruby's succinct and flexible syntax to maximize your productivity –Balance Ruby's functional, imperative, and object-oriented features –Write self-modifying programs using dynamic programming techniques –Create new fibers and threads to manage independent processes concurrently –Catch and recover from execution errors with robust exception handling –Develop powerful web applications with the Ruby on Rails framework Each chapter includes a "Digging Deeper" section that shows you how Ruby works under the hood, so you'll never be caught off guard by its deceptively simple scoping, multithreading features, or precedence rules. Whether you're new to programming or just new Ruby, The Book of Ruby is your guide to rapid, real-world software development with this unique and elegant language. Excite your students from the first page to the last with this instructional guide e-Book for the award-winning Last Stop on Market Street. With lesson plans tailored specifically for this 2016 Newbery Medal winner, this e-Book will enhance students' reading experience. This Great Works e-Book comes with activities to help students analyze story elements and help teachers make cross-curricular and across text connections. Lessons are geared towards building reading comprehension with writing and text-dependent questions. This valuable e-Book prepares students for college and career readiness. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with PowerPoint 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft PowerPoint! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): PowerPoint 2016 certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage presentations Insert and format text, shapes, and images Insert tables, charts, SmartArt, and media Apply transitions and animations Manage multiple presentations About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. The Copyeditor's Handbook is a lively, practical manual for newcomers to publishing and for experienced editors who want to fine-tune their skills or broaden their understanding of the craft. Addressed to copyeditors in book publishing and corporate communications, this thoughtful handbook explains what copyeditors do, what they look for when they edit a manuscript, and how they develop the editorial judgment needed to make sound decisions. This revised edition reflects the most recent editions of The Chicago Manual of Style (15th ed.), the Publication Manual of the American Psychological Association (5th ed.), and Merriam-Webster's Collegiate Dictionary (11th ed.). An extraordinary detailed manual on statecraft and the science of living by one of classical India's greatest minds; Kautilya; also known as Chanakya and Vishnugupta; wrote the Arthashastra not later than 150 AD though the date has not been conclusively established. Legend has it that he was either a Brahmin from Kerala or from north India; however; it is certain that Kautilya was the man who destroyed the Nanda dynasty and installed Chandragupta Maurya as the King of Magadha. A master strategist who was well-versed in the Vedas and adept at creating intrigues and devising political stratagems; Kautilya's genius is reflected in his Arthashastra which is the most comprehensive treatise of statecraft of classical times. The text contains fifteen books which cover numerous topics viz.; the King; a complete code of law; foreign policy; secret and occult practices and so on. The Arthashastra is written mainly in prose but also incorporates 380 shlokas. Artha; literally wealth; is one of four supreme aims prescribed by Hindu tradition. However; it has a much wider significance and the material well-being of individuals is just a part of it. In accordance with this; Kautilya's Arthashastra maintains that the state or government of a country has a vital role to play in maintaining the material status of both the nation and its people. Therefore; a significant part of the Arthashastra has to do with the science of economics. When it deals with the science of politics; the Arthashastra describes in detail the art of government in its widest sense—the maintenance of law and order as also of an efficient administrative machinery. There are several books available for Chrome OS users however many of them focus on the limitations of Chrome OS, not teach readers how to unlock the full potential of their Chrome OS powered device. The Ultimate Chrome OS Guide for the Dell Inspiron 14 2-in-1 Model 7486 will provide a comprehensive overview of the Dell Inspiron 14 2-in-1 Model 7486 and how to get the most out of your purchase. This book was designed to appeal to readers from all walks of life, it does not matter if this is your first Chrome OS powered device or you are like me and have a quickly growing collection. While consulting at an Egyptian library, software prodigy Josie Ashkenazi is kidnapped and her talent for preserving memories becomes her only means of escape as the power of her ingenious work is revealed, while at home, her jealous sister Judith takes over her life at home. T. S. Eliot is one of the most celebrated twentieth-century poets and one whose work is practically synonymous with perplexity. Eliot is perceived as extremely challenging due to the multi-lingual references and fragmentation we find in his poetry and his recurring literary allusions to writers including Dante, Shakespeare, Marvell, Baudelaire, and Conrad. There is an additional difficulty for today's readers that Eliot probably didn't envisage: the widespread unfamiliarity with the Christianity that his work is steeped in. Steve Ellis introduces Eliot's work by using his extensive prose writings to illuminate the poetry. As a major critic, as well as poet, Eliot was highly conscious of the challenges his poetry set, of its relation to and difference from the work of previous poets, and of the ways in which the activity of reading was problematized by his work. This book, by the author of 'Small is Beautiful' is about the different ways in which people may see and the blindness of only seeing in one particular way. The arguments Schumacher presents are invigorating, provoking and often dramatic. Continuum's Guides for the Perplexed are clear, concise and accessible introductions to thinkers, writers and subjects that students and readers can find especially challenging. Concentrating specifically on what it is that makes the subject difficult to fathom, these books explain and explore key themes and ideas, guiding the reader towards a thorough understanding of demanding material. Gilles Deleuze is undoubtedly one of the seminal figures in modern Continental thought. However, his philosophy makes considerable demands on the student; his major works make for challenging reading and require engagement with some difficult concepts and complex systems of thought. Deleuze: A Guide for the Perplexed is the ideal text for anyone who needs to get to grips with Deleuzian thought, offering a thorough, yet approachable account of the central themes in his work: sense; univocity; intuition; singularity; difference. His ideas related to language, politics, ethics and consciousness are explored in detail and - most importantly - clarified. The book also locates Deleuze in the context of his philosophical influences and antecedents and highlights the implications of his ideas for a range of disciplines from politics to film theory. Throughout, close attention is paid to Deleuze's most influential publications, including the landmark texts The Logic of Sense and Difference and Repetition. Although the doctrine of the Trinity is a core Christian belief, it remains contested in terms of how it is conceptualized and expressed. This essential guide expounds different conceptual models and the technical language used to express these models. Providing a complete overview, as well as new insights into the area, The Trinity: A Guide for the Perplexed is an essential read for students of Christian Theology. This is an undergraduate's guide to Thomas Hoobes, one of the foremost British philosophers, providing clear and detailed interpretation and exploration of his work. A publishing sensation long at the top of the best-seller lists in Israel, the original Hebrew edition of Maimonides and the Book That Changed Judaism has been called the most successful book ever published in Israel on the preeminent medieval Jewish thinker Moses Maimonides. The works of Maimonides, particularly The Guide for the Perplexed, are reckoned among the fundamental texts that influenced all subsequent Jewish philosophy and also proved to be highly influential in Christian and Islamic thought. Spanning subjects ranging from God, prophecy, miracles, revelation, and evil, to politics, messianism, reason in religion, and the therapeutic role of doubt, Maimonides and the Book That Changed Judaism elucidates the complex ideas of The Guide in remarkably clear and engaging prose. Drawing on his own experience as a central figure in the current Israeli renaissance of Jewish culture and spirituality, Micah Goodman brings Maimonides's masterwork into dialogue with the intellectual and spiritual worlds of twenty-first-century readers. Goodman contends that in Maimonides's view, the Torah's purpose is not to bring clarity about God but rather to make us realize that we do not understand God at all; not to resolve inscrutable religious issues but to give us insight into the true nature and purpose of our lives. Without question, you love your bride-to-be and want to spend the rest of your life with her. Ever since you popped the question, however, she's seemed somewhat different--more anxious, more neurotic, and more fixated on the "little things" like flowers, bridal registry china, and why the bridesmaids hate their

dresses. Before you head for the back door, take a deep breath--help is on the way. The Everything Groom Book is here to help you keep your sanity while your fiancé loses hers. Get no-nonsense advice on how to: Handle the emotional roller coaster Choose a wedding location and date Narrow down the guest list Know when to give your opinion--and when to hold back Smooth over disagreements From timing the engagement to enjoying your honey-moon, The Everything Groom Book is your ticket to a hassle-free wedding. This important book is about truth, and the enemies of truth, and the wars that are fought between them. As Simon Blackburn says in his introduction, "the ground is complicated, strewn with abandoned fortresses and trenches, fought over by shifting alliances". Truth is an essential sure-footed guide through the territory, from classical to modern times. It looks at relativism and absolutism, toleration and belief, objectivity and knowledge, science and pseudo-science, and the moral and political implications, as well as the nuances, of all these. This is a student's guide to the life and work of Augustine; a notoriously challenging thinker, widely read in Philosophy and Christian Theology. The book provides a concise and coherent overview of Augustine, introducing all the key concepts and themes, and is ideal for undergraduates who require more than just a simple introduction to his work and thought. Introduces color theory with primary and secondary colors, the color wheel, and how artists visualize and choose colors. It takes courage for the soul to walk down a new and unfamiliar path. As people struggle to break free of personal problems in life, the tendency to rely on old, familiar patterns prevents them from exploring new solutions. It is times like these that a fresh perspective is needed to shed new light on a situation that will point the soul down a new path. A GUIDE FOR THE ADVANCED SOUL: A BOOK OF INSIGHT was created just for this purpose, to be consulted in times of indecision and crisis so people can gain a new understanding of their questions, and provide guidance. At any moment, the Guide can be opened to any page and within the words will be the answer regardless of the specific challenge. The subconscious mind -- that well of intuition and creativity -- will instantly be redirected by the words and a sincere desire to grow. Within A GUIDE FOR THE ADVANCED SOUL, every page holds a gift. Welcome the problems and discover their gifts! KNOW THE TRUTH IN YOUR HEART . . . . TRUST YOUR DIRECTION . . . OPEN THIS BOOK TO ANY PAGE . . . AND THERE WILL BE YOUR ANSWER. Manual covers the supervision and training of credit department personnel. The first and only book to systematically address methodologies and processes of leveraging non-traditional information sources in the context of investing and risk management Harnessing non-traditional data sources to generate alpha, analyze markets, and forecast risk is a subject of intense interest for financial professionals. A growing number of regularly-held conferences on alternative data are being established, complemented by an upsurge in new papers on the subject. Alternative data is starting to be steadily incorporated by conventional institutional investors and risk managers throughout the financial world. Methodologies to analyze and extract value from alternative data, guidance on how to source data and integrate data flows within existing systems is currently not treated in literature. Filling this significant gap in knowledge, The Book of Alternative Data is the first and only book to offer a coherent, systematic treatment of the subject. This groundbreaking volume provides readers with a roadmap for navigating the complexities of an array of alternative data sources, and delivers the appropriate techniques to analyze them. The authors—leading experts in financial modeling, machine learning, and quantitative research and analytics—employ a step-by-step approach to guide readers through the dense jungle of generated data. A first-of-its kind treatment of alternative data types, sources, and methodologies, this innovative book: Provides an integrated modeling approach to extract value from multiple types of datasets Treats the processes needed to make alternative data signals operational Helps investors and risk managers rethink how they engage with alternative datasets Features practical use case studies in many different financial markets and real-world techniques Describes how to avoid potential pitfalls and missteps in starting the alternative data journey Explains how to integrate information from different datasets to maximize informational value The Book of Alternative Data is an indispensable resource for anyone wishing to analyze or monetize different non-traditional datasets, including Chief Investment Officers, Chief Risk Officers, risk professionals, investment professionals, traders, economists, and machine learning developers and users. Since 2001 William Germano's Getting It Published has helped thousands of scholars develop a compelling book proposal, find the right academic publisher, evaluate a contract, handle the review process, and, finally, emerge as published authors. But a lot has changed in the past seven years. With the publishing world both more competitive and mor... Diagnosed with a terminal illness or confronted with the sudden loss of someone close can leave us feeling abandoned, angry and low. Whether a person of faith, little or none, the passages chosen from the letters of St Paul, with reflections and commentary are offered as a guide and support for a journey we did not expect to take at this point in life. The words of St Paul are spirit, life and light for those suddenly thrust into a dark place. Each of us are different, but in general it seems that whatever our make-up, we each go through a process of handling and responding to such news. Just as, it would seem, GP's are trained as to protocols for imparting such news, so we too in our own space and time and in our own particular way, have to come to terms with this new reality. There is no right or wrong way to respond and, there is no one text or guide book which will give you the path to bring you painlessly through such a dark or difficult period of life. The aim of this book is simply to be another resource, some parts of which may bring you re-assurance and support if you find yourself in such a place. It is written with care and compassion and no little hope or love for you, and has contributions from others whose lives have also been, and continue to be, touched by the shadow that bad news appears to cast over our lives. Contributors both with medical and personal experience of this journey offer their own personal insights and support. Gale Researcher Guide for: The Future of Health Care is selected from Gale's academic platform Gale Researcher. These study guides provide peer-reviewed articles that allow students early success in finding scholarly materials and to gain the confidence and vocabulary needed to pursue deeper research. Cozy up to this award-winning classic and introduce young readers to this enjoyable, charismatic story. This instructional guide for literature was created to support this story and is filled with appealing and challenging cross-curricular lessons and activities that work in conjunction with the text to teach students how to analyze and comprehend rich, complex literature. Everything you need is packed into this guide and is the perfect tool to teach students how to analyze story elements in multiple ways, practice close reading and text-based vocabulary, determine meaning through text-dependent questions, and more. Teachers are also encouraged to work with multiple versions of this story and compare and contrast them with students. A special section was added specifically for this task! This guide is the perfect way to help early readers analyze this beautifully illustrated story while adding rigor to their explorations of rich, complex literature. This is the definitive and comprehensive guide for what you can do about climate change and to contribute to a better world. It contains lists of go-to shops, beautiful brands, inspiring insights, surprising facts and useful solutions. Through in-depth interviews with leading pioneers, such as Livia Firth, Green Kitchen Stories and Andrew Morgan, you will find exactly what you need to live a more sustainable life. After all, doing good and feeling good at the same time: does it not get any better than that? This revised edition is the newly updated version of the international bestseller This is a Good Guide - for a Sustainable Lifestyle (30,000 copies sold worldwide). All stores, brands, addresses and initiatives are up-to-date with new shops and labels. The book has new interviews, revised facts and figures, and an additional eight pages of tips and tricks. Brought to you by the instructors at the Center for Book Arts, Bookforms is a comprehensive guide for making books by hand with a focus on functionality in design. Written by the experts at the Center for Book Arts in New York, Bookforms presents all the instruction you need to craft by hand a comprehensive array of historic bookbinding styles from all over the world. Bookforms traces the functional roots of each structure, explains their appropriateness for various uses, and provides projects for making an essential structure for each style of binding. Topics covered include: Why books work: General bookbinding principles for functionality and what we can learn from the past What you need to know for planning a special book or embarking on an edition How materials affect function Bookforms tackles a wide range of projects for all levels of bookbinders. You'll see everything from sewn and ticketed blank books and traditional western codex book forms, to scrapbooks and albums, Asian stab-sewn bindings, unusual structures, and aesthetics/embellishments. What better time to dive into this venerable and unique hobby than now? Literature Review from the year 2020 in the subject Communications - Methods and Research Logic, grade: 100.00, National University of Malaysia (Accounting & Finance), course: PhD, language: English, abstract: This paper is designed for academic researchers to understand the concept of a literature review, types of literature review and basic elements of literature review. Hope those piece of work would highly assist who indeed of research. All research starts with sound literature review. The purpose of a literature review is to provide a foundation of knowledge on the topic. Identify areas of prior scholarship to prevent duplication and give credit to other researchers. Identify inconsistencies: gaps in research, conflicts in previous studies, open questions left from other research. Most of the researchers face difficulty in a review of past studies. Looking for ways to add rigor to your students' explorations of rich, complex literature? Students will be whisked away to enchanting worlds as they analyze this popular children's book series. Magic Tree House Series: An Instructional Guide for Literature provides engaging activities that incorporate the following research-based literacy skills: close reading tasks; text-based vocabulary practice; cross-curricular activities; text-dependent questions; reader response writing prompts; leveled comprehension questions; story elements comprehension tasks; diverse and relevant assessments. Strengthen your students' literacy skills by implementing this high-interest resource in your classroom! A step-by-step guide to crafting a compelling scholarly book proposal—and seeing your book through to successful publication The scholarly book proposal may be academia's most mysterious genre. You have to write one to get published, but most scholars receive no training on how to do so—and you may have never even seen a proposal before you're expected to produce your own. The Book Proposal Book cuts through the mystery and guides prospective authors step by step through the process of crafting a compelling proposal and pitching it to university presses and other academic publishers. Laura Portwood-Stacer, an experienced developmental editor and publishing consultant for academic authors, shows how to select the right presses to target, identify audiences and competing titles, and write a project description that will grab the attention of editors—breaking the entire process into discrete, manageable tasks. The book features over fifty time-tested tips to make your proposal stand out; sample prospectuses, a letter of inquiry, and a response to reader reports from real authors; optional worksheets and checklists; answers to dozens of the most common questions about the scholarly publishing process; and much, much more. Whether you're hoping to publish your first book or you're a seasoned author with an unfinished proposal languishing on your hard drive, The Book Proposal Book provides honest, empathetic, and invaluable advice on how to overcome common sticking points and get your book published. It also shows why, far from being merely a hurdle to clear, a well-conceived proposal can help lead to an outstanding book. Not just ordinary test preparation guides, the books in this series takes advantage of the powerful MOUS PinPoint software (included in every text) to train and assess students on the activities covered by the MOUS exams. Microsoft Certified to the Expert Level Prentice Hall's MOUS Test Preparation Guides are certified by Microsoft as approved courseware for the MOUS exams. Straightforward Coverage Concise explanations for each skill take a "What-Why-How-Result" approach. Students can quickly find answers, see how to perform a skill, and gain expertise. They are then directed to the MOUS PinPoint CD-ROM for tutorials and self-assessment. Tips from a Pro Students can see how the skills they learn are used by experts through tips, time-saving hints, memory devices, and advice. This feature adds to the student's comprehension so he or she can handle tasks like a professional. MOUS Exam Objectives For each application there is coverage of each MOUS objective at the Core and Expert levels in one slim book. This means instruction on all required MOUS skills is close at hand. MOUS PinPoint(R) 2000 Software Included in every text, this software is designed to work hand-in-hand with the series. It matches each book with its short and to-the-point approach, and strongly reinforces the skills needed to prepare for the MOUS certification exams. There are several books available for Chrome OS users however many of them focus on the limitations of Chrome OS, not teach readers how to unlock the full potential of their Chrome OS powered device. The Ultimate Chrome OS Guide for the PCmerge Chromebook AL116 will provide a comprehensive overview of the PCmerge Chromebook AL116 and how to get the most out of your purchase. This book was designed to appeal to readers from all walks of life, it does not matter if this is your first Chrome OS powered device or you are like me and have a quickly growing collection.

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