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Version 1.00

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Affordable Country Life 101

By Deven Shanner (Author of “Affordable Country Life 101”)

Rural

Rural is the opposite of urban. Neighbors are far apart and there are more trees than houses. Most of the land is farmland. The towns have low populations and are separated by forests.

In other areas, the houses are spaced out. But there is desert or swamp in between.

Rural Living

Rural living refers to a country life of local produce and country crafts. There are many other elements of living in the country.

- **Bike Trails**
- **Cleaning Schedule**
- **Local Produce**
- **Homemade Cleaners**
- **Country Crafts**
- **Hunting**

Bike Trails

Rural areas have many bike trails to ride upon. They are easy to find and free to use. Towns pay to maintain these trails. It is a cheap hobby that will increase health.

Cleaning Schedule

A proper cleaning schedule is key to keeping the home clean. Country homes must stay free of insects and parasites. The houses also require spring-cleaning to remove soot from the home.

Stick to the cleaning schedule to lower stress. When done often, the chores don't build. Health will also improve with a weekly house cleaning.

Local Produce

It is cheap and easy to obtain. This is a perk of country living. The food is pesticide free. The buyer is able to see the producer of the food. Finding where to buy local produce is simple to learn.

Homemade Cleaners

These are cleaners made cheap and at home. Some regular household items make better cleaners than store-bought cleaners. Others can be found in the forest and combined to make the house sparkle.

Why use these instead of store-bought? These are less dangerous and save money. Will the house be clean? Homemade cleaners kill germs better than bleach and disinfectants. They also don't cause skin or lung damage when using.

Country Crafts

Cheap activities to do while living in a rural area are crafts. Bike trails are fun for a nice day. However, there are days of rain and snow. This makes a great time to do a craft indoors.

Some items can be collected year-round and used on a rainy day. Other, like basket materials, change by season.

Hunting

Most people think of hunting as a concept in a movie. In reality it is done for sport, but more commonly for food. There are many animals that it is legal to hunt. Regions determine the amount and which animals can be shot for sport or food.

This also requires skills and licenses. Moving to a rural area will provide ample time to hone the skills. It is also a way to socialize and learn the lands.

More Information

There are many places to look up the above topics. They are scattered throughout the Internet. Some books cover part of the required knowledge of rural living. Most books forget to include money saving tips.

A great resource of this information is available. "Rural Living with Low Income" covers everything. It explains hunting, herbs, homemade cleaning products, and more.

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www.howexpert.com/country.

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Anti-Bullying 101

By Catherine Thompson (Author of “Anti-Bullying 101”)

When you are trying to rise above a situation that you are struggling with, you may think it's counterproductive to dream. I understand – when we think of dreaming, we may think of how we walk around with our heads in the clouds, unaware of reality. Some people think that dreaming is essentially like living in a world that does not truly exist.

But when you dream, you achieve. In my book, [How To Rise Above Bullying and Game Change](#), I outline precisely how dreams help uplift us. For instance, dreams help us release serotonin, which aids in increasing our mood and productivity.

I'll give you an example – when I was being bullied, it was easy for me to focus on my environment, which was inherently negative; if I were so focused on the negative energy that my surroundings gave me and the bullies that existed in them, I would have never come to be where I am.

After realizing that focusing on my surroundings was draining me, I decided to take action – because I was a tween and did not know what the first step was, I decided to dream. In these dreams, I saw vivid images of the person I wanted to be – I was confident, I was powerful, and I was bully-free. I was achieving. Specifically, I dreamed about what it would be like to have a career in public service and running my own organization to bring about change for people who need help overcoming bullying; this was a dream that I had when I was just 12 years old and whenever I felt unsafe in my environment, I pictured this exact dream happening to me. I even thought about the settings, what I would look, and what I would be wearing all to make it more real.

When I started to dream, I discovered that my life was beginning to slowly change: little by little, I started shifting my perspective on my life from a negative one to a positive one; suddenly, as if it was like magic, my life started to become more positive. My life started to look just like my dreams. Interestingly enough, those specific details that were a part of the dreams I had became elements present in my reality.

Ever since then, if I really wanted something to happen, I just dream about it. Even if the goal I want to achieve doesn't happen on my ideal timeline, I eventually get there.

I want to teach you how to do the same – rising above bullying does not have to be just a dream. Reading my book will aid you in this journey; whether the bullying is occurring now or happened a long time ago, these negative experiences put a marking on our way of being.

By learning to let go and allowing positivity in, we rise above. We game change.

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Au Pair 101

By Ann Kim (Author of “Au Pair 101”)

The travel industry is a thriving market and literally, everyone and their mother has a travel blog now a days. Social media is also a huge promoter for traveling, people from all sides of the world are posting amazing pictures of the places they discover with hashtags like #traveltheworld. However, traveling and exploring foreign countries has been a favorite pastime for many people all around the world for ages. It's become a popular phenomenon because these days, a lot more people can enjoy traveling thanks to cheap flights, inexpensive accommodations, and diverse job opportunities aboard. Exploring new countries and traveling is indeed an adventure. Everyone should travel to a new country at least once in their life, the experience is priceless.

To travel, you can explore foreign countries in various ways, you can travel as a student, tourist, business person, backpacker, English Teacher, the list is almost endless. But, if you want to travel and finance yourself differently from the ordinary, and have a heart for childcaring, consider being an Au Pair. Being an Au Pair is an awesome way to travel and immerse yourself completely into a new and different culture. There's just one major catch, you really must love children.

An Au Pair is a French word meaning equal to or on par. A host family welcomes the Au Pair for childcare assistance, light housework and cultural exchange. As much as you'll be gaining cultural knowledge from your host family, they too will be learning from you. The Au Pair is considered an equal member of the family and is provided with room, food and pocket money for their service to the family.

Here is a list of things to consider and know before you decide to travel the world as an Au Pair:

- 1) Definition of an Au Pair
- 2) How to research and get started
- 3) Looking for an Au Pair job
- 4) What to look for in an Au Pair job
- 5) Keeping it professional as an Au Pair
- 6) What host families are looking for in an Au Pair
- 7) What should an Au Pair look for in the host family?
- 8) Taking care of other people's children
- 9) Building a relationship with the child/children
- 10) Perks of being an Au Pair
- 11) Challenges of being an Au Pair
- 12) Overcoming the challenges
- 13) Ready to be an Au Pair?

The path to becoming and being an Au Pair comes with important steps, questions and scenarios that should be considered before taking on the role. There are a lot of perks to being an Au Pair and the best part of it all is that the journey will not be spent alone. You will become a part of a family and a joyful memory to the child/children you will care for. Yet, as with anything in life, there will be challenges. Everyone's experience will be different but as an Au Pair, but at the end of the day, you not only gain the culture and knowledge of a new world, you also gain a family.

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Crunchy Parenting

By Madi Haire (Author of “Crunchy Parenting”)

What it Means to be a Crunchy Parent?

It can be hard to put an exact definition to crunchy parenting. It is often associated with the term “hippie” which can make sense, and some crunchy parents are proud to wear that label as well. However, it doesn’t really properly describe what crunchy parenting is really about. Crunchy parenting is mostly all about choosing more natural ways of doing things. Often times, crunchy parenting can also be referred to as evidence-based parenting. Evidence-based which would be associated with the scientific method may sound as if it would be the opposite of natural but actually they tend to lead to the same parenting choices. Research finds over and over that the more natural choices in life, especially in regard to parenting, tend to be the best choices for the overall well-being of both you and your children.

Since crunchy parenting is largely about making well-informed decisions, crunchy parents tend to do their research and do it well. When I was pregnant with my first baby, I literally spent all of my time researching and learning everything I could about pregnancy, labor, birth, and caring for a new baby. I always made sure to look at all sides of every situation and choice so that I would have the best information possible to make the best decision for my baby. I found time after time that the best choices were the more natural ones.

The first natural, crunchy choice that I made as a mother was to go through with an unmedicated birth. When I got pregnant, I knew nothing about giving birth or what my options were. I assumed an epidural was the way to go because that is what I had always been told and seen in all the movies and TV shows. Something else that you will find as a crunchy parent when you start to dig is that the mainstream way that society does things is often not the best way of doing things. At first, I was scared of going natural, but after everything that I learned about the epidural, I knew that there was no way I was going to be getting one. I was scared because, again, that is what I was taught by society. Society says that birth is horrible and unbearably painful, but that just doesn’t have to be true.

When a pregnant mother is educated, prepared, and supported, birth really can be a beautiful and powerful experience the way that it is meant to be. I would say that learning that first bit of information and making that first well-informed, natural decision was the beginning of my crunchy parenting journey even though I didn’t recognize myself as crunchy at the time. From there, I continued to learn more and more, to dig more and to research more. I learned many things along the way and encouraged my husband to learn as well. Sometimes we would do things one way and then learn later that we didn’t make the best choice, but one very important thing to remember that many crunchy parents often say is “Know better, do better.” Some of our

crunchy parenting decisions include breastfeeding, cloth diapering, babywearing, co-sleeping, and respecting our children's rights to bodily autonomy. Together, we now choose to base every decision off of well-researched information and we still find that the natural choice is almost always the best choice.

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Domestic Violence 101

By Amanda Reilly (Author of “Domestic Violence 101”)

We know as domestic violence experts that making the decision to leave an abusive partner or even to stay with an abuser is not a decision to be made lightly. If you are currently a victim of violence, you know that it can be difficult to find ways to stay safe in your own home. We also know that many victims don't want to “leave” their partner, end their relationship or “admit defeat.” Some people can see leaving their abuser as “giving up,” or “admitting defeat,” but in reality, it is the opposite. If you are taking a stand for yourself, you are not giving up, but you are starting again.

“Staying safe,” with regard to domestic violence can mean different things for different people. Sometimes staying safe in the face of an abusive relationship, environment, or situation means learning to cope in your environment until you have the ability to change your situation. Staying safe can also mean that sometimes a victim must leave their abusive partner to protect themselves and or their children. Staying safe can also mean waiting, planning, and preparing to leave rather than leaving overnight on a whim. It can be dangerous to leave the home of an abusive partner or even a shared home without preparing for what a victim can do after he or she leaves. The first 24 hours can be one of the most dangerous times after a victim leaves an abusive partner. Plans should be in place for at least the first 24 hours before leaving.

In order to stay as safe as possible safety planning is critical whether or not you are choosing and planning to leave. If you are living with your abuser at the moment consider ways that you can be safe such as monitoring your physical environment. That includes avoiding rooms like the kitchen and the bathroom when possible, especially during a fight. These rooms are very dangerous if a victim is cornered into one of these two rooms.

Staying safe at home can also mean having an emergency plan prepared as well as an emergency bag. An emergency bag should be prepared with important documents such as ID, passports, insurance information, money, a spare pre-paid phone, a change of clothes, and important medicine. Also, staying planning almost always means reaching out to someone for help. If you are a victim of domestic violence please reach out to someone you know or a local domestic violence or other social service agency.

There are people that can and want to help you. You do not have to stay in the situation you are in now. If you make the decision to leave the road ahead of you may seem long, but if you fight for yourself, you already are a survivor. You are not just a victim, you are a survivor. If you are in danger or know someone that may be in an abusive relationship speak with them and or **contact the National Domestic Violence Hotline at 1-800-799-7233** and learn about how you can help yourself or a loved one. Don't wait until it's too late to help yourself or someone else. YOU have value. You have worth. Stay safe. Call the hotline.

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ENTJ 101

By Alexandra Borzo (Author of “ENTJ 101”)

ENTJ 101 is a guide on how to make your ENTJ footprint in work, love, and life. Everything we think and feel in life is on a spectrum of related experiences, but it was Katherine Myers and Isabel Briggs who turned those spectrums into the instrument we call the MBTI.

The ENTJ personality type is often called the Commander or Executive. We’re considered natural born leaders, recognized for decisiveness and confidence. Our quick break-down of information and overarching willingness to talk about it gives the impression of authority, and we inspire many to follow our lead. ENTJs can sometimes come off as intimidating because of the weight we place on logic.

You’ll know you’re an ENTJ when...

- You want to be near the crowd, even when you don’t need to be in it;
- You love speaking in metaphor;
- You turn your flaws into plans of action.

When we are forced to face our flaws, or when we take a bad turn somewhere along the way, ENTJs have an edge in getting past it. Unpleasant, embarrassing, or even painful kickback from our choices is distilled quickly into a sequence of data points, which we use to guide our next decisions. Problems turn into plans, which turn into solutions, which turn into extraordinarily dynamic life strategies.

It was said best in the Hope and Crosby *Road to Utopia*—“The lead dog is the only dog that gets a change of scenery.” The ENTJ personality type is the dog that takes the lead, leveraging extroversion, intuition, and razor-sharp judgment to take on the world.

Qualities used to describe ENTJ include:

- Efficient
- Strategic
- Strong-willed
- Inspiring to others
- Clear-headed
- Gregarious
- Quick-acting
- Engaged in life and work
- Ambitious
- Mobilizing

- Influential
- Critical thinkers
- Organized
- Planners
- Scientific

The “NT” to our ENTJ—also known as the Function Pair—is where the strategy in our strategic leader persona comes from. By being intuitive and basing decisions in principles and objective reasoning, we tend to be discerning and consistent. Logic laces our actions, and our strategies are often spot-on.

ENTJs aren’t without our disadvantages. By being decision-based and goal focused, it’s not uncommon to be seen as machines. And the more to the “T” side of the thinking/feeling spectrum you fall, the more likely it is that people might not realize how emotional you are under that hat of objective analysis.

Some of the less attractive descriptions used to describe ENTJs are:

- Overly skeptical
- Overly critical
- Self-centered
- Emotionless
- Overly ambitious
- Opinionated
- Not a team player
- Arrogant
- Lacking tact
- Workaholic
- Inflexible
- Disdainful
- Intolerant
- Hard to impress
- Impatient
- Obsessive

Our interactions with other personality types are important to master, especially as extroverts who thrive on interaction. At work, our personality can build off a greater understanding of others in order to be more successful, and take everyone along with us.

In love and at home, and in a life filled with leaps of faith, as ENTJs we have tremendous potential. It’s just up to you to apply it.

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ENTJ Dating and Relationship Guide

By Alexandra Borzo (Author of “ENTJ Dating and Relationship Guide”)

Did you know that ENTJ trailblazers have a propensity for dating and being in committed relationships? Do you know which personality type rejects ENTJ almost every time? ENTJ is one of the rarest Myers-Briggs personality types, whose strong traits come out boldly in romantic settings. ENTJs have a lot they bring to relationships, like:

- Natural extroversion through a desire to engage with the world
- Intuition that allows ENTJ to pick up on information without having to see it
- Thought-based decision-making that keeps emotions in the back seat
- The judging personality type that favors action over observation

As though it weren't enough to be extroverted, intuitive, objective and decisive, there are other ENTJ traits that lend themselves specifically to romantic relationships:

- ENTJs are decisive about relationships
- It's easy to commit once we find what we're looking for
- We engage willingly with the world and we aren't shy
- We exude confidence, and our confidence often rubs off
- We look for signs of compatibility and trust our instincts
- We don't have to see it to believe it
- We're attracted to relationships that offer us new experiences or learning opportunities
- Information is there to be gathered and reasoned out
- We don't see critique as criticism, especially when someone solicits our thoughts
- Feelings happen, but we'd rather examine them than express them
- If there's a decision to be made in a relationship, we're going to make it
- We're not always the most spontaneous
- We're hyper committed with a greater sense of responsibility
- We're known to see relationship hurdles as projects instead of problems
- Ideas turn naturally into plans, which turn naturally into goals
- We're good at planning for the future
- We like planning for the future
- We essentially live for the future

ENTJ Dating and Relationship Guide is a book for ENTJs who have ever dated or wanted to date. It's also a book for anyone who's ever been involved with an ENTJ, or who's thinking about getting involved with one. We cover the beginning, middle and end of relationships, as well as communication hurdles, dating tendencies, and much more!

Some people might think dating an ENTJ is a pretty good time, while others might be pulling their hair out. Whether you're an ENTJ or a partner, and whether your sights are set on personal improvement or you're just curious, this book will have you reflecting on your own love life in a few short pages.

Keep ENTJ quirks in mind as you navigate romantic relationships, because in dating these Myers-Briggs personality types carry a heavier weight. Each personality-type tendency reacts with the traits of a partner, and creates the chemical reaction that makes your relationship what it is.

Read this book for a better insight into your love life, whether you're an ENTJ or the person dating one. Dive in to see what you learn about yourself, grow from what you learn, and make your love life everything it can be!

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Essential Oils 101

By Angelique Killerbrew (HowExpert Author for “Essential Oils 101”)

The Essential Oil Use Methods

Many people have there preferred the method of using essential oils. However, as we develop a greater understanding of how essential oils should be used, we have to adapt our actions accordingly. All application methods are safe, but only when used appropriately. You don't have to stick with only one method, and in fact using different methods together can provide positive benefits. Here is a breakdown of the 3 methods for using essential oils: Aromatic, topical, and Internal>

The Aromatic Method

The sense of smell can give one's body wonderful responses. Essential oils absorbed by the olfactory nerve very quickly. So they are especially powerful effect via the aromatic application. The easiest tool for the aromatic method is the use of diffusers. Diffusion uses cold air or water to allow for essential oils to be dispersed into the air. Though it is important to keep in mind that using essential oils aromatically doesn't need a special device. You can get the same benefits by putting some drops on a pillow or even in your hand and breathe deeply.

The Topical Method

This method is very effective for applying essential oils. Because essential oils are lipid soluble, they are easily absorbed into the skin, and after it is absorbed they stay in the area that they were actually absorbed into. Essential oils already absorb really fast, but there are ways to make it even faster. One way is to massage the essential oils into your skin. This gets the blood flowing and causes an even distribution across the area you rubbed into. Another method is using what is called a carrier oil. Some common carrier oils are coconut oil, avocado oil, or olive oil. They are great for absorption of essential oils, they can also help with moisturizing dry or flaky skin faster. To dilute essential oils into carrier oils is 1 part essential oil to 3 parts carrier oil.

The Internal Method

Taking in essential oils internally is a fantastic way to get the benefits of essential oils. The most important thing to consider is to always look at the labels on your essential oils. They have to be food grade, pure essential oils in order to digest them. Essential oils taken internally gives you the opportunity to explore different flavorings for your food as well. They are also concentrated and used as dietary supplements. These dietary supplements give you potent and targeted health-related benefits. When we ingest essential oils that enter our bloodstream from our GI tract pretty quickly and getting essential oils in your bloodstream means you will receive the benefits all over your body,

even your brain. This is a wonderful benefit which makes the method of taking essential oils a really attractive method.

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Extreme Ironing 101

By Marie Claire Medina (Author of “Extreme Ironing 101”)

The world of extreme sports is evolving every day. Many of us are reinventing the parameters of tradition and creating new ways to do things. In 2016, skateboarding was among several new sports added to the 2020 Olympic line up. Quite impressive if you think about the startup days of skateboarding. In the late 40’s surfers wanted a way to “ride the waves” when there weren’t any. Now, it is the new Olympic sport. Extreme ironists all around the world have the same aspiration for their sport.

The book, *Extreme Ironing 101: A Quick Guide on How to Extreme Iron Step by Step from A to Z*, goes in depth about what extreme ironing really is and the history behind this up-and-coming sport. The sport has already created quite a following, with thousands of extreme ironists worldwide. Ironists all over the world continue to invent new purpose for this extreme sport. Some are searching for exhilarating connections with the forces of nature. Some are wanting to send a message that they know how to iron. Other extreme ironists are examining and altering the framework of convention. Then, there are those that have made it their mission to get more people involved and make this the next Olympic sport.

What makes extreme ironing so unique is that it has become a limitless extreme sport. It is about taking ironing outside the traditional setting of indoors, and there are no rules. The rules of engagement are not defined, and this is exactly how ironists want it. Ironists continue to push the limit with this sport by learning from each other and consistently challenging each other to conquer life outside of the existing parameters. The list has no end! Extreme ironing on your surfboard while catching some waves, on a motorcycle, cycling, kayaking, stand-up paddle boarding, skiing, scuba diving, parasailing, skiing, snowboarding, horseback riding, tree climbing, rock climbing, at the park, summiting the highest peaks. The list goes on.

It is about continually challenging yourself. It is like a special defibrillator for all your fears. You are shocked out of your embarrassment. You are shocked out of your fear of the unknown, your fear of heights, your fear of extreme. There is no place to hide, you must face it. You must own it. That is when you start having fun!

This book should help you skip all the trial and error moments extreme ironists have so you can focus on mastering your extreme ironing skills. If you want to become an extreme ironist, break out of your comfort zone, master another extreme sport, conquer your fears, or you are just curious - *Extreme Ironing 101: A Quick Guide on How to Extreme Iron Step by Step from A to Z*

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Forensic Psychology

By Sharlaine Ortiz (HowExpert Author of “Forensic Psychology 101”)

What is Forensic psychology?

The mere mention of the word “forensic” could lead some individuals to a fantastic view of crime scene investigators and profilers working diligently to solve a crime and bring the culprit to justice.

However, although this media portrayal is indeed entertaining, it is a far cry from the roles and objectives that the sub-specialty of forensic psychology entails.

Before we can view the basics of forensic psychology, we must first review what the field of general psychology entails. Psychology refers to the application of the scientific method towards the study of behavior. In other words, the goal of psychology is to make use of scientific standards as a means to understand behavior. Later, through the revision and scrutiny of this data, also known as peer review, the information is applied to predict behavior and assist with assessment and treatment.

Now, the term forensic refers to matters that are within the legal system. As such, forensic psychology is the application of psychology in law enforcement, the judicial system, and corrections. In civil court, forensic psychology can be used to deal with persons facing child custody disputes, assessment of disability claims, harassment trials among others. Furthermore, forensic practitioners could work with records review for a court or an attorney to analyze potential sources of evidence in a case prior, during and after litigation.

Forensic psychologists can help law enforcement during the recruitment process and treatment of police officers and military service members. In the same way, forensic psychology could be applied to assist in an ongoing criminal investigation. These processes could include crime analysis and suspect profiling.

In criminal court, a forensic psychologist could work in cases where the individual might be deemed unfit to stand trial or not guilty for reason of insanity. This type of role involves determining if a defendant can understand the proceedings and if he or she is capable of assisting in his or her defense. Likewise, if a person confesses to a crime and claims to be guilty of a given offense, a forensic psychologist might be called upon to evaluate whether or not a person was able to make such claim. If the person is then sentenced to death, forensic psychologists could conduct evaluations as to whether capital punishment is suitable provided that no severely diminished cognitive capacity is present.

Consider a person that must serve a sentence in a correctional facility. In this setting, a forensic psychologist could be part of the eclectic team that provides assessment and intake services to serve the needs of the inmate best. Similarly, some forensic

psychologists can also work as mental health providers by providing therapy or those paying debts to society. Additionally, practitioners could develop and provide treatment plans for the person's rehabilitation while incarcerated, upon release, and after such sentences have been served or paroled.

Therefore, to comply with these roles as well as other referrals, forensic psychologists make use of myriad tools and skills that are geared to towards the application of psychology and the law.

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First Aid 101

By Paolo Jose de Luna (Author of “First Aid 101”)

The Value of First Aid

Accidents and emergencies put the lives of people at risk at any time and any place. But the risk for death or disability is high if nothing is done, even before medical help arrives. That’s where first aid comes in as it exponentially raises the survival rate of a person when they need medical attention.

What is First Aid?

In the simplest terms, first aid is an umbrella of measures and techniques that are done first before professional medical help arrives on the scene. First aid significantly raises the survival rate of the person as these techniques aim to preserve the life of the victim. This includes techniques like CPR, positioning, and clearing the airway.

Who Can Do First Aid?

Anyone! There’s no prohibition when it comes to giving first aid as long as you’re physically capable of doing so. You don’t need to be a nurse or a doctor in order to provide first aid. In fact, first aid is needed in most situations when there is no medical professional available on the scene. Everyone should learn how to do first aid as this can save the lives of a lot of people. A first aid responder is the first line of defense when it comes to saving lives.

What is Your Role in First Aid?

As a first aid provider, your role is to be the “first” one on the scene. This means you have to assess the situation and give first aid measures that are needed by the person. For example, an unconscious person who’s not breathing requires immediate CPR.

But this doesn’t mean you have to take the helm of everything. As a first aid responder, you are the foundation for establishing the scene. This means you relay all the information that you’ve obtained to the trained medical staff. This includes the things that you saw in the victim (ex. signs and symptoms) and the measures that you did so the medical professionals know what to do next.

Things to Do in First Aid

First aid has a wide scope when it comes to the things done. But the first step here is to always *secure the safety of the scene*. You have to ensure that you and the victim are safe from harm, as well as bringing the victim to a safe location. This ensures that you, the responder, will be free from harm as you perform first aid measures. It also makes sure that the professional medical staff who will be coming to your aid will also be safe.

How Do I Learn First Aid?

Learning first aid is fairly easy. Contrary to popular belief, you don't need to have a medical degree in order to provide first aid measures. All you need to do is go for training in your local hospital or any establishment that has first aid training courses. These trainings are physical and mental challenges that gives you hands-on drills that will simulate scenarios that warrant immediate first aid. But if participating in first aid training isn't your thing or you just don't have the time, you can also opt to learn from references, books, and manuals. Remember, *anyone can and should learn first aid*.

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Genrefication 101

By Laura Holladay (Author of “Genrefication 101”)

Use Your News Show to Promote Genres

Advertising Works!

You have a genre neighborhood that sits day after day, full of wonderful stories, and completely ignored. When you walk past it, with nothing to shelve in that section yet again, you run your hand over the books and sigh wistfully. What’s with the kids of today? Why won’t they give Nancy Drew or The Witch of Blackbird Pond the love they deserve?

Before you give up and weed these books, stop and reflect. We all like to know that something is good before we try it, right? I mean, how much time do you spend reading reviews before you buy just the right pair of cheetah-print slippers on Amazon? Reading a 200-page book is a big commitment for a lot of our readers. If they’re going to have the motivation to power through the dull parts, they need to know it’s going to be worth it.

This is where using your news show to advertise could really pay off. The really great, popular titles fly off the shelves for two reasons. First, they are fun to read; they’re exciting, funny, or grab the reader’s emotions and don’t let go. Second, other kids already love them and recommend them. Word of mouth is the majority of the advertising your library is going to get.

Ideas for Your News Show

Many of our schools have a news show of some type or another. Either we have a daily announcement show, an “our school this week” review, or a monthly program. Even if your announcements are read over the intercom system, you can start advertising your neglected genres.

Of course, book talks and student recommendations are always a great way to do this. Hearing from a student who has read the book is far more motivational than hearing an adult recommend it. Plus, the students who have the stamina to finish a chapter book deserve to get some credit for it. I find it helpful to have a simple book talk form to direct the students’ advertisements. Sentence starters like, “I enjoyed this book because

it was....” and “You should read this book if you like books about....” keep the book talk short and sweet.

A genre commercial could also be a lot of fun. Go to your Language Arts teachers and ask them to assign their classes a group project in which they are given a genre to advertise. The top commercial for each class could be recorded and showed on the announcements. Imagine how fun it would be to make a dramatic commercial for realistic fiction, or watch a group of students solve the mystery of how to find the perfect book, or try to make it across the obstacles in the school to reach the adventure books.

If you're not feeling either of these ideas, maybe you could use your news show to announce the start of a genre-lovers support group who meets during lunch or breakfast and reads together. You could invite students to join the breakfast meeting of fantasy readers, the lunch club of animal book aficionados, or the detective book society.

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Golf Bragging Rights Guide

By Danial Naqvi (Author of “Golf Bragging Rights Guide”)

Golf is more about psychology rather than physics. The arc of the golf swing has always been constant however the way we think about golf changes every second. Golf swings have been pre-determined by the golf professionals but technology has yet to excavate the brainwaves of these same professionals. Amateurs always are looking to improve but they want a physical fix and don't want to address the elephant in the room, their mind.

Dropping those vital shots to get to your dream handicap is not a matter of falling fatal to marketing ploys nor wasting extortionate amounts of money on golf lessons. It can all be fixed by addressing the flaws with the wiring of your brain. Golf evokes negativity at every turn, there is no doubt that golfers think more negatively than positively about their chance on the course. How about we change that? Instead of changing your driver, remapping your golf arc path and redefining your putting stroke, why not just change the way you think.

This thinking is what I like to call realistic optimism (RO) and can be applied to all aspects of life, but let's keep it all golf-orientated. The principle behind RO is the idea to be optimistic but not become dependent on the result. Let's say you have 220 yards to carry over a multitude of bunkers, you take your 3-wood and try and make the reach. Now, if you don't make it you'll be upset and angry about taking the shot on in the first place, but if you do you'll become over-excited and make clouded judgements about similar situations. Whatever the result, with the RO approach, you are content you made the right choice and nothing would've changed your mind. You couldn't control nature to will the ball onto the green but what you could control, you did. That's all you can ask for.

A real-world example of this was such as yesterday where a customer at work asked me why his strikes with the driver were coming off the top of the club face. I said to him, it's all in the way you think. The swing was sound, nothing to get too riled up about. However, he told me he was working on compression with his irons. Bingo, I found the flaw. He was inherently thinking that all golf shots were the same. So, I made him imagine that the tee he was hitting from was his phone or something of value to him. You would be allowed to brush the surface of the phone and send it flying 5 yards but if you connected at 100mph with a large surface area, the phone would be destroyed. I told him to think about sweeping the ball off the phone instead of hitting it. Instant results. RO approach strikes again.

The RO approach can have explicit and implicit fixes but everyone can adopt this methodology to knock off a few shots from their rounds. Think better, play better.

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How To Be a Good Wife

By Angie Hall (Author of “How To Be a Good Wife”)

In today's society, marriage is not viewed the way it once was. It is so disappointing to hear the traditional marriage vows changed, to suit the ideals of the couple. Those vows were put into place for a reason, and there is something to be said for the couples who have used those traditions. When couples decide to work together, actually spend time together, and respect one another, their marriages will be longer and more satisfying. When you listen to one another, you respect one another. There are many temptations in the world today.

The Big Screen has turned marriage inside out. Being a traditional type of wife is almost laughable to an ever growing crowd. Wives are a different breed these days. They are business owners, executives, doctors, pilots and are expected to meet all of the needs of the household. In a sense, they are Superwomen.

What does not and should not change, however, is how she treats her husband. Many men find it difficult to love these very powerful women. A wife can wear many hats, and still be soft, lovable, and loyal. This is one of the reasons that it is so important for men and women to try and work out their difficulties, and stay together. Sometimes it is almost too easy to give up, and head to the lawyer's office. It is perfectly fine to fix your husband's plate, and be excited when he says your food is great. It is important to aid your husband through an illness, and support him if he loses his job.

A good wife can be a success when and where it matters. Whether you are in the court room, or in the bedroom, you must remember that you have given yourself to one man only. Society is not being very gentle to our young single women. You can't turn around without watching an ad that all but screams “sex”. Just walk through any department store and look at the clothing for young girls. How are we supposed to convince these girls that most men find this type of dress attractive for one reason. Sex.

A man that is looking for a girl to take home to his mother, or to make his wife one day, will not be showing her off in a pair of shorts that show the curve of her behind. A man that respects his mother, will want to respect his future wife. A man that has watched his own father respect his mother, will in turn, respect his future wife. He will want her to be a good wife. He will need her to rise above the everyday, typical, girl. When he puts a ring on her finger, he will have high expectations. Every marriage is different, and just because society seems to place a higher value on divorce, doesn't mean your marriage has to be in that negative statistic. It is an honor to be that couple that everyone expects to succeed.

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How to Be a Pastor's Wife

By Jane Rodda (Author of "How to Be a Pastor's wife")

Being a Pastor's wife can be both the most difficult and the most rewarding positions in which a woman can find herself. It is rewarding because she has the opportunity to be intimately involved in people's lives and see hearts radically changed. It is difficult because people can and do make mistakes, and not Pastor can please every person in his congregation. It is not easy for a wife to sit by while her husband is criticized by different people every week.

Although being a Pastor's wife will never be without some difficulty, there are things you can do to make it a little bit easier:

1. Consider carefully before you get married. If you know you are marrying someone who is going to be a Pastor, make sure you know what you are getting into. Do you support his calling? Do you love people? Are you willing to stand by him and encourage him when things get really difficult? Consider these questions carefully before agreeing to a lifetime together.
2. Pray. Pray for your husband and his ministry constantly. Pray for your marriage, pray for your family, and pray for the people your husband is trying to reach.
3. Fight for your marriage and family. It is often easy for a Pastor to become overwhelmed with the needs of the people he is serving, even to the detriment of his own family. You need to be willing to take a stand and make sure that your marriage and family are not pushed aside.
4. Have a sense of humor. Things are going to go wrong. People are going to get angry and lash out, sometimes over ridiculous things. If you keep your sense of humor and are willing to laugh at the absurd, it will all be that much easier.
5. Focus on the positive. Although it may seem like you are constantly dealing with the negative side of people, look for the positive things that you see. Focus on the growth that you see, the people who are encouraged, and the good things that are going on. You will be surprised to find that just one positive story, one changed life, can be so encouraging and uplifting that it makes it possible to bear everything else.
6. Don't try to do it alone. Realize that we were not created to try and live life on our own, so don't be afraid to reach out and ask for help. So many times women think that asking for help is a sign of weakness, but often times the strongest thing that you can do is admit that you can't do it alone.

Accept that you aren't perfect, and remember who you live for. Don't ever forget that you will never be able to please everyone. Remember that you answer to God and not to

men. If you make sure that you are living in a way that is in keeping with what God has called you to, then that is all you can do. Keep your eyes on Jesus, and don't worry about those that are trying to distract you. Serve God, love your husband, and love your children. Everything else will take care of itself.

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How to be an Equine Therapy Assistant

By Dana Feiwus (Author of “How to be an Equine Therapy Assistant”)

When I tell people I’m involved with equine therapy, the first question I usually get is ‘How can horses provide therapy?’ That usually leads to me rambling on about my weekly volunteer duties, but the long story short is that horses are very effective therapy tools for people of all ages who live with a wide range of both psychical and mental impairments. The simplest, most scientific reason for this is because when a human rides a horse, the movement of the horse’s pelvis forces the human’s pelvis to move in the same fashion. This works toward retraining the human body to move properly.

There are also many benefits beyond the physicality of riding, which include improvements in vocalization, an increase in self-confidence, a feeling of belonging for people who often don’t have that luxury, and many more. The ability of a handicapped person to control a 1,200-pound animal gives them the strength and courage to be their very best. The results of therapy riding are immediate and consistent. I’ve seen kids take their first steps and I’ve heard kids say their first words – all with the help of our wonderful therapists, the horses, and of course, the lesson instructors.

Though we consider the horses to be our most useful tool in improving the riders’ lives, we also use special equipment to help the riders achieve their goals. Most of this equipment is worn by the horse as part of its tack (which means the saddle, bridle, stirrups, etc.). There are many different tack pieces that volunteers become acquainted with; but apart from tack, the processes of mounting, lessons, and dismounting differ vastly from the processes at your everyday barn. Volunteers are schooled in the methods of therapy barns so they can help riders reach the maximum results.

I bet all this sounds great, right? Well, one thing to keep in mind is that therapy barns are fueled by kind-hearted volunteers. The volunteers participate in lessons, fundraising, horse shows, events, and various other activities. Horse therapy simply cannot exist without the help and time of the people of the community. That being said, costs are kept as low as possible at therapy barns, which makes room for scholarship programs for riders whose families need a little extra help. The majority of the money raised at therapy barns goes toward caring for the horses facilities and rider scholarship programs. All this to say, if this sounds interesting to you, we’d love your help, and if you know someone who could benefit by riding but is worried about the cost of weekly lessons, we can help them out.

The last thing that’s important to understand about a therapy barn is that it’s a safe haven. Many of the riders live difficult lives, under the scrutiny of their classmates and co-workers. The barn is a place where they are accepted unconditionally. They are able to excel in a sport and spend time with their friends and families without the worries of the judgmental public eye. Everyone involved at a therapy barn becomes one big family

that shares the same goal – improving the lives of those who need our support the most. And our family is always open for new members to join.

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How To Become a Babysitter

By Tina Crowther (Author of “How To Become a Babysitter”)

Babysitting is one of the first jobs for many Junior High kids and older. If you are one of these kids who has turned 12, 13, 14 or more and is looking for some ways to make extra money, this is the right page. Maybe you don't know anyone who has young children to babysit or maybe you are already babysitting but are looking to find more clientele-- here is the place. There are different resources to use to get the word out that you are looking for a job.

The first thing is to tell your parents. They may know people at work who have kids and are looking to go out for dinner. Tell everyone in your family such as grandparents, aunts and uncles, etc. because they too will tell people they know. If you go to church, mention that you are looking to babysit to the people there. If you are a regular they feel like they know you already; you get your foot in the door. And again, they will spread the word. The best opportunities come from word of mouth.

Another option is to look in the local newspaper. These jobs will most likely be in your area. The younger you are it is important your own parents know all the babysitter details such as what time to be there, and what time to have you picked up. In fact, your own parents might want to meet the parents of who you will be babysitting. Besides, you are not an adult yourself if you are 12-17 years old.

The internet is another place to look for babysitting jobs in your area. The internet will also allow you to expand your search if you are looking to drive to another city. You can look for a “ritzier” neighborhood because if you land a continuous babysitting job with one family, they may be giving extra bonuses.

The local employment agency has resources; you can register in their office. They can offer you constant babysitting jobs; however there probably is some sort of commission involved. At least you will have a paycheck coming in.

Finally, depending on how serious you are about babysitting, you might want to get a babysitting permit. Parents look at this and feel you would be more qualified than others. They see this as being responsible; you went through all the trouble of getting certified because you have a passion for it. If this is a passion, then babysitting at a younger age will give you experience for when you are older. The more you work with kids the better. You can volunteer in kids' programs or be a scout leader; you will meet parents of the kids and perhaps develop a relationship where they ask you to babysit.

Word of mouth is the best way to get more babysitting jobs. When you do a good job, they will come back and one day you may land a permanent babysitting job. Kids can be a handful so be sure you have passion for it.

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How To Become a Clinical Psychologist

By Deborah Nadolski (Author of “How To Become a Clinical Psychologist”)

The field of clinical psychology has come a long way, establishing itself as a scientific, needed profession. As a clinical psychologist, you will work to keep everyday people in tip-top mental health. By helping people gain insight into their deep-seated feelings, resolve conflicts, and create healthy goals and changes, you will make a tremendous difference in your client’s life.

As a clinical psychologist, the world is your career oyster, as you choose the work setting most conducive to your career needs. Hospitals, VA homes, mental health agencies, drug and alcohol treatment centers, and universities employ clinical psychologists.

Through various treatment methods, from Sigmund Freud’s Psychoanalytical Theory to Feminist Therapy’s reliance on systematic problems that oppress women, clinical psychologists have counseled clients to help them function well in everyday life situations, deal with unexpected stressors, and deal with debilitating mental health disorders.

PSYCHOLOGICAL THEORIES

Psychological theories are the “crux of the biscuit” for your clinical psychology career, their applications used to treat and counsel clients. The following theories are at your treatment disposal:

- **GESALT-** Fritz and Laura Perls
- **EXISTENTIALISM-** Irwin Yalom, Victor Frankl
- **REALITY-** William Glasser
- **HUMANISM-** Abraham Maslow, Carl Rogers
- **CBT-** Aaron T. Beck
- **REBT-** Albert Ellis
- **PSYCHODYNAMIC-** Sigmund Freud, Erik Erikson
- **BEHAVIORISM-** John B. Watson, B.F. Skinner
- **CLASSICAL CONDITIONING-** Ivan Pavlov
- **FAMILY THERAPY-** Murray Bowen
- **FEMINIST THERAPY-** Jean Baker Miller, Carol Gilligan, Carolyn Enns, Laura Brown, Lillian Comas-Diaz, Olivia Espin.
- **ACT-** Stephen C. Hayes, Kelly Wilson, Kirk Strosahl
- **DBT-** Marsha Linehan

- **MULTI-MODAL-** Arnold Lazarus

THE THERAPEUTIC PROCESS

Being a clinical psychologist has its challenges, but also holds many rewards, the potential to help your clients heal, find happiness and insight, and be free of suffering a gift that money cannot buy. Clinical psychologists have healed many people and populations, including individuals with phobias, social anxiety, depression, and soldiers with PTSD.

Through psychological techniques, such as paraphrasing, summarizing, restatement, and active listening, you can clue your clients into their own areas of resistance, areas that need improvement, and their strengths, talents, and abilities. By creating treatment plans, performing research, and leading counseling sessions for your clients, you can evaluate their progress and make a difference in their lives.

SPECIALIZATIONS

There are different specializations of clinical psychology that you can study.

- Health psychology
- Sports psychology
- Social psychology
- Geropsychology
- Cognitive psychology
- School psychology
- Neuropsychology

Forensic psychology is an up-and-coming field; forensic psychologists making about \$60,000 per year. As a forensic psychologist, you can work in the legal system, corrections, hospitals, mental health agencies, and the university level.

CONTEMPORARY CULTURE

With an ever-changing society that is trying to recover from the aftermath of war, an economic recession, unemployment, and restructuring of jobs, your counseling services will be in high demand. The credibility and importance of clinical psychology has been demonstrated through today's media. Television shows such as "Hoarders," "In Treatment," and "Intervention" focus on mental health disturbances and show how clinical psychologists piece together the mental health puzzle, their insight and treatment improving a client's life. Films such as "Good Will Hunting," "Whispers in

the Dark,” “Roommate”, and “Fatal Attraction” have shown the positive and shadow sides of mental health disorders and treatment.

Within the past few years, bullying has received more attention, the avenues and opportunities for bullying expanded through social media networks, such as MySpace, Twitter, and Facebook. Clinical psychologists have been called upon to diagnose, evaluate, and implement bullying prevention programs and help young people deal with issues of sexual orientation, suicide, and gender identity.

LGBT POPULATION

Diversity issues have been a hot topic the past few years, especially in the LGBT community. Gay issues such as same-sex marriage, adoption, coming out, and discrimination have been ground breaking efforts, many advances and strides being made.

Top government officials, including President Obama have been also recognized the need for LGBT support. Obama created the first LGBT memorandum last year. Secretary of State Hillary Clinton delivered a poignant speech recognizing the discrimination that has oppressed gay people. Clinton also discussed ways that she and Obama will work together to make greater strides toward LGBT equality.

The potential repeal of DOMA and the end of DADT has also thrust LGBT issues into the spotlight, as more conservative and religious groups fight to deny equality to the gay population, creating political strife. This increases the demand for clinical psychologists, especially therapists that want to specialize in issues unique to the gay population. With an ever-changing society of steps forward and back, gay individuals are dealing with many transitions, such as coming out, legalizing same-sex marriage, and advocating for gay rights. This can be overwhelming for some individuals, which is where clinical psychologists come into play to provide their mental health services.

SENSITIVITY TO MINORITIES

Different cultures respond differently and have unique characteristics that need to be considered when counseling. Minorities have been through many hardships and maltreatment, including African Americans, Spanish Americans, Asian Americans, Native Americans, Muslims, and the Jewish population. Understanding their unique traditions, cultures, and communication styles is an integral part of your clinical psychology training and lifelong career.

A healthy mind is a sound mind, the profession of clinical psychology a rewarding career that will continue to help individuals in the future. As an effective clinical psychologist, you can make a positive difference and change the world.

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How To Become The Best Teacher You Can Be

By Rachel Sawyer (Author of “How To “Become The Best Teacher You Can Be”)

Are you a new educator who yearns to be the kind of teacher you remember fondly from your own childhood? Do you want your students returning year after year to thank you for the care you showed them in the classroom? Follow these tips and become the kind of favorite teacher your students won't soon forget.

The first step to becoming a favorite teacher is getting to know your students. Work to memorize their preferred names as quickly as possible—you'll instantly stand out from those teachers who are still struggling with names halfway through the school year. Show interest in what your students do outside of school, and know when they need some extra attention. In this way, you communicate to your students that you care about them beyond their performance in your classroom.

Next, don't be afraid to let your students get to know you, as well. It's important for students to be reminded that you are a person with your own life outside the classroom. You can share your hobbies and places you've been while still maintaining a professional teacher-student relationship. And your students will appreciate knowing about the life of an adult that is not a family member.

Because you are a constant role model, it is important to remember that the attitude you bring to your teaching affects the morale of the entire class. Beyond being passionate about the concepts you teach, you must be able to laugh with your students and be a model of politeness and kindness. In many ways, your students look to you as they learn how to navigate the world at large. It is up to you to teach them how to be kind, caring, open human beings.

You must also keep in mind that your students are still just kids and adolescents. You must meet your students where they are in their psychological and emotional development. Don't use vocabulary that is too difficult to understand or so simple that your lessons come out sounding condescending. Be a model of mutual respect, and give them time to learn your routines and procedures.

While you will always be the ultimate decider in your classroom, it's important to be democratic. Give your students a say in the rules that will be enforced and in the consequences for breaking those rules. Give your students choices; even if those choices seem meaningless to you—like which color highlighter to use while annotating an article—your students will appreciate being able to take some ownership in their learning. And always be sure to stay consistently fair and firm with every student. Every student deserves the same level of care and attention.

When it comes to creating lessons, assignments, and activities, adopt an interest-based philosophy. If you've already completed step 1, you understand what your students are interested in. Use this information to create engaging materials to activate students' prior knowledge and examples that will keep them motivated throughout the lesson. Whenever possible, using authentic assessments that have real-world relevance will help your students understand the purpose of what they are learning in the classroom.

Lastly, don't be afraid to allow your students—and yourself—breaks. We all need time to rest and recharge to continue to perform at our best. Allow your students time to stretch and reflect. Allow yourself the occasional mental health day, and use your sick days when needed so your body can heal and you don't spend your instructional time coughing and spreading germs all over your students.

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How To Coach Girls' High School Basketball

By Shane Reinhard (Author of "How To "Coach Girls' High School Basketball")

There seems to be a stereotype out there these days that coaching girls' high school basketball is not as glamorous or as valuable as coaching high school boys' basketball. Of course, this faulty thinking usually comes from people that have never coached girls. It is important to know whatever gender you are coaching, all your athletes should be treated like basketball players. Do not think because you are coaching girls that you should make concessions for them in any way. No way! Girls want to become better basketball players. They want to become better athletes under your tutelage, so give them the best coach you can be.

This false thought process may stem from the age-old comment that a boy "throws like a girl." What does that mean for a girl? It should mean that throwing like a girl is natural for a girl; it was how they were built. But, the comment seems to come off as a negative for the boy who is caught throwing incorrectly. Maybe he was just taught wrong and needs some help. It seems he might need a coach. Any coaches around?

Another stereotype is that girls are princesses who are too delicate for sports. This quote helps redefine a female athlete: "Sweat Dries. Blood clots. Bones heal. Suck it up, Princess." Women are strong, but so many do not give them credit for their toughness. As a coach, there may be a time you will have to help reshape a young woman into an athlete, and help them see how tough they actually can become. Personally, I love encouraging my girls' basketball team to get on the floor and get some bruises or floor burns. I always joke that I have a Gatorade and some Ice Hot for the athlete with the battle scars, but that is the kind of girls' basketball team I want playing for me each and every game.

If there is one distinction when coaching boys and coaching girls, it may be how they take constructive criticism and praise. Usually, boys feel that a coach is praising or criticizing their game, but not them individually. On the other hand, girls can feel that a coach is criticizing them as a person, and this can cause hurt. This is not the universal truth for all boys and girls, but, as a coach, you will learn quickly how your different players react when you coach them.

One tip that might help with correcting, criticizing, or praising involves you having this communication individually, when it comes to girls' basketball. Having this conversation personally, instead of around teammates, can cause less stress among the team. Because, a lot of times, public praise and criticism can cause a negative ripple effect through the team. For example, if you praise one player, another player might feel excluded, causing the hurt player to dislike the player that was praised and the coach as well.

No matter how you coach your team, remember that your girls' are athletes and they deserve you treating them as such.

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How To Coach Olympic Weightlifting

By Liam Rodgers (Author of “How To Coach Olympic Weightlifting”)

Olympic weightlifting has seen a drastic increase in popularity in recent years. This has had many benefits for the sport, but has resulted in a dilution of the quality of coaching: the increased demand for coaches has meant a number of ‘overnight coaches’ have appeared with no more experience or knowledge than can be provided in a weekend course and a multiple choice exam.

Coaching for weightlifting is simple in essence, but difficult in execution: know what you’re talking about and learn to communicate it in a way that the athlete can receive, digest and apply to their movements. This has 3 main practical components:

1. Know what the movement *should* look like
2. Be able to identify problems in real-time
3. Understand how to fix these problems through technical coaching (such as cues) and long-term programming

Numbers 1 and 3 are those we can provide information on, with #2 being entirely the responsibility of the budding coach – assisting a more experienced coach and spending your time in the trenches will develop that anyhow. Those who have proper motivation for involving themselves in the sport (improving athletes rather than making money, for example) will find these enjoyable and easy to engage with, even if they are slow to learn and implement.

The coach must have a strong working knowledge of the three main areas of athlete progression: General Physical Preparation (GPP, specifically for newer athletes or the start of programmes), strength and technique. The application of these 3 aspects of successful weightlifting are transmitted through technical coaching and proper programming. An individual who does not have a solid foundational understanding of these areas is being generous in calling themselves a coach of Olympic weightlifting, and perhaps of any sport. Nobody wants to learn from a coach that doesn’t have a firm grasp of how the sport works or how athletes develop within the sport.

However, these are not enough to totally ensure that a coach is of good stock: the coach that develops this knowledge simply to show off how much they know on their blog or Instagram is not a good coach. The point of the coach is simple: use knowledge to improve the athlete’s performance. Having all the knowledge is not itself a practical benefit to the athlete, and thus a good coach has to be equipped with an effective coaching style and excellent communication skills. Einstein’s idea that you don’t know something if you can’t explain it simply has some value here – if you can’t distil your knowledge into effective programming and digestible coaching cues then you’d suit a research position much better than a coaching one!

In our new publication on coaching Olympic weightlifting, these topics are discussed at length in order to provide a much more solid foundation for those budding coaches who are overwhelmed with contrasting information and often simple mis-information. Through a proper grasp of the basics explained here, an individual can venture out into the wealth of scientific papers, well-researched books and opinion pieces with an effective frame of reference to decide whether statements are useful for the coach's toolkit or simply content-mill tripe!

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How To Collect Magic The Gathering Cards

By Nakia Tolley (Author of “How To Collect Magic The Gathering Cards”)

Magic: The Gathering is a collectible card game printed by Wizards of the Coast gaming company. Each year they release new sets of cards to keep the game fresh and ever-changing. For the past twenty years, gamers have been entertained and challenged by this wonderful game’s changing face.

Normally played between two opponents, Magic represents a duel between powerful sorcerers. The cards are spells used to turn the tide of battle and wear down the other magician allowing you to win the duel.

There are many types of Magic cards and many rules to be learned in order to begin playing. Once the basic rules have been learned, there is an even higher learning curve to make the transition from amateur to intermediate player and, with persistence and training, the possibility of becoming a true master.

When Magic is played at its highest level it is truly a thing of beauty. Professional Magic players travel the globe on tour and display their abilities learned through years of perfecting their craft. Bringing elements of bluffing, reading opponents, card knowledge and timing, these pros embody all that is great about the game of Magic.

As an aspiring player, a wonderful way to practice your skills will be by finding a local group of players. If you have interested friends, you can all play whenever time allows you to get together. Most areas also offer regular events such as Friday Night Magic to bring larger groups of players together.

Many hobby shops that sponsor weekly events will also offer tournaments from time to time. This is a great way to elevate your game by observing and playing against players of a higher caliber. In addition to this, you can also play online through Wizards online client known simply as Magic Online.

No matter what avenue turns out to be best for you, the best way to improve your game is to play more games. While the basic rules and structure are easy to learn, there are many nuances to Magic that will only be picked up on by playing and making mistakes.

As you learn the game, do not feel bad about making errors. Instead, be sure to analyze these errors and use them to improve your game. If you see someone using a particular card more optimally than you have been, incorporate their maneuvers into your own tactics.

With so much depth to offer players of all skill ranges and so many different ways to play, Magic: The Gathering is a game sure to entertain gamers looking for a challenge.

It can be anything from a casual hobby to a way to make a living as a travelling professional. And beyond all else, it is a well-designed game that is sure to entertain you at every level of your development.

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How To Crochet Granny Squares

By Stefani Neumann (Author of “How To Crochet Granny Squares”)

Although its name defies its beauty, the granny square is one of the most delicious, versatile and addictive patterns that exist in the world of the crochet divas. Its possibilities are seemingly endless and with that, the granny square becomes a creative mind’s dream. Combining colors, textures and different yarns into an ever-growing pile of delightfully crafted squares is a joy to dive into. Their timeless design and their crafty appearance, combined with seemingly endless color combination transform, dress or make a statement in every room. A cleverly colored blanket will add a splash of color to your living room. A cozy throw can add comfort to your outside porch bench and a romantic quilt adds tranquilly to your bedroom.

But the design has many more applications than the mere blanket. The world of fashion design heavily borrowed the square to arrange intriguing garments like sweaters, bikinis, ponchos and skirts. The pattern swirls, subdues and challenges every piece of clothing in a different way. A creation formed out of granny square is always unique and a treasure to have.

One of the wonderful advantages of creating with granny squares is their mobility. You can fill your little baggy with a few balls of yarn and take it along for the ride. Idle time can be filled with popping out a new square no matter where you are. If you are waiting at the bus stop, at a restaurant, in line for whatever reason or to pick up your kids from school, you can create a quick square while you stand still. If you are at a social gathering with friends or taking a break in the park, the little granny square will fill your time nicely and keep your hands busy. At the end of the day you can add the newly formed treasures to the basket and your blanket will be done quickly.

The granny’s square origin is dated back to the early 1800s. It became an easy design to use up left over yarns and create a blanket or garment using a multitude of colors and textures. What used to be a necessity became a fashion statement. If you grew up in the 70’s, chances are you owned a garment made out of the granny square. It enjoyed its famous resurgence, its way to the spotlight and its awesome days of glory in the world of the 70’s hippie culture. Beautiful colored squares adorned everything from skirts to blouse to scarves and headbands. Its overuse constituted its fall from grace and the square was shunned as old fashioned and well yes, something grandmas and old people have laying around on their couch. The beautiful square retreated to the musty and dusty old couch and was forgotten. With the resurgence of the knitting crazy in the year 2000, the granny square also celebrated a glorious comeback. Now more popular than ever, new colors, designs and variations on the pattern adorn once again the garments and homes of our time. What was once dismissed as old-fashioned is now antique chic.

Satisfy the most seasoned crochet and knit diva yet. I hope you enjoy making your own beautiful heirloom using the trusty and tried pattern of the granny squares and friends.

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How To Crochet Recycled Materials

By Sarah Olson (Author of “How To Crochet Recycled Materials”)

Long ago, yarn crafts weren't just something to do while watching TV, and the materials certainly didn't come from the craft emporium around the corner. Rather, yarn crafts were an integral part of a home – they were a way to make clothing, as well as a few fancier embellishments to spruce up the place. In addition, a person was just as likely to make the yarn or string they used to create something as they were to make a sweater itself. Today, quite a few people are again starting to think seriously about what they use when they crochet. While they may choose to make yarn from old jeans instead of by purchasing a sheep, and while they may have completely different reasons for making this change, there are certainly many convincing reasons to become more completely involved in the crocheting process. Here are just a few:

It's Good for the Planet. While crafting might not be the first course of action that comes to mind when you think of ways to take care of our planet, you'll be surprised at the impact that recycled crochet can make. Not only will you be keeping materials out of the landfill, but also lessening the demand for the manufacturing of new materials. Sadly, whether you buy yarn made from natural or man-made fibers, current manufacturing practices often leave a lot to be desired when it comes to using environmentally friendly methods.

It's Cost Effective. Have you ever gone to your local craft store and drooled over expensive specialty yarns that you *know* you can't afford? This is a way to still have similar materials. You'll be amazed at the bargains you can find at your local thrift store once you start to use a bit of imagination. This guide will show you how to turn what may be a fashion nightmare into something truly beautiful.

It's Fun! If you're the sort of person who enjoys shopping at sales, digging through clearance bins, or clipping coupons, this is another way to experience the excitement of the hunt. You not only get new yarn to work with and an eventual end project, you also get the satisfaction of telling friends and family just how you made your beautiful projects.

It's Easy. No need to buy a fancy spinning wheel or learn complicated new procedures. To make recycled yarns, you'll usually only need a pair of scissors and a seam ripper.

You'll Become More in Touch with Your Materials. By the time you're ready to start using the yarn you've created, you'll be intimately aware of its weight, texture, stretch, and strength. You'll know just what to make with it, instead of throwing it in a closet for years and forgetting that you purchased it in the first place!

So now that you're convinced, you're probably wondering what your options are. Here's a quick tour of the world of recycled crochet:

“Plarn”: This is a term for a crochet-able strand cut from materials like plastic grocery bags, bread bags, or other similar things that would normally end up in the trash.

Scrap Fabric Yarn: Just about any old piece of clothing or other worn out fabric item can be cut into strips and then used for crocheting. Old t-shirts, jeans, sheets, and even old boxers are all fair game!

Recycled Sweater Yarn: If you're more comfortable sticking with more traditional fibers, that doesn't mean that you should discount the idea of using recycled materials. Instead of going to the craft store and buying new yarn, why not get some that looks identical at a thrift store? To do so, all you need to do is peruse the sweater aisle and look for something to unravel and give new life to.

No matter what type of fiber you decide to work with, you won't be sorry that you decided to get to know your materials on a deeper level. Times change, but some things never do.

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How To Cross Stitch VOLUME 1

By Melanie Yap (Author of "How To Cross Stitch")

Cross-stitch is a popular embroidery method that has been around for centuries, appearing in different styles in all places around the world. This the known term for the counted thread embroidery technique that involves a two stitch process to form an "X" thread on a tiled cloth called Aida.

The weavings dedicated for Aida cloth are always even in proportion to allow counting and stitch measurement numbering. There are two types of cross-stitches, counted cross-stitch and stamped cross-stitch.

The key element in creating a compelling art figure in the cloth by means of grouped stitches is making sure that the number of stitches in all directions is even and uniform in appearance to come out with a patterned image.

Going back to the two types of cross stitch, they actually use the same cloth to apply the threads. The difference is in the way the images are being patterned in the cloth.

Counted Cross Stitch - refers to counting stitches in the cloth to create a pattern of images based on a separate paper pattern which consist of symbols corresponding to the shade of thread to use. The pattern for this type of cross-stitching method is also represented in a tiled manner for easier counting.

Stamped cross-stitch - Refers to the cross stitch method where the pattern is already printed on the Aida cloth, which is a lot easier to follow. The appropriate colors of the threads are sometimes already indicated in the stamped cloth. There are some that are stamped with grey markings and the colors are noted on a separate key.

Being one of the oldest forms of embroidery in the world, cross-stitching varies its form and design patterns from one culture to another. Folk museums feature artistic fabrics embroidered with shapes and designs derived from a cultural legacy.

The oldest recorded piece of cross-stitch work is on display at the Museum of Pilgrim Hal in Plymouth, Massachusetts. It was created by the daughter of Captain Myles Standish, Loara Standish, who is also a pioneer of Leviathan stitch. This piece is circa 1653.

Centuries ago, the art of cross-stitching was mainly used for embroidering and embellishing dishcloths, doilies and linens. Not until the modern era has it evolved into a piece of stitched work of art.

Fashion designers even use the same method in applying complicated embroidery designs into their collections to showcase an artistic approach rather than using printed cloth.

In the United States and Europe, there are many guilds dedicated to cross-stitching as a world-class collaboration for creating large pieces of cross-stitch masterpieces. These are showcased like paintings in art galleries across the continent.

The main component in creating a beautiful piece is the mercerized cotton threads that consist of six strands which are slightly twisted that can easily be separated. The modern forms of cross-stitching even uses other materials like pearl cotton, silk, rayon and Danish flower threads. These are the kind of materials used for large and complicated patterns, mostly done by professionals and master embroiderers alike.

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How To Decorate Birthday Cupcakes

By Khyria Cepe (Author of “How To Decorate Birthday Cupcakes”)

Cupcakes have been around since the 19th century, when people presumably made cakes and measured the ingredients by the cup or cooked them inside a cup, thus the name. These days, cupcakes are more than just food; cupcakes are edible art. They are delightful pieces of sweets that are not just a feast for the stomach but also for the eyes.

Cupcakes have really gained so much popularity, especially after shows dedicated to cupcakes such as TLC’s *DC Cupcakes* have started showing people how exciting it is to make cupcakes. The entire process takes a lot of hard work and patience, but the exercise of creativity involved can be cathartic just as eating a beautifully decorated and wonderfully tasty cupcake can be uplifting.

You don’t need to be an expert to bake and decorate cupcakes that will make your friends and loved ones happy. With the help of this guide, you will be able to come up with scrumptious sweet treats that are perfect as presents to family and friends for their birthday celebrations.

- Learn simple cupcake recipes that are easy to follow and that are guaranteed hits and tummy fillers for both children and adults.
- Learn to present your cupcakes as gifts to your loved ones even with the simplest decorations such as chocolate shavings, sprinkles, and paper toppers.
- Find ways to create playful designs following specific themes that are very beautiful to look at but are actually very easy to execute.
- Take cake decorating to another level by playing with fondant and creating interesting designs that even kids can do.
- Learn how to you can make your own personalized home-baked gift that the recipient will surely appreciate and be happy with.

Decorating cupcakes isn’t as hard as you think it is. With just some simple materials, you can come up with pretty cupcakes that you’ll find too cute to eat.

- If you’re making a cake for kids, make the decoration colorful. Kids are attracted by colors and shapes. Decide on a theme and work around it. Once you have chosen a theme and color scheme, find matching cupcake liners, sprinkles or confetti, and food color for your frosting or fondant toppers.
- If your child likes certain cartoon characters such as Sponge Bob and Friends, Winnie the Pooh, Superman, Dora the Explorer, and the Disney Princesses, the easiest way to decorate a cupcake is to look for stickers of these characters and turn them into paper toppers. All you will need are wooden skewers, a glue gun, and a piece of cardboard to stick the stickers on, and voila! You now have paper

toppers for your cupcakes. Remember to use the dominant color used by the character to color your frosting to tie your cupcake decoration together.

- When decorating for adults, you may choose a more subdued color scheme. Adults will usually pay more attention to the actual flavor, so go for rich cupcake recipes such as red velvet with cream cheese frosting. Place a paper flaglet on top with a birthday greeting written on it, and you're good to go!

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How To Do Online Dating For Women

By Amma Ampofo (Author of “How To Do Online Dating For Women”)

Online dating is extremely popular these days! It used to be that one was limited to their dating prospects within a small social circle, whereas you are now instantaneously surrounded by thousands.

However you decide to tackle this helpful tool, when it comes to online dating, there are a few things that are the most important to the process:

What level of effort do you plan to put forth? - How much time and effort do you wish to devote to online dating? Are you looking to dabble, or really dive in? How you gauge your level of interest will play a large part in whether or not you sink or swim in a sea of profiles.

Determining whether you are in it just for sex or for romance - Are you down to just date or are you looking for something more meaningful and long-term? It's highly important to approach this from an honest standpoint, and will provide clarity for yourself and whomever you decide to partner up with.

Learning how to maneuver through the dynamics of dating in general - I know that sometimes it feels as if men don't think even *half* as much about the things we girls consider to be important. It's crucial to know how to handle everything from “stage-five-clingers”, to rejection, to exactly what to do when you think you're dealing with The One! Or one of The Ones.

Deciding what you will show and tell about yourself - How do you want to advertise yourself on your profile? You're not a piece of meat, but an online dating profile is a romantic resume, and needs to be treated as such. Showcase the latest and greatest.

How to advance and avoid the snags in the game plan – You know the saying: you have to know the rules *before* you break them, so you will need to know the dos and don'ts of dating online like the back of your hand. Pay attention to all of the light bulbs going off as well as the warning signs, to make your online dating experience a happy and healthy one.

Enjoying the exploration - Be your own heat-seeking missile! Find the man you want, when you want him and enjoy yourself while doing so. Don't be afraid to surf hundreds of profiles and bookmark tons of men. Keeping your options open will be your greatest ally when it comes to finding the kind of guy you want to spend much of your free time with.

Get up on the your feet, ladies – All of your prep time and the searching in cyberspace for an awesome guy culminates when you two meet up in person. When it comes time for the main event, better known as the first date (and the second and the third!), you'll be ready to have a carefree and rewarding time. You want to make the best face-to-face first impression that you can.

Accurately reading your man - Is it love at first sight? Or maybe even lust? It can be difficult to know which sentiment, if either, are permeating your date's atmosphere. Instead of over thinking everything little statement and action he makes, or reading into nonexistent behavior, focus on the facts and the time and interactions that are going on at present.

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How To Do Self Hypnosis

By Leslie Riopel (Author of "How To Do Self Hypnosis")

Hypnosis is an amazing incredible tool that can help empower you in ways you never thought possible. Hypnosis is all about changing those limiting beliefs that are holding you back in life; it's really as simple as that. Our thoughts create our reality, and our subconscious mind absorbs everything around us, on a day-to-day basis. It is important to stop and think about the message you are putting out into the world. Is your glass half empty, or half full? Are you an optimist, or a pessimist? These may seem like silly questions, but you might be shocked at how much your outlook influences your life. Your mindset is the song you sing, and the dance you dance, and your mindset, or your perception, basically creates your reality every hour of every day.

Our outlook or mindset is sort of like our theatre of life in the fact that we are all basically characters in a play. After a while, you just get used to acting a certain way and you don't even notice how much your attitude influences your life. Everything is essentially energy and even though our energy cannot be created or destroyed, it can be changed or transformed. If your energy is not putting out the right signal, you may want to ask yourself if you are in fact short changing yourself out of the life that you could be living.

Happiness is a state of mind. Happiness is a decision you make. We take time every day to improve ourselves, but most of us are doing little if anything, to improve our state of mind. The mind can be changed, upgraded, and improved and hypnosis is a wonderful way to do so. The easiest way I have found to change your mindset, is to give your mind suggestions that reflect the life that you want to be living. Hypnosis changes your thoughts at the deepest levels of the mind. Your mind simply reflects back to you a mantra or a running dialogue based upon the experiences you have had up to this point.

We are all hypnotized on an every day basis every time we go the movies, get lost in a good book, or even when we watch a television commercial for that matter. Hypnosis merely helps us consciously, or shall I say subconsciously, improve our lives, by helping us reprogram our subconscious mind. Our minds are kind of like a plasma screen television that contain every experience we have ever had in our lives. If our thoughts create our reality, just imagine what your thoughts are creating for you, based upon this analogy. Hypnosis helps you to wipe the slate clean and helps you steer your mind in the right direction. If you don't like what your mind is feeding you, then perhaps it is time to do something about it. If you have never tried hypnosis, perhaps it is time to do so. I promise you won't be made to quack like duck.

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How To Draw Animals

By Therese Barleta (Author of “How To Draw Animals”)

If you have always loved animals and are interested in arts and drawing but you have no skills, this is your opportunity. Anyone can learn to draw animals with the correct tools to achieve this goal. If you want to learn how to draw animals the right way you can start by learning a few basic things needed in order to draw animals. First, you need a pencil. Any pencil will do but if you can get your hands on a 7B and 4B pencil, it would be better. You will also need a ruler, an eraser, paper and a sharpener. Once you have your materials, the next thing you need is to find a nice, comfortable place to do your drawings. Once you're ready to sit down and get down to drawing, here are some pointers to keep in mind.

- It all starts with the wireframe- When beginning to draw an animal, it helps to sketch out general shapes that form the animal's body first, and then create a more realistic looking body from there.
- Movement – Movement is an integral part in drawing an animal, particularly the more active ones like the horse or the cheetah. Bringing movement into a drawing makes it come alive more than a drawing that has no dynamism or movement at all.
- Angled vs. Curving lines- These different kinds of lines will come in handy when drawing fur and the movement of the body, making the drawing look softer and appear as if they have more movement.
- Texture-Another key to achieving a successful animal drawing is through conveying texture. Different kinds of animals have different fur and hide and a good drawing of an animal should be able to make the viewer 'feel' or imagine the kind of texture the animal's fur or hide has when they look at your drawing.
- Pose- Pose is closely connected to movement. For an animal drawing to look believable, natural and not stiff, the poses must also be believable. You can achieve this by studying how an animal moves either live (at a zoo) through videos on YouTube or from pictures on sites like the National Geographic or watching that channel.
- Stroke weight- Stroke weight is a pencil holding technique that will help you achieve texture when drawing animal fur or animal poses. Varying weights of the strokes of your pencil will make your drawing look more fluid and realistic.
- Avoid 'scratching' strokes and outlines- Smooth, long, single strokes look the most natural and appealing in a drawing. Unless you are trying to convey texture, avoid using scratching strokes, especially when making outlines.
- Shading to achieve depth-The difference between a drawing that looks flat and a drawing that 'pops-out' lies more in the shading of the drawing.
- Highlights- If shading makes a drawing pop-out more, so does highlighting. This also comes in handy when trying to bring out the texture of the animal's skin

whether it be the shininess of a horse's skin, the scaliness of a snakes' or the bumpiness of a toad's.

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How To Draw Animals For Beginners

By Luanna Eroles (Author of “How To Draw Animals For Beginners”)

Our lives are filled with motion. Filled with scenes that will never be forgotten. Filled with dance and colors. Filled with shared memories, filled with secret dreams. Each person sees something different. Each one remembers facts their own way. That's because life is singular and each one of us has our own particularities. We think different, we talk different, and more than that, in all these differences, we like to share what we are with other people.

Drawing is more than merely the technique, it has to do with the way you look at reality and how to convert what you see into paper. It's about details, about abstraction, and about cognition. To draw well you need to have a good-trained mind that will allow you to convert reality into shapes; after this step is done you will have no problem drawing what you are picturing inside of you, because it was already 'pictured'.

So, when you observe animals and see how beautiful and fascinating they are you are dialoguing with yourself. You create the desire to share this beauty, and now your desire is able to be fulfilled.

With everything that was said in here, observation and more observation is the vital point of drawing. Even when you don't have any technique or methods, just follow the details, just look for differences, find the proportion, the balance, risk yourself.

In time, your hands will acquire certain precision and by researching you will find nice ways to perfect your draw, but much more than that always have in mind that drawing is much more about the eyes than the hands of the artist.

Don't be afraid of trying, everybody starts from somewhere. Choose an animal of your choice and observe it. Which basic shapes can you see behind all those details? How would it be if this bird in your hand was an abstract form? Find the simple forms behind the complex one and this way go step-by-step.

Start by the basic, place the simple shapes in the paper reducing your animal to a circle or maybe a square; create a structure to guide your draw, called skeleton start giving details to your skeleton; and suddenly you're done. You will see that even when it's nearly done it still looks like a drawing, so now it's time to apply shadowing and volume to your art by using your pencil, or any other material, with colors or not, that you'd like to, in order to make it look more real.

For that, I'd like to welcome you to a whole new level of sharing and expressing yourself, welcome to the dreamers club, because more than drawing, the pencil reinvents reality

according to each one's own views and tries – sometimes it won't, necessarily, but it's not a problem – to explain what words can't say.

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How To Draw Caricatures

By Christy Peraja (Author of “How To Draw Caricatures”)

Caricatures can be the best gifts you can give to your friends and families on any special occasion. It covers a wide range of categories from children to elders, pets, groups, weddings and even entertainment like superhero costumes on birthdays or a basketball for a basketball player, and so on.

It is cute and fun, but what makes it more special is the fact that once they have received your gift, they will feel the warmth of your thoughtfulness. And that they'd realize how much you truly know them and that you really made an effort in drawing them. It is original and personalized.

Yup, we understand. We already know how special you would make a person feel when you make someone a caricature, but HOW do you make a caricature? Here's how:

- **Find a Subject.** First off, FIND A SUBJECT. Whether he is a live subject or a subject on a picture, you must find a subject. How would you create a caricature without having someone to copy in your drawing?
- **Gather the Drawing Materials.** Gather all the drawing materials. Look for a bright white drawing paper, a bond paper will do; a 2B pencil, a sign pen, some markers and colored pencils or crayons. Pencils for the sketching, sign pens and markers for the tracing of the lines, and coloring materials to color the caricature.
- **Make a Pattern.** If you are familiar with different caricatures shown on the internet or tabloids and newspapers, it looks pretty hard to create a caricature. The first question you'll have in mind in making it is “where to begin?” Do not get stuck in asking this when you already have all the material with you. So the next thing that you'll have to do is to create a pattern. This pattern would help: eyes, eye brows, nose, mouth, jaw line and chin, ears, head, neck and the neckline.
- **Anticipate the Features of the Face and Start Drawing.** Anticipate the correct shapes to use in drawing the eyes and the eye brows. The eyelashes make the drawing look more feminine so make use of it, especially, when the subject is female. Look how big, small, long, or short the nose is, and then start drawing. The same goes with the mouth. Check how wide or tiny the mouth is before you start drawing its outline.
- **Shape of the Head, Neck and the Neckline.** Draw the shape of the head and the neck, and complete the outlines by drawing the neckline or collar.
- **Trace the Pencil Outlines With the Pen and Markers.** Trace the thin lines with sign pens and thick lines with markers.
- **Erase the Pencil Sketches and Start Coloring.** Clean the caricature by erasing all the unnecessary lines and start coloring the caricature. Darker colors on the shadows and shadings. Lighter colors for the highlights.

- Put the Date and Your Signature. The best part in drawing a caricature is when you put the date and the signature. That indicates that you have finished making the caricature. Congratulations!
- Practice! Create as much caricature as you can. Of course, it might not look good as you progress, but continue practicing and you will see how much you've improved your newfound skill in due time. Enjoy learning!

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How To Draw Cartoons

By Kim Cruea (Author of “How To Draw Cartoons”)

Cartooning is a form of art and it began centuries ago. Early cavemen used animated characters to tell stories and centuries later cartoons have become an icon of modern humor and pleasure. Kids and adults alike love cartoons.

If you've ever been a child, then you've undoubtedly been inspired and entertained by at least one animated character. From Mickey Mouse to the Family Guy, cartoons capture the attention of people young and old. Now it's your turn. Author and Illustrator Kim Cruea offers a simple step-by-step journey to becoming a cartoonist. How to Draw Cartoon Characters covers simple principles, Kim called the ABC's of cartooning, which shows you how to take a skill you already know and then turn it in to a delightful cartoon character.

It is this author's belief that if you can draw a circle or the letter A, then you are already on the way to creating your first character. Kim Cruea has created numerous characters through her juvenile and professional life and while she admits that drawing lifelike characters is still a challenge, she recognizes that cartooning is in itself and defined art form.

Having created images for her own story books, Kim can show you how to take an idea and turn it into a loveable cartoon character.

This book begins by taking you through the beginning ABC's journey. Kim will show you how an everyday alphabetic letter can become a cartoon character. You will also learn how to work through your errors and use them to work for you and not against you.

Then the book will show you how to create solid objects, like circles, squares, and triangles, and turn them into the structure of your cartoon character.

In lesson three the author shows you how to find inspiration in the simple objects you see every day. Finding the art where you are is a great way to find inspiration when creating your cartoon character.

In the following lessons you will learn to create various parts of the character, before assembling him or her. You will learn to create eyes, noses, ears, paws, and hands by using the first three lessons to your advantage. While there are many types of noses and ears, the first three lessons will aid you in the development of these parts.

Once you've learned the creation of 'parts', you will learn the art of putting it all together. The lessons following will teach you to draw a cat, mouse, a man, and in the end an entire animated cartoon scene.

Whether you decide to draw cartoons for fun or you have ambitions of becoming the next Dr. Sues, learning the art of cartooning will promote inspiration and enhance creative ability. Don't let the fear of trying something new deter you, this step by step book is here to inspire and guide you through the journey of cartooning your cartoon characters.

With the aid of Kim Crucea, you will be able to find the simplicity in creating your special character and find inspiration to create more. Get creative and have fun!

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How To Draw Dragons

By Mark David Mariano (Author of “How to Draw Dragons”)

If you want to know how to draw dragons the best and most simple way, then check this out. This book contains guidelines for drawing a dragon. You will learn how to draw eyes, faces, noses, mouths, and teeth. You will also learn to draw the torso part and the arms and legs. The claws and feet are also included in this book. You will be more interested in making dragons by following this guide; trust me, my friend.

Here are some of the most significant features that you’ll need to know in drawing a dragon:

Eyes – The eyes of a dragon are much related to the eyes of a tiger.

- Usually, artists start drawing the eyes with an oval with two curved horizontals on it. The oval will be the iris, while the two curved horizontal lines will be the eye’s upper and lower brims.
- Dragon eyes consist of pupil, highlights, and shadows, and thick outlines for the eye’s upper and lower brims.

Face – Dragon - style faces are also quite unique and a bit hard to draw, especially for beginners, because you will need to emphasize the types and expressions at the same time.

- Drawing a dragon-style face always starts with an oval or an oblong. This will be your pattern for the dragon face’s shape.
- After drawing the oval or oblong, draw a vertical line down the middle. This vertical or a diagonal line will help you position the nose and the chin. You will then have to add two horizontal lines, forming a sort of a cross. These lines will help you position the dragon’s eye.

Heads – Drawing dragon-style heads can be difficult at first, because positioning the facial features can give you a hard time (such as the eyes, the lips, the nose, and the ears), especially if the head is in an awkward angle.

- Dragon-style head patterns are similar to the patterns used in drawing dragon-style faces. The only difference between the two is that you will need to focus on emphasizing the dragon’s angle or direction.
- You’ll need to apply shadings to your drawings, as this will help you emphasize your character’s angle.

Scales– Another unique feature of dragons. Scales typically represent the skin, which is why most of the dragons have outrageous, hard-to-draw skin.

- Instead of drawing dragon-style skin or scales, which can be complicated, the first one then follow the style and the procedure you did.
- Proceed by adding lines and details to make it look a bit more realistic (such as lines, shadings, and highlights).

Body – Bodies can be one of the more complicated parts in drawing dragons, because it will require you to maintain the dragon’s proportion.

- Use the same pattern for drawing the head, but this time we will add a vertical line underneath the oval or the chin. This vertical line will be the dragon’s spine.
- After drawing a vertical line, we will draw three horizontal lines on the vertical line. These horizontal lines will help you locate the dragon’s deltoids, waist, tail and hips.
- Draw circles as markers for the joints. Then connect lines to the circle until you complete the body structure. Lastly, proceed by applying the dragon’s shape, curves, face, accessories, clothing, and other details.

Claws – This is the possibly the most complicated part in drawing dragons because claws have lots of joints and segments which can point in different directions.

- Hand patterns consist of an oval divided into four where the joints are located. First, a circle on the bottom of the oval for the wrist. Second, a slanted oblong beside the wrist or circle for the thumb. Lastly, you will have the wire frame with small circles on the joints.
- It will be easier for you to draw dragon–style hands and claws by visualizing segmented hollow tubes on the fingers. These will help you know how thick and wide the fingers will be.

Feet - Like dragon hand and claw. Dragon feet are also difficult when it comes to drawing. Dragon feet have also a joints and segments which can also point in different directions.

- Feet patterns consist of an oval divided into five where the joints are located. It will be easier for you to draw dragon–style feet by visualizing segmented hollow tubes on the toes. These will help you to know how thick and wide the toes will be.

Dragon Types and Kinds – Dragons with different kinds and types have different styles and poses. In the last chapter, we’re going to draw Dragon poses including their types.

The patterns used for drawing dragon characters with different poses are similar to the patterns used for drawing dragon-style bodies, the only difference is you will need to make it look more realistic, you will focus more on the drawing or adding realistic features such as the teeth, the hair, and the scales.

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How To Draw Faces

By Therese Barleta (Author of “How To Draw Faces”)

If people tell you that not anyone can draw like a pro, they are wrong. Anyone can draw like a pro if they strive to learn how to do it. If you want to learn how to draw realistic faces the right way, there are a few basic things you need to know about drawing the human face. First, you need a pencil, preferably 7B and 4B, a ruler for starters, an eraser, paper and a sharpener. Once you have your materials, the next thing you need is to find a nice, comfortable place to do your drawings. Once you're ready to sit down and get down to drawing, here are some pointers to keep in mind.

1. It all starts with drawing a ball- When constructing the human head, it helps to sketch out a ball figure first, and form the rest of the head shape from there.
2. Proportion – The key to a successfully drawn realistic face is mastering the correct proportions for each type of face. The proportions for a man's face are the most important proportions to be learned. From there you can tweak the other proportions to fit the right size according to age and sex.
3. Angled vs. Curving lines- As a general rule, men have angled features and women's faces are made more of soft curving lines and strokes.
4. Forehead- Forehead size is a good way to portray differences between ages and sexes. The younger individuals are, the larger their foreheads are as a standard. This is seen in babies, who have larger foreheads that seems to shrink as the individual grows older. Between the sexes, the male appears to have a shorter forehead than the female in general.
5. Eyes- The differences between drawing men and women, adults and children, lie in the eyes. Children's eyes appear larger than an adult's in proportion to the head size, and you can tell the person is advanced in age because of wrinkles around the eyes. Between men and women, women tend to have rounder eyes and thicker eyelashes than men.
6. Stroke weight- One tip to making your drawing look more natural is to vary stroke weight within one stroke. Strokes that are all of the same weight don't look too natural, so draw with thick and thin stroke weights.
7. Avoid “scratching” strokes and outlines- Smooth, long, single strokes looks the most natural and appealing in a drawing. Unless you are trying to convey texture, avoid using scratching strokes, especially when making outlines.
8. Giving depth to your drawing-The difference between a drawing that looks flat and a drawing that pops out more lies in the shading of the drawing.
9. Throwing proportion out of the window- Since we're talking about realism in drawings, correct proportions are just an ideal. Not everyone's face follows

the guidelines, so you can give a face some character by deviating from the standard proportion.

10. Drawing faces from different countries- You will notice that eye shape, nose shape and brow structure change across people of various continents, so pay attention to the changes to those parts of the face when drawing people from all parts of the globe

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How To Draw Fantasy Characters

By Sierra Crook (Author of “How To Draw Fantasy Characters”)

Fantasy characters populate many different mediums, and many of these fantasy characters are at some time or another illustrated. These illustrations can further flesh out the character, create a guide for creation as an action figure or animated character, promote the media in which the character is found, or just better familiarize the character with the audience.

Probably the most classic example of fantasy illustration comes from literature, such as J. R. R. Tolkien’s Lord of the Rings trilogy, or Patricia C. Wrede’s Enchanted Forest Chronicles. The covers of such book often contain illustrations of the character written about within the book, and often illustrations also are scattered throughout the book. Even if the book has already been released, classic books are often rereleased with new cover art every few years, so the need for fantasy illustrations in the publishing business is fairly steady.

Another venue that often uses fantasy character illustrations is the gaming industry. This includes not only video games, but also card games. Some examples of video games that use fantasy illustrations are World of Warcraft, Nintendo’s Fire Emblem, or Square Enix’s Final Fantasy. Character designs usually start as illustrations, and then are translated into sprites, 3D models, and game-ready illustrations; and sometimes the designed are animated for cut scenes within the game, or promotional material put out to announce the release of the game. The card game industry requires a constant flow of custom fantasy illustrations. Each card generally has an illustration made just for that one card, whether it is an item, a weapon, a character, a creature, or a spell. Just imagine how many illustrations were made just for one deck of cards!

An often overlooked use for fantasy illustrations is the movie industry. Before props, costumes, or computer generated models are created for a fantasy adventure movie, a lot of concept art is created to nail down an idea for how the characters will be visualized in the film. Some examples of movies that used fantasy art in e pre-production stage include Dreamworks’ How to Train Your Dragon, New Line Cinema’s film production of J. R. R. Tolkien’s Lord of the Rings Trilogy, and Act III’s Princess Bride. These illustrations usually begin almost exclusively as sketches, as the illustrations will not be the final form presented to the audience.

As these examples have hinted at, the realm of fantasy illustration is very broad in use, but it is equally broad in its approach. The common concept of fantasy art is that it is set in medieval times, with faeries and castles and knights; things that would not be out of place in a King Arthur story. However, fantasy can also incorporate various cultures and time periods to make the settings more unique and exciting. It has become increasingly popular to incorporate Asian element to the traditionally western genre. A good way to

make your fantasy world and characters more creative is to research other cultures and time periods to find myths, clothes, or architecture to incorporate into your realm.

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How To Draw Manga Volume 1

By Paola Barleta (Author of “How To Draw Manga Volume 1”)

If you want to learn how to draw manga the right way, then check this out. Basically the word *Manga* means comics or comic books in Japanese, while *anime* means animation or cartoons. Japanese style comics or *manga* are quite popular nowadays and is known for its unique style in drawing characters.

Here are some of the most important features that you’ll need to learn in drawing *manga*:

Eyes – *Manga*-style eyes is possibly the most unique feature of the most *manga* characters. Most manga characters have big and shiny eyes, especially female and animal characters. Big and shiny eyes make the characters cuter or more beautiful.

- Most *manga* artists start drawing the eyes with an oval with two curved horizontals on it. The oval will be iris, while the two curved horizontal lines will be the eye’s upper and lower brim.
- *Manga* eyes consist of pupil, highlights, and shadows, and thick outlines for the eye’s upper and lower brims.

Face – *Manga*-style faces are also quite unique and a bit hard to draw, especially for the beginners, because you will need to emphasize on the character’s gender and expression at the same time.

- Drawing a *manga*-style face always starts with an oval. This will be your pattern for the character’s face’s shape.
- After drawing the oval, draw a vertical line down the middle. This vertical line will help you position the nose and the chin. You will then have to add two horizontal lines, forming a sort of a cross. These lines will help you position the character’s eyes.

Heads – Drawing *manga*-style heads can be difficult at first, because positioning the facial features can give you a hard time (such as the eyes, the lips, the nose, and the ears), especially if the head is in an awkward angle.

- *Manga*-style head patterns are similar to the patterns used in drawing *manga*-style faces. The only difference between the two is that you will need to focus on emphasizing the character’s angle or direction.
- You’ll need to apply shadings to your drawings, as this will help you emphasize your character’s angle.

Hair – Another unique feature of *manga*-style characters. Hairstyles typically represent the character's attitude, which is why most of the manga characters have outrageous, hard-to-draw hairstyles.

- Instead of drawing *manga*-style hair strand by strand, which can be complicated, you can just draw the hair as a whole or just the outline to give it the right shape.
- Proceed by adding lines and details to make it look a bit more realistic (such as lines, shadings, and highlights).

Body – Bodies can be one of the more complicated parts in drawing *manga*, because it will require you to maintain the character's proportion.

- Use the same pattern for drawing the head, but this time we will add a vertical line underneath the oval or the chin. This vertical line will be the character's spine.
- After drawing a vertical line, we will draw three horizontal lines on the vertical line. These horizontal lines will help you locate the character's shoulder, waist, and hips.
- Draw circles as markers for the joints. Then connect lines to the circle until you complete the body structure. Lastly, proceed on applying the character's shape, curves, face, accessories, clothing, and other details.
- These methods are applicable in drawing *manga*-style female figures, male figures and couples. Just make sure that you emphasize the gender, emotion, angle, and action.

Hands – This is the possibly the most complicated part in drawing *manga*, because hands have lots of joints and segments which can point in different directions.

- Hand patterns consist of an oval divided into four where the joints are located. First, a circle on the bottom of the oval for the wrist. Second, a slanted oblong beside the wrist or circle for the thumb. Lastly, you will have the wire frame with small circles on the joints.
- It will be easier for you to draw *manga* –style hands by visualizing segmented hollow tubes on the fingers. These will help you know how thick and wide the fingers will be.

Clothes – In drawing *manga*-style clothes, you are required to emphasize your character's figure and gender to make it look more realistic. This can be done by adding folds in your character's clothing.

- Folds and shadings are key elements on how to draw manga clothes. These give your character's clothes the impression of movement and texture.

- If you want to know more about folds, I suggest you to draw your favorite *manga* characters first, or you can simply observe your favorite *manga* character's clothing. This should be enough to give you ideas where to put the folds.

Drawing Realistic-Type *Manga* Characters - such as Beck and Prince of Tennis can be really hard for beginners, because you will need to focus on making your character's body details and proportion look more realistic.

- The patterns used for drawing realistic *manga* characters are similar to the patterns used for drawing *manga-style* bodies, the only difference is you will need to make it look more realistic, you will focus more on the drawing or adding realistic features such as the lips, the hair, and the eyes.

Cute Manga Characters – Also known as chibi, this literally means a small child or a small person in Japanese. *Chibi* characters are quite famous because of their cuteness. Drawing *chibi* characters can be easier than drawing full body *manga* characters, because you won't have to focus on proportions and other complicated body details.

- You can use the patterns used for drawing *manga* – style bodies, but keep in mind that most *chibi* characters have disproportionately bigger heads than their bodies. They also have really big shiny eyes.

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How To Draw Manga Volume 2

By Christy Peraja (Author of “How To Draw Manga Volume 2”)

If you want to learn how to draw manga, then it is a good thing that you have passed by this page. Check this out so that you can be more familiar with manga, and more importantly, learning how to draw them.

To begin with, *Manga* means Japanese comic books. Many of the most popular manga has been adapted and animated into an *Anime* which means Japanese cartoons. Manga are made for all ages. There are different types of manga stories that can relate to young readers to elder readers with different types of personalities. That is why it has become so popular nowadays. Manga also has a unique style of characters made by different manga illustrators.

Here are some of the most important features and tips for learning how to draw manga:

Head – To start drawing a manga character, begin drawing the manga head. It may be a bit difficult to draw the manga head, at first, because you need to emphasize what angle of the head you want to show in your drawing. But it will also serve as your basis for drawing the entire face, as well as the cylindrical neck, and the manga hair.

- The manga head shows the eyes, the brows, the nose, the mouth and the ears. It appears like an oval shape.
- To show the angles, you can do shadings and check out some art books for the outlines that can be used in drawing a manga head with different angles.

Face – In drawing a manga face, you only need five lines as an outline: one vertical line at the middle of the face and two horizontal lines for each of the upper and lower part of the face. If you draw these outlines, it would not be hard for you to draw the manga face.

- The vertical line serves as the outline for the nose and the horizontal lines are the outlines for the eyebrows, the eyes, the nose, and the mouth.
- To show the differences in drawing a female manga face from a male manga face, just make the male manga face’s eyebrows thicker, and make their eyes more narrowed than the female manga eyes. The male manga mouths are also drawn wider than the female manga mouths.

Eyes – Drawing the manga eyes is the most important part of drawing a manga character. It is because the eyes give life to a manga character.

- Just like our normal eyes, manga eyes have the upper eyelid, the eyelashes, the iris, the pupil, the white of the eye and the lower eyelid, the only differences is that they are drawn larger than our normal eyes.
- To make it look livelier, you can put highlights and shades on it. That way it will appear moist and alive. Eyelashes for female manga eyes are sometimes drawn exaggeratedly, but it would depend on the style of the manga artist.

Hair – Use the head as the basis of the manga hairstyle. You don't need to draw an exact hairstyle like the human hair, but you can just draw the outlines of the shapes needed to show a manga hairstyle.

- The color of the hair must be shaded heavier for black hair than the shades for brown and blonde hair.
- Manga hair also has highlights and shadows on it to make it realistic and to add volume to the hair.

Body – When drawing the manga body, the first thing that comes into my mind is human anatomy. That's because I base drawing the manga body on human anatomy.

- I draw ovals and circles that correspond to each bone and then use them as basis of drawing the outline of the manga body.
- You also have to take into consideration that the manga body has to have proportions depending on the character that you are trying to make.

Movement – You might think that creating a movement in drawing a manga could be difficult for those who are starting to learn how to draw manga. Relax, there are many ways for you to create movements in manga.

- Use the wind that blows the hair or the clothes, or some accessories worn by the character. These are the easiest ways to create movements in a manga character.
- Lines can also be used. One example is the two lightly drawn but short curved lines right by the side of wiggling knees of a character.
- You can also use captions. There are captions and sound effects written or drawn in a manga like bang!, thud, thump, wooosh! that can be used as movements in a manga.

It might sound hard to learn how to draw manga, but there are only four ways for you to learn and improve your manga drawing skills. Those are: having an enormous imagination, appreciating your efforts, solid practice and extreme interest in learning it. Just enjoy and have fun with practicing, and eventually you will do it perfectly.

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How To Draw Manga For Beginners

By Mark David Mariano (Author of “How To Draw Manga For Beginners”)

If you want to know how to draw manga the easiest and simplest way, then check this book out. This book contains manga drawing. Manga originates in Japan. The video version of manga is known as anime. When it comes to the style of drawing, anime is indeed the same drawing as manga. The only difference between them is anime is a film that actually moves while manga stays on the page.

Here are some of the most significant features that you’ll need to know in drawing manga:

Eyes – manga-style eyes are one of the most interesting parts when you draw a manga.

- Usually manga artists start drawing the eyes with an oval with two curved horizontals on it. The oval will be iris, while the two curved horizontal lines will be the eye’s upper and lower brim.
- The manga eyes consist of pupil, highlights, and shadows, as well as a thick outline for the eye’s upper and lower brims.

Face – manga-style faces are also quite unique and a bit hard to draw, especially for the beginners, because you need to emphasize on the character’s gender and expression at the same time.

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- Instead of drawing manga-style hair strand by strand, which can be complicated, you can draw the hair as a whole or simply use the outline to give it the right shape.
- Proceed by adding lines and details to make it look a bit more realistic (such as lines, shadings, and highlights).

Body – Bodies can be one of the more complicated parts in drawing manga, because they require you to maintain the character's proportion.

- Use the same pattern for drawing the head, but this time add a vertical line underneath the oval or the chin. This vertical line will be the character's spine.
- After drawing a vertical line, draw three horizontal lines on the vertical line. These horizontal lines will help you locate the character's shoulder, waist, and hips.
- Draw circles as markers for the joints. Then connect lines to the circle until you complete the body structure. Lastly, apply the character's shape, curves, face, accessories, clothing, and other details.
- These methods are applicable in drawing manga-style female figures, male figures, and couples. Just make sure you emphasize gender, emotion, angle, and action.

Hands – This is the possibly the most complicated part in drawing manga because hands have lots of joints and segments which can point in different directions.

- Hand patterns consist of an oval divided into four where the joints are located. First, draw a circle on the bottom of the oval for the wrist. Second, sketch a slanted oblong beside the wrist or circle for the thumb. This will give you a wire frame with small circles on the joints.
- It will be easier for you to draw manga style hands by visualizing segmented hollow tubes on the fingers. These will help you know how thick and wide the fingers will be.

Feet - Like manga hands, manga feet are also difficult when it comes to drawing. Manga feet have also a joints and segments which can also point in different directions.

- Feet patterns consist of an oval divided into five where the joints are located. It will be easier for you to draw manga-style feet by visualizing segmented hollow tubes on the toes. These will help you know how thick and wide the toes will be.

Manga Characters - Manga characters has different style and poses. On the last chapter, we're going to draw manga poses, including female model that wears a bikini.

- The patterns used for drawing manga characters with different poses are similar to the patterns used for drawing manga-style bodies; the only difference is you will need to make it look more realistic. Focus more on drawing or adding realistic features such as lips, hair, and eyes.

If you want to learn more about this topic, then visit www.howexpert.com/mangab.

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How To Draw People

By Elise White (Author of “How To Draw People”)

We’ve all seen drawings of people that just don’t look right. Sometimes the person that created the drawing will say “I can’t draw” and claim that they just do not have the special gene that gives people artistic ability. In reality, we are all capable of drawing people well. Two main things are the root causes of a bad drawing. They are the lack of understanding of proportion and perspective.

Proportion describes how the parts of the drawing, a person’s body parts in this case, should be portrayed in relation to each other. People’s faces and features vary, but in general most people can be accurately drawn using standard measurements. These measurements help the artist to get a better likeness of the person.

Perspective refers to the angle that your subject is being seen from. Three common examples, of different perspectives that portraits are drawn in, are profile, straight on and three quarters. In a straight on portrait, you can see the whole subject’s face; in profile, you see half of the face, and in three quarters you see one full side (the side that is closest to you) and one side that is foreshortened because of the angle.

Before you begin a drawing of a person, observe what perspective or angle you will be portraying them from. Then lightly draw the contours of the face. You can sketch out the subject’s main features; their eyes, nose, mouth, and ears, as well as the contour or outline of their head. Doing this lightly provides you with a guide for how the drawing should be laid out. Remember to measure, using a standard unit of measurement, such as how many eyes apart are the eyes, or the nose and mouth.

Drawings turn out better when the artist refers often to the subject, for guidance on what to add to the drawing. It’s good to be observant; rather than just guessing at where things should be placed. This is especially important when you are adding shading to your drawing.

When you are satisfied with your contour sketch, you can add shading. Identify what your darkest areas are in the drawing and then identify the mid-tones and the lightest area. Start out shading lightly and don’t be afraid to erase. Add details, such as facial hair or glasses, as you get more of the shading worked in. Soon you should come to a point where you are satisfied with the drawing. Step back from it and compare it to your photo or model. Evaluate what you like about the drawing and think about whether, or not there was anything, which you could try to do better next time. Most drawings aren’t perfect and they can be seen as practice exercises as you work towards being a better artist.

Your drawings are sure to improve, if you bear in mind proportions and perspective from the outset. Take your time and map out your drawing. Planning saves you the frustration of having to erase or start all over. Remember, drawing people should not be rushed. Take your time and be deliberate. You should keep practicing and improving your skills of observation. Soon enough, drawing will come naturally for you.

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How To Draw Shoyo Manga Volume 1

By Christy Peraja (Author of “How To Draw Shoyo Manga Volume 1”)

Do you want to learn how to draw shoyo manga? If you are wondering what Shoyo Manga is, it is a type of manga made for girls, particularly girls from 7 to 18 years old. If you think you don't belong in the bracket, think again! I believe Shoyo Manga is the most commended and appreciated type of manga for many different kinds of readers. Whether you are younger, older, female, or male, Shoyo Manga could be the manga you are looking forward to read.

Shoyo Manga is known for its adorable, charming, cute, and naturally innocent manga characters, along with it is the fascinating fashion and romantic scenes that adds spice to its story. It is also famous with its light and relaxing plot of the story and the hilarious scripts since it is originally made for the youngsters.

Here are the most important tips in making Shoyo Manga:

FIND YOUR DRAWING SPACE. This is most likely the easiest tip I could give. Just find a peaceful place where you can clear your thoughts from all the stress you have. It could be your room with your graphic table and your drawing materials. Or it could also be outdoors and your sketch pad lying on your legs while you're drawing. Anywhere is possible, as long as you know you will be at ease in that place.

CLEAR YOUR MIND AND GET READY TO START. Before starting, make sure your mind is cleared. Imagine you are in a different dimension where your shoyo manga characters exist, another dimension where you can make all things possible with the use of your pencils and drawing paper. When you feel like it is already there, then you are ready to start. Music helps as well.

KNOW THE UNIQUENESS OF DRAWING A SHOJO MANGA CHARACTER. There are steps in drawing any type of manga characters. And we follow the same steps for every character, but the difference is how they were drawn. The shoyo manga characters have to look more colorful, enchanting, and livelier. There should be more highlights and sparkle on the characters to show the magic and the humour in the shoyo manga story.

BE CREATIVE IN DRAWING THE DETAILS. Drawing details is very important in shoyo manga. The hairstyle, the fashion, and accessories all play an important. Although most shoyo manga settings are in the school, they also show different styles on the characters' outside school activities where they effortlessly exhibit their good sense of fashion.

FEEL THE ROMANCE. We all know shoyo manga focuses on romance. The best way to create a romantic scene is to feel the romance as if it is your own. Sketch a scene you

would also love to experience. Add little exciting surprises like fireworks or transparent bubbles. Anything that would give a more effective romantic scene for the readers' eyes is good in a romantic drawing.

FIND A GOOD BOOK. To learn more about the techniques and drawing principles, find a good book that will give you more knowledge and information in improving your skills in drawing shoyo manga. Copying the drawings from drawing tutorials is a good way to start learning how to draw until the time that you can create your own. You can check on the internet where you can see incredible books worth paying for.

PRACTICE! Give time for drawing until you master it. Practice one topic at a time. Practice a lot!

There are many ways for you to improve your drawing skills, but you must also be aware that this skill could not be learned overnight. It is a process of passion for drawing and discipline in learning. Do not stop practicing until you get to know how it's done.

If you want to learn more about this topic, then visit www.howexpert.com/shoyo1.

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How To Draw Shoujo Manga Volume 2

By Caselyn Villar (Author of “How To Draw Shoujo Manga Volume 2”)

Shoujo is one of the most popular genres; “shoujo” literally means girl or young woman, so if one could say shoujo manga is girl manga. Shoujo does aim to entertain mostly girls using elements that attract only girls like cute stuff or hot guys which every girl could be in love with, these are specifically known as Bishounen characters or bishies. While we won't be covering bishounen in this book (there are actually no guys at all in this edition but look for other guides coming soon!), in the book, you will learn to draw your own shoujo character.

We have always been inspired by shoujo mangas like Boys over Flowers, Fushigi Yuugi, Cardcaptor Sakura, Sailormoon, and other great shoujo mangas out there. We also always feel the pinch of staring a new manga; it's always hard to make your own character, especially without making her look like another popular character. People quickly spot the similarities, though, and call you a rip off! You may feel like your person style is not good enough or your drawing is not worth selling, or you may feel like the character was so much better in your imagination. This book will offer you a lot of guidelines about how to create a manga character and what makes one character look different from another. It will also teach you unique guidelines to make your art much better and your characters more original. While all artists are constantly improving and none are perfect, this book will help you move much further in your art. You will learn better control and what you need to improve, and this book will offer you practical exercises to improve. Though this book only covers basics due to its size, we will show you basic body positions and important details about faces and style.

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How To Draw With Charcoal

By Adrian Sanqui (Author of “How To Draw With Charcoal”)

Using a charcoal pencil is harder than it looks, whether you are trying to create a cartoon character or trying to draw a real person.

There are a lot of times when an artist will buy a set of charcoals even if he's an ink artist. He may do this out of curiosity or perhaps is simply replacing a graphite pencil with a charcoal stick for making doodles, and then when he starts to draw with it, the whole thing smudges off, the whole paper turns gray, and then he tries the harder one and learns that he couldn't even sharpen a charcoal pencil properly.

This is because charcoal is more like a pastel than a pencil, and its sensitivity increases as the charcoal gets softer. A compressed charcoal pencil is labeled H and B, which stand for hardness and blackness. The higher the B score, the softer it gets, and that's how it goes for hardness too, and some charcoal pencils are simply labeled with soft, medium, and hard.

There are more kinds of charcoals aside from the charcoal pencils. There are uncompressed charcoals available, most of which come from willow sticks and vines. They can be erased very easily and have a dark gray tone.

Another one is compressed charcoal sticks. They produce darker tones. These are usually thick edgy sticks which come in a variety of shades.

For you to know how to draw with charcoals, you have to learn what comes first and what to do from there.

So first, you must make an outline of your drawing with very light shades. If this is a problem for you, you can always start with regular pencil for outlines and indentions, because these lines will be overlapped later on anyway.

When you already have your outline, make indentions for the shades. You can use hatching or simply make an outline of the shades, so basically this is contour lining.

Now if you used hatched lines, you will probably produce a rough textured image. To achieve this, smudge the lines carefully with your finger, or use cotton if you prefer. Rub it until the lining patterns of your line shading turn hardly distinguishable. Redo your cross hatching if you want to strengthen the shade and just repeat the smudging afterwards.

If you make an outline of your shade patterns, it means you intend to make a soft textured 3D looking image. You will be using the wide points of your charcoal and the

stained cotton. Anything you used to smudge your markings, because you will be playing with black, gray, and fading tones until you achieve the contrast you want. Do the heavy shades first, and I will advise you to use a cotton to dab the dark tones and by the use of that stained cotton, you can achieve your gray tone, just go over your drawing at least three times and remember to redefine the portions that should be obvious to easily distinguish the drawing.

To finalize your drawing, redefine the light shades or highlights by carefully erasing this portion. Expose the bright color of the paper to achieve proper light tones. Having a kneaded eraser will make this finalizing easier rather than a regular eraser for graphite pencils. Do not use rough or hard erasers, because it might ruin your paper and leave a mark that can't be undone.

In performing these steps properly and in order, you will have no problem handling it. Remember to keep practicing all the time.

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How to Dryland Train For Swimming

By HowExpert Press (Author of “How to Dryland Train For Swimming”)

Swimming is a diverse sport that uses practically all the muscles in the body. It's great for cardio vascular fitness and can also help boost metabolism in helping people effectively loose weight. People swim for a variety of reasons. Some do so for recreation, competition, and fitness. There are open water settings as well as pool settings. Swimming can be hard to adapt to and learn form some while others take off with it pretty well. Either way there are some great dry land training techniques you can use to train for swimming. Here are some basic suggestions you can use below to enhance your swimming performance through the use of dry land exercises.

There are three areas to focus on when dry land training for swimming they go from the legs, to the core, to the upper body. Here are some reasons why and some exercises you can do at home.

LOWER BODY

Your legs are the most important portion of your body in terms of acting as a power reserve in swimming. They help you kick and bring home a race when you are feeling fatigued at the end and have no energy reserves left in your arms to finish strong.

They are the largest muscles you will use in the water and therefore you should train them quite well to build power and strength.

Jump Roping

This is a great exercise both that's both cardiovascular and helps build endurance. You can use a regular jump rope or a thick twine one from a hardware store for extra resistance. You can break up the interval sets into 3x30 second ones or see how long you can go before you reach a state of fatigue.

Platform/Box Jumps

You can do box or bleacher jumps to help build your strength in your legs for kicking and vascular endurance. You pick a raised platform of some such and perform jumping exercises onto and off of the box. Again you can do the set in 3 sets of 10 or 15 perhaps or for one set until exhaustion.

Please make sure to use safety. As you fatigue you may not have the same jumping height towards the end of the set and could slip and hit your shin or chin. So please use extra caution.

MID SECTION

Crunches

You can do a set of 3 x 30 crunches with a proper crossing and relaxation of your arms while lifting from the center of your chest.

Planks

Planks can be a substitute for crunches if there is too much pressure on the neck. Planks are used when remaining in a prone position on your toes while using your elbows to support yourself. You use your core to stabilize the body while relaxing the neck.

UPPER BODY-Stretch cordz

Sitting Rows

Sitting down pull the stretch cordz to your sides while keeping your elbows in

Reverse Fly's

Grab both cords and pull raising your arms shoulder width apart and carefully squeezing your shoulders together.

Long Pulls

Grab both cordz and pull straight back evenly and symmetrically with your arms.

These basic exercises will help you garner some extra strength with some extra muscle tone as well in your swimming endeavors. You can do most sets in 3 sets of 15 or until exhaustion.

Thanks for reading and please use the utmost safety when performing these exercises to get maximum benefit.

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How To Fight Muay Thai

By Jane Mosley (Author of “How To Fight Muay Thai”)

If you are interested in Muay Thai, you want to learn the history, culture, and traditions of Muay Thai, as well as the techniques. You owe it to yourself to become familiar with the art you are studying. Muay Thai is a highly respect martial art in Thailand and is their national sport. While Muay Thai is a dangerous and lethal fighting art, it is also one that requires the fighters and students to be humble, modest, and highly respectful of their teachers and elders.

One of the most important traditions and customs in *old school* Muay Thai begins with the Wai Khru/Ram Muay.

- The Wai Khru/Ram Muay is a pre-fight ritual that pays respect to teachers and all those important to the fighter. The Wai Khru/Ram Muay is performed by both of the fighters prior to their bout and is, in fact, mandatory in Thailand. It is also one of the most important and time-honored traditions of Muay Thai.
- The mongkon is a circled adornment worn on the head as a charm to bring good fortune. The mongkon is also thought to keep the wearer from danger. The mongkon is worn for the entire performance of the Wai Khru/Ram Muay and removed by the fighter’s corner person or trainer prior to the fight.
- Amulets and charms are deeply regarded in Thailand and are often thought to have magical or supernatural powers to help fighters keep out of harm’s way. Most amulets have been handed down through generations or are family heirlooms. Fighter’s amulets may consist of a dhagrut, pitsamorn, waahn, prajied, or a pirod.

Muay Thai is referred to as the Art of Eight Limbs as the hands, knees, elbows, and legs are used to attack and defend.

Techniques you will want to become familiar with in Muay Thai are:

- Round kicks, which can be targeted to the head, mid section and torso, or legs. A round kick can not only knock an opponent unconscious, but could ultimately end a fight.
- Push kicks or front kicks are targeted to the solar plexus, mid section and hips.
- Punches – including the jab, cross, hooks, and upper cuts.

- Knees can be thrown at the mid section, thighs and legs, and even the face. Techniques for knees are clinching or throwing long knees to catch an aggressor.
- Elbows are the most deadly of the Muay Thai weapons and can cause serious injury. Targeted areas of elbows include the eye socket and top of the head.

Muay Thai fighting is known for the footwork. In a proper muay stance, the posture you execute will put you in a constant ready position. The proper stance and footwork is essential to learning Muay Thai. If you do not have a proper stance and footwork, you will not be in a position to attack or defend. Without basic movements, hands and arm positions, and footwork, it will be almost impossible to expand on your skills.

Muay Thai is a beautiful and highly regarded martial art and sport. The skills you learn in Thai boxing can help you become a healthier and more confident person. You can use Muay Thai to develop yourself physically, mentally, emotionally, and spiritually.

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How To Find Love After Death Of Husband

By Marieche Balili (Author of “How To Find Love After Death Of Husband”)

The reason why we are afraid of love is because we want to shield ourselves from pain. We are afraid to get hurt again. We are afraid that if we face the same ordeal we might not recover and get out of the shadow of misery and loneliness of grieving.

Knowing what to expect and the ways to moved on and continue life’s journey is very important. Now that we are prepared to face yet another phase of our life, enjoy it because loving is life’s gift. Enjoy the wonders of love and anticipate good things to come your way because of love.

We must understand the importance of emotional preparedness and physical preparations to get us ready in the arena of love. We also have to consider our physical appearance. We went through hell during the times of grieving and it creates physical if not emotional damage to us.

- Our hair becomes dull
- We gained weight
- If not we loose weight and the skin is now sagging
- We developed bad habits like
 - Smoking
 - Drinking
 - And worst drug addiction
- Our teeth is not that presentable, plaque is building up
- We became old fashioned
- We now have wrinkles
- We forgot to take care of our health in general

Although, these can create temporary damage to our general health we can still reverse the damage and create a new and healthy you.

There are several natural treatments and services available to take care of our body and help regenerate the damaged cells.

- Spa
- Massages
- Hair salon that offers natural hair treatment

It is also important that we update ourselves with the latest fashion available through the list below to contemplate on the latest trends and style to complement the new you.

- Magazines
- Internet
- Fashion shows
- Entertainment shows

Emotional preparedness is as important as physical preparations. We must know how to combat stress and fight depression to find our love back. There are available technique in dealing with stress and depression. What's important is to surround your life with positive people, happy thoughts and lively environment to take you out from thinking negatively.

If it's hurting you then deal with it right away and resolve the inner issues to prevent from building up emotional garbage. Try getting a journal to express your feelings and read your resolution from time to time so that you are reminded of your goal. Visit your achievement wall as well to inspire you. Achievement wall can be a tally sheet of your daily, weekly progress when it comes to action planning, and development assessment or an actually board hanged on a wall with your achievements clipped on it. I suggest you put pictures of the places you've been to or proof of your achievements like if your goal is to loose weight, hang your weight card with your instructor's signature.

Love should on no account be a burden to anyone; it should be like a sponge that absorbs the negativity and light our path. It should be the oil to keep our lamp burning; the igniter of our faith; the very reason we are still living and breathing; the reason why we are hoping to find someone who will accept the things we've been through and offer a lifetime of happiness. Again, happiness is a choice so if you choose to be happy with someone make sure to stand by with your choices and fight for love.

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How To Fly Fish

By Lloyd Bentley (Author of “How To Fly Fish”)

Fly fishing is an ancient sport that continues to grow on a worldwide scale. It has come a long way since the days of a few pipe-smoking gentlemen in tweed suits splashing about in the chalk streams of England, fooling trout with simple creations of fur and feathers tied onto a fish hook.

Now, nearly every type of sport fish found in the world’s rivers, lakes and oceans has been caught with an artificial fly on a classic fly rod. New companies spring up every year, offering everything from ultraexpensive custom cane rods to mass-produced plastic reels. A growing market, from Anchorage to Auckland, in TV shows, magazines, videos and books feeds the growth and popularity of fly fishing.

From the most famous book ever written on the subject, Izaak Walton’s *The Compleat Angler* (1653) to Norman Maclean’s modern short story *A River Runs Through It* (1976), much legend and lore has been passed on over time. It is the stories told – about fish, rivers, flies and characters – that have provided the greatest allure of fly fishing.

There is a strong tradition of skill and technique built on centuries of casting. There is a huge culture of addicts and aficionados, each with a unique theory or philosophy on catching fish on a fly. The sport draws scholars and preachers and farmers alike. They form a society of perfectionists dedicated to the art and science of matching wits with a tiny-brained fish.

Part of the charm of fly fishing lies in the fact that truth and fantasy are blended like scotch and water. The size of a fish, where it was caught, and what was used to catch it are all subject to change, depending on the circumstances. Relying on a seasoned fly fisher to fully reveal the methods and materials of her success is a gamble at best. The real truth comes with hours spent on the river. You have to get out there and do it yourself.

Tying the perfect fly is one of the long-standing challenges of the fly fisher’s craft; to master it is a great achievement. To fool a big, wily trout with it is something close to greatness. To share it is to give away part of one’s soul.

The longer one spends learning and pursuing fly fishing, the less one knows. Along the way, however, the rewards get sweeter and the memories grow priceless. If you have the temperament to fiddle with small knots and big tangles, the patience to stand by a river and wait, and the commitment to learn the finer points of an age-old pursuit, then fly fishing may be what you’re looking for.

It is inexpensive to get started. You can purchase a complete starter package, including rod, reel, lines, flies and an instructional DVD for about \$200 from a major outdoor sports store. On the other hand, you can spend \$1500 on a state-of-the-art carbon fiber rod.

The fly fishing market is alive and well, but there is one major concern. The numbers of fish, in fresh- and saltwater the world over, are declining. It may be a sign of human neglect or climate change or something else, but for fly fishing to thrive, the fish must survive.

If you get involved with this sport, sooner or later you'll be part of the bigger picture. You'll find out how to contribute when you get your fishing license just by reading the regulations.

For a great, natural experience that challenges the mind and enriches the soul, there is nothing that compares to a day of fly fishing.

Good luck!

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How To Grieve The Loss Of a Husband

BY Marieche Balili (Author of “How To Grieve The Loss Of a Husband”)

Given its complexity and personal feeling, grieving is more on a personal battle. We all are unique and therefore we have different life experiences, different healing method and different ways to overcome the pain of grieving.

Understanding the stages of grief is our first step in our journey to healing. Studies identified 7 stages of grieve and here are the following:

- The state of Shock or Self Denial Stage
- The Pain and Sorrow Stage
- The stages of Deep Anger and Guilt
- The stages of Depression and Hopelessness
- The stage of Self Reflection
- The Process of elimination
- Acceptance, Moving on and Hope

Now that we understand the stages of grief we now go to the next level of moving on which is to understand the different techniques on how to battle the stress of pain and grieving.

Here are some techniques and ways to battle sorrow, pain, depression and hopelessness:

- Immerse yourself to the pain of loosing a husband and cry. Cry because of the loss and cry because of the pain your feeling. It's never a sign of weakness but rather our body's response towards great emotional turmoil.
- Breathe and relax if you feel stressed. Breathing always calms our senses. It gives our body time to deal with pain and heal with it together. There are a lot of relaxation techniques available on videos and books in the market and through the internet like the following:
 - Yoga classes
 - Moments of silence
 - Meditation techniques
 - Keeping silent
- Though resting and sleeping will sound weird and so hard to do because our brain is confused and processing a lot, we have to force ourselves to sleep and rest because if not we will break down. We owe it to ourselves o be healthy at all times and grieving is not enough reason to forget that.
- Never entertain negativity and weird thoughts of suicide and doing harmful things to yourself because you deserve better. There's more to life after grieving.
- Broaden your mind and hope of things to come.
- Surround your life with positive people and happy thoughts.

- Go to church regularly and make God your companion.
- Allow yourself to unlearn the things you do by pair and learn to be independent.
- Never give up on love and loving again.

There's a lot to learn in life. Even this saddest moment of our lives God is teaching us. He is teaching us to depend on him. He wants us to come closer to him and walk by faith. He wants us to experience life and the joys of having someone that we loved the most but he also wants us to experience the sad truth about death and move on so we can share it to the world and help others go through the process.

Life is a journey, a once in a lifetime opportunity to experience the happiness and sorrow; opportunity to feel love and be loved; sorrow and pain; all we have to do is embrace the facts of life and depend on Him.

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How To Have Fun At An Amusement Park

By Ronica Davis (Author of “How To Have Fun At An Amusement Park”)

Ever since the 1500s, people have used theme parks and amusement parks as an escape from reality; a chance to experience thrills that no county fair or carnival can duplicate, and to spend time with their friends and families. High fences and landscaping ensures your escape from the daily grind, and for that moment, you're permitted to be ensconced in a fantasy world of thrills, chills, and spills. Whether you're taking a day trip to Cedar Point or spending two weeks at Disney World, you're sure to experience things that you'll remember for the rest of your life.

Contrary to what I believed when I was younger, you can't just wake up one day and decide to pop into an amusement park. There's always a certain amount of planning involved, even if it's not all that extensive. At the very least, you'll want to make sure you have sunscreen, pain killers, and water bottles with you. And you'll need to be prepared for food, transportation, and souvenir costs.

People still use amusement parks to dive into a fantasy world, but a lot of real-world planning needs to take place to ensure a fantastic time for all involved.

Planning for a trip to an amusement park can be overwhelming no matter if you're going on a day trip or a multi-day vacation, and the main overarching factor is money. Unless you have unlimited funds, visiting a park is expensive! The admission only for a family of four to attend Cedar Point for a day can be upwards of \$200! A multi-day trip to a resort can cost thousands. Budgeting is key if you want to have a memorable time without practically going bankrupt.

There is so much more to planning than money, however. For example, how do you deal with other guests in the parks? What should you eat, and how do you manage to get food for those with allergies or dietary restrictions? If you're visiting a resort in Orlando, where should you stay, and should you eat in your suite or dine out every night? Throw in guests with special needs and babies and children, and planning can be daunting indeed. You want to make sure everyone's happy, comfortable, and having a great time. You especially want to make sure *you're* having a good time.

Amusement parks are a wonderful way to temporarily escape the confines of the real world and the daily grind. You can make fantastic memories while experiencing things that are beyond the realm of what seems possible. Want to experience four hundred foot high giga coasters that blast you off at 92MPH? Want to scream your head off in a ride that pretends to be a broken elevator and drops you thirteen times? Parades, fireworks, greeting characters, and seeing your family smile. That's what all the planning is for, and that's what makes it all worth it.

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How To Homeschool

By Jane Rodda (Author of “How To Homeschool”)

Homeschooling is becoming an increasingly popular educational choice for parents. Whether parents are unhappy with public school standards, have concerns over their child’s learning style, or simply want more time with their family, they have turned to homeschooling.

Although once seen as an option mainly for rural or deeply religious families, homeschooling has now become more mainstream. Homeschool communities can be found in all areas of the world, from cities to suburbs to international locations. There are programs to help develop social skills in homeschooled children, vast educational resources for homeschooling families, and online communities committed to supporting and encouraging homeschooling parents.

The decision to homeschool is not one that should be made lightly. A child’s education is vitally important, and the early school years can have a profound impact on a child’s future. Parents should weigh all of their options and consider what would be the best solution for the needs of their family.

Homeschooling may seem like a daunting task, but it can be broken down into five steps. Take one step at a time and it will be easier than you imagine. Here are the steps:

1. Consider if homeschooling is the best option for your family.

Before you decide to homeschool, make sure that it will work for your family. Do your children respond well to your instruction? Do you have time every day to set aside for lessons, planning, and reviewing? Are you passionate about learning and educating?

2. Research curriculum options.

There are a number of curriculum options available for homeschoolers. Visit libraries, educational supply stores, and even schools to explore the different forms of curriculum available. Know that you can pick and choose from different curriculum providers, and that the main objective is to make sure your children are receiving a full education.

3. Set a schedule.

It is important that you set a schedule for your family to follow while homeschooling. Carve out time each day to focus on learning. Make sure that

during this time you are available to help instruct and guide your children, and to answer questions.

4. Find a homeschooling community to join.

Although this step is not absolutely essential, it will help make the process more enjoyable for you. A homeschooling community can help provide support and guidance, as well as opportunities for your children to have social interaction with their peers.

5. Assess frequently to see if homeschooling is working for your family.

Know that you are free to stop homeschooling if it just isn't working. If you feel your children are better served at a traditional school, then send them to a traditional school. Be willing to assess the effectiveness of homeschooling and make changes as needed.

Although there is ongoing debate as to which educational method is best, it all boils down to one question: Are your children learning and growing to the best of their ability? If parents of children in traditional school can answer yes, then that method is working. If homeschooling parents can answer yes, then that method is working.

In the end, what matters most is that your child develops an excitement and passion for lifelong learning. Whether that passion is instilled in a classroom, at home, or a combination of the two is up to you and what is best for your family.

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How To Install Active Directory 2008

By Abdul Salam (Author of “How To Install Active Directory 2008”)

What is Active Directory? Where does this word come from? Active means full of life or vigilant, and Directory means index. So if we make the combination, then we will understand that it refers to a directory that is vigilant and full of life.

Actually, Active Directory is an application which is the most important part of the Server Operating System. If we say that the Active Directory is the backbone of the Server, or that Active Directory is the lifeline of the Server Operating System, we wouldn't be wrong. Active Directory is the application through which all other applications perform their tasks. Active Directory is not useable only for making organizational units, creating users and implementing policies. Through it many other applications can be run. Let's look at all the applications for which Active Directory is either a necessity or an integral part.

Creation of Virtual Private Network VPN

Through Active Directory you can make a Virtual Private Network in which only authorized users can access the Server from all over the world. Such types of networks are often prepared for marketing staffs or sometimes for account and IT staffs of an organization. If you don't have Active Directory, then having the servers is useless, as we can't manage the work and will obviously not be able to facilitate our staff member.

ADDITIONAL DOMAIN OR BACK UP

We need to have a backup of our server, because if it crashes and we have a backup domain, we don't lose work time. If Active Directory is already installed on the Server, then we can make a backup machine or additional domain. This will help us deal with any problems that arise.

DHCP(Dynamic Host Configuration Protocol)

Sometimes a situation arises in which a new company is furnishing its startup and has several computers. It is very difficult for the administrator to go to each PC and configure the networking settings one by one. It's also very difficult for him to remember the network and protocol names which he has assigned. Active Directory solves this problem. Through the DHCP application, Active Directory allocates the network and protocols automatically to all the computers which are joined to the network.

USER PROFILE

When we create a user, we also have to make a profile to give him space on the server to save his work and data. Active Directory makes things easier for the user by providing space on the server machine.

DISK QUOTA

There is another term you need to know called Disk Quota. In this application we allow the user specific space on the server. Due to this, the user can only utilize that space, not more than he has been allocated. This process is also done through the policy implemented through Active Directory.

RIS/WDS(Remote Installation System/ Window Deployment Services)

When a company starts up and furnishes its office, there is a need to install the operating system on each computer. This is once again a great headache for the administrator to go to each PC and install operating systems one by one. It takes a very long time to do that. This problem is also made very simple with Active Directory. Active Directory can install operating systems on almost 72 PCs at a time through Remote Installation Services, which also is known as Window Deployment Services.

Active Directory is the lifeline of a server, and its good maintenance is the lifeline of any organization. Administrators should be vigilant in their work and should know the basics as illustrated in the guide “How to Install Active Directory in Server 2008.”

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How To Jiu Jitsu For Beginners

By Nathan DeMetz (Author of “How To Jiu Jitsu For Beginners”)

Jiu-jitsu is a traditional form for martial arts that has gained popularity in the world of mixed martial arts (MMA). It is a combat art that focuses on chokes, joint locks, and controlling the body of an attacker. There are gi and no-gi forms of jiu-jitsu. Gi based jiu-jitsu uses a karate style uniform, while no-gi is sans uniform. Jiu-jitsu has been around for many years, but gained widespread recognition in the 90's. The martial art gained mainstream popularity through the Ultimate Fighting Championship, which was introduced in 1993. This competition featured fighters from various disciplines who were brought together to prove which combat style was superior. The jiu-jitsu practitioners and teachers, the Gracie family, originally organized this event. One of the family's stars dominated the early events, Royce Gracie, who won all of his fights during the first few tournaments simply by using jiu-jitsu. Even against larger and stronger opponents, the power of jiu-jitsu prevailed. Today, almost any fighter who steps in the UFC Octagon has some knowledge of jiu-jitsu, whether it is how to defend against it, how to attack with it, or how to do both.

The roots of jiu-jitsu, or grappling, are not entirely clear. The martial art is rumored to have origins in India with Buddhist monks. Jiu-jitsu became popular in Asia and does show some roots in Japan. From Japan, it spread to other parts of the world. Japanese jiu-jitsu found its way to Brazil, in the where it was introduced to the Gracies. The Gracies took this art and expanded upon it, creating what is known today as Brazilian Jiu-jitsu. This is the form of jiu-jitsu known by most people and is the form that was introduced at the UFC. While similar to other forms of jiu-jitsu, and similar martial such as Judo, Brazilian jiu-jitsu has its differences as well. Other forms of submission-based martial arts put a great emphasis on strength and power. For example, judo has a heavy focus on throws and wrestling focuses heavily on takedowns. These types of moves are strength based and generally require a great deal of physical power, especially when employed on a larger opponent. A smaller person may have trouble employing techniques in this manner. Taking this into consideration Brazilian jiu-jitsu focuses heavily on defense and the ground fighting aspect of grappling.

Every form of jiu-jitsu, and indeed every grappling art, has merit. The best grapplers in the world have practiced multiple forms of grappling or submission based combat. In jiu-jitsu schools around the world, a person will see influences from other grappling arts. Brazilian jiu-jitsu has a base in Japanese jiu-jitsu yet has borrowed aspects from wrestling, such as the double leg takedown. High school wrestler turned jiu-jitsu practitioner Eddie Bravo learned traditional jiu-jitsu from Jean-Jacques Macahado (a Gracie student) that he then evolved. Bravo's skills are strictly based in no-gi grappling with his spin the rubber guard and its extensions. Famed Japanese grappler Shinya Aoki has learned rubber guard techniques from Eddie Bravo. Aoki has passed his skills on to others. The jiu-jitsu game is a live organism that is ever evolving. The traditional art

continues to move forward but new additions spring forth as practitioners critically analyze jiu-jitsu and create something bigger. As the years move on, jiu-jitsu will continue to evolve and affect other forms martial arts and MMA.

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How To Learn English Grammar

By Virginia Fidler (Author of “How To Learn English Grammar”)

The Importance of Correct Grammar

When we communicate with words, we use grammar. We put words into sentences, and we combine sentences into even longer essays or thoughts. Every step along the way, we make choices as to what words and punctuation we use. The wrong word, or a misplaced comma, can change the meaning of a thought entirely.

That is why grammar is important. It is the tool we have to communicate effectively. The greater our choice of words, and the more accurately our usage, the more precise we can be when we speak or write. This enables other people to understand us better without misunderstanding or misinterpretations.

Without a clear knowledge of grammar, it becomes difficult to form clear thoughts and to communicate to others. Even if we know all the right words, understanding proper grammar makes us clearer and more interesting.

In business, correct grammar is a critical communication tool. Memo and letters that adhere to the proper rules of grammar set a tone of professionalism and competent. Incorrect or poor grammar increases the possibility of misunderstanding among parties. Overall business can be negatively affected by miscommunications because it is difficult to take a business serious if it does not use proper grammar in its correspondence.

Correct grammar conveys confidence in the accuracy of what we are saying. If our words are precise, so is the thinking behind it. The way we use words is so important, most companies do not hire people who have poor oral or written skills. Whether it's fair or not, people will negatively judge a person who cannot distinguish between *there*, *they're* and *their*. In some ways, using good grammar is a sign of respect. It means you care enough about yourself, and the other person, to express yourself in the clearest way possible.

If a person does not think that grammar is important, he or she will more than likely think that many other details are unimportant. It gives the impression of overall sloppiness. It closes doors for jobs that might otherwise be open.

The rules of grammar are not arbitrary. Their very existence ensures that we communicate at the highest level possible every day of our life.

Grammar isn't just about rules learned in a classroom. It is the method we use to communicate. If we don't care how we communicate, people might think they know

what we are talking about, but important meaning gets lost. We might as well just grunt and point.

Most of us understand that when we go for a job interview, we do not dress in jeans and T-shirt. We wear a professional suit because we know that the impression we make is important. Why would anyone dress in a suit and sound like he or she is wearing jeans and T-shirt. The way we correctly use words is as important as how we dress – and probably much more important.

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How To Live Green On a Budget

By Brian Salman (Author of “How To Live Green On a Budget”)

Have you ever wanted to live a greener lifestyle, but keep get detracted from doing it because your wallet just doesn't allow for it? It's time to think different about going green. What could be simple, easy and environmentally friendly has gotten caught up in too much advertising.

Try to think of the last time you may have read an article about going green and it didn't include a long list of products to buy to be greener. Can't think of any? That's because it's all about selling products in those articles.

Take the power back! You've probably already things like, “Don't leave the light on in a room when you aren't in it,” or, “Don't leave the water running when you aren't using the sink.” Those don't happen to be the only tips that don't cost any money (and actually save you some in the process). Just take a look at your surroundings at home, and there are plenty of things you can do with what you already have that will make you environmentally friendlier, and save money!

The key is to think strategically about your home. The great part about it is that you only need to develop the strategy once, and it will last you for a long time without needing to overhaul the whole thing! Take an hour here and there and rethink the way you do certain things, and how you can do them greener.

For example, when you leave home, don't leave electronics turned on. They are sapping power throughout the day, even when you aren't using them! Yes, the TV may be turned off, but it is still taking a big amount of electricity. The TV knows what time it is, and knows the instant you press “Power” on the remote because those portions of it are still getting powered. Having those devices truly off means unplugging them or shutting off the power strip they are connected to.

Rather than running out and buying the latest green model power strip, you can just strategize with what you already have. Plug in devices that should be on or off at the same time to the same power strip, and turn off the whole thing when not using them. It's a very simple solution that doesn't require you to spend anything. Your energy bill will even go down because of it!

Get creative, and think of simple ways you can make similar adjustments. Never forget: being green means consuming less. Consuming less should cost less! Of course, there will be big ticket items that will require money to be thrown at it, but that shouldn't be your first option. Even greener products can be used wastefully, so start with your habits!

The next time you take a look at anything that advertises an “all green makeover,” or a similar saying, take a step back and think of reality. Rather than running out and buying anything, no matter how big or small, think of your habits in using what you already own. Running out and buying all new green light bulbs will save energy, but if you leave them on all day what’s the point? What’s also to think of is if you’re throwing away perfectly good light bulbs just because they aren’t the greenest. Wait until a bulb burns out before replacing it, because doing otherwise is wasteful, just in a different way. You’re adding unnecessarily to the trash pile rather than wasting electricity in that case.

In conclusion, just look at going greener very plainly. Does something require constant money to be thrown at it to make a difference, or can you change the way you use what you already have to achieve a similar goal? Doing what you can to be more environmentally friendly will make you feel better, save money, and help the planet in the long run. If we were all rich, we could all run out and get everything the absolute greenest it could be. Since that isn’t the case, let’s be proud in the mutually beneficial steps we take every day to save the planet, and our wallets!

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How To Live With Bipolar Disorder

By Christina Reilly (Author of “How To Live With Bipolar Disorder”)

Bipolar disorder is more common today than it ever was.. It is a disease or a mood disorder in which one behaves in an irrational way with phases or stages, in which one “cycles”. This cycling can go on for weeks, months or even years, if it goes untreated!

The Twelve Step program to deal with your Bi-Polar:

1. Know your Disease, Admitting you have a problem and diagnosing it: This is self-explanatory and very important to do. Once you do this, it's easier to follow through with the rest of the steps involved.
2. Locating a great psychiatrist and counselor: This is the most important step to follow through. Don't settle for a counselor or psychiatrist you're not happy with. Take the time to find the right one for you and your needs. I can't stress enough how important this is to do for you.
3. Changing your outlook on life and how you see yourself: Working on how you see life and yourself is not always as easy as it seems but if you know yourself then this will work better for you.
4. Work your program: Working your program is what it's all about. Learn to work your program and follow all the steps. You'll be better off for this, in the long run.
5. Learn to see signs of trouble: Being able to spot signs of your having trouble will help you to start learning to stop from getting sick before it happens. If you can do this, than you will be a lot better off, in the long run .
6. Making amends and forgiving yourself: Forgiving ourselves isn't always easy but in order to move forward it's a good thing to do. Making amends makes you and others feel better about things and the situation too.
7. Conquering your fears and handling stress: If you can get a handle on your stress from your Bi-Polar Disorder than you won't get sick so frequently or even at all. Also, conquering your fears is just a good way of motivating ourselves to do more.
8. The Phases and Hospitalizations: medication is an important part of the process here. Getting on the right ones is the key to success. Knowing the phases or stages of Bi-Polar Disorder will help you see signs of trouble coming on with yourself. Hospitalizations are just sometimes part of the process.

9. Taking advantage of the new “YOU”: Learning about how to deal with the new “YOU” is just part of the process.

10. Following the Steps to a new life: Following the steps to a new life is what it’s all about.

11. Helping others to help themselves: This is an optional step but it does help you feel better about yourself and what you have learned.

12. .Reflect and learn from your past: You must always learn from the past even while reflecting on it. The past is what makes you who you are today.

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How to Live with Type 1 Diabetes

By Corey Reese (Author of “How to Live with Type 1 Diabetes”)

Diabetes is one of the most widely-known illnesses in the world. For all the resources out there on how to treat it, though, there are very few that discuss how to live with it. Furthermore, it seems that type 2 diabetes has become the crowd favorite. Most articles and books today talk about diabetes from the type 2 perspective by default. Not only is this a letdown for type 1s, but it could potentially be dangerous if the wrong type takes those steps. This article focuses on the type 1 diabetic situation, and how to live with diabetes instead of live in fear of it. Here are three easy steps to not only lowering blood sugars, but making sure they don't go rogue again.

Know your tendencies: Most type 1 diabetics notice when their sugar levels are as little as ten or twenty points below the norm. When it comes to high blood sugar, however, they could be a hundred or even two hundred points above normal and think they're perfectly fine. This is because, before being diagnosed, most diabetics spent their entire day above 300 or even 400 points. The best way to counter this is to get paranoid. Be aware of when things feel too perfect, and backtrack the past few hours in your head. This is especially useful when first waking up in the morning.

Be wary of sugar levels during and after exercise: This is a tricky subject. First of all, your body can produce hormones that raise sugar levels. It's not a good idea to take insulin right away after this because the effects are usually short (around twenty to thirty minutes sometimes) and your sugar levels will crash in the next few hours. Then, there is also the issue of dehydration. The less water that's in your blood and skin, the more concentrated sugar levels will be. It's also a bad idea to take a corrective before drinking some water because your sugar levels might actually be a lot lower than you think. Thirdly, it's possible that, while exercising, the body had low blood sugar and glucose was released into the blood to stabilize it. Taking all three of these things into account, it's best to wait a few minutes before taking a corrective or eating after exercising.

Label your supplies: People will mistake blood sugar kits and insulin pumps for phones, ipods, and anything else that's popular. If you leave them out in public places they will be stolen. Don't assume that thieves will check their loot to make sure they got the right thing. Also, don't assume they'll know what it is even if they do check. For those of you who think that, once someone realizes they got the wrong thing, they'll return it because it's someone's medicine, you're wrong once again. It'll end up in a trashcan, or on the street, or in the corner of a locker room. If some other nice soul finds it after that they might turn it in, but don't rely on such poor odds. Label your supplies with information on what they are and who owns them and save yourself a lot of grief.

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How To Make Fabric Accessories

By Khyria Cepe (Author of “How To Make Fabric Accessories”)

If you want to be able to have the right accessories for every outfit that you own and every occasion that you go to, grab a copy of “How To Make Fabric Accessories” to learn the most simple steps for creating amazing designs for earrings, bracelets, necklaces, bangles, purses, and hair accessories. This guide has easy-to-follow instructions, and the projects are organized according to the level of intricacy involved. It starts out with beginner level items that can be completed within 10 to 15 minutes and gradually increases to bigger projects that may take several days to accomplish.

Fabric and other items used for sewing projects such as laces, ribbons, and buttons make wonderful materials for fashion accessories because of the wide variety of textures, colors, and prints in which they are available. Using these items will give you more design flexibility and uniqueness, making your pieces more interesting. Craft starters and budding accessories designers might be intimidated at the thought of using fabric, thinking that they would need to be really nifty with the needle. You don't have to worry about that because “How To Make Fabric Accessories” includes several no-sew projects that only require you to use fabric glue to complete your item. Short instruction guides on the most basic embroidery stitches and sewing techniques such as the back stitch and the blanket stitch and how to attach buttons are also included to help you improve your sewing skills.

“How To Make Fabric Accessories” will not only help you start a new hobby in making and designing fashion accessories, it will also give you bright ideas on how to reuse, recycle, and repurpose scrap fabrics such as excess denim from your favorite jeans, a blouse that you do not like to wear despite its exquisite vintage print, and old laces, ribbons, and buttons that you found from your mom's stash box from when she was just learning how to sew. These are some of the most interesting materials that you can use in your projects. Denims are perfect for bangles, dainty vintage cloth is wonderful to wrap beads with, and laces and ribbons can definitely spice up that boring chain necklace you've grown tired of. Add some colorful buttons, and voila! You have now breathed new charm into that old piece.

It would be so amazing if you learned how to make your own fabric accessories. Aside from being able to recycle and repurpose old materials, you will have the most unique designs that are not available anywhere else. All eyes will be on that fabulous statement necklace that you've fashioned out of scrap pieces of chiffon, a chain, and some beads. You can share the limelight by making some fab pieces for family and friends. Make cute little button earrings sewed on brightly colored felt for the young kids. While you're at it, you might want to make little matching purses that the little kids can carry around. Give your best friend a pretty denim bangle, or turn your mom's old lace into a sexy and

romantic neck piece. You can even start a little business with the skills that you'll acquire from this guide!

Grab a copy now and start a new, creative, and lucrative hobby with "How To Make Fabric Accessories"!

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How To Make Handmade Jewelry

By Genny Wilson (Author of “How To Make Handmade Jewelry”)

Want to jump right in to jewelry making?

Knotting

Knotting can add a different effect to your jewelry. Depending on the material being used, it can add a natural or outdoorsy feel. Remember to experiment and see where you are most comfortable and what you find to be the most appealing to you and others.

I add beads to my knotted jewelry all of the time. I think beads really bring a piece to life. If you like the idea of adding something to your pieces but don't feel beads are your style, experiment with different things like buttons, sequins or even trinkets. The key to making jewelry is to be creative. If you have a recurring theme in your jewelry, try new ways to emphasize this theme and branch out.

Sequins

Sequins are the perfect item to incorporate into your jewelry. They sparkle, come in every shade of color and shape, and are pretty inexpensive. But how do you actually incorporate them? You can use them as charms by putting them on a jump ring. This is the technique you will probably mostly be using. It's the simplest, easiest, way and it ensures the sequin is in full view.

When you work with sequins remember that they aren't quite as durable as beads and other frequently used items. When it comes to sequins you have to have a little bit of patience, if you aren't careful you might fold them. When they are folded over it causes a crease to form and it doesn't always sit right afterwards.

Clay

Clay can be a very valuable resource when making your own jewelry. It is pliable so you manipulate it into your desired shape and then bake it so it then becomes hard. It can also be painted to add color, or bought in colors to save you time. An important tip when working with clay is that you may want to seal your piece for added strength. In fact, while it is not required, I highly recommend that every piece you finish that includes clay be sealed.

There is also a type of clay that turns to metal (metal clay is available in gold, silver, bronze, and copper) once it has been baked and brushed with a metal bristle brush. This can be quite useful when you want to create your own metal rings or pendants. However there is a downside: you can only work with small parts and it costs a pretty

penny for the kit. If you would like more information on Metal Clay visit www.firemountaingems.com scroll down and click on metal clay on the left side of the screen under Jewelry Supplies.

Remember to be unique. Making things you've seen before is okay but it is much more rewarding to make something you designed yourself. You don't need to make a really intricate piece of jewelry, you can make a really simple necklace and it turn out awesome just because it is different. Above all remember to enjoy yourself and have fun!

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How to Make Hemp Earrings

By Robyn McComb (Author of “How to Make Hemp Earrings”)

Hemp jewelry is made using a series of knots. There are countless different knots that you can use to make beautiful jewelry. You can also add different kinds of beads, shells, buttons, feathers, or other adornments to make your jewelry even more beautiful and unique.

Nevertheless, hemp jewelry making is not very difficult. All you really need to know how to do is the square knot. The square knot is a very basic and easy knot that you can learn in a matter of seconds. Once you knot this knot, you will be able to create hemp jewelry! From there on, you can learn other more complicated knots.

To make a square knot, you first need to separate your threads so that you have two on the outside (we will call those knotters) and two on the inside (we will call those carriers). Now you're ready to begin your knot. Follow these simple steps to create a perfect square knot:

1. Take your left thread and lay it across the carriers and the other knotter. This forms a right angle.
2. Take the right knotter and place it over the right angle that you just made with your left knotter.
3. Pull the right knotter under the left knotter and the two carriers and pull it up through the loop made by the left knotter.
4. Now pull the two ends of your knotters tight. You will get a knot that is square in shape.
5. For your next knot, you want to start with your right knotter. Repeat the process listed above, but on the opposite side.
6. As you make your piece, alternate which knotter you start with. If you don't do this, you get the spiral knot, which can also be a lovely knot to make your jewelry with.

You can use square knots to seal off pieces at the end and beginning. You will also be able to use this knot to make entire pieces. The spiral knot is just square knots created with a knotter from the same side. If you start on the left repeatedly, your spiral will tend toward the left. If you repeatedly start with the right knotter, you will get a spiral that tends toward the right.

See how easy that is? This one simple knot can make up the entirety of your piece of jewelry. It can also let you create other knots, such as the spiral knot. Using the square knot to tie off your piece and hold beads or other adornments in place is also possible. All you really need to know is the square knot and you are on your way to making beautiful hemp jewelry!

Hemp jewelry making is supposed to be fun. So take it easy on yourself. Start with the square knot and keep it simple. Worry about more complex knots when you get the square knot down and have more confidence.

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How To Make Hemp Jewelry

By Tabitha Clark (Author of “How To Make Hemp Jewelry”)

Because hemp grows just about anywhere, with little tending necessary, it is a plant whose resources have been realized all over the world. To the ancients, hemp could be thought of as a saving grace. A plant with so many uses would certainly never go unnoticed. It has been used for food, fuel, medicine, paper and fiber, among other things. The fiber of course, is used to make many things, including jewelry.

Hemp jewelry is just as popular now as it has ever been in the past. For thousands of years, hemp jewelry and accessories have adorned people from all walks of life, from the very rich to the very poor. Throughout the ages hemp has even been found on animals for décor and identification purposes, on ships as rope and decor, and within the homes of people as plant hangers, hammocks, furniture, tapestries and many other things.

The era most of us are familiar with that showcases the popularity of hemp jewelry is the 1960s and 1970s. Hemp was very trendy in this time, finding itself within the homes of even the most modern and chic. Today, hemp is making a huge comeback, especially within the realm of sculpting. Macramé is rightfully gaining its status as a true art.

Though the styles and tastes of people have changed through the ages, the methods of making the jewelry and other such adornments from hemp have remained mostly the same. It is a series of knots and/or weaving to produce a pattern, or a geometric pattern known as macramé. In past centuries, the art of macramé was referred to by sailors as square knotting, because that is mostly what they did. To the present day, the square knot is still the most common knot used in hemp jewelry. The square knot alone can be used to create hundreds, possibly thousands of styles of jewelry.

For those who want to learn to make jewelry, hemp is great material to start out with. Macramé is a fun craft for people of all ages and backgrounds. Children and teenagers especially love to craft hemp jewelry. The jewelry is very durable and lasts for years, due to the incredible strength of the hemp cord, even after getting wet multiple times. Hemp is a very inexpensive material to work with, and is widely available almost anywhere in the world. It comes in many different sizes, colors and qualities making it extremely versatile. Add beads to the mix for even more variety.

The techniques for making hemp jewelry are quite simple and can be learned very quickly, though the process of actually making the jewelry can take a little time. The hemp jewelry maker can find a variety of projects, all of which can be tailored to the maker's individual taste. Each knot and technique creates a vastly different look, making the choice of styles virtually endless. Each piece of jewelry that is created is quite unique, and each a presentation of the artist's talent and skill.

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How To Oil Paint

By Manaal Javed (Author of “How To Oil Paint”)

You are creative if you have come to this guide, so learn to paint in the oil medium. Discover the amazing results you can get with oil painting. Become skilled when it comes to colors and oils. Get the knowledge to create amazing oil paintings in no time.

Here are some highlights from this amazing guide:

- **History** -Get to know the history of oil painting.
- **Understand the materials needed for oil painting**

When you start painting with oils and enter an art store, there is so much to choose from. How can you paint without having the knowledge of the tools you need for painting? Understand what to get and how to get it. Learn about the variety of painting materials available. With the help of this knowledge you can buy wisely for your painting.

Oil Paints - different oil paints and their use is explained in detail so that you can pick up the best possible oil paints for yourself. Creating more colors from just three colors is explained in simple terms.

Turpentine Oil/Linseed Oil – it is important to get to know which oil to use for which purpose.

Wooden Board - it is important to get a supporting surface for your painting, and which one to get is explained in detail.

Masking Tape - to stick the paper to the surface to paint on is necessary, read the guide to learn more!

Canvas/Cardboard Paper/Hard Sheet - which surface to paint on, and why is it important to get different surfaces? The answers are explained in this section.

Brushes, preferably Flat brushes - it is important to get the right type of brushes for painting. Get the knowledge of which brushes to buy and how.

Palette - something is required to mix paints in, and for this purpose palettes are used but which palettes are used for oil painting? Learn all the details.

Container - artists need to put their brushes and oil into something, and for this reason cups and glass etc. can be used.

Knives - oil painting is done with the help of brushes and knives. The explanation of their use is given in this section.

Cloth - rags are required to wipe off excess oil.

Basic Stationary - as an artist you should always have a pencil, eraser, and sharpener with you so that you can compose anything you want to.

- Get skilled at mixing colors, understand the color wheel
- Learn how to make compositions interesting
- The Elements of art and design are demonstrated
- Principles of art and design are demonstrated
- Learn about different techniques

Different painting techniques will be learned with the help of understanding and following the step by step guide to paint different paintings.

Under painting - step by step guide and secrets to make the best out of this technique are revealed.

Glazing - step by step guide and secrets to make the best out of this technique are revealed.

Paintography - step by step guide and secrets of combining photographs and paintings are demonstrated so that you can make the best out of this technique.

Scumbling - step by step guide and demonstration to make the best out of this technique are revealed.

Impasto - create something different by using paint and brush strokes.

Alla Prima - learn to create beautiful paintings and learn the secrets to complete paintings in minutes.

Sgraffito - step by step guide and secrets to make the best out of textures.

With the help of step by step technique demonstrations, you can learn oil painting in an effective way. This guide is for people who want to paint in oils. Learners can make oil painting a way to relieve their stress, make paintings for the home and develop their skills to the level that they can create masterpieces of their own.

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How To Parent Toddlers

By Sara Dean (Author of “How To Parent Toddlers”)

Parenting is the most rewarding job a person can have, but it does not come without challenges. From the first minute your little bundle of joy is placed in your arms, until the day you die, you are responsible for another human being. This thought can be overwhelming, and more than a little bit scary.

I've never met another parent who felt that they had it altogether and couldn't do any better than they are already doing. Everyone feels that there is room for improvement in their parenting skills and they wonder how other people handle the same problems they are currently facing. But every time you ask someone new, you get a totally different answer than you did from the last person. Parenting is not one size fits all. And it seems that out of all the years you spend parenting, there are none are filled with so many challenges than the first five.

In the first year your infant will go from being a newborn who can't even hold their own head up, to a crawling (and sometimes walking) toddler who is no longer eating nothing but milk, but table foods as well!

In the next year, your toddler will hit the “terrible two's” which in case you are wondering do not simply go away the minute he hits three. Whoever coined the phrase “terrible two's” was dead wrong! It should have been called “terrible two's, three's and sometimes even four's”! But don't panic over these years. You'll learn to deal with your child's meltdowns in no time flat, and it trains you for their teenage years when the tantrums return big time! During this year you will also begin potty training your toddler and watch him begin to grow more dependent. With this independence comes separation anxiety as well, as he struggles between wanting to do things on his own and still wanting to be close to you at all times.

By age three your toddler will begin to want to do new things on his own in a big way, so it's important to keep a close eye on him right now. He will get frustrated easily when he can't master things on the first try, but it's also a great time to teach him patience as he tries again and again.

At age four your toddler may now begin preschool and the separation anxiety may return as he experiences this new independence in a big way! But some toddlers go the opposite direction and can't wait to get out on their own. Although it's going to be hard if he doesn't seem to miss you, it's important to promote this independence and don't hold him back, this will make a huge difference for both of you when he starts kindergarten the following year!

Age five will bring lots of new experiences, kindergarten, new friends, play dates and if he is ready, maybe even sleepovers! This is an exciting new time for both you and your child, so as he enters the big kid world, relax, have fun and remember that the hardest years are now coming to a close!

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How To Pastel

By Farcas Fabiana (Author of "How To Pastel")

The pastel itself is very pleasant to work with and the works done in pastels radiate a very cozy, warm feeling. These can reproduce almost everything from flowers to glasses, water, animals and plants, in a very professional way.

The pastel is a very good way to make drawings (as well as paintings) quickly and easily, in your own house or outdoors. You, your family and especially the children, will enjoy this wonderful way of art.

When you work with pastels, one great advantage is that you don't need too many tools in order to use them. Usually, it's enough to have the pastels and a couple of papers. Generally, in order to not have too many problems with the dust, it is preferable to use the oiled pastels, because they don't disintegrate as easily as the coated pastel.

The coated pastels have a matte texture when you color a piece of paper with them and the oiled ones have a shinier texture when they are put on paper. The papers can affect the work in oiled pastels, however; these can absorb the oil of the pastel, making the drawing look more matte.

The works done in pastel, regardless of the type, can be used as interior decorations or as presents and, of course, they can be sold at decent prices; it is possible to make a living out of selling them.

The age for starting to work with pastels does not matter, it is an easy thing to learn and it can offer you good results, even if you don't have any kind of drawing studies. It's best to start learning to draw or paint in pastels, before learning to work in other techniques. The oil painting is one of the hardest categories of art; the art done in crayon is easier to maneuver; but doesn't offer you the same result and aspect, as the ones made in pastels do. Watercolors could be also very beautiful; but are harder to master, because of the combination between papers, water and the quantity of color; plus you have to master the game of pencil on the paper.

The pastel is not considered as highly as other methods, by art specialists; it is considered like child's play, like a game done by a little child and not so much as a work of art. Well, it's not quite like that.

As you will see in the first chapter, important persons from the history of art, like Edgar Degas, used the pastel as a substitute for oil painting very often.

In the end, pastels are an excellent medium of art, especially for people that haven't drawn or painted in their entire lives and want to have an artistic beginning, for people

that have done a School of art, for old people that love nature, for children that want to draw colorful images and experimentations and practically for everyone who wants to have some fun. The pastels don't have to be seen as a mediocre form of art. They may eventually rise to the standard of oil paintings.

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How To Plan a Cross Country Trip

By Susan Bowman (Author of “How To Plan a Cross Country Trip”)

PLANNING FOR CROSS-COUNTRY TRAVEL

You’ve been wanting for years to take a cross-country trip. You have been accumulating leave time from your job and talking with some others who also want to make this trip, anticipating what fun it would be to see all the great sites of the United States, its history and its features. Finally, it has all come together. You, your spouse, and another couple have all arranged for three weeks off during the summer and you are all excited about seeing the most famous places within our borders. Everyone is agreed that you would like to also find some out-of-the-way places—the little gems and treasures hidden in along the back roads of America.

This type of trip can be uplifting and exciting. It can also be totally exhausting, tedious and even boring without prior planning. Fifty years ago, planning for travel used to just consist of grabbing a map, finding your destination, and drawing a line from one point to another. There weren’t many printed resources telling you where to find the best hotels/motels and attractions. You were basically on your own to find your way from one point to another. It was only after many trips along the same route that you developed a list of favorite places like South of the Border (a taste of the Southwest on the North Carolina-South Carolina border) and Cypress Gardens (an oasis in the middle of Florida where stacks of water skiers fly across the water and never seem to fall).

As our country grew and the options for long-distance travel became less centered on the railroad and more feasible by automobile, the number of roadside attractions also grew. In the 21st century we now have so many places to choose from along any given route that it’s almost impossible to embark on a long-distance trip without some prior knowledge about what’s out there. You can still drive along I-95 south from Virginia to Georgia and know exactly how many miles it is to South of the Border in Dillon, South Carolina, but for the most part, a drive along most interstate highways presents the traveler with so many options that it can be exasperating trying to decide which are the best choices for fun, good food, and a nice place to stay.

The interstate system also introduced a serious obstacle to the more relaxing drive through the country and the discovery of out-of-the-way country inns, “mom-and-pop” restaurants and diners offering home-cooked food and home-made ice cream, and the occasional covered-bridge, water fall, or scenic view of some unknown but spectacular valley. Without travel resources and prior planning, many of these travel gems will never be found. Even the spontaneous traveler will encounter such things by accident but will miss even more by not being familiar with the area.

NOTE TO READER: Cypress Gardens closed in 2009 and will reopen as Legoland in late 2011.

This great country is dotted with great things to do, places to visit, food to eat, and accommodations that range from a room over the local pub in a tiny town in the Adirondacks to a magnificent 1,000-room resort in the Catskill Mountains or a rustic honeymoon cabin in the Rockies. Finding these great experiences has become a skill, honed and practiced by professional trip planners who use computer-generated resources and mapping techniques.

If you are looking for the “trip-of-a-lifetime” where you can experience some of the finest accommodations this country has to offer, the most spectacular views, the most interesting historic sites, and the little gems and treasures along the way, prior trip planning is the best way to find some of them before venturing out on the road, hoping to just stumble across something neat to do. A professional trip planner is certainly an option, but it is possible to gather your own resources and map out your own unforgettable cross-country trip.

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How to Play a Warrior in Rift

By HowExpert Press (Author of “How to Play a Warrior in Rift”)

Thank you for purchasing this guide! In this guide, we will introduce you to the Warrior class and all of its “souls” (called Talent Trees in World of Warcraft). This is not a mastery guide. Instead, it serves to bring you up to speed with each soul so that you will understand how to play that soul at a high level—it will teach you the basics, in other words.

Introduction to Rift Macros

In this section, we introduce you to Rift macros using an example-driven approach. We teach you how to create macros and also teaches when and when not to use macros, which can help prevent you from using them ineffectively. This section will set the stage for later sections in the guide.

Warrior Talents

In each Warrior Soul section, we examine each of the talents for that soul. We discuss, in many cases, the pros and cons of each soul, how effective that soul is in questing, dungeons, and raids, and in Player vs. Player encounters. Once you read each talent description, you will not only understand what each talent does, but how it interacts with other talents.

Warrior Abilities

In each Warrior Soul section, we examine each ability for that soul. This serves an excellent reference for Warrior abilities for the various souls. Once we have an understanding of these abilities, we then build on that understanding in the following sections.

How to Play Each Soul

In each Warrior soul section, we dedicate a section to the basic, step-by-step walkthrough of how to play that soul. We describe this process in terms of scenarios. Each scenario describes a basic rotation. We then walk through the scenario and describe each of the steps. Once you do this, you will have a firm understanding of how to play the class at a high level. You can then build on this understanding with your own experimentation with that soul.

Furthermore, we discuss any soul-specific details, tips, strategies, and concepts that apply to that soul. These sort of details add a tremendous amount of value to the guide

because they required a lot of time “in the trenches”, experimenting with the soul in order to discover.

At a minimum, you can expect to learn the basic ability rotations for each soul. This sort of basic information can be surprisingly difficult to find online, which came as a huge surprise to the author!

Warrior Macros

In each Warrior soul section, we dedicate a section to showing you a handful of field-tested macros. We describe exactly what each macro does in a step-by-step fashion. These macros alone are worth the price of the guide! Studying these macros will not only provide you with working examples of macros for each soul, but also as a great framework for making your own macros.

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How to Play Advanced Bass Guitar

By HowExpert Press (Author of “How to Play Advanced Bass Guitar”)

If you want to know how to play advanced bass guitar, then check this out.

Playing advanced bass techniques are quite hard and time consuming. It will require lots of practice, comprehension and patience. As the saying goes “Practice makes perfect”; always remember that practice helps us to master and maintain skills. With proper practice and enough patience, you will be able to play like a pro too. Most famous bassists that we know spend years practicing and mastering of their skills. Everything starts with the basics.

Here are the essential lessons that you will encounter in learning how to play advanced bass techniques:

Music Theory: This is a very important lesson that every musician should learn. Music theory will help you create music and communicate with other musicians. Music theory will also give you terminologies and definitions that you need to know as a musician.

- Basic Elements of Music
 - Rhythm - patterned movements of the beats in a song. This is about the music's duration.
 - Beat - a recognizable rhythmic pattern used in music.
 - Meter - this is simply the beat count of the music. Time signatures are used to identify the number of beats per measure.
 - Tempo - simply means the speed of the beat.
 - Harmony - group of notes played together.
 - Melody - another group of notes played together, often played individually which gives it a defined linear sound.
- Intervals - refers to the distance or space between two notes. Intervals are described as:
 - Whole Step or Tone - one note or space apart.
 - Half Step or Semitone - no space between two notes.
- Musical Intervals and Scale Degrees - These will help you locate the note that you will be playing. Each note in a scale is labeled.

Scales and Modes - This is one of the most important topics that you need to learn, especially if you want to be a full-fledged musician.

There are different types of scales:

1. Major Scale - basic and common scale pattern, widely used in different genres, because it is easy to play and pleasing for the ears.
2. Minor Scale - another basic and common scale, but this scale is typically equated with sadness.
3. Pentatonic Scale - this scale contains 5 notes in a scale/octave.
 1. Major Pentatonic - Can be used in any genre, because it is easy to play and pleasing for the ears,
 2. Minor Pentatonic - Commonly used for jazz, rock, and blues.
4. Melodic Minor
5. Harmonic Scale - Commonly used in neoclassical rock compositions.
6. Blues Scale - Used for blues, jazz, funk, and rock.

There are 7 modes in a scale (Greek modes) developed by the Greeks long time ago. Each mode use the same notes but different patterns and moods.

1. Ionian Mode - The first mode. The starting note for this mode is C.
2. Dorian Mode - Second mode. The starting note for this mode is D.
3. Phrygian Mode - Third mode. The starting note for this mode is E.
4. Lydian Mode - Fourth mode. The starting note for this mode is F.
5. Mixolydian Mode - Fifth mode. The starting note for this mode is G.
6. Aeolian Mode - Sixth mode. The starting note for this mode is A.
7. Locrian Mode - Seventh mode that starts with B.

Arpeggios - also known as broken chords and arpeggiated chords. These are notes in a chord played individually. Since we typically do not play chords on the bass guitar, we can just simply play arpeggios or just the root note of the chord.

Advanced Techniques - Here are some popular advanced bass techniques.

- How To Slap - Instead of plucking the strings, you will use your thumb's knuckles (the bone or joint) to ring the string. Allow your thumb to bounce off the strings.
- How To Pop - Another type of plucking. you will just simply place the tip of your index finger under the strings, like a hook, and then pull.
- How To Tap – This is playing 2 to 3 notes at the same time. You can use both of your hands. For the left hand, use a hammer-on technique, and for the right hand, simply tap and flick the strings using your index finger.
- How To Sweep Pick - This technique is usually for playing arpeggios and triads. Instead of plucking each string to play the notes, you will just simply strum the string with your thumb. If there are two notes on the same string, just apply the hammer-on technique.

- Harmonics - are bell-like sounds. Harmonics tips for bass guitar is one popular query on the Internet, because playing harmonics are tricky and a bit hard.
 - Natural Harmonics - there are specific frets where you can play natural harmonics (3rd, 5th, 7th, and 12th fret). Lightly place your fretting finger over the string. Pluck the string using your right hand.
 - Artificial Harmonics - Place your fretting hand on the note that you want to play. Then lightly place your right index finger 12 frets away from the fretted note, then ring the string with your right thumb.
 - Pinch Harmonics - Put the tip of your right index finger and right thumb together as if you will be pinching something. Use your index finger to pluck or ring the string, then use your thumb to stop the vibration to produce harmonics.
 - Tap Harmonics - Just like artificial harmonics you need to pluck the string 12 frets away from the fretted note. The only difference between the two is that you will lightly tap the string to produce a bell-like sound or harmonics.

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How To Play Field Hockey

By Sohaib Khan (Author of “How To Play Field Hockey”)

Field Hockey is a sport played on Astroturf which is a carpet like garment which lay on the field. Each game is played between two teams with eleven players each. The players have hockey sticks in their hands and their aim is to put the ball in the goal of the opposing team. The rule of the game is that, whichever team scores more goals is the winner. The player of opposing teams passes the ball to each other through different shots. Their aim is to put the ball in the goal of the opposing team.

The eleven players are divided in three formations the forward, defense and midfield. The forward positions are known as right wing (on extreme right), left wing (on extreme left); center forward (the player who carries the forward line).

The midfield consists of position like center midfielder, right midfielders, and left midfielders. The midfield has the job of developing the shots for the forward to score the goal. Their job is to move the action forward bringing the forward line in to play.

The defense contains players which prevent the attackers or forward line of the opposing team. Their job is to tackle the ball and pass it to the midfielders, which then pass the ball to the forwards to make a goal attempt.

The Astroturf is divided with white lines, which separate it in to different playing areas. The D is a semi circle area in front of each goal. The player has to reach this semi-circle before playing the shoot to score the goal. Another line is the center line which divides the playing field by half. This line has center point which is used to start the proceeding or the game of play.

Each team has a specialist goal keeper, who wears special garments and kit to protect themselves with the hits of the attacking players. The goal keeper's job is to prevent the goal attempts from the opposing teams.

The rule of the field hockey is that when the ball hits the legs intentionally, then it is a foul. In case of the foul the ball possession is passed to the opposing team. Foul can be given when there is dangerous play or a raised ball is being played. When the ball is played above the waist height it is considered to be dangerous. This limit is reduced when the players are inside the D-area where they are allowed hits just the height of the backboard of the goal. In case of the foul and after considering its severity the team is awarded a penalty corner or penalty stroke.

There are three kinds of cards shown to the player who does the foul. These cards are RED CARD, YELLOW CARD and the GREEN CARD.

The green card is the least severe of the cards; it gives an official warning to the player who commits the foul. The yellow card means that the player should leave the field for about five minutes without substitution. The red card is the severest, when player is permanently excluded from the match without allowing the team any substitution.

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How To Play Saxophone

By Kevin McCall (Author of “How To Play Saxophone”)

Creating music is considered a talent, and this can be as simple as picking up an instrument and looking to the right sources for guidance. For saxophone, a source such as this one is a good place to start.

The saxophone is a complicated instrument, with a lot of keys and buttons and a mouthpiece that if used without proper technique, might not be playable at all. This makes you wonder about the magic of being able to use such an instrument. The basis of playing this instrument relies on a few things: being able to identify music, proper mouth position, and proper finger positions. The simplest of the three is finger positions; an internet search will yield many charts of “fingerings,” or finger positions. Therefore, other than this guide, there are many helpful tools on the internet. As both of these topics could take several articles to describe, and reading music is something that could also be found relatively easily online, I will explain the hardest issue, mouth positioning. The term for mouth positioning for an instrument is embouchure and consists of a few basic principles: creating a seal, harboring tone, and maintaining air.

In order for the mouthpiece to sound, you must create a seal around it, so that you do not leak air when trying to use the instrument. The easy part is pulling your lips in to form the seal, but while doing so you must also position your bottom lip to allow the reed to vibrate. As the reed’s vibrations cause the instrument to sound, you cannot restrict its movement with your teeth or lip. Your bottom lip must be taut and supported by your bottom teeth in order to be able to play for any period of time. While keeping your jaw relaxed, say *ee*, as in the end of see. This allows your bottom lip to gain tension, the feeling you ultimately want. Immediately after this, say *u*, as in the end of you. This will bring the edges of your lips together. When transitioning to the *u* sound, make sure to keep the tension of the bottom lip intact by rolling it back onto your bottom teeth. When you have done this, you will have proper embouchure. This can be modified slightly to fit your body and the shape of the mouthpiece, but it should be extremely similar. Once your mouth is in the proper position, you may insert the mouthpiece, placing your top teeth on top of the mouthpiece (not pressing hard, but enough to keep a slight grip) and your bottom lip up against the reed, pulling in the corners of your lips to form the seal.

The next part to playing is harboring proper tone. Though it is based on individual preference, there are a few factors that help determine tone: how much of mouthpiece you are using, how tight your jaw is, and how your cheeks are positioned. How much mouthpiece you have in your mouth determines how much control you have and how much room the reed has to vibrate. The less of the mouthpiece you have in your mouth, the more control you generally have over the instrument, while the more you have in the easier it is to create sound. The reason it is an issue: the sound of the instrument is

produced by the vibrating reed, and the only part that is vibrating is the part of the reed that is inside your mouth. If you do not have enough in, it will be difficult or impossible to produce sound at all, but if you have too much in you will have no control over the reed or the sound. As a safe average starting point, the mouthpiece should be between a quarter and a third of the way in your mouth. You can adjust it to your personal preference but that is a safe starting point to learn and practice. Along with this, the jaw needs the right tightness. A tight jaw produces a sharper tone, and a loose jaw produces a flatter tone. With some notes and phrases you are supposed to change jaw tightness to better control or produce a better tone, but for most phrases you should have your jaw tight enough that you grip the mouthpiece and no more. Adjust the tightness for notes and your individual build and style. Lastly, the cheek positioning is also a matter of personal preference. When the cheeks are flattened out, it allows the airstream to be more direct, keeping it constant. All adjustments to hit different notes are made by the diaphragm. When the cheeks are puffed out, the air stream is also controlled by the cheeks, changing the way you make notes sound. The ideal choice is to have flattened cheeks, but again this is up to the individual. Whatever you find fits your habits and style best, use it. When all of these factors are combined in a working manner, you then harbor the proper tone for what you are playing.

Finally, you must maintain your air. It will be difficult at first, as your body is not used to doing this, much less for long periods of time. A lot of air, known as breath support, is necessary to keep your playing audible and sounding good. While some instruments and notes require a different amount of air, all of them require large quantities in order to sound clear and precise. If you do not use enough air, then your notes will sound bad, and you will not be able to hit many of them. With practice, you will learn how much breath support you will need. With this, when you are breathing, make sure to push with the diaphragm. It may seem odd at first, but after some practice your diaphragm will grow accustomed to it and become stronger, making playing easier and more enjoyable.

As long as you have proper embouchure, you are able to harbor a good tone, and maintain your breath support, you are in better shape than many players. This is the key to successful playing and playing that you and your loved ones will enjoy forever.

If you want to learn more about this topic, then visit www.howexpert.com/saxophone.

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How to Play Scrabble

By Melanie Wymer (Author of “How to Play Scrabble”)

Playing Scrabble is an excellent pastime, something that the whole family can enjoy for family game night. It is also a great choice for getting young people together for a youth group or social event without presenting any material that parents would not approve of. It is not difficult to learn the basics of playing Scrabble. Just follow a few simple steps and always be on the lookout for great words to create high scoring combinations throughout the game.

- Start by setting up the board. Since it lays flat with no extra pieces, this step takes only a few seconds.
- Shake the tile bag to mix up the tiles and spread them on the table in a pile. Turn all tiles facedown and rearrange to make sure no one memorizes letter placement.
- Each player should draw a tile to determine who goes first. The player closest to A gets the first turn. In case of a tie, tied players should draw again until only one player is closest to A.
- All players draw seven tiles and place them on their respective bases. Organize the letters however works for you: alphabetically, reverse order, grouping methods, or random placement.
- Create the first word by placing any word from the acceptable Scrabble word list with more than two letters on the board, with one letter covering the red star at the center of the board. This word is automatically doubled. Count your score, draw tiles so that you have seven on your base again, and move to the next player.
- The next player can build horizontally or vertically on or against the first word. At least one letter should join the two words, either by adding to the word (“add” becomes “adds”) or creating a new word (“depend” using the D in “add”). Score that word.
- As you score your word, make sure to include bonus tiles that affect the letter or word. There are bonuses that double or triple the letter or word, creating high scoring words that boost your score. Start by adding letter bonuses, then account for word bonuses to get your final score.
- Using all seven tiles from your base in one turn creates a 50-point bonus word called a bingo. This bonus comes in addition to the word’s regular score, so you can really rack up some points this way.
- Once the word is scored, draw tiles so that you are back at seven. Move to the next player.
- Gameplay should progress in this manner until there are no more tiles to draw. When one player runs out of moves (skips three times), and no one else can play, or someone runs out of tiles, the game is over.
- All players should count their total scores and compare them. Players should deduct for any tiles still remaining on the base, and the player who ran out of tiles

gets a bonus for this number from each person. The person with the highest score wins!

If you want to learn more about this topic, then visit www.howexpert.com/scrabble.

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How To Podcast

By HowExpert Press (Author of “How To Podcast”)

If you've been active online at all, you've likely heard the term “podcasting” in passing. You may be curious what it is exactly. Podcasting is a form of communication that has attracted a lot of listeners as of recently. It is a method of broadcasting that is recorded, and sharable. Anyone can release a podcast for a cheap price, and reach audiences of hundreds, if not thousands. But how can a company properly harness podcasting? It's quite simple, actually. All you need is an idea, some equipment, a website, and you can make a podcast

Before you begin this podcasting journey, you should figure out what you want to podcast about. Choose a subject that you are either opinionated or an expert. Once you have that, the recording process is simple. Podcast production requires as much, or as little equipment as you like. Most podcasters start off by using a headset microphone and free recording software like Audacity. Others go on to use small mixers and mics. And a few of the best invest their money in the absolute best in the podcasting sphere, using sets that resemble Radio studios, and working with high quality software like Adobe Audition. The equipment certainly brings a great sense of quality, but it isn't the absolute for podcasting.

You can record using simple equipment. Then all you need is a website to host the files on. This can be your own blog, a mixture of blogs and web-hosting, or even just your personal page on services like Myspace. Once you have your content posted, you can send the RSS feed to iTunes, who will pick it up, and stream your content. And now it's available to the world. But what should you do next?

The next best thing for you to do is market the show. First, you should consider who your audience is. Find out where they go online, what are their favorite mediums, and how to get in contact with the heads of that niche. Then, Take your content, and share it with the groups and niches that share your loves and desires. Make sure that you tell shows like yours that you exist. Start by sharing marketing, and telling your listeners about other shows on yours, and the others will return the favor. Don't be afraid to post links where you can, and leave a good impression with your community. It's all about the impression you make.

Hopefully, this mixture of links, marketing and work will attract you an audience. This audience will be invested in what you do, and will help you to continue your work. And this is the final goal of any podcast. You want to attract listeners to your show, so that they can engage and converse. They will appreciate your expertise, and share it with others. And through this unique relationship, you will have the opportunity to leave an impact through both your brand, and your show. And that's why podcasting is worth doing. If you podcast, you have the chance to influence people for the better.

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How To Powerlift For Beginners

By Nathan DeMetz (Author of “How To Powerlift For Beginners”)

Power lifting is a sport that you may or may not have heard of. It is a testosterone fueled, ego based, male and female sport to test and push one's limits in power. Power is the ability to move objects with great speed or force. Anyone can move an object. Most people can move an object with speed or force. Only the best ever make it as a competitive Power lifter.

To be a competitive Power lifter there are some steps you must take. The first is to decide what your goal is, such as a 315 lb bench press. The second is assessing your ability, such as how strong you are at this moment in time. Third is setting the long-term goal and beginning to assess how you will get there. The fourth step is to set smaller goals and develop a plan to get there.

In developing a plan to get to your power-lifting goal, you will need to develop a training regimen and diet plan. You will also need to assess if you need supplementation. Some people will turn to a trainer for this. Some people will turn to informative materials such as books, manuals, or online content. Some people will develop their own way although these people generally use some form of external input.

Regardless of which way you set a plan to get to your goal, you need to make sure it is a solid plan. For example, if you use a personal trainer, make sure they know what they are doing. Some trainers really aren't that experienced and some are experienced but not with power lifting. The same applies to materials you read and/or use to create your plan. For example, you don't want to use a bodybuilder program to train for power lifting. Bodybuilder programs will make you strong but they are generally focused on building muscle and size more than strength. If you develop your own plan make sure you create an intelligent design. This same idea applies to your diet and supplementation.

Once you have your plan, you need to implement it correctly. By this I mean do what is laid out in the plan and do it well. Don't slack off, or do only what you want, or cheat on meals, etc. This will derail you on your goal or at least make it harder to reach. Be disciplined and be focused. It plays the biggest part in your success once you have a quality plan. Stay the course and be determined.

Your program will change over time as will your goals. Quite often these changes will go hand in hand. This is normal and is to be expected. Your goals will change or your progress will plateau. With a new goal will likely come a new plan. When you plateau you must do something to break that plateau. A change in program will often do that. Adapt as needed and continue to plan and train intelligently. If you do this, you will be successful. Best of luck to you.

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How to Raise Chickens for Eggs and Meat

By Rebekah White (Author of “How to Raise Chickens for Eggs and Meat”)

Whether you’re an experienced farmer with two hundred acres of land or a suburban landowner with just a few feet of space, raising chickens is an easy, fun process. It requires very little land, expense, and time, with the amazing turnaround of dozens of eggs and pounds of meat. However, it can be tough for a beginning chicken farmer to collect all of the information necessary upfront.

When you’re first starting out, you’ll need to consider the following questions.

How much space do I have? Chickens need, on average, about two square feet of space apiece in order to develop properly and prevent aggression. If you live in a crowded area or don’t have much acreage, you’ll need to consider this when designing your coop.

Do I want to raise birds for meat or eggs? It is rare for chicken farmers to raise birds solely for egg production, as most modern breeds are able to be eaten as well. However, deciding whether you want to raise birds for one purpose only (versus purchasing and raising a dual purpose breed) will impact coop size and structure, feed, and other important decisions.

Do I want to free-range my birds? If you plan on free-ranging, make sure you examine local zoning laws. Some areas do not allow animals to roam freely. If you have close neighbors or live in a suburban area, free ranging might not be an option. The existence of predator species may also have an impact.

Can I have roosters? Many residential areas do not allow roosters because of the noise they produce. If this is the case, you will have to purchase all of your chicks as started, day-old birds. Your hens will still produce eggs, but they will not be fertilized. A rooster is needed to produce fertilized eggs.

Do I want to keep birds over the winter months? If you live in a cool climate, this is a decision you will need to make. Winter weather will impact your coop design, feeding plan, and egg production.

How much work am I willing to do myself? Although chickens are arguably the most low-maintenance type of livestock, there is some work involved. The more chickens you have—and maintain throughout the entire year—the more work you will need to do. At a bare minimum, you will need to feed, water, and clean your chickens and their shelter daily, weekly, or monthly (depending on your specific set-up). If you raise meat birds, you’ll also need to factor in butchering and processing. Depending on your schedule, certain breeds, quantities, or types of birds may not be right for you.

At the end of the day, raising chickens is a worthwhile opportunity that helps to improve your overall health and contribute to a sustainable environment. They provide boundless enjoyment and are a great introduction to farming for any beginning homesteader.

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How To Raise Guinea Pigs

By Suzanne Abel (Author of “How To Raise Guinea Pigs”)

The guinea pig is a small, tailless rodent. He will, fully grown, weigh about 1.5 to 2 lbs, and with good care live to be from five to seven years old. He is generally a sturdy animal with few health problems and is easy to care for.

In the guide you will find answers to questions about:

- What to look for when you buy a guinea pig
- Daily care for your guinea pig
- The guinea pig's diet
- How to set up and maintain a cage for your guinea pig(s)
- Socialization with your guinea pig
- Conditions that require veterinary care
- Shows and competitions
- Breeding

Everything is written in an easy to read format with tips and short cuts based on the many years the author has spent with guinea pigs.

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How To Raise Respectful Children

By Jane Rodda (Author of “How To Raise Respectful Children”)

“I’m not concerned with your liking or disliking me...all I ask is that you respect me as a human being.” This quote by Jackie Robinson reflects the need in society for people to respect each other despite their differences. Too often conflict and dissension arise over differing ideas, and it all comes down to a lack of respect. Although it is not realistic to think that you can change the actions and attitudes of everyone in society, it is possible for parents to make a difference in the world by helping shape the actions and attitudes of their children.

The idea of respect encompasses many areas, including but not limited to obedience, service, humility, and generosity. Children are not naturally inclined to excel in these areas. A simple observation of a playground will show a wide range of selfish and disrespectful behaviors. There will be fights over toys, name calling, yelling, arguments, pushing, and shoving. Although these types of actions are common in childhood, they should not be seen as acceptable.

Children must begin learning to respect others at home. While it is true that school and other community leaders have a responsibility and an influence in shaping children, the majority of the responsibility lies with parents. Parents will have the most profound effect on their children, and the home environment will provide the best opportunities for discussion, modeling, and correction.

Although it is not easy to teach children to be respectful, it is possible. It requires commitment and dedication on the part of the parents, and it also requires for children to learn the importance of that virtue. Children need to know not only what they need to do, but why they need to do it. If a child is presented with a scenario of what would happen if everyone thought only of themselves and the struggles that would come with that, they will be more likely to choose to think of others first. If a child sees how harmful words can be, they will be more likely to choose their words carefully to avoid hurting others.

When it comes to raising children to be respectful, the most important and often times most difficult thing for parents is to model respect. Your children are constantly watching you. They learn from you, and if they see you react to a situation in a certain way, they will react the same way. If they see you get angry and yell at someone, they will yell when they are angry. If they see you cut to the front of a line, they will do the same. On the other hand, if they see you give up your seat for an elderly person or hold the door open for someone, these will become habits that they adopt.

The ability to be respectful and courteous is a skill that will serve a child throughout his entire life. He will have better relationships with his teachers and will therefore do

better at school, he will have better relationships with his peers and in turn will have a rich and satisfying circle of friendship and support, and he will have a better relationship with future employers, and will therefore excel professionally.

Teaching your children to be respectful can be a difficult task, but it is one that is well worth the effort.

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How To Raise Miniature Horses

By Christina Reilly (Author of “How To Raise Miniature Horses”)

Miniature horses have become more popular today than ever. They are sized down from full-sized horses and need to be 34 inches or under to be considered a miniature horse.

The eight step program to help you raise all your miniature horses:

Miniature horses have been around for a long time. They go back in history to about 1650 A.D. This is the earliest history found on these unique little horses. These were usually found as pets for the children of the rich. You'd find Kings and Queens with them.

Step 1 – Knowing your miniature horse. Miniature horses were bred down from the larger horse breed. They get mistaken for ponies but they are not considered to be ponies but horses. If you look at their characteristics you will see they come from the horse breed not the pony breed.

Step 2 – Feeding and Grooming Your Miniature Horse. Horses eat many things but are usually fed grains and hay with some treats. You must watch their weight and feed them accordingly because they will tend to become overweight otherwise. Grooming your horse takes some talent but is easy to do with the right tools. They need to be bathed as much as possible, and clipped down in the summertime and for shows. They need to be carefully maintained through brushing, combing and cleansing.

Step 3 – Breeding, Pregnancy and Foaling. The miniature horse can be bred by a stallion to produce an offspring. This can be done by stall or enclosed breeding methods or breeding called pasture breeding, where the stallion is let loose with the mares in a pasture. The best method is hand breeding where the owner is involved in the breeding process. Broodmares are pregnant for 11 months and can give birth as early as 300 days. Foals are born usually quickly within 20 minutes and need to drink their mother's colostrum right away after giving birth to ensure a healthy immune system.

Step 4 –Sickness and choosing a veterinarian. Horses can and will get sick at times. The most common sickness is colic among miniature horses but can be treated if detected early on. A great asset to your barn and horses is choosing the right veterinarian. Be careful to check them all out and shop around for the right one as he will be helping you out a lot.

Step 5 – All About Stallions. Stallions are an important part of your barn especially if you plan on breeding him to your broodmares. Make sure you put the extra time and effort into handling him, as stallions can be a handful at times.

Step 6 – Exercise, Training and Horse Shows. Exercise is an important part of the daily life of the horse. Lunging a horse is one of the best forms of exercise you can provide for your miniature horse. You must spend a lot of time training your horse for horse shows. It is essential in order to do well and have your horse in the proper condition for them to show.

Step 7 – Trailers and Transporting your Miniature Horses. There are many trailers for transporting your minis. Some are for larger horses that the stalls in them can be sized down for your miniatures. Or you can buy ones that are actually made for miniature horses.

Step 8 – Where Can I Buy A Miniature Horse? There is a lot of information out there online or in magazines that will offer you all that you are looking for. Miniature Horse World magazine is a great place to start.

Miniature horses are great fun for anyone who has a love for horses. They are great for children and adults. They can find their way into anyone's hearts!

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How To Rescue Abandoned Dogs and Cats

By Linda Brooks (Author of “How To Rescue Abandoned Dogs and Cats”)

Each year in the United States, nearly two million healthy, adoptable dogs and cats are euthanized at shelters. Some are former pets whose owners have died, some were abandoned by their owners, some are just strays that no one has claimed, some were confiscated by the authorities from circumstances of abuse or neglect, and a large number are members of feral cat colonies which have been raided after citizen complaints. While cats in these colonies are extremely fearful of people and avoid human contact whenever possible, they depend on foraging in order to feed themselves and their young, and come into proximity with people while raiding dumpsters behind businesses, and are thus seen by some as a “nuisance”; if they feel cornered or threatened, feral cats exhibit aggressive behavior toward people. Aggression in unneutered male feral cats is common. Kittens born to the unspayed female members account for about 80% of all kittens born in this country. T/N/R (Trap/Neuter/Release) programs are a tremendous resource in the management and control of feral cat communities. Neutering the males results in a marked decrease in aggressive behavior; it also makes it impossible for them to father more kittens. Spaying the feral females results in zero future growth of that colony.

Unwanted and homeless cats and dogs can be rescued from miserable lives on the streets, where they endure hunger, thirst, pain, fear, illnesses, aggression from other animals and sometimes, sadly, abuse by humans. They can also be rescued from shelters. Even at a low-kill or no-kill shelter, they live their lives confined to cages most of the time, and without any close human contact. This is a sad life that these poor animals certainly don't deserve. If fate brings them to a kill shelter, they will have to endure the same lonely life, but it will be cut short when their time is up and they are euthanized to make room for the never-ending supply of abandoned pets. Older dogs and cats, especially those of mixed-breeds, or those who are not perceived as “cute” or animals so traumatized by their situation that they hold back out of fear and shyness, and are thus perceived as “not friendly”, are doomed almost from the moment they enter the shelter. The heartbreak comes in when you think of the healthy, wonderful and totally adoptable dogs and cats who want nothing more than a home and are eager for human to love, but have to have their lives ended too early because of the plague of over-population caused mostly by failure to have a pet spayed or neutered at an early age, and to a smaller degree by the proliferation of dog and cat breeders. The shameful truth is that about 670,000 dogs and 860,000 cats are put to death in the U.S. each year because of the ignorance and neglect of humans.

This makes individual pet rescuers and rescue charity organizations vital in helping to save a portion of these needy dogs and cats and helping to place them in homes where they can live out their lives in the peace and comfort that all living beings deserve.

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How To Run a Marathon For Beginners

By Helen Nazarenko (Author of “How To Run a Marathon For Beginners”)

Running a marathon is a great challenge and potentially major accomplishment. For some people, running an entire marathon may seem like a completely insane, impossible idea. Other people might assume that running a marathon does not require much preparation but simply a naturally ultra- strong body. However, neither belief is true, and unfortunately, such beliefs exist in abundance regarding running a marathon.

These false beliefs are what might result in the turning away of many people when they are offered to run a marathon. Therefore, it is better to eliminate them by labeling which ones are myths and which ones are actually true. For instance, the myth that running a marathon is impossible for anyone other than an Olympic athlete is completely false. With plenty of preparation and training, any average person can achieve a state of fitness in which he or she can easily complete a marathon and perhaps even come in first place!

Another false myth is the belief that only someone with an already naturally ultra-strong and overly capable body from birth can complete such a feat like finishing a marathon. This is simply not true. First of all, no one is ever born with the perfect body that can endure any kind of physical challenge. Secondly, because of this, even the most accomplished and amazing athletes must work very hard to train their bodies to be able to do the things they are known for. For instance, an Olympic runner must workout constantly to maintain his or her endurance. In the same fashion, a weight lifter must constantly lift weights and do strength training to keep building up muscle and grow stronger and able to accomplish more. Thus, with the same reasoning, a marathon runner must first go through a significant amount of training in order to be successful in running his or her chosen marathon.

Another myth that exists surrounding the category of marathon running is the thought that marathon runners, as well as runners in general, live on energy gels and power bars. This is also not true. While some runners do tend to rely heavily upon these easy, but not very natural solutions, for quick and efficient energy sources, most marathon runners acknowledge the fact that they need the natural benefits of a healthy diet and proper nutrition for their much appreciated energy boosts and general ability to run for long periods of time.

Finally, there is also the idea that anyone can run a marathon. This belief is not a myth- it is completely and utterly true. With the correct and proper preparation and training routines, paired well with a good diet that includes all the necessary nutrients and components, like complex carbohydrates and protein, any person, even the most un-fit and out of shape couch potato can finish a marathon. All this requires is for him or her to first obtain the correct mindset and become truly passionate about this goal. Then,

with a bit of motivation and the necessary tips, guidelines and suggestions, this person can eventually end up running a marathon and achieving his or her dream. Though this may not necessarily prove to be an easy task, it is more than achievable by someone who truly wishes to succeed in completing a marathon.

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How To Run For Local Office

By Michael Cole (Author of “How To Run For Local Office”)

Our system of government allows for almost anyone to run for government office. On the local level, usually being a resident of the city or district and a registered voter is all it takes. However, many people who are tired of the way our local governments are being run have convinced themselves that they cannot run for office for many reasons.

Maybe you think that you are not the right type of person, or maybe you have convinced yourself that there is some well-hidden secret to mounting a campaign. Many think that they do not have the money, the skills or the know how to do it. Others feel that for whatever reason, only an elite few can win.

The truth is, the only impediment to you running for office is the fact that you do not know how. However, just like driving a car or riding a bike, it is a skill that can be taught if you are willing to learn.

The first thing you need to do is lose that attitude that running for office is out of your reach. If you want to run and want to run for the right reasons, you can. Most of all, you can win. You just need to know the steps,

First off, make sure you are running for the right reasons. The public may look like it can be fooled, but believe me, they will see through an opportunist in a heartbeat.

Research the requirements of the office you are running for. Find out the filing deadlines, reporting requirements and any legal or financial documents that are needed in the course of running. Many candidates end their campaign before it begins by overlooking tiny details.

Make sure that you write an effective campaign plan that will act as the road map to your campaign. In it go over how much you think you will need to mount an effective campaign; how you will raise that money; and most importantly, what the steps you need to take in terms of social media and events in order to win.

Plan your social media strategy carefully. Be sure that your message is getting out there in the way that you want to and reaching enough people. The sure way to win is to have an effective strategy to reach your voters; the best way to lose is to not reach the voters.

Plan your events carefully. Many people are under the thought process that events are either something put together in a couple days or something that takes intensive planning and preparation. The truth is that it is somewhere in between. Depending on the event you want at least a 4-6 week planning window. The social media buzz alone will take that long.

The most important word of advice that I would give you is, be confident in yourself. You looked in the mirror and felt you had something positive to give to your community. You need to leave the house everyday believing in yourself. A confident person attracts followers, a timid man attracts flies.

You can win an elected office. There is not some secret plan or secret path to winning. Most of all it takes planning, and hard work. However, the chance to change this world for the better makes it all worth it.

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How To Scrapbook

By Donna Fisher (Author of “How To Scrapbook”)

I remember my daughter’s first scrapbook. It was her 10th birthday, and she and all of her friends had been to church camp. They all brought their pictures from camp, and by the end of the evening, they each had a mini-album of their adventures at camp! Now over twice that age, my daughter still treasures that first album she made at her birthday party.

Isn’t that what scrapbooking is all about? We all take photos of special occasions, but then often just store them in shoe boxes in the closet. We haul the boxes out, looking for pictures for “Star of the Week” posters. Then, we haul them out again to find the best baby picture for the senior year annual.

The next time you look at those pictures may be when the first grandchild is born, and you are comparing pictures to prove the new baby really is a clone of his daddy.

But you don’t have to settle for this! With scrapbooks, you can have those pictures in an easy to view format. With the variety of albums available, they can be a valuable addition to your bookshelf, adding color and texture to your decorating, and there’s something special about the kids knowing that *that* one is theirs.

One of my favorite scrapbooks is from my daughter’s teen years. She was about 13, and I signed us up for an “All About Me” scrapbooking workshop. She was somewhat reluctant to participate, thinking it may not be “cool” enough, but once she got into it, she realized that she really liked talking about herself. It’s really nice to have, in her own handwriting, a documentation of all of her “favorites”. On the pages she was willing to answer honestly, I can see her plans for the future, best memories from the past, and things she likes about life in general. There are also amusing lists of her pet peeves.

Years ago, when she was born, I found a Grandmother’s book. Mom filled it out as a keepsake for my daughter. I only wish she had put photos in it. My children will have photos, and stories, and recipes.

Now that my kids are grown, I’m reduced to scrapbooking my dogs and flowers. But, you know what? It gives me joy. These may be the albums the kids show no interest in when I’m gone, but they enrich my life right now. My husband pours over these albums, as well, commenting on “how much that tree has grown” and “do you remember when we had *no* grass in the yard?” We look at the dogs’ puppy pictures and comment on how much they look like their father or mother.

I don't mind scrapbooking my dogs and flowers. Not only does it keep me involved with scrapbooking, it also keeps me in practice for ...someday...in the DISTANT future...I get to start scrapping pictures and mementos of grandkids

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How To Self Publish

By Jennifer-Crystal Johnson (Author of “How To Self Publish”)

If I wanted to sum up how to self-publish in an article, it would likely be a very long article to read. However, in this case, I’m going to strip the information down to the bare essentials and most important aspects of the process.

To shorten our process, let’s say you’ve already written a book. It’s been revised a couple of times, you’ve gotten feedback on it, and you hired an editor or had a friend or professor proofread it for you. Let’s say that you feel that your manuscript is excellent and others have agreed, that you don’t think you could improve upon it any more.

Your first step would be to figure out how to publish in print and eBook formats. Three web sites: CreateSpace.com, Kindle Direct Publishing through Amazon, and PubIt through Barnes and Noble. If you have never published an eBook before, you can also go through Smashwords, but that all depends on you.

Now, for a printed book, you don’t have to do much except for make sure that your pages are the right size and that you have enough of a margin to account for any bleed that might occur during the printing process. Once you’ve resized your document, you can go through and pretty much make it look the way you want it to look. I would take an example book from your shelves and look at it as a guide. See how the layout was done, the copyright page, the headers and footers, and the table of contents. All of this is easy to replicate in Word – just apply it to your work, no plagiarism, ok? Just kidding.

Once you have your document layout the way you want it to look, all you have to do is upload it to CreateSpace. If you don’t have an account, then create one, not a big deal. All you need is an e-mail address and a password.

Once you’re on the site, you can follow the steps to publish a new title. Even if you don’t create your own PDF file, you can upload your Word document and the site will convert it into a print-ready PDF for you. Easy, right?

The next part is the book cover. Let’s say you don’t have an image editor, so you decide to use the CreateSpace online cover creator. It’s really simple and all you have to do is what the creator tells you to. You can add your own text, images, and more. After that, you choose your distribution channels which are all explained if you click on the question mark beside the instructional step. If you choose expanded distribution channels, you’ll be charged a one-time fee of \$25. This will make your printed book available on Amazon, other retailers, and a CreateSpace storefront.

Once you click the publish button, it will inform you that your files have been submitted for review. You’ll get an e-mail 24-48 hours later stating that the review process is

complete and your proof is ready to be ordered or viewed online. Different people have different preferences for how to view their proof copies, but if it's your first time publishing a book, I recommend ordering a printed proof copy to see how you did.

Now that your print book is ready, it's time to get your eBook out there. This can be a little tricky if you don't know html, but a basic eBook shouldn't be too difficult. If you're an amateur and have no idea how to create an eBook, I recommend creating an account with Smashwords.com and reading the Smashwords Style Guide by Mark Coker. It's free and highly informational.

When you go through Smashwords, you won't need to go through the other two web sites. Your eBook will be made available in virtually all eReader formats including PDF, MOBI, and EPUB formats, which are the most common for eReading devices.

If you know how to convert and format eBooks into their various file formats and know how to work through the html code for getting your book's content to look a certain way, it might be better for you to go through Kindle Direct Publishing by Amazon and PubIt by Barnes and Noble. This allows for higher royalty rates, no formatting issues that you can't fix yourself, and other opportunities for marketing and distribution like the KDP Select program.

Once you have your book out there in print and eBook formats – congratulations! You're officially self-published!

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How to Start a Christian Day Camp

By Jane Rodda (Author of “How to Start a Christian Day Camp”)

For many parents in need of childcare, day camps are a fun alternative to a traditional setting. They offer fun activities, games, crafts, and often times are centered around a theme. School-aged children can go and have a great time, without the risk of becoming bored. A church looking for fun and creative ways to reach children and families in their community would be well-served to consider starting a Christian day camp.

Starting a Christian day camp is not as daunting of a task as it may seem at first. It takes time, organization, and careful planning, but if simple steps are followed, it can actually be quite simple. Following is a list of the steps that need to be taken:

1. **Assess the Need** – Before you do anything else, determine if there really is a need for a day camp in your community. Talk with parents, search out surrounding childcare options, and determine if there would be an interest. Make sure that the Christian day camp would be a service to the people you are trying to reach.
2. **Determine Insurance** - Meet with the proper personnel and let them know of your plans to start a day camp. Most general insurance policies should cover the activities of the day camp, but you may need to get some additional insurance.
3. **Pray** – Begin praying for the day camp. Nothing of significance will happen if you do not lift it up in prayer, so begin praying now and do not stop! Organize teams of people to be constantly praying for every aspect of the program, from the advertising, to the staff, to the children, to the parents.
4. **Recruit Teenagers to Help** – Although day camps are intended for school-aged children, teenagers can easily be the most impacted by an effective Christian day camp program. Having teenagers take time to serve, either as volunteer or paid staff, can give them a way to help shape the lives of younger children. It also encourages them to grow and mature, and eventually take on more responsibility. Plus, teenagers can help build a lot of excitement about the program.
5. **Design the Program** – How long are you going to run the camp for? What is the theme going to be? What will the key Bible stories going to be? Are you going to take field trips? How much are you going to charge for the program? These are all questions that you need to answer when planning out the program. You may want to consider doing a limited or trial run as you get started with your program.
6. **Spread the Word** – Send out letters to parents in the community, send fliers home with students at school, put up signs about your day camp, and put an ad in the newspaper. If possible, have a local news station do a segment on your new venture. You need to get the word out that you are going to be providing a new service for children in the community.
7. **Stick to the Plan and Pray** – Don't worry about trying to make the day camp perfect. If you have a detailed outline of the program, stick to that as much as you

can. But be flexible and willing to go with the flow if things don't go exactly to plan. And don't forget to pray!

8. **Make Sure the Kids Have Fun** – The most important thing is for the kids to be safe, but a very close second is that they have fun. So make sure you let them be kids, and have a great time.

A Christian day camp will allow you to meet different children and their families, tell them about Jesus, and begin building relationships that could last for eternity.

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How To Start a Martial Arts School

By Jennifer Shipp (Author of “How To Start a Martial Arts School”)

Martial arts have a lot to offer people and starting a martial arts school is a great way to give something back to the community where you live. Whereas many forms of exercise like dance, yoga, or gymnastics are great fitness activities, martial arts are about more than just being healthy. Martial arts have a solid practical component that makes this form of exercise a worthwhile endeavor. Because martial arts confer a sense of self-confidence and self-defense skills to students, they have a seriously pragmatic side to it that other forms of exercise often lack. Martial arts instructors need to enjoy teaching and learning more about their art form in order to be successful, but balancing one's role as instructor with one's role as business person is perhaps the most important thing you can do as the owner of a martial arts school.

Because of the self-defense aspect of martial arts, many adults as well as children enjoy doing this form of exercise. Adults and children can benefit from martial arts training and, if you're looking at starting a martial arts school, marketing for both adults and youth is a necessity. Classes for adults and children often differ significantly in terms of the content covered, but children can learn valuable lessons about how to deal with bullies and how to stay away from strangers in martial arts classes that are designed and marketed specifically for them.

There are a variety of martial arts schools and each style of martial arts has a different method of teaching students. taekwondo classes often require students to do forms and practice sparring with each other. Kung fu classes are similar in terms of content and how the material is practiced. Aikido, in contrast, is often presented to students movement by movement, focusing on the subtleties of manipulating an opponent. Weaponry classes are frequently offered by martial arts schools no matter what the style. Most martial arts schools advertise their ability to get students fit. No matter what your martial arts style, you'll need to develop a curriculum around the material that makes it accessible to children and adults.

If you are planning to start a martial arts school, you'll need to think not only about the marketing, and the style of martial art and how to present your material to students in a way that is understandable, but you'll also need to think carefully about the other business aspects of your school. Bookkeeping, paying rent and other bills, cleaning, stocking inventory, and gathering supplies is a really important part of starting a successful martial arts school. Though the marketing the school and the curriculum are both really important, taking care of the business side of your school is absolutely essential.

Teaching martial arts in your own martial arts school can be a lot of fun. Meeting new students and educating people young and old about how to effectively use different

movements to protect themselves in self-defense situations feels good. At the same time, however, it's important that you work with the business aspects of keeping your martial arts school running so that you can follow through for your students and increase the longevity of your business.

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How To Start a Trucking Company

By Marilyn Coleman (Author of "How To Start a Trucking Company")

Many former drivers or current drivers think about starting their own trucking business. Most will go through the company they work for, some will just strike out on their own. You can find companies now that are willing to help their drivers become owner operators and lease equipment to them. These drivers are either fed up with the way they are being treated as a company driver or just want control of the way they run. Being an owner operator can be lucrative for some drivers, but you must be persistent and diligent with your work. Opening your company is not any different from being an owner operator. Depending on the size of the company you are planning on operating, you could have one to 150 trucks and drivers for those trucks.

The trucking industry is a very lucrative business if you operate it correctly. Your company could get some that revenue if you make sure you follow the rules and regulations. The trucking industry has earned billions of dollars in profits for some companies and some owner/operators have done very well. Whatever effort you put into it, is what you get out of it. However, before you get to this point and it is just a thought, you need to make sure that this what you want to do. Starting a trucking company is just like opening any other business, but you have a lot more overhead if you intend on having trucks, trailers and inventory. Some companies do not just want to haul another company's freight, they want to be able to house it as well. So now you have to look at warehousing. You need enough room for the inventory, forklifts, and warehouse personnel. You will also have to look at whether you want other companies to come and haul your inventory out. Now you have gone from just hauling another company's freight to having someone haul yours, you've become a shipper.

Along with making the decision to start a trucking company, if you were not already familiar with the trucking industry, it would be a good thing to read up on it as much as possible. Find someone that you can ask questions, look to the internet to answer your questions. Recently, the FMCSA has changed some rules and regulations that concern the trucking industry. When you make the decision to open your company, make sure you have read up on the new rules and regulations that not only affect the drivers but the companies as well. CSA 2010 is guideline used by the Department of Transportation to keep track of accidents, tickets, inspections, log book violations, hours of service violations, company audits and any other infractions that could count against not only the driver but the company as well and should be considered when deciding to open a trucking company. If you continue to be diligent in getting as much information that you can about the trucking industry, if you are not familiar with it, and seek help from others, you can succeed and have your business thrive in this economy.

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How To Study The Bible For Beginners

By Jane Rodda (Author of “How To Study The Bible For Beginners”)

The Bible is a powerful and captivating book. Whether you are a believer in Jesus Christ or you just want to know more about the sacred text, incredible truths and life changing ideas can be found between the covers. Published in over 1000 languages, the Bible is much more than just an ordinary book. It is a record of God’s word to man, and it tells us the things that he wants us to know.

Studying the Bible may seem like an overwhelming idea, especially if you have never done it before. Don’t let yourself get discouraged. Don’t be thrown off by the size of the Bible or even the wide range of instructions or teachings you may have heard from different religious leaders in the past. Although it is important to accept instruction, you must always hold up the teachings of man to the word of God.

Even if you are a beginner, studying the Bible can be simple. Just follow these steps:

1. Pray. Before you begin studying the Bible, pray and ask God to open your heart and your mind, and to reveal his truth to you. Ask God to help silence your own preconceived ideas of what is right so that you can truly learn from Scripture.
2. Choose the passage. Choose whatever scripture you want to learn about. It can be whatever you want, but consider looking at a Psalm or one of the letters in the New Testament such as Philippians or Colossians.
3. Consider the book. Understand why the book was written in the first place. A lot of Study Bibles have introductions at the beginning of each book to tell you the purpose of the book, but if not, look online for explanations of why the book was written. Doing this will help you gain a better understanding of the point the author is trying to make.
4. Consider the culture. Do a bit of research into what the culture of the time was when the passage was written. Was it during a time of war? Was it a wealthy culture? Were there specific areas of concern that needed to be addressed? Again, if your Bible doesn’t have this information included, take the time to look it up. This step is important so that you will know that the instructions found within the text are not arbitrary, but instead were written for a specific purpose.
5. Apply it to today. Now take what you have learned and apply it to the culture of today. The technology and traditions may be different, but the same issues can be found in any society. Look around and consider what similarities there are, and how the verses apply in today’s world.
6. Make it personal. Now look into your own life and see how what you have just read can impact your thoughts, attitudes, ideas, beliefs, or actions. Don’t walk away from it thinking that there is nothing for you. See what you can learn, and put it into action.

Don't think that you have to do it all perfectly now. It takes time, but the more you learn and grow, the more you will discover as you look into the Word. Just keep going to the Lord every day and asking him to make the Scriptures come alive to you. You will not be disappointed.

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How To Talk To Your Kids About Sex

By HowExpert Press (Author of “How To Talk To Your Kids About Sex”)

Talk about Sex with Your Kids

Sex is a complicated topic and one that many parents try to avoid for as long as possible. Some parents believe that by avoiding the topic of sex, that they can “preserve their child’s innocence.” They believe that by keeping their children uninformed that they are somehow “protecting” their kids. But, in fact, the opposite is true.

Pedophiles (adults who prey sexually on young children), look for children who have little to no information about sex from their parents. These people target kids who clearly do not have good communication with guardians. You can try to train your child not to ever tell other adults that you and he (or she) don’t talk, but the fact is, pedophiles have a special radar for picking up information about how well a child gets along with parents. If you don’t talk with your child about sex, or other sensitive topics, other adults who are “tuned-in” will be able to tell.

When you talk with your children about sex, you not only protect them from pedophiles and sexual molestation but also rape and other potentially uncomfortable situations. The more kids know, the easier it is for them to avoid situations that seem questionable. A child who does not have information about sex is naïve to the ways of the world and cannot avoid situations because he has no reason to believe that they could turn disastrous. Educating your child about sex and sexuality provides him with the tools to evaluate situations and make a decision about them.

As kids get older and turn into adolescents, it’s important, as a parent, that you’ve laid the foundation for intense and honest conversations about sex. When children reach the age of 10 to 12 years, they need to start learning about boundaries in relationships. These boundaries help them negotiate boyfriend and girlfriend relationships with greater ease. It isn’t easy to establish boundaries and to know when to say, “no” without practice and thought. Parents who regularly talk with their children about sex can help prepare their children for their intimate relationships and help them learn how to set healthy boundaries in their intimate relationships. By encouraging their children to think carefully in advance about situations involving sex, parents can help their children make important, life changing decisions about sex that will benefit them throughout life.

By talking about sex, parents can help establish open lines of communication with their children. It isn’t a conversation that should be had only once. Rather, parents should attempt to converse with their children regularly about sex and sexuality. Each time they talk with their child, the conversation will get easier and more productive. As children learn that it is easy and comfortable talking with their parents about sex, they will ask more questions and be more willing to ask for help in making difficult decisions about

their own sexual behavior. Parents who take the time to talk with kids about sex have the ability to confer their value system and moral code to their child. And children with parents who are able to discuss sex with them definitely have the advantage in life.

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How To Teach Drama To Kids

By Julie Johnson (Author of “How To Teach Drama To Kids”)

Many teachers in schools these days are not trained for the specialty subjects they are suddenly faced with teaching. Also, there are many professionals from the world of the Performing Arts who are often forced to make extra money by teaching, but have no experience with this as a career. Furthermore, many university students are hired for summer camp counselors, or evening community center leaders where Drama is part of the program, but are floundering with the basic concepts of where to start and proceed with this subject.

Because Drama is an active subject, much like the teaching of Physical Education, it is therefore much more difficult to teach, as not just knowledge of the subject matter is critical, but captivating and motivating students who are less inspired so that their peers will not be brought down by their attitudes or actions, and, in general, just keeping basic CONTROL over the group is imperative as well.

Teaching Drama or Theatre Arts is RARELY about putting on a play. There are components and specific skills that must be first taught, such as the use of movement, of voice, and how to enhance a character, or how to improvise. Exploring the world of make-believe can also involve delving deeper into one’s own creative resources, and thus finding deeper meanings behind feelings and emotions. It is not unheard of for leaders and teachers of this subject to become therapists or counselors when a particular memory is triggered in a student. Having students almost always working in groups can also be problematic, as there are personalities to consider, injured feelings to soothe, etc.

With young people, of course, the emotions and raw creative genius run in an excitable pattern which, while often working well in active PRACTICAL lessons, will become mired down in THEORY lessons. Thus, it is usual to always keep children and teens physically busy and mindfully challenged. Extra exercises that may involve some form of presentation, such as puppetry, scene work, clowning or music can also be taught as a point at which they may become more serious about their input and participation (“Mom’s coming to see me do this tonight!”) OR as a very real introduction to the challenge of performing in front of strangers.

Any exercises suggested may also lead to other imaginary situations for furthering the development of a student’s creative skill. Scenarios that imitate real life will find the students searching for personal reflection and resolutions in instances they are experiencing simultaneously to taking Drama classes, and this can lead the teacher or leader of the group to observe many rewarding transformations or at least cathartic epiphanies.

Because the word “drama” comes from the ancient Greek “to do” (or “to act”) it is imperative that teaching Drama to young people be full of activities and thought-provoking experiences presented through movements and gestures. Teaching theater CAN be about the History of Theater – a fascinating subject in itself which could take years of study!- Set Design, Costume Design, Lighting, Make-Up, Stage Management, and Directing and Producing, but these topics are better left for college or university levels, and when teaching under 18’s, the individual studies are better left broken down into components that keep them active and involved with others and with some introspection of their individual personalities.

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How To Teach Sunday School

By Shirley Janisse (Author of “How To Teach Sunday School”)

Teaching Sunday School can be both rewarding and challenging. It is one of the greatest ways to do service for the Lord and for your Church community. It gives you an opportunity to reach out to those children who might only be able to hear the “good news” about Jesus on a Sunday morning. It brings hope to a lost and dying world; a world that is full of small children who have no hope and may never know what hope is unless they are taught.

Teaching Sunday School is an important position that should never be taken lightly. As a Sunday School teacher, you will instill the Word of God into the lives of children. You will teach them valuable lessons that they will incorporate into their lives. You will be a part of the molding process, helping to shape them into what they will become in the future. You will be creating the church of tomorrow.

Teaching Sunday School doesn't require a license or a degree; it requires you to be knowledgeable of the Word. It requires you to be caring and honest. It requires you to have a heart for the children and for their salvation. Teaching Sunday School requires you to be creative and open to new suggestions.

Teaching Sunday School means that you are responsible for ensuring that the spiritual needs of the children who have been placed in your care are being met. It will require you to be involved in the lives of your students. You will be called upon to answer difficult questions that, when asked, may shake the very depths of your soul. You will see things that will bring tears to your eyes, tear at your heart, and move you to make a difference in a child's life.

Teaching Sunday School also means that you will receive great rewards for your efforts. You will be blessed by the children, as they shower you with affection. You will gain a whole new family because you will come to feel as if the children are your very own. You will watch them grow, both physically and spiritually. They will share their sorrows and their joys with you. They will tell you things that they would never dare share with others. They will hold you in very high esteem. When they grow older, they may not be able to recall who their 2nd grade teacher in school was, but they will remember who their Sunday School teacher was.

Teaching Sunday School is about making a difference in the lives of children. It is a high calling reserved for those who not only desire to teach the principles of the Bible, but who are also willing to exemplify them in their everyday lives. Just like Jesus, who was the greatest teacher to walk this earth, we must also, as Sunday School teachers, teach by example. The greatest lessons we can teach to today's generation of children – our

church of tomorrow – are those that we have applied to our lives and whose success we can proclaim boldly!

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How To Teach The Bible To Children

By Anne Snyder (Author of "How To Teach The Bible To Children")

Why teach the Bible to children? The Bible is important to teach to children, because what one learns in childhood stays with him the rest of this life. One can go about teaching the Bible to children in many ways, through song, through a Bible lesson, through activities, through Bible memory.

One of the most common forms of teaching the Bible to children is through the Bible lesson. In order to teach effectively, the teacher must be prepared himself. He must know the subject matter well, and, in the case of teaching the Bible, to be truly effective, he must have a personal relationship with God, the author of the Bible. Once these criteria are met, there are several things to keep in mind.

First, one must decide on the subject matter. Of course, the Bible is the subject, but the Bible has many different themes and stories. If one is teaching more than one lesson, then he will want to decide on a theme for a series of lessons. Once the topic is decided, the preparation begins.

To prepare to teach a Bible lesson, one must read the passage till he knows it very well and can tell it again in his own words. You need to think through it and how you can simplify the story to use the vocabulary that is on the level of the children you are teaching. You also should choose your visuals. Besides this, it is a good idea to practice the lesson out loud. Be sure that you not only are able to recount the events that happen in the passage, but also to draw practical conclusions about the truth that God wants these children to learn from this lesson.

When the lesson is thoroughly prepared, the next step is the presentation of the lesson. This includes such aspects as using the visuals you have prepared, being dramatic in your actions and the tones of voice you use, and communicating your excitement to the children. Involve the children in the lesson through simple questions that draw them into the story and get them thinking.

Besides teaching the Bible in an official Bible lesson or Sunday-school setting, we can and should teach the Bible to any children in our life, not only at set times, but throughout the day. This helps the children to realize that the Bible effects all areas of our life. You can teach them by example, showing them what it means to help those in need or to tithe or to give thanks even in hard situations. You can teach them how to pray by praying with them. You can talk to them about the nature you see around you and the situations you go through together.

God's Word is amazing and life transforming. When we teach the Bible, we are not just teaching an ordinary book or school subject. God's Word has great power! Our goal

should be changed lives, to see the children we teach grasping God's truth mentally and putting it into practice in their lives. Sometimes we do not see immediate results, but we must remember that we are ultimately doing this for the Lord, and He is the One who will reward each one who has served Him faithfully.

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How to Travel Europe Cheap

By Willoughby Ann Walshe (Author of “How to Travel Europe Cheap”)

If you want to travel to Europe on a low budget, then check this out. With careful planning, the airfare can be your biggest expense. By traveling smart, you will have to slash away at the prices, but you don't necessarily have to give up all the comforts of life. Best of all, you can have wonderfully exciting experiences and encounters that will help you learn about the landscapes, social life, city attractions, events, political situations, cultural offerings, language, local foods, beverages, and perspectives of people you encounter in the countries of your choice.

Briefly, here are some of the most important points to consider as you make vacation plans.

When planning your trip:

- Survey the status of your finances and interests.
- Evaluate having a base of operations versus moving about.
- Travel in an off-season time of year and off the beaten path.
- Decide where you want to go: Keep your focus narrow.
- Check on budget-bargain cities, regions, and countries.
- Think about going alone or with others.
- Evaluate the many alternatives to “taking a vacation.”
- Use the Internet as a resource tool for finding bargains.
- Reveal your intentions to your contacts that can provide assistance.

When preparing for your trip:

- Plan your itinerary with a budget in mind.
- Make notes of other points of interest along the way.
- Book your flight in advance (or at the last minute).
- Select your mode of lodging and make arrangements.
- Decide on one or more means of transportation.
- Start early to get your documents in order.
- Consider your insurance needs.

When commencing your trip:

- Know the importance of traveling light (and washing laundry more often).
- Travel with others to split the costs and realize savings.
- Use your contacts for inexpensive food, lodging, and transportation.
- Live like the citizens: Eat regional foods, drink local beverages.

- Become a mineral water aficionado.
- Shop wisely.
- Be careful with your money.
- Protect your belongings.
- Check on free days at museums.
- Buy standing room at operas and symphonies.
- Refrain from buying souvenirs.
- Ask about and use student, teacher, and senior discounts.
- Find and enjoy free entertainment.
- Leave your guidebooks, maps, and laptop at home.
- Make plans for possible illness or accidents.
- Stay in touch with family and friends by telephone and/or e-mail.
- Be prepared to tell your story, share artistic skills with people you meet.

Because this way of traveling on a low budget takes courage, stamina, and independence, you should go at a time when you still have the health, resources, and opportunity to do so. Don't put off your dream trip, but plan for it now. Your trip will be an adventure that will change your outlook on life. In addition, you will be a positive influence on your friends and family as you relate your exciting adventures to them when you return home.

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How To Use Microsoft Access 2010

By Abdul Salam (Author of “How To Use Microsoft Access 2010”)

Microsoft Access 2010 is a globally known application for creating relational databases. The powerful command, features and tools of Microsoft Access 2010 permits you to organize your data in database tables with an extreme range of ease.

Here, you will find a comprehensive summary of main tools and features of Microsoft Access 2010:

- **Enhanced and Advanced Design Template Toolkit:** Microsoft Access 2010 is packaged with high-tech and multi-purpose design templates for designing databases.
- **Table creation tool:** You can create tables for organizing data in a variety of useful and simple ways.
- **Handy Field creation and managing techniques:** Microsoft Access 2010 offers a huge range of flexibility for creating and managing the table's fields.
- **Record entering and editing techniques:** You can directly enter database records into tables without indulging in complex and lengthy procedures.
- **Enhanced Forms Creation Tool:** you can create data entry and split forms for updating the tables of databases.
- **Table Relationships:** Tabular relationships are created for sharing and accessing information from one table to other. Relationships are also beneficial in Microsoft Access 2010 for making corresponding changes in related tables, as any change is made in one table.
- **Performing Basic Calculation:** Microsoft Access 2010 also allows you to perform basic calculations like sum, count, etc. on the numerical records.
- **Filter:** Microsoft Access 2010 equips the user to filter the records of a single table while setting some criteria.
- **Sort Ascending and Descending Tool:** Microsoft Access 2010 also lets its users sort the table's records with respect to field values.
- **Ribbon Menus:** Microsoft Access 2010 is designed with the same tab menu theme of Microsoft Access 2007, which is handy for access to the different tools.
- **Find and Replace Tool:** The find and replace tool makes it easier to find a specific record among the wide record array. You can also replace a piece of field information in just few clicks.
- **Alternate Row Color:** You can format table records with a different color scheme to make it attractive and readable.

- Grid Line: The grid line allows you to apply a border to the tables in many different styles to make your tables more attractive.
- Spelling: Spelling features assist you in finding and subsequently correcting the spelling mistakes in table records.
- Query Wizard: Microsoft Access 2010 offers various query designing tools for analyzing data and information stored in the database tables.
- Report Wizard: Microsoft Access 2010 report Wizard allows the user to organize the table and query result for printing purposes.
- Print: Microsoft Access 2010 offers three options for printing tables and reports in a highly presentable way.

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How To Use Microsoft Excel 2010

By Abdul Salam (Author of “How To Use Microsoft Excel 2010”)

Microsoft Excel 2010 is launched with the aim to analyze, manage and share information in numerous flexible ways that can guarantee the better and improved decision making in almost all study disciplines like health, engineering, business, statistics, etc.

Here is the summarized introduction of some of coolest features and tools of Excel 2010:

- **Improved Tables and Data Filters:** Data is organized in the columns and rows in Microsoft Excel worksheets that make it quite easier to analyze and sort massive amount of data in no time.
- **Sparkline:** One of the most stimulating features of Excel 2010 is the use of miniature charts that can easily fit inside a worksheet cell. They aid a lot in making the firsthand data analysis.
- **Data Paste Preview Tool:** Microsoft Excel 2010 is packaged with numerous paste preview special features that offer extensive convenience in data editing.
- **Conditional Formatting:** An advantageous improvement is Excel 2010 features is the amendment of conditional formatting tool. The new and updated version of conditional formatting tool enables the users to create in-cell charts based upon inserted value in the cell.
- **File Menu tab:** Microsoft office 2010 has replaced the office button of its 2007 version with File tab menu in its all applications including Excel that is flawless to use.
- **Charts:** User can directly access all categories of charts from the Insert tab menu inside the Excel 2010. All the three chart contextual tabs i.e. Design, Layout and Format tab facilitates the user to makes the chart more presentable.
- **Format As Table:** Microsoft Excel 2010 offers many built-in table styles to make over the user data in professionally look tables. The Format as Table also makes it easier to sort, format or filter the data with minimum chances of errors.
- **Auto-Fill Data:** Instead of typing a long list of data manually, Microsoft Excel 2010 permits the user to get benefit of its auto-fill tool.
- **Data Sorting:** Generally, It is quite difficult to sort the numerous data values in a specific order. But Excel 2010 Data Sorting feature helps astonishingly to sort long arrays with just few clicks.
- **Ribbon Menus:** The Excel 2010 is equipped with ribbon tab menu interface for benefitting the user to flexibly access its features and make most of them.
- **Live Preview:** Live preview feature gives a preview of particular formatting on the selected data before applying it. This feature works with all Font size, Font Style and all the theme galleries. The user simply needs to place the mouse

pointer on the thumbnails of particular gallery item to make an overview of its effect on the selected cell data.

- **Formulas & Functions:** Microsoft Excel 2010 performs calculation with formulas and functions. There are more than 300 functions in Excel 2010 to perform the calculation of statistics, financial, engineering tasks.
- **Worksheet Formatting:** Microsoft Excel 2010 also works with the same set of standard formatting tools of all the applications of Microsoft Office like Font Color, Font Size, Border Line, Under Line, Text Alignment, Cell Shading, etc. to format the worksheets.
- **Printing the Worksheet:** Microsoft Excel 2010 offers smart printing options like Page layout, Page Orientation, etc. to print a professionally and standardized hardcopy of worksheet data.

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How To Use Microsoft Outlook 2010

By HowExpert Press (Author of “How To Use Microsoft Outlook 2010”)

If you want to know how to use Microsoft Outlook the right way, then get this guide. The main idea behind the scripting writing this guide is to facilitate the readers who want to utilize the Microsoft Outlook 2010 to manage their emails. The simple techniques and their step-by-step elaboration will help both beginners and professionals make optimal use of Outlook 2010's distinguished tools and features for not only managing their e-mail but also managing their appointments, business events and meeting schedules in a systematized manner with little effort.

This study guide will facilitate its readers with the following substantial benefits:

- At the start of this study guide, you will learn to install Outlook 2010 and configure your email accounts once Outlook is successfully installed.
- This guide will teach you to optimally manage the incoming e-mails in different categories so that they can easily be accessed whenever required.
- You will also learn to compose the new e-mail messages in accordance to professional standards.
- You will also learn how incoming messages can be replied to and/or forwarded to someone else.
- Microsoft Outlook 2010 also allows you to send attachments along with e-mail messages that can be document files, pictures, music files. etc.
- This study guide will also assist you in creating business calendars that help you in manage your daily routine activities in a highly controlled manner.
- You will also learn to create appointments, tasks, meetings and events for your calendar.
- With this study guide, you will also learn to create meeting invitations and how to respond to an incoming invitation.
- Finally, you will also learn to print e-mail messages and calendars.

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How To Use Microsoft Powerpoint 2010

By Abdul Salam (Author of “How To Use Microsoft Powerpoint 2010”)

Microsoft PowerPoint 2010 is recognized globally for creating multimedia presentations, not only for professionals but also for ordinary users such as students.

The features and techniques of Microsoft PowerPoint 2010 are discussed here to give their concise introduction:

- **Improved and Advanced Design Theme Options:** The current version of Microsoft PowerPoint 2010 is packaged with more advanced and featured Design Themes.
- **Slide Layout:** Microsoft PowerPoint 2010 offers nine different types of slide layouts to outline the presentation.
- **Better Quality Illustrations:** The Microsoft PowerPoint 2010 application program offers different types of illustrations like shapes, smart shapes and charts to make presentations more convincing and attractive.
- **Table:** Data organized in the form of a table is more evocative as compared to plain text. Microsoft PowerPoint 2010 also offers the Table tool to insert tables in your presentations.
- **Theme Formatting Options:** Microsoft PowerPoint 2010 also enables the user to make changes to the built-in themes. You can change the theme color combination, graphical effect and font style combination in a few simple steps.
- **File tab:** The Microsoft PowerPoint 2007 office button is changed with the File tab of Microsoft PowerPoint 2010. It is quite convenient to use.
- **Data Paste Preview Tool:** Microsoft PowerPoint 2010 offers a new advanced paste preview tool with an extensive range of different options for data editing purposes.
- **Tab Menus:** the Microsoft PowerPoint 2010 is designed on a tab menu interface theme that is flexible to have access towards different features and tools.
- **Live Preview Feature:** the live preview feature enables the user to see the effect of some specific formatting before actually applying it. It works well with Font size, style, theme and other gallery tools.
- **Master Slide:** The master slide tool is used to apply the standard combination of formatting to all the slides of the presentation. It is quite handy to apply the formatting at once rather than applying the same formatting commands for every single slide.
- **Printing the Presentation:** With Microsoft PowerPoint 2010, you can print the outline of the presentation, print the speaker notes, and can also

print handouts for the audience to keep them more focused on the presentation subject and contents.

- **Password Protection:** Microsoft PowerPoint 2010 also works with the password protection feature to limit unauthorized or illegal access to the presentations.
- **Cascade and Arrange All option:** The cascade and Arrange All windows options are used to arrange the slides either side by side or back by back. This feature enables the user to work simultaneously on multiple slides.

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How To Use Microsoft Word 2010

By Abdul Salam (Author of “How To Use Microsoft Word 2010”)

Microsoft Word 2010 is a globally recognized application program for creating a wide range of multi-purpose documents. The dominant commands, tools, features and techniques allow the user to create, edit, format and even customize documents with great ease and comfort.

Here, are the main tools and features of Microsoft Word 2010:

- **Enhanced and Advanced Design Template Suit:** Microsoft Word 2010 is packaged with an advanced and high-tech design template suite for creating multi-purpose documents such as business cards, certificates, resumes, financial reports, etc.
- **Data entering and editing techniques:** Microsoft Word 2010 allows the user to make use of a variety of text entry, text selection and editing/modification alternatives. The user can generate commands with keyboard keys shortcuts, the mouse, and from the tab menus.
- **Superior Quality Illustrations:** The Microsoft Word 2010 application program allows the user to insert different types of illustrations to their document file such as shapes, smart shapes and charts to make their document more presentable.
- **Table:** Tabular form text is much more understandable compared to simple typed text paragraphs. Microsoft Word 2010 offers a Tables tool for inserting information inside the document in an organized form.
- **Text Formatting Tools:** Microsoft Word 2010 allows the user to format text arrays according to his or her needs by using tools like bold, italic, underline, font color, font, etc.
- **File tab:** In Microsoft Word 2010, the Office button of Microsoft Word Version 2007 is replaced with a File tab that is accessible to use.
- **Text Paste Preview Feature:** Like other application programs, Microsoft Word 2010 also supports an advanced paste preview tool with different options used for data editing purposes.
- **Tab Menus:** Microsoft PowerPoint 2010 is designed with the same tab menu interface theme of Microsoft Word 2007. This is handy to have quick access to different features and tools.
- **Live Preview Feature:** The live preview feature works with almost all formatting tools to show the user the effect of different formatting option alternatives before actually applying it to selected text.

- **New and Amazing WordArt:** The advanced WordArt offered in Microsoft Word 2010 lets the user make over their text with innovative and cool formats.
- **Ligature Tool:** Microsoft Word 2010 has also offered a new ligatures tool to allow characters to share their common components. The characters after ligatures formatting are recognized individually by the system and their respective font.
- **Picture Background Removal:** The background removal feature of Microsoft Word 2010 allows the user to remove an unwanted background from the image.
- **Artistic Effect:** The artistic effect tool also aids the user in making over images with different exciting and fancy artistic patterns.
- **Built-In Styles:** Microsoft Word 2010 is also packaged with a predefined style gallery to apply quick formatting to different files and text contents.
- **Automatic Table of Content Tool:** In Microsoft Word 2010, the automatic table of contents not only provides the opportunity to have a quick glance at the order/sequence of all the document contents/sections, but it also enables the user to have quick access to a particular file section with a single click.

If you want to learn more about this topic, then visit www.howexpert.com/word.

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How To Use Visual Studio 2010

By HowExpert Press (Author of “How To Use Visual Studio 2010”)

The topic covered in this eBook is: ”How to Install and Use Visual Studio 2010”. Here you will find complete guidelines for the installation of Visual Studio 2010 and its features.

This eBook include 9 chapters, and has related sub- headings along with step by step screenshots for your proper assistance.

In chapter 1 you will have a brief introduction to Visual Studio 2010 and previous versions of Visual Studio.

Chapter 2 explains the complete step-by-step installation process of Visual Studio 2010 along with a screenshot with each step, so that you can fully understand how to do the installation by following a few simple steps.

Chapter 3 guides you on how to run Visual Studio 2010 for the first time on your system.

From chapter 4 on, the second portion of your eBook topic starts. In this chapter you will gain knowledge related to different features of Visual Studio 2010. This will guide you to understand and apply the different features of VS-2010 in a more efficient way.

Chapter 5 covers the very important topic of how to create different projects in Visual Studio 2010. This chapter is crucial if you are really interested in learning Visual Studio 2010.

Moving toward Chapters 6, 7 and 8, these chapters allow you to understand how to create a new web page, a master page and style sheets in your project or website.

Last but not least, chapter 9 is related to how to run your created application on any browser to view the design and functionality of your application.

These are the basics of Visual Studio 2010. If you learn them then I hope that you will definitely find no difficulty in understanding other features and functionality of this amazing setup.

If you want to learn more about this topic, then visit www.howexpert.com/visuals.

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How To Write a Children's Book

By Rusty Baker (Author of "How To Write a Children's Book")

Writing a successful children's story is a dream for many writers. Both seasoned professionals and aspiring young talent all have wishes of one day having a well-received children's book sitting on bookshelves everywhere. However, it is not quite as easy as one may believe.

There are many thought processes and much research that has to be done before pen ever meets paper. If you are not willing to just sit back and concentrate, ponder, and build your story according to what children are interested in, then you may not have what it takes to write such a book.

It takes much more than just "money," "fame," or "fortune" to drive a successful children's book author. The one driving desire that all writers must have is the drive to provide a quality book to the children and entice them to learn to read. Having a child eager to read a book that you have written is like no other feeling on earth. The sense of pride and the joy that you receive from seeing the child excited about reading is one that will last a lifetime with you.

First off, before you begin to write, you must understand the age group that you are attempting to reach. Writing a story for a teenager is much different than writing a story based on what a ten year old would like. The thought process of each is drastically different and they get excited about different things. No two children are the same; however, the basics of each age remain the same.

Even the amount and placement of the pictures are important. Having a picture-less book for a toddler will not go over well with the child. In stark contrast, having a picture-riddled book for a teenager is not really promoting their reading level or their excitement level. The balance of each is very important. The rule of thumb is that the younger the child, the more pictures. As the age group grows older, less pictures are needed.

Now that you have an "idea" of what age group you are targeting, and the amount of pictures you will need, now it's time to put pen to paper and begin writing. You will capture your younger readers within the first page. Older readers will give you more time to capture their attention so, you will likely have around 3-4 pages to entice them to read the rest of the story. Be sure to write this section so you will capture the imagination and attention of your age group.

Now that you have captured their attention, give them a climax that they will be happy to read. Boring, stagnant, worn-out climaxes are common. Give them something that will make them satisfied for reading to that point. Do not let them feel like they have

wasted their time in reading your book. Give them that “reward” that they are looking for.

Toward the end, let them down gradually with the ending. Wrap everything up with a nice bow and answer all questions that might have risen up from the story. Leaving a “To be continued” type book for older children is fine—not a good idea for younger children.

Above all else, entertain the children. Reading is a lifelong skill—one that you can easily contribute to through your story.

If you want to learn more about this topic, then visit www.howexpert.com/childb.

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How To Write a Contemporary Romance Novel

By Graziel Senosa (Author of “How To Write a Contemporary Romance Novel”)

If you want to learn how to write a contemporary romance novel then test this out. The word *contemporary* means *modern*; in other words, it is a romance set in the present time. Contemporary romance novels are books that saturate the shelves of different bookstores and are popular reading material from all over the world.

Below is some of the most vital information that you need to study when writing a contemporary romance novel:

Genre and Subgenre – Contemporary romance novels have vast classifications in which one can write.

- Genre and subgenre have been classified depending on the word length and degree of sexual explicitness the writer decides to do
- Genre and subgenre depend on what lifestyle, attributes or characteristics the novel must have; these make them fit into a certain classification.

Setting - A *contemporary romance novel* setting is probably the easiest and most common setting for first-time authors.

- Contemporary romance time frames are now; it is happening and occurring the same time the reader is reading the novel.
- The place where events take their course of action is the normal environment in everyday life. Most contemporary romance writers set their story in places they have been or currently reside.

Characters – Contemporary romance novel characters are people which one can meet in all walks of life. Authors of various contemporary romance novels have written their characters like everyday people.

Most contemporary romance novel characters can be found at work. They can be working men, working women, or the high and mighty in the society.

- Writers of contemporary romance novel give their characters distinct traits in order to let them fit in the genre or subgenre of the contemporary romance novel they are writing.

Plot – Plot is the contemporary romance novel flow or theme of the story. Most contemporary romance novel writers write about two ordinary people meeting and falling in love.

- A lot of contemporary romance novel writers write about two people who have fallen in and out of love. They were lovers somewhere along the road and parted ways due to some differences. Later, they will meet again, overcome their differences and live their happily ever after romance.
- Contemporary romance novels also include plots where hate at first sight is the moving point for the plot. The lead has a reason to want to avenge himself or herself against the other party. Later, he or she will have his or her revenge only to realize that what he/she did was wrong. Trying to make up for the wrongdoing, it will lead for love to bloom and to a happy ending.

Conclusion – The contemporary romance novel always concludes in a happy ending. This should be written wonderfully so that the readers will be fully satisfied after reading the novel.

- The contemporary romance novel's main aim is to provide romance. Remember, romance is about a happy ending for your lead characters.
- If it will not lead to a happy ending, then the novel should not be considered a romance. A contemporary romance novel is like a fairytale story set in the modern world.

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www.howexpert.com/cromance.

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How To Write a Love Poem

By Howard Moore (Author of "How To Write a Love Poem")

The first step is to understand that love poetry is a way to relate feelings to the art of words. It is the skillful use of words to bring ideas about feelings and emotions to a reader. One important skill is to be able to capture an image. This should be done in as few words as possible and it can also be done very effectively at the beginning of the writer's manuscript such as in the opening lines or first stanza. Love can mean many things in addition to romantic love such as love of a place, a people, or a nation; It can be love of people for various reasons. Relationships, friendships, and family are examples of love. There are unique and special bonds of love between parent and child. All of these forms of love can be the subject of a love poem. Once the image is captured there are choices for the writer to make: to rhyme, use a poetry form; use free verse, use images, or develop a metaphor so that some few words will stand for something much larger in scope. Other forms of poetry are song lyrics, Rap, and spoken poetry. These all have in common the idea of combining rhythm and words. These are even more special talents, to do blend music and/or rhythms into poetry.

Poetry can be rhymed or not (end rhyme), it can be rhymed within the lines. It can be written in one of more than fifty types of form poetry. It can use imagery- words that describe the elements of things around us; such as those words and phrases that illustrate the beauty or aspects of physical things. It can use a metaphor- a word to represent something in a way the reader can see and remember easily.

There have been many great poets who wrote love poetry. Pablo Neruda, E.E. Cummings, Langston Hughes, Federico Lorca are among the more famous. Many people who read poetry extensively may have a large number of favorite poets and poems; this is a valuable thing to a writer too. Ideas about how to write a love poem come easily from the works of the great masters of the past.

Love exists between people and is created by them, when someone dies - as we all must- love can change and go on. This is a very important aspect of love poetry the power to nurture memories. In this way the memory inspires the poetry. Inspiration can come from many sources, from many types of experiences. Inspiration may be drawn from the works of other poets. One can acquire favorite poets and poems and when we write we find these ideas, styles, or other parts we admire reflected in our work. One can be more deliberate and write after a particular poet's style of poetry. Inspiration can come from the classics, from legends, legendary personalities- heroes, leaders, giants of history.

Love poetry and the love of such poetry can add a great deal to anyone's life and experiences. In the end it may be nothing more than a projection of something within us, but it is a wonderful way to share and express that important part of who we truly are.

If you want to learn more about this topic, then visit www.howexpert.com/lpoem.

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How to Write a Novella in a Week

By Kristopher Trujillo (Author of "How to Write a Novella in a Week")

For those wanting to improve their novella writing skills I suggest you read this "How To" book. It provides an extremely in depth take on various intricacies of the process for creating a short story from the mind of an author who has recently taken it upon himself to master the art of the novella.

Every chapter delves into different aspects and helps the aspiring to hone both the skills they have and the skills they have yet to realize.

Each page should inspire individuals from all walks of life as they continue to increase their knowledge pertaining to composing a classic novella in under a week.

Different sections encompass different types of wisdom.

You are being tasked with setting out on a journey to enlighten your mind frame.

Light bulbs will go off and fingers will be snapped as you inch toward that sweet finality known as eureka.

This how to will provide you with numerous angles of attack that can assist you in making a novella which will flourish in all areas.

Uniqueness is one of the aspects that is repeatedly emphasized throughout. Being different with your creative content is the equivalent of dealing numerous body blows in the early rounds of a championship boxing match. You know those shots will pay dividends later which is why you toss them out from the start. Readers become impressed over time. After they finish the last sentence of your tale they should be impressed beyond belief with your clever wittiness.

Fused into the conclusion of the book is a special section dedicated to "How To Create A Successful Upwork Profile."

Feel free indulge yourself in a reading experience that will please both the mind and heart. This book resonates with your soul like few others. The frequency at which this creation was composed was nothing short of spectacularly phenomenal.

Why not display your gift with words? That's the number one question you will answer by reading from the beginning to the conclusion.

Hopefully, the answer you come up with will convince you to never surrender control of your dreams.

Let me leave you with these words. Stay ready, so you don't have to get ready. I'm always starving. Remaining hungry ensures that even if you have the ability to eat your mind is always on your next meal. Put that together. Follow your passion without fear. Fear is a killer of dreams. It can be crippling...paralyzing. Fear can hinder you quicker than any physical ailment known to man.

If you follow the instructions listed and pay attention to the message behind "How To Compose A Quality Novella In Under One Week," I can guarantee two things.

Number one: You will increase your overall confidence as an author exponentially. Confidence is of the utmost importance in every facet of life. Writing is certainly no exception.

Number Two: You will learn a bevy of nifty tricks that you can implement into your creations in order to improve both your technical and unorthodox methods. Practice makes perfect. You have to write and write and write some more, and after that guess what? Write again, so that you may one day unlock your true potential.

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How To Write a Paranormal Romance Novel

By Graziel Senosa (Author of “How To Write a Paranormal Romance Novel”)

Would you like to expand your understanding on how to write a paranormal romance novel? If so, then check this out. The word *paranormal* means *an event, things, phenomenon or any subject whose occurrence or idea has not and can't be explained by the subject of science*. In addition, the word *romance* means *two people falling in love with a happily ever after story*. Combine the two definitions together, and you now have a paranormal romance novel. Paranormal romance novels flood bookstores and digital media. This is the most popular and wide read genre of romance right now.

Underneath are some of the most fundamental information's that you need to learn when writing a paranormal romance novel:

Paranormal Phenomena – A paranormal romance novel needs to have incidents or creatures that do not occur in everyday life. Most paranormal romance novel writers and authors incorporate paranormal phenomena within their characters. Examples are having heroes or heroines that are vampires or werewolves or angels.

- Paranormal romance novel writers also include unknown civilizations, Greek mythology, and the existence of legendary societies to add spice to their novels.

Intriguing Characters - A *paranormal romance novel* flows due to the actions of its characters. The characters give off a mysterious and intriguing aura, making the readers crave getting to know them.

- Writers of paranormal romance novel incorporate their immortal heroes and heroines with flaws and traits that make them more intriguing.
- The age of the characters in a paranormal romance novel is up to the writer
- Secondary characters, even villains, are created with mystery attached to them. However, you must never let them overpower the hero and heroine in terms of interest.

Romance – Romance is one of the main subjects for the paranormal romance novel. A paranormal romance novel romance is usually both sweet and painful.

- Most romance in paranormal romance novels include being the destined mate or loved one of the hero/heroine regardless of their mortality or immortality.
- Romance in a paranormal romance novel includes, mating, bonding, and uniting by a love making scene.

Setting or Venue – The writer of a paranormal romance novel decides where and when the setting, venue and time frame of the story should occur.

- Some paranormal romance novel writers start their stories in the distant past, leaping to the modern and present time to satisfy the plot needed for the course of the action of the story.
- Most paranormal romance novel writers chooses to incorporate the modern world in their setting, making the story feel like it is happening right now. Others create their own world, time line and setting for their romance novel.

Conflict – All paranormal romance novels have a conflict. Conflict is the problem that is needed to be resolved within the story. Many paranormal romance writers make this a turning point of the romance in the novel.

- A frequent conflict in paranormal romance novels includes the hero/heroine being doomed when his/her destined one is not found
- Other paranormal romance novel writers write conflicts about mixed species love, and immortality/mortal issues.

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How To Write a Romance Novel

By Evelyn Abaunza (Author of “How To Write a Romance Novel”)

Writing a romance novel is simple when you are passionate about the subject and know you are ready to begin writing it. Preparation is important and one way of doing so is by reading about the industry, knowing what is selling now, identify who your target audience will be, decide what genre you are interested in writing for and make your novel different from what is published and available today. You will need to have read your share of romance books in order to get the feel on how they are written from beginning to end, what makes them interesting to read and what writing styles authors are using.

You will need to create your characters, name them, give them careers, find a place for them to live, create secondary characters, develop a plot, conflict and resolution to the conflicts. Dialogue is extremely important in a romance novel because you want to engage your readers and keep them hooked on your story. I find the best part of writing the romance novel is putting it all together and, once you complete it, going back to read it in its entirety. You will be spending time editing and making revisions before you take your next steps of formatting the manuscript to get it ready for submission. Be prepared to make several edits and it is helpful to take a break from editing or revisions because, after a while, you may end up missing grammatical errors or misspellings. I recommend not reviewing your manuscript for a one week after your second revision because, this way, you will be able to catch any mistakes you might have missed on your last editing session.

While it sounds intimidating, submitting your manuscript for publication is not as bad as it sounds. The process gets easier when you do all the necessary research on how to do this and become familiar with submissions guidelines. However, you may face the disappointment of rejection letters. However,

Getting a rejection letter is disappointing and may discourage you from submitting your manuscript again. However, you should not give up. Keep submitting your work and, at the same time, keep a file with any rejection letters you receive. A rejection letter does not mean your novel is not good enough, but it probably meant that it was not the type of project the publisher or agent needed. The more you research and learn about submissions guidelines the easier it gets. Keep submitting if you believe in your novel until you achieve your goal of having it published.

If you want to learn more about this topic, then visit www.howexpert.com/rnovel.

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How To Write a Short Story

By Sarah Zachary (Author of “How To Write a Short Story”)

Writers, especially writers recently starting out, have always found it difficult to write stories well. Many writers do not even know where to start, because so many of the story elements such as character and plot seem too daunting for them to face. Writing a short story may seem even more intimidating, due to its even more rigid guidelines and the need for a concise plot idea as well as execution. However, writing a short story may also be extremely rewarding and the most appealing source of writing for many people, as it is the perfect measure of length without extraordinary commitment to complete.

When writing a short story, writers are faced with conditions of how to explain character, plot, setting, and more. Some people think short stories are simple, but even the best writers glean knowledge by looking at what others know through conferences and reading. The beauty of short story writing is the fact that it's perfect for every level of writer, whether you're just beginning or have published several novels. Sarah Zachary has compiled the same beauty of integration with her short story guide, in which she connects to every level of writing for a universal appeal.

The power of writing a good short story, as every good author knows, comes with practice and knowledge- knowledge of how to write your characters, your plot, your setting, all in one piece perfectly. When you're writing a short story, word-building has to be quick. You must cut down your word count by assuming what your character knows already, describe settings in one paragraph, and believe a world beyond what you see, beyond the tiny bit you have a chance to describe. There's characters to consider, cutting down on descriptions of your characters in a way to focus on developing them without the pages of description itself. Instead you must focus on dialogue, interactions, and body language. Everything of that sort is contained in Sarah Zachary's guide on how to write short stories.

You must dive into the plot, introduce the problem as soon as possible, and attempt to start in the thick of things. That doesn't mean the character needs to know, but crafting a short story must take speed and analyzing. They are always changing based on what needs to be said and vary in extremes of length, psyche, and persons. The writer has the ability to think beyond measures of simple flash fiction or more lengthy novellas and novels, in order to provide great stories and great messages. Although they provide these pluses, they are difficult to pull off without help and practice, and devotion directed towards the craft of developing the stories. One of the main pieces of advice often directed towards those who want to be writers full time is: Find a way to mingle with other creative individuals. The reason for this is to learn new processes in writing, to share craft advice, which can now be found all in one place: in an easy-to-use, fun guide.

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Independent Pro Wrestling Guide

By Matthew Soulia (Author of “Independent Pro Wrestling Guide”)

When I was a young boy I used to watch professional wrestling on television every Monday and Thursday night, and I was entranced. These larger than life personalities captivated me in a way unlike anything else, and I dreamed of one day becoming a professional wrestler myself.

Fast forward a few years, and I got the chance I had been waiting for. I was able to train as a pro wrestler and experience the life I had always dreamed about. As it turns out, however, not everything is as it seems for the life of a professional wrestler.

There was so much that I was not prepared for when I began my journey. Sure, I had a basic grasp on moves and how to fall, but there was so much more that I wasn't aware of. Little nuances that, had I known, could have helped me out tremendously as I got my start.

Through the months that followed, I learned a lot of the little things that could help to bolster success in the ring, things that I wish I knew beforehand. While my own wrestling career ended up being cut short, due to finances and personal obligations, I thought it was a good idea to take this knowledge that I gained and pass it on to other professional wrestlers just breaking into the game.

That is why I wrote (Final Book Title). This way I could help out young, fresh professional wrestlers in the way I best knew how: by giving them advice based on my own experiences.

So if you are looking to break into professional wrestling, or you have already started your career, I encourage you to take a look at this book. This way, anybody new to the wrestling game can be one step ahead of the curve, helping to make the tough transition that is a life in pro wrestling.

If you want to learn more about this topic, then visit www.howexpert.com/wrestling.

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Introverted Expat

By Marie Therese Batt (Author of “Introverted Expat”)

Traveling to a new and unknown place is a scary and exciting decision. After you arrive in your new home country, reality hits and the glittery romanticism of expat life starts to rub off. Beneath it, the undeniable truth shines through: you're an introvert, and it's the reason why the challenges of living abroad are starting to reel their ugly head. Can the two – introversion and expatriates – go hand-in-hand? Is it possible for introverts to thrive and succeed as expats?

“He who knows himself is enlightened”

These wise words from Lao Tzu are the perfect place to start when it comes to acing your introverted expat experience. Here's why. If you've decided to take the leap and travel the world, you're following in the footsteps of brave men and women who've gone before you. People like Marco Polo, Ferdinand Magellen, Sacagawea and Isabelle Eberhardt. Not bad company!

And while that sounds inspiring and leaves you with some pretty cool bragging rights, it doesn't really help you much when you're struggling in your new home country. So, what will help you thrive and flourish as a little, foreign transplant?

Let's face it, you can't ask cultures to change for you. What's more, other people will see, interpret and judge you based on what's normal and acceptable to *them* – whether you like it or not. You also can't expect the world to place more value on introverted qualities and less value on extroverted qualities. And at the end of the day, you can't turn your back on the world and hide from everything that's challenging you. So, what's an introverted expat to do?

The best way to thrive in your new setting is to know yourself and know exactly what you need in your new habitat.

Being self-aware and prepared is an introverted expat's key to success

After Susan Cain's book, “Quiet: The Power of Introverts in a World That Can't Stop Talking” became a bestseller back in 2012, introversion became something of a trend. Over the last five years, being an introvert has become cool.

It seemed that introverts started popping up out of the woodwork. But not for very long, of course, since being in the spotlight is a bit draining for them. Nonetheless, introverts started to understand their place in the world, and even better, they started owning their place in this great big world.

And that's something you can do, too, wherever you find yourself in the world as you embark on expat living.

Thanks to Cain's contributions to study of introversion, being an introvert has never been easier, but it's not because the world has suddenly become more accommodating to introverts, or has started to place more value in introverted qualities. The world is just as extroverted as it always been.

So, what's changed? Now, introverts have the wonderful, self-affirming opportunity to understand themselves better. And this self-awareness is a game changer, especially when it comes to living abroad as an expat.

Introverts Are Perfect Candidates for The Expat Life

Introverts don't have to overcome or cure their innate, introverted qualities. That's because these aren't setbacks. Instead, the essential characteristics that define introverts are actually what gives them a big advantage to living and thriving abroad.

You just have to know what these essential characteristics are, and how to optimize them. If you want to discover the introvert's superpowers and how you can use them to make your expat experience truly awesome, check out "Introverted Expat 101: How to Be, Live and Thrive as an Introverted Expat Traveling the World."

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ISFJ 101

By Mary Blake (Author of "ISFJ 101")

You know you're an ISFJ Defender (or at least very nearly) when:

1. You're under seventy years of age, and everything you see or hear reminds you of a vividly-remembered experience you had in the past.
2. When your kid's preschool teacher comes to pickup all excited about the child's construction-paper Groundhog hat that they made in class for Groundhog day and asks, expectantly, "How do you like her hat; isn't it cute?" you return, "What is it?" (And then of course you tell both teacher and child that you love it.)
3. Your happiness depends to a great degree on the happiness of your cherished, inner circle.
4. Your child leaves his lunch at home for the eighty-third time, and you take it to him because you just can't bear to have him to have to go to lunch without it, even when you know they'll give him *something* to eat.
5. You go off for a fun weekend away from home at a fun place with a great *crowd* (not of your cherished, inner circle), and you realize at about bedtime the first night that, even though you know you'll be glad you participated in this wonderful opportunity, all you really want to do right now is go home to your cherished, inner circle.
6. They tell you at kindergarten preparedness that in order to increase your child's fine motor skills, you need to have him play with play dough, you think about the unavoidable mess and answer, "Do I have to?"
7. The kindergarten teacher sends home a recipe for homemade play dough with instructions that you are to make it for your child, you are not charmed. Still, you dutifully make green play dough for your child without complaining to the child or teacher. When the playdough is sent back at the end of the year, you place it in your kitchen cabinet. It has plenty of salt, after all, to combat bacteria and mold. When the next child comes home from kindergarten with the same recipe four years later, you retrieve the same green play dough from the cabinet for her to take to school for her kindergarten year. Yes!
8. You'd really rather switch than fight, but there are some hills you're willing to die on.
9. You find yourself repeatedly taking your Pink Pearl eraser (which you carry with you at all times) during homework time to erase what your child just wrote on his homework paper so that he can rewrite it more neatly. "Nobody can read that, not even you!" you tell him truthfully. He totally doesn't get it, but he complies, You go through this almost daily for 35 years. (Well, OK, maybe not quite 35.)
10. Your idea of spontaneity is a snap decision to take your tea 15 minutes early.
11. Your idea of adventure is taking your walk-loop in the opposite direction today.
12. Your kid calls you to let off steam, and then he goes on about his business while you worry about the things he told you about.

13. You had 13 roommates in college and never one fight. No, not one. It's called conflict avoidance.
14. Anytime one of your cherished, innermost circle comes in the room, your natural response is immediately begin to assess his or her emotional state.
15. You are always saying you're sorry about a circumstance in which someone finds himself or herself, not necessarily because you caused it, but because you *feel* sorry (sympathetic) for the person in the circumstance. It really means you wish you could fix it; if you could fix it you would; but all you have to offer just now is your sympathy.
16. You have trouble forgiving people who mess with one of your cherished inner circle, even after he or she has long since forgiven them.
17. You love to be complimented for good work, but you can't graciously accept a personal compliment for the life of you. You feel you don't deserve it, so it's uncomfortable and embarrassing!
18. If another driver taps or hits the horn and you can't discern why, you immediately assume, not that he is saying hello or that he is blowing at someone else, but that he is blowing at you -- and not only that, but he is blowing because you must have done something wrong.
19. Your parents save the top of your wedding cake in their freezer for your first wedding anniversary celebration, but you got married during Christmas, and there's always too much going on when you come into town for the holiday to remember it. It sits there for years, and, when, finally they deliver it to you, you place it safely into your freezer. It's your wedding cake, after all, you can't just toss it. But you keep forgetting. Finally you remember the cake on your 27th wedding anniversary. You and your nearly grown kids partake of the now somewhat freezer-burned wedding cake. Tradition! (And, how many after-marriage kids taste their own parents' wedding cake?)
20. You're under seventy years of age, and you just can't understand why they can't do it the way they've always done it.
21. When someone proposes a new and exciting experience, you immediately begin to question its cost, logistics, and safety, or to search frantically for some scheduling conflict.
22. You promptly volunteer to be academic mom at school so you won't have to be party mom.
23. You just can't help redoing all the pillows when your spouse makes the bed; he does it well enough, but not quite right!
24. When something significant goes wrong for someone in your inner circle, something goes wrong in you, too.
25. You have threatened to return clothes that come to the laundry inside-out, washed, dried, and folded inside out. But you can't do it, because they really must be washed inside-in!
26. You don't have any kids, or your kids are grown, but you can't be anywhere near water (swimming pool, river, ocean) without becoming self appointed lifeguard for any children swimming there.
27. You make every effort to protect the health, feelings, privacy, and dignity of those in your cherished inner circle.

28. You still have hail stones in your freezer from the storm of 2011. And the hail-damage, totalled camper trailer. Memories...

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Kickboxing 101

By Nathan DeMetz (Author of “Kickboxing 101”)

Kickboxing is a stand-up form of striking. It consists of a variety of attacks but is commonly known for strikes with the hands and legs (punches and kicks). This is only a small part of kickboxing, however, as the form of combat includes knee strikes, elbow strikes, open palm techniques, and many other stand-up attacks.

Many people, maybe even you, envision kickboxing as the atypical straight punches (the jab and cross) as well as the atypical roundhouse kick, which is more often simply referred to as a round kick. This is a beginning point for kickboxing but even a straight punch or a round kick are not as simple as they first seem. For example, there are different versions of the round kick, or roundhouse kick. A round kick in Tae Kwon Do is different from a round kick in Muay Thai. The same can be said for other striking forms of martial arts as well.

Kickboxing is a well-rounded form of martial arts that is not in itself a traditional martial art. Kickboxing, as I know it, is a culmination of many striking martial arts. Depending on where a person has trained, and with whom, the styles they are associated with may differ. For me, I primarily use Boxing and Muay Thai, while incorporating this technique or that technique from other arts. For an associate of mine, their base is in Tae Kwon Do with supplemental training in boxing and Muay Thai.

The more you search and talk with different people or groups, the more you will see variety in what “kickboxing” is for each person.

The history of the art.

Just as kickboxing is diverse and hard to define in simple terms, so is the history of the art. Various forms of stand-up striking martial arts date back to ancient times. You can be sure that some from, if we were able to truly follow them all the way back in time, predate historical records.

Muay Thai predates the 19th century and originates in Thailand. The style is the successor of Muay Boran. Other variations of Muay Thai and Muay Boran exist. Styles that predate Muay Boran and Muay Thai are argued to be basis for Muay Boran and that other arts influenced, or are influenced by, Muay Boran.

Records on Karate vary depending on the style, historian, and other factors. According to some accounts, Karate can be traced back to Zen Buddhism in Western India with an inception date of around 1400 years ago. Others trace the history of karate back to the 19th century but state possible earlier beginnings. The exact date of origin will likely never be known.

My point is, when you look at the details of and think about kickboxing, do not dial it down to one area or set of skills. Think of it as a larger spectrum of skills and disciplines that can be put together in nearly infinite ways. Appreciate where the art has come from and where it will go.

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Running for Women 101

By Jennifer Jacobsen (Author of “Running for Women 101”)

Long-distance running is popular among women, and they compete in races ranging from the 5K to the marathon. Women who have been casually competing in races for at least a few months are likely ready to increase the intensity of their training so they can reach their full potential. Following specific, research-backed training plans and engaging in healthy habits, such as getting adequate sleep and eating a balanced diet, can help women to run their best possible race, whether they are running a 5K or a marathon.

Women who want to run their fastest 5K will need to increase their endurance by running longer runs of five to six miles, whereas women competing in a 10K race will benefit from even longer runs, of up to 10 miles. Women running 5K races should also include speed work, such as 400-meter repeats, 800-meter repeats, and interval workouts in their regular training regimens. Training for a 10K requires even more intense speed work, such as mile repeats, tempo runs, and longer-distance interval workouts.

Women who have mastered shorter distances and want to conquer the half marathon and the marathon will need to make sacrifices in other areas of their lives so they can commit completely to their training. Women who are training for a half marathon will need to carve out up to two hours per week for their long runs, whereas those preparing for a marathon can expect to spend three or more hours on their weekly long run. This level of commitment requires support from family, which involves both emotional support and assistance with tasks like housework and childcare. In addition to taking time away from family for their weekly long run, women training for the half marathon will need to incorporate longer speed workouts, such as two-mile repeats into their routines. Long interval runs, tempo runs, runs done at half marathon pace, and long runs in which the second half is run faster than the first are of benefit to half marathon runners as well. Marathon runners will do unique workouts such as the Yasso 800's, but they will also include race pace runs and tempo runs into their weekly regimen, much like half marathon runners.

Aside from just running, women who compete in races of all distances would benefit from adding resistance training, or weight lifting, to their training regimens. Just two days per week of resistance training can improve running performance, and the research has supported this sort of exercise for runners. Adding simple resistance exercises such as push-ups, squats, sit-ups, biceps curls, triceps extensions, and military presses can make a significant difference in running performance.

Beyond complying with their training regimens, female runners need to engage in healthy habits, such as getting an adequate amount of sleep and maintaining a balanced

diet. Clocking seven to eight hours of sleep per night is vital for staying healthy amid the demands of strenuous training. It is also important that women who run consume an adequate number of calories, vitamins, and minerals to support their running.

Proper nutrition and healthy sleep habits can help women to fuel their training and meet their running goals. Sticking to a training plan might be difficult, but it is worth the effort for women who cross the finish line of a race faster than ever before. By enlisting support from family and giving their bodies time for rest and recovery, women can stay committed to running despite life's challenges and bounce back quickly from illnesses and injuries.

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The INTJ Female

By Caitlin Humbert (Author of “The INTJ Female”)

Who are we INTJ ladies? You’re the girl in the corner of the coffee shop with her laptop, novel, or term paper. The one who is completely invisible and silent until she needs to speak up to make a correction or completely shut someone down. We spend our time at home, in book stores, or any activity we can do alone. We wear our black/white/grey minimalistic uniform with pride and can’t stand to spend time fussing over materialistic items or trends. No one even notices us; we manage to skate through life undetected...unless we want to be heard.

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Toy Photographer 2.0

By Pınar Alsaç (Author of “Toy Photographer 2.0”)

Even though toy photography is not as famous as its brothers and sisters, it has been around longer than one might expect. With the internet and social media getting into our lives more and more each day, toy photographers from all around the world has started to pop up. Some of these individuals were already into photography, while some were just beginners, taking a picture here, another there with their phones. No matter their origins, or their knowledge on the subject, there was one thing common to all of them: They loved toys.

Toy photography is not just a creative outlet, it's also a way of getting away from the stress of daily life and go back to your childhood. When we played with our toys as children, we all made up stories for them. This one was the bad guy, this one came in to rescue the princess and so on. With toy photography, not only you have the chance to visit those memories, but also capture them. You can re-create the worlds they lived in, or give them new ones. Take them with you when you go outside or travel, and see the city through their eyes.

Listen close enough, and each one will have a story to tell.

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