

Qlab 3 User Guide

First Published in 2010. Routledge is an imprint of Taylor & Francis, an informa company.

This invaluable guide takes a step-by-step approach to the most common and popular theatre production practices and covers important issues related to the construction of wooden, fabric, plastic, and metal scenery used on the stage. This new edition of the Illustrated Theatre Production Guide uniquely shows you how to build scenery through detailed lessons and hundreds of drawings. The illustrations make this book like no other and offers solutions to problems that you face, from rigging and knot tying, to drapery folding and the most detailed information on metal framing available. Written for the community theatre worker who has to be a jack of all trades and the student who needs to learn the fundamentals, respected author John Holloway teaches in a way that covers the necessities but doesn't bog you down with heavy language and boring verbosity. New features in this book range from expanded information on metal framing and foam construction to brand new elements such as a chapter on stage management and an extremely helpful Website with videos -- meant to go along with the informative section on projects. These videos take you from the drawings and descriptions in the book to the video instructions that will help you learn visually. A must have for the theatre professional as a guide to refer back to over and over again.

Illustrated Theatre Production Guide delivers a step-by-step approach to the most prevalent and established theatreproduction practices, focusing on essential issues related to the construction of wooden, fabric, plastic, and metal scenery used on the stage. A must-have resource for both the community theatre worker who must be a jack of all trades and the student who needs to learn the fundamentals on his or her own, it covers the necessities in great detail, without bogging you down. Offering techniques and best-practice methods from an experienced industry expert, it will allow you to create a foundation on which to build a successful and resourceful career behind the scenes in theatre production. This third edition has been completely restructured to more effectively lead you through the basics of stagecraft. Through detailed lessons and hundreds of drawings, author John Holloway offers you solutions to the problems that you'll face every day in a production, from rigging to knot tying. New to this edition are guides to jobs in theatre, construction documentation, and video projection methods, with expanded information on Thrust Theatres, lighting, audio and video practices. This book is suitable for Stagecraft courses in university Theatre programs, as well as for professional theatre technicians.

If you are interested in how control systems and computer networks are used in all areas of live entertainment, Control Systems for Live Entertainment is the industry standard reference. With a unique combined focus on computers, networking, art, and practice, this book offers an in-depth examination of control for lighting, lasers, sound, , stage machinery, animatronics, special effects, and pyrotechnics for concerts, theme parks, theatre, themed-retail, cruise ships, museums, special and other events. This new edition also includes: •expanded emphasis on networking technology and practice •complete coverage of important new protocols such as ACN and RDM •completely revised and updated case studies •a completely reorganized and revised structure Drawing on his extensive experience in the field and classroom, author John Huntington clearly explains everything that goes on behind the scenes and inside the machines to bring bold visions to life in real-world settings. * Author's website is a live, updated resource for this audience - visited from control systems technicians in countries around the globe! * Systems formerly solo are now being networked together and audio and lighting techs need this knowledge * Loaded with realistic examples that readers love

Expert Consult – Online

The Projection Designer's Toolkit

Projects in Video, Audio, and Lighting Control

A Practical Guide to Concepts and Techniques

A Practical Guide to Stage Lighting

Used from Broadway to Britain's West End, QLab software is the tool of choice for many of the world's most prominent sound, projection, and integrated media designers. QLab 3 Show Control: Projects for Live Performances & Installations is a project-based book on QLab software covering sound, video, and show control. With information on both sound and video system basics and the more advanced functions of QLab such as MIDI show control, new OSC capabilities, networking, video effects, and microphone integration, each chapter's specific projects will allow you to learn the software's capabilities at your own pace. Tutorials and additional resources are featured at www.focalpress.com/cw/hopgood.

Sound Design for the Stage is a practical guide to designing, creating and developing the sound for a live performance. Based on the author's extensive industry experience, it takes the reader through the process of creating a show, from first contact to press night, with numerous examples from high-profile productions. Written in a detailed but accessible approach, this comprehensive book offers key insights into a fast-moving industry. Topics covered include: how to analyze a script to develop ideas and concepts; how to discuss your work with a director; telling the emotional story; working with recorded and live music; how to record, create, process and abstract sound; designing for devised work; key aspects of acoustics and vocal intelligibility; the politics of radio mics and vocal foldback; how to design a sound system and, finally, what to do when things go wrong. It will be especially useful for emergent sound designers, directors and technical theatre students. Focusing on the creative and collaborative process between sound designer, director, performer and writer, it is fully illustrated with 114 colour photographs and 33 line artworks. Gareth Fry is an Olivier and Tony award-winning sound designer and an honorary fellow of the Royal Central School of Speech and Drama. It is another title in the new Crowood Theatre Companions series.

Provides information about ceramic methods and materials for both beginners and more experienced potters.

Dance Production: Design and Technology introduces you to the skills you need to plan, design, and execute the technical aspects of a dance production. While it may not seem that staging a dance production is that different from a play or musical, in reality a dance performance offers up unique intricacies and challenges all its own, from scenery that accommodates choreography, to lighting design that sculpts the body, and costumes that complement movement. This unique book approaches the process of staging a dance production from a balanced perspective, making it an essential resource for dancers and designers alike. Covering a broad range of topics, author Jeromy Hopgood takes the reader through the process of producing dance from start to finish – including pre-production planning (collaboration, production process, personnel, performance spaces), design disciplines (lighting, sound, scenery, costumes, projections), stage management, and more. Bridging the gap between theatrical and dance design, the book includes a quick reference

guide for theatrical and dance terminology, useful in giving dancers and designers a common working vocabulary that will ensure productive communication across the different fields.

Sound Design for the Stage

The Official Railway Guide

The Sound System Design Primer

The Essential Resource Guide for Homeschoolers, Parents, and Educators Covering Every Subject from Arithmetic to Zoology

Percutaneous Treatment of Left Side Cardiac Valves

Exam 640-801

Accurately identify complex geometrical distortions of cardiac anatomy using 3-D echocardiography and make more informed decisions regarding diagnosis and treatment. A highly visual, consistent, and practical format with online videos and more presents the authoritative, case-based, expert guidance you need to enhance your utilization and interpretation of this cutting-edge, dimensional diagnostic tool. Master the application of techniques to specific clinical situations with detailed case studies and discussions of challenging issues. See imaging findings as they appear in practice and discern subtle nuances with the aid of high-quality still images plus online videos. Reference the information you need quickly thanks to easy-to-follow, templated chapters, with an abundance of images and figures that facilitate visual learning. Take it with you anywhere! Access the full text, downloadable image library, videos, and more at www.expertconsult.com. Sharpen your interpretive and diagnostic skills in 3-D echo!

This is a custom text designed specifically for PHYS 2425/2426 at Brookhaven College

After the success of the first two editions, this expanded and extensively revised edition provides the interventional cardiologist with detailed, state of the art information on key techniques and approaches to percutaneous treatment of left side cardiac valve disease, keeping pace with the rapid and dynamic evolution in the discipline. Many new techniques and resources are now available, including new devices for transcatheter aortic valve implantation and new approaches to transcatheter mitral valve replacement. Numerous images will help the reader to understand the steps of each procedure and the characteristics of the different devices available. The potential complications and expected or potential morbidity from each procedure are discussed in depth, along with the best ways to manage them. Transcatheter aortic valve implantation has revolutionized the field of interventional cardiology. Initially envisaged as a palliative technique for inoperable patients, it now offers high-risk patients a viable alternative to surgery. Several techniques are also available of transcatheter mitral valve repair, and initial cases of transcatheter mitral valve replacement have also been reported: the interest in these techniques is such that further significant technological advances are expected to be seen over the next few years. This highly informative, easy to read, and carefully structured guide provides interventional cardiologists with updated knowledge on the application of transcatheter techniques to cardiac valves.

Used from Broadway to Britain's West End, QLab software is the tool of choice for many of the world's most prominent sound, projection, and integrated media designers. QLab 4: Projects in Video, Audio, and Lighting Control is a project-based book on QLab software covering sound, video, lighting, and show control. With information on audio, video, and lighting system basics and the more advanced functions of QLab such as show control, network capabilities, projection mapping, video effects, and cue cart integration, each chapter's specific projects will allow you to learn the software's capabilities at your own pace. In addition to the text, a companion website hosts project files, instructional videos, and more.

Solutions Guide to Accompany University Physics, Sixth Edition [by] Sears, Zemansky, Young
Access

Atlas of Percutaneous Edge-to-Edge Mitral Valve Repair

QLab 3 Show Control

Atlas of 3D Echocardiography E-Book

The Rough Guide to South India

Here's the book you need to prepare for Cisco's CCNA exam, 640-801. This Study Guide was developed to meet the exacting requirements of certification candidates. In addition to the engaging and accessible instructional approach that has earned author Todd Lammle the "Best Author" award in CertCities Readers' Choice Awards for two consecutive years, this updated fifth edition provides: In-depth coverage of objective Expanded IP addressing and subnetting coverage More detailed information on EIGRP and OSPF Leading-edge exam preparation Authoritative coverage of all exam objectives, including: Network planning & designing Implementation & operation LAN and WAN troubleshooting Communications technology

The two volumes of these Proceedings contain about 200 conference papers and 10 keynote papers presented at the First International Conference on Construction Materials and Structures, held in Johannesburg, South Africa from 24 to 26 November 2014. It includes sections on Material characterization; Durability of construction materials; Structural implications, performance, service life; Sustainability, waste utilization, and Building science and construction.

The field of structural heart disease interventions is experiencing a stage of rapid growth with the development of percutaneous mitral valve repair therapies and percutaneous aortic valve replacement therapies. The MitraClip represents a new therapeutic frontier for mitral regurgitation, expected to revolutionize repair of the mitral valve. For the first time in the world, physicians now have the capability to repair the mitral valve percutaneously without the need for a sternotomy or cardiopulmonary bypass. However, as with all new endeavors, there is a steep learning curve for the individual operator but also for the entire field. The MitraClip technology and technique is technically complex and is guided by echocardiography and fluoroscopy. It is an imaging intensive procedure that requires deep 3-dimensional understanding of normal and abnormal cardiac anatomy. In mitral regurgitation cases are suitable and not all cases are straightforward. It is therefore crucially important for physicians in this specialty to communicate their experience, successes, failures and complications with each other. Written by the leaders in this breakthrough field, *Percutaneous Edge-to-Edge Mitral Valve Repair* is the first of its kind for the new percutaneous MitraClip procedure. The Editors have endeavored to be a comprehensive reference manual and to provide cardiologists with true examples of basic and complex cases of percutaneous repair using the technology. In addition, this book provides step-by-step guides to the procedure and complications as well as steps to recovery that are discussed. The Atlas is anticipated to be a very valuable reference for both novice and experienced interventional cardiologists and echocardiographers. As percutaneous valve repair becomes more common it will also be of great interest to general cardiologists and surgeons.

Designed for students, young managers and seasoned practitioners alike, this handbook explains the nuts and bolts of the modern logistics world in plain language. Illustrated throughout, this second edition includes new chapters on areas previously not covered, such as: international benchmarking; environmental matters; and vehicle and depot security.

Just Enough Research

Control Systems for Live Entertainment

Computerworld Buyer's Guide

Below 10 MeV/ Nucleon Energies

CCNA: Cisco Certified Network Associate Study Guide

Software

Lists all the resources needed to create a balanced curriculum for homeschooling--from preschool to high school level

The guide opens with a colour section introducing the region's highlights with some photography and essential information on the region's diverse attractions, from enjoying an Ayurvedic massage to exploring the ruins at Hampi. It offers comprehensive and practical advice on everything from finding the best places to stay and the most comfortable means of transport, to spotting elephants in the Cardamon Hills and negotiating Mumbai. It also provides an informative insight into South India's history, religions, architecture, music and dance. There are also maps and plans for every region and town.

The Projection Designer's Toolkit is an insider's guide to the world of professional projection design, serving as a reference for the planning and execution of each step in the projection design process. The text addresses the design process within the context of a professional projection designer's workflow, focusing on specific tools of the trade, best practices for communicating your design to collaborators, tips and tricks, determining budget, working with assistants, and more. Featuring interviews with some of the top names in the industry, the book offers an unprecedented insight into the professional projection designer's process across a wide range of fields, from Broadway and regional theatre to corporate design and music touring. The book also includes in-depth discussion on production process, system design, cue and content planning, content design, digital media fundamentals, media servers, video equipment, and projection surfaces. Additionally, it features hundreds of full-color photos and examples of designer artifacts such as draftings, mock-ups, paperwork, cue sheets, and renderings. Filled with practical advice that will guide readers from landing their first job all the way through opening night and beyond, The Projection Designer's Toolkit is the perfect resource for emerging projection designers and students in Digital Media Design and Projection Design courses.

Looking for a job in the theatre and entertainment industry can be daunting, especially when you are newly entering the work market. How do you take the skills and experience acquired through study and present them to prospective employers in the arts industry? Where does your search begin and what should you consider as you plan your future career steps? What is expected in a portfolio and what should you expect in an interview? This book provides straightforward strategies and practical exercises to turn anxiety into excitement and help you develop the job search skills and materials that will empower you to go after the job you want, and get it. If you are about to graduate or just ready to make a change, this book will teach you how to plan for your career as a designer, technician, or stage manager, and put your best professional persona forward when applying for jobs. Topics include resumes, cover letters, business cards and portfolios that will get you moved to the top of the pile; what to expect at an interview and how to answer any interview question; the how and why of negotiating for your worth; long term career planning, financial implications and much more. Filled with practical advice, examples of letters, resumes, CVs and portfolios, and with guidance from industry professionals, it will equip you to plan and succeed in your job search and career development in the entertainment industry.

The Handbook of Logistics and Distribution Management

A Practical Guide for Designers, Technicians, and Stage Managers

The Art & Craft of Ceramics

The Rough Guide to India

Projects for Live Performances & Installations

QLab 4

"Used from Broadway to Britain's West End, QLab software is the tool of choice for many of the world's most prominent sound, projection, and integrated media designers. QLab 3 Show Control: Projects for Live Performances & Installations is a project-based book on QLab software covering sound, video, and show control. With information on both sound and video system basics and the more advanced functions of QLab such as MIDI show control, new OSC capabilities, networking, video effects, and microphone integration, each chapter's specific projects will allow you to learn the software's capabilities at your own pace. Tutorials and additional resources are featured at [web address to be added]. - Hundreds of screen shots and images that walk you through the step-by-step process of using QLab - Incorporates dozens of hands-on projects and Pro-Tips you can tackle at your own pace - Companion website contains more than 20 downloadable projects with detailed instructions, and resources for teachers and students alike - Up-to-date for the latest QLab features, including AU Audio Effects, Audio Slices, Mic Cues, Video Surfaces, Video Effects, Edge Blending, Masking, Corner Pins, and more"--

The guide to India is a useful handbook to an extraordinary country. The introductory colour section includes photography of the country's many highlights in the 42 Things Not To Miss section, from boating on the backwaters of Kerala to taking in a cricket match at the Oval Maiden in Mumbai. It provides comprehensive accounts of every attraction from the vibrant cities and elaborate temples to Himalayan peaks and palm-fringed beaches. There is also practical advice on activities as diverse as camel trekking in the Rajasthan desert, rafting on the Indus and hiking through the lunar landscapes of Ladakh. The listings sections provide hundreds of insider reviews of the best hotels, hostels, restaurants, bars, shops and museums in every city and village. The authors also give an informed insight into India's history, politics, religion, music and cinema, providing a valuable context to the reader's trip.

QLab 3 Show Control Projects for Live Performances & Installations CRC Press

An up-to-date text, covering the concept of incomplete fusion (ICF) in heavy ion (HI) interactions at energies below 10 MeV/nucleon. Important concepts including the exciton model, the Harp Miller and Berne model, Hybrid model, Sum rule model, Hot spot model and promptly emitted particles model are covered in depth. It studies the ICF and PE-emission in heavy ion reactions at low energies using off-beam and in-beam experimental techniques. Theories of complete fusion (CF) of heavy ions based on Compound Nucleus (CN) mechanism of statistical nuclear reactions, details of the Computer code PACE4 based on CN mechanism, pre-equilibrium (PE) emission, modeling of (ICF) and their limits of application are discussed in detail.

Handbook of Industrial Polyethylene and Technology

Black Belt

Real-Time Three-Dimensional Transesophageal Echocardiography

Starting Your Practice

A Practical Guide for the Interventional Cardiologist

Fluorinated Coatings and Finishes Handbook

This handbook provides an exhaustive description of polyethylene. The 50+ chapters are written by some of the most experienced and prominent authors in the field, providing a truly unique view of polyethylene. The book starts with a historical discussion on how low density polyethylene was discovered and how it provided unique opportunities in the early days. New catalysts are presented and show how they created an expansion in available products including linear low density polyethylene, high density polyethylene, copolymers, and polyethylene produced from metallocene catalysts. With these different catalysts systems a wide range of structures are possible with an equally wide range of physical properties. Numerous types of additives are presented that include additives for the protection of the resin from the environment and processing, fillers, processing aids, anti-fogging agents, pigments, and flame retardants. Common processing methods including extrusion, blown film, cast film, injection molding, and thermoforming are presented along with some of the more specialized processing techniques such as rotational molding, fiber processing, pipe extrusion, reactive extrusion, wire and cable, and foaming processes. The business of polyethylene including markets, world capacity, and future prospects are detailed. This handbook provides the most current and complete technology assessments and business practices for polyethylene resins.

Faculty and staff in higher education are looking for ways to address the deep inequity and systemic racism that pervade our colleges and universities. Pedagogical partnership can be a powerful tool to enhance equity, inclusion, and justice in our classrooms and curricula. These partnerships create opportunities for students from underrepresented and equity-seeking groups to collaborate with faculty and staff to revise and reinvent pedagogies, assessments, and course designs, positioning equity and justice as core educational aims. When students have a seat at the table, previously unheard voices are amplified, and diversity and difference introduce essential perspectives that are too often overlooked. In particular, the book contributes to the literature on pedagogical partnership and equity in education by integrating theory, synthesizing research, and providing concrete examples of the ways partnership can contribute to more equitable educational systems. At the same time, the authors acknowledge that partnership can only realize its full potential to redress harms and promote equity and justice when thoughtfully enacted. This book is a resource that will inspire and challenge a wide variety of higher education faculty and staff and contribute to advancing both practice and research on the potential of student-faculty pedagogical partnerships. Presenting a conceptual framework for understanding the various epistemological, affective, and ontological harms that face students from equity-seeking groups in postsecondary education, *Promoting Equity and Justice Through Pedagogical Partnership* applies this conceptual framework to current literature in partnerships, highlighting the promise of partnership as the way to redress these harms. The authors ground both the conceptual framework and the literature review by offering two case studies of pedagogical partnership in practice. They then explore the complexities raised by their framework, including the conditions under which partnerships themselves may risk reproducing epistemic, affective, or ontological harms. Applying the framework in this way allows them to propose strategies that make it more likely for these mediations to be successful. Finally, the authors focus on the future of pedagogical partnership and share their perspectives on new directions for inquiry and practice. After summarizing the overarching themes developed throughout the book, the authors leave the reader with a set of questions and recommendations for further inquiry and discussion.

Fluorinated Coatings and Finishes Handbook: The Definitive User's Guide, Second Edition, addresses important, frequently posed questions by end-user design engineers, coaters, and coatings suppliers on fluorinated coatings and finishes, thus enabling them to achieve superior product qualities and shorter product and process development times. The book provides broad coverage of these fluorinated polymer coatings, including the best known PTFE, polytetrafluoroethylene, first trademarked as Teflon® and ePTFE (GoreTex®). Their inherent qualities of low surface tension, non-stick, low friction, high melting point, and chemical inertness make fluoropolymer coatings widely desirable across thousands of industrial and consumer applications, but these properties also make it difficult to convert fluoropolymers to coatings that have sufficient adhesion to the substrate to be protected. In this book, readers learn how fluoropolymer coatings are used and made, about their pigments and fillers, binders, dispersion processes, additives, and solvents. The book includes substrate preparation, coating properties, baking and curing processes, performance tests, applications, and health and safety. Provides a practical handbook that covers the theory and practice of fluorinated coatings, including the structure and properties of binders and how to get a non-stick coating to stick to the substrate Covers liquid and power fluorocoatings, their applications methods, curing and baking processes, and their commercial end uses Presents detailed discussions of testing methods related to fluorocoatings, common coating defects, how they form, how to eliminate them, and the health and safety aspects of using and applying fluorocoatings Includes substrate preparation, coating properties, baking and curing processes, performance tests, applications, and health and safety

This title meets a great demand for training in spatial analysis tools accessible to a wide audience. Landscape ecology continues to grow as an exciting discipline with much to offer for solving pressing and emerging problems in environmental science. Much of the strength of landscape ecology lies in its ability to address challenges over large areas, over spatial and temporal scales at which decision-making often occurs. As the world tackles issues related to sustainability and global change, the need for this broad perspective has only increased. Furthermore, spatial data and spatial analysis (core methods in landscape ecology) are critical for analyzing land-cover changes world-wide. While spatial dynamics have long been fundamental to terrestrial conservation strategies, land management and reserve design, mapping and spatial themes are increasingly recognized as important for ecosystem management in aquatic, coastal and marine systems. This second edition is purposefully more applied and international in its examples, approaches, perspectives and contributors. It includes new advances in quantifying landscape

structure and connectivity (such as graph theory), as well as labs that incorporate the latest scientific understanding of ecosystem services, resilience, social-ecological landscapes, and even seascapes. Of course, as before, the exercises emphasize easy-to-use, widely available software. <http://sarahgergel.net/lel/learning-landscape-ecology/>

North American Freight Service Edition

The Definitive User's Guide

Dance Production

Astrophotography for the Amateur

Learning Landscape Ecology

Study Guide to Accompany Physics, for Scientists and Engineers

First published in 1999, this is an expanded and updated edition of the best-selling, standard handbook on astrophotography for amateurs.

This unique resource is an ideal career-planning guide for advanced practice students, recent graduates, and practicing nurse practitioners who want to expand their careers. It's filled with helpful guidelines and proven strategies for success in every aspect of NP practice, including certification and licensure, finding and negotiating a practice opportunity, and developing community and professional partnerships. Guidelines for completing the necessary requirements for certification and licensure Tips for finding and negotiating a practice opportunity Strategies for using available technology and tools, such as the internet and PDAs, to create a successful clinical practice environment Ideas for developing a community partnership by creating successful professional and clinical contacts in the community Practical advice on how best to market oneself and interview with potential employers Key information on establishing systems in practice, using tools to enhance clinical judgment, and other important responsibilities related to clinical practice A wealth of real-world examples, including resumes, collaborative agreements, contracts, business plans, billing and coding, and productivity flowcharts, provide essential resources for a successful practice

The Sound System Design Primer is an introduction to the many topics, technologies, and sub-disciplines that make up contemporary sound systems design. Written in clear, conversational language for those who do not have an engineering background, or who think more in language than in numbers, The Sound System Design Primer provides a solid foundation in this expanding discipline for students, early/mid-career system designers, creative and content designers seeking a better grasp on the technical side of things, and non-sound professionals who want or need to be able to speak intelligently with sound system designers.

The oldest and most respected martial arts title in the industry, this popular monthly magazine addresses the needs of martial artists of all levels by providing them with information about every style of self-defense in the world - including techniques and strategies. In addition, Black Belt produces and markets over 75 martial arts-oriented books and videos including many about the works of Bruce Lee, the best-known marital arts figure in the world.

The British Journal of Photography

Boating

Definitive Guide to Manufacturing, Properties, Processing, Applications and Markets Set

The Complete Home Learning Sourcebook

Design and Technology

Construction Materials and Structures

Three-dimensional (3D) transesophageal echocardiography (TEE) is a powerful visual tool which the novice or experienced echocardiographer, cardiologist, or cardiac surgeon can use to achieve a better understanding and assessment of normal and pathological cardiac function and anatomy. A complement to traditional 2D imaging, 3D TEE enables visualization of any cardiac structure from multiple perspectives. For the echocardiographer, it demands a different set of skills for image acquisition and manipulation. Real-Time Three-Dimensional Transesophageal Echocardiography is a practical illustrated step-by-step guide to the latest in 3D technology and image acquisition. Each chapter systematically focuses on different cardiac structures with practical tips to image acquisition. Features Up-to-date Synoptic presentation of essential "how-to" and relevant clinical information More than 300 color figures Practical fundamentals, including altered knobology, and how to acquire and manipulate image datasets Systematic identification of special diagnostic issues Normal and abnormal cardiac pathology Supplemented by the Virtual TEE Perioperative Interactive Education (PIE) website which provides free access to online resources for teaching and learning TEE:

<http://pie.med.utoronto.ca/TEE>

Promoting Equity and Justice Through Pedagogical Partnership

Get the Job in the Entertainment Industry

A Survival Guide for Nurse Practitioners

Illustrated Theatre Production Guide

Fundamentals and Applications of Heavy Ion Collisions

A Step-by-Step Guide