A recent Gallop poll found that 82 percent of American women and 72 percent of men believe in angels. As technology, war, and other global changes occur, now more than ever people are looking to connect to a higher spirituality to help make sense of life. A nondenominational educational tool for spiritual practitioners and spiritual explorers alike, *The Complete Idiot's Guide® to Connecting with your Angels* is an excellent resource for anyone interested in connecting with the angels around them.

In *The Complete Idiot's Guide® to Connecting with your Angels*, spiritual advisor Cecily Channer, along with author Damon Brown, tells readers how to reach the angels already in their presence. The book provides:

- Informed history and step-by-step instruction on the art of communicating with angels on a daily basis
- How to use one’s own intuitive abilities to tap into angelic energy for loving guidance and protection

Readers can further bring the influence of angels into their lives by gaining knowledge on the characteristics of guardian angels, Archangels, and helper angels and their ability to bring clarity, perspective, and healing into one’s life.

A detailed angel glossary and a comprehensive listing of resources are also included.

**ABOUT THE AUTHORS:**

**Cecily Channer** (San Diego, CA) is a Spiritual Advisor and New Consciousness Teacher with a natural gift of connecting with the higher realms. She started her spiritual journey in 2001 when she was visited by an angel and is now a Certified Angel Therapy Practitioner and Reiki practitioner. Channer has had the fortune of being trained by the revolutionary spiritual teachers Doreen Virtue, Ph.D., Sonia Choquette, and Tina Michelle. Her most important education, however, has been her daily work of receiving Angelic and Divine guidance. A teacher for several years, Channer enjoys instructing classes on spiritual law, the angelic realms, and enhancing intuition. Originally from Chicago, she now makes her home in San Diego with her husband and son. Her website is [www.divineartistry.com](http://www.divineartistry.com).

**Damon Brown** (San Francisco, CA) is a seasoned journalist and author of several *Complete Idiot's Guide®*. A former professional astrologist, Damon has written spiritual columns for MSN.com and LifetimeTV.com. He currently writes for *Playboy*, *AARP: The Magazine*, *Family Circle* and several other major publications. His website is [damonbrown.net](http://damonbrown.net).
**Working with Family**

9781592578702, August 2009, $18.95

Family businesses are the backbone of any economy. But unlike businesses started by business partners, family owned and operated businesses present a host of challenges. *The Complete Idiot's Guide* to Successful Family Business instructs proprietors of family concerns how to deal with such unique issues as:

- Hiring, firing, and pay - how to solve the big three key family business issues
- Expanding beyond the original family business
- Integrating non-family members into the family business
- Why family businesses need outside advisors
- Maintaining healthy family relationships
- Legacy concerns and succession planning

Written by Neil Raphael and Janie Raye in collaboration with the Family Firm Institute, nationally acknowledged experts in consulting for family businesses, this book covers these and dozens of other issues that affect all family businesses.

**ABOUT THE AUTHORS:**

**Neil Raphael** (St. Johnsbury, VT) is the founding partner of the successful family business Raphel Marketing. He is the co-author of *The Complete Idiot's Guide* to Winning Customer Loyalty, *Business Success in Tough Times*, and *Up the Loyalty Ladder* (Harper Collins Business). He has a J.D. from the University of Texas, School of Law.

**Janis Raye** is a business and marketing consultant with Raphel Marketing. Raye is co-author of *The Complete Idiot's Guide* to Winning Customer Loyalty. She has an MBA from Columbia University.

**Judy Green** is executive director of the Family Firm Institute (FFI) where, since 1992, she has led the international professional membership organization through significant organization and programmatic growth. FFI is now the premiere international body for advising and research in the family business and family wealth fields. During Green's tenure, FFI has grown to more than 1500 members with 35% of its membership now based in countries throughout the world; strengthened its global reach to markets in Western Europe, Asia, Australia, Latin America and Canada.

**Know the Customer**

9781592579037, August 2009, $19.95

With tighter marketing budgets and an emphasis on efficiency as a key to growing the return on investment, smaller to midsized companies are “targeting” their efforts to reach core consumer groups. Using the power of the internet and other more conventional tools such as networking through special industry groups, finding and selling to the ideal client has become the norm. *The Complete Idiot's Guide* to Target Marketing, written by nationally-known expert Susan Friedmann, gives practical advice, creative ideas, and concrete steps to show any business how to take advantage of this highly profitable model including:

- 5 easy steps on how to find the most lucrative niche markets
- Using e-tools such as online surveys to pinpoint the needs of niche markets
- Networking techniques that build customer base
- Effective strategies for advertising that really deliver on sales
- Using the internet to market directly to your customer
- Customer retention techniques

**ABOUT THE AUTHOR:**

**Susan Friedmann CSP** (Lake Placid, NY) is an internationally recognized expert and “how to” coach specializing in helping companies from the Fortune 500 to the small business to adopt niche marketing strategies to grow and differentiate their business. She is the author of numerous books including *Riches in Niches: How to Make it BIG in a small Market* and hundreds of magazine and newspaper articles.
**Online Success**

9781592578894, September 2009, $19.95

The Complete Idiot’s Guide® to Starting a Web-Based Business teaches aspiring web entrepreneurs everything they need to know about starting and running their own small-scale online business. Whether they intend to sell goods, services, subscriptions, or advertising, this book provides them with the nuts and bolts of planning, designing, building, hosting, marketing, and operating their online businesses. Specific coverage includes:

- Understanding different online business models and their corresponding revenue streams
- Selecting and registering a domain name
- Creating a website around the expected user experience
- Choosing among various web hosting options
- Accepting payments and fulfilling orders
- Generating website traffic
- Converting clicks into customers
- Building and maintaining customer relationships
- Using accounting tools
- Tracking success with website analytics

**ABOUT THE AUTHOR:**

Steve Slaunwhite (Brampton, ON) is an award-winning marketing expert, author and successful web-based business owner. He has helped more than 100 companies, large and small, become more successful with their online marketing and selling. In addition to his consulting and coaching work, he sells books, reports, courses, audio programs and other products on his website: ForCopywritersOnly.com. Slaunwhite is the author of Start & Run a Copywriting Business (Self-Counsel Press), The Everything Guide to Writing Copy (Adams Media), The CMA Guide to Email Marketing (CMA Marketing Association.), and the forthcoming The Wealthy Freelancer (Penguin). His expertise has been featured in dozens of major publications including Wall Street Journal, The Writer, DM News, Target Marketing, and Small Business Journal. He is also a popular speaker at conferences, seminars and other events throughout North America, delivering more than 50 presentations each year.

**Canning Made Easy**

9781592579167, July 2009, $18.95

American families throw out about 14 percent of their food -- around $590 worth per year -- according to a study from the University of Arizona. Preventing that waste is what home food preservation is all about.

Food contamination scandals, the rising cost of food, organic eating, better nutrition, bulk discounts at big box retailers – all these factors contribute to the upsurge in interest in preserving food. While there are many books on canning, freezing and pickling foods – few are as comprehensive as The Complete Idiot’s Guide® to Preserving Food by Master Food Preserver Karen Brees. Relying on over 40 years of expertise in preserving food, Brees shows readers how easy and beneficial food preservation can be;

- Reduce food bills significantly by growing food, buying foods in season, buying in bulk, and putting up the excess for use during the year.
- A well-stocked freezer will make it run more efficiently.
- For people with special dietary concerns (low or no-salt, low or no-sugar) home canning is the answer.
- Properly home- canned veggies are often more nutritious than “fresh produce” sold in stores. These veggies may be weeks old and have traveled thousands of miles, being touched by many hands. This increases the chance of food borne illness.
- Buying canned jars at thrift stores and garage sales can cut the initial capital outlay and sharing supplies with neighbors and friends is the economical way to go.

In addition Brees offers dozens of specific recipes for the preservation of everything from fruits to meat, special instructions for preserving food for people on sodium or sugar restricted diets, information about science behind food preservation, cooking and preserving from small individual portions to bulk buying.

**ABOUT THE AUTHOR:**

Karen K. Brees Ph.D. (New Meadows, ID) has been preserving food for nearly 40 years. She’s won numerous ribbons at county fairs for her canned fruits, vegetables, preserves, pickles, and dried foods. She has a Ph.D. in Adult Education from the University of Idaho and is a Food Safety Advisor/Master Food Preserver for the University of Idaho Extension Service. Brees has written a newspaper column on food preservation and food safety for the Adams County Record. Visit her at karenkbrees.com, practicalpreserving.blogspot.com
Learn to Relax and Renew

With the current economy many people feel added stress in their day-to-day lives. Being able to relax and engage in self-care is a skill that will go a long way in recovering from this uncertain time. The Complete Idiot’s Guide® to Chakras offers healing techniques including yoga and meditation that allow readers to get in touch with their own chakras as a way to receive information, release tensions, renew, and find balance.

The guide introduces the seven major chakras — energy centers along the nervous system that are said to revitalize both the body and the spirit — explaining their qualities and the signs of balance and imbalance in them. In the last decade, as Westerners have become more familiar with Eastern medicine, the term chakra, or wheel, has entered the New Age lexicon. The book, written by an expert in yoga, psychology and chakras explains:

- How to read chakras to increase health, balance emotions, clear one’s mind, improve relationships, feel more powerful, and have a more fulfilling spiritual life
- Connections with yoga, energy work, and psychological growth
- Exercises to create balance in the chakra system for a healthier, more joyful life

ABOUT THE AUTHORS:

Betsy Rippentrop, PhD, (Iowa City, IA) is the owner of Heartland Yoga, a studio offering a multitude of classes including chakra teachings. In addition, she is a licensed psychologist at Eastwind Healing Center, where she integrates chakra work, yoga, and psychotherapy.


Understanding Medicare Part D

Medicare Part D, the federal program to subsidize the cost of prescription drugs, went into effect in January 2006, and beneficiaries are still confused by it. Depending on where they live, seniors are confronted with dozens of plans, covering different drugs at different costs, and the online information provided by Medicare isn’t as clear as it ought to be. With The Pocket Idiot’s Guide™ to Medicare Part D in hand, readers will have all the information they need to pick the plan that’s right for them in one book that takes them through the process step by step.

- What’s covered
- Who’s eligible
- The truth behind marketing tactics
- Ways to control drug use where possible
- Understanding costs
- Enrolling and paying premiums
- Changing plans
- Annual reviews
- Searching for the right plan

The guide also includes screen-by-screen instructions about how to work with the Medicare.gov tool for finding the most cost effective plan.

ABOUT THE AUTHOR:

New Look for U.S. History

U.S. History is a required subject in school, which means not many take it for fun. Because the learning of history often requires memorization of dates and regurgitation of terms, students often see it as dry and boring. Yet historical events are not boring—the way history textbooks describe them is. Enter *The Complete Idiot's Guide® to U.S. History, Graphic Illustrated*! Presented in a high-impact, graphic novel format, this book fast-forwards through all the major events in American history. Easy to understand and visually engaging, this graphic illustrated guide transports readers back in time to bear witness to events such as:

- The lives of the Native Americans—and how their lives changed
- The exploration and settlement of the “new world”
- The midnight ride of Paul Revere
- The signing of the Declaration of Independence and the establishment of a new form of government
- The triumphs and troubles of the westward expansion
- The abolishment of slavery and the achievement of suffrage
- The industrial revolution and the development of modern industry
- The scandals, wars, and assassinations of the twentieth century
- Stories of the everyday people who became famous—and infamous—throughout history

ABOUT THE AUTHORS:

**Kenneth Hite** (Chicago, IL) started writing and cartooning professionally while taking an M.A. in International History from the University of Chicago in the late 1980s. He was the editorial cartoonist for the Chicago Maroon and Pauls Valley Daily Democrat, and contributed (along with Ivan Brunetti and John Scalzi) to the comics anthology BIFF BANG POW! Since 1996, he has been a full-time writer of role-playing games, including the Origins Award-winning STAR TREK: THE NEXT GENERATION RPG, GURPS INFINITE WORLDS, and numerous historical adventure titles.

**Shepherd Hendrix** (Redwood City, CA) started his professional comics career in the early 1990s, following a lifelong passion for drawing and graphic storytelling. Along the way, his talents have led him into the world of animation and gaming as a conceptual designer and storyboard artist, collaborating with LucasArts and EA Games. Among his proudest works are with writer Derek McCulloch on the Eisner Award nominated STAGGER LEE for Image Comics and *The Complete Idiot's Guide® to U.S. History*.

History of American Presidency

After the Revolution, the new citizens of the United States of America had some thinking to do – they’d gotten rid of evil King George III, but they weren’t quite sure who they should put in his place as the leader. Pulling together the thirteen states was of paramount importance, and their experience with royal governors and other colonial executives had been testy at best. Ultimately, the founding fathers decided on a new government system for a new country – a “president” – and we haven’t looked back (well, not much) since.

*The Complete Idiot’s Guide® to the American Presidency* takes readers from the first president to George W. Bush, exploring the legacies of the greatest leaders to the black marks against others, showing the ways in which many of the men left their stamp on both the nation and the institution of the presidency itself. The book includes:

- The prototypes – Washington and Adams – and the legacy of Jefferson, including his protégés, Madison, Monroe, and John Quincy Adams
- The age of Jackson and the uncommon “common” men who followed him in the office
- Presidential politics in the shadow of slavery
- Presidential greatness – Abraham Lincoln – and the impeachment and disappointments that followed it
- The progressive presidency, from Theodore Roosevelt to Woodrow Wilson
- The personal presidency – Franklin D. Roosevelt, Dwight Eisenhower, and John F. Kennedy
- The Imperial presidency and its aftermath – Richard Nixon, Gerald Ford, and Jimmy Carter
- The CEO presidency – Ronald Reagan and beyond
- Appendixes list the presidents and their vice presidents, the presidential elections, and further reading

ABOUT THE AUTHOR:

**Alan Axelrod, Ph.D.** (Atlanta, GA) brings nearly 20 years of experience as an author of history books. His numerous works include *The Complete Idiot's Guide® to American History, Fifth Edition, Art of the Golden West*, which was named *Booklist* Editors’ Choice for 1990; *A Chronicle of the Indian Wars: From Colonial Times to*
Underwater World

Saltwater aquariums can be expensive, and mistakes can be costly. With so many exotic fishes, corals and invertebrates, and plants readily available, knowing which species to purchase and in what combination can be overwhelming. The Complete Idiot’s Guide® to Saltwater Aquariums offers more than 1000 descriptions and pictures of marine fishes, corals and invertebrates on an easy-to-use cross-referenced CD. Presented in straightforward, readable text the guide focuses on the best species to consider and offers compatibility guidelines, general care recommendations, and what to do if things go wrong. The Complete Idiot’s Guide® to Saltwater Aquariums answers questions for both the novice and the experienced saltwater aquarium enthusiast. Readers will find:

- The right type of setup to suit the reader’s specific needs and desires and what’s best for the livestock
- A CD-ROM with pictures of marine fishes, corals and invertebrates, all accompanied by clear, easy-to-understand text
- Tips on how to acclimatize to avoid harming the animals and making costly mistakes
- Information about filters, sumps, refugiums, calcium reactors, sterilizers, ozoniers, plumbing, lighting, and water
- Advice on treating disease and problem-solving.

ABOUT THE AUTHORS:

Mark W. Martin (Carson, CA) is director of marine ornamental research and the founder and co-owner of Blue Zoo Aquatics—an industry-leading importer and distributor of marine ornamental fish, coral, and invertebrates located in Los Angeles, California which ships animals to hobbyists nationwide.

Blue Zoo Aquatics was not Martin’s first company, and it is his involvement in all aspects of the marine ornamental trade that makes him a respected and knowledgeable industry expert. Prior to launching Blue Zoo Aquatics, Martin put his talents to work as the owner of Blue Dolphin Tropical, a freshwater fish and marine ornamental breeding company, and West Coast Coral, an importer and distributor of marine ornamental corals. He also helped manage the day-to-day operations of the import department of Sea Dwelling Creatures.

Ret Talbot is a professional writer who has authored feature-length articles and content for guides on a wide range of subjects in a variety of local, national, and international publications. He is a frequent contributor to marine aquarium publications such as Coral Magazine and Tropical Fish Hobbyist, and he has authored hundreds of online articles about the marine aquarium hobby. In addition to his skills as a writer, he has consulted for companies in the marine ornamental industry and generated significant content for online retailers of marine livestock.

Renewable Home Energy

For readers wanting to save money or help the planet by using alternative energy in their home, The Complete Idiot’s Guide® to Renewable Energy for Your Home provides everything they need to know. The five basic sources are fully covered: sun, wind, water, earth, and bio. The benefits, what is needed, and whether it will work for a particular home are all carefully laid out. In this comprehensive overview, readers will find clear and complete information about:

- Solar energy for home heating, water heating, and electricity
- Wind power
- Heat pumps—air, geothermal, and water source
- Micro hydro power
- Hydrogen power
- Heating with wood
- Going bio—using liquid or gas transportation fuel derived from plants, animals, and there by-products.
ABOUT THE AUTHORS:

Harvey Bryan (Tempe, AZ) is a specialist in building technology who has been involved in renewable and sustainable design concerns for some thirty years. He has taught at several universities and is currently a professor at Arizona State University. Bryan is active in several technical societies and has written over one hundred papers and articles on the subject of renewable and sustainable design. He is a member of the State of Arizona’s Solar Energy Advisory Council and was chair of the American Solar Energy Society’s Solar Buildings Division. Bryan has a B.Arch. from Arizona State University, an M.Arch., M.S. and a Ph.D., all from the University of California at Berkeley, he is a Fulbright Fellow, a Fellow of the American Institute of Architects as well as a Fellow of the American Solar Energy Society.

Brita Belli (Fairfield, CT) is the editor of E/The Environmental Magazine, the largest independent magazine dedicated to green issues. Prior to joining E, Brita was the arts editor at the Fairfield County Weekly where she won numerous awards for her writing, from the Association of Alternative Newsweeklies, New England Press Association and Connecticut Society of Professional Journalists. She writes a green column for Connecticut Home & Garden and her articles have appeared in Plenty Magazine, MSN.com, Treehugger.com, Fairfield Magazine, Colorado Springs Independent, Black & White City Paper, Illinois Times and Monterey County Weekly. Belli also writes a green column for the Union of Concerned Scientists.

PERSONAL FINANCE

Donate Wisely

9781592578948, July 2009, $14.95

In 2007 Idol Gives Back, produced by American Idol, brought in more than $75 million in charitable donations; in 2008, the amount raised exceeded that. A June 2008 New York Times article described the way in which individuals—particularly children and teens—were finding that the opportunity to donate $10 mosquito nets to protect African children from malaria was making charity “cool.” But it’s not always easy for people of various ages and backgrounds to make intelligent decisions about donating their time, talents, services, and goods, as well as money and assets, to meet their own giving goals while helping not-for-profit organizations achieve their visions.

In The Complete Idiot’s Guide® to Giving Back, readers learn to donate wisely by learning how not-for-profits work and donations are utilized, and the best ways to match their personal ideals, values, and giving goals with a group or cause that’s meaningful for them.

The book covers:

- The not-for-profit landscape—how to read an annual report, decipher tax forms, and the issue of paying for overhead
- Deciding what matters and translating priorities into giving back
- Giving back later—charitable bequests and charitable trusts
- Handling telephone solicitations and detecting scams
- What to do if you’ve been the victim of “charity fraud”
- New trends in giving—philanthropreneurship, giving with a willingness to tackle social problems, and addressing the unintended negative consequences of well-intended actions that cause problems for not-for-profits and the people they serve

ABOUT THE AUTHOR:

Elizabeth Ziemba, J.D., M.P.H., (Boston, MA) who holds dual degrees in law and international public health, has spent the past five years as the founder and president of the not-for-profit organization SHAREd, which is dedicated to improving access to medicines in developing countries. Ziemba has firsthand knowledge and experience of the world of not-for-profits and donations. With a keen understanding of how not-for-profits function and the impact donations have on operations, she has worked with individuals, businesses, foundations, and other not-for-profits that have donated time, services, and goods as well as cash and grants.
There are dozens of manuals about how to organize one's personal finances. Financial pundits and financial planners have volumes of advice to give about investing, debt management, college financing, retirement, savings, and household expenses. But for the average person, all this "expert advice" can be overwhelming. John Napolitano, Certified Financial Planner and expert in personal financial organization, has the solution with The Complete Idiot's Guide® Personal Finance Workbook. Drawing on his nearly 30 years of helping others plan their financial future, Napolitano has created a step-by-step workbook that gives the reader a clear path to follow for their financial planning needs. Readers learn...

- How to get a quick yet detailed overview of their financial profile
- How to evaluate their priorities about spending, investment, and life goals
- The practical and prudent approach to their revenue and how to distribute it
- Ways to get a grip on their spending habits and savings initiatives
- How to plan for the future, no matter what the financial climate is
- All about college financing
- The best ways to go about planning for retirement

As a unique bonus, the book includes a CD-ROM that not only contains the dozens of worksheet forms, checklists, and questionnaires that appear in the book, but also has interactive Excel forms that make planning for all kinds of financial scenarios flexible, fast, and easy. All forms on the CD can be printed.

ABOUT THE AUTHOR:

John P. Napolitano, CPA, CFP®, PFS (Braintree, MA) is the chairman and CEO of U.S. Wealth Management, LLC, in Braintree Massachusetts. U. S. Wealth has a national network of independent financial advisors offering proactive and holistic financial guidance to families and small businesses. He writes a weekly nationally syndicated financial column called Making Cents for the GateHouse News Service, is editor of The Paragon Advisor, a practice management newsletter for financial advisors, and has written dozens of industry articles for the financial planning and accounting professions. Napolitano serves as a director on the board of the Financial Planning Association of MA, the advisory board for the Bentley University graduate programs in taxation and financial planning and as a member of the joint task force on Elder Care matters for the American Institute of CPAs and Canadian Institute of Chartered Accountants. He is also the author of The Complete Idiot's Guide® to Success as a Personal Financial Planner (9781592576869).

Everyone is being squeezed these days by the faltering economy, but one doesn’t need to have a house foreclosed to realize that it’s very difficult to keep up past standards of living now and into the future. And even with the election of a new president, it doesn’t appear that things will be getting significantly better any time soon. Readers might not need a book to tell them that they’ll save money by cutting everything they love out of their budget—no more designer coffee, fewer presents under the Christmas tree—but they’re sure to appreciate the tips and solid advice in The Complete Idiot’s Guide® to Stretching Your Dollar. Much more than just common sense warmed over, this guide will help readers budget and set priorities and still enjoy their lives. Included are tips on;

- How to save money
- Cutting costs around the house
- Financing child – and pet- care costs
- Dos and don’ts for spending less and getting more
- Lightening the financial load of car costs

ABOUT THE AUTHOR:

Shannon M. Medisky (Renton, WA) is the creator and owner of www.makingbysaving.com, an online community devoted to the philosophy of making more money, time, and space by simply saving it. Friends and family joke that Medisky can tell you how much she's paid for everything she owns, but she views her money-saving skills as smart strategies for overcoming economic hardship. Medisky now shares with others her specific ideas for how not to merely survive financially, but thrive by uncovering the hidden abundance you already have. She holds an associate's degree in production illustration/graphic design and a double bachelor's degree in early childhood education and elementary education from Central Washington University.
The Perfect Match

The Complete Idiot's Guide® to Finding Mr. Right promises to help women find the man of their dreams by first learning more about themselves and then using that information to recognize mates with compatible qualities. In it, husband and wife team and co-editors of John Gray's MarsVenus.com, Martin and Josie Brown teach women:

- 5 misleading myths about Mr. Right
- 7 deadly sins women make while dating—and why
- How to self-assess their dating personality
- How to determine which qualities are the most important in finding a compatible mate
- How to recognize Mr. Right from Mr. Wrong
- 12 traits of great mates
- Where to meet Mr. Right
- All about dating do's and don'ts
- How to get past relationship obstacles
- When to take the relationship to the next level
- 7 habits for a lifetime of passion and romance

ABOUT THE AUTHORS:

Josie Brown and Martin Brown (San Francisco, CA) are feature writers whose articles on relationships and couples' communication have appeared in Redbook and Complete Woman as well as AOL's Women Channel, Yahoo.com's Personals Channel, Divorce360.com, WeTV.com, askmen.com, affluentmale.com, and numerous news and media outlets. They serve as editors of the Relationships Channel for SingleMindedWomen.com, as well as editors for the internationally syndicated column John Gray's Mars Venus Advice. As co-authors of Marriage Confidential: 102 Honest Answers to the Questions Every Husband Wants to Ask, and Every Wife Needs to Know, the Browns have written, lectured, and appeared as frequent guests on radio and television programs discussing a wide array of relationship issues.

Understanding Psychology

Interest in psychology extends well beyond the walls of academia. Sigmund Freud, Carl Jung, and William James are just a few examples of the many people in psychology whose works remain popular sellers. From students looking for a study guide to those of us looking for a little self-help, The Complete Idiot's Guide® to Psychology, Fourth Edition provides an easy-to-understand look at both this history and modern practice of psychology.

In the Fourth Edition of The Complete Idiot's Guide® to Psychology, readers will find:

- What treatment works best for what problem
- How to use positive psychology to make one's life even better (one doesn't have to have a problem to use psychology)
- Alternative mental health treatments (for example, some parts of meditation can improve one's self-esteem and ward off depression)
- How the mind and the body work with each other—and how one can improve their communication

ABOUT THE AUTHOR:

Joni E. Johnston, Psy.D, (Del Mar, CA) is a clinical/forensic psychologist in Del Mar, CA and CEO of WorkRelationships, an employee relations consulting firm. She is the author of three books and numerous psychology articles, including a monthly column for LexisNexis.
Surviving a Disaster

Both natural and man-made disasters seem to occur with greater frequency. While these disasters can be devastating, the vast majority of casualties are caused from not being prepared in advance. Noted international expert on disaster relief and preparedness Dr. Maurice A. Ramirez gives us a practical and comprehensive guide to solving this serious problem in *The Complete Idiot's Guide* to Disaster Preparedness. Building upon his vast experience, his book shows how to:

- Learn to anticipate disasters most likely to occur in an individual's location or life
- Evaluate one's most vulnerable points in any disaster
- Prepare home and office for a disaster
- Prepare emotionally for a disaster
- Survive post disaster problems

The guide also covers issues relating to insurance, evacuation plans and building an emergency “go pack.”

ABOUT THE AUTHORS:

**Dr. Maurice A. Ramirez, D.O.** (Kissimmee, FA) is the founder and president of the consulting firm High Alert, LLC, dedicated to making individuals, families, businesses, healthcare providers, and communities more aware of the need for disaster planning, education, and preparedness. In addition, he has served on expert panels for pandemic preparedness and healthcare surge planning with congressional and cabinet members. Ramirez is the founding chairperson of the American Board of Disaster Medicine and the first physician in the world to receive certification as a Disaster Medicine Specialist. In addition to authoring *The Complete Idiot's Guide to Disaster Preparedness*, Ramirez is the Technical Advisor to Spike TV’s *Surviving Disaster*.

**John Hedtke** (Eugene, OR) is a fellow of the Society for Technical Communication. The award-winning author of 25 books and close to 200 magazine articles, Hedtke has been a writer on high tech, management, and business topics for over 25 years. His writing has received 26 regional and international writing awards to date.

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Navigating Disney World

*The Complete Idiot's Guide* to Walt Disney World, 2010 Edition puts the magic back into this beloved destination by taking all the guesswork out of planning the perfect Disney vacation. It goes beyond giving general descriptions of rides, hotels, and restaurants to give readers specific advice based on the type of experience they envision. Whether it's Spring Break for a family of four, a honeymoon trip for newlyweds, or a business convention trip, the book will help readers make the most of their time at Disney World. Notable elements include:

- A reader-friendly list of visual icons and symbols that make navigating the book a breeze
- Ride ratings for each attraction based on the perspective of four different age groups
- Age-specific cut-out touring itineraries with detailed maps for each Disney park that enable readers to experience all the best rides in the most efficient, tantrum-free manner
- Easy-to-understand coverage of Disney's comprehensive ticket, dining, and hotel options, and recommendations based on budget and type of experience sought
- Special icons that mark which restaurants, hotels, and activities might be of special interest to honeymooners, parents with younger kids, and parents with teens
- An 8-page color insert that captures that magic of Disney World
- Up-to-date contact numbers, prices, and hotel, park, and dining information


ABOUT THE AUTHOR:

**Doug Ingersoll** (Carmel, IN) is the author of the past three editions of the Complete Idiot’s Guide to Walt Disney World, as well as Plan Your Walt Disney World Vacation in No Time. Ingersoll also serves as a member of the Walt Disney World Moms Panel (disneyworldmoms.com), a panel of parents on the official Walt Disney World website that provide travel planning advice for people preparing for a Walt Disney World vacation. A lifelong Disney fan, Ingersoll has been vacationing at Walt Disney World for more than 30 years. Over the past decade, he has helped friends, family, and others negotiate the maze that is Walt Disney World with his unique experience.
itinerary system that is included in this book. Over the years he has refined his attraction, hotel, and restaurant reviews over literally dozens of visits, including family vacations, bachelor weekends, and romantic getaways.

**WRITING/PUBLISHING/TRIVIA/GENERAL INTEREST**

**From Idea to Print**

9781592578795, September 2009, $18.95

A report in *The Economist*, took some of the steam out of business books’ sales by saying, “It’s astonishing how bad most business books are.” Thus, the introduction of *The Complete Idiot's Guide® to Writing Business Books*.

Just about anyone can learn the basics of writing letters and memos from any of dozens of business writing books already in print. But the typical business book author isn’t a writer by temperament, training, or talent. He’s a businessperson with an idea to express, and no matter how great that idea is, he’s likely to go off the rails on one or more of the essentials – style, voice, pace, or focus. *The Complete Idiot's Guide® to Writing Business Books* takes the aspiring business book writer on a virtual tour of business book publishing. The guide:

- Provides all the information essential to writing a successful book
- Describes how to shape an idea and write the proposal
- Explains how to approach an agent
- Offers tips on marketing and publicity

Both a how-to guide and a reality check, the book prepares fledging business book writers for success with publishing houses and self-publishing presses – because many business book writers are looking to have a book in hand to sell at conferences and other appearances rather than to be the next Lee Iacocca or T. Boone Pickens.

**ABOUT THE AUTHOR:**

**Bert Holtje** (Tenafly, NJ) founded James Peter Associates, Inc., a book producer and literary agency, in 1970, providing consulting, editorial, and promotional services for thirty years. JPA represented 87 authors of nonfiction books and placed more than 600 books with major U.S. and international publishers, as well as providing extensive direct marketing services to Prentice-Hall, McGraw-Hill, and other book publishers. Holtje is the author of 12 books published under his own name and 20 others as either a collaborator or ghostwriter, among them general business books, and textbooks on marketing and advertising. He has a BS in psychology and an MA in marketing. Since he sold the company in 2000, Holtje has been providing consulting services to authors, agents, and publishers, including ghostwriting, proposal and manuscript development, and collaboration.