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**ART/ PHOTOGRAPHY**

**November 2009**

**New Titles, Resources, Story Ideas**

**MEDIA NEWSLETTER**

**ART/ PHOTOGRAPHY**

The Complete Idiot’s Guide® to Creating a Graphic Novel, Second Edition is a step-by-step guide to creating a graphic novel from beginning to end—from developing a concept to getting it to readers. Heavily illustrated, it follows the evolution of an original 8-page story. The guide covers:

- Planning, plot, and dialog
- Pencil drawing, inking, and adding text and colors
- Publishing
- Marketing the finished project
- Professional tricks of the trade

**ABOUT THE AUTHORS:**

**Nat Gertler** (Camarillo, CA) has worked on everything from autobiographical minicomics to *Flinstones* comics to full graphic novels. He is proudest of the serialized graphic novel *The Factor* (which brought him the first of his two Eisner Award nominations), of his humorous creation Licensable Bear™, and of founding 24 Hour Comics Day, the international celebration of comics creation. As a comics educator, Gertler has spoken to students, museum audiences, and comic conventioneers. Gertler’s publishing imprint About Comics has released work by *The New York Times* best-sellers Neil Gaiman and Charles Schulz, filmmaker Kevin Smith, and comics superstars Kurt Busiek, Scott McCloud, Gail Simone, Mary Wolfman, and Gene Colan. This is Gertler’s eighth *Complete Idiot’s Guide®*.

**Steve Lieber** (Portland, OR) studied at the Kubert School, the first U.S. art school specializing in comics. Lieber and novelist Greg Rucka created *Whiteout*, a graphic novel adapted for film by Warner Brothers as a feature starring Kate Beckinsale. His work includes comics featuring Conan, Buffy, Superman, Star Trek, Hellboy, Iron Man, The Hulk, Batman, and a sequel to the graphic novel *The Road to Perdition*, the source of the Oscar-winning Tom Hanks film. Lieber has been a guest lecturer at a number of universities and written for *Wizard* magazine. He was nominated for the Russ Manning New Talent Award. His projects have received nine Eisner Award nominations, including winning the Best Limited Series Eisner for *Whiteout: Melt*. He’s a founding member of Periscope Studio, the largest studio of comic book artists in North America.
Understanding One’s Numbers

ISBN: 9781592579402, November 2009, $16.95

Numbers reveal essential truths about people, their loved ones, and the world around them. In The Complete Idiot's Guide® Numerology Workbook, readers learn how to observe the numbers around them and to calculate numbers that carry specific meanings, as well as how to interpret what those numbers reveal. Through understanding the many ways numbers can be used to intuit meaning (Core Numbers, Karma, Master, Pinnacles/Challenges, Passion, Balance, Personal Year, Universal Year, and more) they can actually learn to work their numbers to create a numerology forecast that will be a road map to the future.

In The Complete Idiot's Guide® Numerology Workbook, readers discover how to:

- Get to the Core—the four numbers that form the basis of the simplest numerology forecast.
- Interpret Universal and Personal Year energies and relate them to Core Numbers.
- Recognize Master Number trends when they come up in forecasts.
- Look into the past and predict the future through Numerology forecasts.
- Realize when the same numbers keep coming up in Numerology forecasts—and what it means when loved ones don’t share the same numbers.
- Do daily readings, use numerology forecasts to look a year ahead or more, and create numerological birth charts.

ABOUT THE AUTHORS:

Patricia Kirkman (Tucson, AZ) is a nationally recognized numerologist, astrologer, and intuitive reader. She counsels clients in person and on-air during her radio call-in show, Psychic View Thursdays, which she co-hosts from in Tucson, Arizona. Kirkman is the founder and creative force behind Tucson’s Mystic Messengers, the city's only regularly scheduled Psychic Fair. You can learn more atpatriciakirkman.com.

Katherine A. Gleason (New York, NY) is a freelance writer and editor. The co-author of The Complete Idiot’s Guide® to Wicca and Witchcraft, she has also written a number of books for young people. She particularly enjoys writing and reading about animals, ancient cultures, and faraway places.

Accomplish Goals


A Vision Board (sometimes called a Treasure Map, a Visual Explorer, or Creativity Collage) is typically a poster board on which readers paste or collage images that represents goals they want to accomplish. These images can be photographs, drawings, pictures torn from magazines, or even three-dimensional representations (such as necklaces, shells, or other keepsakes) that assist the reader in imagining the goal he or she wants to accomplish.

In The Complete Idiot’s Guide® to Vision Boards, author Marcia Layton Turner takes readers through this effective means of implementing an improved future through the power of visualization. She teaches readers to make strides toward achieving their most important goals through step-by-step instruction in:

- Learning how to vividly imagine the desired results (e.g., attracting the perfect mate, achieving improved health, creating improved career opportunities, building stronger relationships).
- Breaking through unconscious that limits belief and opening one's self toward the possibility of transforming the future.
- Using creative methods to craft the Vision Board that is ideal for each reader, regardless of their level of creativity or artistic skill.
- Using the Vision Board to “retrain the brain” to start believing that these aspirations and ideas can be accomplished.

ABOUT THE AUTHOR:

Marcia Layton Turner (Penfield, NY) is a bestselling, award-winning author who has used visualization techniques for years to achieve her dreams. Her credits include Woman’s Day, BusinessWeek, Business 2.0, Parenting, Black Enterprise, and many others. Layton Turner earned a BA with honors from Wellesley College and an MBA from the University of Michigan.
Understanding the Wolf Man

Welcome to the nightmare that is the werewolf, a frightening regression to an animal state, an often involuntary surrender to the savagery that lies within all human beings, just below the surface. According to some stories, a werewolf has the ability to turn from a human into a full-blown wolf. In other stories, which have gained the most popularity in recent times, a werewolf turns from a human into a large, wolf-like creature, a sort of human-wolf hybrid.

In The Complete Idiot's Guide® to Werewolves, the world of the werewolf comes to life, covering everything there is to know about the creatures that have frightened—and enticed—readers and moviegoers for decades. The book includes:

• European werewolves, North American shape-shifters, and wolf-people all over the world.
• Cursed, enchanted, and viral—how humans become werewolves.
• Werewolves in American culture: in film, from Lon Chaney's The Wolf Man to The Howling to The American Werewolf series to 2009's New Moon; and in art, urban legend, role-playing and video games, and more.
• Once bitten ... then what? The transformation itself.
• Possible explanations for the werewolf phenomena.

ABOUT THE AUTHOR:

Nathan Robert Brown (Wichita Falls, TX) is a doctoral student of mythological studies at the University of Texas at Arlington. Brown is an expert on the identification and examination of trinities, common structures, and universal themes in myth, religion, and mysticism. His research seeks to connect world myths and religions through these commonalities. Brown is the author of such books as The Complete Idiot's Guide® to World Mythology, Dead Come Home, Fallen Angels of Vengeance, and World Religions at Your Fingertips.

Win Government Contracts

The U.S. government is the world's largest buyer of goods and services.

Small business owners looking to grow or save their businesses need to know how government procurement processes work and the many critical success factors as well. The author of The Complete Idiot's Guide® to Getting Government Contracts takes the reader through the variety of government procurement vehicles and shows how to leverage the mechanics of the process, in part, by finding out how the government will conduct the selection of the contract winner.

This comprehensive guide takes the small business owner through the process step-by-step from registration as a government contractor through the bidding process and beyond. There is even a chapter on lessons learned and how to select materials for re-use in subsequent proposals. And while the book is weighted to federal contracts, there is plenty of coverage on winning state and local contracts as well.

Factors that make the book especially relevant and important today include the following:

• In 2006, small businesses won $77 billion in federal contracts
• The slow economy is forcing small businesses to procure more contracts, at all levels of government
• Inside strategies and tips will be especially helpful to the vast majority of small business owners who know nothing about getting government contracts

ABOUT THE AUTHOR:

John Lauderdale (Herndon, VA) brings 20 years of proposal and project management experience. He has provided proposal leadership for Qwest, Multimax, SAIC, Northrop Grumman, By Light, AT&T, Sprint, Lucent, Bell Atlantic, and others. He has also managed telecom projects for Pacific Bell, E.spire, Citizens’ Telecom, and Harris Telecom. During his career, he has led or helped prepare proposals for contracts valued at $15 billion. Prior to becoming an independent consultant, Lauderdale served in several corporate senior management positions with such companies as Grumman Data Systems, Battelle, and General Dynamics. Lauderdale holds an M.B.A. in Operations Research from American University and a B.S in Mathematics from the University of Tennessee, Knoxville.
Identify and Retain Volunteers  

As of 2008, nearly 2 million nonprofit organizations existed in the United States. The Corporation for National Service, in their 2004 nonprofit national survey, determined that approximately 80 percent of nonprofit groups utilize volunteers to deliver services and meet their mission. And that’s only counting the organizations registered with the IRS; meaning the market is considerably bigger for small, all-volunteer groups that need guidance and support in managing their volunteers.

Volunteers provide vital services to millions of people and causes each year. However, because of the special nature of volunteer workers, they can be one of the most challenging work forces to manage and retain. John L. Lipp has led these workers for over 21 years and shares his knowledge and experience in *The Complete Idiot's Guide to Recruiting and Managing Volunteers*. In this book, readers learn how to:

- Use the media, the Internet, and other avenues to recruit volunteers
- Balance paid staff and volunteer workers
- Create schedules for today's busy volunteers
- Effectively lead volunteers of all ages
- Motivate, recognize, and retain volunteers

ABOUT THE AUTHOR:

John L. Lipp has worked with thousands of volunteers in a variety of organizations over the past 21 years and has served as a trainer and keynote speaker on volunteerism for local, national and international audiences. His writing has appeared in a variety of national publications and he currently serves as the president/CEO of Pets Are Wonderful Support (PAWS) in San Francisco. Check out Lipp's blog, LippSERVICE, at voluncheer.com.

Understanding Property Management  

Managing properties owned by other investors is a complex and labor-intensive profession. Commercial and residential real estate each have a complete set of challenges, regulations, and issues to manage to ensure their profitability. Property managers seeking to be successful often lose sight of how to advance their careers because they get buried in the details of day-to-day management. *The Complete Idiot's Guide to Success as a Property Manager* helps the harried professional keep their priorities straight. Filled with anecdotes and tips from the field, this book helps both the veteran and beginner property manager become a success. In it, readers find:

- Practical advice about education, certifications, and licenses necessary to get ahead
- A detailed overview of the skills needed to successfully manage any property
- Solid information about regulations, finances, taxes, and safety codes
- Information on the various interpersonal skills necessary to deal with every tenant and situation
- Helpful hints for managing time, prioritizing duties, and supervising staff
- Guidance on taking it further and starting a property management business

ABOUT THE AUTHORS:

Melissa Prandi (San Diego, CA) is owner of PRANDI Property Management, Inc., CRMC, and Chief Operations Officer of Property Advantage. Prandi is past president of the National Association of Residential Property Managers (NARPM) and is proud of her elite MPM (Master Property Manager) designation, as well as her company's CRMC (Certified Residential Management Company). In addition to being a leader in her industry, Prandi has become a sought after speaker at the invitation of Fortune 500 companies.

Lisa Iannucci ([Poughkeepsie, NY]) is a seasoned journalist and author specializing in lifestyle and business. She is the co-author of *The Complete Idiot's Guide to Green Building and Remodeling* and several other nonfiction books. Her work has appeared in *Reader's Digest, New York Magazine, Woman's Day, USA Weekend*, and dozens of other magazines and newspapers.
Young Success
9781592579365, November 2009, $18.95

Warren Buffett was a millionaire by age 32, Donald Trump by 25. Bill Gates founded Microsoft at 21 and went on to become the world’s richest man before he hit 40. Jerry Yang and David Filo started Yahoo! in their 20s and are both billionaires today. Most people will agree that these are extraordinary men, but a quick look at INC Magazine’s annual 30 Under 30 list of entrepreneurs includes chefs, inventors, designers, computer programmers, humanitarians, and more, and many of them seem no more gifted than others their age. The point is, being young doesn’t have to hold one back from achieving business success, and with The Complete Idiot’s Guide® to Business Success in Your 20s and 30s, readers will quickly discover that people their age have a lot going for them. Yes, even in this economy. If an outstanding business career is something they want, they may have to work harder for it than ever before, though, and this book will help get them on the fast track to success.

In The Complete Idiot’s Guide® to Business Success in Your 20s and 30s, readers learn:

- Successes come from within—find internal motivation, set goals, cultivate reasonable expectations, and stay focused.
- Job hunting 101—make a good first impression.
- Relationships are important—capitalize on coworkers, connect with management, seek out opportunities to grow a network, and refine personal packaging to build a brand.
- It’s better to lead than just manage – avoid new manager syndrome.
- Keep an eye out for opportunity.
- Overcome obstacles to progress.

ABOUT THE AUTHOR:

Robert Sofia (Ocala, FL) achieved business success at a remarkably young age. By 22, he developed a revolutionary marketing model for which he gained international recognition within his industry. By 24, he was hired as vice president of marketing for a renowned wealth management group where he went on to acquire his General Securities and Investment Advisor registrations. At 26, he became vice president of a financial planning corporation managing over $180,000,000, and that he is still a part of today. Early in 2009, Sofia simultaneously cofounded a marketing consultancy where he currently acts as chief operating officer. Sofia enjoys speaking at conferences and universities on subjects pertaining to young people and business today. Visit his website at robertsofia.com.

Learn to Barter and Trade
9781592579310, December 2009, $16.95

With money tight and businesses struggling to keep costs down, bartering is up, but so are memberships in hundreds of trade exchanges around the country. Over 70,000 businesses engage in cashless transactions for goods and services throughout North America. Barter transactions are easy and can save each party tens of thousands of dollars.

The Complete Idiot’s Guide® to Barter and Trade Exchanges is the only complete, step-by-step explanation of how this potentially lucrative process works. Written by barter exchange expert Jerry Howell, it includes information on:

- Each step in the barter process
- Advantages of direct trading and trading through a trade exchange
- Saving money while increasing profitability
- Increased sales and revenue
- How to start a trade exchange

ABOUT THE AUTHORS:

Jerry Howell (Portage, MI) is president and founder of Midwest Business Exchange. Incorporated in 1980, MBE serves nearly 1,000 clients, facilitating cashless transactions through the barter industry. Howell has been elected three times to the Board of the National Association of Trade Exchanges, on which he currently serves. He has formed Midwest Business Endowment specializing in converting in-kind gifts that charities don’t need into products and services that they do need.

Tom Chmielewski (Kalamazoo, MI) has been a writer and editor for many years, working in newspapers, magazines, and the Internet. He is founder of TEC Publishing, a digital book publishing company.
Increasing numbers of people who are underemployed, unemployed or in fear of unemployment are looking for ways to supplement their income or replace lost income. For many of them, the website Craigslist provides a wide range of such opportunities, ranging from selling personal items, bartering, setting up an entrepreneurial business, or getting a new job.

The Complete Idiot’s Guide® to Making Money on Craigslist shows these readers how to use Craigslist to provide a much-needed revenue stream. It provides:

- The best strategies and creative ideas for maximizing the selling, buying, and bartering potential – even the various jobs listings – on Craigslist.
- Valuable inside tips that can make a huge difference in how much money can be made from this free Internet resource, from quicker ways to access Craigslist worldwide to making better use of listings.
- Tips for avoiding scams.

ABOUT THE AUTHOR:

**Skip Press** (Burbank, CA) has been utilizing the Internet for profit for well over a decade and is a Craigslist enthusiast. He has bought and sold on Craigslist, and has gotten work with Craigslist. He is a veteran author, screenwriter, online writing instructor, and former editor of Entertainment Monthly (Los Angeles).

**Military Aptitude**

With recruitment numbers at an all-time high, the Military Entrance Processing Stations throughout the country have been inundated with service men and women who need to pass the Armed Services Vocational Aptitude Battery (ASVAB). This series of timed tests determines their qualification for general entrance into the military, as well as their individual aptitude/eligibility for different career areas.

Whether the goal is to jump-start a future in the military or find the career path that best suits their skills, test-takers of all levels can now prepare quickly and easily with The Pocket Idiot’s Guide™ to the ASVAB. Packed with test prep advice and strategies for getting through it all, this book will also help readers understand the test itself, how its broken down, why they have to take it, and what their scores mean. The guide includes:

- Breakdowns of each test component and how they fit in the overall scheme of the test:
  - Armed Forces Qualification Tests
  - Military Occupational Specialty Tests
  - What not to do before, during, and after taking the ASVAB
  - Specific strategies for approaching the pencil-and-paper and computer-adaptive versions of the ASVAB
  - How to maximize the knowledge and skills already have possessed
  - Advice for understanding the many scores and what they mean for the future
  - Practice questions, answers and explanations to test skills

ABOUT THE AUTHORS:

**Laura Stradley** (Rochester, NY) is the Military Coordinator for Bryant and Stratton College, a private career college with campuses in several states. As a leader/manager for the U.S. Army for 8 years, she directed and coordinated all human resources activities for more than 40 employees and has extensive experience as a supervisor, mentor, and trainer for U.S. Army personnel.

**Robin Kavanagh** (Bloomingdale, NJ) is a full-time writer and professor of English and communication studies at several New Jersey colleges, including William Paterson University, Montclair State University, and Bergen Community College. She is also a former test prep instructor for the SAT, GRE, and GMAT exams.
See Clearly…Microsoft Windows 7

ISBN: 9781592579549, October 2009, $18.95

Many computer users never upgraded to Microsoft® Windows® Vista, and the move from an earlier version of Windows® is likely to be a big and confusing step. Even for those familiar with Vista, Windows 7 has a number of new features that they will need to understand. The Complete Idiot’s Guide® to Microsoft® Windows® 7 provides readers with clear information to overcome these hurdles.

With step-by-step instructions, and examples, readers will find:

• How to use the new tools to see what files contain without opening them, find applications and files instantly, navigate efficiently among open windows, and use wizards and dialog boxes more confidently.
• How to use the improved Windows firewall.
• How to use and get the most out the new features in Windows Explorer, such as the new command bar and details pain.
• How best to use the new options in System Properties, Folder Options, and the improved taskbar.

ABOUT THE AUTHOR:

Paul McFedries, (Toronto, Ontario), is a technical writer who has been programming computers since he was a teenager in the mid-1970s. He has a degree in mathematics and has authored more than 60 computer books that have sold more than three million copies. Included among those titles are The Complete Idiot’s Guide to Windows Vista; The Complete Idiot’s Guide to Creating a Website; and The Complete Idiot’s Guide to Weird Word Origins.

Learn to Eat Dairy-Free

ISBN: 9781592579136, October 2009, $16.95

In recent years, people with lactose intolerance have become increasingly health conscious as well as discerning in taste. The Complete Idiot’s Guide® to Dairy-Free Eating addresses the dietary needs and concerns of people who are lactose intolerant or allergic to milk or have milk sensitivities, conditions that cause cramps, bloating, and other distressing symptoms. The only “cure” is to avoid dairy products, substituting bland foods such as soy and margarine.

This book gives them flavorful and healthy new substitutes that let them enjoy worry-free, nutritious, and delicious dairy-free meals.

A unique combination of cookbook and advice book, this Complete Idiot’s Guide offers

• Recipes to make old favorites dairy-free as well as new recipes
• Advice on reading confusing and complex food labels to find hidden dairy ingredients
• Important information regarding other allergies that often accompany lactose intolerance

ABOUT THE AUTHORS:

Scott H. Sicherer, M.D., (New York, NY) is an assistant professor of pediatrics at the Jaffe Food Allergy Institute of Mount Sinai School of Medicine in New York City, specializing in food allergy. He is a graduate of Johns Hopkins University School of Medicine and completed residencies in allergy and immunology at Johns Hopkins and pediatrics at Mt. Sinai School of Medicine. Board certified in pediatrics and in allergy and immunology, Sicherer is a fellow of the American Academy of Allergy, Asthma, and Immunology.

Liz Scott (Plainfield, NJ) is a professional chef and cookbook author, including The Complete Idiot’s Guide® to High-Fiber Cooking, who teaches healthy eating habits, and develops menus and recipes for clients with specific dietary needs from diabetes and heart disease to IBS and addiction. She has appeared on numerous radio and television health segments including “Ask Heloise” and “A Chef’s Table”. She is a graduate of New York University and The French Culinary Institute.
**Healthy Eating**

Eating clean is a concept that has been around for many years and has recently gained tremendous momentum. It combines three aspects of healthy eating: balanced overall nutrition, emphasis on unprocessed and unrefined foods, and healthy food preparation. While many people recognize the dangers of a diet heavy in processed foods, weaning themselves off such a diet can seem an overwhelming commitment. *The Complete Idiot’s Guide* to Eating Clean shows readers how easy it is to change their eating habits one step at a time, without breaking their budgets or sacrificing taste. In it readers will learn:

- The secrets to reading food labels
- Where to shop “clean”
- How to make quick healthy meals and convenience foods
- Tips to liven up nutritious foods with herbs and spices
- Ways to keep food bill inexpensive when buying healthy
- Better choices for eating out

**ABOUT THE AUTHOR:**

**Diane A. Welland, M.S., R.D.** (Springfield, VA) is a registered dietitian and freelance writer/consultant. She is currently a contributing editor for *Environmental Nutrition Newsletter* and teaches nutrition at Northern Virginia Community College. Her work can be seen in *Relish Magazine, Today’s Dietitian, Clean Eating, Vegetarian Times, National Culinary Review, Arthritis Today,* and *Cooking Light.* Welland has been interviewed for *The Washington Post, USA Today, U.S. News & World Report, CNN,* and *CNBC.* She is an active member of the American Dietetic Association’s Food and Culinary Practice Group and chair of the Nutrition and Food Science Section of the International Association of Culinary Professionals. She is a past Manager of Nutrition Services/Media Spokesperson for the National Restaurant Association in Washington, DC.

**Healthy Eating after Weight Loss Surgery**

In the past decade, there has been a dramatic rise in the number of people undergoing bariatric surgery in order to achieve substantial weight loss and improve their chances of long-term success. With an increasing array of procedures to choose from, the number of individuals seeking surgery is expected to grow at a rapid pace. The problem is that once people return home, there is little guidance they can rely on to ensure the long-term success of their surgery—both in terms of keeping the weight off and making sure that they’re getting the nutrients they need.

*The Complete Idiot’s Guide* to Eating Well After Weight Loss Surgery will provide

- Introduction to readers on the challenges they face following weight loss surgery and how to overcome them
- A vast array of topics, including carbohydrates, fats, protein, how to read food and supplement labels, and how to spot “red flags” of weight regain, as well as how to turn things around to lose weight again.
- 150 recipes that take into account all the special needs that people have—smaller portion sizes, making sure the recipes are simple to prepare and can be coordinated such that multiple meals can be made from the same ingredients

**ABOUT THE AUTHORS:**

**Margaret Furtado, M.S., R.D., L.D.N., R.Y.T.** (Baltimore, MD) has more than 20 years’ experience as a registered and licensed dietitian. She speaks internationally on nutrition and weight loss surgery and has written *Recipes for Life After Weight Loss Surgery* (Fair Winds Press). In addition to being part of the bariatric surgery team at Johns Hopkins Bayview Medical Center in Baltimore, Maryland, Furtado has a private practice, as well as a nutrition and weight management blog on Yahoo.com. She received her B.S. degree in nutrition from the University of Rhode Island and her M.S. degree in nutrition and dietetics from Florida International University. Follow her at twitter.com/margaretfurtado.

**Chef Joseph Ewing** is a graduate of Johnson and Wales University, with a B.S. in culinary nutrition and an associate of science degree in culinary arts. He is currently working in Rhode Island as a sous chef for the Pinelli Marra Restaurant Group.
Training for Life

The Complete Idiot's Guide® to Functional Training Illustrated teaches readers how to prepare their bodies for everyday activities, whether it's shoveling snow or carrying a suitcase around the airport, without throwing out their backs or waking up the next morning as stiff as a board. Unlike books on resistance training, which focus on appearance and on isolating muscles for maximum development, the goal of functional training is to get the various muscle groups to work together to accomplish real-life activities in real-life positions. The Complete Idiot's Guide® to Functional Training Illustrated provides readers with a complete program to improve their functional fitness goals, including:

• Over 120 exercises using BOSU, TRX, resistance bands, kettle bells, medicine balls, and one's own body weight
• Beginning, intermediate, and advanced exercises that target one's current fitness level
• Over 300 photographs demonstrating the proper movement for each exercise
• Sample workout plans that enable readers to get personalized results

ABOUT THE AUTHORS:


Frances Sharpe is the co-author of The Complete Idiot's Guide® to Medical Tourism. She has ghostwritten a dozen health books in addition to having written hundreds of articles for magazines, including Health, AARP The Magazine, and Women's Health and Fitness.

Facts behind Vaccines

For many new parents, watching a needle approach their child's thigh is heart wrenching. Yet when vaccines work they bring relief; parents and medical personnel no longer have to concern themselves with scourges of the past like polio, smallpox, rubella, and more. But there have also been concerns about vaccines. Some people have asked whether vaccine ingredients might have contributed to the recent increase in the rates of autism, for example.

Vaccinations don't stop in childhood, though. Adolescents and adults also need periodic vaccinations and booster shots, but they are often uncertain about what vaccinations they need and when they need them. In The Complete Idiot's Guide® to Vaccinations, readers have all the information they need to understand each vaccine in the childhood series, plus every other commonly administered vaccine for adolescents and adults.

This book explains:

• How different types of vaccines work
• Vaccinations needed throughout one's life from birth onwards
• Recommended vaccines for special populations, such as seniors, travelers, or people with certain illnesses or injuries
• How long vaccinations and “booster” shots provide immunity to disease
• The effectiveness and potential side effects of each vaccine
• What controversies have arisen about vaccines and the risks involved in choosing not to vaccinate

ABOUT THE AUTHORS:

Michael Joseph Smith, M.D., M.S.C.E., (Louisville, KY) is a board-certified pediatrician who is currently an assistant professor of Pediatrics at the University of Louisville School of Medicine. Smith is a graduate of Princeton University, earned his M.D. at Columbia University, served his residency in pediatrics at Hasbro Children's Hospital in Providence, RI, received a fellowship in pediatric infectious diseases at the Children's Hospital of Philadelphia, and earned an M.S. in Clinical Epidemiology at the University of Pennsylvania in Philadelphia.

Laurie Bouck (San Francisco, CA) is an award-winning writer focusing on health and medicine. Her work includes pediatric health articles published in Parenting Magazine and Pregnancy, and articles written for Medicaid providers and patients. Bouck also writes about medicine and health policy on her blog, MedFly. She received an MA (English Literature) and MFA (Creative Writing) from Indiana University/Bloomington, and a BA from Smith College.
**Live Self-Sufficiently**

ISBN: 9781592579457, December 2009, $18.95

The Complete Idiot's Guide® to Self-Sufficient Living explores its topic not as a quaint lifestyle patterned after pioneer homesteaders, but as an essential - and satisfying - way to cope with the problems now besetting Earth. Today's changing standards of living, many brought on by the Great Recession, are put into perspective by examining them in terms of history as well as sustainability and quality of life. As one may expect, this book covers vegetable gardening, raising chickens and goats, and cooking from scratch.

**ABOUT THE AUTHOR:**

Jerome D. Belanger (Thorp, WI) started *Countryside* magazine in 1969. Along with many magazine articles for *Countryside, Organic Gardening, Country Journal,* and others, Belanger wrote the books *Country Living,* *Homesteader's Handbook to Raising Small Livestock,* *Raising the Homestead Hog,* *Raising Dairy Goats,* *Soil Fertility,* and *The Place Called Attar.* He started several other magazines related to small farming and self-sufficiency, including *Backyard Poultry,* *Dairy Goat Guide,* and *sheep!* Belanger and his wife lived on a small farm where they depended on self-sufficiency for survival.

**Improve an American Accent**

ISBN: 9781592579181, November 2009, $19.95

English is one of the most popular languages in the world today, with approximately 380 million speakers worldwide. For people who are already familiar with the vocabulary and grammar rules, yet still find it difficult to communicate effectively in the United States, the solution is: The Complete Idiot's Guide® to the American Accent. In this book, communication is improved by working with readers through a program that combines pronunciation, word connections, and intonation.

Expert author and language expert, Diane Ryan, gives readers confidence in their American English skills and provides a way to master the most challenging American English speech characteristics, such as:

- Proper pronunciation of even the most problematic American English sounds
- The ability to hear the difference between the correct and incorrect sound
- Placement practice—shaping the mouth in the correct way to produce the proper sound
- Using the correct sounds in words, sentences, and conversations
- Using rhythm, pitch, and intonation affect to increase intelligibility
- Stress in words and phrases and how it influences timing

The book is packaged with a 60-minute audio CD that readers can follow along with to cover the sounds that prove most problematic to those looking to improve their American accent. And for advanced pronunciation practice, readers can go to the book’s companion site, accentmasters.com.

**ABOUT THE AUTHOR:**

Diane Ryan, (Bayonet Point, FL) received her undergraduate degree in Speech and Language Pathology from Nazareth College of Rochester. She worked as a consultant for ESL programs in Hilton Head, SC, and Orlando, FL. In 2006, Ryan attended the Institute of Language and Phonology in Orlando and was certified as an accent-reduction trainer for English speakers with non-native accents. Ryan is a former speech and language pathologist in New York and Florida school districts and currently offers accent-reduction workshops for individuals and corporations in the Tampa Bay area. The author of both editions of the successful *The Complete Idiot’s Guide® to Baby Sign Language,* she is also the founder and president of Accent Masters (accentmasters.com).
**Drum Roll Please!**

The Complete Idiot's Guide® to Playing Percussion presents all the instruments in the percussion family, including orchestral/concert percussion, marching percussion, ethnic percussion, mallet instruments, timpani, and the like. This book is for percussion students; drummers who must also play other percussion instruments; conductors, arrangers, and composers who will be working with the percussion section; and general music students studying the percussion family. Organized by use, The Complete Idiot's Guide® to Playing Percussion covers:

- Essential information about each percussion instrument, including how to play it
- Popular percussion, including drum set and drum circles
- World percussion, including Latin, African, Middle Eastern, and Asian instruments
- Accompanying CD demonstrates each percussion instrument discussed in the book

**ABOUT THE AUTHOR:**


**Natural Delivery**

A natural childbirth requires careful preparation and thoughtful planning so that women and their support team are ready when the baby is. In The Complete Idiot's Guide® to Natural Childbirth, midwife Jenny West helps women understand what birthing methods are available, which approaches are best for them, and who they want to assist in the birth of their baby. The book helps women:

- Weigh the rewards and risks of natural birthing.
- Discover ways to maintain comfort and work with the natural efforts of one's body during childbirth
- Prepare mentally and physically for your best possible birth
- Make important decisions – doctor or midwife? Hospital, birthing center, or home birth? Lamaze or Bradley? Water birth? Hypnotic methods? Doula? Birthing partner?
- Plan ahead for the range of possibilities on birth
- Lay the groundwork for a successful natural postpartum experience, including breastfeeding

**ABOUT THE AUTHORS:**

**Jenny West, LM, CPM, HBCE** (Albuquerque, NM) is a licensed midwife in the state of New Mexico as well as a nationally certified professional midwife registered with the Midwives Association of North America. She is also a certified Hypno-Birthing® childbirth educator. West has been a practicing midwife since 1989 and has attended over 850 births. She is the owner of Albuquerque Homebirth, a midwifery practice that specializes in water birth and Hypno-Birthing®.

**Deborah S. Romaine** (Olympic Peninsula, WA) is a health writer and senior writer of the four-volume Facts On File Encyclopedia of Health and Medicine, as well as co-author of dozens of books including The Complete Idiot's Guide® to Raising Girls.
Returning Home

According to the most recent census figures, 56 percent of men and 43 percent of women ages 18 to 24 live with one or both of their parents. Some of them never left home, while 65 percent of recent college graduates move back in with Mom and Dad when they finish school. Even before the current economic crisis, pressing financial concerns have driven this trend toward parents “opening the nest” to their adult children. Although some parents actively encourage their adult children to move back home, others grudgingly accept that an adult child may need extra help launching an autonomous life. The Complete Idiot’s Guide® to Open Nesting helps parents—and their adult children—deal with, and make the best of, this growing trend of living together again in an all-adult household.

The book offers practical solutions to all the issues of open nesting, including:

- Helping young adult children make clear-cut plans and set reasonable goals for future independence
- Making room and determining boundaries all family members must respect
- Confronting matters parents thought they’d left behind—dating, sleepovers, and chores
- Communicating with adult children as adults and why old patterns of communication will not work
- Dealing with the special difficulties that can arise when adult children move back home—and bring their own children with them
- Empowering parents to live their own independent lives, moving past old roles like “disciplinarian” or “family housekeeper”

ABOUT THE AUTHORS:

Lauren A. Gray, MS, LMFT, (Redmond, WA) is a licensed marriage and family therapist. Gray received a BA in psychology from Harvard University and an MSA in marriage and family therapy from Northwestern University. She serves on the board of directors of the Washington Association of Marriage and Family Therapy and is a member of the American Association for Marriage and Family Therapy.

Wendy Bedwell-Wilson (Oakland, OR) is a freelance writer specializing in home and wellness/lifestyle subjects. She has contributed numerous articles to regional and national publications.

Parenting a Strong-Willed Child

All children have their moments—temper tantrums in the supermarket, stubbornness when they don’t like what’s for dinner—but some of them seem to have developed their resistant behavior in the womb and are ready for fighting from birth. In The Complete Idiot’s Guide® to Raising a Strong-Willed Child, parents learn how to capitalize on their child’s strengths, maximizing their good days and making their bad days more manageable.

The Complete Idiot’s Guide® to Raising a Strong-Willed Child is a manual on how to manage, and celebrate, more. Readers will learn:

- Who is the strong-willed child?
- How using empathy first and discipline second changes perspectives
- Exercises and strategies that really work to calm toddler tantrums
- Ways to deal with hot-button times of the day – wake-up, meals, and bedtime
- Bringing teachers on board to ease transitions from home to school to home again
- Raging hormones – helping the strong-willed child through adolescence
- What to do if the something more is something MORE – dealing with health and safety issues, learning and emotional disabilities, and other issues

ABOUT THE AUTHORS:

Helen Coronato (Knowlton, NJ) A former middle school Language Arts teacher and children’s librarian, Helen Coronato is the author of several parenting books, and has appeared on the Today Show, has been profiled on Lifetime Television, and has been featured in parenting favorites like Family Circle, Women’s Day, and Mothering Magazine.

Mary-Michael Levitt, Ed.S. LPC, LMFT (Hackettstown, NJ) was the strong-willed child in her family of six children. Today Levitt is director of the Riverview Counseling Center (riverviewcc.com). She is a licensed Marriage and Family Therapist and Licensed Professional Counselor. Levitt has worked as a Mental Health Services Director for elementary, high school, and university students.
Understand Economic Influences

ISBN: 9781592579228, October 2009, $18.95

Today's investors have to be more knowledgeable than ever before about the financial markets, and they have to play a more active role in managing their money. The Complete Idiot's Guide® to Economic Indicators helps them do both by introducing the leading U.S. economic indicators that collectively serve as the barometer of our economy and how to make better informed investment decisions. This is the first book on economic indicators since the recent financial crisis and recession and has a perspective none other has. For each indicator, readers learn what it is, how it's measured, how it can impact the markets, how often it gets revised, and where to access the information.

Indicators and topics covered include:

- Basics on Indicators, Business Cycles and the Big Picture
- The Consumer Sector—traditional and new indicators
- Housing—traditional and upstart indicators and how the housing crisis fits in
- Tracking the Federal Reserve

ABOUT THE AUTHOR:

R. Mark Rogers, (Peachtree City, GA), developed his expertise during 19 years with the Federal Reserve Bank of Atlanta. In his role of macroeconomic forecast coordinator for the Macropolicy Group, he delved into the nitty-gritty of economic indicators to track and forecast the economy. He authored Handbook of Key Economic Indicators and he has lectured nationally on the use and analysis of economic data with the Institute for Professional Education, Arlington, VA. Rogers is currently a senior U.S. economist with Econoday, a firm that specializes in providing economic data and analysis for investors and traders in financial markets.

Fixing Bad Credit

ISBN: 9781592579501, October 2009, $9.95

As the U.S. economy entered into a recession in December 2007, many individuals who once enjoyed the lowest interest rates available on mortgages, cars, and credit cards began to find themselves locked out of the credit market. And as the recession deepened more and more people watched their credit ratings decline due to missed mortgage payments, foreclosure, and bankruptcy. The Pocket Idiot's Guide™ to Repairing Your Credit, Second Edition, shows readers how to reestablish their credit and increase their credit scores by explaining:

- The ins and outs of what comprises and affects a credit score
- How one's credit score can be lowered through no fault of their own
- Which factors have the biggest impact on improving creditworthiness
- Where to get credit reports, how to interpret them, and how to identify mistakes
- How to correct errors and add positive information to a credit report
- Insider tips on quick-and-easy steps to take to positively affect one's credit score
- How to decipher and take advantage of consumer protection laws related to credit and credit reports
- Forms, telephone scripts, and letters to use when communicating with creditors and credit bureaus

ABOUT THE AUTHOR:

Edie Milligan Driskill, CFP, CLU, (Worthington, OH) is the author of The Pocket Idiot's Guide™ to Mortgages and The Pocket Idiot's Guide™ to Health Savings Accounts. She earned her Bachelor's in economics from Tulane University and received the Chartered Life Underwriter designation in 1981, the Certified Financial Planner license in 1995, and the Accredited Financial Counselor credential in 1996. As a financial counselor, she had 20 years of experience helping individuals identify and overcome financial challenges. She is a member of the National Association of Health Underwriters and a past national board member of the Association for Financial Counseling and Planning Education.
Understanding Finances


The credit meltdown of fall 2008 was an eye opener for many Americans. They may still have their jobs, but their 401(k) and other investments are worth only a fraction of what they were a year before. Retirement may still be years away, but the failure of some of America's largest institutions is causing them to think it might be better to withdraw their money from the bank. Of course, all the mortgage and credit card fine print they failed to read in the past is wreaking havoc on their finances.

It is not too late to recover their lost ground and get back in the game. The Complete Idiot's Guide® to Boosting Your Financial IQ is here to explain the financial pitfalls to look out for, the concepts that trip most people up, and the tricks of the trade that the money people want them to believe. Readers will learn:

- How banks profit from their customers
- Tricks credit card companies use to wring extra money out of customers
- Ways investment managers' hide account fees and commissions
- The truth about 401(k) and retirement plans—not all nest eggs are created equal
- Buying and selling a home—the Mortgage Meltdown 101
- The car dealer didn't get a bad rep for nothing—loss leaders, sticker price add-ons, service contracts and more
- Dealing with life's big expenses—health care, college tuition, and life insurance—and the must-read fine print
- Taxes, Social Security, and the safety nets for hard times - tips readers can use right now

ABOUT THE AUTHOR:

Ken Clark, CFP (Little Rock, AR) has been providing financial advice to individuals, families, organizations, and churches for more than a decade. Professionally, Clark spent time co-managing over $100 million in assets for wealthy families at a large Wall Street firm. After his time there, he started his own financial planning firm specializing in helping the average person make real progress. In addition to writing for The Complete Idiot's Guide® series, Clark serves as the College Savings Guide at About.com and is a contributing writer for Investopedia.com. Clark holds a Bachelor's Degree in Business Management from Pepperdine University, a Certificate in Financial Planning from the College for Financial Planning, and Master's Degree in Counseling Psychology from National University.

Investing Know How


In these dramatic times of financial crisis, a clear path to how to invest money is vital. Many of the tried and true advice about equities, mutual funds, commodities, and real estate have been challenged by the present market.

What investors need is a fresh look at all aspects of investing to protect and grow their wealth. In The Complete Idiot's Guide® to Investing, Fourth Edition Edward T. Koch, veteran financial planner and investing expert, has completely updated the original edition to include the most current information on:

- Corporate fundamentals with an eye to value investing
- The subprime crisis and how it affects present and future holdings
- Practical tools for evaluating mutual funds and how they affect 401(k) performance
- Advice about riding the equity market through the current crisis
- The use of Exchanged Traded Funds in this volatile market

ABOUT THE AUTHORS:

Edward T. Koch (Cardiff, CA) has held positions as senior vice president of FleetBoston Financial Company, director of research at ABN LaSalle, CIO at First Fidelity Bancorporation, and CIO at NatWest Bank.

Debra Johnson (Hoboken, NJ) is the co-author of several books on investing and entrepreneurship, and a journalist whose articles on finance have appeared in Investor's Daily, Barron's, American Banker, Crain's, and NY Business.
**PETS**

**Owning a Yorkshire Terrier**

ISBN: 9781592579396, October 2009, $15.95

In recent years, Yorkshire Terriers have become a popular small-breed dog. But along with the enjoyment a Yorkie adds to a family comes a special set of issues that new owners should understand, so that fun, not frustration, will reign at home.

In this updated edition of *The Complete Idiot’s Guide® to Yorkshire Terriers*, award-winning author and dog trainer Liz Palika covers:

- A history of the breed and its place among its terrier cousins
- How to find a reputable breeder, and the particular concerns of adopting a Yorkie rescue
- Acclimating a new Yorkie to the home, whether it's a puppy or a full-grown dog
- Understanding behavior specific to Yorkies
- An expanded section on housetraining Yorkies, and setting other house rules
- Managing a Yorkie's nutrition and health
- Dealing with parasites, diseases, and other health problems common to Yorkies
- Updated basic obedience, plus a brand-new section on advanced commands
- Training issues and solving problems common to Yorkies (e.g., biting/nipping, barking)

**ABOUT THE AUTHOR:**

Liz Palika (Vista, CA) has been writing professionally since 1985, when she was first published in *Dog Fancy*. Since then Palika has published more than 60 books and over 1,000 magazine articles and columns. She has been featured in *Dog World, Cats, Cat Fancy, AKC Gazette*, and other pet publications, as well as *Newsweek, The Saturday Evening Post*, and *Women First*. “Good Morning America” sent a film crew to San Diego to interview Palika regarding the dog food recalls of 2007.

Palika, a Certified Dog Trainer and Certified Behavioral Consultant, is the owner of Kindred Spirits Dog Training and has been teaching dogs and their owners for more than 25 years. Palika trains over 1,000 dogs and their families a year, and has put obedience titles on over 20 dogs of her own, from Doberman Pinschers to Papillons, in addition to her beloved Australian Shepherds. She also founded the Love on a Leash therapy dog program, which reaches out to patients of hospitals and residents of retirement centers.

**SELF HELP/PSYCHOLOGY**

**Irrational Fears**

ISBN: 9781592579198, November 2009, $16.95

Phobia is defined as an irrational, intense, persistent fear of certain situations, activities, things, or people. Millions of people are plagued with phobias, from the milder ones such as coulrophobia (fear of clowns) to the more disruptive conditions such as agoraphobia (fear of open spaces or leaving home). Over 100 phobic conditions are known, each with its own special set of symptoms and origins. Psychologist Greg Korgeski gives readers a thorough discussion of these phobias in his latest book, *The Complete Idiot's Guide® to Phobias*. Beginning with the most current theories about how phobias arise, Dr. Korgeski has organized the book by theme or category of phobia, explaining the distinctive nature of each, and shares some of the most effective ways to cope with phobias. *The Complete Idiot's Guide® to Phobias* includes:

- A complete listing of the most common phobias, each with a full history and description
- Additional discussion of the more exotic phobias
- Advice on coping with phobias that can disrupt everyday life
- A special section on helping children cope with common phobias and fears

**ABOUT THE AUTHOR:**

Gregory P. Korgeski, Ph.D., is a clinical and consulting psychologist with over 25 years’ experience as a clinician, teacher and consultant. He is also the author of *The Complete Idiot’s Guide to Enhancing Your Social IQ*, as well as a number of professional publications. He lives in Vermont.
...and justice for all...

The American Criminal Justice System is one of the most complex legal establishments in the world. TV shows such as “Law and Order” make the many levels of courts and their bureaucracy seem simple to follow. Robin Sax, Assistant District Attorney in Los Angeles County demystifies the complexity of the judicial establishment so that any citizen can understand how it works. In *The Complete Idiot's Guide® to the Criminal Justice System* a detailed portrait of the criminal courts includes:

- Ways a case enters the system and follows through to adjudication
- How lawyers for the state are appointed and what they do
- Legal Aid attorneys
- Descriptions of criminal categories from drunk driving, assault, theft and sex abuse to first degree murder
- What role the US Constitution may play in criminal trials
- How appeals work
- The importance of the victims’ rights

**ABOUT THE AUTHOR:**

Robin Sax is a former Los Angeles County Deputy District Attorney who specialized in prosecuting sex crimes against children, domestic violence, and stalking.” She is a prominent speaker on sexual assault, family violence, domestic abuse, stalking, Internet safety, and the criminal justice system. Sax is also an instructor for Los Angeles Police Department, Sheriff’s Department, UCLA, and Cal State LA. Sax is a regular legal commentator on CNN HLN News, NBC's *Today Show*, *Nancy Grace*, *Larry King Live*, Fox News and has a weekly radio show, “Justice Interrupted.” For more about Sax, visitrobinsax.com.