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In "Acrobat 6 and PDF Solutions", Taz Tally reveals a new practical way to take advantage of Acrobat 6 and the PDF format, from implementing an effective PDF workflow to getting files ready for print to creating catalogues, interactive forms, ebooks, multimedia presentations and web pages.

Explains the relationship between national culture and national differences in crucially important phenomena, such as speed of economic growth, murder rates, and educational achievement. This book also explains differences in suicide rates, road death tolls, female inequality, happiness, and a number of other phenomena.

Over the last decade, Method Engineering, defined as the engineering discipline to design, construct and adapt methods, including supportive tools, has emerged as the research and application area for using methods for systems development. This book contains the papers from the IFIP Working Group 8.1 conference on Situational Method Engineering.

Black Acting Methods seeks to offer alternatives to the Euro-American performance styles that many actors find themselves working with. A wealth of contributions from directors, scholars and actor trainers address afrocentric processes and aesthetics, and interviews with key figures in Black American theatre illuminate their methods. This ground-breaking collection is an essential resource for teachers, students, actors and directors seeking to reclaim, reaffirm or even redefine the role and contributions of Black culture in theatre arts. "

"Acting in Musical Theatre remains the only complete course in approaching a role in a musical. It covers fundamental skills for novice actors, practical insights for professionals, and even tips to help veteran musical performers refine their craft. Updates in this

expanded and revised third edition include: A "Resource Guide" that includes Teaching Materials and Syllabi for long and short-courses. Updated examples, illustrations and exercises from more recent musical styles and productions such as Hamilton, and Dear Evan Hansen. Revision of rehearsal and performance guidelines to help teachers with less-experienced students avoid common problems. Updated and expanded further reading lists for specific subject areas, to guide readers through their own studies. New notes in the "The Profession" chapters to reflect the latest trends in casting, self-promotion and audition practice. A comprehensive revision of the book's companion website, including syllabi for a range of short and long-form courses, Power Point slide decks and printable handouts for every chapter. Acting in Musical Theatre's chapters divide into easy-to-reference units, each containing group and solo exercises, making it the definitive textbook for students and practitioners alike"--

Both financial and non-financial managers with accountability for performance at either a strategic level or for a business unit have responsibility for risk management, in terms of failing to achieve organisational objectives. Fundamentals of Enterprise Risk management is structured around four parts and 26 self-contained chapters. Each chapter will have ample practical examples and illustrations/mini-case studies from retail, manufacturing and service industries and from the public and not-for-profit sectors to enable the reader to understand and apply the concepts in the book. A step-by-step guide from a Broadway director and renowned acting teacher.

This book offers an authoritative review of biopharmaceuticals and their clinical relevance. Biopharmaceuticals have been showing high therapeutic potential by means of biological and biosimilar medicines, particularly for the treatment of cancer, chronic diseases (e.g. diabetes, Crohn's disease, psoriasis and rheumatoid

arthritis), neurodegenerative disorders (e.g. multiple sclerosis), and they have also been contributing to the progress of innovative therapies such as assisted reproductive medicine. Since the eighties, several biopharmaceuticals have been approved and, due to patents expiration, many biosimilars are also marketed. In this book, readers will find the most relevant updated information about the main clinical applications of pharmaceutical biotechnology. The authors provide expert analysis about the industrial challenges of recombinant proteins and the different classes of biopharmaceuticals, including monoclonal antibodies, vaccines, growth factors and stem cells. Topics such as bioprinting technologies in tissue engineering, gene therapy and personalized medicine are also covered in this book. Professionals, students and researchers interested in this field will find this work an important account.

Arthur Lessac's Embodied Actor Training situates the work of renowned voice and movement trainer Arthur Lessac in the context of contemporary actor training. Supported by the work of Constantin Stanislavsky and Maurice Merleau-Ponty's theories of embodiment, the book explores Lessac's practice in terms of embodied acting, a key subject in contemporary performance. In doing so, the author explains how the actor can come to experience both skill and expression as a subjective whole through active meditation and spatial attunement. As well as feeding this psycho-physical approach into a wider discussion of embodiment, the book provides concrete examples of how the practice can be put into effect. Using insights gleaned from interviews conducted with Lessac and his Master Teachers, the author enlightens our own understanding of Lessac's practices. Three valuable appendices enhance the reader's experience. These include: a biographical timeline of Lessac's life and career sample curricula and a lesson plan for teachers at university level explorations for personal discovery

Melissa Hurt is a Lessac Certified Trainer and has taught acting and Lessac's voice, speech, and movement work at colleges across the United States. She has a PhD from the University of Oregon and an MFA from Virginia Commonwealth University.

*Black Acting Methods* seeks to offer alternatives to the Euro-American performance styles that many actors find themselves working with. A wealth of contributions from directors, scholars and actor trainers address Afrocentric processes and aesthetics, and interviews with key figures in Black American theatre illuminate their methods. This ground-breaking collection is an essential resource for teachers, students, actors and directors seeking to reclaim, reaffirm or even redefine the role and contributions of Black culture in theatre arts.

The significantly expanded and updated new edition of a widely used text on reinforcement learning, one of the most active research areas in artificial intelligence. Reinforcement learning, one of the most active research areas in artificial intelligence, is a computational approach to learning whereby an agent tries to maximize the total amount of reward it receives while interacting with a complex, uncertain environment. In *Reinforcement Learning*, Richard Sutton and Andrew Barto provide a clear and simple account of the field's key ideas and algorithms. This second edition has been significantly expanded and updated, presenting new topics and updating coverage of other topics. Like the first edition, this second edition focuses on core online learning algorithms, with the more mathematical material set off in shaded boxes. Part I covers as much of reinforcement learning as possible without going beyond the tabular case for which exact solutions can be found. Many algorithms presented in this part are new to the second edition, including UCB, Expected Sarsa, and Double Learning. Part II extends these ideas to function approximation, with new sections on such topics as artificial neural networks and the Fourier basis, and offers expanded treatment of off-policy learning and policy-gradient methods. Part III has new chapters on reinforcement learning's relationships to psychology and neuroscience, as well as an updated case-studies chapter including AlphaGo and AlphaGo Zero, Atari game playing, and IBM Watson's wagering strategy. The final chapter discusses the future societal impacts of reinforcement learning.

Six essays on the fundamentals of acting, presented in dialogue form, offer dramatic students an unusual introduction to their art

This book provides empirically driven discussions and investigations in the relevance of Actor Network Theory (ANT) and its theoretical concepts. As our civilization evolves from a human to a technologically driven society, new socio-technical network of actors – in society, industry and government are emerging by the day. These networks of actors collaborate to produce contemporary goods and services; handle production processes; manage risks; develop social and commercial networks; develop policies; manage complexities; and create a new way of life. This book provides unique conceptual tools needed to analyze such processes, highlighting the effectiveness of ANT in fostering collaborations between governments, organizations and society.

*Your Body Knows* provides the foundation actors need to move with ease and power. It is a practical guide to movement starting at the very beginning: knowing your body and experiencing how it works. Through the work of F.M. Alexander, Rudolf Laban, and Michael Chekhov, this book offers basic training in movement fundamentals. Its step-by-step process supports the actor's work in any acting or movement training program and as a working professional. The book focuses on three main areas of exploration: Body facts - Know your body and its design for movement. Let go of misinformed ideas about your body. Move more freely, avoid injury, and develop a strong body-mind connection. Movement facts - What is movement? Discover the movement fundamentals that can serve your art. Explore new ways of moving. Creative inspiration - Connect your body, mind, and imagination to liberate authentic and expressive character movement. *Your Body Knows: A Movement Guide for Actors* is an excellent resource for acting students and their teachers, promoting a strong onstage presence and awakening unlimited potential for creative expression.

*Actor-Network Theory and Technology Innovation: Advancements and New Concepts* provides a comprehensive look at the development of actor-network theory itself, as well as case studies of its use to assist in the explanation of various socio-technical phenomena. This book includes topics relating to technological innovation; both those using actor-network theory as an explanatory framework and those using other approaches. It is an excellent source of information regarding ANT as an approach to technological innovation and its link to ICT (Information Communication Technology).

First major exploration of a ground-breaking new technique for ac-

tors and theatre artists.

The most authoritative, authentic text of a classic guide to acting In the four decades since its first publication, Michael Chekhov's *To the Actor* has become a standard text for students of the theater. But *To the Actor* is a shortened, heavily modified version of the great director/actor/teacher's original manuscript, and *On the Technique of Acting* is the first and only book ever to incorporate the complete text of that brilliant manuscript. Scholars and teachers of Chekhov's technique have hailed *On the Technique of Acting* as the clearest, most accurate presentation of the principles he taught Yul Brynner, Gregory Peck, Marilyn Monroe, Anthony Quinn, Beatrice Straight, and Mala Powers, among others. This new, definitive edition of Chekhov's masterful work clarifies the principles outlined in *To the Actor* concerning the pivotal role of the imagination in actors' understanding of themselves and the roles they play. *On the Technique of Acting* also expands on Chekhov's previously published work with many unique features, including: Thirty additional exercises A chapter devoted to screen acting More thorough explanations of the Psychological Gesture, inner tempo vs. outer tempo, and other key concepts of Chekhov's approach For actors, directors, and anyone interested in the theater, *On teh Technique of Acting* is an essential handbook.

*Acting in Musical Theatre* remains the only complete course in approaching a role in a musical. It covers fundamental skills for novice actors, practical insights for professionals, and even tips to help veteran musical performers refine their craft. Updates in this expanded and revised second edition include: A brand new companion website for students and teachers, including Powerpoint lecture slides, sample syllabi, and checklists for projects and exercises. Learning outcomes for each chapter to guide teachers and students through the book's core ideas and lessons New style overviews for pop and jukebox musicals Extensive updated professional insights from field testing with students, young professionals, and industry showcases Full-colour production images, bringing each chapter to life *Acting in Musical Theatre's* chapters divide into easy-to-reference units, each containing group and solo exercises, making it the definitive textbook for students and practitioners alike.

Long acting veterinary formulations play a significant role in animal health, production and reproduction within the animal health

industry. Such technologies offer beneficial advantages to the veterinarian, farmer and pet owner. These advantages have resulted in them growing in popularity in recent years. The pharmaceutical scientist is faced with many challenges when innovating new products in this demanding field of controlled release. This book provides the reader with a comprehensive guide on the theories, applications, and challenges associated with the design and development of long acting veterinary formulations. The authoritative chapters of the book are written by some of the leading experts in the field. The book covers a wide scope of areas including the market influences, preformulation, biopharmaceutics, in vitro drug release testing and specification setting to name but a few. It also provides a detailed overview of the major technological advances made in this area. As a result this book covers everything a formulation scientist in industry or academia, or a student needs to know about this unique drug delivery field to advance health, production and reproduction treatment options and benefits for animals worldwide.

There's a new fundamentals text in town. One that centers on simple language, active learning, and a fresh new way to help you truly understand, apply, and retain important nursing information and concepts. Introducing the brand new Fundamentals of Nursing text from Yoost and Crawford. Written in a warm and conversational style, this innovative text starts by guiding you towards a basic understanding of the nursing profession and then logically progresses through the nursing process and into the safe and systematic methods of applying care. Each chapter features realistic case studies and critical thinking exercises woven throughout the content to help you continually apply what you've learned to actual patient care. Conceptual care maps further your ability to make clinical judgments and synthesize knowledge as you develop plans of care after analyzing and clustering related patient assessment data. All of this paired with a wealth of student-friendly learning features and clinically-focused content offers up a fundamentally different — and quite effective — way for you to easily master the fundamentals of nursing.

Information Law Series #48 About this book: Imposing Data Sharing among Private Actors is a vital book shedding light on the nature of certain economic and societal balancing exercises required for any compulsory business-to-business (B2B) data-sharing initiatives because data sharing involves both benefits and po-

tential costs. While the economic value originating from data sharing seems evident, identifying the legal framework to be applied to it is a challenge. This is due to the multiple claims and rights aimed at controlling, accessing or benefiting from data processing. What's in this book: Whether these initiatives pursue economic, societal or empowerment objectives, their potential benefits must be balanced with the following three considerations that are extensively investigated in the book: the economic interests of the data holder; personal data protection considerations; and long-term and collective costs in terms of individual autonomy. The analysis elucidates how these aspects have been factored into existing compulsory B2B data-sharing initiatives so far (particularly in Europe), and on how they may be used as a source of inspiration in future initiatives. Insightful suggestions on the implementation of these balancing exercises conclude the volume. How this will help you: Based on law and literature in competition, personal data protection and intellectual property, the book greatly highlights the necessary balances underlying compulsory B2B data sharing and raises awareness about the crucial need to take the risks involved into consideration. It will be highly appreciated by policymakers, academics and private actors interested in issues linked to competition law in the digital environment, regulation of platforms, data governance or the interaction between competition law and personal data protection law.

The essential work in HIV for providers and pharmacists, updated for 2021. Includes CME access code for 2021 AAHIVS, AAHIVP, or AAHIVE study materials and accreditation! An end-to-end clinical resource for the treatment of individuals with HIV/AIDS, Fundamentals of HIV Medicine has served as a key resource for clinicians preventing and treating HIV for over a decade. Now updated for 2021, Fundamentals of HIV Medicine 2021 offers state-of-the-art continuing education for physicians, pharmacists, nurse practitioners, nurses, and other professionals working in the care of HIV patients. With this volume, practitioners will have immediate, indexed access to the most updated science, research, and guidelines related to all aspects of HIV care and prevention. This revised edition features key clinical updates across classic domains of HIV medicine along with recent research in HIV medicine including HIV workforce strains and PrEP, newly emerging antiretroviral treatment options, and the evolving effects of COVID-19 on HIV care. Embodying the American Academy of HIV Medicine's com-

mitment to excellence in the care of seropositive patients, Fundamentals of HIV Medicine 2021 is a must-have for health professionals across HIV care, treatment, and prevention. Note: This edition includes a login for online CME questions and accreditation

Fundamentals of HIV Medicine 2021 is the AAHIVM's end-to-end clinical resource for the treatment of individuals with HIV/AIDS. Now updated with HIV workforce strains and PrEP, newly emerging antiretroviral treatment options, and the evolving effects of COVID-19 on HIV care.

Exploring the interrelation between information theory and signal processing theory, the book contains a new algebraic approach to signal processing theory. Readers will learn this new approach to constructing the unified mathematical fundamentals of both information theory and signal processing theory in addition to new methods of evaluating quality indices of signal processing. The book discusses the methodology of synthesis and analysis of signal processing algorithms providing qualitative increase of signal processing efficiency under parametric and nonparametric prior uncertainty conditions. Examples are included throughout the book to further emphasize new material.

In this updated rich resource for actors, renowned movement teachers and directors reveal the physical skills needed for the stage and the screen. Readers will gain remarkable insights into the physical skills and techniques used in a wide variety of performance styles through ready-to-use exercises and approaches. Included in this new edition are chapters covering: Stage combat Yoga for actors Martial arts Body-mind centering Authentic movement Bartenieff fundamentals Grotowski-based movement Those who want to pursue serious training will be able to consult the appendix for listings of the best teachers and schools in the country. This inspiring collection is a must-read for all actors, directors, and teachers of theater looking for stimulation and new approaches. Allworth Press, an imprint of Skyhorse Publishing, publishes a broad range of books on the visual and performing arts, with emphasis on the business of art. Our titles cover subjects such as graphic design, theater, branding, fine art, photography, interior design, writing, acting, film, how to start careers, business and legal forms, business practices, and more. While we don't aspire to publish a New York Times bestseller or a national bestseller, we are deeply committed to quality books that help creative professionals succeed and thrive. We often publish in areas overlooked



by other publishers and welcome the author whose expertise can help our audience of readers.

"This book investigates "Who is a normative foreign policy actor?" It forms part of a new project intended to explore fundamental aspects of foreign policy at the global level, against the backdrop of a proliferation of global actors in the 21st century, following half a century with only one undisputed global hegemon: the United States. The European Union is itself a new or emerging foreign policy actor, driven by self-declared normative principles. But Russia, China and India are also increasingly assertive actors on the global stage and similarly claim to be driven by a normative agenda. The fundamental question explored is how will these various global actors define their foreign policy priorities, and how they will interact, especially if their ideas of normative behaviour differ?"---  
BOOK JACKET.

Not long after Benedetti left a long academic career to become an award-winning film and television producer, he realized that he and other acting instructors had been neglecting their students by not training them to work in front of cameras as well as on stage. He uses the same approach as in his

Suitable as both a reference and a text for graduate students, this book stresses the fundamentals of setting up and solving dynamics problems rather than the indiscriminate use of elaborate formulas. Includes tutorials on relevant software. 2015 edition.

"Actor Movement offers enabling tools to explore, examine and develop movement techniques to fine-tune the actor's intuitive physical response"--

Registered Nurses must have thorough knowledge of pharmacology, medicines administration, and the effects of medicines. Fundamentals of Pharmacology for Children's Nurses is written for nurses and allied health professionals involved in the care of children and young people (CYP) to focus exclusively on pharmacology. Filling a gap in current literature on the subject, this much-needed resource develops the competence and confidence required to prescribe, dispense, and administer medicines to children and young people. Emphasising the importance of patient-centered care to CYP, the text describes the role of the healthcare provider working with CYP and their families; explains how to use pharmaceutical and prescribing reference guides; discusses legal and ethical issues; examines pharmacodynamics and pharmacokinetics, and more. Helping readers respond appropriately and compassio-

nately to the needs of those receiving care and their families, this textbook: Covers a wide range of medications used in diabetes, cancer, mental health, and other areas Features a wealth of full-colour images and numerous pedagogical tools including learning objectives, self-test questions, and reflective exercises to enable readers to contextualise and assess their knowledge Presents case studies to reinforce learning, and illustrate the application of theory to practice Provides authoritative and practical guidance on formulations, adverse drug reactions, analgesics, antibiotics, immunisations, and the medications most commonly used when providing care to CYP Includes access to a companion website with interactive MCQs, case studies, references, an image bank, and links to further reading and supplemental resources Fundamentals of Pharmacology for Children's Nurses is essential reading for undergraduate children's nursing students, trainee nursing associates, those undertaking healthcare programmes of study, as well as those seeking to better understand pharmacology.

In Action!, Peabody and multiple Emmy award-winning producer and leading teacher of acting Robert Benedetti offers a practical, detailed and clearly structured approach to the fundamentals of acting for the camera. The first part of the book is a step-by-step guide to how an actor fits into the process of shooting a film or television show. The second part describes how to prepare yourself for any role through detailed instructions for creating the inner life of a character. Benedetti's analysis of sample scenes, such as Arthur Miller's Death of a Salesman and the sitcom Cheers, helps readers become experts and complete naturals in front of a camera. The book features: How acting for the camera is different from acting on stage Complete coverage on how to start an acting career in film or television All major film production personnel, terms and forms Detailed discussion of self-training for the camera

Digital Curation Fundamentals takes a straight-forward, commonsense approach to the complex problem of digital curation and preservation, and portrays the challenges and opportunities in an approachable conversational style which lowers the bar to include those with little to no technical expertise.

This study guide aims to make European trainees in forensic psychiatry and psychology and young forensic psychiatrists and psychologists aware of the differences and commonalities in forensic psychiatry and psychology in different countries within Europe

and to enable them to learn from the approaches adopted in each country. The guide is divided into five main sections that address legal frameworks, service provision and frameworks, mandatory skills, teaching and training in forensic psychiatry and psychology, and capita selecta. In addition, recommendations are made with respect to the practice of teaching and training across European countries. It is anticipated that the guide will provide an excellent means of improving specific skills and that, by learning about the offender/patient pathways in the different jurisdictions of Europe, the reader will gain a deeper understanding of the principles that govern methods and practices in their own work with mentally disordered offenders.

An impassioned look at games and game design that offers the most ambitious framework for understanding them to date. As pop culture, games are as important as film or television—but game design has yet to develop a theoretical framework or critical vocabulary. In Rules of Play Katie Salen and Eric Zimmerman present a much-needed primer for this emerging field. They offer a unified model for looking at all kinds of games, from board games and sports to computer and video games. As active participants in game culture, the authors have written Rules of Play as a catalyst for innovation, filled with new concepts, strategies, and methodologies for creating and understanding games. Building an aesthetics of interactive systems, Salen and Zimmerman define core concepts like "play," "design," and "interactivity." They look at games through a series of eighteen "game design schemas," or conceptual frameworks, including games as systems of emergence and information, as contexts for social play, as a storytelling medium, and as sites of cultural resistance. Written for game scholars, game developers, and interactive designers, Rules of Play is a textbook, reference book, and theoretical guide. It is the first comprehensive attempt to establish a solid theoretical framework for the emerging discipline of game design.

An authoritative reference work on the legal framework of European economic and monetary union, this book comprehensively analyses the legal foundations, institutions, and substantive legal issues in EU monetary integration.

Discusses such topics as costume, stage directions, set design, and basic acting, provides a brief history, includes exercises, and offers employment suggestions

Expand your animation toolkit and remain competitive in the in-

dustry with this leading resource for 2D and 3D character animation techniques. Apply the industry's best practices to your own workflows and develop 2D, 3D and hybrid characters with ease. With side by side comparisons of 2D and 3D character design, improve your character animation and master traditional principles and processes including weight and balance, timing and walks. Develop characters inspired by humans, birds, fish, snakes and four legged animals. Breathe life into your character and develop a characters personality with chapters on acting, voice-synching and facial expressions. Expertly integrate core animation techniques with your software of choice featuring step-by-step tutorials, highlighting 3ds Max, Maya and Blender workflows. Adapt the tips, tricks and techniques for unique projects like character design for rotoscoping and motion capture. Advance beyond the fundamentals of 2D and 3D character animation with the companion website which includes short demonstration movies, 2D and 3D exercises and fully rigged character models.

Combining the latest research and most current coverage available into a succinct nine chapters, FUNDAMENTALS OF INFORMATION SYSTEMS, 8E equips students with a solid understanding of the core principles of IS and how it is practiced. The streamlined 560-page eighth edition features a wealth of new examples, figures, references, and cases as it covers the latest developments from the field--and highlights their impact on the rapidly changing role of today's IS professional. In addition to a stronger career emphasis, the text includes expanded coverage of mobile solutions, energy and environmental concerns, the increased use of cloud computing across the globe, and two cases per chapter.

Learning firsthand how information systems can increase profits and reduce costs, students explore new information on e-commerce and enterprise systems, artificial intelligence, virtual reality, green computing, and other issues reshaping the industry. The text introduces the challenges and risks of computer crimes, hacking, and cyberterrorism. It also presents some of the most current research on virtual communities, global IS work solutions, and social networking. No matter where students' career paths may lead, FUNDAMENTALS OF INFORMATION SYSTEMS, 8E and its resources can help them maximize their success as employees, decision makers, and business leaders. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Learn the principles and skills you'll need as a respiratory therapist! Egan's Fundamentals of Respiratory Care, 12th Edition provides a solid foundation in respiratory care and covers the latest advances in this ever-changing field. Known as "the bible for respiratory care," this text makes it easy to understand the role of the respiratory therapist, the scientific basis for treatment, and clinical applications. Comprehensive chapters correlate to the 2020 NBRC Exam matrices, preparing you for clinical and exam success. Written by noted educators Robert Kacmarek, James Stoller, and Albert Heuer, this edition includes new chapters on heart failure as well as ethics and end-of-life care, plus the latest AARC practice guidelines. Updated content reflects the newest advances in respiratory care, preparing you to succeed in today's health care environment. UNIQUE! Mini-Clinis provide case sce-

narios challenging you to use critical thinking in solving problems encountered during actual patient care. Decision trees developed by hospitals highlight the use of therapist-driven protocols to assess a patient, initiate care, and evaluate outcomes. Rules of Thumb highlight rules, formulas, and key points that are important to clinical practice. Learning objectives align with the summary checklists, highlighting key content at the beginning and at the end of each chapter, and parallel the three areas tested on the 2020 NBRC Exam matrices. Learning resources on the Evolve companion website include an NBRC correlation guide, image collection, lecture notes, Body Spectrum electronic anatomy coloring book, and an English/Spanish glossary. Student workbook provides a practical study guide reflecting this edition of the text, offering numerous case studies, experiments, and hands-on activities. Available separately. Full-color design calls attention to the text's special features and promotes learning. Glossary includes key terms and definitions needed for learning concepts. NEW Heart Failure chapter covers the disease that is the most frequent cause of unscheduled hospital admissions. NEW Ethics and End-of-Life Care chapter explains related issues and how to help patients and their families. NEW! Improved readability makes the text easier to read and concepts easier to understand. NEW! Updated practice guidelines from the AARC (American Association for Respiratory Care) are included within the relevant chapters. NEW! Updated chapters include topics such as arterial lines, stroke, ACLS, PALS, hemodynamics, polysomnography, waveform interpretation, and laryngectomy. NEW! Streamlined format eliminates redundancy and complex verbiage.