

Chapter 9 Section 3 Guided Reading Answers

YouTube Marketing Secrets The Ultimate Guide to Market Your Content on YouTube Plus the Internet Marketing Handbook YouTube Marketing Made Easy This exclusive guide will show you step-by-step, topic by topic, and tool by tool, what you need to know to crush with YouTube marketing. You will learn how to do YouTube marketing in the easiest way possible, using the most effective tools and in the shortest time ever. Table of Contents: Section 1 YouTube Marketing Basics - Chapter 1: What is YouTube all about? - Chapter 2: What can YouTube do for your Business? - Chapter 3: Shocking YouTube Marketing Facts to Consider Section 2 Marketing on YouTube - Step by Step - Chapter 4: Creating a YouTube Account - Chapter 5: YouTube Walk Through - Chapter 6: YouTube Channels - Chapter 7: YouTube Creator Studio Walk Through - Chapter 8: Start advertising on YouTube - Chapter 9: Video Marketing Tips to Consider Section 3 Advanced YouTube Marketing Strategies - Chapter 10: YouTube Partner Program - Chapter 11: Live Streaming with YouTube - Chapter 12: Smart Ways To Get More Subscribers on YouTube - Chapter 13: How to Make Money on YouTube with Affiliate Marketing - Chapter 14: How to Get YouTube Videos Ranked - Chapter 15: Using the YouTube Trending Feed for Market Research - Chapter 16: YouTube for Developers Section 4 Additional Tips to consider - Chapter 17: Do's and Don'ts - Chapter 18: Premium tools and Services to consider - Chapter 19: Shocking Case Studies - Chapter 20: Frequently Asked Questions

The comprehensive study guide for understanding interior codes This revised and updated seventh edition of the Study Guide for the Codes Guidebook for Interiors is an essential companion to The Codes Guidebook for Interiors, the industry's reference of choice, with complete coverage of the major codes and standards that apply to interior projects. This Study Guide includes term lists, practice questions, practical application exercises, code tables, checklists, and a book companion site featuring interactive checklists, helping designers and architects check their knowledge and comprehension from reading The Codes Guidebook for Interior chapters and prepare for the NCIDQ and ARE exams. Since The Codes Guidebook for Interiors text covers the latest requirements, standards, terminology, and federal regulations, including the 2015 ICC, the current ADA standards, and ICC/ANSI requirements as well as information on green construction, this companion study guide is a comprehensive measure of designers understanding and application of codes for interior projects. It can help design students learn and practitioners keep their skills up to date. Because it is vital that designers and architects have an up-to-date working knowledge of the various codes involved with building interiors, whether during renovation or new construction, the study guide offers them an opportunity to: Check their knowledge of the key terms of the industry Test their working knowledge of codes using the practice questions and problem scenarios Utilize the code tables during the design process Employ the numerous checklists on proposed and real life projects to ensure complete compliance The revised Study Guide is a useful companion to The Codes Guidebook for Interiors, the essential reference for all interior professionals. Check your understanding of the individual chapters as exam prep or even just as a self-test. For the designer, architect, or student, the Study Guide for The Codes Guidebook for Interiors is a must-

have resource.

Building on The Dynamics of Keynesian Monetary Growth by Chiarella and Flaschel (2000), this book is a key contribution to business cycle theory, setting out a disequilibrium approach with gradual adjustments of the key macroeconomic variables. Its analytic study of a deterministic model of economic activity, inflation and income distribution integrates elements in the tradition of Keynes, Metzler and Goodwin (KMG). After a qualitative analysis of the basic feedback mechanisms, the authors calibrate the KMG model to the stylized facts of the business cycle in the U.S. economy, and then undertake a detailed numerical investigation of the local and global dynamics generated by the model. Finally, topical issues in monetary policy are studied in small macromodels as well as for the KMG model by incorporating an estimated Taylor-type interest rate reaction function. The stability features of this enhanced model are also compared to those of the original KMG model.

YouTube Marketing Secrets

Lehrbuch der Bauphysik

Freedom and Responsibility in Neoplatonist Thought

United States Mineral, Mining Sector Investment and Business Guide VOLUME 1 Federal and States Mining Laws,

Regulations Contacts

Tools for Teaching

Study Guide for The Codes Guidebook for Interiors

This book informs the multidisciplinary team (including maternity staff, obstetricians and materno-foetal medicine specialists) which counsel parents expecting a foetus at risk. It contains concise chapters contributed by numerous neonatal specialists in Australia. It is also useful to Midwifery, Nursing and Allied Health staff that care for mothers and babies. The chapters cover the most common reasons for an antenatal consultation. This will range from the baby that is threatening to deliver prematurely or is severely growth restricted to those with significant abnormalities such as congenital heart disease, spina bifida or gastroschisis, etc. This handbook deals with the issues presented in a concise manner. Material is suitable for all multidisciplinary clinical markets. Definitions of pathologies and conditions provided in each chapter. Strengths with possible "problems expected at birth with advice on how to manage them are presented. Logical outline of management.

HACK YOUR WORKPLACE CULTURE FOR GREATER PROFITS AND PRODUCTIVITY "I LOVE THIS BOOK!" —CHESTER ELTON, New York Times bestselling author of All In and What Motivates Me "When companies focus on culture, the positive effects ripple outward, benefiting not just employees but customers and profits. Read this smart, engaging book if you want a practical guide to getting those results for your organization."

—MARSHALL GOLDSMITH, executive coach and New York Times bestselling author "Most books on customer service and experience ask leaders to focus on the customer first. Shane turns this notion on its head and makes a compelling case why leaders need to make 'satisfied employees' the priority."

—LISA BODELL, CEO of Futurethink and author of Why Simple Wins "This is a must read for anyone in a customer service-centric industry. Shane explains the path to creating both satisfied customers and satisfied employees." —CHIP CONLEY, New York Times bestselling author and hospitality entrepreneur The question is not, "does your company have a culture?" The question is, "does your company have a culture that fosters outstanding customer experiences, limits employee turnover, and ensures high performance?" Every executive and manager has a responsibility to positively influence their workplace culture. Culture Hacker gives you the tools and insights to do it with simplicity and style. Culture Hacker explains: Twelve high-impact

hacks to improve employee experience and performance How to delight and retain a multi-generational workforce The factors determining whether or not your employees deliver outstanding customer service

The reader will receive eight small introductory books in this one publication. The author's intention is to offer his reader several chapters on eight of the most important subject areas of Bible study. This will enable the reader to lay a solid foundation for which he can build throughout his Christian life. These eight subject areas are sections, which contain a number of chapters. In addition, after the last chapter of each section, there will be a few book recommendations, which will give the reader the most trusted books that cover that subject area in greater detail. For a complete, sense of what is meant; please see the table of content. 1 Corinthians 3:13 English Standard Version (ESV) 13 each one's work will become manifest, for the Day will disclose it, because it will be revealed by fire, and the fire will test what sort of work each one has done.

A Guide for Using the Cricket in Times Square in the Classroom

Algebra: A Step-by-Step Guide

Instructor's Guide

Self-Education of the Bible Made Easy

Proceedings of the Common Council of the City of Buffalo, ...

Study Guide to Accompany NASM's Essentials of Sports Performance Training

If you have a family story to tell or research to share and want to know what your options are for publishing, this guide will: * lead you through how publishing works * illustrate the four stages of a publishing project * show you how to pick a project to publish (and give you some ideas for new projects) * analyze the which tools you will need to complete the project * and instruct you how to prepare your manuscript to publish in print, as an eBook, or online. This handy publishing primer will give you what you need to take your writing--your genealogical research, your family or local history, even your personal experiences and adventures--from manuscript to published book.

Study Guide for Essentials of Economics is a valuable support tool for the student using Essentials of Economics. It provides several important features that contribute to a good course which cannot be included in the standard textbook, and if used correctly it will improve understanding of, and ability to apply, economic principles to everyday decision-making. The book contains self-test questions, problems and projects, and perspectives in economics. Topics covered in the text include economic approaches, tools of the economist, supply, demand, and the market process, and money and the banking system. An answer key is provided at the end of the book. This text is intended for students of economics.

The third edition of Fire Department Incident Safety Officer has been thoroughly updated to cover the latest trends, information, and best-practices needed by current and aspiring Incident Safety Officers (ISO's).

Developed in partnership with the Fire Department Safety Officer's Association and based on the 2015 Edition

of NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications, this authoritative resource focuses uniquely on the roles, responsibilities, and duties for fire service officers assigned to the incident command staff position of safety officer. From smoke reading to alternative energy sources to green construction buildings, Fire Department Incident Safety Officer, Third Edition is loaded with up-to-date information needed to keep fire department members safe, including: A new chapter dedicated to the Incident Safety Officer at Training Drills and Special Events Entire chapters devoted to important topics like reading smoke, reading buildings,

Law, Practice and Threats to International Peace and Security

Sarah, Plain and Tall Comprehension Assessment

The Feisty Woman's Guide to Surviving Mr. Wonderful

Discipline, Instruction, Motivation

Genetic Diagnosis of Endocrine Disorders

The Neoplatonists have a perfectionist view of freedom: an entity is free to the extent that it succeeds in making itself good. Free entities are wholly in control of themselves—they are self-determining, self-constituting, and self-knowing. Neoplatonist philosophers argue that such freedom is only possible for non-bodily things. The human soul is free insofar as it rises above bodily things and engages in intellection, but when it turns its desires to bodily things, it is drawn under the sway of fate and becomes enslaved. Ursula Coope discusses this notion of freedom and its relation to questions about responsibility. She explains the important role of notions of self-reflexivity in Neoplatonist accounts of both freedom and responsibility. In Part I, Coope sets out the puzzles Neoplatonist philosophers face about freedom and responsibility and explains how these puzzles arise from earlier discussions. Part II explores the metaphysical underpinnings of the Neoplatonist notion of freedom (concentrating especially on the views of Plotinus and Proclus). In what sense, if any, is the ultimate first principle of everything (the One) free? If everything else is under this ultimate first principle, how can anything other than the One be free? What is the connection between freedom and nonbodiliness? Finally, Coope considers in Part III questions about responsibility, arising from this perfectionist view of freedom.

Why are human beings responsible for their behaviour, in a way that other animals are not? If we are enslaved when we act viciously, how can we be to blame for our vicious actions and choices?

This volume provides an up-to-date and comprehensive coverage of second language learning. The focus throughout the book is primarily on language learning, but each chapter also discusses the implications for teaching and assessment, thus informing both understanding and practice. The book contains nine sections, which aim to organise and reflect different dimensions of the diverse and complex scope of

learning English as a second or additional language. Four themes which permeate the chapters are: learning and learners; learning and language; learning and language development; learning and learning context. The 36 chapters are up-to-date and authoritative, written by experts in the field. The content is accessibly written, with questions for discussion and follow-up reading suggestions provided.

Creo Parametric 8.0: A Power Guide for Beginners and Intermediate Users textbook is designed for instructor-led courses as well as self-paced learning. It is intended to help engineers and designers interested in learning Creo Parametric for creating 3D mechanical design. This textbook benefits new Creo users and is a great teaching aid in classroom training. It consists of 12 chapters, with a total of 736 pages covering the major modes of Creo Parametric such as the Sketch, Part, Assembly, and Drawing modes. The textbook teaches users to use Creo Parametric mechanical design software for building parametric 3D solid components, assemblies, and 2D drawings. This textbook not only focuses on the usage of the tools/commands of Creo Parametric but also on the concept of design. Each chapter of this textbook contains tutorials which help users to easily operate Creo Parametric step-by-step. Moreover, each chapter ends with hands-on test drives which allow users to experience the user friendly and technical capabilities of Creo Parametric. This textbook not only focuses on the usage of the tools/commands of Creo Parametric but also on the concept of design. Each chapter of this textbook contains tutorials which help users to easily operate Creo Parametric step-by-step. Moreover, each chapter ends with hands-on test drives which allow users to experience the user friendly and technical capabilities of Creo Parametric. Table of Contents: Chapter 1. Introduction to Creo Parametric Chapter 2. Drawing Sketches and Applying Dimensions Chapter 3. Editing and Modifying Sketches Chapter 4. Creating Base Feature of a Solid Model Chapter 5. Creating Datum Geometries Chapter 6. Advanced Modeling - I Chapter 7. Advanced Modeling - II Chapter 8. Patterning and Mirroring Chapter 9. Advanced Modeling - III Chapter 10. Working with Assemblies - I Chapter 11. Working with Assemblies - II Chapter 12. Working with Drawings

Chief Petty Officer Indoctrination Course

A Guide to Financial Management for Resident Management Corporations: Accounting systems and internal controls

Sarah, Plain and Tall: An Instructional Guide for Literature

Fire Department Incident Safety Officer

Manual of Applied Geology for Engineers

Creo Parametric 7.0: A Power Guide for Beginners and Intermediate Users

"Integrating discipline and instruction, K-12"--P. [4] of cover.

The Apocalypse of John is a work of immense importance and learning. Yet among the major works of early Christianity

included in the New Testament it has received relatively little scholarly attention. This work is a significant contribution to remedying this neglect. The author examines the meticulous literary artistry, creative imagination, radical political critique and profound theology of the Apocalypse of John. It is a sustained enterprise to understand both the form and the message of the Apocalypse in its literary and historical contexts. An invaluable and illuminating work for students, scholars and ministers

Das bewährte Lehr- und Nachschlagewerk der Bauphysik wurde für die 8. Auflage aktualisiert und moderat ergänzt; es stellt damit den heutigen Stand der Technik in diesem Bereich dar. Um dem Anspruch eines Studentitels auch weiterhin gerecht zu werden, wurden die Ausführungen zu den unterschiedlichen Themenbereichen auf die Lehrpläne im Fach Bauphysik abgestimmt und – wo es zielführend erschien – vertieft und ergänzt. Neben den wissenschaftlichen Grundlagen und Zusammenhängen sind im Hinblick auf die praktische Anwendung die Inhalte der wesentlichen bauphysikalisch relevanten Normen und Verordnungen in komprimierter Form enthalten.

A Guide for Using Bud, Not Buddy in the Classroom

Study Guide for Essentials of Economics

Set Yourself Up to Self-Publish: A Genealogist's Guide

Studies on the Book of Revelation

The Ultimate Guide to Market Your Content on YouTube

Study Guide to Accompany Gwartney, Stroup, and Clark's Essentials of Economics

Young readers will enjoy this heartwarming story following Sarah's journey with a small family to become the mother-figure they desperately need. Sarah, Plain and Tall: An Instructional Guide for Literature provides rigorous and engaging lessons and activities to aid your students' explorations of rich, complex literature. Readers will learn such skills as analyzing and comprehending story elements in multiple ways, practicing close reading and text-based vocabulary, and determining meaning through text-dependent questions. Add rigor to your students' explorations of this Newbery Medal-winning novel.

These vocabulary activities for Sarah, Plain and Tall incorporate key skills from the Common Core. The activities integrate vocabulary with a study of the text. Includes text-dependent questions, definitions, and text-based sentences.

All engineering structures react with the ground, and most structures make use of materials extracted from the earth. While an engineer cannot be expected to be also an expert geologist, he must have a working knowledge of the subject if his structures are to be economically designed, safely built and safely used. He must also be able to

recognise where and when he needs the advice of a specialist. A Manual of Applied Geology is designed as a guide for practising engineers. A team of distinguished engineers and scientists has been assembled to present the basic information which an engineer needs and to explain how best to use this information to deal with problems in his work. Chapters cover general theory, Formation of rocks, their properties and identification, landforms and soils, geophysical methods, maps and other information sources. the particular problems of terrain evaluation, site selection and investigation and common construction problems (including groundwater control, stability, foundations and underground work) are examined and there are chapters on materials and hydrogeology. Aimed principally at the engineer who is meeting geological problems in his everyday work, this generously illustrated volume will also be useful as an introduction to the subject for first degree engineering students

Foundations for a Disequilibrium Theory of the Business Cycle

The Codes Guidebook for Interiors, Study Guide

An Instructional Guide for Literature

International Commercial Agreements

Culture Hacker

Mechanics of Materials

This nearly 200 page Algebra guide provides step-by-step instructions on how to do various Algebra problems. It is perfect for those who learn best by examples and includes thorough written instructions and explanations. This guide covers all Algebra concepts, ranging from probability to polynomial factoring, and also includes many pictures, graphs, and tables to help illustrate the concepts covered. If you have struggled with Algebra in the past, or need something more detailed than your average Algebra textbook, this guide is for you.

First, you are in shock, then denial, then you cry, and then you scream. You cry some more, scream some more, then try to work it out. You ask yourself why at least twenty times a day. You can't sleep. You blame him. You blame yourself. That's the nature of a breakup, and it's not easy. In "The Feisty Woman's Guide to Surviving Mr. Wonderful," author Elizabeth Allen offers suggestions for surviving the journey through a middle-age breakup. Using examples from a host of breakup stories, including her own, Allen presents a humorous guide to help you get through the fiasco and come out of it a stronger, more vibrant, confident, powerful, and totally evolved woman. Allen presents strategies for dealing with the emotional issues that arise after such an event, and she explores other topics relating to women's health and well-being. With humor and sarcasm, "The Feisty Woman's Guide to Surviving Mr. Wonderful" shows that moving on with your life after a breakup provides a true testament to the strength of all women.

These assessment questions for Sarah, Plain and Tall are modeled after current testing models requiring students to revisit the text for answers. Students have to support their opinions and inferences with examples from the text.

Sarah, Plain and Tall Vocabulary Activities

Reprogramming Your Employee Experience to Improve Customer Service, Retention, and Performance

Antenatal Consults: A Guide for Neonatologists and Paediatricians - E-Book

An Edinburgh Law Guide

Qualitative Analysis and Quantitative Assessment

SPSS for Psychologists

Study Guide to Accompany Gwartney, Stroup, and Clark's Essentials of Economics, Second Edition provides additional features which can be used as reference for students who are using the textbook "Essentials of Economics, Second Edition." The book sections contain self-tests and challenge questions which are so designed that the student who can answer the self-test questions will consistently be able to answer those found in the "Instructor's Manual and Test Bank." The text encourages the student to follow four steps to get the most out of the study guide. The student should follow these steps: (1) Actively participate in the learning process; (2) Seek out prompt, accurate feedback regarding what the student has learned; (3) Learn the relevance of the concepts; and (4) Learn to address economic issues and policies critically. The book covers question topics, such as supply, demand, market process, public sector, aggregate demand, and equilibrium in a simple Keynesian model. The book also deals with questions and problems on skill acquisition, job market, and gains from international trade. The text will be a valuable aid to many students of economics whether they are economics majors are just taking the subject as a requirement in another course. Professors and lecturers of economics and business courses will also benefit from it.

In Crimes Against Humanity in the 21st Century, Dr Robert Dubler SC and Matthew Kalyk provide a comprehensive analysis of crimes against humanity in international criminal law, including an analysis of its history, its present definition and its raison d'être. With a foreword by Geoffrey Robertson QC.

"This book is for teenagers and anyone who knows one..." "If you only buy one survival guide for the teenage years, make it this one..."

"This book [is] accessible, entertaining, humorous, and equally helpful to parents and teachers" This updated second edition of The Owner's Guide to the Teenage Brain tells us why 'we are as we are' in the teenage years. It shows teenagers how to get the most out of these years, helps parents understand and provides tips for parents on coping with their sons and daughters as they move towards adulthood. Knowledge is power. Teenagers who take that power will cope better with the exciting changes and challenges that face them.

The Owner's Guide to the Teenage Brain

YOUR GUIDE FOR DEFENDING THE BIBLE

Schall - Wärme - Feuchte - Licht - Brand - Klima

On Military Science: A Guide to Understanding the Meaning of F.O.I. (Volume 1)

Crimes against Humanity in the 21st Century

Creo Parametric 8.0: A Power Guide for Beginners and Intermediate Users

Designed to accompany NASM Essentials of Sports Performance Training, this study guide is suitable for coursework and for students preparing for the NASM Performance Enhancement Specialist certification exam.

Since the beginning of the current century, endocrine disease diagnosis and treatment have moved beyond the standard hormone measurements. While, indeed elevated thyroid hormone levels or low insulin levels signal a specific endocrine disease, correct diagnosis (and therefore correct treatment) depends on an understanding of the molecular basis for the disease. This book presents the "bench to bedside" approach of our understanding of the genetic basis for endocrine disease. It is organized by endocrine grouping (e.g. Thyroid, Pancreas, Parathyroid, Pituitary, Adrenal, Reproductive and Bone) and genetic/molecular basis for the diagnosis of the various disorders will be discussed. Emphasis will be placed on the practical nature of diagnosing a disease. For example: 1. Which tests should be done for the diagnosis of Diabetes mellitus Type I in children who presented at less than 6 months; at less than 12 years, in adulthood, etc., and why should those tests be done?; 2. Which genes should be evaluated for subjects with congenital hypothyroidism; 3. Which genetic tests should be ordered in obesity?; 4. Which genetic test should be ordered in a patient with Parathyroid Carcinoma?; 5. What is the rationale behind testing for Multiple Endocrine Neoplasia? The field of genetic diagnosis of disease is exploding now, with multiple laboratories developing tests for current clinical use. Most practicing endocrinologists, pediatricians and internal medicine physicians don't understand which test to order, how the tests are done, or how to interpret the results. One of the most exciting development in medicine today is the pharmacogenomics revolution - endocrinologists and geneticists need to understand how personalized medicine will fit into the daily care of patients. While this is a quickly growing area and there are textbooks on pharmacogenomics, there is no one source for the spectrum of Endocrine diseases. Selected for inclusion in Doody's Core Titles 2013, an essential collection development tool for health sciences libraries Presents a comprehensive, translational look at all aspects of genetic diagnosis of endocrine disorders in one reference work Endocrinology experts (the researchers who discovered the majority of the gene mutations for a particular disease) teach readers about the molecular basis for diseases in each major endocrine organ system Clear presentation by geneticists of pharmacogenetics and the actual assays used in detecting endocrine diseases Genetic counselors offer expert advice on how to use genetic information in counseling patients

A key reference tool for business managers, lawyers and students, this accessible book covers the essential issues that need to be dealt with when negotiating, planning and writing international commercial agreements. It looks at the issues that must be taken into account when a business located

in one country is contracting with a business located in another country, exploring the framework within which such international commercial agreements are concluded.

Climax of Prophecy

Managers & Supervisors Handbook

The Cambridge Guide to Learning English as a Second Language

The Codes Guidebook for Interiors, Fifth Edition features jargon-free explanations of all the codes and standards of concern to designers and architects, including performance codes, fire codes, building and finish standards, energy codes, and Americans with Disabilities standards. The book uses an easy-to-navigate format that is geared towards the code process as a whole, to take readers step-by-step through the codes relevant at each stage in the design process. Dozens of examples and a greatly enhanced set of illustrations, show how codes apply to real-world projects.

Creo Parametric 7.0: A Power Guide for Beginners and Intermediate Users textbook is designed for instructor-led courses as well as self-paced learning. It is intended to help engineers and designers interested in learning Creo Parametric for creating 3D mechanical design. This textbook benefits new Creo users and is a great teaching aid in classroom training. It consists of 12 chapters, with a total of 736 pages covering the major modes of Creo Parametric such as the Sketch, Part, Assembly, and Drawing modes. The textbook teaches users to use Creo Parametric mechanical design software for building parametric 3D solid components, assemblies, and 2D drawings. This textbook not only focuses on the usage of the tools/commands of Creo Parametric but also on the concept of design. Each chapter of this textbook contains tutorials which help users to easily operate Creo Parametric step-by-step. Moreover, each chapter ends with hands-on test drives which allow users to experience the user friendly and technical capabilities of Creo Parametric. Table of Contents: Chapter 1. Introduction to Creo Parametric Chapter 2. Drawing Sketches and Applying Dimensions Chapter 3. Editing and Modifying Sketches Chapter 4. Creating Base Feature of a Solid Model Chapter 5. Creating Datum Geometries Chapter 6. Advanced Modeling - I Chapter 7. Advanced Modeling - II Chapter 8. Patterning and Mirroring Chapter 9. Advanced Modeling - III Chapter 10. Working with Assemblies - I Chapter 11. Working with Assemblies - II Chapter 12. Working with Drawings

Students can find statistical analysis a challenging and complex task and, in order to master the techniques and complete their assignments and projects successfully, they need to have a

sound understanding of IBM SPSS and its functions. Updated to be compatible with IBM SPSS 25, with handy screen-shots throughout, the seventh edition of this trusted and practical textbook will take students on a step-by-step journey towards carrying out a range of essential tasks with confidence: from performing an analysis to interpreting outputs and reporting the results. This book is an unbeatable, must-have guide to IBM SPSS that will allow undergraduate psychology students to master this powerful software tool. Accompanying online resources for this title can be found at bloomsburyonlineresources.com/spss-for-psychologists. These resources are designed to support teaching and learning when using this textbook and are available at no extra cost.