

# **Tips And How Tos**

**A collection of articles on 'how to' and 'tips'**

by

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## **Ebook Conversion**

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## Introduction

This book is a collection of articles written by Josie Lydy. The articles were made to be on a blog post but the author wants to gather them in one book.

Each title stands on its own and may not have any connection to other titles. Though, the articles are sub-divided into 3 categories. The first part is under the category of 'Life Style', the second part is gathered under 'Business' category and the third part is about 'Health'.

The main purpose of the author in collecting the articles in one book is first of all to make easy the reading of the content in form of eBook and then, the eBook keeps a partial backup of the articles written by Josie Lydy . With the support of technology, the eBooks bring to the readers a new style of keeping books for reading. This what is called virtual library.

# Part I Life Style

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## 1. Why Yoga is good for you

You may wonder how some people can be so flexible such that they can do any pose without flinching and even go to the extent of touching their toes just by bending backwards. Mind you if you dared pull such a stunt it would most likely cost you an unexpected trip to the doctor. Worry not. The well kept secret is no longer safely guarded anymore. Welcome to Yoga. This article will enlighten you on what yoga is all about and why it is good for you.

Yoga is an ancient practice originating from India. It has been practiced for over 5000 years and more people are embracing it. It encompasses the following disciplines: physical, mental and spiritual. Yoga Sutras concentrates on the discipline of the mind while Hatha yoga focuses on health and purity of the body.

Picture being in such a peaceful state of mind such that all your stress levels are managed and you are one with your spirit. I do not know anyone who would not want that. Yoga can be practiced at any age therefore being elderly should not be an excuse.

Asanas are the most common yoga classes offered which entail learning physical poses. Yoga classes also entail learning breathing techniques as well as meditation techniques. Yoga has a lot to offer everyone who practices it be it flexibility, balance or strength. You can take it up for purely relaxation purposes or to enable you move your body in new ways.

It is important to know the safety precautions you need to take before you start. Most yoga instructors will have you sign a non liability form thus you have to ensure you take care of yourself so as to minimize the risks of injury.

Some of the risks associated with yoga that are reported and treated at hospitals include straining and overstretching of the neck, spine, legs, knees and shoulders. Having certain conditions may increase your risk of injury such as pregnancy, a case of severe osteoporosis, problems associated with the ears, spine problems and having either high or low blood pressure.

To minimize your risk of injury from yoga, here are a few tips:

1. Expectant mothers should consult their doctors and get the go ahead sign since pregnancy affects women differently. Your doctor will be able to assess what type and level of yoga is safe for you and your unborn child.
2. For beginners, ensure that you practice yoga under an instructor who has the recommended credits. Attempting yoga by yourself maybe detrimental since you do not have someone to guide you on the right way of performing the exercises.
3. Warming up before the yoga session is vital as cold muscles contribute towards injury.
4. Do not try to do advanced exercises when you have just barely begun. Know your limits by asking your instructor questions so that any concerns you have about your safety are addressed.
5. Remember that this is not a competition. Of course there will be someone who can do the exercises better than you. Go slow, take your time.
6. Drink lots and lots of water more so when practicing hot yoga.
7. Wear comfortable clothing so you are able to move around freely.
8. Always listen to how your body responds to the exercises. If you encounter any pain, dizziness, or you experience too much heat, please stop. Should the pain persist further, consult your healthcare provider.
9. Finally, ensure that you do not skip your medical routine. While yoga will offer some major benefits, it is no substitute for proper medical treatment.

Some of the benefits of yoga are as discussed below:

Yoga, as mentioned earlier, can be done at all ages. When started at midlife, it can help counter stiffness, loss of bone density, depression, fluctuations of hormones and stop arteries from hardening. These are some of the most commonly faced problems during this stage of life.

Notable merits of practicing yoga include gaining strength due to doing poses such as standing on one leg since you learn how to support your body weight. Yoga also does make your muscles more toned and lean.

Other benefits include reducing stress levels, mental calmness, breathing better reducing pain and it generally lets you know your body much better hence increased self confidence.

Go ahead and try out yoga and do not despair in the first few classes. With time you will come to see why yoga is good for you.

## **2. Tips for saving on fuel**

Having a car has its advantages the greatest being the convenience to move from one place to another. However, the one constant pain in the neck of having a vehicle is fuel consumption. The prices for fuel keep going up and rarely do they come down hence it is important for car owners to ensure that they find economical ways to save on fuel.

Here are a few tips that every car owner can put to use to ensure that having a car does not lead them to bankruptcy.

1. Gas gift cards

Some gas stations provide their customers with gas gift cards that have discounted rates. This means that the fuel consumers pay less for more gas. That is a definite bargain!

2. Drive sanely

Resist the urge to drive your car at full speed. You are not only wasting gas, but also putting your life and that of others in danger. Reduce the rate at which you constantly accelerate and brake as well.

3. Switch off the engine while in traffic.

You are in traffic for an hour and your engine is still running; that is such a waste of gas. If the traffic is not moving, switch off that engine.

4. The windows and air conditioning

Whilst driving at slow speeds, open the window. When you have to speed keep the windows closed to reduce the drag and make use of the air conditioning. This will ensure you use your fuel more conservatively.

5. Economical vehicle

It is ridiculous to spend a huge chunk of your income on fuel just because your car is a guzzler. The best way to cut your losses here is to get rid of that car and get one that is

economical in its consumption of fuel and also by way of maintenance. A car is meant to make things easier not leave your pockets empty.

6. Fill the tank

Another way to save on fuel is to always fill up your fuel tank. Avoid fueling in small amounts because you will always be making trips to the petrol station to add fuel.

In addition to the above tips, you can also save on fuel by ensuring you find shorter routes to your destination and walking shorter distances. All these will drastically reduce the amount you spend on fuel so do give them a try.

### **3. Tips on having a good self image**

In this day and age self image is everything. How you present yourself to the world and how people perceive you will determine how they treat you. Self image is the idea that a person has of their appearance, abilities, and personality. Having a good self image has its benefits such as improving your confidence and self esteem.

Below are some tips on how to have a good self image:

1. It is all in the mind.

The best way to improve your self image is to change the way you view yourself. The first step is to look deeply into yourself and know who you are. The minute you believe that you are worthy and can make a difference not only in your life but in the lives of those around you, then you begin to change your image.

2. Appearance

First impressions last in people's minds. The way you dress and carry yourself will leave a lasting effect. Dress appropriately; know your body type and dress for it. Ensure you are well groomed at all times from head to toe. Putting in the extra effort to look good will be rewarding. Dress for the job you want to have.

3. Do not compare yourself to others

You may want to trade a body part you do not like for someone else's smile or hair but nobody is perfect. Stop comparing yourself to others. They probably wish they have something that you've got. Instead, focus on highlighting those parts that you love. Learn to accept yourself flaws and all. You are a unique being just as you are.

4. Engage in positive activities

These will include being around people who positively influence you. Take up activities that progress you such as exercising with friends, a cooking class, or even joining a book

club. They will not only boost your confidence and self esteem, but they will also ensure you stay away from self destructing habits.

5. Create a beautiful environment

It is no secret that we human beings are drawn to beautiful things. They lighten up our moods and create a wonderful ambience. Keep fresh flowers in your house, use vibrant colors to decorate, have an aquarium if you like or just put on some soothing music and have a bubble bath with scented candles. Just do whatever lifts your mood. If you feel good then you will definitely look good.

#### **4. Tips when planning a vacation**

Everyone wants to go on vacation some time. After long months of work day in day out, you definitely deserve a break to unwind and rejuvenate your spirit. Many people think that in these hard economic times, a vacation is a luxury only the wealthy can afford. Well, that is false. You can enjoy an amazing vacation with your family on a budget without worrying about the post vacation. Good planning is all you need. Below are some vacation tips to ensure that you do not miss out on a great adventure.

1. Start planning Early

It is never too early to begin making plans. The earlier you start the better as you are able to carefully organize all the details of your holiday ensuring that you do not forget anything that is important. It is also advantageous to plan early since you have more information which translates to more choices in terms of finding accommodation and transport. You also get to decide when you want to travel and take advantage of off-peak offers.

2. Research

It pays to do your research well. With the technological advancements in the modern world, all you need is to have an internet connection and you can have all the information you need. Check out as many sites as you possibly can before you book a hotel room, flight or vacation package so as to compare the prices and find the best possible offer for you. Call the hotels personally and request for any particulars especially where children are involved.

Doing the research by yourself and not using a middleman or an agent to do all the work for you will be cheaper. This is because you do not have to pay for a service that you can execute on your own. The internet may have a wide variety of options but take extra care though not to get scammed. There are people who aim at taking your money without deserving it. If you have to bring in someone else, seek guidance and recommendations from someone who has vacationed in that place before.

### 3. Activities

As you plan for your vacation, decide on the types of activities you would like to engage in. They should be things you love to do such as skiing, swimming and other water sports, sightseeing, mountain climbing or even yoga among others. Choose the activities that include your entire family should you be travelling with them to ensure no one is left out.

### 4. Travel documents

Long before you travel, have all the necessary travel documents ready such as the passports. You do not want to be all packed up at the airport only to learn that you cannot travel. Avoid such disappointments by checking to see that all the passports are up to date.

### 5. Prepare for the unexpected

It is good to be open minded and to realize that anything can happen during your vacation. Have some emergency cash just in case and simply enjoy your vacation.

Following the above tips will see you have your dream vacation without breaking your bank. Enjoy your vacation to the fullest.

## **5. Acquiring Self discipline**

You may have wondered why you do not seem to succeed in accomplishing most of your dreams. It could be that you are just plain lazy or you have no idea how to transform your plans into actions. To accomplish your goals you will require self discipline. This is how to go about acquiring self discipline.

Self discipline can be defined as the training and control of one self and their conduct. It is challenging to acquire self discipline since it will require a lot of sacrifice and you will have to continuously work on it. You will need all of your willpower to keep going as it is easy to give up. Do not be intimidated though as this is the only way you can improve.

One way to look at self discipline is to think of sports people. Athletes wake up early everyday while it is still dark and cold to train because they know they have to get their bodies ready for the track. It is year round practice for very few minutes on the track. The athlete has his eye on the Olympic gold and that is worth all the sacrifices.

Perhaps the first step towards acquiring self discipline is carrying out a self assessment. Be honest about the position you are in, your level or lack of personal discipline, accept it and

make a decision to do something positive about it. Set up realistic goals and start with simple ones then proceed to tougher tasks.

Change your view on discipline. A lot of people have a negative attitude towards discipline as they claim it is too much work. In actual fact discipline gives you freedom. You are no longer enslaved by your passions or emotions. By being disciplined you can easily give up a moment's pleasure for a greater benefit tomorrow.

It is really all in your mind. Decide to rise early and accomplish a few set goals in a day then wake up and work on them. Schedule all you want to do in a day so you get your priorities right. Make it a habit and soon enough it will be easy.

Self discipline can also be likened to working out. If you do not work out you quickly get out of shape and gain a lot of weight. Quit being lazy! Find motivation deep within you and in your surroundings. Having role models you look up to and who inspire you is another great way to acquire self discipline.

Avoid procrastination by focusing on getting a task started rather than on completing it. Ensure that you are able to look back and see how much you have been able to achieve and then celebrate those small victories as they inspire you to take on more complex tasks.

Self discipline plays a major role in ensuring that you not only succeed but also enable you stay at the top of your game. It is therefore not impossible. With sheer determination, courage and commitment you can acquire self discipline and change your life.

## **6. Planning for retirement**

Planning for retirement is not a walk in the park for a lot of people. Many people would like to imagine that the future will take care of itself but the truth is it will not. Some say you only live once so why not blow all your money on whatever pleases your senses. But one day we shall get older and we shall retire and we will not have a career to fall back on. It is important to save for such days.

Life is full of uncertainties and it would not hurt to put away some funds to help you live as comfortably as you wish when you one day are not as energetic as you used to be. With a little bit of commitment, planning and putting aside some money you can comfortably prepare for retirement

Below are some of the steps you can take to enable you in planning for your retirement.

1. Start as early as you can.

The earlier you start the better. Do not wait until you are forty or you are making a six figure salary. The secret is to start small. It is never too late. Start saving and stick to your goals but do ensure that the goals you set are realistic. This will save you from a lot of disappointments.

2. Seek professional advice.

Draw up a plan. Visualize the kind of life you want to have once you retire. You may want to bring in a financial advisor to help out with the finer details. The guidelines will enable you have an easier time.

3. Research

Learn about the various retirement plans or pension schemes that are available. Check with your employer to see what kind of pension plan covers you and ensure you understand how it works. Your employer has a retirement savings plan for you as is common in many employment contracts. Contribute as much as you can towards this plan. You will be thankful you did so in the future.

4. Investments.

Do not save blindly. Save smart! Do not let your money sit around in the bank when you could make it work for you by earning you interest. You could put your savings in different investment portfolios. Buy shares on the stock markets, invests in a mutual fund, or a Sacco among others. By diversifying your investments, you reduce the risk and increase your returns.

Knowledge is the key to financial security. Always cover all the basics before delving into the deep waters.

5. Leave your savings alone.

Forget about your savings. Do not withdraw them as this beats the purpose of saving in the first place. By withdrawing your savings, you may miss out on tax savings as well as principal and interest benefits. In some cases, you may be charged withdrawal penalties.

6. Stay debt free.

There is nothing more frustrating than owing money to people. Learn to live within your means. Pay off all loans you owe such as student loans and only take up a loan that is beneficial and which will bring in a profit to you such as business loans. This will free up more money and ensure you save more towards your retirement.

With the above tips, saving for retirement will be a walk in the park. Remember it is never too late to start.

# Part II. Business

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## 7. Investing Wisely

Planning your finances right is one of the best gifts you can give to yourself. Through planning all your income you are sure to have money for expenses, savings and for investments as well. However, many people find themselves in situations whereby they have no money left over to invest. You do not have to be a millionaire for you to dive into the world of investments. Below are a few tips on how to invest wisely.

1. Do your research.

Investments are not always characterized by clarity hence the need to tread cautiously. There is no certainty due to factors internal and external that can change the trend in the blink of an eye. By doing your research you are able to make the right decisions and avoid losing money.

Educating yourself on all things investments is also important since you will be able to spot investment scammers. Learn how to analyze financial statements and stocks. Your ignorance will be to another man's benefit.

2. Consult the professionals.

Get professional help too as the experts know the market better than you do. The worst mistake you can make is to go into investments with assumptions that could cost you dearly.

3. Know what options you have.

There are very many ways to invest. You can buy shares of companies in the stock market, buy bonds and treasury bills among others. It all depends on whether you are looking to invest in the short or long term.

Know your objectives regarding your finances too as this will help a great deal when choosing what to invest in.

4. Start small.

It is advisable for beginners to start small when investing. Ensure that you save about six months worth of living expenses in case you lose your job. Then invest another amount and observe it, learn from it and see what your results are. Once you make a profit, you get the confidence to invest a larger amount.

5. Diversify your risk.

It is very unwise to put all your eggs in one basket. A good investor always spreads out their investments to minimize risk. The economic climate is very dynamic therefore investing in a portfolio with the right mix is important.

6. Patience.

Investing requires you be patient. Avoid making hasty decisions when it concerns your money. If you do not understand it, leave it. The mentality that investments make you rich overnight is misguided. This will also apply to instances whereby a broker gives you insider information and pitches a product to you. Verify that information always.

7. Follow Up.

Once you have made your investments, do a follow up. Tracking your investments will enable you to know where it is you are making profits and which investments are giving you poor returns. It will also enable you to keep the costs of investing, such as fees and commissions, low.

Note that the higher the expected rate of return, the greater the risk. Investing wisely will accumulate wealth for you as it has done for many others. The above tips on investing wisely will guide you on how to do it right.

## **8. How to promote your Website**

A website is a very important tool for anyone hoping to make their presence felt online. It is made up of related web pages with content such as text, images, video and audio and it is hosted on a server. In this article you will learn how to promote your website so that people know about it and find out what it is you have to offer.

With the advancement in technology, it has become necessary for businesses, even small ones, to have their own websites. Websites provide clear information on what a business is about, its location, product and services that it offers and it also gives consumers a chance to air their views and give feedback.

Creating a website is not the toughest part especially if you are a technology guru. You could also get an information technology specialist to create one for you. Getting the right website is half the battle won. Next is to let the world know that your website exists and draw people to it.

Most people do not have the slightest clue of how to promote their website. Well, of course you cannot just sit there and wait for people to discover it. You have to create and direct some traffic towards it. Below is how to go about it.

Make use of article directories. People online search articles that are in various categories and after going through them they will most likely click on the link at the end of the article which directs them to your webpage. There are also article directories that are well established and bring traffic to websites. One of the most common article directories is [www.eHow.com](http://www.eHow.com).

One of the best free search engines for your website is Google. This is because it is very popular as lots and lots of people use it to find just about anything. All you have to do is get your website indexed by submitting it to Google which is free, easy and pretty fast. Before submitting it however, search Google to see if your website is already on Google's index.

There are free directories that can promote your website for free such as Yahoo!

For business or websites for service companies, classifieds are the way to go as they are free and reach a larger audience. You can get back links and traffic to your site from forums. Sign up and become an active member of such forums and contribute to the topics of conversation. Leave your website link in your forum signature. Ensure your comments are intelligent as these will attract people to your site.

There is perhaps no faster way of getting people to know your site than through social media. We are living in a generation obsessed by social networking: face book, twitter, my space, the list is endless. Suggest your website page to your friends and groups that you belong to and keep them updated on new products, services or offers.

Word of mouth is an old fashioned but effective way of marketing your site. Make your site as attractive and memorable then tell your family, friends and colleagues about it. Prepare business cards to give to whomever you speak to about your website.

Social bookmarking sites provide one with a chance to promote their website. Write an amazing article and submit it to the social bookmarking sites so as to drive traffic to it every time it is bookmarked.

To further promote your site you can opt for print advertising which is rather expensive but can be really effective more so if you are advertising for the opening of a boutique or a restaurant. Making flyers and handing them out is also a great way to inform people.

There are also sites which have the designer and artist portfolios. You can submit your work to them to gain exposure for your own website.

Other ways of promoting your websites include link baiting, link exchanges, viral marketing, entering contests, email marketing, creating videos, eBooks, networking, podcasting and sending out press releases.

With all the above options, marketing and promoting your website has never been easier. Find whichever way is suitable for you and get going on promoting your site.

## **9. Branding yourself**

The world has become a very competitive place such that you have to go an extra mile if you really want to get to and stay at the top. It could be you are looking for a job and you have met all the qualifications, but you have not landed your dream job yet. You may have an amazing business idea but the investors keep turning you down. You have to learn to sell yourself right. Branding yourself is the key to opening up all the potential you have got and paving way for greater success.

The marketplace has become crowded due to availability of information hence the need to be unique and stand out from the rest. It is vital to ensure that you put your best foot forward and that people remember who you are otherwise if you are boring and dull you will never get the job. Since we are living in a digital era, you have more platforms to show case your brand from LinkedIn, Twitter, Facebook and other social media sites. Be sure to fully exploit all these avenues.

Branding yourself can be a hectic undertaking. It is not as simple as creating a logo or a slogan. It goes beyond that. It is about the way you sell your service and the value of the service itself. You need not only be good at what you do but also be memorable. Concentrate on building a brand that represents who you are within your market. Avoid being a jack of all trades as it tends to get people confused on what it is that you represent.

The secret to branding is not transforming yourself into a totally different person. It simply requires figuring what you are good at and harnessing your skill until you become an expert in your desired field. Once you have accomplished that, you have to let people know that you have exceptional skills which set you apart from the competition.

Memorability is the next step in branding yourself. Identify the traits that make you unique. It could be your sense of humor, your love for music or nature or your hobbies. Incorporate these traits into your brand so that it resonates with people. By so doing, your brand is deeply etched in the minds of potential clients and anytime they require your service, you are the first person that comes to mind.

It is important to remain committed throughout the entire process. Personal branding takes time but the benefits in the long run are worth it. Your brand will speak for itself enabling you to concentrate on your core activities to keep the brand running.

Branding yourself has advantages such as being an expert and a valuable asset, ensuring people remember you and hence easily locate you and also build trust.

It is therefore very important to take some time and brand yourself. If you do not, someone else will and it will most definitely not be to your advantage. Branding yourself will not only ensure that you are relevant in your field but will also create a lasting impression to the people you interact with and to potential clients.

## **10. Tips on improving your public speaking skills**

Every now and then, you will find yourself in a situation where you may have to speak in front of people. To some, public speaking is a walk in the park while to others, it is a nightmare they never want to encounter. The mere thought of standing before people to speak causes them to get so nervous that they forget what they are about to say. The good news is that anyone can become good at speaking in public. You just have to be ready to face your fears and follow the following tips:

1. **Be Knowledgeable**

Whether it is giving a speech at the office party, giving a presentation to your bosses or speaking at a forum, the foremost important thing is to know the topic you are going to speak about. Be sure to research on it so that you are well informed. Ensure the topic is interesting by incorporating stories and even humor. This will help grasp the attention of the audience.

2. **Take time to practice**

Stand in front of a mirror and practice your speech as though your audience were present in the room. You could ask your colleague or friends to analyze your presentation and provide tips on where to improve. Practicing your speech will help you familiarize yourself with it and also enable you time yourself so that it is neither too long nor too short.

3. Know your audience

This is very important. Knowing your audience can make or break you as a public speaker. The way you communicate with college students is different from how you dialogue with your colleagues at work. There needs to be a clear distinction.

4. Attire and grooming

Ensure you dress professionally and that you are comfortable in your clothing. First impressions last plus you do not want to have a wardrobe malfunction when all eyes are on you. Ensure that you are well groomed as well.

5. Relax

Most importantly be relaxed. Breathe in and out and compose yourself before you give the speech. It is never too serious. Engage your audience to break the ice and do involve them in your presentation. Do not beat yourself up over mistakes. You are probably the only one that noticed.

With the above tips and by repeatedly speaking in public, you will gain experience, get more confident and be volunteering for more chances to speak before people in no time at all.

## Part III Health

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### **11. How to deal with depression**

Perhaps at one point in your life you have undergone depression. Maybe things were not going as well as you expected and you felt helpless. Life is meant to be lived to the fullest but depression can prevent you from living your life. However, you can overcome it. Here are a few tips on how to deal with depression.

Depression can be defined as a state of feeling sad. It is a condition in which a person is mentally disturbed and finds it difficult or lacks the energy to concentrate on a task, loses interest in life and also feels gloomy and dejected.

It is a natural part of life to feel blue sometimes but if it stretches over a long period of time and it affects your daily activities such that you cannot perform as well as you were before, it is time to address the core issue.

Whether you are the one going through this phase or it is someone you love there are ways to get over it. Access to the right information is vital and so is seeing the right doctor. Having a great support system from your family is also very helpful as they contribute largely towards your recovery. With all the above, even the most severe depression can be treated.

The first step towards dealing with depression is to identify whether indeed you are depressed. Only then can you be able to seek appropriate help and start the journey to recovery.

Common symptoms of depression include: anxiety or a feeling of emptiness, sadness that is persistent often resulting to crying, feeling worthless and low self esteem. Insomnia or sleeping a lot more than usual, an unexplained fatigue and lack of energy to do simple tasks, overeating or lack of appetite leading to weight gain or loss, pessimism, experiencing body cramps, headaches and other aches that medication fails to treat, being restless and irritable and having suicidal thoughts.

Talk to your doctor so that you can find the root cause of depression. It could be as a result of medication you were taking before. Medical conditions may imitate depression. Some medical conditions such as hormonal imbalance, alcohol and drug addictions, deficiency of vitamins or minerals may offset depression. Women may also experience post-partum depression soon after childbirth.

Some natural depression remedies may include light therapy which means you should get out more often and soak up some sunshine. It will do you good. Exercising and especially doing aerobics will increase your heart rate. The more active you are the better and faster it will be for you to get out of depression.

Accept who you are with all your strengths and flaws. Quit giving yourself a hard time for all the mistakes you have done or opportunities you missed out on just because you felt you were not good enough to take a risk. That is the past and it does not matter at all.

Once you accept yourself, get to know a little more about who you are. Try out new things such as enrolling for a dance, cooking or an art class, signing up for the gym, playing your favorite sport, or participating in a charity. There is no greater joy than being of service to others.

Seeking the help of a counselor is also highly recommended especially if the cause is a strained relationship that is bringing unhappiness. The parties involved should talk to a counselor and

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