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beginning to reveal how aromas affect our bodies as well as our spirits and what once seemed far fetched that you can treat many common ailments with nothing more than a pleasing smell is now being taken seriously by many in the medical community Yes you can smell your way to good health and now Aromatherapy For Dummies shows you how This down to earth guide takes the mystery out of essential oils and other aromatherapy tools and shows you how pleasing scents can cure what ails you and enhance your life at home and at work Among other things you ll discover how to Safely and easily treat hundreds of common ailments Increase focus and concentration Relieve tension and relax Improve athletic performance Enhance romance Sniff out the right essential oils Create fragrant essences in your kitchen Under the expert guidance of one of America's leading botanical experts you ll bring the wonders of aromatherapy into your own life Kathy Keville provides clear concise scientifically informed explanations of how plant essences can support body mind and spirit She offers common sense advice on everything from therapeutics and cosmetics to the recreational uses of essential oils And she supplies Easy to follow instructions on how to select genuine aromatherapy products Symptom Guide simple and easy remedies for 60 common conditions listed alphabetically by symptom Aroma Guide an A to Z guide of fragrant plants used in aromatherapy More than a hundred recipes for everything from oily skin to indigestion that you can whip up at home in five minutes The world is full of natural fragrances that can help you feel better work smarter play harder and relax It s time to get well with the healing power of smell and now Aromatherapy For Dummies shows you how WordPerfect 12 For Dummies Margaret Levine Young, David C. Kay, Richard Wagner, 2004-09-24 Do you take the shortest route instead of the side roads when you re trying to get somewhere Do you choose the streamlined model instead of one loaded with gizmos and gadgets Do you value ease over extras WordPerfect 12 is practical software designed to help you create great looking readable documents Whether you re a recent convert from longhand welcome to the modern world or a word processing pro WordPerfect12 For Dummies covers what you need to know including The basics like using menus and toolbars saving editing and printing files getting help and more Editing and formatting text adding page numbers charts cool fonts borders backgrounds and more Using templates to make your life easier Creating envelopes and labels and doing multiple mailings Using the compatibility toolbars Workspace Manager Office Ready template browser and wireless office capabilities Creating and integrating columns tables and graphics Creating Web pages Adobe Acrobat Documents XML files and even Microsoft Office documents Publishing your document as a Web Page WordPerfect12 For Dummies was written by Margaret Levine Young David C Kay and Richard Wagner all computer gurus who have written or contributed to other For Dummies books and numerous computer books After it shows you how to do what you need to do it inspires you to do things you probably didn t know you could do such as Changing Workspaces to the WordPerfect Legal mode if you need to create legal documents Choosing from 26 different tool bars to fit the way you work and what you re working on Using WordPerfect Office Ready for 40 additional templates Printing bar codes Using Microsoft Outlook contact information in Word Perfect First you ll get comfortable with WordPerfect 12 and

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