

Nature And Human Nature

B Lingard

Nature And Human Nature:

Eventually, you will completely discover a further experience and finishing by spending more cash. still when? do you agree to that you require to get those all needs in the same way as having significantly cash? Why dont you try to acquire something basic in the beginning? Thats something that will guide you to comprehend even more approximately the globe, experience, some places, taking into account history, amusement, and a lot more?

It is your enormously own period to performance reviewing habit. in the midst of guides you could enjoy now is **Nature And Human Nature** below.

https://pinsupreme.com/results/book-search/Download PDFS/Outline%20Of%20Psychobiology%202nd%20Edition.pdf

Table of Contents Nature And Human Nature

- 1. Understanding the eBook Nature And Human Nature
 - The Rise of Digital Reading Nature And Human Nature
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Nature And Human Nature
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Nature And Human Nature
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Nature And Human Nature
 - Personalized Recommendations
 - Nature And Human Nature User Reviews and Ratings
 - Nature And Human Nature and Bestseller Lists
- 5. Accessing Nature And Human Nature Free and Paid eBooks

- Nature And Human Nature Public Domain eBooks
- Nature And Human Nature eBook Subscription Services
- Nature And Human Nature Budget-Friendly Options
- 6. Navigating Nature And Human Nature eBook Formats
 - ∘ ePub, PDF, MOBI, and More
 - Nature And Human Nature Compatibility with Devices
 - Nature And Human Nature Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Nature And Human Nature
 - Highlighting and Note-Taking Nature And Human Nature
 - Interactive Elements Nature And Human Nature
- 8. Staying Engaged with Nature And Human Nature
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Nature And Human Nature
- 9. Balancing eBooks and Physical Books Nature And Human Nature
 - Benefits of a Digital Library
 - $\circ\,$ Creating a Diverse Reading Collection Nature And Human Nature
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Nature And Human Nature
 - Setting Reading Goals Nature And Human Nature
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Nature And Human Nature
 - Fact-Checking eBook Content of Nature And Human Nature
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

Nature And Human Nature Introduction

Nature And Human Nature Offers over 60,000 free eBooks, including many classics that are in the public domain. Open Library: Provides access to over 1 million free eBooks, including classic literature and contemporary works. Nature And Human Nature Offers a vast collection of books, some of which are available for free as PDF downloads, particularly older books in the public domain. Nature And Human Nature: This website hosts a vast collection of scientific articles, books, and textbooks. While it operates in a legal gray area due to copyright issues, its a popular resource for finding various publications. Internet Archive for Nature And Human Nature: Has an extensive collection of digital content, including books, articles, videos, and more. It has a massive library of free downloadable books. Free-eBooks Nature And Human Nature Offers a diverse range of free eBooks across various genres. Nature And Human Nature Focuses mainly on educational books, textbooks, and business books. It offers free PDF downloads for educational purposes. Nature And Human Nature Provides a large selection of free eBooks in different genres, which are available for download in various formats, including PDF. Finding specific Nature And Human Nature, especially related to Nature And Human Nature, might be challenging as theyre often artistic creations rather than practical blueprints. However, you can explore the following steps to search for or create your own Online Searches: Look for websites, forums, or blogs dedicated to Nature And Human Nature, Sometimes enthusiasts share their designs or concepts in PDF format. Books and Magazines Some Nature And Human Nature books or magazines might include. Look for these in online stores or libraries. Remember that while Nature And Human Nature, sharing copyrighted material without permission is not legal. Always ensure your either creating your own or obtaining them from legitimate sources that allow sharing and downloading. Library Check if your local library offers eBook lending services. Many libraries have digital catalogs where you can borrow Nature And Human Nature eBooks for free, including popular titles. Online Retailers: Websites like Amazon, Google Books, or Apple Books often sell eBooks. Sometimes, authors or publishers offer promotions or free periods for certain books. Authors Website Occasionally, authors provide excerpts or short stories for free on their websites. While this might not be the Nature And Human Nature full book, it can give you a taste of the authors writing style. Subscription Services Platforms like Kindle Unlimited or Scribd offer subscription-based access to a wide range of Nature And Human Nature eBooks, including some popular titles.

FAQs About Nature And Human Nature Books

What is a Nature And Human Nature PDF? A PDF (Portable Document Format) is a file format developed by Adobe that preserves the layout and formatting of a document, regardless of the software, hardware, or operating system used to view or print it. How do I create a Nature And Human Nature PDF? There are several ways to create a PDF: Use software like Adobe Acrobat, Microsoft Word, or Google Docs, which often have built-in PDF creation tools. Print to PDF: Many applications and operating systems have a "Print to PDF" option that allows you to save a document as a PDF file instead of printing it on paper. Online converters: There are various online tools that can convert different file types to PDF. How do I edit a Nature And Human Nature PDF? Editing a PDF can be done with software like Adobe Acrobat, which allows direct editing of text, images, and other elements within the PDF. Some free tools, like PDFescape or Smallpdf, also offer basic editing capabilities. How do I convert a Nature And Human Nature PDF to another file format? There are multiple ways to convert a PDF to another format: Use online converters like Smallpdf, Zamzar, or Adobe Acrobats export feature to convert PDFs to formats like Word, Excel, JPEG, etc. Software like Adobe Acrobat, Microsoft Word, or other PDF editors may have options to export or save PDFs in different formats. How do I password-protect a Nature And Human Nature PDF? Most PDF editing software allows you to add password protection. In Adobe Acrobat, for instance, you can go to "File" -> "Properties" -> "Security" to set a password to restrict access or editing capabilities. Are there any free alternatives to Adobe Acrobat for working with PDFs? Yes, there are many free alternatives for working with PDFs, such as: LibreOffice: Offers PDF editing features. PDFsam: Allows splitting, merging, and editing PDFs. Foxit Reader: Provides basic PDF viewing and editing capabilities. How do I compress a PDF file? You can use online tools like Smallpdf, ILovePDF, or desktop software like Adobe Acrobat to compress PDF files without significant quality loss. Compression reduces the file size, making it easier to share and download. Can I fill out forms in a PDF file? Yes, most PDF viewers/editors like Adobe Acrobat, Preview (on Mac), or various online tools allow you to fill out forms in PDF files by selecting text fields and entering information. Are there any restrictions when working with PDFs? Some PDFs might have restrictions set by their creator, such as password protection, editing restrictions, or print restrictions. Breaking these restrictions might require specific software or tools, which may or may not be legal depending on the circumstances and local laws.

Find Nature And Human Nature:

outline of psychobiology 2nd edition out loud and laughing a collection of gay and lesbian humor out of the nest deep woods trilogy series i

ours our wings

our population the changing face of america

our responsability to one another

outlines of the literary history of colo

over forty feeling great & looking good firesides holiday house

out of the frying pan reflections of a japanese american ours chats poules souris en tibus

out from darkneb

out of its mind psychiatry in crisis a call for reform our snake is goneand one of our salamanders is missing outlawmystery of the hooded horseman our sea saga the wood wind ships

Nature And Human Nature:

how to write a précis writing guide examples gradecrest - Aug 19 2023

web jul 15 2023 what are they a rhetorical précis can be defined as a summary of an original piece of text that includes the main ideas arguments and insights of the thesis of the author in that text it is a clear accurate and concise summary of a longer text in a connected readable and elaborate manner

solution precis writing exercise studypool - Nov 29 2021

web précis exercise precis writing is another name for summarizing writing a précis means to shorten a given passage to about one third of the original so a lot of things have to be omitted but none of the important points or things can be omitted it contains the gist or the main theme of the passage expressed in your own words

precis summary writing 11 english charity - Mar 02 2022

web may 14 2019 do you plan to write civil service or management entrance examinations do you want to be an outstanding lawyer or a journalist or an author if so you need impeccable english writing skills

precis writing home of english grammar - Apr 15 2023

web december 7 2010 a precis is a summary precis writing is an exercise in compression a precis is the gist of a passage expressed in as few words as possible a precis should give all essential points so that anyone reading it will be able to understand the idea expressed in the original passage

precis writing for government exams rules tips and questions - Feb 01 2022

web may 17 2021 precis writing is an exercise of formally writing a précis it should contain all the significant points from the passage so that it becomes easier for the reader to understand the passage in a short time it is a kind of summary which should express the real idea of the whole passage

prÉcis writing ca study notes - Mar 14 2023

web précis writing is a very useful exercise as it gives us training in careful reading and develops our capacity to discriminate between the essential and the non essential since it insists on an economy of words you learn to choose your words carefully and construct your sentences in a concise manner di erence between précis and summary a student s guide to precision writing university of michigan - Dec 11 2022

web in a nutshell the key characteristics of precision writing are 1 clarity and 2 conciseness to achieve clarity fuzziness and ambiguity must be avoided conciseness refers to the minimal number of words needed to convey information without sacrificing clarity while providing fault tolerance as explained below

precis writing solved exercises for class 9 10 class 12 - Jul 06 2022

web dec 20 2018 10 rules of precis writing in english precis writing tips for students 1 solved exercise for precis writing nelson severely wounded for class 10 class 12 and graduation and other classes 2 solved exercise for precis writing tipu s wars of aggression for class 10 class 12 and graduation and other classes 3

best 20 precis writing samples with answers english luv - Sep 20 2023

web the purpose of writing précis is to test your understanding of the passage because precise writing is a summary it is always shorter than the main passage precise writing expresses only the main theme as briefly as possible in this post you will find the top 20 precis writing samples with answers words counted

precis writing meaning format rules and tips ischoolconnect - Nov 10 2022

web feb 9 2023 precis writing is a compression exercise a precis is a summary of a passage written in as few words as feasible a precis should include all key facts from the original paragraph so that anyone reading it may understand the precis writing format rules examples worksheet pdf - Jul 18 2023

web jun 16 2023 what is precis writing precis writing is a summary it is an exercise of compression a precis writing is a gist of any passage in as few words as possible a precis should mention all important details of the original paragraph so that anyone who is reading it is able to understand the idea of the original passage

how to write a precis with pictures wikihow - Feb 13 2023

web feb 15 2023 how to write a precis show 1 more a précis is a summary of a written work such as an article book or other text you ll objectively explain the original text s main argument support and structure without doing a critical analysis exercises précis writing class 10 pdf download edurev - Dec 31 2021

web 1 conciseness it is the soul of a good precis the precis must not exceed onethird of the length of original passage 2 completeness precis must give a complete idea of the passage the main idea of the original passage should be presented in the same order in precis writing 3

precis writing precis writing practice set 1 precis writing - Sep 08 2022

web precis writing precis writing practice set 1 precis writing practice exercises with answersprecis writing playlist **precis writing examples and exercises unacademy** - Jan 12 2023

web in this lesson you will look at examples of writing a good precis you will be able to implement the points learnt in the previous lesson identify the main idea write down the main points and write an effective precis precis writing check format examples and samples with answers - Jun 17 2023

web oct 18 2023 precis is a concise summary or a miniature version of a passage which includes all the essential points mood and tone of the author and the main idea or gist of the passage in short precis is a condensed version of a bigger passage

examples and samples of precis writing harappa - Jun 05 2022

web may 30 2021 improvisation if you look at some of the best examples of precis writing you ll see the authors have invariably improvised on the vocabulary this improvisation means that you use words that can substitute the words in the passage most effectively as you can t copy exact sentences or words into your precis structure precis writing examples format samples with answers - Apr 03 2022

web oct 26 2023 introduction begin with a statement that introduces the original text its author and its main topic or purpose main body write a single paragraph summarizing the main ideas arguments and supporting details of the original text use your own words to convey the key points of the text

précis writing department for general assembly and - May 16 2023

web working methods in accordance with prescribed models for parliamentary procedures précis writers employ standardized formulas when dealing with procedural and decision making matters including precis writing in english what is examples tips precis - May 04 2022

web sep 1 2021 00 00 definition a precis is clear and compact as well as a logical summary of a passage writing a precis pronounced pray see means to re write in our own words a passage we have read it is much shorter than the original and covers the main points of the given passage article or essay

15 exercises for precis writing for class 10 class 12 and - Oct 21 2023

web may 28 2016 15 exercises precis writing so far you have been reading solved examples intended to help you understand precis writing but it is practice alone which would enable you to grasp the technique in proper way so write the

precis of the following paragraphs and give an appropriate title to each

15 best precis writing samples with answers better2learn com - Oct 09 2022

web aug 18 2023 21 best precis writing samples with answers below we are offering more than 15 exercises of precis writing samples with answers make sure to practice all of them for your better preparation in school or any competetive exams without any further discussion lets start

precis writing rules tips questions byju s - Aug 07 2022

web get precis writing tips for government exams 2023 know what is precis writing and its essential elements also download precis writing examples pdf here

some secrets should never be kept protect children fro - May 12 2023

web jan 1 2011 some secrets should never be kept is a beautifully illustrated children's picture book that sensitively broaches the subject of keeping children safe from inappropriate touch we teach water and road safety but how do we teach body safety to young children in a way that is neither frightening nor confronting

9780987186010 some secrets should never be kept protect children - Sep 04 2022

web abebooks com some secrets should never be kept protect children from unsafe touch by teaching them to always speak up 9780987186010 by sanders jayneen and a great selection of similar new used and collectible books available now at great prices

some secrets should never be kept protect children from - Feb 09 2023

web some secrets should never be kept protect children from unsafe touch by teaching them to always speak up sanders jayneen smith craig amazon co uk books

some secrets should never be kept protect children from - Apr 11 2023

web some secrets should never be kept is a must read book by author jayneen sanders that emphasizes the importance of protecting children from unsafe touch by teaching them to speak up this book provides valuable information and practical advice for parents caregivers and educators on how to approach the topic of prevention with children some secrets should never be kept read by debra byrne - Dec 07 2022

web aug 22 2012 debra byrne reads some secrets should never be kept the book is aimed at 3 12 year old children and is intended to give them skills to deal with inappropriate touch

some secrets should never be kept protect children from - Aug 15 2023

web jan 11 2011 some secrets should never be kept protect children from unsafe touch by teaching them to always speak up sanders jayneen smith craig on amazon com free shipping on qualifying offers some secrets should never be kept protect children from unsafe touch by teaching them to always speak up

some secrets should never be kept protect children from - Nov 06 2022

web some secrets should never be kept is a beautifully illustrated children's picture book that sensitively broaches the subject of keeping children safe from inappropriate touch we teach water and road safety but how do we teach body safety to young children in a way that is neither frightening nor confronting

some secrets should never be kept little parachutes - Aug 03 2022

web some secrets should never be kept how this helps this is a skilfully written and beautifully illustrated book which covers the subject of keeping young children safe from sexual abuse written as a tool to help parents caregivers and teachers broach the subject in a non threatening way it sensitively weaves the important facts into a story

some secrets should never be kept protect children from - Apr 30 2022

web some secrets should never be kept is a beautifully illustrated children's picture book that sensitively broaches the subject of keeping children safe from inappropriate touch we teach water and road safety but how do we teach body safety to young children in a way that is neither frightening nor confronting

some secrets should never be kept protect children from unsafe touch - Mar 10 2023

web jan 21 2013 some secrets should never be kept is a beautifully illustrated children's picture book that sensitively broaches the subject of keeping children safe from inappropriate touch we teach water and road safety but how do we teach body safety to young children in a way that is neither frightening nor confronting

some secrets should never be kept booktopia - Jan 08 2023

web jan 11 2011 booktopia has some secrets should never be kept protect children from unsafe touch by teaching them to always speak up by jayneen sanders buy a discounted paperback of some secrets should never be kept some secrets should never be kept google books - Jul 02 2022

web sir alfred has a terrible secret a secret that should never ever be kept but who will poor arthur tell who can he trust this book was written to provide children with essential skills in self protection and to encourage them to always speak up back cover

some secrets should never be kept protect children from - Jun 13 2023

web some secrets should never be kept is a beautifully illustrated children's picture book that sensitively broaches the subject of keeping children safe from inappropriate touch we teach water and road safety but how do we teach body safety to young children in a way that is neither frightening nor confronting

some secrets should never be kept amazon com - Dec 27 2021

web feb 24 2015 some secrets should never be kept is a beautifully illustrated children's picture book that sensitively broaches the subject of keeping children safe from inappropriate touch we teach water and road safety but how do we teach

body safety to young children in a way that is neither frightening nor confronting the new covid boosters are coming here s what you need to - Mar 30 2022

web sep 13 2023 cdc advisers back broad rollout of new covid boosters the new boosters are a much closer match to currently circulating variants than prior vaccines say federal health officials they re updated

some secrets should never be kept protect children from - Jan 28 2022

web some secrets should never be kept protect children from unsafe touch by teaching them to always speak up sanders jayneen smith craig amazon com au books books family lifestyle parenting family buy new 21 95 free delivery on first order select delivery location available to ship in 1 2 days quantity buy now payment some secrets should never be kept google books - Feb 26 2022

web some secrets should never be kept was written to ensure children are armed with knowledge if they are ever touched inappropriately and from the first unsafe touch a child will

some secrets should never be kept esafekids - Jun 01 2022

web some secrets should never be kept is a protective behaviours book from esafekids in perth western australia it s a beautifully illustrated children s picture book that sensitively broaches the subject of keeping children safe from inappropriate touch

some secrets should never be kept protect children from - Jul 14 2023

web buy some secrets should never be kept protect children from unsafe touch by teaching them to always speak up int pod 2013 by sanders jayneen smith craig isbn 8601404408540 from amazon s book store everyday low

some secrets should never be kept protect children from - Oct 05 2022

web some secrets should never be kept was written to ensure children are armed with knowledge if they are ever touched inappropriately and from the first unsafe touch a child will understand to tell a trusted adult and keep on telling until they are believed it is an important book and one that all children need to hear

air compressor atlas copco zt 55 manual pdf esource svb - May 20 2022

web air compressor atlas copco zt 55 manual 3 3 cooled are standard atlas copco two stage rotary oil free motor driven compressors based on tooth technology for producing class zero certified oil free air as per iso 8573 1 atlas copco manuals air compressor zt series atlas copco zt series manuals manuals and user guides

zt 55 90 oil free compressor series cagi data sheets atlas copco - Apr 30 2023

web atlas copco s cagi datasheets for the zt 55 90 compressor range zt 55 100 95 psi air cooled 101 5 kb pdf zt 55 105 102 psi air cooled 101 5 kb pdf zt 55 130 117 psi air cooled 101 4 kb pdf zt 55 150 130 psi air cooled 101 5 kb pdf zt 75 100 95 psi air cooled 101 5 kb pdf

atlas copco zt series air compressor instruction book manualslib - Mar 30 2023

web view and download atlas copco zt series instruction book online stationary air compressors zt series air compressor pdf manual download also for zt15 zr series zt22 zt18 zt30 zt45 zt37 zr30 zr37 zr45

oil free rotary screw compressors atlas copco - Feb 26 2023

web 100 certified oil free air atlas copco is renowned for designing and manufacturing some of the most durable oil free screw compressors the zr zt high end rotary screw compressor comes out of this strong tradition ideal for industries where high quality oil free air is key the zr zt offers the highest reliability and safety in compressor data sheet rotary compressor fixed speed - Jul 22 2022

web 10 11 r8 this form was developed by the compressed air and gas institute for the use of atlas copco 10 volume flow rate no load zero flow power rated capacity at full load operating pressure a e 15 to 50 50 to 500 above 500 below 15 ft3 min at specified conditions x x title zt 55 150 125 psi air cooled author marissa travis

central air compressor controls explained atlas copco - Apr 18 2022

web oct 27 2023 the optimizer 4 0 is our most performant central controller designed for compressed air users who want it all this gives its users the capability to enhance every element of their air compressors performance this translates into extra energy savings a very low total cost of ownership less co_2 emissions

atlas copco zt 55 vsd instruction book pdf download - Aug 03 2023

web view and download atlas copco zt 55 vsd instruction book online zt 55 vsd industrial equipment pdf manual download zt 55 90 oil free compressor series atlas copco - Dec 27 2022

web compressor data sheet model data for compressed air rotary compressor fixed speed 1 manufacturer atlas copco model number zt 55 9 date 12 31 2020 2 air cooled water cooled type screw oil injected oil free of stages 2 3 rated capacity at full load operating pressure a e 295 0 acfm a e 4 full load operating

atlas copco zr 55 instruction book pdf download manualslib - Jul 02 2023

web view and download atlas copco zr 55 instruction book online stationary air compressor zr 55 air compressor pdf manual download also for zr 75 zr 90 zt 55 zt 75 zt 90

air compressor atlas copco zt 55 manual - Mar 18 2022

web air compressor atlas copco zt 55 manual notification to epa of hazardous waste activities aug 22 2020 industrial equipment news jan 19 2023 january 2023 surplus record machinery equipment directory apr 22 2023 surplus record is the leading independent business directory of new and used capital equipment

atlas copco zt 55 manuals user guides - Sep 23 2022

web user manuals guides and specifications for your atlas copco zt 55 air compressor database contains 2 atlas copco zt 55

manuals available for free online viewing or downloading in pdf instruction book atlas copco zt 55 instruction book 138 pages pages 138 size atlas copco zt 55 instruction book 90 pages pages 90 size

customdesign oil free air e pneumatic - Oct 25 2022

web customer air sep usa zt 55 instruction book atlas copco customdesign oil free air project 998935 customer air sep usa zt 55 instruction book original instructions 13 in multiple compressor systems manual valves must be installed to isolate each compressor non return valves

atlas copco zt 55 instruction book pdf download manualslib - Oct 05 2023

web instruction book explanation of arrows name air inlet air flow oil flow air outlet cooling system zt compressors the compressors are provided with an air cooled oil cooler co intercooler ci pre aftercooler ca1 and aftercooler ca2 an electric motor driven fan fn generates the cooling air

download atlas copco zt series instruction book manualslib - Jan 28 2023

web air compressor atlas copco zr 55 instruction book 138 pages stationary air compressor air compressor atlas copco zt 55 instruction book 90 pages air compressor atlas copco zr 200 instruction book 110 pages air compressor atlas copco zr 110 instruction book 328 pages

atlas copco zt55 zt75 zt90 instruction book manualslib - Jun 01 2023

web view and download atlas copco zt55 zt75 zt90 instruction book online stationary air compressors zt55 zt75 zt90 air compressor pdf manual download also for zr55 zr75 zr90

oil free screw air compressors zr zt vsd atlas copco - Aug 23 2022

web high efficiency oil free rotary screw and tooth air compressors engineered using innovative in house technology the zr zt oil free air compressors are the result of years of research and development

atlas copco zt 55 manuals manualslib - Sep 04 2023

web we have 2 atlas copco zt 55 manuals available for free pdf download instruction book atlas copco zt 55 instruction book 138 pages stationary air compressor brand atlas copco category air compressor size 7 8 mb table of contents 3 safety precautions 6 safety icons 6 safety precautions during installation 6

atlas copco ga 55 air compressor instruction book manualslib - Feb 14 2022

web instruction book general description introduction ga 55 up to ga 90 are single stage oil injected screw compressors driven by an electric motor the compressors are available in air cooled and water cooled version the compressors are atlas copco compressed air manual - Nov 25 2022

web atlas copco compressed air manual 8th edition compressed air manual 8th edition atlascopco com belgium 2015 9780 0380 11 cam cover english 2014 indd 1 13 04 15 14 54 2 5 2 8 suction valve unloading 55 2 5 2 9 load unload stop 55 2 5 3

regulation principles for dynamic compressors $56\ 2\ 5\ 3\ 1$ inlet regulation $3\ 2\ 5$ filters $56\ atlas\ copco\ zr\ 55\ instruction\ book\ all\ guides$ - Jun $20\ 2022$

web atlas copco zr 55 instruction book download instruction book of atlas copco zr 55 air compressor for free or view it online on all guides com this version of atlas copco zr 55 manual compatible with such list of devices as zr 75 zr 90 zt 55 zt 75 zt 90 brand atlas copco category air compressor type instruction book