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By Peter Franczyk Documents sometimes there are gaps that need to be filled in. Some paper documents still require you to fill in the blanks manually. As the Department of Taxation points out in its guidelines for forms 1099, although handwritten forms are accepted, they must be completely readable and accurate to avoid handling errors. Therefore, it may be safer if you scan documents and fill in gaps using your computer to avoid any mis-explanations. Scan documents to your computer as instructed by the scanner in image formats such as JPEG or TIFF. If your scanner only scans to Adobe PDF format, convert it by scanning the document to PDF, opening the PDF, and using save as a save function as JPEG or TIFF. Open the picture of the scanned document with Microsoft Paint and locate one of the spaces you want to fill in. You can use scroll bars to move around documents and zoom buttons to focus on any blank field. Select the Text button on the Draw toolbar, and then click and hold your left mouse button in the empty field where you want to enter information. Move the mouse around to resize the text box so that it's large enough to keep the information you want to enter and release the mouse button. If you're not happy with the position of the text box, click and hold one of the edges of the box and drag it to a more desirable location. Click inside your text box using the left mouse button and start typing the desired text. Change the font or font size of what you're typing or typed using the Text toolbar drop-down menu just like you do in a word processing document. Fill in the rest of the gaps in the document using the same technique. Photograph: George Marks/Retrofile RF/Getty Images OMG! There are many ways to express how we feel about any situation. Sometimes, we just say how we feel. Other times, we think of creative ways to express ourselves with colorful words and phrases. As long as there is language, people have come up with ways to bring home what they are saying. Some exaggerate. Some make comparisons. Some just say wall things for effect. Some expressions have more letters. A leopard can't change its point. Beg beg people can't be choices. With some, people will know what they mean and use them. However, when you look closely, it's hard to see the connection. For example, your Ps and Qs minds don't make a whole lot of sense. It is impossible to cut mustard. What does mustard really have to do with anything? It's a little confusing when you think about it. At the end of the day, some of the kooky expressions we use don't need to make total sense. They're just fun and silly. Those are the ways to make what we say memorable. Now, come you to see how much you remember. Take our test and see if you are a professor or student when it comes to phrases we've cooked up. Have fun! TRIVIA HARD Can you identify old-timey words in 6 minutes? 6 Minute Quiz 6 Min PERSONALITY Pick Some Old-Timey Words and We'll Tell You How Old-Fashioned You Are 5 Minute Quiz 5 Min TRIVIA If We Give You Two Fractions, Can You Tell Us Their Sum? 6 Minute Quiz 6 Min TRIVIA Can you name a 100-year-old word or phrase from its definition? 6 Minute Quiz 6 Min TRIVIA MEDIUM Can you complete the popular Canadian phrase? 6 Minute Quiz 6 Min TRIVIA Do you know the meaning of old-timey Christmas words? 6 Minute Quiz 6 Min TRIVIA Do you know the meaning of long, old-timey words? 6 Minute Quiz 6 Min TRIVIA Do you know the meaning of old-timey words? 6 Minute Quiz 6 Min TRIVIA The Old-Timey Words Quiz 6 Minute Quiz 6 Min TRIVIA Do you know the meaning of all those old-timey phrases? 6 Minute Quiz 6 Min How much do you know about dinosaurs? What is an octane rating? And how do you use a proper nod? Luckily for you, HowStuffWorks Play is here to help. Our award-winning website offers reliable, easy-to-understand explanations of how the world works. From fun quizzes that bring fun to your day, to fascinating photography and fascinating lists, HowStuffWorks Play offers something for everyone. Sometimes we explain how the tool works, other times we ask you, but we always discover in the name of pleasure! Because learning is fun, so stick with us! Playing puzzles is free! We send quiz questions and personality tests every week to your inbox. By clicking Subscribe, you agree to our privacy policy and confirm that you are 13 years of age or older. Copyright © 2020 InfoSpace Holdings, LLC, a System1 company Photograph: BrankoPhoto/E+/Getty Images It's time to return to elementary history class! The questions in this test are super interesting, based on the basics and chock-full of useful tidbits about the Canadian national anthem, Canadian history and a person of important Canadian people throughout the ages. If you can remember each line of the Canadian national anthem the English version, you were almost halfway there. You'll impress us even more if you can prove your knowledge of all sorts of Canadian themes – a bit of a character, there's a part of the puzzle for everyone with even a hint of Canadian love. Whether you consider yourself a master of Canadian politics or you consider your Canadian geographic knowledge to be out of this world, we bet you'll have a blast answering this fill-in-the-blank challenge. Grab your Toronto Maple Leafs jersey, an extra warm toque, a cup of hot chocolate and find your favorite recording of the national anthem (in English or French) - you'll need very Canadian items to received in spirit while you are weighing the answers to those queries. Dust off your keyboard, it's time to see how much space you can fill in when you do this Watery test! TRIVIA The Cake Is a _____. Can you fill in the blank on those Portal Quotes? 6 Minute Quiz 6 Min TRIVIA MEDIUM Fill In the Missing Word in These Famous '90s Song Titles 6 Minute Quiz 6 Min PERSONALITY Which Pokemon Should Be Your Starter in Sword and Shield? 5 Minute Quiz 5 Min TRIVIA Can you identify all Canadian bands from one image? 7 Minute Quiz 7 Min TRIVIA Can you identify all the bands from one image? 7 Minute Quiz 7 Min PERSONALITY WHAT % Clark Griswold Are You? 5 Minute Quiz 5 Min TRIVIA Fill In the Missing Word in These Famous '80s Song Titles 6 Minute Quiz 6 Min TRIVIA Can You Match the Christmas Tree to the Movie? 6 Minute Quiz 6 Min PERSONALITY Which Yuri on Ice Character Are You Most Like? 5 Min Quiz 5 Min PERSONALITY Which Marvel Guy Would You Attract? 5 Minute Quiz 5 Min How much do you know about dinosaurs? What is an octane rating? And how do you use a proper nod? Luckily for you, HowStuffWorks Play is here to help. Our award-winning website offers reliable, easy-to-understand explanations of how the world works. From fun quizzes that bring fun to your day, to fascinating photography and fascinating lists, HowStuffWorks Play offers something for everyone. Sometimes we explain how the tool works, other times we ask you, but we always discover in the name of pleasure! Because learning is fun, so stick with us! Playing puzzles is free! We send quiz questions and personality tests every week to your inbox. By clicking Subscribe, you agree to our privacy policy and confirm that you are 13 years of age or older. The © 2020 InfoSpace Holdings, LLC, a System1 Company Keeping up with the latest daily buzz with daily BuzzFeed newsletter! Last updated on 17 March 2020 Josh Waitzkin had a full life as a chess master and international martial arts champion, and as of this article, he is not yet 35 years old. Art learning: An inner journey to optimal performance chronicles his journey from chess prodigy (and theme of the movie Looking for Bobby Fischer) to world champion Tai Chi Chuan with important lessons identified and explained along the way. Marketing expert Seth Godin wrote and said that one should be determined to change three things as a result of reading a business book; Readers will find many lessons in waitzkin's volume. Waitzkin has a list of principles that appear throughout the book, but it is not always clear exactly what the principles are and how they are linked. This doesn't really hurt the book's ability to read, though, and it is best a minor inconvenience. There are many lessons for educators or leaders, and one taught college, was president of the chess club in high school, and who started studying martial arts about two years ago, I found the book fascinating, ed building, and instructing. Waitzkin Waitzkin's chess career among the hustle and bustle of New York's Washington Square, and he learned to focus between the noise and distractions this brings. This experience has taught him the ins and outs of active chess play as well as the importance of stamina from the players who cage with whom he interacts. He was spotted in Washington Square by chess teacher Bruce Pandolfini, who became his first coach and developed him from an extraordinary talent into one of the best young players in the world. The book presents Waitzkin's life as a contradictory study; perhaps this was deliberate for waitzkin to acknowledge his fascination with Oriental philosophy. Among the most useful lessons involves the aggression of park chess players and young prodigies who have put their queens into action early or who set complex traps and then pounced on opponents' mistakes. These are great ways to quickly dispatch weaker players, but it doesn't build endurance or skill. He contrasts approaches with attention to detail that lead to genuine mastery in the long run. According to Waitzkin, an unfortunate fact in chess and martial arts and perhaps by extension in education- is that people learn many superficial and sometimes impressive tricks and techniques without developing a subtle, nuanced command of fundamentals. Tricks and traps can impress (or defeat) trustworthy, but they have limited usefulness for a person who really knows what they are doing. Strategies that rely on fast checkmates are capable of faltering in front of players who can deflect attacks and take on a long intermediate game. Battering inferior players with four move checkmates is ostensibly satisfying, but it's no less to better one game. He offers a child as an anecdyth who has won many games against inferior opponents but who refuses to accept real challenges, solved for a long string of victories over clearly inferior players (pages 36-37). This reminds me of the advice I received from a friend recently: always try to make sure you are the dumbest person in the room so that you are always learning. Many of us, though, draw our own values from large fish in small ponds. Waitzkin's discussions took place as an intellectual boxing match, and they were particularly appropriate for his discussion of martial arts later in the book. Those familiar with boxing will remember Muhammad Ali's strategy against George Foreman in the 1970s: Foreman was a heavy hitter, but he had never been in a long bout before. Ali won with his rope-a-dope strategy, patiently absorbing the blows Foreman and wait for Foreman to be exhausted. His lesson from chess was apt (pages 34-36) when he discussed promising young players who focused more strongly on winning faster than developing their game. Waitzkin builds on these stories and contributes to learning in chapter two by discussing physical and in-on-the-rise approaches to learning. Physical theo theo claims that everything is innate; therefore, one can play chess or do karate or be an economist because he or she was born to do so. Therefore, failure is deeply personal. Conversely, insotheothical theo has to see loss as an opportunity: step by step, step by step, new people can become masters (page 30). They rise to occasion when presented with difficult materials because their approach is oriented to master something over time. The theory of the body collapses under pressure. Waitzkin contrasts with his approach, in that he spends a lot of time dealing with end-of-game strategies where both players have very few pieces. In contrast, he says many young students start by learning a variety of open variations. This spoils their game in the long run: (n) any very talented kid is expected to win without much resistance. When the match was a struggle, they were not emotionally prepared. For some of us, pressure becomes a source of paralysis and mistake is the beginning of a downward spiral (pages 60, 62). As Waitzkin argues, however, a different approach is needed if we are to reach our full potential. A serious flaw of shock-and-awe, blitzkrieg approach to chess, martial arts, and ultimately anything that has been learned that everything can be learned by rote. Waitzkin derides martial arts athletes who have become form collectors with fancy stoness and twirls that have absolutely no martial arts value (page 117). One can say the same thing about the problem set. This is not to achieve the basic principles of saying that Waitzkin's focus in Tai Chi is to refine certain fundamentals (page 117) – but there is a profound difference between technical level and real understanding. Knowing the move is one thing, but knowing how to determine what to do next is quite another. Waitzkin's strong focus on fundamentals and delicate processes meant he remained strong in the next round while his opponent dried up. His approach to martial arts is summarized in this paragraph (page 123): I have condensed my body muscles into a strong state, while most of my opponents have large, elegant and relatively un-realistic repertoire. The reality is that when there is fierce competition, successful people have a little more honing skills than the rest. It is rarely a mysterious technique that drives us to the top, which is a profound mastery of what can also be a basic skill set. Depth beats width any day of the week, because it opens up a channel for invisible, unconscious, bright components of our potential. This is about more than the smell of blood in the water. In chapter 14, he discusses the illusion of occult, under which something is so clearly internalized that the small motions are extremely powerful as shown in this saying from Wu Yu-hsiang, written in the 19th century: If the opponent does not move, then I do not move. With my opponent's smallest moves, I move ahead. A focused view of learning of intelligence means combining effort with success through a teaching and incentive process (page 32). In other words, genetics and raw talent can only get you so far before hard work got slack (page 37). Another useful lesson involves the use of adversity (about 132-33). Waitzkin suggested using a problem in one area to adapt and strengthen other areas. I have a personal example to back up this. I will always regret quitting basketball in high school. I remember my second year-last year of playing–I broke my thumb and, instead of focusing on cardiovascular conditioning and other aspects of my game (such as working with my left hand), I waited to recover before I got back to work. Waitzkin offers another useful chapter called Slowing Down Time in which he discusses sharpening and intuitive extraction. He discusses the chunking process, which is compartmentalizing the problem into progressively larger issues until one does a complex set of calculations tacitly, without having to think about it. His technical example from chess specifically instructed in the caption on page 143. A chess grand grand chess grandient has received a lot of cards and scripts; Grand grand chancellors can handle a much larger amount of information with less effort than an expert. Mastery is the process of turning couplings into visuals. There are many

things that will be familiar to readers like this, such as the need to speed themselves up, to establish clearly defined goals, the need to relax, techniques to enter the area, etc. The anecdedcm illustrates his beautiful point. Throughout the book, he gives his methodoconies to enter the region, another concept that people in performance-based professions will find useful. He calls it the soft zone (chapter three), and it consists of flexible, malleable, and adaptable circumstances. The boxers and followers of David Allen's Getting Things Done can realize this is having a mind like water.. He contrasts this with the hard zone, which requires a world of cooperation for you to operate. Like a dry twig, you are brittle, ready to shoot under pressure (page 54). The soft zone is resilient, like a flexible blade of grass that can move and survive hurricane winds (page 54). Another illustration refers to making slippers if a person is faced with a journey through a thorny field (page 55). Not based on success in a world of consy or overwhelming force, but on the norm smart and and resilience (page 55). Much of it will be familiar to the creators: you're trying to think, but a song by a band keeps exploding in your head. Waitzkin's only option is to be at peace with the noise (page 56). In economic language, restrictions are given; we mustn't choose them. This is explored in more detail in chapter 16. He discusses the top performers, Michael Jordan, Tiger Woods, and others who are not obsessed with the ultimate failure and who know how to relax when they need it (page 179). NFL quarterback Jim Harbaugh's experience is also useful because the more he can let things go while defending on the field, the sharper he gets in the next drive (page 179). Waitzkin discusses more things he learned while experimenting in human performance, especially for cardiovascular interval training which can have a profound effect on your ability to quickly release stress and recover from mental exhaustion (page 181). It's the ultimate concept to recover from mental exhaustion – that's likely what most scholars need help with. There's a lot here about pushing boundaries; however, one must earn the right to do so: as Waitzkin writes, Jackson Pollock can paint as a camera, but instead he chose to splatter paint in a wild way that pulses with emotion (page 85). This is a good lesson for scholars, managers and educators. Waitzken emphasizes close attention to detail when receiving instructions, especially from Tai Chi instructor William C.C Chen. Tai Chi is not about providing resistance or force, but about the ability to blend in with (the opponent's) energy, yield for it, and pass with softness (page 103). The book is littered with stories of people who don't reach their potential because they didn't seize the opportunity to improve either because they refused to adapt to the condition. This lesson is emphasized in chapter 17, where he discusses making slippers when faced with a thorny path, such as an underhanded competitor. The book provides some principles by which we can become better educators, scholars and managers. Celebrating results should be second-level to commemorate the production of those results (pages 45-47). There is also a contrast study starting at page 185, and that's something I've struggled to learn. Waitzkin showed himself in tournaments that could relax between matches while some of his opponents were under pressure to analyse their games in between. This leads to extreme mental fatigue: this trend of competitors to exhaustion between tournament rounds is surprisingly widespread and very self-destructive (page 186). The art of learning has many things teach us regardless of our field. I find it particularly relevant for my selection I and my decision to start learning martial arts when I started teaching. The insights a lot and apply, and the fact that Waitzkin has used the principles he now teaches to become a world-class competitor in two very demanding competitive businesses makes it much easier to read. I recommend this book to anyone in a leadership position or in a position that requires extensive learning and adaptability. That is to say, I recommend this book to everyone. Learn more about LearningFeatured photo credit: Jazmin Quaynor via unsplash.com unsplash.com

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