

# Century 21 Seventh Edition Computer Keyboarding Printable PDF

**Century 21 Seventh Edition Computer Keyboarding** is a comprehensive educational resource designed to equip students with essential typing skills necessary for academic success and future career opportunities. As technology continues to evolve, proficiency in computer keyboarding remains a foundational skill, enabling individuals to communicate efficiently, complete assignments accurately, and perform various digital tasks with confidence. This article explores the key features, benefits, and teaching strategies related to the Century 21 Seventh Edition Computer Keyboarding course, highlighting how it prepares learners for the digital age.

## Overview of Century 21 Seventh Edition Computer Keyboarding

Century 21 Seventh Edition Computer Keyboarding is part of a broader curriculum that focuses on developing touch-typing skills, improving accuracy, increasing speed, and fostering good ergonomic practices. Tailored to meet the needs of middle school and high school students, this edition incorporates updated content, engaging exercises, and modern technology integration.

Key Components of the Course:

- Introduction to Keyboard Layout and Ergonomics
- Touch-Typing Techniques and Practice
- Typing Speed and Accuracy Development
- Document Formatting and Editing Skills
- Utilization of Word Processing Software
- Assessment and Progress Tracking
- Real-World Application Exercises

## Features of Century 21 Seventh Edition Computer Keyboarding

This edition offers several innovative features designed to enhance learning outcomes:

### 1. Updated Content and Modern Examples

The curriculum reflects current technology trends, including instruction on using popular word processing tools like Microsoft Word, Google Docs, and other digital platforms. Real-world examples help students understand the relevance of keyboarding skills in everyday life.

## **2. Interactive Practice Modules**

Interactive lessons and multimedia elements make learning engaging. These modules include timed exercises, instant feedback, and gamified elements to motivate students and improve retention.

## **3. Clear Instructional Guides**

Step-by-step instructions provide learners with a structured approach to mastering touch-typing, emphasizing proper finger placement, posture, and keyboard familiarity.

## **4. Assessment Tools**

The course incorporates periodic assessments to monitor progress. These assessments help identify areas needing improvement and encourage goal setting.

## **5. Ergonomic Awareness**

Proper ergonomics are emphasized to prevent strain and injury. The course covers correct sitting posture, keyboard placement, and hand positioning.

# **Benefits of Using Century 21 Seventh Edition Computer Keyboarding**

Implementing this curriculum offers numerous advantages:

## **1. Improved Typing Speed and Accuracy**

Consistent practice leads to faster, more accurate typing, increasing productivity for students in academic and professional tasks.

## **2. Enhanced Digital Literacy**

Students learn to navigate various word processing platforms, improving their overall computer literacy.

## **3. Preparation for Future Careers**

Proficiency in keyboarding is a fundamental skill in many fields, including administration, journalism, data entry, and technology.

## **4. Increased Confidence and Independence**

Mastery of keyboarding reduces frustration and boosts confidence when completing digital assignments or communicating online.

## **5. Promotion of Good Ergonomic Habits**

Teaching proper ergonomics helps prevent repetitive strain injuries and fosters healthy work habits.

## **Teaching Strategies for Effective Keyboarding Instruction**

To maximize the benefits of the Century 21 Seventh Edition Computer Keyboarding course, educators can adopt various effective teaching strategies:

### **1. Structured Practice Sessions**

Create regular, scheduled practice sessions that focus on both accuracy and speed. Use timed exercises to simulate real-world typing demands.

### **2. Incorporate Technology**

Leverage multimedia tools, such as interactive software and online assessments, to engage students and provide immediate feedback.

### **3. Emphasize Ergonomics**

Instruct students on proper posture, keyboard height, and hand positioning. Incorporate ergonomic assessments into lessons.

### **4. Set Clear Goals**

Encourage students to set achievable targets for their typing speed and accuracy. Track progress to motivate continued improvement.

### **5. Use Real-World Assignments**

Assign projects that require students to produce documents, reports, or presentations using their keyboarding skills, reinforcing practical application.

## **Additional Resources and Support**

Supplementary materials can enhance the learning experience:

- Online typing tutorials and games
- Practice exercises aligned with curriculum goals
- Assessment rubrics and progress charts
- Teacher guides and student workbooks
- Ergonomic equipment recommendations

## Conclusion

Mastering computer keyboarding through the Century 21 Seventh Edition not only improves students' typing skills but also prepares them for a successful digital future. By combining structured practice, modern technology integration, and a focus on ergonomic health, this curriculum offers a comprehensive approach to developing essential digital literacy skills. Whether for academic purposes or future careers, proficiency in keyboarding remains a vital competency, making Century 21 Seventh Edition an invaluable resource for educators and learners alike.

**Keywords:** Century 21 Seventh Edition Computer Keyboarding, touch-typing, keyboarding skills, digital literacy, ergonomic practices, typing speed, accuracy, word processing

**Century 21 Seventh Edition Computer Keyboarding** has long been recognized as a pivotal resource in the realm of digital literacy and keyboarding education. As technology continues to evolve at an unprecedented pace, the need for efficient and accurate keyboarding skills remains fundamental for students, professionals, and casual users alike. The seventh edition of this comprehensive guide seeks to adapt to modern pedagogical standards, integrating traditional typing techniques with contemporary digital applications. This review delves into the core features, pedagogical approaches, technological integration, and overall effectiveness of Century 21 Seventh Edition, providing educators and learners with a detailed understanding of its value in today's digital landscape.

## Overview of Century 21 Seventh Edition

### Historical Context and Evolution

Century 21, first introduced in the late 20th century, has established itself as a staple in keyboarding instruction. Its seventh edition reflects decades of instructional refinement, incorporating feedback from educators and advancements in educational technology. This edition emphasizes not only touch-typing proficiency but also the practical application of keyboarding skills in various digital environments, including word processing, spreadsheets, presentation software, and online communication platforms.

### Target Audience and Educational Setting

Designed primarily for middle and high school students, Century 21 Seventh Edition also serves as a foundational resource for adult learners seeking to improve their keyboarding skills. Its structured curriculum aligns with classroom settings, offering a progressive learning curve that accommodates beginners while challenging more advanced users to refine their techniques.

## Key Features and Content Structure

### Comprehensive Curriculum Coverage

The seventh edition is organized into logical modules that guide learners from basic key placements to advanced skills. These modules include:

- Home Row Mastery: Establishing proper finger placement, ergonomics, and posture.
- Speed and Accuracy Development: Incorporating timed exercises and accuracy drills.
- Specialized Keying: Handling numeric keypads, function keys, and special characters.
- Digital Literacy Skills: Integrating instruction on software navigation, formatting, and online communication etiquette.

### Interactive Practice Sessions

A hallmark of Century 21 series is its emphasis on practice. The seventh edition enhances this with:

- Typing Tests and Games: Gamified exercises that motivate learners to improve speed and accuracy.
- Real-World Projects: Assignments that simulate actual typing scenarios, such as composing emails or creating reports.
- Self-Assessment Tools: Progress trackers and feedback mechanisms to help learners identify areas for improvement.

### Instructional Support and Pedagogical Approaches

The guide employs a variety of instructional strategies:

- Step-by-Step Instructions: Clear, concise directives facilitate independent learning.
- Visual Aids: Diagrams and illustrations clarify finger placement and keyboard layout.
- Teacher Resources: Lesson plans, testing templates, and assessment rubrics support educators in classroom implementation.

## Technological Integration and Digital Resources

### Complementary Software and Online Platforms

Recognizing the digital age's demands, Century 21 Seventh Edition offers a suite of digital tools:

- CD-ROM or Downloadable Software: Interactive tutorials and practice exercises compatible with various devices.
- Online Practice Portals: Access to additional drills, timed tests, and progress tracking.
- Mobile Compatibility: Adapted exercises for tablets and smartphones, encouraging practice beyond the classroom.

### Alignment with Modern Technologies

The edition emphasizes skills relevant to current workplace and academic environments:

- Keyboard Shortcuts: Enhancing efficiency in popular software applications.
- Basic Coding and Data Entry: Introducing foundational programming concepts and spreadsheet data input.
- Ergonomics and Health: Promoting safe typing practices to prevent repetitive strain injuries.

## Pedagogical Effectiveness and Student Engagement

### Strengths of the Seventh Edition

- Progressive Complexity: The curriculum scaffolds learning, ensuring foundational skills are mastered before advancing.
- Variety of Practice Modes: Combining drills, games, and real-world projects caters to diverse learning styles.
- Feedback and Self-Assessment: Encourages self-evaluation, fostering autonomous learning.

### Challenges and Areas for Improvement

- Technological Accessibility: Some schools or learners may face barriers accessing digital resources, necessitating offline alternatives.
- Updating Content for Emerging Technologies: As new input devices and software emerge, ongoing updates are essential to keep content relevant.

- Differentiated Instruction: Customizable modules for learners with varying proficiency levels could enhance inclusivity.

## Comparison with Other Keyboarding Resources

When placed alongside contemporary digital literacy curricula, Century 21 Seventh Edition holds several advantages:

- Structured Learning Pathway: Its comprehensive modular approach outperforms many standalone online tutorials.
- Integration of Traditional and Modern Skills: Balancing touch-typing mastery with digital literacy prepares learners for diverse scenarios.
- Teacher Support: Extensive ancillary resources facilitate classroom implementation.

However, it also faces competition from newer platforms that utilize adaptive learning algorithms and AI-driven feedback, offering more personalized experiences.

## Impact on Learners and Educators

### For Students

Learners benefit from a clearly defined progression, gaining confidence as their speed and accuracy improve. The inclusion of real-world projects ensures that skills are transferable beyond the classroom, fostering digital professionalism.

### For Educators

Teachers find Century 21 Seventh Edition a reliable framework for curriculum planning, assessment, and student monitoring. Its alignment with educational standards and availability of supplementary resources streamline instructional delivery.

## Conclusion: Evaluating the Value of Century 21 Seventh Edition

The seventh edition of Century 21 Computer Keyboarding remains a robust educational resource in an era where digital skills are essential. Its comprehensive curriculum, emphasis on practical skills, and integration of digital tools make it a valuable asset for learning environments aiming to develop proficient typists and digitally literate individuals. While continuous updates and technological adaptations are necessary to keep pace with evolving digital landscapes, the core strengths of this resource—structured progression, pedagogical support, and real-world relevance—ensure its continued relevance. For educators and learners committed to mastering keyboarding fundamentals

amidst a digital world, Century 21 Seventh Edition offers a proven pathway to competence and confidence.

**Question** What are the key features of Century 21 Seventh Edition Computer Keyboarding curriculum? The Century 21 Seventh Edition Computer Keyboarding curriculum emphasizes touch typing skills, efficiency, accuracy, and includes lessons on proper finger placement, keyboarding techniques, and practical applications for real-world tasks. How does Century 21 Seventh Edition help students improve their keyboarding speed? It offers structured practice exercises, timed tests, and progress tracking tools designed to gradually increase students' typing speed and accuracy through consistent practice and feedback. Are there digital or online components available for Century 21 Seventh Edition Computer Keyboarding? Yes, the curriculum includes online resources, interactive lessons, and practice modules that complement the textbook and support remote or hybrid learning environments. What skills beyond typing does Century 21 Seventh Edition cover? In addition to keyboarding skills, the curriculum covers topics like document formatting, email etiquette, basic computer operations, and the use of common office software to prepare students for workplace technology use. Is Century 21 Seventh Edition suitable for self-paced learning? Yes, the curriculum is designed to accommodate self-paced learning, allowing students to progress through lessons at their own speed with access to practice exercises and assessments. What assessments are included in Century 21 Seventh Edition Computer Keyboarding? The program includes periodic skill assessments, speed and accuracy tests, and practical projects to evaluate student progress and mastery of keyboarding skills.

**Related keywords:** Century 21 seventh edition, computer keyboarding, keyboarding textbook, typing skills, keyboarding practice, touch typing, keyboarding curriculum, digital literacy, typing tutorial, keyboarding exercises

## Keyboarding grade 5 willamsville central school district

**keyboarding grade 5 willamsville central school district** is an essential component of the district's commitment to providing comprehensive digital literacy and technology skills to its students. As technology continues to evolve rapidly, equipping young learners with proficient typing skills is more important than ever. This article explores the key aspects of keyboarding education for fifth-grade students within the Williamsville Central School District, emphasizing its importance, curriculum structure, teaching methods, and benefits.

## Importance of Keyboarding Skills for Grade 5 Students

### Developing Digital Literacy

In today's digital age, proficiency in keyboarding is fundamental for academic success and future career readiness. For fifth graders, developing strong typing skills helps them efficiently complete assignments, conduct research, and communicate effectively online. Early mastery of keyboarding reduces reliance on hunt-and-peck methods, leading to faster and more accurate typing.

## Enhancing Academic Performance

Proficient keyboarding allows students to focus on content rather than the mechanics of typing. This proficiency translates into better organization of ideas, more polished writing, and increased productivity. As students progress through their academic journey, these skills become increasingly vital.

## Preparing for Middle School and Beyond

Fifth grade marks a transitional period where students prepare for more complex coursework requiring extensive computer use. The keyboarding curriculum in Williamsville Central School District ensures students are ready to meet these demands confidently.

## Curriculum Overview for Keyboarding in Grade 5

### Curriculum Goals

The keyboarding curriculum aims to:

- Build touch-typing skills
- Improve typing accuracy and speed
- Promote proper ergonomic habits
- Develop online safety awareness
- Encourage responsible digital citizenship

### Key Components of the Curriculum

The curriculum is structured to gradually increase in complexity, ensuring students develop a solid foundation before advancing. It includes:

- **Introduction to Keyboard Layouts:** Familiarizing students with the QWERTY keyboard, finger placement, and key functions.
- **Touch Typing Practice:** Using software and exercises to develop muscle memory for key locations without looking at the keyboard.

- **Speed and Accuracy Drills:** Regular practice sessions aimed at improving typing speed while maintaining accuracy.
- **Ergonomics and Posture:** Teaching correct seating and hand positioning to prevent strain and injury.
- **Digital Citizenship and Safety:** Emphasizing responsible use of technology, avoiding distractions, and understanding online etiquette.

## Teaching Methods and Resources

### Interactive Software and Programs

Williamsville Central School District employs various engaging software tools such as:

- TypingClub
- NitroType
- BBC Dance Mat Typing
- Typing.com

These platforms offer gamified lessons, real-time feedback, and progress tracking, making keyboarding practice enjoyable and effective.

### Hands-On Practice and Classroom Activities

Teachers incorporate activities such as:

- Timed typing tests
- Typing games and competitions
- Real-world simulation exercises (e.g., writing emails, completing worksheets)
- Pair and group activities to foster collaboration and peer learning

### Integration with Other Curriculum Areas

Keyboarding skills are integrated into other subjects like language arts, social studies, and science to reinforce their practical application and importance across academic disciplines.

## Assessment and Progress Monitoring

### Regular Evaluations

Students are assessed periodically through:

- Speed and accuracy tests
- Observation of ergonomic habits
- Self-assessment checklists
- Teacher evaluations based on participation and improvement

## **Individualized Support**

For students needing extra assistance, teachers provide targeted interventions, additional practice sessions, and adaptive technologies to ensure progress.

## **Benefits of Keyboarding Education in Grade 5**

### **Academic and Personal Growth**

Mastering keyboarding enhances not only academic performance but also builds confidence and independence in using technology.

### **Preparation for Future Technologies**

Early exposure to keyboarding prepares students for future technological advancements, including coding, digital design, and other computer-based skills.

### **Promotion of Ergonomic Practices**

Learning proper posture and techniques helps prevent musculoskeletal issues, promoting long-term health.

### **Fostering Responsible Digital Citizenship**

Students learn how to navigate the online world safely and respectfully, developing essential skills for responsible digital behavior.

## **Parent and Community Involvement**

### **Supporting Practice at Home**

Parents can reinforce keyboarding skills by encouraging daily practice using recommended apps and resources. Setting aside dedicated practice time helps students build consistency.

## Workshops and Information Sessions

The district occasionally hosts workshops for parents and guardians to educate them on the importance of keyboarding skills and ways to support their children's learning.

## Collaborative Efforts

Partnerships between teachers, parents, and the community foster a supportive environment that values digital literacy as a core component of education.

## Future Developments and Enhancements

### Incorporating New Technologies

Williamsville Central School District continually updates its curriculum to include emerging technologies such as touchscreen devices, tablets, and interactive whiteboards.

### Expanding Digital Literacy Skills

Beyond keyboarding, the district aims to integrate coding, digital creativity, and online collaboration tools into the curriculum to prepare students comprehensively.

### Professional Development for Educators

Ongoing training ensures teachers stay current with the latest instructional strategies and technological tools for teaching keyboarding effectively.

## Conclusion

The focus on keyboarding for fifth graders within the Williamsville Central School District exemplifies the district's dedication to fostering essential 21st-century skills. Through a structured curriculum, engaging resources, and continuous assessment, students develop proficiency that supports their academic journey and prepares them for a future dominated by technology. As digital literacy becomes increasingly vital, early keyboarding education ensures students are confident, competent, and responsible digital citizens ready to navigate an interconnected world.

Keyboarding Grade 5 Williamsville Central School District: A Comprehensive Guide to Student Success and Program Overview

In the Williamsville Central School District, the keyboarding grade 5 program plays a pivotal role in developing essential digital literacy skills among young learners. As technology becomes

increasingly integrated into daily life and education, providing students with a solid foundation in keyboarding is more important than ever. This guide aims to explore the objectives, curriculum, teaching methodologies, and benefits of the grade 5 keyboarding program within the Williamsville Central School District, offering educators, parents, and students a thorough understanding of what makes this initiative vital for academic and future success.

## The Importance of Keyboarding Skills in Grade 5

As students enter upper elementary grades, their exposure to computers and digital devices deepens. Keyboarding proficiency is no longer a specialized skill but a fundamental component of modern education. In Grade 5, students are expected to transition from basic familiarity with keyboards to more efficient, accurate typing that supports their academic work, including writing essays, completing assignments, and engaging in collaborative projects.

Within the Williamsville Central School District, the keyboarding program is designed not only to improve typing speed and accuracy but also to foster confidence and independence in digital communication. Developing these skills early sets the foundation for success in middle school, high school, and beyond, where technology continues to be an integral part of learning.

## Objectives of the Grade 5 Keyboarding Program

The core goals of the Williamsville Central School District's keyboarding curriculum for fifth graders include:

- Enhancing typing speed and accuracy: Enabling students to type comfortably and efficiently.
- Promoting proper finger placement and ergonomics: Teaching students correct posture and hand positioning to prevent fatigue and injury.
- Fostering digital literacy: Introducing students to keyboard shortcuts, basic computer functions, and safe online practices.
- Encouraging independent learning: Building confidence in students to practice and improve their typing skills outside of structured lessons.
- Integrating keyboarding into broader curriculum activities: Supporting writing, research, and presentation assignments through efficient typing.

## Curriculum Breakdown: What Students Learn in Grade 5 Keyboarding

The Williamsville Central School District structures its keyboarding instruction to gradually increase in complexity and skill level. Here is an overview of typical curriculum components:

- Keyboard Familiarity and Orientation

- Identifying keyboard layout (letters, numbers, function keys, special characters).
- Correct sitting posture and hand placement.
- Using proper finger placement on home row keys.

- Touch Typing Fundamentals

- Learning to type without looking at the keyboard.
- Developing muscle memory for key locations.
- Basic exercises to reinforce finger movements.

- Speed and Accuracy Building

- Timed typing exercises.
- Practice with common words, sentences, and short paragraphs.
- Strategies for minimizing errors and correcting mistakes efficiently.

- Introduction to Keyboard Shortcuts and Functions

- Using shortcuts like copy (Ctrl+C), paste (Ctrl+V), save (Ctrl+S).
- Navigating documents with arrow keys, home, end, page up/down.
- Basic formatting commands.

- Integration with Academic Skills

- Typing essays, reports, and research projects.
- Using word processing software for writing and editing.
- Incorporating multimedia elements in projects.

## Teaching Methodologies and Resources

The Williamsville Central School District employs a variety of teaching strategies and resources to ensure effective keyboarding instruction:

- Interactive Software and Online Programs: Tools like TypingClub, Nitro Type, and BBC Dance Mat Typing provide engaging lessons and gamified practice sessions.
- Progress Tracking and Assessments: Regular evaluations help monitor improvements in speed and accuracy, setting personalized goals.
- Hands-On Practice: Classroom exercises foster muscle memory, with dedicated time for typing practice during computer lab sessions.
- Teacher-Led Instruction: Certified educators guide students through proper techniques, ergonomics, and troubleshooting.
- Peer Collaboration: Group activities and friendly competitions motivate students to improve and support each other.

### Benefits of the Grade 5 Keyboarding Program

Implementing a structured keyboarding curriculum yields numerous advantages for students:

- Academic Efficiency: Faster typing allows students to complete assignments more quickly, leaving more time for critical thinking and creativity.
- Enhanced Digital Confidence: Proficiency reduces frustration and encourages students to explore technology confidently.
- Preparation for Future Educational Demands: As coursework becomes more complex, strong typing skills are essential for research, writing, and collaborative projects.
- Development of Fine Motor Skills: Keyboarding exercises improve hand-eye coordination and finger dexterity.
- Promotion of Digital Citizenship: Students learn responsible and safe online communication practices.

### Challenges and Solutions in Implementing Keyboarding Education

While the benefits are clear, some challenges may arise:

Challenge: Variability in students' prior exposure to technology.

Solution: Differentiated instruction and supplementary practice sessions to meet diverse skill levels.

Challenge: Maintaining student engagement during repetitive exercises.

Solution: Incorporate gamification, competitions, and varied activities to keep motivation high.

Challenge: Ensuring ergonomic practices are followed consistently.

Solution: Teacher modeling, ergonomic assessments, and classroom ergonomics adjustments.

### Supporting Students Beyond the Classroom

To reinforce keyboarding skills beyond structured lessons, parents and caregivers can:

- Encourage daily practice using educational software.
- Set up a quiet, ergonomic workspace at home.
- Incorporate typing into daily routines, such as journaling or letter writing.
- Monitor progress and celebrate milestones to build confidence.

### Looking Ahead: The Future of Keyboarding in Education

As technology continues to evolve, so will the ways students learn and apply keyboarding skills. The Williamsville Central School District is committed to staying at the forefront of digital literacy education by:

- Integrating new software and tools aligned with current educational standards.
- Emphasizing soft skills like problem-solving, digital etiquette, and cybersecurity.
- Offering advanced keyboarding and coding opportunities in later grades.

### Final Thoughts

The keyboarding grade 5 Williamsville Central School District program exemplifies a thoughtful, comprehensive approach to equipping young learners with vital digital skills. By focusing on foundational techniques, integrating these skills into academic work, and fostering confidence, the district prepares students not just for their current grades but for lifelong success in an increasingly digital world. Whether you are a parent, educator, or student, understanding the importance of this program helps to appreciate its role in shaping competent, confident digital citizens ready to meet the demands of the future.

**Question** What skills are emphasized in the Grade 5 keyboarding program at Williamsville Central School District? The program focuses on developing proper finger placement, increasing typing speed and accuracy, and fostering good keyboarding habits among students. How does the Williamsville Central School District assess keyboarding progress for Grade 5 students?

Students are evaluated through periodic typing tests that measure speed and accuracy, along with teacher assessments to monitor improvement over time. What resources are provided to Grade 5 students to improve their keyboarding skills in the district? The district offers online typing tutorials, practice exercises, and classroom instruction using age-appropriate software to support skill development. Is keyboarding instruction integrated into the Grade 5 curriculum at Williamsville Central School District? Yes, keyboarding is incorporated into the technology curriculum to ensure students develop essential digital literacy skills alongside other subjects. Are there specific goals for Grade 5 students in keyboarding by the end of the year at Williamsville Central School District? Yes, students aim to achieve a minimum typing speed of 20-25 words per minute with at least 90% accuracy by year-end. How does the district support students with different learning needs in keyboarding classes? The district provides differentiated instruction, additional practice sessions, and assistive technologies to accommodate diverse learning styles and needs. Can parents access resources to help their children improve keyboarding skills at home? Yes, parents can access recommended online tutorials, practice websites, and tips shared by teachers to support their child's keyboarding development at home. What role do teachers play in monitoring and enhancing keyboarding skills for Grade 5 students? Teachers regularly assess progress, provide feedback, and incorporate engaging activities to motivate students and improve their keyboarding proficiency. Are there any upcoming keyboarding competitions or events for Grade 5 students in the Williamsville Central School District? The district occasionally hosts typing contests or digital literacy events to encourage student engagement and recognize achievement in keyboarding skills.

**Related keywords:** keyboard skills, grade 5 keyboard curriculum, Williamsville Central School District music, elementary keyboard classes, school keyboard program, music education grade 5, keyboard proficiency standards, district music curriculum, elementary music keyboard lessons, Williamsville Central School keyboard course

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