

four elements trainer book 4 walkthrough

four elements trainer book 4 walkthrough serves as a comprehensive guide for players seeking to master the challenges and puzzles found in this engaging installment of the Four Elements Trainer series. This walkthrough provides detailed strategies, tips, and step-by-step instructions designed to assist players in navigating through the various stages and trials of Book 4. It covers essential gameplay mechanics, elemental combinations, and character abilities to enhance the overall gaming experience. Whether you are a newcomer to the series or an experienced player, this guide aims to facilitate your progression by breaking down complex puzzles and combat scenarios. Additionally, this article highlights key secrets and hidden features that can be leveraged to achieve optimal results. By following this detailed walkthrough, players can expect to improve their efficiency and enjoyment while completing Four Elements Trainer Book 4. Below is the table of contents outlining the main sections covered in this article.

- Getting Started in Four Elements Trainer Book 4
- Understanding Elemental Mechanics and Combos
- Step-by-Step Level Walkthroughs
- Boss Battles and Strategies
- Tips for Collectibles and Achievements
- Common Challenges and How to Overcome Them

Getting Started in Four Elements Trainer Book 4

Beginning your journey in Four Elements Trainer Book 4 requires familiarity with the game's core mechanics and interface. This section focuses on the initial setup, character selection, and understanding the basic controls essential for smooth gameplay. It is important to ensure that your game version is updated to avoid bugs that may hinder progress. The player must also acquaint themselves with the elemental types featured in this book, as they play a crucial role in solving puzzles and defeating enemies. Furthermore, this segment discusses the importance of resource management, including health, mana, and elemental energy, which are critical for sustained success in the game.

Character Selection and Customization

The choice of character in Book 4 affects gameplay style and available skills. Players can select from several elemental trainers, each with unique abilities aligned with fire, water, earth, or air elements. Customizing your character to enhance specific elemental powers or defensive capabilities can provide a tactical advantage. This section suggests optimal builds and skill upgrades tailored for the challenges encountered in Book 4.

Game Interface and Controls

Understanding the user interface, including the inventory system, skill bar, and map navigation, is essential. This subsection details the control scheme for both keyboard and gamepad configurations, emphasizing quick access to elemental attacks and defensive maneuvers. Mastery of controls contributes significantly to efficient puzzle-solving and combat performance.

Understanding Elemental Mechanics and Combos

Four Elements Trainer Book 4 introduces advanced elemental interactions and combination mechanics. This section explains how different elements interact with each other and the environment, which is critical for overcoming puzzles and enemy defenses. Mastery of elemental combos not only enhances damage output but also unlocks special abilities and hidden pathways throughout the game.

Elemental Strengths and Weaknesses

Each element—fire, water, earth, and air—has specific strengths and vulnerabilities. For example, water can extinguish fire, while earth can block air currents. Recognizing these relationships allows players to exploit enemy weaknesses and environmental hazards effectively. This subsection provides a detailed chart of elemental interactions relevant to Book 4's challenges.

Combining Elements for Advanced Effects

Players can combine elemental attacks to produce powerful effects. For instance, mixing fire and air elements can create a blazing tornado, while water and earth can trigger mudslides that obstruct enemies. This part of the walkthrough outlines common and secret elemental combos, with instructions on how to execute them in combat and puzzle contexts.

Step-by-Step Level Walkthroughs

This core section of the four elements trainer book 4 walkthrough delivers detailed, sequential guidance for each level and stage in Book 4. It includes map navigation, puzzle solutions, enemy placements, and recommended strategies. The walkthrough is designed to minimize frustration and maximize efficiency in level completion.

Level 1: The Awakening Grounds

The initial level serves as a tutorial introducing elemental basics and simple puzzles. Key objectives include collecting elemental shards and defeating low-level enemies. Strategies focus on using water to bypass fire barriers and earth to create bridges over gaps.

Level 2: The Inferno Caverns

This level emphasizes fire element challenges, requiring players to carefully manage heat hazards while solving flame-based puzzles. The walkthrough details the safest paths and necessary elemental combos to progress.

Level 3: The Stormy Heights

Players encounter air-based obstacles and enemies with high mobility. Mastery of air element combos and precise timing are essential. The walkthrough provides tips on navigating strong winds and using air currents to reach elevated platforms.

Level 4: The Earthbound Ruins

Featuring complex earth element puzzles, this level demands strategic placement of earth barriers and manipulation of terrain. The walkthrough explains puzzle mechanics and enemy strategies to ensure smooth progression.

Boss Battles and Strategies

Boss encounters in Four Elements Trainer Book 4 pose significant challenges requiring advanced tactics and elemental mastery. This section breaks down each boss fight, detailing attack patterns, weaknesses, and recommended elemental combinations to secure victory.

Firelord Ignis

The Firelord is vulnerable to water-based attacks but has a powerful flame shield that requires timing to bypass. The walkthrough advises using water and earth combos to break the shield and avoid area-of-effect fire blasts.

Storm Queen Zephyra

Zephyra uses air currents to evade attacks and summon lightning storms. Players must utilize earth elements to ground her temporarily and combine fire and air attacks to disrupt her defenses. Detailed movement patterns and attack cues are provided.

Tips for Collectibles and Achievements

Collectibles and achievements in Book 4 offer rewards that enhance gameplay and provide completionist satisfaction. This section highlights locations of hidden items, elemental shards, and secret challenges. Following these tips ensures players do not miss valuable bonuses.

- Search behind destructible walls for hidden elemental shards.
- Complete optional side quests to unlock unique elemental skills.
- Collect all fire crystals in Inferno Caverns for a special achievement.
- Master all elemental combos to unlock the "Elemental Master" trophy.

Common Challenges and How to Overcome Them

Players often encounter recurring difficulties such as resource scarcity, complex puzzle mechanics, and aggressive enemy AI. This section addresses these common challenges with practical solutions, including resource farming locations, puzzle-solving techniques, and combat strategies tailored to Book 4's environment.

Managing Elemental Resources

Efficient use of elemental energy is critical, especially during prolonged battles or puzzle sequences. The walkthrough recommends farming specific areas for resource regeneration and prioritizing elemental skills that consume less energy.

Overcoming Puzzle Complexity

Some puzzles require precise timing and multi-step element combinations. This subsection breaks down complex puzzles into manageable parts and suggests stepwise approaches to ensure success without unnecessary trial and error.

Frequently Asked Questions

What is the best strategy to complete Four Elements Trainer Book 4?

Focus on mastering each elemental skill sequentially, utilize combos effectively, and upgrade your abilities regularly to tackle tougher challenges in Book 4.

Where can I find all hidden items in Four Elements Trainer Book 4?

Hidden items are scattered throughout the maps; explore every corner, interact with objects, and complete side quests to uncover all hidden items in Book 4.

How do I defeat the final boss in Four Elements Trainer Book 4?

Learn the boss's attack patterns, use elemental weaknesses to your advantage, keep your health high, and use powerful combos to defeat the final boss efficiently.

Are there any tips for solving puzzles in Four Elements Trainer Book 4?

Pay attention to environmental clues, use the correct elemental powers to interact with objects, and take your time to analyze each puzzle before attempting to solve it.

Can I replay levels in Four Elements Trainer Book 4 to improve my score?

Yes, you can replay any completed levels in Book 4 to improve your performance, collect missed items, and achieve higher scores.

What are the main differences between Four Elements

Trainer Book 3 and Book 4?

Book 4 introduces new elemental abilities, more complex puzzles, tougher enemies, and expanded storylines compared to Book 3.

How do I unlock secret areas in Four Elements Trainer Book 4?

Secret areas are unlocked by completing specific challenges, finding hidden switches, or using certain elemental powers in unexplored locations.

Is there a walkthrough video available for Four Elements Trainer Book 4?

Yes, several walkthrough videos are available on platforms like YouTube, providing step-by-step guidance for completing Book 4.

What are the recommended character builds for Four Elements Trainer Book 4?

Balanced builds focusing on both offense and defense with an emphasis on elemental mastery usually perform best in Book 4's challenges.

How can I efficiently farm experience points in Four Elements Trainer Book 4?

Replay levels with high enemy density, complete side quests, and use experience-boosting items or abilities to gain experience points quickly.

Additional Resources

1. Four Elements Trainer Book 4: Mastering the Basics

This guidebook offers a comprehensive walkthrough of the fourth book in the Four Elements Trainer series. It breaks down each challenge and puzzle, providing clear strategies and tips to help readers progress efficiently. Perfect for beginners and intermediate players seeking to enhance their skills.

2. The Complete Four Elements Trainer Book 4 Walkthrough

An all-inclusive walkthrough that covers every aspect of Book 4 in the Four Elements Trainer series. Detailed maps, step-by-step instructions, and secret hints make this an indispensable companion for anyone wanting to complete the game with ease. The book also includes character profiles and elemental power descriptions.

3. Elemental Strategies: Four Elements Trainer Book 4 Guide

Focused on strategy and tactics, this book dives deep into the elemental

mechanics of Book 4. It helps players understand how to leverage fire, water, air, and earth elements to overcome obstacles. Additionally, it provides advice on skill progression and boss fight techniques.

4. Four Elements Trainer Book 4: Puzzle Solutions and Tips

This book specializes in solving the trickiest puzzles in Book 4 of the Four Elements Trainer. Each puzzle is explained with visual aids and multiple solution paths. Players looking to improve their problem-solving skills will find this guide particularly useful.

5. The Four Elements Trainer Book 4 Adventure Log

A narrative-driven walkthrough that not only guides players through the gameplay but also explores the story and lore behind the four elements. It enriches the gaming experience by providing background context and character motivations. Ideal for players who love story alongside gameplay.

6. Mastering Elemental Powers: Four Elements Trainer Book 4

This book focuses on mastering the unique powers associated with each element in Book 4. Readers will learn advanced techniques for controlling elements and combining them in combat. It also includes training exercises and practice scenarios to hone elemental skills.

7. Quick Tips and Tricks for Four Elements Trainer Book 4

Designed for players who want fast and effective advice, this book compiles quick tips and tricks to breeze through Book 4. From combat shortcuts to resource management, it's a handy reference for on-the-go problem-solving during gameplay sessions.

8. Four Elements Trainer Book 4: Boss Battles Uncovered

This book is dedicated entirely to the boss battles in Book 4. It provides detailed analyses of each boss's strengths, weaknesses, and attack patterns. Players will find strategies to exploit elemental weaknesses and emerge victorious.

9. Exploring the Four Elements: A Trainer's Handbook for Book 4

An educational companion piece that delves into the science and mythology behind the four elements featured in the game. It connects real-world elemental theory with in-game mechanics, offering a richer understanding for curious players. This handbook complements the walkthrough with intriguing insights.

Four Elements Trainer Book 4 Walkthrough

Find other PDF articles:

<https://admin.nordenson.com/archive-library-705/pdf?dataid=MxH47-7748&title=taron-egerton-wor-kout-and-diet.pdf>

four elements trainer book 4 walkthrough: Crash Bandicoot 4 Ruthie Samuel, 2021-04-22

Once more, Activision takes players for a walk down memory lane with the latest installment of theirs in the Crash Bandicoot series. Crash Bandicoot four: It is About Time (finally) provides a brand-new story for the starting game. It follows Crash, Coco, and any other recognizable faces all over their quest to recoup the Quantum Masks to protect the multiverse from infamous Doctor Neo Cortex and Doctor Nefarious Trophy. Players are going to be in a position to manage 5 characters that are different while traversing Crash Bandicoot 4's forty-three levels. The inclusion of new powers as well as quantum masks gives a freshness to the nostalgic game. While fans of the sequence rejoice, players that are new might be bogged down by the prospect of putting in the new universe. Similar to the predecessors, Crash Bandicoot 4 is a difficult game. But we have made this Tips and Tricks guide for you to be able to play with ease. The following strategies and tricks are to enhance your gameplay experience! Enjoy!

four elements trainer book 4 walkthrough: *Resident Evil 4 (Wii Version)* Stephen Stratton, 2007-06-19 Don't let the fear infest you! & • Sharpen your skills through our in-depth training session, featuring quick-reference sidebars to highlight vital information & • Purify the wicked and save the president's daughter with ease using our thorough step-by-step walkthrough, complete with labeled maps of every area & • Use our stats and descriptions for all weapons and items to learn how and when to use each one for maximum benefit & • Exploit enemy weaknesses--dispatch Leon's greatest foes without taking a scratch & • Explore our robust secrets section, including strategic walkthroughs for all unlockable modes, to uncover all bonus content

four elements trainer book 4 walkthrough: *FarCry 4* Eric Bratcher, 2014 Limited-edition hardcover guide includes 32 bonus pages that offer an exclusive behind-the-scenes look at the creation of Far Cry 4, including wild Kyrat, mystical Shangri-La, and the villainous Pagan Min. Lead the Revolution: Comprehensive campaign walkthrough reveals every story branch and includes fully-labeled maps and step-by-step tactics to ensure you dominate every mission whether you slink unseen through the shadows or charge in with guns blazing. Dominate Kyrat: Conquer every tower, every outpost, and every fortress. Our maps and tactics will show you how to claim every inch of Kyrat as your own. Achieve 100% Completion: Find every collectible. Win every race. Bag every rare beast. Escort every convoy (except the ones you blow to pieces). DO. EVERY. THING. Lock and Load: Full stats on each of the game's 60+ weapons, including new additions like the harpoon gun, the automatic crossbow, and the angry tiger (Note: that's not an expression). Start Your Engines: Complete rundown of every way to get from here to there, from the tuktuk to the wingsuit and the gyrocopter to the elephant. That's right. ELEPHANT. Skin or Be Skinned: Full hunter's dossier on the wildlife of Kyrat, to keep your blood inside your body no matter what bloodthirsty fauna you encounter. Free Mobile-Friendly eGuide: The print guide comes with access to an enhanced eGuide, offering tutorial and expert videos, updates, a bonus section covering multiplayer strategy, and more...all optimized for a second-screen experience.

four elements trainer book 4 walkthrough: *Diablo 4 Strategy Guide Book* Niklas Ellegaard, 2023-06-19 Welcome to the Diablo 4 game guide! This comprehensive guide will teach you everything you need to know to survive in the dark and dangerous world of Sanctuary. Whether you're a seasoned Diablo veteran or a new player just starting out, this guide has something for you. We'll cover everything from the basics of character creation to the most advanced endgame content. We'll also provide you with detailed walkthroughs for all of the game's quests, as well as tips and strategies for defeating the toughest bosses. So whether you're looking for help getting started or you just want to learn more about the game, this guide is for you. This guide covers everything you need to know about Diablo 4, including: Character creation: Learn how to create the perfect character for your playstyle. Class guides: Detailed information on each of the game's five classes. Quest walkthroughs: Step-by-step guides for completing all of the game's quests. Boss strategies: Tips and strategies for defeating the toughest bosses. Endgame content: Everything you need to know about the game's endgame challenges. And much more! This guide is designed to be a

comprehensive resource for all things Diablo 4. You can use it to learn about the game's mechanics, find help with specific quests, or just get some general tips and advice. If you're a new player, we recommend starting by reading the introductory chapters. These chapters will give you a basic overview of the game and its mechanics. Once you have a good understanding of the basics, you can start reading the more advanced chapters. These chapters will cover more specific topics, such as class guides, quest walkthroughs, and boss strategies. We also recommend bookmarking this guide so that you can easily refer to it when you need help.

Related to four elements trainer book 4 walkthrough

Four - Buy Now, Pay Later Allow your shoppers to pay over time while you get paid today, risk free!

4 - Wikipedia A four-sided plane figure is a quadrilateral or quadrangle, sometimes also called a tetragon. It can be further classified as a rectangle or oblong, kite, rhombus, and square

FOUR Definition & Meaning - Merriam-Webster The meaning of FOUR is a number that is one more than three. How to use four in a sentence

Four | Buy Now, Pay Later - Apps on Google Play Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every order in one shopping app and

FOUR Definition & Meaning | Four definition: a cardinal number, three plus one.. See examples of FOUR used in a sentence

FOUR | English meaning - Cambridge Dictionary Idiom on all fours (Definition of four from the Cambridge Advanced Learner's Dictionary & Thesaurus © Cambridge University Press)

four - Definition, pictures, pronunciation and usage notes | Oxford Definition of four in Oxford Advanced Learner's Dictionary. Meaning, pronunciation, picture, example sentences, grammar, usage notes, synonyms and more

Four - Definition, Meaning & Synonyms | /fɔ/ IPA guide Other forms: fours Definitions of four noun the cardinal number that is the sum of three and one synonyms: 4, IV, Little Joe, foursome, quadruplet, quartet, quatern, quaternary,

Four Definition & Meaning - YourDictionary Four definition: The cardinal number equal to 3 + 1

Four | Buy Now, Pay Later on the App Store Buy now, pay later at hundreds of online retailers. Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every

Four - Buy Now, Pay Later Allow your shoppers to pay over time while you get paid today, risk free!

4 - Wikipedia A four-sided plane figure is a quadrilateral or quadrangle, sometimes also called a tetragon. It can be further classified as a rectangle or oblong, kite, rhombus, and square

FOUR Definition & Meaning - Merriam-Webster The meaning of FOUR is a number that is one more than three. How to use four in a sentence

Four | Buy Now, Pay Later - Apps on Google Play Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every order in one shopping app and

FOUR Definition & Meaning | Four definition: a cardinal number, three plus one.. See examples of FOUR used in a sentence

FOUR | English meaning - Cambridge Dictionary Idiom on all fours (Definition of four from the Cambridge Advanced Learner's Dictionary & Thesaurus © Cambridge University Press)

four - Definition, pictures, pronunciation and usage notes | Oxford Definition of four in Oxford Advanced Learner's Dictionary. Meaning, pronunciation, picture, example sentences, grammar, usage notes, synonyms and more

Four - Definition, Meaning & Synonyms | /fɔ/ IPA guide Other forms: fours Definitions of four noun the cardinal number that is the sum of three and one synonyms: 4, IV, Little Joe, foursome, quadruplet, quartet, quatern, quaternary,

Four Definition & Meaning - YourDictionary Four definition: The cardinal number equal to 3 + 1
Four | Buy Now, Pay Later on the App Store Buy now, pay later at hundreds of online retailers. Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every

Four - Buy Now, Pay Later Allow your shoppers to pay over time while you get paid today, risk free!

4 - Wikipedia A four-sided plane figure is a quadrilateral or quadrangle, sometimes also called a tetragon. It can be further classified as a rectangle or oblong, kite, rhombus, and square

FOUR Definition & Meaning - Merriam-Webster The meaning of FOUR is a number that is one more than three. How to use four in a sentence

Four | Buy Now, Pay Later - Apps on Google Play Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every order in one shopping app and

FOUR Definition & Meaning | Four definition: a cardinal number, three plus one.. See examples of FOUR used in a sentence

FOUR | English meaning - Cambridge Dictionary Idiom on all fours (Definition of four from the Cambridge Advanced Learner's Dictionary & Thesaurus © Cambridge University Press)

four - Definition, pictures, pronunciation and usage notes | Oxford Definition of four in Oxford Advanced Learner's Dictionary. Meaning, pronunciation, picture, example sentences, grammar, usage notes, synonyms and more

Four - Definition, Meaning & Synonyms | /fɔ/ IPA guide Other forms: fours Definitions of four noun the cardinal number that is the sum of three and one synonyms: 4, IV, Little Joe, foursome, quadruplet, quartet, quatern, quaternary,

Four Definition & Meaning - YourDictionary Four definition: The cardinal number equal to 3 + 1

Four | Buy Now, Pay Later on the App Store Buy now, pay later at hundreds of online retailers. Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every

Four - Buy Now, Pay Later Allow your shoppers to pay over time while you get paid today, risk free!

4 - Wikipedia A four-sided plane figure is a quadrilateral or quadrangle, sometimes also called a tetragon. It can be further classified as a rectangle or oblong, kite, rhombus, and square

FOUR Definition & Meaning - Merriam-Webster The meaning of FOUR is a number that is one more than three. How to use four in a sentence

Four | Buy Now, Pay Later - Apps on Google Play Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every order in one shopping app and

FOUR Definition & Meaning | Four definition: a cardinal number, three plus one.. See examples of FOUR used in a sentence

FOUR | English meaning - Cambridge Dictionary Idiom on all fours (Definition of four from the Cambridge Advanced Learner's Dictionary & Thesaurus © Cambridge University Press)

four - Definition, pictures, pronunciation and usage notes | Oxford Definition of four in Oxford Advanced Learner's Dictionary. Meaning, pronunciation, picture, example sentences, grammar, usage notes, synonyms and more

Four - Definition, Meaning & Synonyms | /fɔ/ IPA guide Other forms: fours Definitions of four noun the cardinal number that is the sum of three and one synonyms: 4, IV, Little Joe, foursome, quadruplet, quartet, quatern, quaternary,

Four Definition & Meaning - YourDictionary Four definition: The cardinal number equal to 3 + 1

Four | Buy Now, Pay Later on the App Store Buy now, pay later at hundreds of online retailers. Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every

Four - Buy Now, Pay Later Allow your shoppers to pay over time while you get paid today, risk

free!

4 - Wikipedia A four-sided plane figure is a quadrilateral or quadrangle, sometimes also called a tetragon. It can be further classified as a rectangle or oblong, kite, rhombus, and square

FOUR Definition & Meaning - Merriam-Webster The meaning of FOUR is a number that is one more than three. How to use four in a sentence

Four | Buy Now, Pay Later - Apps on Google Play Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every order in one shopping app and

FOUR Definition & Meaning | Four definition: a cardinal number, three plus one.. See examples of FOUR used in a sentence

FOUR | English meaning - Cambridge Dictionary Idiom on all fours (Definition of four from the Cambridge Advanced Learner's Dictionary & Thesaurus © Cambridge University Press)

four - Definition, pictures, pronunciation and usage notes | Oxford Definition of four in Oxford Advanced Learner's Dictionary. Meaning, pronunciation, picture, example sentences, grammar, usage notes, synonyms and more

Four - Definition, Meaning & Synonyms | /fɔ/ IPA guide Other forms: fours Definitions of four noun the cardinal number that is the sum of three and one synonyms: 4, IV, Little Joe, foursome, quadruplet, quartet, quatern, quaternary,

Four Definition & Meaning - YourDictionary Four definition: The cardinal number equal to 3 + 1

Four | Buy Now, Pay Later on the App Store Buy now, pay later at hundreds of online retailers. Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every

Four - Buy Now, Pay Later Allow your shoppers to pay over time while you get paid today, risk free!

4 - Wikipedia A four-sided plane figure is a quadrilateral or quadrangle, sometimes also called a tetragon. It can be further classified as a rectangle or oblong, kite, rhombus, and square

FOUR Definition & Meaning - Merriam-Webster The meaning of FOUR is a number that is one more than three. How to use four in a sentence

Four | Buy Now, Pay Later - Apps on Google Play Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every order in one shopping app and

FOUR Definition & Meaning | Four definition: a cardinal number, three plus one.. See examples of FOUR used in a sentence

FOUR | English meaning - Cambridge Dictionary Idiom on all fours (Definition of four from the Cambridge Advanced Learner's Dictionary & Thesaurus © Cambridge University Press)

four - Definition, pictures, pronunciation and usage notes | Oxford Definition of four in Oxford Advanced Learner's Dictionary. Meaning, pronunciation, picture, example sentences, grammar, usage notes, synonyms and more

Four - Definition, Meaning & Synonyms | /fɔ/ IPA guide Other forms: fours Definitions of four noun the cardinal number that is the sum of three and one synonyms: 4, IV, Little Joe, foursome, quadruplet, quartet, quatern, quaternary,

Four Definition & Meaning - YourDictionary Four definition: The cardinal number equal to 3 + 1

Four | Buy Now, Pay Later on the App Store Buy now, pay later at hundreds of online retailers. Split your purchase into 4 easy payments—paid every two weeks—so you can shop what you love while staying on budget. Manage every