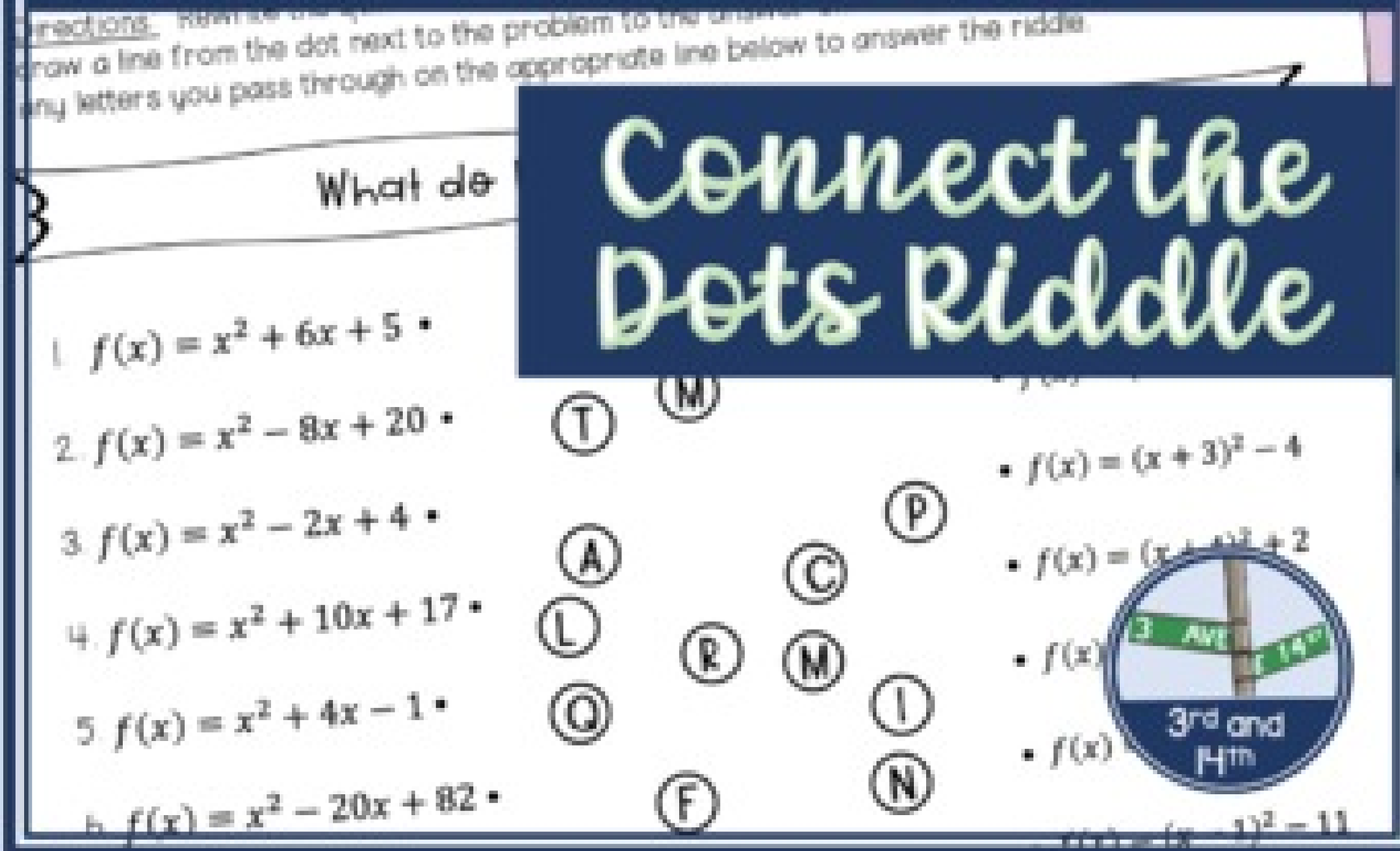REWRITING QUADRATICS IN VERTEX FORM – COMPLETING THE SQUARE