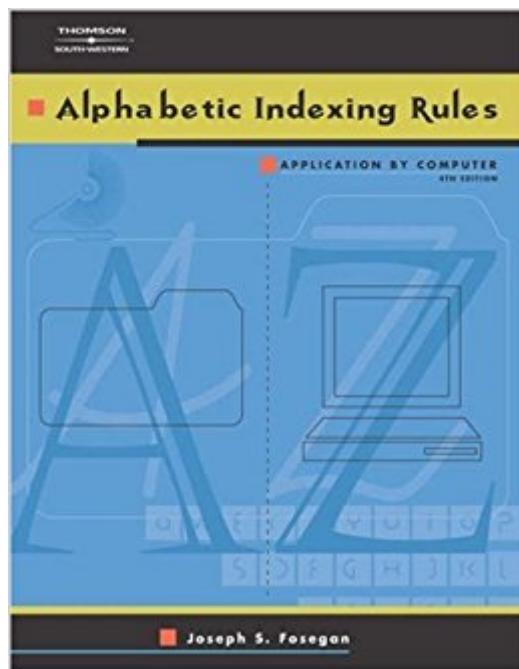


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Alphabetic Indexing Rules: Application By Computer



Synopsis

Alphabetic Indexing Rules provides instruction and application practice primarily on alphabetic indexing rules for filing but also includes brief instruction in subject, numeric, and geographic filing methods. The Site License CD, sold separately, provides a review of alphabetic indexing and filing rules and 10-20 hours of application practice for these rules. The text and site license together may be used as a brief course in filing or used to supplement other records management instructional materials.

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I highly recommend this textbook. It was very helpful in learning the correct format in alphabetizing properly. I bought the textbook new.

This textbook was needed for a class I am taking. It arrived quickly and just in time for my class. I am very happy with my purchase.

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