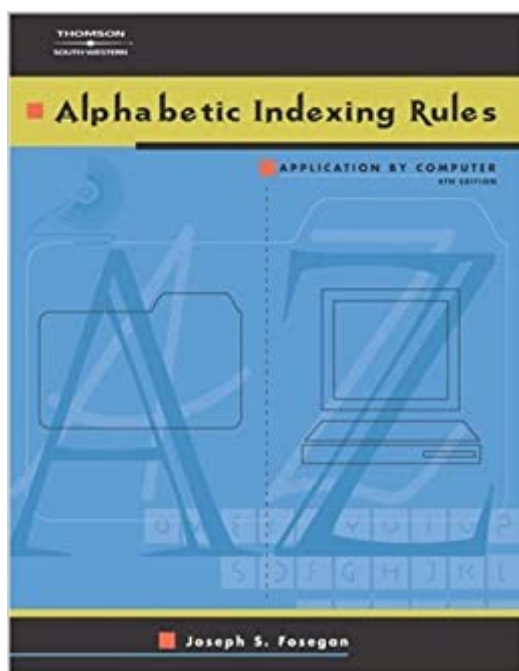**The book was found**

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.

Book Information

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Expensive , and can not sale other people after u use it.

a clean and neat book

I was under the impression that all the materials and pages would be there but they weren't and now I'm struggling to fix that issue for my class. Just an inconvenience.

This book it's helpful and really easy to follow. I definitely learned a lot from it and I like it comes with the answers to verify and know I'm doing it right.

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.

this book was not worth what i paid for it it wasnt in good condition at all i have ordered other books from this website and they have been wonderful and this book should have been thrown away. it was all marked up pages missing ect. i will never buy anything from here again cause it was a lie about the condition.

Product was exactly what I ordered and came in a timely manner. I would recommend this seller.

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