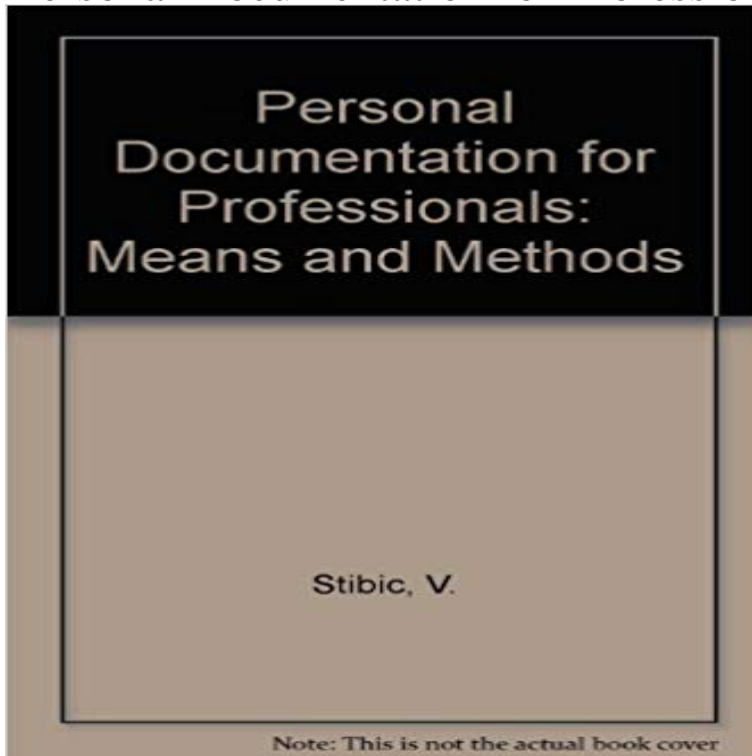


Personal Documentation for Professionals: Means and Methods



This book describes the growing need for better personal documentation and the means and methods that can be used to provide it. It is one of the first books aimed at this important subject. The work describes the organization of personal files, their structure, content, classification and indexing, as well as the technical means that can be employed for filing the original documents and for retrieval. The retrieval instruments, ranging from the cheap and simple card systems and peek-a-boo cards, to the computerized indexes, use of computer terminals and personal microcomputers, are characterized, compared and evaluated. The advantages and weak points of these techniques are explained and demonstrated via many examples. Four case histories describe the practice of personal documentation of a professional.

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