

CIMA

OPERATIONAL

PAPER F1

FINANCIAL OPERATIONS

STUDY
TEXT

Our text is designed to help you study **effectively** and **efficiently**.

In this edition we:

- Highlight the **most important elements** in the syllabus and the **key skills** you will need
- **Signpost** how each chapter links to the syllabus and the learning outcomes
- Provide lots of **exam alerts** explaining how what you're learning may be tested
- Include **examples** and **questions** to help you apply what you've learnt
- Emphasise **key points** in section summaries
- **Test your knowledge** of what you've studied in **quick quizzes**
- **Examine your understanding** in our exam question bank
- Reference **all the important topics** in the **full index**

SUITABLE FOR EXAMS UP TO NOVEMBER 2014

Paper Performance Operations Cima Financial Management

H Kauffman



Paper Pperformance Operations Cima Financial Management:

Uncover the mysteries within Crafted by is enigmatic creation, Embark on a Mystery with **Paper Pperformance Operations Cima Financial Management** . This downloadable ebook, shrouded in suspense, is available in a PDF format (*). Dive into a world of uncertainty and anticipation. Download now to unravel the secrets hidden within the pages.

https://hersolutiongelbuy.com/public/uploaded-files/Documents/Prentice_Hall_Foundations_Gemoetry_Answers_Page_77.pdf

Table of Contents Paper Pperformance Operations Cima Financial Management

1. Understanding the eBook Paper Pperformance Operations Cima Financial Management
 - The Rise of Digital Reading Paper Pperformance Operations Cima Financial Management
 - Advantages of eBooks Over Traditional Books
2. Identifying Paper Pperformance Operations Cima Financial Management
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Paper Pperformance Operations Cima Financial Management
 - User-Friendly Interface
4. Exploring eBook Recommendations from Paper Pperformance Operations Cima Financial Management
 - Personalized Recommendations
 - Paper Pperformance Operations Cima Financial Management User Reviews and Ratings
 - Paper Pperformance Operations Cima Financial Management and Bestseller Lists
5. Accessing Paper Pperformance Operations Cima Financial Management Free and Paid eBooks
 - Paper Pperformance Operations Cima Financial Management Public Domain eBooks
 - Paper Pperformance Operations Cima Financial Management eBook Subscription Services
 - Paper Pperformance Operations Cima Financial Management Budget-Friendly Options
6. Navigating Paper Pperformance Operations Cima Financial Management eBook Formats

- ePub, PDF, MOBI, and More
- Paper Pperformance Operations Cima Financial Management Compatibility with Devices
- Paper Pperformance Operations Cima Financial Management Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Paper Pperformance Operations Cima Financial Management
 - Highlighting and Note-Taking Paper Pperformance Operations Cima Financial Management
 - Interactive Elements Paper Pperformance Operations Cima Financial Management
- 8. Staying Engaged with Paper Pperformance Operations Cima Financial Management
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Paper Pperformance Operations Cima Financial Management
- 9. Balancing eBooks and Physical Books Paper Pperformance Operations Cima Financial Management
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Paper Pperformance Operations Cima Financial Management
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Paper Pperformance Operations Cima Financial Management
 - Setting Reading Goals Paper Pperformance Operations Cima Financial Management
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Paper Pperformance Operations Cima Financial Management
 - Fact-Checking eBook Content of Paper Pperformance Operations Cima Financial Management
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

Paper Pperformance Operations Cima Financial Management Introduction

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to historical documents, Project Gutenberg provides a wide range of PDF files that can be downloaded and enjoyed on various devices. The website is user-friendly and allows users to search for specific titles or browse through different categories. Another reliable platform for downloading Paper Pperformance Operations Cima Financial Management free PDF files is Open Library. With its vast collection of over 1 million eBooks, Open Library has something for every reader. The website offers a seamless experience by providing options to borrow or download PDF files. Users simply need to create a free account to access this treasure trove of knowledge. Open Library also allows users to contribute by uploading and sharing their own PDF files, making it a collaborative platform for book enthusiasts. For those interested in academic resources, there are websites dedicated to providing free PDFs of research papers and scientific articles. One such website is Academia.edu, which allows researchers and scholars to share their work with a global audience. Users can download PDF files of research papers, theses, and dissertations covering a wide range of subjects. Academia.edu also provides a platform for discussions and networking within the academic community. When it comes to downloading Paper Pperformance Operations Cima Financial Management free PDF files of magazines, brochures, and catalogs, Issuu is a popular choice. This digital publishing platform hosts a vast collection of publications from around the world. Users can search for specific titles or explore various categories and genres. Issuu offers a seamless reading experience with its user-friendly interface and allows users to download PDF files for offline reading. Apart from dedicated platforms, search engines also play a crucial role in finding free PDF files. Google, for instance, has an advanced search feature that allows users to filter results by file type. By specifying the file type as "PDF," users can find websites that offer free PDF downloads on a specific topic. While downloading Paper Pperformance Operations Cima Financial Management free PDF files is convenient, its important to note that copyright laws must be respected. Always ensure that the PDF files you download are legally available for free. Many authors and publishers voluntarily provide free PDF versions of their work, but its essential to be cautious and verify the authenticity of the source before downloading Paper Pperformance Operations Cima Financial Management. In conclusion, the internet offers numerous platforms and websites that allow users to download free PDF files legally. Whether its classic literature, research papers, or magazines, there is something for everyone. The platforms mentioned in this article, such as

Project Gutenberg, Open Library, Academia.edu, and Issuu, provide access to a vast collection of PDF files. However, users should always be cautious and verify the legality of the source before downloading Paper Pperformance Operations Cima Financial Management any PDF files. With these platforms, the world of PDF downloads is just a click away.

FAQs About Paper Pperformance Operations Cima Financial Management Books

1. Where can I buy Paper Pperformance Operations Cima Financial Management books? Bookstores: Physical bookstores like Barnes & Noble, Waterstones, and independent local stores. Online Retailers: Amazon, Book Depository, and various online bookstores offer a wide range of books in physical and digital formats.
2. What are the different book formats available? Hardcover: Sturdy and durable, usually more expensive. Paperback: Cheaper, lighter, and more portable than hardcovers. E-books: Digital books available for e-readers like Kindle or software like Apple Books, Kindle, and Google Play Books.
3. How do I choose a Paper Pperformance Operations Cima Financial Management book to read? Genres: Consider the genre you enjoy (fiction, non-fiction, mystery, sci-fi, etc.). Recommendations: Ask friends, join book clubs, or explore online reviews and recommendations. Author: If you like a particular author, you might enjoy more of their work.
4. How do I take care of Paper Pperformance Operations Cima Financial Management books? Storage: Keep them away from direct sunlight and in a dry environment. Handling: Avoid folding pages, use bookmarks, and handle them with clean hands. Cleaning: Gently dust the covers and pages occasionally.
5. Can I borrow books without buying them? Public Libraries: Local libraries offer a wide range of books for borrowing. Book Swaps: Community book exchanges or online platforms where people exchange books.
6. How can I track my reading progress or manage my book collection? Book Tracking Apps: Goodreads, LibraryThing, and Book Catalogue are popular apps for tracking your reading progress and managing book collections. Spreadsheets: You can create your own spreadsheet to track books read, ratings, and other details.
7. What are Paper Pperformance Operations Cima Financial Management audiobooks, and where can I find them? Audiobooks: Audio recordings of books, perfect for listening while commuting or multitasking. Platforms: Audible, LibriVox, and Google Play Books offer a wide selection of audiobooks.
8. How do I support authors or the book industry? Buy Books: Purchase books from authors or independent bookstores. Reviews: Leave reviews on platforms like Goodreads or Amazon. Promotion: Share your favorite books on social media or recommend them to friends.

9. Are there book clubs or reading communities I can join? Local Clubs: Check for local book clubs in libraries or community centers. Online Communities: Platforms like Goodreads have virtual book clubs and discussion groups.
10. Can I read Paper Pperformance Operations Cima Financial Management books for free? Public Domain Books: Many classic books are available for free as theyre in the public domain. Free E-books: Some websites offer free e-books legally, like Project Gutenberg or Open Library.

Find Paper Pperformance Operations Cima Financial Management :

prentice hall foundations gemoetry answers page 77

preliminary exam matric 2013 english paper2

premier range gck100w manual

premier remote car starter manual

prentice hall conceptual physics answer key chapter 8

prego 8th edition workbook

prentice hall biology chapter 10 test

predicted paper june 2higher tier edexcel answers

prentice hall chemistry workbook answers chapter 4

precalculus chapter 2 test

prentice hall biology chapter assessment answers genetics

prentice hall algebra 1 on

prentice hall biology lab manual 15 answers

predicted paper pixl jim king edexcel

precalculus 6th edition stewart redlin watson

Paper Pperformance Operations Cima Financial Management :

robotics science projects science buddies - Apr 15 2023

web science fair project idea robotic arms have many uses ranging from assembling things in factories to collecting soil samples on mars to acting as prosthetics artificial limbs for humans if you have ever wanted to build your own robotic arm this project will guide you through the basics of designing and building a simple one

30 minute robotics projects loren bailey google books - Aug 19 2023

web what can be created in 30 minutes or less how about a robot with clear step by step instructions and photos these fun robotics projects with delight young makers and tech fans

30 minute robotics projects 30 minute makers amazon com - Jun 17 2023

web jan 1 2019 30 minute robotics projects 30 minute makers bailey loren on amazon com free shipping on qualifying offers 30 minute robotics projects 30 minute makers 30 minute robotics projects 30 minute makers bailey loren 9781541557154 amazon com books

30 minute robotics projects 30 minute makers library binding - Apr 03 2022

web what can be created in 30 minutes or less how about a robot with clear step by step instructions and photos these fun robotics projects with delight young makers and tech fans

30 minute robotics projects bailey loren amazon sg books - Jul 18 2023

web hello sign in account lists returns orders cart

top 10 robotics project ideas tech students must look into for - Feb 01 2022

web apr 16 2022 2 greenhouse managing robot this is one of the important projects among various agriculture projects for engineering students this project consists of temperature humidity monitoring controlling and light monitoring this unit is installed on a robot that moves through the greenhouse on a predefined track

30 minute robotic projects 30 minute makers series a book - Oct 09 2022

web may 5 2019 with clear step by step instructions and photos these fun robotics projects with delight young makers and tech fans from the publisher 32 pages 978 1541557154 ages 7 11 keywords crafts robotics makerspace how to stem science 7 year olds 8 year olds 9 year olds 10 year olds 11 year olds also in this series 30 minute

30 minute robotics projects ebook by loren bailey hoopla - May 04 2022

web read 30 minute robotics projects by loren bailey for free on hoopla this title is part of the hoopla bonus borrows collection through the month of august you can borr hoopladigital com

30 minute robotics projects by loren bailey goodreads - Jul 06 2022

web how about a robot with clear step by step instructions and photos these fun robotics projects with delight young makers and tech fans the activities in this book use common items from around the house and keep readers learning while they re busy having fun

30 minute robotics projects reading level v world s biggest - Aug 07 2022

web with clear step by step instructions and photos these fun robotics projects with delight young makers and tech fans the activities in this book use common items from around the house and keep readers learning while they re busy having fun

30 minute robotics projects 30 minute makers abebooks - Sep 08 2022

web while all of the projects can be completed in 30 minutes many can be extended by altering variables and running additional trials this offers excellent scientific method practice there s lots of timing measuring observation and comparison of results

30 minute robotics projects 30 minute makers amazon com - Jun 05 2022

web jan 1 2019 while all of the projects can be completed in 30 minutes many can be extended by altering variables and running additional trials this offers excellent scientific method practice there s lots of timing measuring observation and comparison of results

30 minute robotics projects paperback barnes noble - Jan 12 2023

web jan 1 2019 what can be created in 30 minutes or less how about a robot with clear step by step instructions and photos these fun robotics projects with delight young makers and tech fans

30 minute robotics projects 30 minute makers amazon com - Nov 29 2021

web jan 1 2019 the library copy is muscle bound perfect for continued use in the classroom setting contents projects programming mazeled stickieslight up paper circuitbristlebotart botjunk botdancing robotunderwater robotrobot handage range 7 to 11 yearsgrade level 3 to 430 minute makers 30 minute chemistry projects30

30 minute robotics projects paperback barnes noble - Oct 29 2021

web jan 1 2019 what can be created in 30 minutes or less how about a robot with clear step by step instructions and photos these fun robotics projects with

30 minute robotics projects science buddies - Oct 21 2023

web 30 minute robotics projects help with finding materials and kits for building your robots we know it isn t always easy to find the right motors build more cool robots with these science projects did you love building and playing with the robots in the 30 minute love robots find out about

30 minute robotics projects 30 minute makers goodreads - Dec 11 2022

web jan 1 2019 30 minute robotics projects loren bailey 3 80 10 ratings3 reviews what can be created in 30 minutes or less how about a robot with clear step by step instructions and photos these fun robotics projects with delight young makers and tech fans

top 30 robotics project ideas for beginners codeavail com - Nov 10 2022

web top 30 robotics project ideas for beginners 1 line following robot build a robot that can follow a black line on the ground using sensors this project teaches basic programming and sensor integration 2 obstacle avoidance robot create a robot that can navigate around obstacles without colliding with them

30 minute robotics projects lerner publishing group - Feb 13 2023

web 30 minute robotics projects from the series 30 minute makers interest level grade 2 grade 5 reading level grade 3 what can be created in 30 minutes or less how about a robot with clear step by step instructions and photos these fun robotics projects with delight young makers and tech fans

30 minute robotics projects by loren bailey overdrive - Mar 14 2023

web jan 1 2019 what can be created in 30 minutes or less how about a robot with clear step by step instructions and photos these fun robotics projects with delight young makers and tech fans the activities in this book use common items from around the house

30 minute robotics projects book by loren bailey epic - May 16 2023

web what can be created in 30 minutes or less how about a robot with clear step by step instructions and photos these fun robotics projects with delight young makers and tech fans

inventr io adventure kit 30 days lost in space for exploratory - Dec 31 2021

web this item inventr io adventure kit 30 days lost in space for exploratory skills arduino ide compatible coding challenge kids teens robotics project engineering set by nasa researcher 97 00 97 00

here are 10 robotics project ideas for beginners and intermediates - Mar 02 2022

web may 7 2022 leaping robot frog jumping robots can overcome obstacles higher than their own height while robots with wheels or caterpillars cannot in this paper a 22 5g frog inspired small jumping robot is presented it can jump more than

35 robotics projects for engineering enthusiasts - Sep 20 2023

web jul 1 2020 top 35 robotics project ideas for students makers engineers and hobbyists try our list of arduino and raspberry pi projects including code samples

12 1 basic structure and function of the nervous system - Jul 17 2023

web the central nervous system cns is the brain and spinal cord and the peripheral nervous system pns is everything else figure 12 2 the brain is contained within the cranial cavity of the skull and the spinal cord is contained within the vertebral cavity of the vertebral column

central nervous system blank diagram pdf preview neurosynth - Jan 31 2022

web central nervous system blank diagram unveiling the power of verbal beauty an emotional sojourn through central nervous system blank diagram in some sort of inundated with monitors and the cacophony of quick conversation the profound energy and emotional resonance of verbal art frequently disappear in to obscurity eclipsed by the

chapter 13 anatomy of the nervous system anatomy and - Jan 11 2023

web the central nervous system cns is the brain and spinal cord and the peripheral nervous system pns is everything else figure 13 2 the brain is contained within the cranial cavity of the skull and the spinal cord is contained within the vertebral

cavity of the vertebral column

nervous system anatomy diagram function healthline - Feb 12 2023

web feb 5 2018 nervous system the nervous system has two major parts the central nervous system cns and the peripheral nervous system pns the central nervous system is the primary command center for the body

central nervous system cns healthdirect - Apr 02 2022

web the central nervous system is the body's processing centre the brain controls most of the functions of the body including awareness movement thinking speech and the 5 senses of seeing hearing feeling tasting and smelling the spinal cord is an extension of the brain

nervous system diagram templates smartdraw - Mar 01 2022

web types of stroke edit this example vagus nerve innervation edit this example veins of the sagittal brain edit this example visual pathway browse nervous system templates and examples you can make with smartdraw

central nervous system wikipedia - Nov 09 2022

web a map over the different structures of the nervous systems in the body showing the cns pns autonomic nervous system and enteric nervous system this differentiates the cns from the pns which consists of neurons axons and schwann cells

nervoussystemdiagrams east tennessee state university - Sep 07 2022

web central nervous system diagrams components of the central nervous system blank diagram complete diagram brain lateral view blank diagram complete diagram brain midsagittal view blank diagram complete diagram some clinically relevant areas of the brain blank diagram complete diagram brain diencephalon and brainstem blank

the central and peripheral nervous systems biology for majors ii - Aug 06 2022

web figure 1 the central and peripheral nervous systems the nervous system is comprised of two major parts or subdivisions the central nervous system cns and the peripheral nervous system pns the cns includes the brain and spinal cord the brain is the body's control center

coordination and control the nervous system aqa - Oct 08 2022

web the cns is the brain and spinal cord muscles contracting or glands secreting hormones are the response of effectors coordinated by the cns stimulus receptor coordinator effector response

human nervous system diagram how it works live science - Mar 13 2023

web aug 5 2013 the central nervous system is the integration and command center of the body it consists of the brain spinal cord and the retinas of the eyes the peripheral nervous system consists of

central nervous system description anatomy function - May 03 2022

web oct 7 2023 central nervous system system of nerve tissue in vertebrates that consists of the brain and spinal cord the

central nervous system controls both voluntary movements such as those involved in walking and in speech and involuntary movements such as breathing and reflex actions it also is the centre of emotion and cognition it is

nervous system structure function and diagram kenhub - Aug 18 2023

web sep 18 2023 the nervous system ns is structurally broken down into two divisions central nervous system cns consists of the brain and spinal cord peripheral nervous system pns gathers all neural tissue outside the cns functionally the pns is further subdivided into two functional divisions somatic nervous system sns informally

overview of neuron structure and function khan academy - Jun 16 2023

web central nervous system portions of the nervous system in the brain and spinal cord peripheral nervous system portions of the nervous system outside the brain and spinal cord also marked on the diagram are ganglia clusters of cell bodies bodies in the pns and nerves bundles of axons that travel along the same route

the subdivisions of the central nervous system neuroscience - Dec 10 2022

web the central nervous system defined as the brain and spinal cord is usually considered to have seven basic parts the spinal cord the medulla the pons the cerebellum the midbrain the diencephalon and the cerebral hemispheres figure 1 10 see also figure 1 8

central nervous system anatomy structure function kenhub - Sep 19 2023

web aug 26 2023 the central nervous system cns is a division of the nervous system whose function is to analyze and integrate various intra and extrapersonal information as well as to generate a coordinated response to these stimuli put simply the cns is the supreme command center of the body

neurotransmitters and receptors article khan academy - Jul 05 2022

web diagram of a synapse showing neurotransmitters stored in synaptic vesicles inside the axon terminal in response to an action potential the vesicles fuse with the presynaptic membrane and release neurotransmitter into the synaptic cleft

central nervous system structure function and diseases - Apr 14 2023

web dec 22 2017 the central nervous system is made up of the brain and spinal cord it gathers information from all over the body and coordinates activity we explore the types of cells involved the regions of

the nervous system wjec the human nervous system bbc - May 15 2023

web this diagram summarises how information flows from receptors to effectors in the nervous system 1 2 3 4 glossary how does your nervous system work revise the structure and function of

lesson explainer organization of the nervous system nagwa - Jun 04 2022

web definition central nervous system cns the central nervous system is made up of the brain and spinal cord definition peripheral nervous system pns the peripheral nervous system is made up of nerves that are outside of the cns and extend into

the external limbs and other organs

amazon ae customer reviews lang legends in gray 2023 - Jan 17 2023

web buy the lang legends in gray calendar jackson and lee wal calendar by author isbn 8601410564353 from amazon s book store everyday low prices and free

the lang 2023 mort künstler legends in gray calendar - Mar 07 2022

lang legends in gray 2021 wall calendar 21991001923 ebay - Dec 16 2022

web buy the lang legends in gray calendar by mort kunstler illustrator james i robertson jr commentaries by online at alibris we have new and used copies available in 1

lang legends in gray 2023 wall calendar - Sep 25 2023

web nov 5 2019 legends in gray 2021 wall calendar lang wall calendars feature monthly full colour images elegant linen embossed paper stock and a brass grommet

lang legends in gray 2021 wall calendar 21991001923 - Aug 24 2023

web all calendars signed by mort künstler gift certificate 2023 civil war calendar sold out 2023 legends in gray calendar sold out 2022 civil war calendar sold

the lang legends in gray calendar calendar amazon co uk - Mar 19 2023

web fashion brands find helpful customer reviews and review ratings for lang legends in gray 2023 wall calendar at amazon ae read honest and unbiased product

lang companies legends in gray 2023 wall calendar - Jun 22 2023

web the legends in gray 2023 wall calendar is decorated with monthly artwork by mort kunstler of the storied generals of the south during the civil war era lang wall

the official mort künstler website mort kunstler - Jul 23 2023

web mar 8 2022 amazon com lang companies legends in gray 2023 wall calendar office products office products office school supplies calendars planners

the lang legends in gray 2015 calendar calendar wall calendar - Jun 10 2022

web feb 23 2023 before the concert some of the sharpest musical minds around including members of the la phil guide you through the evening s music complete with a q a

lang legends in gray 2023 wall calendar multicolor - Apr 20 2023

web the legends in gray 2023 wall calendar is decorated with monthly artwork by mort kunstler of the storied generals of the south during the civil war era lang wall

lang lang plays grieg walt disney concert hall la phil - Apr 08 2022

web sold out the lang 2021 mort künstler legends in gray calendar signed by mort künstler the most important civil war artist of our time mort künstler brings history to

lang legends in gray 2023 wall calendar 23991001923 - Feb 18 2023

web find many great new used options and get the best deals for lang legends in gray 2021 wall calendar 21991001923 at the best online prices at ebay free shipping for many

the lang legends in gray calendar alibris - Oct 14 2022

web the lang legends in gray calendar on amazon com au free shipping on eligible orders the lang legends in gray calendar

the lang 2011 legends in gray wall calendar by mort kunstler - Sep 13 2022

web legacy wall calendar with 12 different images january december 2024 printed on linen embossed paper brass hanging grommet to prevent calendar tear linen embossed

lang all calendars walmart com - May 09 2022

web the lang 2023 mort künstler legends in gray calendar these calendars are sold out and cannot be restocked we are unable to get any more the most important

the lang 2022 mort künstler legends in gray calendar - May 21 2023

web buy the lang legends in gray calendar by isbn 9780741231000 from amazon s book store everyday low prices and free delivery on eligible orders

the lang legends in gray calendar calendar amazon com au - Aug 12 2022

web feb 16 2014 5 0 out of 5 stars calendar wall calendar february 16 2014 the lang legends in gray 2015 wall calendar jackson and lee with paintings of mort kunstler the amazon book review book recommendations author interviews editors picks and more read it now

2024 wall calendars lang store - Jul 11 2022

web lang legends in gray 2021 wall calendar 21991001923 lang companies american dream 2024 wall calendar add 17 98 current price 17 98 lang companies

the lang 2021 mort künstler legends in gray calendar - Feb 06 2022

the lang legends in gray calendar jackson and lee wal - Nov 15 2022

web aug 27 2010 format standard wall size closed 12 0 x 13 25 size opened 24 0 x 13 25 grid size medium rectangle binding stapled time span 12 month publisher