

This Free E-Book is brought to you by Natural-Aging.com.

100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

Top Filing Systems: Go Digital!

By Trevor Marshall

If you are one of those people who have ever accidentally lost or spent far too much time rifling through drawers for that particular file, you may be interested to know that modern technology can change your unorganized drawers full of paperwork into digital format, with many added benefits.

1. The Benefits of Digital Format:

– Files are easily distributable – Files are indexed perfectly and are incapable of going out of order – Files are searchable – Can be easily backed-up and restored

Q. How Can I Easily Convert All My Paperwork Into Digital Format? A. All you need is a good document management system that will ensure you have the luxury of finding the correct documents that you need in just a click of a button.

Q. What Is A Document Management System Exactly? A. You install an application to your personal computer that will give you the option to categorize your files according to their type as well as their contents. This will really make your recordkeeping a breeze.

Q. I Am Organized Enough Already, What Benefits Will This System Have For Me? A. Aside from being able to keep track of your electronic documents, you might as well take the time to scan your paper documents to your computer to have an electronic copy of them as well.

>From scanning paper documents onto your computer, you can also retrieve various other electronic documents from the internet or from other people's files (if your document management system is for a business where the system is shared by everyone in the office). Just simply use the drag and drop system for you to be able to put your electronic documents to its proper folder.

1. Standard Edition

The doQuments Standard edition is meant for home and personal use. It is the simplest among the three document management formats and is a quick and effective solution for managing all your

electronic and paper documents. There is also the doQuments Professional edition which is a document management system that is meant for the upkeep of files in small scale businesses.

2. Professional Edition

With this version you will now be able to do more things with your document management system. This document management system is faster and allows a larger database. It also contains a nifty feature called parameterized queries that ensures you can locate specific documents in just a few clicks.

3. Enterprise Edition

Aside from combining the features of the professional edition, the enterprise edition also allows a web edition where you can connect the program directly to a server (a website or intranet system). Now you can access your data from anywhere in the world that has an internet connection.

For more great document management software related articles and resources check out

<http://www.documentmanagement.infotechhq.com>

3 Simple Filing Guidelines

By Maria Gracia

One of the most basic ways to find papers when you need them is to retrieve them from an effective filing system. A good filing system will allow you to find what you're looking for in 10 seconds or less.

Here are 3 simple filing guidelines that can help:

CATEGORIZING.

A filing system is only effective, if you can find everything you need, when you need it—without a struggle. And all good filing systems have different categories of papers. Your papers are either going to fall into a MAIN category, or a SUB-category.

For example, a main category might be FINANCIAL. Some sub-categories within Financial, may be: Savings Account Checking Account Money Market Account

In your filing cabinet, your main categories should always be hanging file folders with a labeled tab. Your sub-categories should be labeled manila file folders inside the appropriate main category hanging folder.

BASIC FILING SYSTEMS.

For the most part, people choose to use one, or a combination of, these basic filing systems:

Top Filing Systems: Go Digital!

Alphabetical (A, B, C, D, etc.) Numerical (1, 2, 3, 4, etc.) Chronological (Jan, Feb, Mar, Apr, etc.)

The one you use, depends on what you're using it for. For example, if you need to keep files for all of your customers (or associates, friends, etc.), alphabetical by last name usually will work best.

For sequential case numbers or projects that are numbered, a numerical system would probably work best.

If it is necessary for you to find things by date, then chronological may be your choice.

Some people get really creative and use a combination of these systems. For example, you may want your main categories to be chronological, but the sub-categories inside to be alphabetical.

LABELING.

If a file isn't labeled properly, it's not going to be quick and easy to find: Always write your subject on the tab of the file folder, close to the top of the tab, so you can easily see it when you're looking through your files. Use a medium point, black marker to label your files. Print; don't use script. Use as few words as possible on the tab.

Maria Gracia, owner of

www.getorganizednow.com

and author of the book, 'Finally Organized, Finally

Free' can help you organize your home, your office and your life. Visit her Web site at:

<http://www.getorganizednow.com>

Get Organized Now! FREE Idea-Pak and E-zine filled with tips, ideas, articles and more to help you organize your home, your office and your life at the Get Organized Now! Web site!

getorgnow@wi.rr.com

3 Simple Filing Guidelines

Analog vs Digital Transmission

Digital Film Processing is Really the Only Option for Truly Quality Prints

Audio Cables

Television on Your Schedule with a Digital Video Recorder (DVR)

Home Vegetable Garden

Palmistry
Dream Psychology
Paylocker Pro
30 Powerful Business eBooks



This Free E-Book has been brought to you by Natural-Aging.com.

100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!