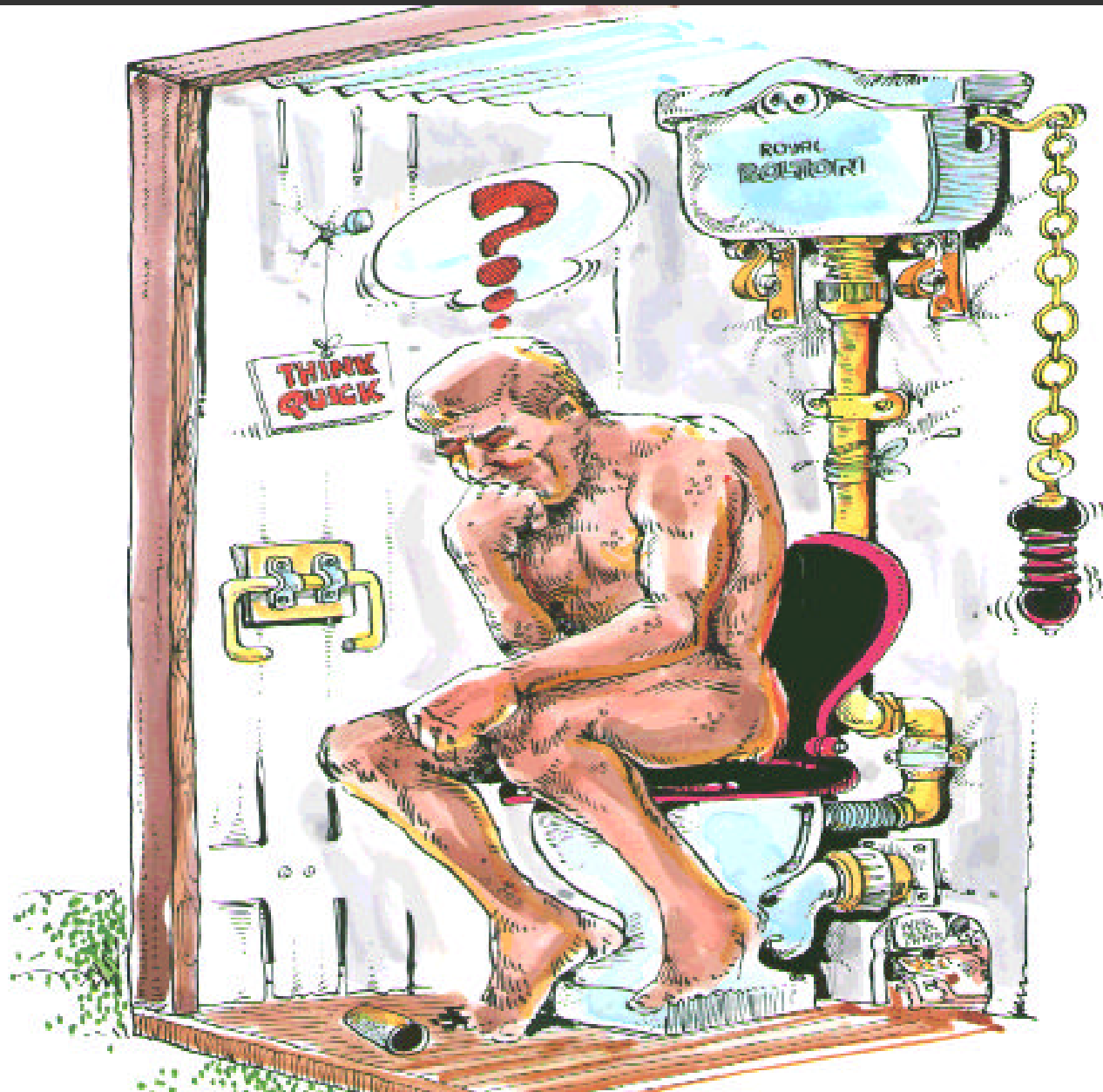


# MANAGEMENT in partnership



# The Thinker



**Less Paper in the Office**

**PAPER less  
Less PAPER**



# What you keep

## Change & Transition

- 1 Create an attitude for change
- 2 Provide visible signals
  - 1 Less places to keep paper
  - 2 Better managed archives
  - 3 Better managed semi active records
  - 4 Better service
- 3 Create less paper
- 4 Store less paper
- 5 Reduce printing
- 6 Make finding things on a computer easier



# Parkinson's Law

**“Files will grow  
to fill  
the available space”**



# INPUTS

- **Australia Post**
- **Computers**
- **Need**
  - » **Re-assurance**
  - » **Prediction**
  - » **Control**
  - » **Entertainment**

# What you produce

**It is now cheaper to purchase a CD**

**(\$1-00) than create and store 13,000 A4 pages  
of information which it can store.**



# IMAGING SYSTEMS

**Software to manage it will change!**

**no system will last the 7-10 years you need for litigation avoidance**

**Must be portable**

**in a format that will not be superseded.**

**Word, Word Perfect – MYOB format are **not** reliable for long term storage**

**Imaging formats**

**PDF**

**tiff, jpg, gif, pds,bmp, pcx etc etc etc**



# CLIENT FILES – CRM FILES

**Replace client files with a full blown customer relationship management CRM program – then you have on line data.**

**Maximizer  
Goldmine  
ACT**



# Print to PDF

**Print** [?] [X]

Printer

Name:  [v] Properties

Status:  [^]

Type:  [v]

Where:  [v]

Comment:  [v]

Page range

All

Current page     Selection

Pages:

Enter page numbers and/or page ranges separated by commas. For example,

Number of copies:  [^]

Collate

Zoom

Print what:  [v]

Pages per sheet:  [v]

Print:  [v]

Scale to paper size:  [v]

Options...    OK    Cancel

# Your transition program

## STEP ONE

### Current Stuff

- Promote change
- Get Trust
- Archives
- Semi-Active
- Current (Only one)
- Remove cabinets
- Get professionals

## STEP TWO

### New Stuff
























- Confidence in backups
- **File Naming**
- Pdf readers on all machines
- Pdf writer on network
- Bigger Screens

# USELESS FILE NAMES

Name	Size	Type	Modified
Dcp_1689.jpg	459KB	JPEG I...	15-Apr-03 9:...
Dcp_1690.jpg	303KB	JPEG I...	26-Apr-03 1:...
Dcp_1691.jpg	398KB	JPEG I...	26-Apr-03 1:...
Dcp_1692.jpg	77KB	JPEG I...	26-Apr-03 1:...
Dcp_1693.jpg	108KB	JPEG I...	26-Apr-03 1:...
Dcp_1694.jpg	99KB	JPEG I...	26-Apr-03 1:...
Dcp_1695.mov	351KB	Video ...	15-Apr-03 9:...
Dcp_1696.jpg	272KB	JPEG I...	26-Apr-03 1:...
Dcp_1697.jpg	517KB	JPEG I...	15-Apr-03 9:...
Dcp_1698.jpg	397KB	JPEG I...	15-Apr-03 9:...
Dcp_1699.jpg	402KB	JPEG I...	16-Apr-03 5:...
Dcp_1700.jpg	414KB	JPEG I...	15-Apr-03 9:...
Dcp_1701.jpg	312KB	JPEG I...	26-Apr-03 1:...
Dcp_1702.jpg	271KB	JPEG I...	16-Apr-03 5:...
Dcp_1703.jpg	354KB	JPEG I...	26-Apr-03 1:...
Dcp_1704.jpg	552KB	JPEG I...	15-Apr-03 9:...
Dcp_1705.jpg	472KB	JPEG I...	15-Apr-03 9:...
Dcp_1706.jpg	486KB	JPEG I...	15-Apr-03 9:...
Dcp_1707.jpg	561KB	JPEG I...	15-Apr-03 9:...
Dcp_1708.jpg	406KB	JPEG I...	15-Apr-03 9:...
Dcp_1709.jpg	533KB	JPEG I...	15-Apr-03 10:...
Dcp_1710.jpg	467KB	JPEG I...	15-Apr-03 10:...
Dcp_1711.jpg	403KB	JPEG I...	26-Apr-03 1:...
Dcp_1712.jpg	394KB	JPEG I...	26-Apr-03 1:...
Dcp_1713.jpg	368KB	JPEG I...	26-Apr-03 1:...
Dcp_1714.jpg	417KB	JPEG I...	15-Apr-03 11:...
Dcp_1715.jpg	538KB	JPEG I...	15-Apr-03 12:...
Dcp_1716.inn	481KB	JPEG I...	15-Apr-03 12:...

*What are all these pictures??*

# USEFULL FILE NAMES

 ff_more knowledge_best practice_repositmgt.doc	118KB	Micros...	08-C
 ff_more knowledge_AS4390_key points.doc	95KB	Micros...	22-C
 ff_more knowledge_best practice_20 rules of filing.doc	106KB	Micros...	25-J
 ff_more knowledge_best practice_human resource filing.doc	121KB	Micros...	27-A
 ff_more knowledge_file classification principles.doc	98KB	Micros...	18-J
 ff_more knowledge_file housing strategies and rating_haxton.doc	131KB	Micros...	18-J
 ff_more knowledge_file transfer procedures.doc	103KB	Micros...	15-A
 ff_more knowledge_future of computers_forrester.doc	86KB	Micros...	18-J
 ff_more knowledge_historical v active filing practice.doc	24KB	Micros...	18-J
 ff_more knowledge_human resources filing procedures.doc	110KB	Micros...	18-J
 ff_more knowledge_keeping lateral files vertical comparison.doc	94KB	Micros...	22-C
 ff_more knowledge_lever arch mechanisms.doc	86KB	Micros...	18-J
 ff_more knowledge_KM_by any other name is FILING.doc	90KB	Micros...	26-A
 ff_more knowledge_Pain and Gain of Outsourcing.doc	121KB	Micros...	18-J
 ff_more knowledge_pc file naming convention.doc	98KB	Micros...	14-L
 ff_more knowledge_privacy act summary 2001.doc	121KB	Micros...	02-N
 ff_more knowledge_SME_general disposal scheudle.doc	121KB	Micros...	18-J
 ff_more knowledge_vital records.doc	99KB	Micros...	08-C
 ff_standard publication_case filing for accs and eng_v0.doc	343KB	Micros...	18-J
 ff_standard publication_thesaurus of terms_1998.doc	175KB	Micros...	18-J
 ff_standard publication_thesaurus of terms_intro.doc	97KB	Micros...	18-J
 ff_std pub_case filing legal profession_version 0.doc	236KB	Micros...	18-J
 ff_std pub_computer_file naming convention_energex.doc	49KB	Micros...	18-J

# How to keep

**One Year**

**Word / CAD ? MYOB**

**2-3 Years**

**Word**

**(May have to convert)**

**Long term**

**PDF**

**Historical**

**Paper**

**Drawings**

**Short term - CAD**

**Long Term - Microfilm / PDF**

**You can only find it if you named it logically!**



# Summary

- 1. Remove the places and need to store files at the workstation**
- 2. Name computer files so they can be found**
- 3. Remove the printers**
- 4. Remove the file cabinets!**

THE **FILE**force BE WITH YOU

[www.FILEforce.com](http://www.FILEforce.com)