



Tips to make scanning easier:

Enjoy yourself

Pat yourself on the back as you think about the money, time, space and paper you are saving with every scanned file.

Resources

Purchase a good quality staple remover for each user

Donate to charity:
ALL staplers in the office
ALL dark highlighters in the office
ALL dark post-it notes in the office

Replace with:
Paperclips
Light coloured highlighters
Light coloured post-it notes

Upgrade your scanners and scanning software to increase speed and efficiency.
Get extra memory in the computers that need it.

When using your photocopier remember quality copies scan quicker and better than poor quality copies.
We recommend Canon copier paper as being

Systems

Set up a regular system for who will do the scanning and when:

- Daily
- Weekly
- Monthly

Schedule this time into your diary.
Schedule software training if required

Decide how long to keep scanned paper before destroying it. Invest in a paper shredder.

Encourage your suppliers and clients to become paper-free.

BACKUP!!! You do not want to re-scan hours of work due to your computer crashing unexpectedly.
So ... Set up a backup system and do it today!

Keep forgetting to backup! Here are some suggestions:

- Use your appointment software to schedule an appointment reminder with yourself to backup every day.
- Place a desktop post it note on your screen.
- Decide on the frequency of backups you require.
- Depending on volume you may need to back up:
 - After every file
 - Every hour
 - Twice a day (eg: before lunch, at end of day)
 - End of each day (this is the absolute minimum)

Security

Keep your backup in a secure, fireproof place overnight. If you back up to a disk or cd then invest in a safety tin. Send your back up file to be hosted off-site on the net.

Get support

Contact the Info-Organiser team to fulfil your scanning and IT needs.