Don't Let Your e-Files Manage You

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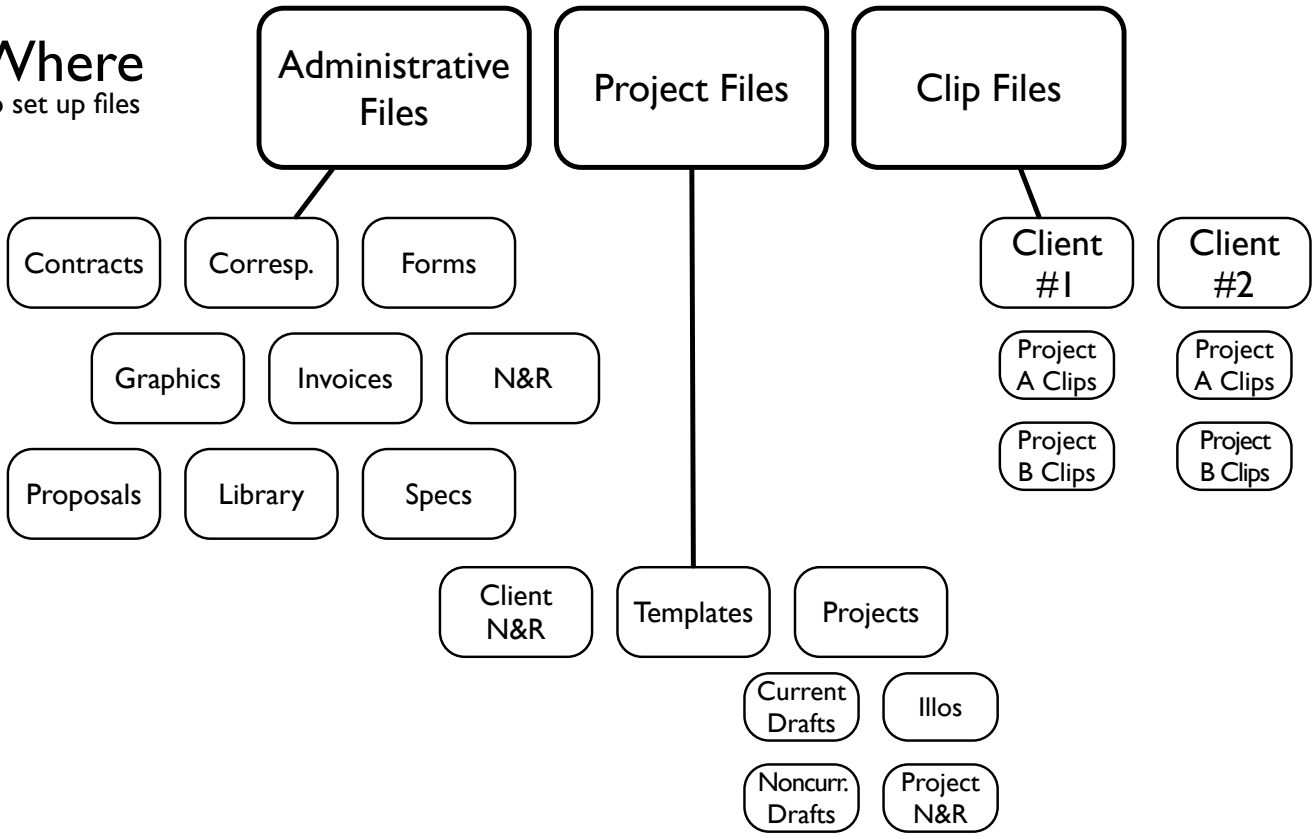
What
is file management

The ability to find files when you need them
and to delete them when they are no longer needed

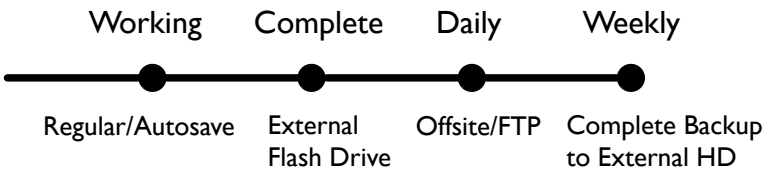
When
to do tasks

Before	During	After
Set Up: • Document Folders • Contacts • E-Mail	Manage Files Using: • File Naming Protocols • Color Labels • Interim Backups	Delete Files Using: • Disposition Protocols • Archival Backups • Purging

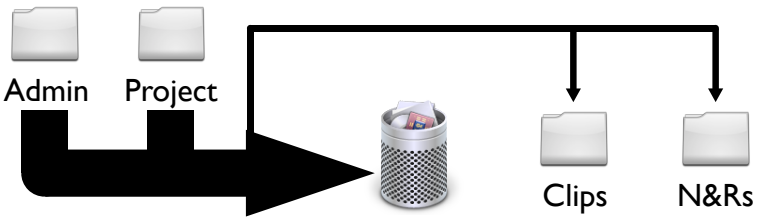
Where
to set up files



How
to back up files



Why
manage your files



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