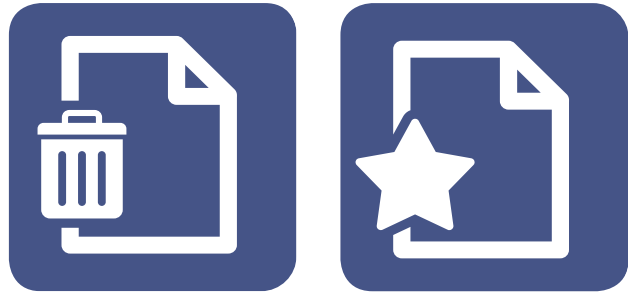




The  
good habit guide  
to a

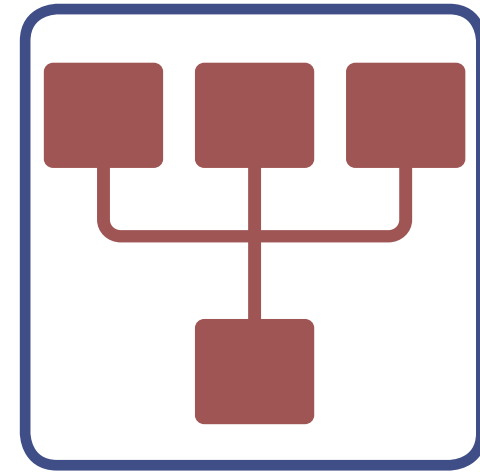
• paperless office •



## Audit your documents

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*Go through all the documents that your business uses and see if you can do away with any, or even combine a couple into a single document.*



## Audit your workflows

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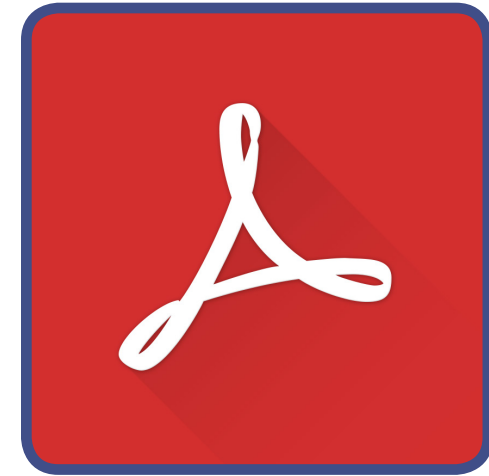
*Take a look at every single action required to complete a particular business process. Question whether the actions can be streamlined to make them less laborious, time consuming and less paper dependent. Accounts receivable is a good example - start from the point that the order is captured, working right through to the point that the transaction is complete and can be archived.*



## Question yourself

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*Before you hit print, think twice. Do you really need to print that document or can it be forwarded to the next person via email?*



## Maximise Adobe Reader

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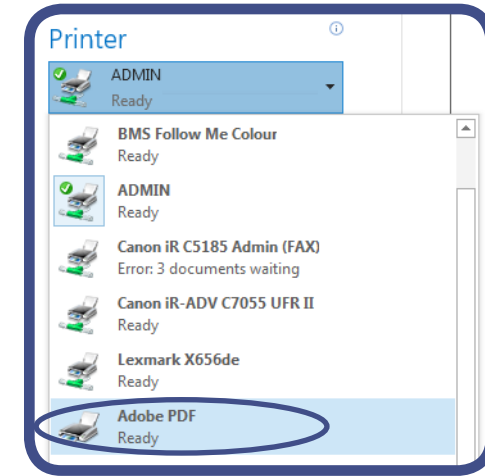
*Adobe Reader can do much more than just document viewing. Searchable PDF's are an excellent example of how this software can help your team be more efficient. Spend some time learning the basics of this free software that really can work for you.*



## Use Outlook for more

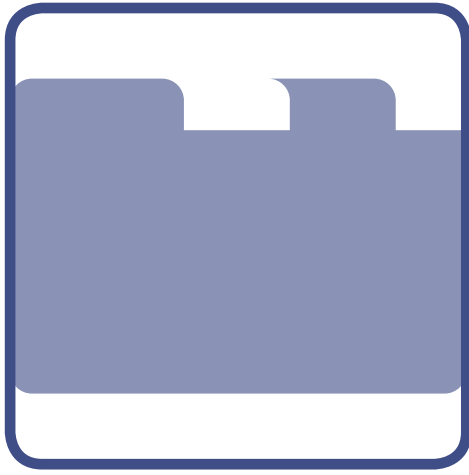
*Just a few suggestions:*

- Create a simple workflow by directing replies to others
- Autosave copies of sent emails to a folder destination
- Insert pre-formatted text, fields & more from the Quick Gallery for consistency



## Print to PDF

*When ready to print a document, use the Print to PDF option when choosing a print device, and create a viewable digital file instead. (Check you have the right version of Adobe to make sure you can do this.)*



## Common file directories

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*Create a single, shared destination for saving some or all your teams' digital files.*

*This will make it easier for everyone to find what they need and minimises unnecessary file duplication & frustration over which document is the most up to date.*



## File naming standards

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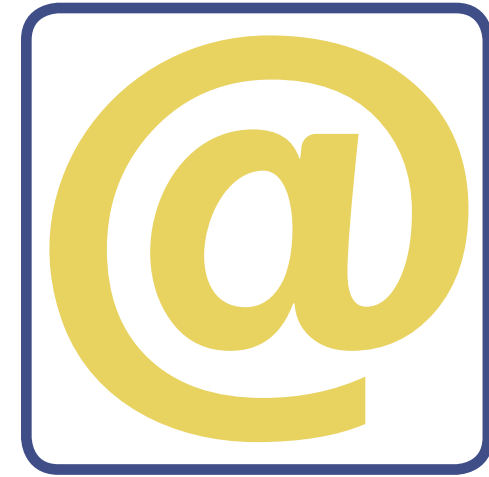
*Set some team rules for file naming. Ensuring standard information is included (e.g. customer code, date etc) will make it easier to search and find documents quickly - especially when they are saved in the common file directories you have created.*



## Create digital forms

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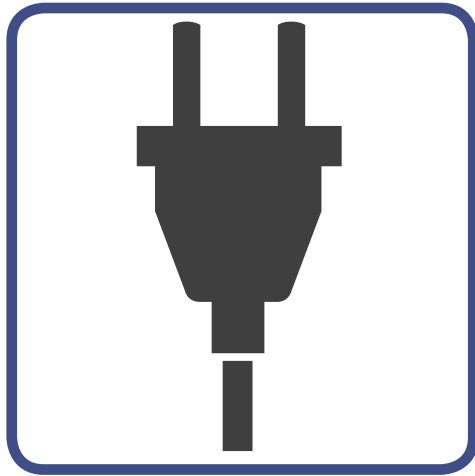
*It can be as simple as using an Excel document or a Word document table to create a copy of the paper forms you typically use. You can select which areas are editable, and lock those that you don't want changed by the person you send it to.*



## Make digital your preference

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*Draw a line in the sand and begin emailing your digital forms out to customers, suppliers etc, and then request that they send back the completed form by email. Discourage fax or post.*



## Unplug the fax machine

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*Physically preventing access to the fax machine forces your team, suppliers and customers to use digital means of sending you information instead.*

*Also, if your print device has the capability, direct incoming faxes to a network folder instead, or better yet, an email address as an attachment.*



## Cut back on postage

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*With changes being implemented by Australia Post that could cost your business more, why not set up a [Mailchimp](#) account and email your contacts instead. The free version lets you send/track 12,000 email to a max. of 2000 people on your database (plus lots of other features).*



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