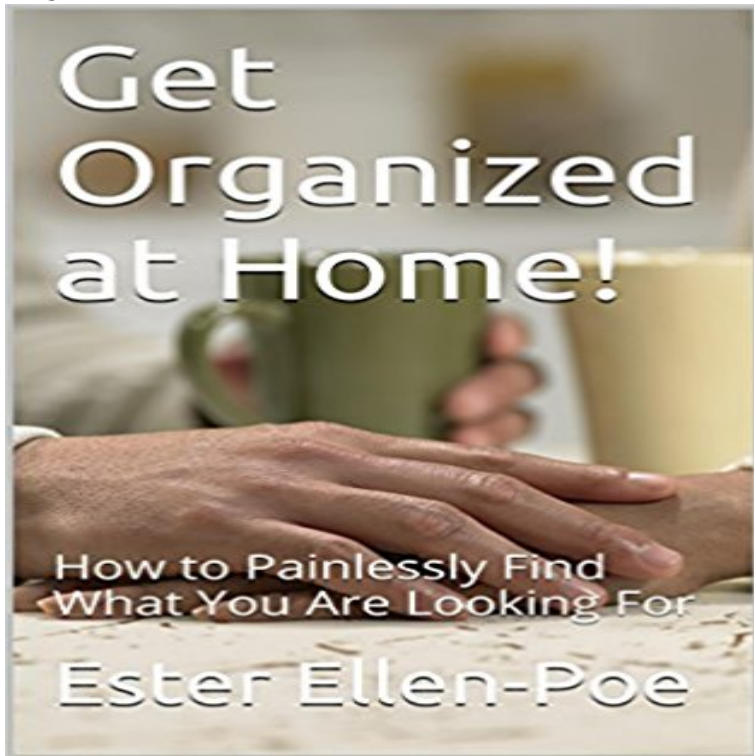


Get Organized at Home!: How to Painlessly Find What You Are Looking For



This highly illustrated book will guide you painlessly and hopefully enjoyably through an easy to follow step-by-step process to create a robust personal home filing system. It contains a description of everything that you need to get organized, including the items that you may want to purchase to create and store your files. You will custom design and build the system to suit your needs. For the very best results we recommend that you use your computer. Using a computer will enable you to create a searchable Inventory of your files with Records containing information about the contents of your files. With the Inventory, you will produce computer generated labels that you can print and attach to your file folders. We will guide you through the unfamiliar parts of the process with snapshots of computer screens (called screenshots) that will make the process easier to follow. Clear, easy to follow instructions are included for two versions each of Microsoft Word and Excel for PCs and Macs. Links to entertaining childrens projects and videos are included for your familys enjoyment. To make the process more interesting, we have added a chapter titled, A Brief History of Vertical Filing, which presents the results of original historical research on the unsolved mystery of what came first the file folder or the filing cabinet. Also included is a chapter titled, Safety and Security, which contains, in addition to items of historical interest, information regarding damage, fire, and burglary protection. Instructions are included for updating your easy to maintain filing system.

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