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below we walk you through how to organize your paper files here s a hint use it as a time to think about ways to reduce your paper mess more permanently 1 embrace minimalist file organization the thing about long term file storage is that you want to store as little as possible deal with and discard most of the papers that come into your home instead of filing every single thing in a bank of massive 4 drawer cabinets file folders keep your papers organized you can organize important documents and be sure that you will always find them since they are well maintained and stored file folders come in different shapes colors and sizes you can either organize a file s contents based on each paper s importance or by chronology avoid arranging a file s contents based off the alphabet alphabetical organization works more efficiently for organizing groups of files some tips for organizing paper files at work include using a filing system with categories and labels regularly purging old or unnecessary documents and storing files in a secure and accessible location paper files need to be consistently labelled and logically organised this guidance describes best practice to create and describe a paper filing system this will ensure accurate prompt retrieval for as long as the files are required 1 consider saving digital copies in some cases the best way to organize your paper files is to focus on getting them all uploaded and saved in a digital format now there are some situations where you truly need to maintain paper files sometimes it s a requirement of your job or your manager organize and file household paperwork with these smart paper filing strategies get ready to cut through the clutter and create a system that really works types of file folders basic folders are the typical choice they fit just about any filing system at a standard 9 5 inches hanging file folders are your smaller option but this is because they sacrifice space to come equipped with hooks to hang inside your drawers what is a paper file the paper file extension indicates to your device which app can open the file however different programs may use the paper file type for different types of data create a sorting system one way to aide your sorting process is by creating a filing system this doesn t have to be complex in fact lubega says this will actually help you track documents that need immediate attention versus ones that you just need to file 1 pdf files created by adobe pdf portable document format files are the most used document type in the workplace they are one of the most presentable and shareable file types since they look the same on any device pdf files are one of the most common file formats for scanned documents and just about any kind of electronic document adobe designed the format so metadata which is descriptive information about the file could be captured from any application best of all most computer users are familiar with the format and how to use them a paper filing system is a storage method for organizing and managing papers it can be a cabinet box or set of drawers with labels and compartments to prevent damage or loss of documents popular options include filing cabinets portable file organizer boxes and mesh hanging file organizers filing papers is an everyday occurrence in any home or office all the more reason to learn how to

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