

# Cry for Help

Computer Tips & Tricks for the novice to the advanced.

## Scanning

I've spoken previously about the benefits of scanners, but are you getting the most out of yours?

Any document that needs to be stored, catalogued and retrieved, is a candidate for scanning. Like your phone, water and electricity bills. Even your wedding photos, and that box of old slides that you haven't known what to do with.

Yes, it does mean you have to scan each document, but if you do it as they arrive, then there is no big backlog. Even if you make a new rule to "Not file any new paper documents from now on". If you do this the benefits are enormous.

- You remove the need to buy future filing cabinets.
- Searching and retrieving of old information is much quicker.
- Storage of the information requires a fraction of the space, because it is now contained on your computer's hard disk.
- Better security. You can now store multiple copies of these documents and family memories, in multiple locations, you can even encrypt the information so that only you can read it.
- It is also easier to share the information with others.
- In the near future, more bills will arrive electronically, and you will already be set up to process them.

Best of all, you probably already have the equipment. Most printers these days are also scanners. Or there are dedicated scanners; either high speed, double sided at once, as well as portable units for travel.

Time to reduce the need for paper, and don't forget to BACK IT UP.

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