



Indian Ridge
COUNTRY CLUB

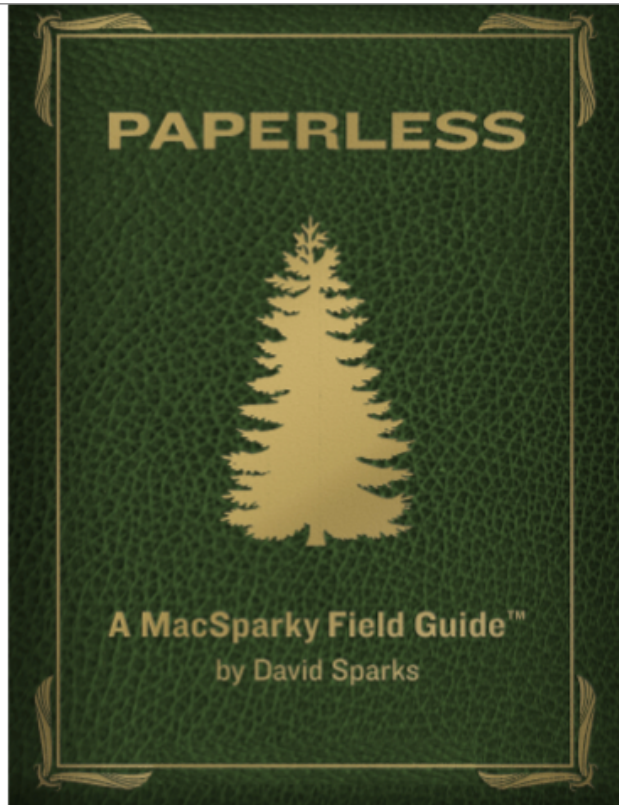


Welcome to RMUG

Please sign in
and add your email address
only if it has changed or
if you have not been getting
my email blasts.

Going Paperless

Rod Hannaford
March 7, 2013



Agenda

- Thinking about my topic today, I decided it would be a bit insincere to hand out a stack of paper to each of you
 - Download it...read it...but don't print it !
- Why? What's in it for me?
- How can you get started?
- Document Scanner demo
- Wrap-up

Why Go Paperless?

- 95% of old-growth forests in the US are gone; the world loses 4,281 acres of rainforest *every hour* (i.e. 6.7 Indian Ridge's)
- The average US employee prints 10,000 pages per year
- In 2004, the equivalent of 178 million trees were used for paper in the US
- Producing 1 ton of copy paper releases 5,690 pounds of greenhouse gases into the atmosphere – the equivalent of 6 months exhaust from an automobile
- As paper decomposes in landfills it produces methane, which has 20 times the global warming potential of carbon dioxide
- Source: www.powerdms.com

Why Go Paperless?

- Reduces energy and water consumption
- Saves considerable landfill space, and thus reduces greenhouse gas emissions
- We're doing well, but there's room for improvement
 - About 63% of paper products are recycled each year; 39% of that is sent to foreign markets
 - 37% of new paper products comes from recycled paper
- Blah, blah, blah...those are all benefiting Mother Earth – what about ME?



What's In It For You?

- Easier to take your “important papers” with you – many of us have 2 or 3 homes
- Easier & quicker to find (or send) documents using electronic search versus moving boxes and files....MUCH easier to find things like “electricity bills for the past 5 years”. If you save paper, chances are those bills are in 5 different boxes!
- Easier to protect yourself from loss (fire, flood, hurricane, mice)
- Reduce clutter, free up space, save \$\$
- You'll have proof of major purchases (warranty, insurance); proof of deductible expenses (IRS); end of year investment statements (IRS)
- You'll have everything available. All the time. Everywhere.

How Do You Do a “Search” on This?



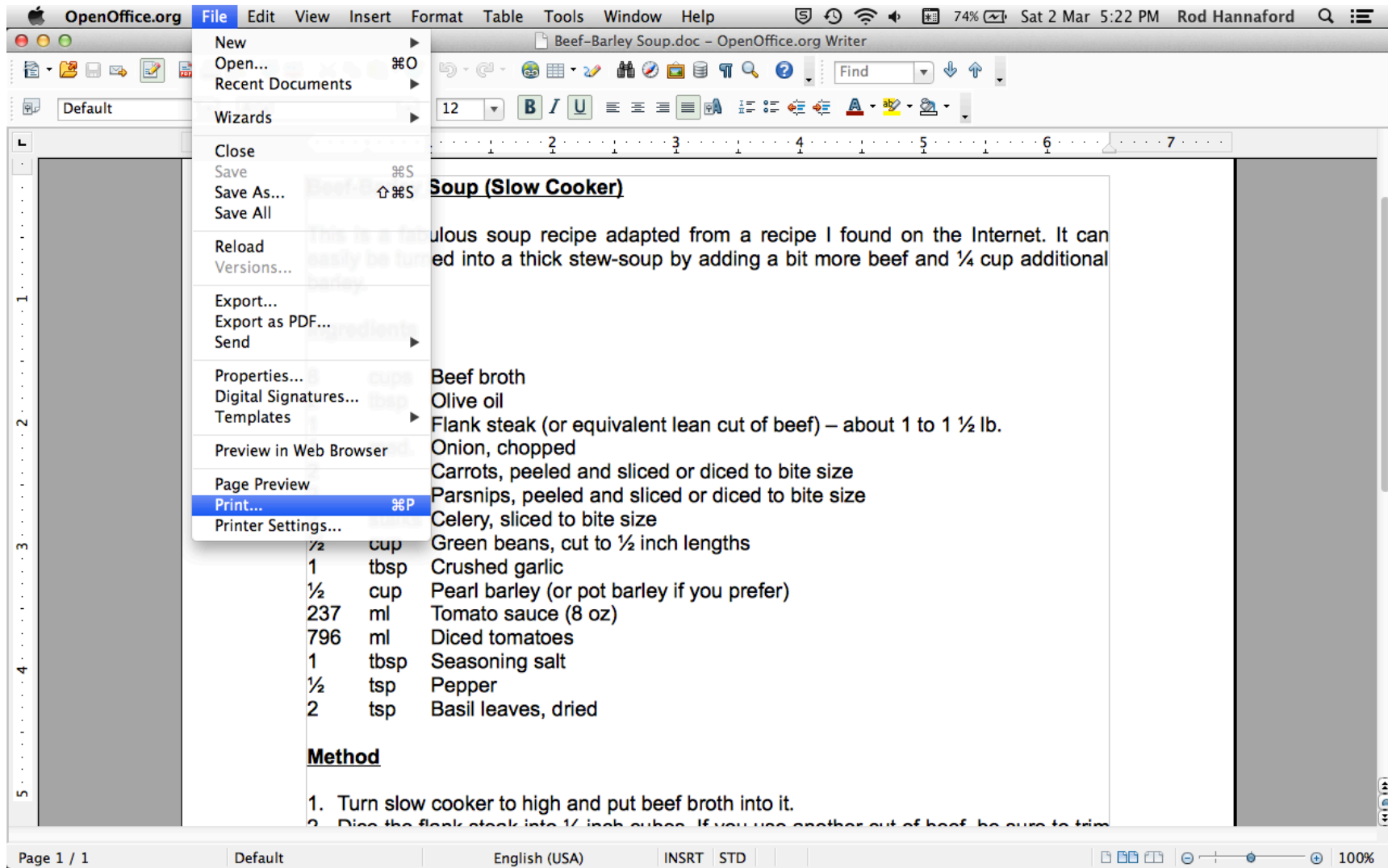
2013-03-07

Getting There...

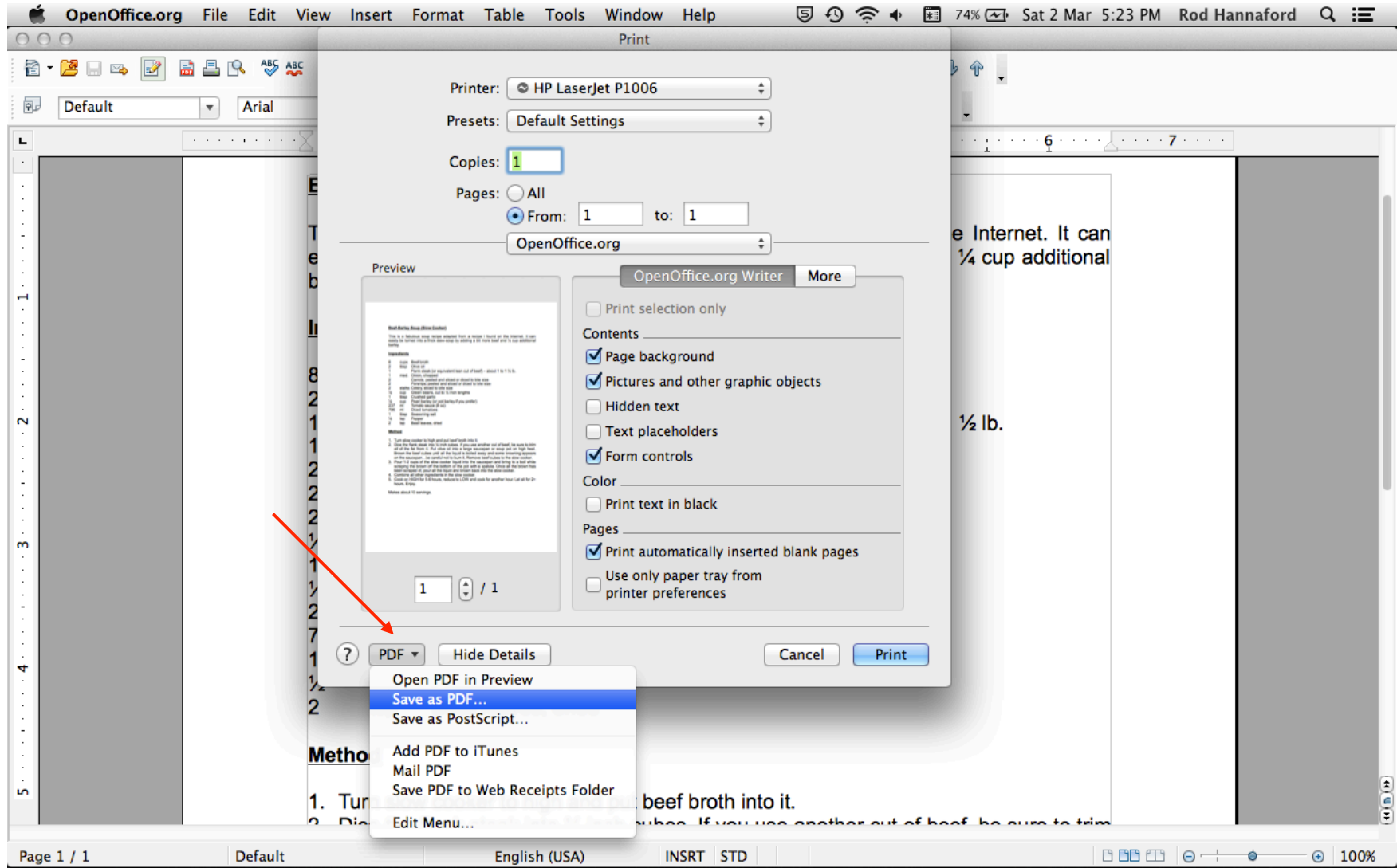
- Get all your statements and bills online
- Put other important paper documents into digital form, and recycle the paper
- Start reading the newspaper online
- Get an e-reader – Kindle, Kobo, etc.
 - or just use your iPad
- Put your recipes, calendar, address book, lists online
- Print to PDF (**not paper**); then put in folder



Print to PDF



Print to PDF



The Scanner

- Fujitsu ScanSnap S1500M (Mac only)
 - Cost: about \$420+tax, S&H (Amazon)
 - Just replaced by ScanSnap iX500 (Mac & PC)
-
- 20 ppm; 50-page input tray
 - Scan single or double-sided
 - Scan to PDF or JPG
 - Auto blank page removal
 - Auto quality detection
 - Ultrasonic misfeed detection
 - Auto document naming
 - ABBYY Finereader OCR
 - Auto page rotation

Scanner demo...

Scanning...the Process

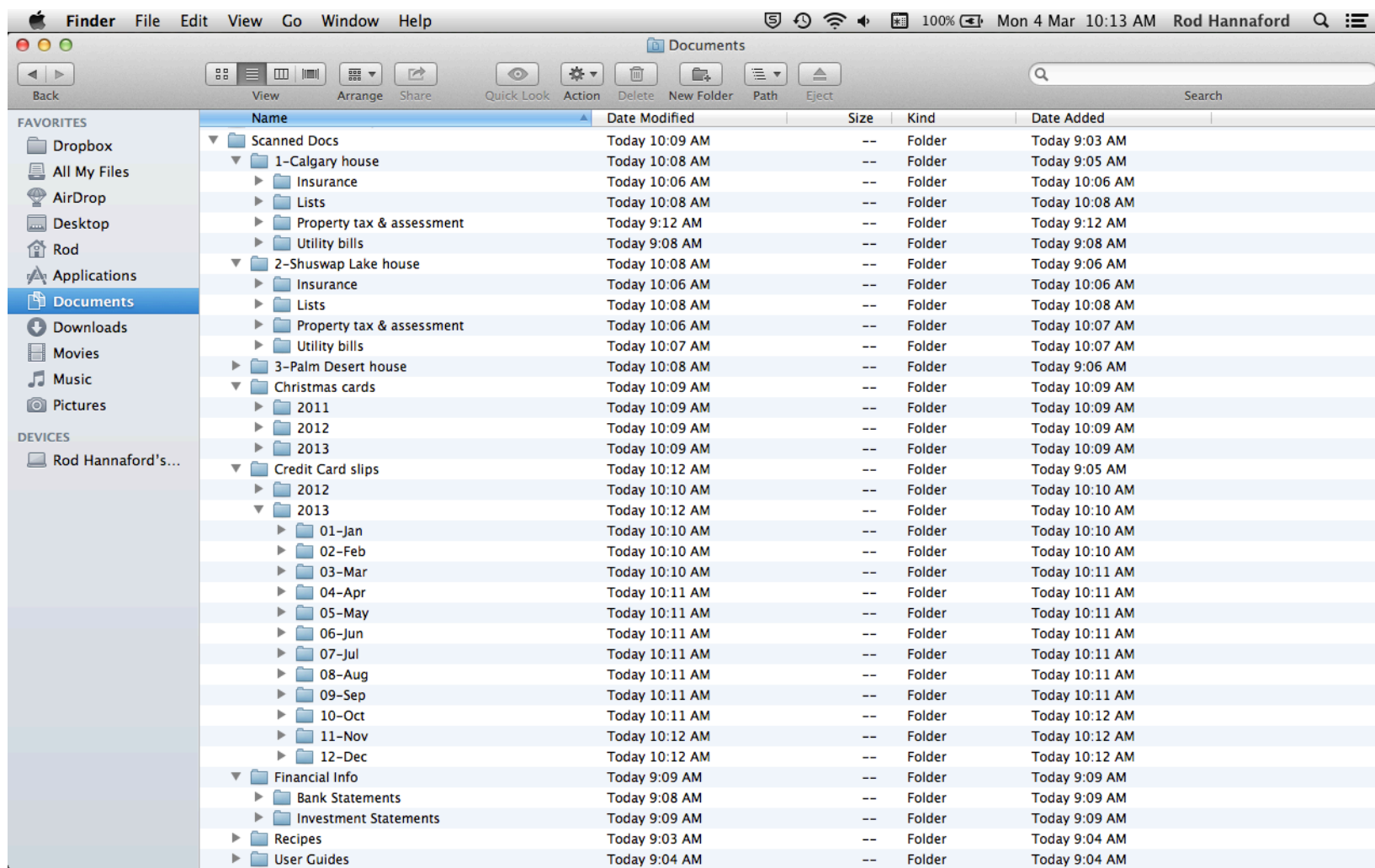
- Don't make it a daily chore
- Save paper bills, receipts etc. in a “To Be Scanned” basket
- Dedicate a bit of time each week to scan and e-file them and recycle the paper
 - Shred personal documents before recycling
 - Be sensible – don't scan & then shred a birth certificate or title deed

Managing the Scanned Documents

- Lots of “document management” apps out there
- My recommendation: do NOT use them
 - If they go out of business, BIG trouble!!
- Instead, use a folder hierarchy
- There are apps that can help you automatically file the scanned docs
 - Hazel (recommended by “Paperless” author) – www.noodlesoft.com
 - Yep



Example of Folder Hierarchy



The screenshot shows a Mac Finder window titled "Documents" with a menu bar (Finder, File, Edit, View, Go, Window, Help) and a status bar (100%, Mon 4 Mar 10:13 AM, Rod Hannaford). The left sidebar shows "FAVORITES" (Dropbox, All My Files, AirDrop, Desktop, Rod, Applications, Documents, Downloads, Movies, Music, Pictures) and "DEVICES" (Rod Hannaford's...). The main pane displays a table of folders with columns: Name, Date Modified, Size, Kind, and Date Added. The hierarchy is as follows:

Name	Date Modified	Size	Kind	Date Added
Scanned Docs	Today 10:09 AM	--	Folder	Today 9:03 AM
1-Calgary house	Today 10:08 AM	--	Folder	Today 9:05 AM
Insurance	Today 10:06 AM	--	Folder	Today 10:06 AM
Lists	Today 10:08 AM	--	Folder	Today 10:08 AM
Property tax & assessment	Today 9:12 AM	--	Folder	Today 9:12 AM
Utility bills	Today 9:08 AM	--	Folder	Today 9:08 AM
2-Shuswap Lake house	Today 10:08 AM	--	Folder	Today 9:06 AM
Insurance	Today 10:06 AM	--	Folder	Today 10:06 AM
Lists	Today 10:08 AM	--	Folder	Today 10:08 AM
Property tax & assessment	Today 10:06 AM	--	Folder	Today 10:07 AM
Utility bills	Today 10:07 AM	--	Folder	Today 10:07 AM
3-Palm Desert house	Today 10:08 AM	--	Folder	Today 9:06 AM
Christmas cards	Today 10:09 AM	--	Folder	Today 10:09 AM
2011	Today 10:09 AM	--	Folder	Today 10:09 AM
2012	Today 10:09 AM	--	Folder	Today 10:09 AM
2013	Today 10:09 AM	--	Folder	Today 10:09 AM
Credit Card slips	Today 10:12 AM	--	Folder	Today 9:05 AM
2012	Today 10:10 AM	--	Folder	Today 10:10 AM
2013	Today 10:12 AM	--	Folder	Today 10:10 AM
01-Jan	Today 10:10 AM	--	Folder	Today 10:10 AM
02-Feb	Today 10:10 AM	--	Folder	Today 10:10 AM
03-Mar	Today 10:10 AM	--	Folder	Today 10:11 AM
04-Apr	Today 10:11 AM	--	Folder	Today 10:11 AM
05-May	Today 10:11 AM	--	Folder	Today 10:11 AM
06-Jun	Today 10:11 AM	--	Folder	Today 10:11 AM
07-Jul	Today 10:11 AM	--	Folder	Today 10:11 AM
08-Aug	Today 10:11 AM	--	Folder	Today 10:11 AM
09-Sep	Today 10:11 AM	--	Folder	Today 10:11 AM
10-Oct	Today 10:11 AM	--	Folder	Today 10:12 AM
11-Nov	Today 10:12 AM	--	Folder	Today 10:12 AM
12-Dec	Today 10:12 AM	--	Folder	Today 10:12 AM
Financial Info	Today 9:09 AM	--	Folder	Today 9:09 AM
Bank Statements	Today 9:08 AM	--	Folder	Today 9:09 AM
Investment Statements	Today 9:09 AM	--	Folder	Today 9:09 AM
Recipes	Today 9:03 AM	--	Folder	Today 9:04 AM
User Guides	Today 9:04 AM	--	Folder	Today 9:04 AM

Backup is Mission Critical

- If you aren't prepared to do this, **DON'T EVEN CONSIDER** going paperless
- Not good enough to have a backup hard drive in the desk
 - Fire, theft, flood, hurricane – everything is gone, with no recovery possible
- You **MUST** have an offsite backup





Dropbox

So what is DropBox ?

It's a "cloud" storage website.

Lets take a video tour ...

www.dropbox.com



Adding DropBox gives you three layers of defense against file loss -

1. Your computer Hard Drive
2. Your Time Machine backup drive
3. And now free cloud storage

Plus the convenience of anywhere access,
very important if you have two homes.
And the ability to share large files.

Table of Contents

What is Dropbox?	1
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The Dropbox Tour



What is Dropbox?

"Your life's work, wherever you are."

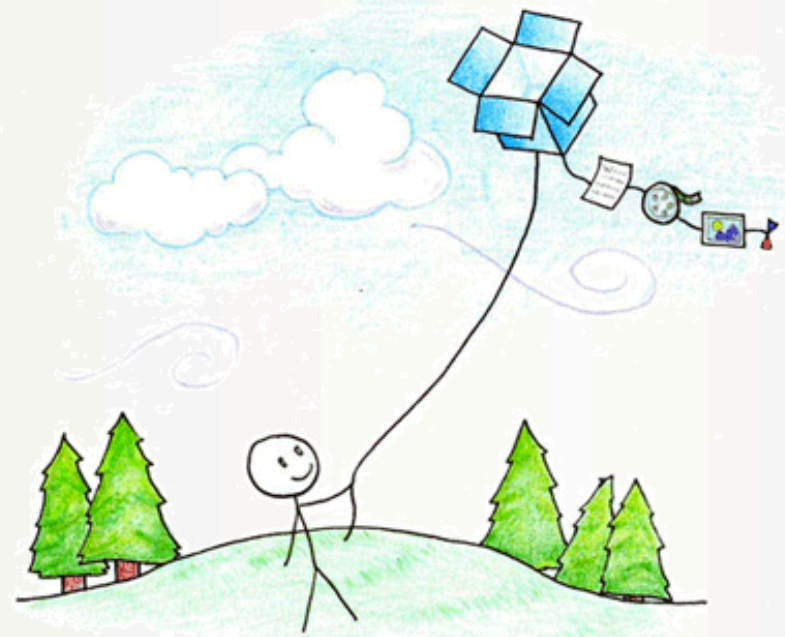
Dropbox is a free service that lets you bring all your photos, docs, and videos anywhere. This means that any file you save to your Dropbox will automatically save to all your [computers](#), [phones](#) and even the [Dropbox website](#).

Dropbox also makes it super easy to share with others, whether you're a student or professional, parent or grandparent. Even if you accidentally spill a latte on your laptop, have no fear! You can relax knowing that Dropbox always has you covered, and none of your stuff will ever be lost.



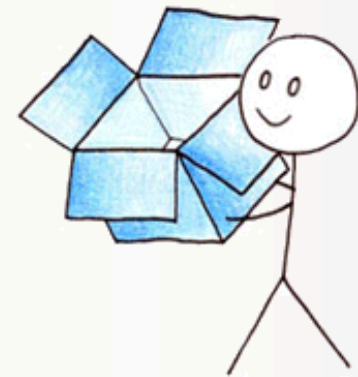
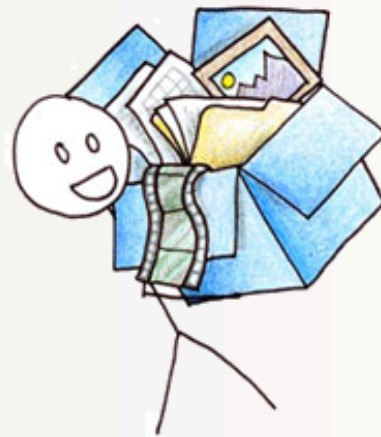
Be Anywhere

Dropbox works hard to make sure that all your files are the same no matter where you're working from. This means that you can start working on a computer at school or the office, and finish from your home computer. Never email yourself a file again! Download Dropbox for your phone to simplify your life even more — flip through all your photos or review that spreadsheet even while on the road. Dropbox lets you work from any computer or phone with the confidence that you'll always have everything you need.



Simple Sharing

Dropbox makes sharing so easy that you'll be amazed at the things you can do. Invite your friends, family and teammates to any folder in your Dropbox, and it'll be as if you saved that folder straight to their computers. You can send people links to specific files in your Dropbox too. This makes Dropbox perfect for team projects, sharing party photos with friends, or recording your band's new album.



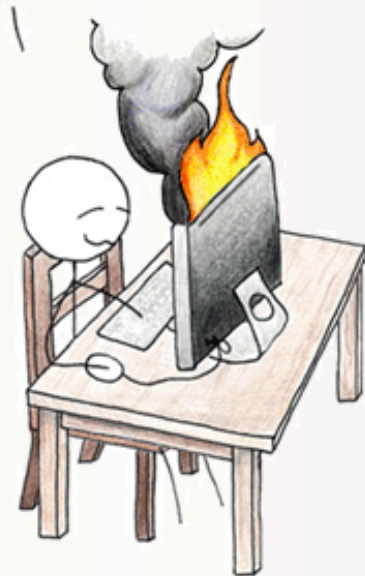
Always Safe

Even if your computer has a meltdown, your stuff is always safe in Dropbox and can be restored in a snap. Dropbox is like a time machine that lets you undo mistakes and even undelete files you accidentally trash. Your Dropbox is always ready for action from the Dropbox website too!

UM... ISN'T YOUR
COMPUTER ON FIRE?



IT'S OKAY, MY FILES ARE
SAVED ON **DROPBOX**.
IT WAS GETTING KINDA
COLD IN HERE ANYWAY.



Surprise Yourself

People around the world rely on Dropbox to help them design buildings, compose music, run businesses, write books and even coordinate disaster relief. Whether you're an entrepreneur or a teacher, a photographer or an astronomer, an artist or an activist, Dropbox simplifies your life.



Your work where you need it

Dropbox syncs your important work across all your devices. Your files are backed up and you can even return to older versions or restore deleted files. And getting started with your team has never been simpler.



Get up and running instantly

Start saving your work in Dropbox and it's automatically backed up and available from anywhere — no training required.

Keep all of your work safe

Share securely with your team, access older versions of your documents, and even restore deleted files.

Forget about email attachments

You'll have the latest version of your docs whether you're on a Mac at home, your colleague's PC, or your phone or tablet.

Invite your friends to Dropbox!

For every friend who joins and installs Dropbox on their computer, we'll give you 1 GB and your friend 500 MB of bonus space (up to a limit of 32 GB)! If you need even more space, [upgrade your account](#)



Invite by email

Invite your email contacts

or enter email addresses here:

Send invites

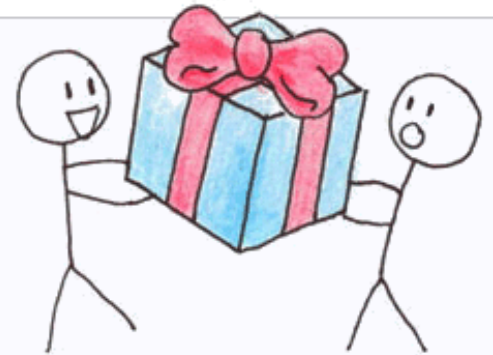
I'll send each of you an invite to join DropBox.

By responding to my email invitation,
you will get an additional 500Mb of storage
free

and our RMUG group will get an additional 1 Gb,
which we need for our rapidly growing file
storage on our RMUG website.

Invite your friends to Dropbox!

For every friend who joins and installs Dropbox on their computer, we'll give you 1 GB and your friend 500 MB of bonus space (up to a limit of 32 GB)! If you need even more space, [upgrade your account](#)





Free

It just works

Starting at 2 GB

Up to 18 GB (500 MB per referral)

[Get Dropbox now!](#)



Pro

Bring all your stuff anywhere

Plans at 100, 200, or 500 GB

Starting at \$9.99/month

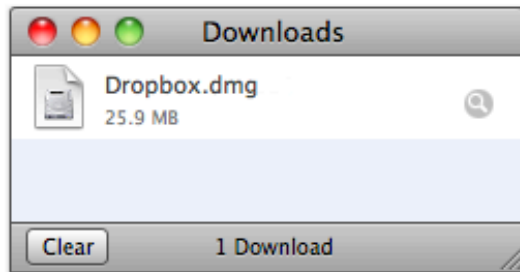
[Upgrade](#)

The first two GB of file storage is free.
(You'll also get another 500 Mb from my invite)
Subscription plans start at \$10 a month



Downloading Dropbox...

Your Dropbox download should automatically start within seconds.
If it doesn't, [restart the download](#).



1. Run the Dropbox installer

From your browser's Downloads window, double click the .dmg file that just downloaded.



2. Double-click the Dropbox icon

Double-click the Dropbox icon to get all set up.



3. You're good to go!

The Dropbox icon appears in your menu bar.

Once you get my email invitation, click on it and you will go to this download site for DropBox.

Now back to Rod Hannaford for
questions about

Going Paperless ...

PLUS

Bonus Topic: I.R. Bulletin Board

I.R. Bulletin Board

- Gerry McKay hatched the idea to create an IR-only BB
- For Sale; Wanted; Contractor Reviews
 - Painters; Electricians; Landscapers; Renovations; Plumbers; House cleaners; Flooring; etc.
- The BB would be administered and moderated outside the auspices of the HOA and IRCC – no bureaucracy, but there will be rules (e.g. no homes for sale/rent; no advertising your business)
- Status: working prototype is being tested and refined
- Look for a notice in your mailbox

Board index

User Control Panel • View your posts

FAQ Members Logout [admin]

It is currently Tue Mar 05, 2013 11:29 pm
[Moderator Control Panel]

Last visit was: Mon Mar 04, 2013 5:33 pm

View unanswered posts • View unread posts • View new posts • View active topics













Mark forums read

FORUM	TOPICS	POSTS	LAST POST
 CLICK HERE FIRST Indian Ridge Bulletin Board rules are here. All users must abide by these rules, or their userid may be deleted.	0	0	No posts
 For Sale Merchandise for sale. NO "PROPERTY FOR SALE" POSTINGS ALLOWED. Postings to this forum will be automatically deleted after 120 days.	1	1	by Allyson Hannaford  Sat Feb 23, 2013 6:57 am
 Wanted If you're lookin' to buy, this is your forum!	0	0	No posts
 Lost & Found If you've lost or found something, post it here.	0	0	No posts
 Contractor Reviews This forum has a number of sub-forums for various contractor trades. Click this forum to post in one of the sub-forums.	4	4	by admin  Sun Feb 24, 2013 6:37 am

Contractor Reviews

Forum rules
 To post a contractor review:
 1. Choose the appropriate forum below and click on the title.
 2. Click the Newtopic button
 3. Please enter the contractor's company name in the Subject field

Mark subforums read

FORUM	TOPICS	POSTS	LAST POST
 Landscapers Forum for reviews of Landscaping maintenance contractors, as well as Landscape Architects	1	1	by Allyson Hannaford  Sat Feb 23, 2013 6:12 am
 Construction & Renovation General Contractors Forum for reviews of General Contractors who do new construction or renovations.	0	0	No posts
 Painters Forum for reviews of Painting contractors.	0	0	No posts
 Electricians Forum for reviews of Electricians.	2	2	by admin  Sat Feb 23, 2013 6:38 am
 Plumbers Forum for reviews of Plumbers and Plumbing contractors.	0	0	No posts
 House Cleaners Forum for reviews of House Cleaners.	0	0	No posts
 Handyman (Small repairs) Forum for reviews of Handyman, i.e. small repairs.	0	0	No posts
 Air Conditioning & Heating Forum for reviews of HVAC (Heating, Ventilation & Air Conditioning) contractors.	0	0	No posts
 Flooring, Tiling Forum for reviews of Flooring & Tiling contractors	0	0	No posts
 Kitchen & Bath, Cabinetry, Granite Forum for reviews of Kitchen & Bath designers & renovators, Cabinet-makers or Finishing	0	0	No posts



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Questions, Comments ???

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