

From: Phill Hoxie adobes8@gmail.com
Subject: Reduce paper clutter with "Take Control of Your Paperless Office, Third Edition"
Date: March 25, 2017 at 8:59 PM
To: Keeton Paul pauly4@earthlink.net



Paul,

A new book from Take control with a 30% discount for our members.

Good day!

Take a look around your office. Can you see the surface of your desk? Are there piles of paper on the floor and file cabinets lurking in the corners? Regardless of the decorating implications, could you easily find last year's tax return or the airline ticket receipt from your last trip?

If you feel like you're drowning in a sea of paper, you can clear some of that clutter with the advice in Joe Kissell's latest book, the 149-page *Take Control of Your Paperless Office, Third Edition*. This book isn't theory—having lived in tiny apartments in San Francisco and Paris, and now in a small home in San Diego, plus having experienced two transatlantic moves, Joe has led a nearly paperless life for years. The book is normally \$15, but as a MUG member, you save 30% with this link:

[Get more info and buy the book for \\$10.50](#)

Joe first guides you through choosing your tools, including scanners and OCR (optical character recognition) software, devices and services for storing scanned documents, and apps to categorize, locate, and view your documents. Once you have your gear in hand, Joe shows you how to convert paper into digitized files and gives you ideas for how to organize your workflow. He explains how to develop an efficient approach that reduces the amount of time you spend pressing buttons, launching apps, and otherwise managing your war on clutter.

If you've already embarked on a campaign to reduce the amount of paper in your life, *Take Control of Your Paperless Office* has a chapter about reassessing your strategy to make sure you're working as effectively as possible given recent changes in hardware, software, and services.

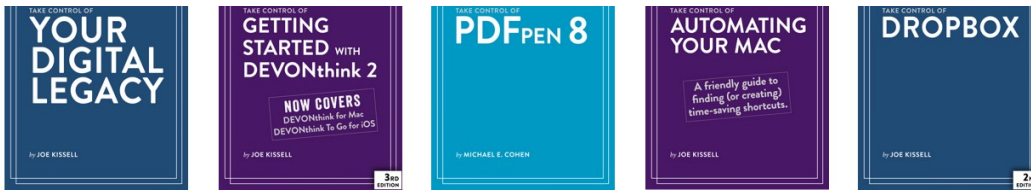
Plus, Joe discusses using iPhone apps to scan documents while you're away from your office, creating a digitized image of your signature, and using an online fax service. He even covers switching to paperless billing and bank statements and relying on a paperless postal mail service.

Thanks for supporting Take Control and our hard-working authors!

cheers... -Adam and Tonya Engst, Take Control publishers

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