

Service Description

Utilizing PDF Techniques and improving your data storage

Based on our experience we have observed in many companies and with private clients that often not much attention is paid to the storage of documents.

Usually they are stored in a folder 'My Documents' – however, this folder can fill up very fast and all of a sudden there are hundreds of documents in only one folder – to find the right one can become a nightmare.

The possibilities to get organized with Windows Explorer are limited and there are numerous tools available to get it right. Some of them we will present to you further down.

At first we want to introduce you to the PDF file format and its advantages:

Since Adobe Systems introduced the PDF format in 1993 it has rapidly become the number one universal document format on the internet. Not without any reasons, as there is a growing demand for such a universal format to allow people to share their ideas and work digitally on the internet. The number of different software programs keeps on growing and growing, from fantastic organizers, spreadsheet programs, to photo editing software: they all tend to make our lives easier, but often forget one major point: **the ability to allow the user to share his/her work!** The so called web 2.0 is already a fact, and the internet is becoming a place of creating and sharing your own ideas and work.

The popular PDF format solved this problem by introducing itself as a system-wide universal format: almost anyone on any computer system is able to open a PDF file these days. People have clearly discovered some advantages of PDF files, but yet only a few are actively creating PDF files themselves. So why should you consider creating your own PDF documents? We present you with the top 10 advantages of this widely popular format:

1. Compatible Across platforms

From Windows, Mac, Linux, to even modern mobile phones and PDA's: PDF files can be opened on basically any system! You don't have to worry about your co-workers, students, family, or whoever you're sharing your work with, not being able to open your files.

2. Compact & Small

When you convert an existing document to a PDF file, it will automatically be highly optimized making it much smaller in size without losing any quality. Note that you can often also combine and merge multiple documents into one single PDF: spreadsheets, word documents, photos, etc.: you can join them all together into a single PDF File!

3. Can be created from any source document/application

The powerful technology behind the PDF format allows you to convert almost any document, from any application to a PDF file. With a decent PDF Creator your PDF file will just look like you printed your file on high quality paper.

4. Securable, avoid people from modifying & redistributing your work

Protect your PDF File, and prevent users from printing, duplicating or even opening your work. The encrypted protection makes it possible to share your work, without having to worry about various doom scenarios.

5. Secure, almost no chance of getting infected with viruses.

There's almost no chance of a PDF file getting infected with something like a virus or trojan, which makes it a safe and trusted way of sharing your work.

6. Easy and quick to create when using the right software

You'll find tons of different pdf conversion programs on the internet, one looking even more fancier than the other, with prices varying from \$30 to \$4000. Most of them are pretty easy to use though, and you'll usually be able to convert your documents to PDF in a few simple clicks.

Choosing a good software solution is another story, but you will benefit from our international experience with dozens of software solutions which we have implemented frequently.

7. Software to view PDF Files is completely free

Software like Acrobat Reader to open PDF Files can be downloaded for free, and is already installed on most computers. Often it will be installed in combinations with other software you bought on CD-Rom. (A lot of companies deliver their documentation as PDF files.)

8. Viewable within most web-browsers

You're simply able to open and view PDF files in your favorite web-browser. You can simply click a link whenever someone links to a PDF file on a website, and the file will be opened automatically.

9. PDF Files meet legal document requirements

A document must be kept in a format that can't be changed or altered without leaving any footprints, if you want it to be admissible in a court of law. A created PDF file can't be altered, and usually meets these legal requirements. (Contact a legal advisor for more info.)

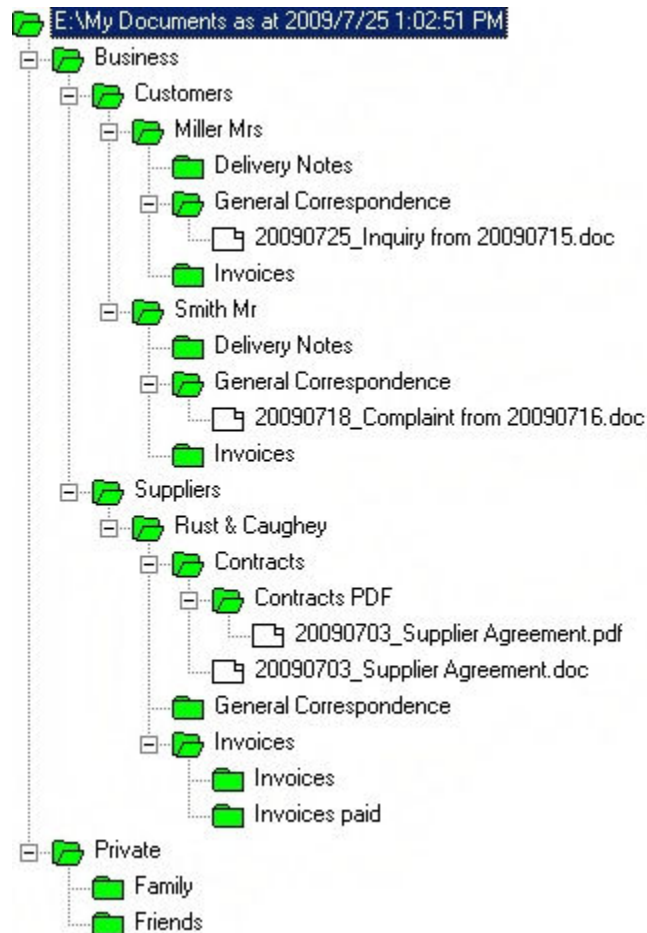
10. Compatible with modern portable reader systems

This is a whole new but powerful phenomenon: various companies like Sony are working on digitally paper pads. These flat panels, not much larger than a regular book, allow you to upload your PDF files to the device, so you can read through the information like a normal book. Sounds like science fiction, but you can already buy these devices for +- US \$299. Prices are guaranteed to drop the coming years, and it's a great way to save literally heaps of paper!

It has become necessary for any company to get organized and to use the PDF Technology, esp. for their important documents to secure reliable data storage independent from the Word Processor in use. This has also to be seen in context with reliable backup technologies and their implementation.

Below we will give you an overview about the steps we will take to create a reliable data structure on your PCs.

The following screenshots give you a first idea how to improve the file structure of your documents – it is not only the structure, but also how to design the filenames to have immediate access to all documents (for example: all correspondence from a certain day).



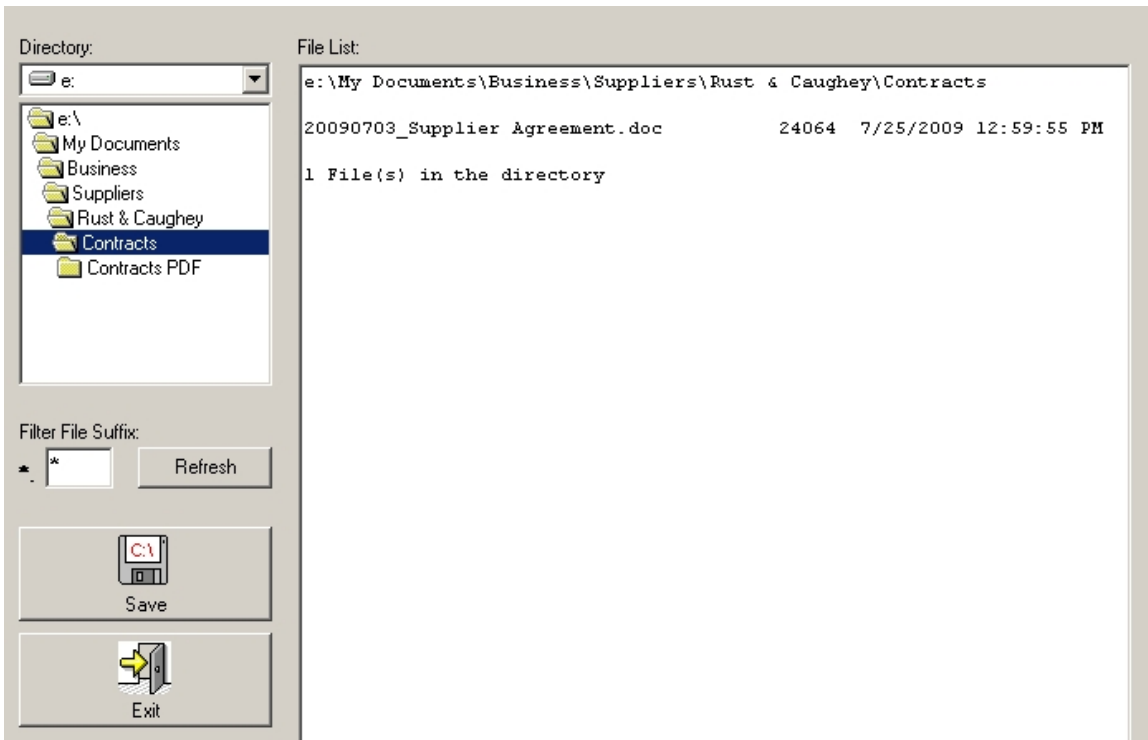
Important documents should be kept separate on an external medium, like CD/DVD in the PDF file format – this way no one can falsify them. As example we have above the Supplier Agreement stored as a PDF File in addition to the normal .doc file.

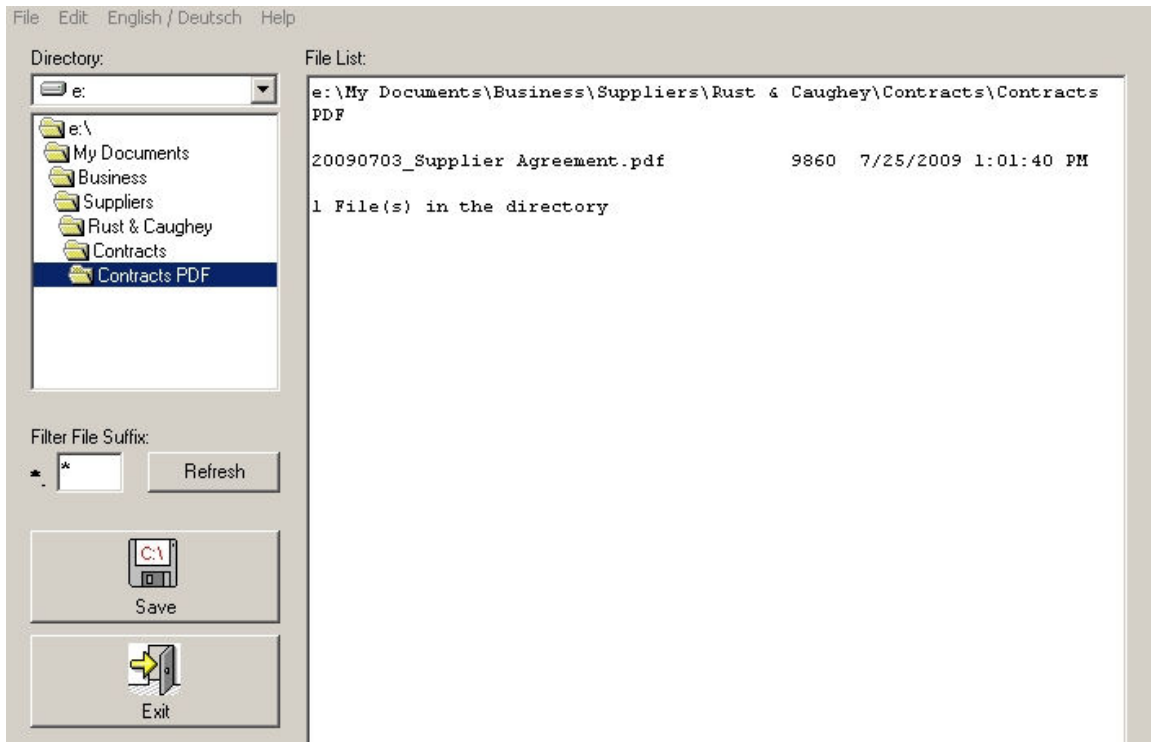
To improve the structure of your data we will provide you with our tools (they are free) and create - like shown above - a complete listing of the files on each PC / Notebook. These structures can be exported into EXCEL for further processing (sorts, selection etc.). See next screenshot.

We will then provide you with suggestions how to improve and streamline your data storage.

	A	B	C
1	Index	Path	FileName
2	1	E:\My Documents	
3	2	E:\My Documents\Business	
4	3	E:\My Documents\Business\Customers	
5	4	E:\My Documents\Business\Customers\Miller Mrs	
6	5	E:\My Documents\Business\Customers\Miller Mrs\Delivery Notes	
7	6	E:\My Documents\Business\Customers\Miller Mrs\General Correspondence	
8	7	E:\My Documents\Business\Customers\Miller Mrs\General Correspondence	20090725_Inquiry from 20090715.doc
9	8	E:\My Documents\Business\Customers\Miller Mrs\Invoices	
10	9	E:\My Documents\Business\Customers\Smith Mr	
11	10	E:\My Documents\Business\Customers\Smith Mr\Delivery Notes	
12	11	E:\My Documents\Business\Customers\Smith Mr\General Correspondence	
13	12	E:\My Documents\Business\Customers\Smith Mr\General Correspondence	20090718_Complaint from 20090716.doc
14	13	E:\My Documents\Business\Customers\Smith Mr\Invoices	
15	14	E:\My Documents\Business\Suppliers	
16	15	E:\My Documents\Business\Suppliers\Rust & Caughey	
17	16	E:\My Documents\Business\Suppliers\Rust & Caughey\Contracts	
18	17	E:\My Documents\Business\Suppliers\Rust & Caughey\Contracts\Contracts PDF	
19	18	E:\My Documents\Business\Suppliers\Rust & Caughey\Contracts\Contracts PDF	20090703_Supplier Agreement.pdf
20	19	E:\My Documents\Business\Suppliers\Rust & Caughey\Contracts	20090703_Supplier Agreement.doc
21	20	E:\My Documents\Business\Suppliers\Rust & Caughey\General Correspondence	
22	21	E:\My Documents\Business\Suppliers\Rust & Caughey\Invoices	
23	22	E:\My Documents\Business\Suppliers\Rust & Caughey\Invoices\Invoices	
24	23	E:\My Documents\Business\Suppliers\Rust & Caughey\Invoices\Invoices paid	
25	24	E:\My Documents\Private	
26	25	E:\My Documents\Private\Family	
27	26	E:\My Documents\Private\Friends	
28			

In the following screenshot you see the file size of the Supplier Agreement in Word .doc format, it is nearly 150 % larger than its equivalent in PDF format (see further down the page).





We will develop the right data / file structure on your PCs with our tools, also under consideration of the PDF file format for your important documents and backup requirements.

At the first step we will provide you with our tools to get a full listing of your drives – like shown above in EXCEL format. This gives you the opportunity to define in the last/next column on the right the kind and the importance of the document. The content of the file is actually not important for us – esp. because it could contain confidential data.

It is our aim to help you having a better structure of your data files, also to have faster access, a more secure handling and backup in case something is going wrong with your PC / Notebook.

I have published in my magazine this year an article about this subject which you can download from this website. It is only available in the German language but reflects the subject as the illustrations will show you.

What are the next steps you can take to improve your data and file management ?

Please get in touch with us by e-mail – we will then provide you free of charge with our tools to create the necessary foundations to get an overview about your situation, esp. the data/file structures at present on each of your PCs.

After receiving the structures we will discuss with you over the phone or SKYPE the necessary steps to be taken to give you a reliable foundation for future data storage and secure backup.