



Paperless Farm Office

WORKSHOP

Often called our 'light-bulb-moment' workshop, this one is for everyone who wants to stop drowning in office administration.



BASIC SET-UP

Essentials of a paperless office.
Multiple screens and scanning.
Low cost options that work.
Short cuts to save time.



ELECTRONIC FILING

How to name documents. Setting up a filing system. How to find just about anything in 2 secs.



CLOUD STORAGE

Cloud storage options and how-to. Back-ups and internet security. Virus protection.

Wed 31 Jul 19

Hyden

8.45am to 3pm

Hyden CRC, 40 Naughton St. Registrations ESSENTIAL via pingwa.org.au/paperless.
Cost: \$325 + GST (first person from a business), \$175 + GST (add. members of same business)