Some tips for getting more from your Computer Systems

Tip 1
Use the right Mouse Button

■This presents quick access to several options that allow faster access to oft-used tasks
■Use it on the Desktop to quickly open programmes and especially to create New Folders into which you can separate information easily.
■Select an item within a Folder, use the Right Button and reduce the times you need to go back to the top menu bar
■Use the right-menu to set up shortcuts on your Desktop

Tip 2
Use Folder View

■Go to My Computer on Desktop
■Choose "Folders" from the series of icons along the second line from the top of the new window that has opened
■This allows you see a graphic display of not just your PC but of your Network too
■By mapping connections to Folders on your PC and Server, they become visible here and more easily administered

Tip 3
Use a Master Data Folder on Server

■Because we usually only back up our Servers , it makes no sense to have lots of important info on our own PCs
■Set up a Master Data Folder on the Server in which you can create many sub-folders for keeping different types of data
■This Folder will also be accessible to those others in the Firm allowed by you, who can also augment the data, thus having the same data available to all and avoiding the trap of unnecessary duplication on several PCs in the office

Tip 4
Map a Network Drive

■You need to quickly find the new Data Folder on your Network , so map a link to it that will sit on your desktop.In *"My Computer"*, go *Tools; Map Network Drive* and then browse to location required on Server, assign a Letter to the Drive, click *Finish*. Check reconnect at log-on box.
■Note that it also appears in the Folder View
■Access the new folder from here and add folders and info to it in the same manner.

Tip 5
Use sub-folders to organise your Data Folder

■Add sub-folders to your Data folder by right-clicking within the Data Folder , choose "new Folder", then click to add it
■ Right-click it again and choose "re-name" - e.g.*Client Matters; Library; Post Folders; dictation folders; Office Policies/Manuals*
■Add info, mindful of the categories you're setting up
■Note importance of naming conventions.
■Precedent Documents in a Precedent sub folder
■Areas of common practice in sub sub-folders
■Clearly Name Precedents
■Save only as precedent documents – don't allow them to be interfered with for specific files. Use the "save as "command to make a copy for each occasion of use.

Tip 6
Naming Conventions

■Vital that you choose a means of naming folders and files that allows searchability and also consistency across your systems, especially management controls and accounts
■Consider alpha-numeric, e.g MUR007
■Apply a unique master ref. to each client e.g client Murphy may have ref. MUR007
■Each client matter will then have a sub-ref from the client master ref.e.g.MUR007/0001
■Precedents may have a prefix that identifies their category e.g Circuit Ct = CIR plus a name or number – e.g CIR126
This allows easier retrieval when searching later.

Tip 7
Searching/ Info retrieval

■Go to START button,choose "search"
■Refine your search to look only within the Master Data Folder on your Server or within a specific sub-folder
■Consider use of Google Desktop indexing – look on the Google website . Check with your software suppliers as some programmes don't interact well with the GoogleSearch application.

Tip 8
Permissions/ Sharing

■Decide which Folders within Master Data , you need to share and with whom
■Right-click on the Folder, go to *Properties* to find Tabs relating to *sharing, permissions or security*
■Add the User as needed
■Allow User privileges to view info but not edit, or as you wish
■This allows restriction of, say, management info in certain folders from salaried staff