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Photo: Gemenacom (Shutterstock)We all get a ton of junk in the mail, whether it's credit card applications, insurance packages, or a 60-page pension fund report for the persistent 401(k) of a job you had 10 years ago. Fortunately, deciding what to keep and what you can shred safely is simple. And depending on the type of documents you process, you have to store some of them for certain periods of time; others that you can scan, and still others, you can throw away altogether (but it's always a good idea to shred them first). The documents you need to keep foreverLet's start with the documents you need to keep physical copies of forever:Birth and death certificatesSocial security cardsPension plan documentsID cards and passportsGreen licensed LicenseBusinessAny insurance policy (good to keep, even if the insurer provides access to a digital copy, just in case a problem ever arises)Testaments, living wills, and proxies of securities and loan documentsIn general, you want to keep physical copies of everything related to state or federal matters, including certifications, licenses, or deeds. The reasons are twofold: you want to have easy access to these cases where you need them, and they are also a pain to replace because to do so, you usually need to make a direct request to the government agency in question, which takes a lot of time and, as the current pandemic has proven with the closure of many government offices, it could be an extreme hassle for unforeseen reasons. If you don't know what to do with these important documents, we recommend that you keep an urged kit n so that you (and your loved ones) always know where they are. You can also use a website like Get Your Sh't Together to help you gather everything you need to keep in the long run. If you were hit by a bus today or if you were unfit, would your loved ones be able to... Read moreG/O Media can get a commissionDocuments that you need to keep for a whileThe second subset of documents to keep relates to documents that you need to keep, if only for a little while. For these, follow our guide to go paperless and scan them if you like, or store them in a safe place if space is not a problem. Documents in this category include: Tax records and receipts (keep for seven years)Paychecks and bank statements (keep for one year) Buying a home, selling, or improvement documents (keep for at least six years after sale)Medical records and invoices (keep at least one after payment in case of litigation)Guarantee documents and receipts (keep as long as you own the item in question)Finally, the last subset is the documents you need to keep at least the most recent version of: Social Security statements are being written on retirement plan statements (401(k), 529, IRA, etc.). That's about it. Once you know what to keep, organize them in a way that works for you (if you use that old standby, binder or something and you're ready. If you're still not sure if you should keep it or can it, a good thing to consider is the difficulty the document you're thinking about would be replacing it if you need it for any reason. If you need to venture into a government office, wait in line at the hospital or sit on the phone for an hour, it's probably a good idea to hold on to it. If you can easily pop online and download a copy, you probably don't need to keep a physique handy. If you process a lot of Office files, To Go Documents may be just the thing for you. The free version gives you the ability to view Word and Excel files. The full paid version adds editing features, as well as PDF and PowerPoint viewing options. Note: This link takes you to the vendor's website, where you need to register to download the appropriate version of the software to your supported device. Prices and versions vary by device; the price given here is the price for the full version for Android.--JR Raphael Note: When you buy something after clicking on links in our articles, we can earn a small commission. Read our affiliate link policy for more details. When dealing with off-site documents, whether for business or conferences, the Epson DS-80W portable scanner does the job. This scanner measures only 10.7 inches long and 1.8 inches wide, so it fits easily into a laptop bag or briefcase. It can scan up to 15 pages per minute and a single page in as little as four seconds. You can connect your computer, tablet or smartphone via a USB cable or wireless connection to send documents to your PC, Mac, iOS device or Android. You can even scan directly on cloud-based programs like Google Drive or Dropbox, allowing multiple people to access the same document. The top of the scanner has an LCD screen that displays the battery level and connection state. This document scanner can also automatically detect USB and wireless connections, so you never have to worry about whether or not you have selected the correct input. Check out our other reviews of the best portable scanners available on the market today. An indictment document is a plea that makes criminal charges against a defendant. This means no arrest, which means the beginning of a criminal case. Complaints, information and indictments are charged. Typically, when officers make an arrest, they write reports and then submit those reports to the prosecution. The prosecution then decides there is a charge against the arrested person. However, there are cases where an arrest may follow the filing of a charge document. For example, a grand jury may charge a defendant, after which the authorities take him into custody. Documents for Your Business More Articles For You Documents For your business Learn more → worked late at night by completing the latest changes on a 20-page proposal when you discover that the specs are all wrong. Someone has updated the specifications on an earlier draft, but not the current one. This is a frustrating way to learn the value of a document control system. Every time you share documents, you're probably already engaging in a version of document control whether you realize it or not. This can range from the latest engineering specifications on a prototype to your grandmother's recipe for banana nut bread. The question is whether you have the right procedures in place to ensure that the information is accurate and in the right hands. The definition of document control includes the procedures for distributing, modifying and approving documentation and identifying those responsible for implementing these procedures. Document control becomes relevant every time you share information between two or more people. This may include sending tax records to an accountant, collaborating on a business plan, or sharing a recipe. In either of these situations, you want to make sure that the information is correct, that it is in the right hands and that any changes in information can be tracked and traced. In a small business, this can often be done using any collaboration software, such as Google Drive or Microsoft OneDrive, which allows you to set permissions on who can view a document and who can make changes to it. However, the software itself will not be enough. You will need policies in place to determine how the software is used. To begin with, you need to assign someone to act as a document controller, either for all your documents or for specific projects. It is also a good idea to provide this person with some document control training. Then you'll need to define a process in place that the document controller can use to track, review and approve changes to documents. To properly track the documents and information they contain, most document control systems use a seven-point process based on ISO 9001 specifications: Approval: To ensure that someone is responsible for approving documents before they are published and that this approval is labeled on the document when it is published Review : To ensure that documents are updated as required only by authorized persons and follow-up of reapplied changes: Ensure that documents are identified with a review number and that revisions are identified in the Document Tracking: To ensure that key documents are stored securely, are backed up and accessible while monitoring the distribution of copies of the Document Identification document: To ensure that documents are readable, in the correct format (PDF, Word, etc.) and are easily identifiable Document origin: To ensure that the origin of documents from outside your company can be identified Document removal : The process of destroying or archiving obsolete documents to ensure that they are not accidentally used accidentally As your document control system works properly, you need to check the documents on a regular basis. Each controlled document must include information on: Who created the document Who verified the document Who approved the document When the document was approved The current status of the document (i.e. project, valid, under review, awaiting approval, etc.) Review number of the document Authorization of the current version of the document In many cases, the information can be added to the front or back page of the document. If this is not possible, you should consider using document management software, such as Microsoft SharePoint, Ascensio System OnlyOffice, Rubex by eFileCabinet or DocuWare. Docuware.