

# GETTING ORGANIZED

## Getting Organized in Catalyst

### Topics include:

- ✓ Backup Options single package vs. separate packages
- ✓ What you should be backing up and when
- ✓ Finish'em
  - create what you need and store where it's convenient to access
    - PDFs, ASCIIs,
    - Email Files
    - Backup to the cloud
- ✓ Briefcases - how to create, what to create, how to move your files, and where to move them
- ✓ Using Search Indexes tools to help you find information you need

## Storage options

- ✓ Backup devices – what's best to use and when,
  - Flashdrives
  - External drives
  - Cloud storage

WEBINAR FEE - \$99.00 USD

.3 CEUs points

Online webcast available for download

Live individual or group training available

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