

Small Business Tips & Advice

Seven Steps To Success For Businesses Small To Large

(NAPSA)—Small changes in your office can translate into big gains in personal and office productivity. They can also make jobs easier and promote better business results, according to experts at Xerox Corporation. Here are seven things to do to shape up your office.

1. **Protect your information.**

Install the latest virus protection and operating system updates, use security solutions that secure confidential data on digital copiers, printers and multifunction devices and consider storing critical files off-site in a repository.

2. **Grab attention with color.**

Color in written materials helps businesses attract new customers, present an image of quality and makes a memorable impression.

3. **Clear out clutter.** If you must save papers, use a multifunction device, which copies, prints, scans and faxes, to scan them into electronic files or e-mail.

4. **Control costs.** Document handling processes built around outmoded manual operations can drain profitability. Ask an expert to evaluate your current technology and make recommendations based on employee use, equipment downtime and document output.



5. **Trade out old technology.**

Replace equipment that's unreliable, outdated or requires costly supplies for economical new models.

6. **Clear out "cobwebs."**

Evaluate your Web site. Is the information current? Is it easy to navigate and print the information for reference?

7. **Think green.** Being environmentally friendly is financially smart. Power down at night; use energy-saving features on office products.

More information on boosting workplace productivity is available from the experts at Xerox Corporation at www.xerox.com/office and from those at the Information Work Productivity Council, an independent group of companies and academics that have joined to study work productivity and profitability, at www.iwproductivity.org.