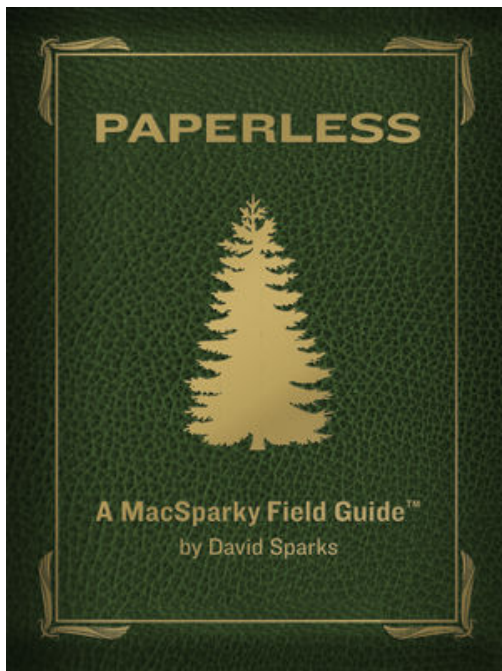


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Version 1.4, Updated February 2014

Paperless was selected as one of the "Best of 2012" by the iBooks Store.

Paperless takes the mystery (and fear) out of going paperless with your Apple technology. The book includes 32 screencasts, 4 movies, over 26,000 words, and other rich-media assets to turn you into a paperless ninja. The material is accessible to beginners and power users alike with a thorough explanation of all the hardware, software, and workflows necessary to finally conquer paper.

Chapters include:

1. Why Paperless

What is the big deal with paperless and why do so many of us struggle with it?

2. Paperless Overview

Get an idea for the big picture before diving into the nitty-gritty.

3. Capture

Discover how you can capture paper and other digital information with the Mac, iPad, and iPhone. This chapter also demystifies optical character recognition and explains how you can put it to work for you.

4. Process

Learn how to reliably name, index, and store your paperless documents. This chapter also covers your questions about cloud storage and backup.

5. Use

Now that you've created a paperless workflow, learn how to access your paperless documents from anywhere on the Mac, iPad, and iPhone. This chapter also explains how to sign digital documents on the Mac, iPad, and iPhone.

6. David's Paperless Workflow

The author explain his "go-to" applications, hardware, and tricks for managing paperless documents.

7. Appendix

Learn more about Apple Automator, cloud storage, and other helpful resources.

This is the first book in the MacSparky Field Guide Series. This book is a large file (850 MB) and includes over 1.5 hours of video and screencasts. This books runs on all versions of the iPad.

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