



Presents

# Creating the Ultimate Paperless Office



Tuesday, September 28  
9:00 am-12:00 pm

Course location:  
906 Sycamore Avenue  
Vista, CA 92081

Price: \$45 for NSDCAR Members  
\$55 Non-Members

Instructor: Jeffrey Raskin  
Advanced Real Estate Solutions Inc.

For more information contact:  
[education@nsdcar.com](mailto:education@nsdcar.com) or (760) 734-3971  
Register online at [www.nsdcar.com](http://www.nsdcar.com)  
under Education

### Course to include topics that cover:

- Turn your computer into the ultimate virtual office.
- Setting up virtual cabinets, folder and sub-folders.
- How to use the most real estate related functions in Microsoft Word and Excel.
- Sending and receiving faxes online.
- Using a portable document format (PDF) program to send all documents through email or fax.
- Using a tablet computer for client signatures.
- Utilizing the wi-fi and broadband Internet.
- Cleaning and maintaining your computer.
- Using other techno gadgets – PDA, camera, portable printers, back up hard drive.
- Tricks and glitches.

This course will show you everything you need to know about setting up and conducting business with the perfect virtual office. Paperlessly, efficiently, effortlessly- that will allow you to work smarter and more professional while saving time and energy.

### 3 CS Hours DRE Credits

This approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructor, authors or lecturers. You must attend 90% of the class, achieve a passing score of 70% or higher on exam & have proof of identification to qualify for DRE credits.

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• Register at [www.nsdcar.com](http://www.nsdcar.com) under education or complete and fax to 760-597-0362.

• Name: \_\_\_\_\_

• Phone: \_\_\_\_\_

• Email: \_\_\_\_\_

• Credit Card: \_\_\_\_\_

• Exp. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

• Refunds issued if 3 business day notification is provided.

• Code:1417

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