

ORGANIZING YOUR PC

IF ONLY IT COULD FETCH THE COFFEE

Michael Schweizer, founder of Org-Matters Solutions Inc., is proving that there is life after banking. All it takes is some dumbing down.

A former VP of customer-relationship management at Scotiabank in Toronto, Schweizer left the mayhem of enterprise life in 2000 to work on a software idea that would simplify the day-to-day life of computer users. His efforts have been snapped up by the For Dummies brand and turned into a major global software release called Organize My Electronic Filing Cabinet For Dummies. While For Dummies has issued more than 1,000 book titles and a handful of software offerings on such specifics as greeting cards and digital cameras, this launch is one of the first mainstream pieces of software to be released by the New Jersey-based publisher.

It must have struck a chord with the masses. Within 24 hours of the launch, Schweizer says, the company logged 1,000 downloads of the new software. "It's so simple. Once you install the software, folders magically appear for everything that happens in your life," he says. "You can take any document you want and put it in the right folder."

Electronic Filing Cabinet for Dummies does this through a pre-loaded file structure program that integrates

automatically with My Documents, Outlook and Outlook Express in Windows XP and Vista. Once it's installed, users can find file folders for such everyday topics as doctors, lawyers, accountants, statements, bills, warranties, policies, legal documents and just about anything else they need to keep on file but never had the time to catalogue.

The small-business version adds folders for such things as registration, incorporating and franchising as well as a built-in "how to run a business" guide. It also offers links to external resources such as business-plan services, online business registration, government services and search assistance for accountants, lawyers and other professionals.

Users can also "grab and save" online or scanned documents such as bank, mortgage and RRSP statements. Built-in tracking features help users stay on top of appointments, meetings and paperwork and get handy reminders on when investments are maturing and files need backing up. After more than five years, the banking world isn't entirely out of Schweizer's life.

Bank of Montreal is offering Electronic Filing Cabinet For Dummies free of charge to Mosaik MasterCard customers. Otherwise, it's retailing at Indigo and Home Depot for about \$60. Or you can download it from www.dummies.com.
—DENISE DEVEAU

