**HOUSEKEEPING**

Are you getting it right Housekeeping and File Management.

Housekeeping is a very important part of Word processing.

In order to ensure an efficient word processing system it is important to establish and maintain reliable routines for the procedures concerned with the storage of information on discs. This includes ensuring that the correct storage has taken place, that documents and files can be retrieved easily when required, and generally tidying up to the discs so that old documents which are no longer required are deleted to make space for new space for new work. It also means making extra copies of discuss in case of damage.

The housekeeping functions covers such things as;

* Formatting Backing up discs.
* Disc storage
* Deleting or erasing documents
* Copying documents.
* Indexing of documents and discs.
* And archiving-long term, off-line storage
* Security – identity/access codes and passwords
* System maintenance.

Usually one person will be made responsible for the housekeeping function and will control and coordinate all the facilities which are involved. This person may well be the supervisor of the Word.

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