

ASSEMBLY INSTRUCTIONS

WORK WITH FILES

7 LEVELS · LEVEL 3

3 steps

Retype nothing

Nothing to buy

PARTS

The document somebody emailed you

The paperclip

One real question

WHAT YOU TRIED

Copying it in page by page.

And you quit somewhere around page 4.

PARTS SOLD SEPARATELY

It reads 40 pages faster than you read 4. **It can also read them wrong.**

1

Upload the file

UPLOAD

Look for the paperclip or the plus sign next to where you type.



A PDF



A spreadsheet



A photo of a page

2

Ask for one thing, not a summary

ASK

Summarize 40 pages and you get a book report you still have to read. Say what you need.

Pull every date and dollar amount into a list.
Find the part about canceling.
Tell me the three things I am agreeing to.

3

Check what it pulled against the file

CHECK

Open the document. Find the page. Compare. A wrong one comes back looking exactly like the right one. If one is off, go back through all of them and fix it yourself.

HERE IS MINE · WORKED EXAMPLE

A client sent me a 40 page document with all the math their software uses. I uploaded the whole thing and asked for every formula as a list. Then I checked those formulas against four reports the same software had already produced. That check is the reason I trust the numbers. Not the upload.

UPLOAD The file I will hand it

ASK The one thing I need out of it

CHECK The page I checked it against

The work is already in that file.
Hand it the whole thing.

NEXT · GUIDE 08
IMPROVE THE RESULT