# A small field guide.

For the things you want to keep close.

## Less looking. More doing.

01 Put your files somewhere familiar.

02 Give your people the right access.

03 Let an agent handle the fiddly bits.

### The important bit

Your original files stay yours. Previews are just another way to look.

A share link opens the same file. Versions let you change your mind.

This PDF is an original, synthetic fixture for the local prototype.