

## Rolling ~~F~~file Cabinets

\_\_\_\_\_ How many times during a work day have you had to stop what you are working on, push yourself away from your desk, and hunt down a file stored away in a stationary filing cabinet stuck in some other room of the office? Not only does it distract you from what you are working on, but it also takes time. Rolling file cabinets can help you reduce the amount of time you spend walking around the office to find files, and they can also help you stay more organized and on top of all the work you need ~~have~~ to accomplish.

Rolling file cabinets usually have two drawers, occasionally three. And, obviously, they have wheels, which make it possible to roll the cabinets around. Because they are made to be manually pushed around the office, rolling file cabinets are purposely smaller and lighter than most standard filing cabinets.

Having a rolling file cabinet makes it possible to carry around a group of files that would otherwise be extremely inconvenient to lag around. It can easily be wheeled to meetings where a large amount of paperwork will either be made or needed. You can keep the rolling file cabinet by your side at work to sift through during the day and easily put the files back in the stationary filing cabinets at the

end of your shift. You can take it with you to a copy machine and store files as they are printed off, making them easy to take back with you and a ~~cis~~ynch to transfer to where the papers belong.

Another benefit of rolling file~~ing~~ cabinets is that thei~~re~~ small size enables you to keep them under your desk. This way, you can easily pull out your file cabinet whenever you need to reference papers while you are working.

Rolling file cabinets can have their disadvantages, though. Because of their smaller size, they obviously cannot store as much as a station~~a~~ery filing cabinet. Rolling file~~ing~~ cabinets are often less sturdy, and they tend to tip ~~more~~~~uch~~ easily~~er~~ than larger file cabinets.

However, the purpose of using rolling file cabinets is not to make them the main source of storage in an office. They are mainly created for ease of use and quick transfer of files. Therefore, the advantages typically outweigh the disadvantages.

Rolling file cabinets come in a variety of colors to suit any office decor. The most common colors are black, gr~~a~~ey, and white. Usually the cabinets are made

out of metal or plastic.

\_\_\_\_\_ Some rolling file cabinets can have their wheels removed, making them stationary and ~~more~~ sturdy. However, if you are purchasing a rolling file cabinet for the ease of movement, this option is usually not considered important.

Make your office work and filing simpler and less time consuming with a two-~~or~~ three-~~drawer~~ rolling file cabinet.