


Capitalize

Rolling **file** Cabinets

Indent

one word



How many times during a **work day** at the office 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 have to walk around the office to find files, and ^{they} **it** 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 cabinet 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 which is otherwise extremely inconvenient to ^{lug} **lag** around. They can easily be wheeled to meetings where a large amount of paperwork will either be made or is needed. Keep it by your side at work to sift through during the day's job. Easily put them back in the stationary filing cabinets at the end of the shift. You can take

it with you to a copy machine and store files as they are printed off, making them **cinch** easy to take back with you and a **synch** to transfer where the papers belong.

Another benefit of rolling filing cabinets is that **their** **there** small size enables you to even 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 to make them easy to roll around, they obviously cannot store as much as a stationary filing cabinet. Rolling filing cabinets are often less sturdy, **more easily** and they tend to tip much **easier** 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 fit in any office scheme. **gray** The most common include black, **grey**, 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 usually is not considered.

time-consuming

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