

ComputerWeekly.com

Guide to choosing Document Scanning services



**How to choose the right Document
Scanning supplier for your business**

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It is dedicated to providing IT professionals with the best information, the best knowledge and the best range of solutions that will enable them to succeed in the industry.

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- ComputerWeekly.com offers exposure to a senior IT audience, backed by user profile research
- Computer Weekly is a five-times winner of the PPA Editorial Campaign of the Year award, demonstrating editorial excellence
- ComputerWeekly.com produces editorially independent breaking news picked up regularly by the media
- Initiatives such as the CW500 club reinforces Computer Weekly's impact and influence amongst senior IT decision-makers
- Complete dominance of the national news agenda – over 750 mentions within the media in 2006

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INTRODUCTION

Does your company have a mountain of paper work which is becoming unmanageable? Is it becoming more and more difficult to locate documents with ease and efficiency? Is your company running out of space with the mounds of paperwork piling up?

Then your company should consider hiring a Document Scanning service to ease these problems quickly and easily. Document scanning converts all your old paper documents into an electronic format that can be stored and shared more easily. This is often a cheaper solution than hiring storage space.

Companies are increasingly turning to document scanning to digitalise their documents in order to help them integrate better with computers and the internet. Scanning is the best way to maximise space and reduce costs within the office.

The Approved Index is the UK's leading online business to business referral service, and is invaluable, with a list of established, proven document scanning companies on its books for you to contact. You can complete a simple form on our website to outline your requirements and receive up to six free quotes based on your information.

www.approvedindex.co.uk/indexes/DocumentScanning

THE BASICS

There are no limits to the types of records that can be digitalised through document scanning. These can include:

- Paper documents
- Text records
- Pictorial data
- Microfilm
- Large formats
- Drawings
- Magazines
- Books

A professional scanning company will be able to scan documents of all sizes from A0 to A8. There is special software available for improving the image quality of deteriorating documents.

They will prepare the documents before scanning by removing any binders, lever arch files, staples, paperclips, etc. The company will then scan, index and quality check the documents.

The documents, once scanned, can be converted into a number of different formats, such as PDF, JPEG, GIF and TIFF. They can also be converted into internet-ready formats like XML. If you would like

be able to search the content of the documents, they can be made into readable PDF files. Optical Character Recognition (OCR) will allow you to edit the content of the scanned documents.

After scanning, the scanning company will index the new electronic documents for easy accessibility. The scanned images can then be transferred to your preferred media, such as file servers, hard drive, or CD/DVD.

The original documents can either be returned to you, or can be securely destroyed. If you decide to confidentially destroy the original documents, and this is confirmed by a Certificate of Destruction, the scanned images will become your company's legal copy.

TIPS FOR PREPARING DOCUMENTS FOR SCANNING

- Ensure that the documents and the sheets are in the correct order
- Label files and documents accurately and clearly
- Number the boxes containing the documents and create a typed list of the documents each box contains
- Create a typed list for the supplier of all the documents provided
- Try to group similar documents in the same box

BENEFITS OF DOCUMENT SCANNING

Some of the key benefits of becoming a paperless office through document scanning are:

- Lower costs of handling, storing and duplication of documents
- Quicker location of key documents, thereby improving both customer service and internal efficiency
- Improve accessibility of documents; for example, scanned documents can be instantly printed or emailed
- No lost or damaged files; digital data can be stored in secure or multiple locations
- Saves acres of storage space that would otherwise be used for archiving
- Multiple people can access the documents easily at the same time

DOCUMENT MANAGEMENT SYSTEMS

The document scanning company may suggest setting up a Document Management System (DMS), which is a system that will help you manage scanned images and electronically created files. It will also track the life of the document. The advantages of using a DMS is that you will be able to find, display and distribute scanned images easily.

The prices of getting a DMS vary considerably, so you should think carefully about whether you need one or if you can just use the viewers already available on your computer, such as Windows Explorer.

Some factors that may indicate that a DMS would be beneficial for your company include:

- If you and your staff need to frequently access the scanned images
- If you have a large number of files
- If most of your documents are 'live' and frequently updated
- If you need to use multiple search terms or keywords to find the documents required
- If you need to index each page in a document

PRICING

The price of document scanning varies depending on a number of different factors, such as:

- The volume of documents to be scanned
- The amount of preparation work required before scanning can start
- How you would like the documents indexed

The more documents you need to be scanned, the cheaper it will be.

The average number of pages for:

- A ring binder is: 150 – 200 pages
- A lever arch file: 300 – 350 pages
- A standard archive box: 2000 – 3000 pages
- A 4-drawer filing cabinet: 11,000 pages

As a rough estimate, a standard archive box of around 3000 images will cost approximately £70 - £80.