

Document Scanning

Introduction

GCS is the leading **Document Scanning** and **Indexing Service** provider in India. We provide Best Practice Outsourcing Services for Document Scanning, enabling your organization to successfully unlock the true value of the information contained in its files, resulting in increased productivity, performance and profits. We are recognized experts in providing **document scanning** services to support large scale, Mission Critical conversion services for projects that require quick turnarounds and high quality deliverables. Utilizing our advanced technologies and processes, we can provide your organization with the highest image quality and coded data available in the industry today, enabling quick search and accurate retrieval of each secure file. We achieve this by tailoring our services to meet the unique requirements of each project.

Document scanning is the process of scanning paper documents, converting them to digital images that are then stored on CD, DVD, or other magnetic storage. **Document scanning** service can greatly reduce storage space that is required for keeping paper copies. The productivity of staff will increase using document scanning service because documents will be more easily located and accessed. **Document scanning** service will reduce the headache of photocopy, fax, and mail transport. **Document scanning** service will give your business a time and money advantage over competitors who do not take up such services.

Our **document scanning** and data capture services cover the scanning of documents, drawings, microfilms and photographs. We provide bulk document scanning, high volume data capture, OCR and PDF conversion to capture any form of information to electronic format. Documents can be converted into a variety of formats including PDF, JPEG, TIFF, GIF, BMP etc. They can also be made internet-ready using formats like XML. If you want to be able to search the content of the documents they can be made into readable PDF files, and you will even be able to edit them using OCR (Optical Character Recognition)

We are able to scan documents of all sizes from AO, A1, A2, A3, A4, A5 to A8, Legal etc. Blueprints, Mechanical Drawings, Maps, etc... We can scan documents in color up to 54 inches wide by an almost unlimited length. They will usually prepare the documents before the scanning, getting them in the right order and removing any staples or paperclips

Once the scanning has taken place, the new electronic documents will be indexed for easy accessibility. They can then be transferred to your file servers, hard drive, CD/DVD or whatever your preferred media is. The original documents will be returned to their archives or can be securely destroyed.

Some of these services are:

- Digital Document Management
- Document Archiving
- Document Consultancy
- Document Hard Storage
- Hard Copy and PDF Service Manual Duplication
- Large Format Scanning
- Mass Document Scanning
- On-site Document Scanning

And more ...

Project Procedure

Document Scanning Project Requirements: In this stage, your organization's project requirements are defined utilizing the Project Tools. These requirements become the basis of the tailored solution we will develop to convert your files into Digital Assets. In addition, as a courtesy service, we schedule a time to process a set of sample documents for your Team's review.

Documents Received: In this stage, we receive the project files and perform an inventory process to log and label these materials. These processes allow us to quickly retrieve any materials you may need while your files are in Our Care. Our goal is to serve your information access needs, minimizing the impact of this project on your business.

Document Preparation & Quality Review: In this stage, your files are prepared for scanning. The document preparation processes we utilize ensure that the natural order of each file is maintained and that the files are prepared to enable the best possible scanning results. The Preparation Team focuses on general project requirements (such as staple removal, binding removal, document repair and page orientation) and specific project requirements (such as special handling of Post-It Notes, color images and media). The Preparation Quality Lead performs our proprietary three-stage review of the prepared files. This entails a thorough review of the prepared files to ensure that all project requirements are met and that no variation is introduced into the process. Our experience with large-scale file conversion projects has shown that this unique approach minimizes any impact on quality.

Project Set-Up & Quality Review Procedures: In this stage, we tailor the Project Set-Up technical requirements based on the project requirements utilizing our technologies. These requirements define the tailored processes and quality procedures we utilize to conduct each stage of your organization's project. Our rigorous approach to tailoring the project specific technology requirements ensures the levels of accuracy your Team demands.

File Conversion & Quality Review: In this stage, your Team's files are scanned utilizing our speed scan technologies. Our scanning technologies and processes ensure the best possible image capture. The Scanning Team focuses on general project requirements (such as image settings, file format, page size and paper thickness), and specific project requirements (such as special processing of odd-size pages, color images and double-sided pages). The Scanning Services Quality Lead performs the review of the scanned files. This entails a thorough review of the files to ensure that all imaging requirements are met and that no variation is introduced into the process.

Post-Conversion Services: In this stage, the files are converted into the required file format and processed utilizing the required image enhancement filters. If defined as a project requirement, Optical Character Recognition (OCR) is performed to enable word level search and retrieval. In this task, each letter in an image is processed utilizing our technology. This advanced OCR technology ranks each character in a word to determine the best text recognition fit. Then once a word is generated, it is filtered through our proprietary to ensure the highest quality results. Finally, the text is processed utilizing our sophisticated technology to accurately recreate the text layout of a page, providing the best possible search and retrieval accuracy.

File Naming, Coding & Quality Review: In this stage, the files are named and coded to enable search and retrieval and, if OCR was performed, a secure word level search within and across the digital files. To achieve the highest quality coding results, we focus on naming and coding accuracy and validation. We accomplish this by leveraging our image coding technology, a proprietary coding solution to capture, review and name files based on the project requirements. In addition, the Coding Quality Lead performs our three-stage quality review of the coded files. This entails a thorough review of the files to ensure that all coding requirements are met and that no variation is introduced into the process. Our last Coding Audit confirmed a Six-Sigma level of quality in the coding of "unstructured documents."

File Data Integration & Management: In this stage, the digital files and the coded fields are integrated utilizing our technologies and processes to ensure the best possible search and retrieval options. These "Optimally Coded Page" technologies ensure that each file and its corresponding coded fields are integrated to create a file that acts as a self-contained database. The result is files that are flexible and accessible from CDs, DVDs, PCs, Servers or your organizations Document Management System.

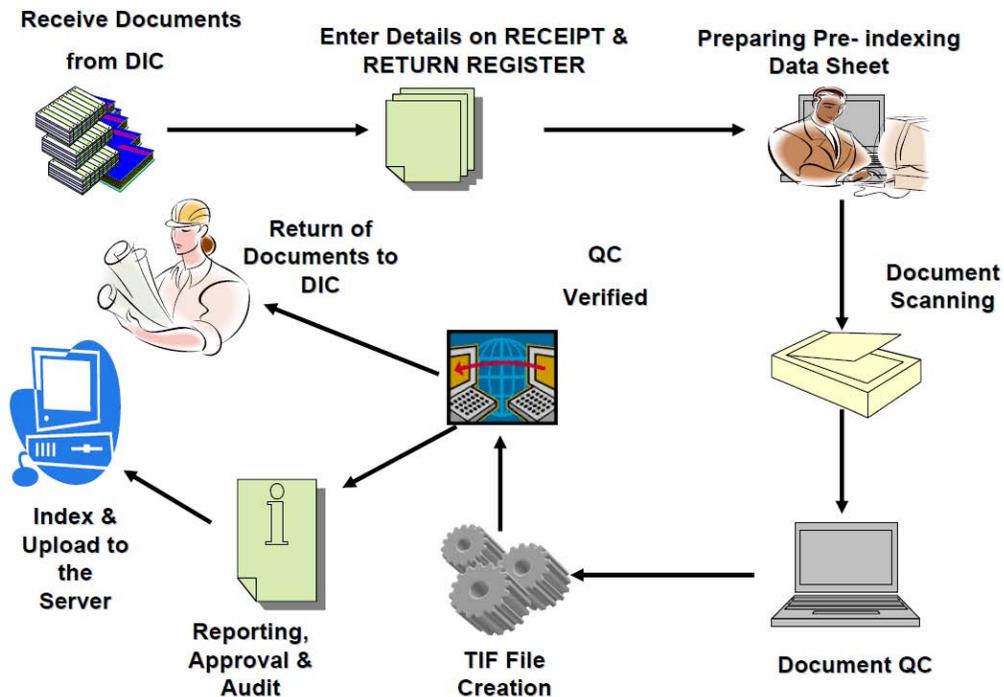
Project Deliverable & Quality Review: In this stage, your organization's digital files are stored on Media/Posted/Hosted and a Project Status Report is prepared. We pride ourselves on our ability to provide the best possible deliverable in the time required, and have designed each stage in the conversion process with a focus on quality. As detailed in the description of the stages above, we take every measure to ensure consistency and quality while minimizing variation by continually improving our processes.

Deliverable Sent / Files Returned or Recycled: In this stage, your digital documents are shipped and the files Returned, Recycled or Certified Destroyed. Once you receive and review the digital files, we can initiate our electronic file destruction procedures, which permanently delete your files from our systems. This "electronic file shredder" completely removes all traces of your files and scrubs our hard drives to ensure that no file can be restored by data recovery utilities.

Technical Aspect

- **Imaging or Scanning:** The scanner should preferably have both flatbed and ADF (Automatic Document Feeder)
- **Scanners Speed:** Handle 10 to 200 pages per minute
- **Scanning Scale:** 100%
- **Resolution Standard:** Normally scanning at 200 dpi is recommended, Maximum dpi limit can be upto 600.
- **Bit Depth:** This consideration in view of possible number of colour combinations in the documents.
- **Compression:** TIFF G4 format is generally adopted as archiving format. TIFF Group 3, JPG, BMP, and GIF compression.
- **Exposure:** This denotes the brightness and contrast of an image. Brightness upto 130 and contrast upto 80 is adjusted for exposure.
- **Page Orientation:** Identify portrait (vertical) or landscape (horizontal) orientation of document.

Scanning and Indexing Work Flow



Why Us

- Expertise in handling content conversion including Scanning, Print-On-Demand (POD) PDF, and Universal PDF creation.
- Extensive knowledge and experience in handling large archival projects for diverse content – Books, Journals, Magazines, Catalogs etc. and in varied source formats.
- High focus on automation and use of latest technology to lower cost and to generate output with high quality and consistency.
- Continuously evolving our knowledge and expertise on Scanning as per the latest technology, new standards and versions.

Cost Calculation and Factors

There are a lot of factors that go into calculating the cost of scanning and indexing your documents. The condition of your documents and how many index fields you'd like play the biggest role in the final price. When we price a job we have to consider the following details to give you the best scanning price per page.

- Job Size
- File Condition
- Metal Content (paper clips, staples, binder clips, etc.)
- Paper Condition (excellent, good, fair, poor)
- Paper Color (like colors vs. various colors)
- Ink or Pencil Color (black ink vs. pencil)
- Paper Size (same, different)
- File Size (smaller file sizes = greater cost)
- Number and Length of Index Fields

We price our work by the image. A one-sided document creates a single image, and two-sided document creates two images.