

# SCANNING SERVICES

**RightSource Services**  
WHERE BUSINESS GETS BETTER



## Document Scanning & Imaging Services

At RightSource we believe that doing a thorough job setting up a project is the key to ensuring customer satisfaction. Every scanning project begins with the involvement of an operations analyst who will remain as the project manager for the duration of the contract. A RightSource analyst will start off by meeting with your organization’s key users to understand the state of the documents, identify the information that needs to be captured and the format for delivery. This will include a meeting with the Information Technology team in your organization so that work can be delivered to the organization’s standards in the most efficient way possible. Quality control standards will also be established at this stage to ensure that the information captured meets and exceeds your expectations. RightSource staff will then handle the document preparation, batch files into pre-defined sections using bar-coded Document Delimiters, perform the indexing, and deliver the images according to your preferences.

### Typical Scan Process:

- Analysis – Identify parameters
- Project Setup—Location, equipment to use, staff, etc.



- Document Preparation: Disassemble, remove staples, fix tears, insert batch sheets, and identify special requirements for scanners.
- Scan on dedicated, high-speed scanners with jam and feed sensors, color, b/w, one- or two-sided
- Index: manual, document/batch delimiters, database integration, OCR-based.
- Quality Check – based on parameters established by customer (minimum 10% check to as much as 100% page turn verification)
- Deliver via DVD, server location, or cloud storage
- All data is 256k encrypted at rest and in transit.
- Paper disposition: Return, Archive to Long-Term Storage, RightSource Secure Shredding

## Simple Scanning

Convert any hard-copy document, photo, or wide format drawing into an electronic document you can search, share or print. Save space, increase compliance, speed searches for discovery, FOIA requests....

### 1. Pick your file format

#### ◆ .PDF

- Use for documents with text and graphics.
- Archiving – PDF/A assures compatibility
- Feature-rich (including security options).
- Ease of distribution – Universally accepted.

#### ◆ .TIFF

- Use for text documents and document archiving.
- Universally accepted.
- Simple, viewable in most applications.

- ❖ .JPG
  - Use for documents with graphics and photographs.
  - Universally accepted.
  - Simple and viewable in most applications.

❖ .PCx, .GIF, etc.

RSI staff can advise you on the best formats for your collection of records.

PDF Type	Description
Normal	This is the most common type of PDF and is most typically created from a document such as Microsoft Word. It contains the full text of the page with appropriate coding to define fonts, sizes, etc. and will provide a faithful print of the original. This requires at least 300 DPI resolution. If the OCR is not exact, some of the image of the original page may not be accurate.
Image Only	This is a PDF that has been created from one or more images – most commonly as a result of scanning a document either directly to PDF or by converting a scanned TIFF image to PDF. These files do not contain any searchable text and most often comprise a set of Group4 or JBIG2 images in a PDF “wrapper”. Typically done at resolution of 200 DPI.
Searchable A	“Searchable” PDF is an “Image-Only” PDF that additionally contains a hidden layer of text generated by an OCR engine. This enables the file to be searched in the same fashion as a “Normal” PDF. Minimum 300 DPI resolution is required. This is a larger file type. This is optimal for assured retention of original image exactly as the original. PDF/A guarantees future compatibility.

## 2. Select Resolution

### **Black & White**

100x100 DPI  
 200x200 DPI  
 300x300 DPI  
 600x600 DPI

Higher Resolutions result in larger file sizes and sharper images. Poor quality documents benefit from higher resolutions.

Typically, B/W documents are done at 300x300.

We recommend color graphics be scanned at 400x400 dpi. These resolutions are conservative on space, while still providing high quality images.

### **Color**

100x100 DPI  
 200x200 DPI  
 400x400 DPI  
 1200x1200 DPI

## Advanced Scanning

### 3. Identify Scanning Location

Depending on the nature of the documents being scanned, there are times when it makes sense to scan items on location. In this case, RightSource will provide the staff, computers and equipment to do the work. The RightSource project manager will work with your organization to coordinate computer connection requirements, space requirements, security, etc. Typically an on-site location is chosen for highly secure or extremely fragile documents.

#### **4. Select Storage Destination**

Save on storage space while making files available to those who need them.

RightSource Services can convert your boxes of files into

- ❖ CDs/ DVDs, containing built-in file searcher/viewer.
- ❖ Encrypted removable/external drive.
- ❖ Delivered to a web, server, SharePoint or EDMS location you host.
- ❖ Or, for full-time accessibility choose secure, cloud-based storage.



#### **5. Decide What To Do With The Paper**

- ❖ Return it, shred it, or put it in NARA/FRC storage.
- ❖ This will depend on the nature of the documents and your organization's retention policies.
- ❖ An RSI analyst, who is a Certified Records Manager, can help you make this decision.

This will depend on the nature of the documents and your organization's retention policies. RightSource Services provides Shredding services at our location and will coordinate with your vendor of choice for long-term storage.

## **Additional Options**

#### **6. Indexing**

For maximum usability, certain fields of information can be captured during the scan process:

- By OCR search for specific keywords (e.g. find "INVOICE #" and index characters that follow).
- Keyed in by visually inspecting the image for images that are not consistent and require human intervention (e.g. pictures or unstructured correspondence).
- From automatically captured information (date of scan, scan operator, etc.)
- Integrated from an existing database (e.g. based on captured invoice number, pull the vendor and customer data into index fields)
- This data can then be integrated into an electronic document management system (EDMS) or added to the PDF as keywords or meta-tags.
- Coded Document Delimiters can be used to simplify some of the indexing.

#### **7. Meta-Tagging:**

Search engines depend on the meta-tags attached to each web image to deliver results to searchers. Many of these search engines can be used to search local servers, computers, and various cloud locations. To make the information easily accessible to web search engines, consider integrating indexed and other information fields into the meta-tags for each document. For example, a scanned invoice in PDF format can be meta-tagged to include the customer and invoice number information.

*Call RightSource to schedule a free evaluation – 888-774-2201*