

A guide to our services



Save space, money and time

Increase efficiency

Access data easily

Aid work flow in the office

Conserve manpower

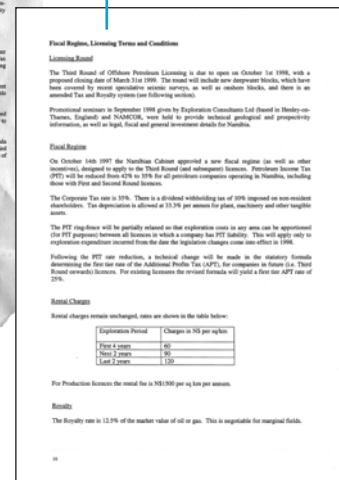
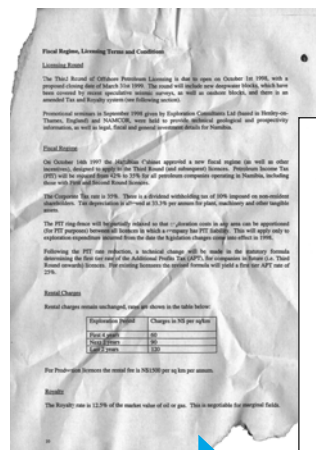
Secure important information

# Document Management Solutions

Every company has paperwork, mountains of it, all needing to be filed, stored and in all probability, used from time to time. EMS can help your company get control of and use one of its most valuable assets: information.



Clean background  
and editable text



## Managing Information

Document Management is just a matter of replacing your bulging filing cabinets with a system of digital storage which has speedy retrieval via your PC. It provides a single point of access for all information wherever it is stored and in whatever format.

Documents can be digitally scanned using a document or plan scanner. Any document can be scanned including handwritten or printed text; faxes; e-mails; line drawings; architectural plans; charts and graphs, in black and white or colour. Document Management involves three major concepts:

- Scanning and Data Capture
- Indexing and Database
- Search and Retrieval

Added functionality such as security, printing and the speed of access can be added during the production process.

### Scanning & Data Capture

Scanning translates your paper based documents into a digital image that can be recognised by the computer and viewed by an operator. Document material can vary in size (A4-A0), weight and whether single or double sided, colour or black and white, it is a relatively simple, straight forward process. Scanner optical resolution can vary from 200 dpi to 1200 dpi, whilst interpolation software can greatly increase the image quality by smoothing the edges between the optically scanned dots creating a high quality finish.

Once captured, the scanned images can be:

- Stored for later use
- Edited
- Included into other documents
- Published on the web

Scanned material is saved onto disc and file sizes can be reduced by compression in order to save on disc space. PC and Mac applications use .gif and .jpeg file types whereas .pcx and .bmp are popular with Microsoft Windows. File types .tiff and .pict are also commonly used formats. Image quality is guaranteed, good detail, sharp focus and contrast, faithful black-and-white and colour reproduction and brightness with minimum graininess. The speed of scanning varies according to original documentation. Black-and-white text documents tend to be quicker than colour hardcopies where a higher quality output and greater clarity is necessary.

We have used EMS for several years because they provide a professional, fast and efficient service. We have always found them to be in tune with our business needs.

**Rob Urquhart**  
General Manager  
WHSmith Gatwick South Terminal



### Indexing & Database

On completion of scanning each document is given a unique identification tag (number) and is entered into the database of all stored information. This enables fast and easy accessing of all stored data. Indexing can be structured according to the type of documents scanned, names or dates. This is especially useful for document management of architectural plans and company correspondence.

### Search & Retrieval

Word search against indexed data is very important for an effective retrieval within complicated files. Several categories (fields) can be entered to the search engine, viewing software offers many options for this function. The more comprehensive the indexing the greater the search functionality available will be.

### PDF (Portable Document Format)

Acrobat .pdf has become one of the most common file formats used for electronic documents. It is quick, easy to learn and extremely versatile. This software is supported by almost all software applications and the pdf reader is freely available. Documents and plans saved to pdf can be multi-page or single page and by using bookmarks, thumbnails and hyperlinks, your documents become fast, electronic versions of the original.

Added functionality allows for security, copying and print control to be added. CD's are self executable, the final output is extremely high quality with no unwanted text flow.

Documents may be quickly and efficiently retrieved from the system, these can be copied into other files, printed as contents of reports or cross referenced with other documents.

### OCR (Optical Character Recognition)

OCR - Optical Character Recognition converts scanned documents (whether hand written or printed) into a form that can be understood by a computer. All formatting can be retained (eg in Word or Excel) as text, graphics, tables and spreadsheets. Full text retrieval—allows documents to be searched on any word that appears in it.

During the scanning of a document the computer images the information and takes a picture of the text, which cannot be changed or manipulated. The use of recognition software reads and recognises the text and enters it into its system thus allowing editing to be undertaken, due to the nature of some text pages, i.e. age and quality, some degree of manual intervention is necessary to edit out typographical and symbol errors. These are relatively easily identified as they are highlighted by the software spelling and grammar checker.





### **Internet/Intranet Publishing**

Document Management Systems can be accessed by software such as web browsers. Multi-page documents, manuals and reports can be converted into working Web sites creating links for e-mail addresses, cross-referencing and URL's.

Document Management enables easier building, management and updating of websites for both internet and intranet users.



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