DOCUMENT DIGITISATION

The electronic information age is now well and truly upon us, therefore contemporary organisations are feeling pressure from internal and external stake-holders, to share information via electronic means such as on the internet, via servers, or email, in data formats rather than paper. To achieve this requirement it is sometimes necessary to convert paper based documents and records, or even old books, into digital data files for easy archiving or sharing, e.g.: membership forms, client applications, medical records, catalogues, instruction manuals, reference books, etc. Digitisation, in this context, is a term that refers to a series of processes which ultimately converts hard copy into an electronic data format. There are three main components to the Digitisation process. They are:

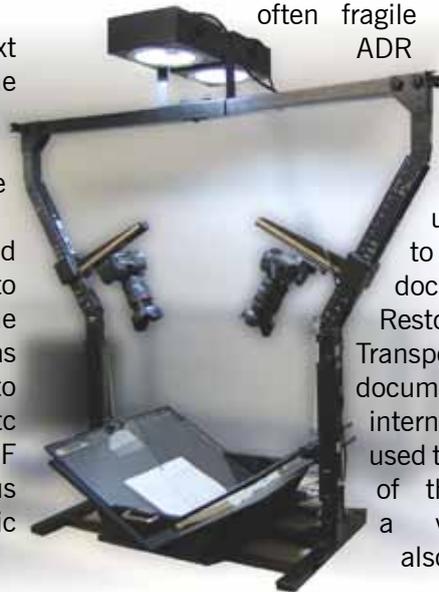**1.** Image capture: Scanning the hard copy to create a high resolution image file.

2. Optical Character Recognition (OCR): Proprietary software reads the image file to create a text layer to enable the end user to search the text within the final PDF file.

3. Portable Document Format (PDF): A PDF file is created, combining the image and text layers into one universally accepted format.

Once these records and documents are digitised and converted to digital format they are quicker and easier to catalogue, manage, distribute and access anywhere in the world, and require far less physical storage space. ADR has a state of the art document and book scanning facility to convert all types of physical documents, charts, books etc to various electronic media formats, e.g.: Tiff, Jpeg, PDF & PDF-A. Files can also be created to conform to various Government Authorities' standards for use in any electronic information system.

ADR's document processing facility is capable of digitising large volumes of documents quickly and accurately using specifically designed software and advanced equipment. ADR utilises a sophisticated image capture system to Digitise books without dismantling or damaging the often fragile and/or irreplaceable book. ADR has developed highly secure systems to assist in the cataloguing and management of documents. These customisable systems utilise barcoding technology to electronically track each document during Digitising, Restoration, Remediation, or Transport to and from the ADR document processing facility. An internal Quality Control System is used to assure clients of the quality of the reproduction, however, a verification process can also be incorporated on request.

Can mould affected documents be digitised?

ADR often attend claims involving documents that are mould affected and require Remediation. We are sometimes asked if Digitisation then destruction is a viable option instead of a comprehensive Remediation. In certain cases the treatment of the affected documents is governed by state regulations and mandatory sentencing periods which strictly forbids destruction, however documents and records that are not controlled by any state regulations may be digitised and destroyed as a legitimate alternative to Remediation. As ADR have vast experience in Remediating structure and contents, the equipment can be used to digitise the mould affected records and then the scanning machinery can be decontaminated before the next project.

COMIC RECOVERY

"Ma'am, did you say you want to know how to get an electronic copy of your finger print? Just digit-ise it"

CUSTOMER SERVICE