



## DOCUMENT SCANNING SERVICES

PrintLegal.ca Document Centre offers a practical solution to increase the efficiency of your Document Storage and Management Systems. Our scanning facility is fully equipped with the latest equipment to deliver professional results. Our team works directly with you to reduce dependency on paper and save valuable storage space. We provide support and expertise to improve your document accessibility and information distribution, helping to boost your overall office productivity.

If you lack time, space or people-power to devote to scanning operations, send your documents to us and leave the equipment purchase, software configuration and staffing logistics to PrintLegal.ca

Our Programming Specialists strategically customize your scanning process to match your requirements. This will result in competitive pricing and fast turn-around for your project.

**We scan and code and create data for Summation, Concordance, Laserfiche and IPRO View Projects.**

### PrintLegal.ca Scanning Services Include

- Free comprehensive needs assessment
- Complete project planning and estimates
- Secure pick-up and storage of your documents
- Careful preparation and handling
- Scanning of documents, including bitonal, b/w, colour, grayscale and oversize, including all sizes and resolutions up to 600 dpi
- Creation of searchable files
- Bookmarking, Indexing or Coding
- Quality Control of all scanned documents
- Customized CD labeling
- Scanning Specialists available to answer questions
- Timely turn-around and delivery

### Searchable PDF

A searchable PDF contains both the original scanned image and a separate text layer. The textual content that is extracted via OCR (Optical Character Recognition) is put behind the image so Acrobat Reader is able to select it as text. The ubiquity of desktop and enterprise search, ever-increasing OCR accuracy, and mass adoption of PDF are a powerful combination that makes searchable PDFs the ideal format to store digitized paper.

### Additional Services

- Document Preparation
- Bookmarking
- Indexing