



## Microfilm Scanning Services

Microfilm scanning has long been an integral part of our business. We can convert old microfilm, aperture card and microfiche archives into electronic archives. And in so doing, we can create a full data index that ensures fast and easy retrieval. We can additionally provide the all important software that will enable you to instantly search for any word in the archived material.



### Benefits

- You can retrieve and print documents without the need for special equipment.
- Lower on-going costs.
- Documents can be made available online so that you can retrieve them from different locations.
- The documents are at less risk from fire as they can be stored off site.
- Conversion to text searchable documents means you can retrieve data based on simple search words.
- You can convert the images to editable formats eg: PDF, JPEG, BMP, TIFF Images you can control access and have an audit trail of that access.
- You do not have the cost of filing and retrieval.
- You do not have delays in retrieval.
- You do not have a storage space problem.

## Professional Microfilm services