

## ADVANTAGES OF SCANNING

Over the years we have done many scanning projects for many different companies of varying sizes, but what is the main motivation for scanning?

The reasons can be varied, a council may want to scan all of their Planning Applications and make them available on the internet because of government requirements, or to make their data available to the public, saving relentless telephone calls. Perhaps this comes under a heading called "Information Sharing". Information sharing of course does not have to mean sharing to the public on the internet, it can be sharing on a secure server on your LAN.

In 2018 we worked on quite a few projects where the client was moving premises, the new premises may well be smaller, or larger, but the main thing that was clear was they did not want to take the filing cabinets to the new office.

With staff working in different offices and from home, the ability to look at files from almost anywhere on the planet makes a PDF far more attractive than a filing cabinet!

Of course, in 2018 we saw GDPR arrive. There are many implications within GDPR. The ability to find and erase data became very important, as is the need to keep that data secure. Certainly, storing confidential material in an insecure area, or even a shed, motivated clients to realise that the ICO would not have been too impressed!

Space is a major advantage, rent, rates all have to be paid on the space the filing cabinets consume, a cost that is reoccurring every year.

A digital file, let's assume a PDF, can also be easily backed up, unlike a filing cabinet. The PDFs will usually become part of the existing backup protocols that the client has for their servers.

A few years ago, we collected all of the archive boxes from a client's archive room, only to be told that later that night a pipe had frozen and burst, flooding the room! A disaster narrowly avoided!

## SUMMARY

- Share information
- Work anywhere
- Data backup
- Save space
- Never refile anything
- Find lost files
- Secure, encrypted files
- Fast, full text searching
- GDPR, find and erase data

For further information on our scanning services, please visit:

<https://www.scansolutions.co.uk/scanning-services/scanning-services.htm>

or contact us on 01582 871431,  
[hello@scansolutions.co.uk](mailto:hello@scansolutions.co.uk)

## WHATS NEW?

*In 2018, we saw the introduction of GDPR...*

In May 2018 GDPR came into effect and it was vital that we were all ready for it. Thankfully, our existing policies and infrastructure catered for most of the GDPR requirements. Encrypted systems, strict data erasing, retention policies and security policies have been in place for many years. Strictly adhering to the Data Protection Act over the years, certainly made GDPR a relatively straightforward process.

Should you require any further information on our compliance and policy, please contact us.

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## FILE INDEXING

Many of the discussions we have with our clients is centered around indexing and structures.

Our response is usually to look at how the files are used at present. If we take a typical Purchase Invoice filing system, Invoices are typically filed into lever arch files, and on the spine of the lever arch file, a description and range is specified, often the date, or perhaps a range of sequential numbers that an accounts system has allocated.

To simply replicate this, we can create a multipage PDF file and name the file with the spine details of the Lever Arch file, “PI 1003456 to 1004567.pdf” for example. The PDF files are OCR text searchable, and also in the same sequence as the original paper file. So really nothing has changed, other than space saved, files are backed up, text searchable, and now shareable. This has kept indexing to a minimum and therefore costs too, each Lever Arch file involved 1 index.

On the other hand, each invoice could be individually indexed with the Invoice Number, Date, Supplier, Order Number etc. This of course means lots more indexing, perhaps 500 index records per lever arch file. This will of course speed up the retrieval process, but the indexing costs are significantly higher. For high retrieval project, this could be the solution, but for most, the former method is sufficient.

So, each project needs to be examined individually and the appropriate specification created. For more information about our document scanning services, please visit: <https://www.scansolutions.co.uk/scanning-services/document-scanning-services/document-scanning-services.htm>



## PDF SEARCHING

We are all familiar with searching in Windows, but did you know that you can search for text content in Adobe Reader of either an Open PDF, or across Folders and Sub-folders of multiple PDF files?

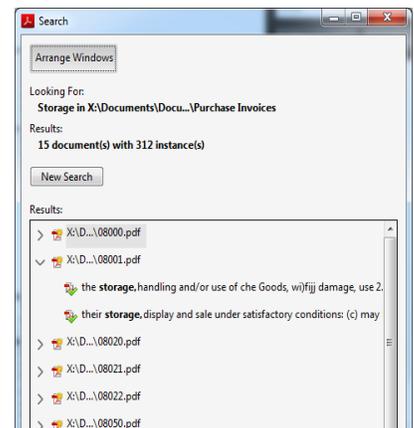
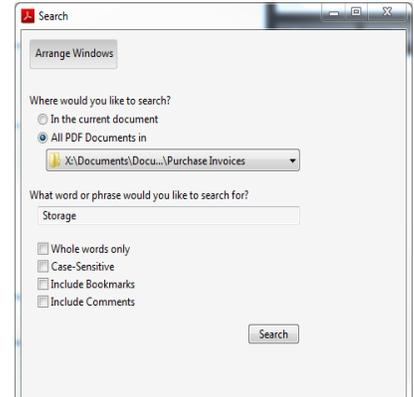
This feature is nicely hidden away in Reader, but going to Edit > Advanced Search, will get you started. Simply select the root folder of the PDF files, type in a Search text, press Search and the magic happens. A list of files that contain your text will appear, and expanding each file will then display the context of the result, as you can see from the example to the right, “*the storage handling*”, or “*their storage display*”.

Clicking one of these results will open the PDF, take you to the page and highlight the **word**.

Under the “More options” menu, further options are available, including Stemming, Proximity, Case Sensitive etc. We will cover these in the next editions of the newsletter.

For more information on OCR and searchable PDF files, please contact us or visit:

<https://www.scansolutions.co.uk/scanning-services/document-scanning-services/ocr-scanning.htm>



## LARGE FORMAT FLATBED SCANNER

We recently had the opportunity to scan some 2000 vintage posters for a high-profile publication, which meant renewing our large format scanning capabilities. As well as our traditional fed type drawing scanner, we introduced a Contex Large format Flatbed Scanner.

This has proved extremely valuable for specialist scanning of Artwork, Posters and Oversized Photographs. School year and sports photographs, which are always too large for a normal A4/A3 flatbed scanner are ideal for the Contex.

The scanner is optically 1200 DPI, and scans to formats such as Uncompressed TIFF, PDF and JPEG. It also has the ability to automatically stitch drawings that are oversized back together.

[www.scansolutions.co.uk](http://www.scansolutions.co.uk)



Contex Large Format Flatbed Scanner

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