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Different Types of Scanners and Their Features

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Every company is looking for a storage system that will address the need for large storage space and multifarious maintenance tasks. Document scanning is a storage solution that can even totally eliminate the need for a storage room, and instead convert that room into a productive area for operation. A company can choose between buying its own scanners and outsourcing a document scanning service to deal with tons of documents it regularly produces.

Scanners come in different types and features. The four most prominent types are flatbed scanners, photo scanners, sheet-fed scanners, and portable scanners. The technology applied in capturing image is almost similar in these types of scanners; they only differ in the manner the document to be scanned is prepared and fed into the device. Modern scanners have features that fit heavy-duty scanning needs, which make them preferable for large companies that produce regularly many documents.

Flatbed scanners are considered the most versatile among the types because of ease of feeding and operation feature. It consists of a charge-couple device responsible for capturing image under a glass plate where the document is placed for scanning. A flip-up cover protects the glass plate and makes the device look like a typical printer.

All scanners are designed to digitize both text documents and photographs. That rids a company of the need to purchase a separate device for scanning photos. However, to be able to scan even film negatives and slides that a typical scanner cannot produce effective digital copy of, a photo scanner is the best option.

Documents scanning services Los Angeles and other major cities in the United States trust use different types of scanners. These services recommend sheet-fed scanners for offices that often do document scanning. Compared with flatbed scanners, sheet-fed scanners are slightly smaller which helps save more desktop space. A sheet-fed scanner only differs from other types of scanners by the manner of placing the documents that is, feeding them into a feeder above other components.

A company may also require scanners that individual employees can use, especially during outdoor business ventures. They are provided with portable scanners they can use anywhere even while driving. Documents scanning services Los Angeles companies prefer also recommend this type of scanner for smaller scale scanning tasks but do not recommend it for scanning photos.

More information about the types of document scanning can be found in About.com. This website provides information not only about the types of scanners and their features but also about the importance of document scanning and what business issues it addresses. In addition to that, the information it provides may help a company determine its need for documents scanning services Los Angeles offers.

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