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If youâ€™re thinking what the buzz about document scanning is all about and what services a document scanning company provides, hereâ€™s an overview of the scope of document scanning services.

More about Document Scanning Outsourcing

Document scanning solutions basically deal with converting paper documents to electronic formats. Often there is an extensive volume of information stored in paper documents which businesses would find hard to convert to a form that can be used in computers and ensure safe storage. With document scanning outsourcing to a BPO company, this can be done cost-effectively and without businesses having to spend too many of their precious resources which can instead be devoted to the core tasks.

A document scanning company offers high-tech scanning services for precise conversion of the paper documents to electronic format with clarity and accuracy. The task basically involves scanning the paper documents using advanced scanning software, indexing them to note the key characters and text of the document, adding them to a document management system and sending them back to the client.

Stages Involved in Document Scanning Service

The document scanning service has four clear stages:

â€¢ Preparation of the document

â€¢ Scanning it

â€¢ Indexing it

â€¢ Sending it back to the client

Scanning

Once the document has been thoroughly prepared for the scanning, the actual process begins with state-of-the-art scanning software employed for high quality scanning. When scanned, the paper document is transformed into an image. Then the image is modified in order to get the best representation of the paper document. Scanning can be done in color, or black and white.

Indexing and Formatting

Once scanned, the image will be entered into a document management system. The scanned file then needs to be transferred to the required format and for that the file is indexed. With advanced software, all areas of the image are captured. Text and character recognition tools enable minute areas of the image to be captured. Letters and numbers are identified through text recognition and character recognition tools.

Sending

The image is then made a file and formatted to the required extension. Then, the files are checked

for quality in order to ensure the best possible result. The files are then sent back to the client through a storage device such as a pen drive, CD or DVD, or even uploaded directly to the FTP server of the document scanning company.

These document scanning services may be extensive, but are certainly cost-effective and adaptable to individual client needs. There is no project document scanning solutions canâ€™t cater to, be it a large scale and long term project or a small scale need-based one.

These are the services a document scanning company provides. They are a vital step in ensuring smoother and more cost-effective operation for your business.

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If you are looking for a a document scanning company providing customized a document scanning services, Managed Outsource Solutions would be an ideal choice. For further details, call 1-800-670-2809.

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