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Document Imaging and its Significance by Caitlin Jones

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Documentation has become a must for all business system in the present age of ISO9001, 14001, AS9100 etc. Earlier days, when computers were hard to buy or new, documentation job was a tedious one. All the documents were stored in the form of paper in folder cabinets which requires more space and faces various difficulties like high retrieval time, chance of losing documents etc. But the scenario has changed with the introduction of computers and documentation become easier.

The awareness on green revolution forced us to find an alternative way to minimize the use of paper for documentation. This has resulted in creating soft copies of documents and store in CDs or DVDs for easy access, which is normally called by the name electronic document imaging. It provides the advantage of converting paper based information into electronic images which can be stored in a computer. Document imaging management is very important for an organization to get maximum benefit of the document imaging. Now days, all organizations prefer to use the document imaging technique rather than paper documents due to various advantages. Ease of accessibility, security, space saving, enables full text search are some of the reasons why the organizations are giving more preference to electronic document imaging. Another advantage in electronic storage of documents is that chance of getting lost is almost zero in this case.

One of the best document image management systems is the web document management. The main features of this are the web based access (which means persons can access the same from anywhere in this world by signing in with their login name), easy access to files, automatic install and upgrades etc. Another advantage of web document management is that multiple users from different location can access the data which gives better flexibility to the document management system. Since the text search feature is available, there is also no need of indexing the item in it. Even without indexing the documents, with the above provision, documents can be easily retrieved.

Document imaging application touched its peak with the introduction of different softwareâ€™s and tool kits. The document imaging softwareâ€™s helps in scanning large number of pages at a time which helps in considerable saving in time. Before the introduction of this softwareâ€™s, we need to spend lot of time in scanning the pages one by one. Also, these softwares give us the options to save the pages in formats that are required by the user like doc, jpg, pdf etc. There are also different document imaging tool kits available to provide full access over all aspects of document management and document imaging domains. With the tool kits, you can create, view, process, edit and print the documents within your web applications or windows. Also these tool kits various features and options to convert, read and write raster and vector images into other different formats as per our requirements. In short, we can say that with the coming of document imaging tool kits and application softwareâ€™s, the process of document imaging has become a simple job.

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Caitlin Jones - About Author:
Caitlin Jones writes on a Microfilm Reader , a Web document management , a document management strategy.

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web document management, electronic document imaging, document imaging management, business document management, document management

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