

Claim your  
FREE Scanning  
trial today

# Your guide to Document Scanning, Data Capture & Entry

 **documentscanning.net**  
turning paper into data 

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For more information or a  
**FREE scanning trial** call us on  
**0800 197 2804** or visit  
**[www.documentscanning.net](http://www.documentscanning.net)**



We are the scanning division of Allan Webb Ltd, a leading technical writing and documentation company. Allan Webb Ltd is a privately owned, financially stable business that has been providing secure, confidential documentation services for government and private companies over 50 years.

documentscanning.net provides a range of bulk document scanning, document conversion and data capture solutions and services to clients throughout the UK.

We have a large range of clients in many market sectors, including:

- Healthcare
- Legal & Law Enforcement
- Construction & Architects
- Education
- Local & National Government
- Aerospace & Defence
- Leisure Industry
- Utilities Companies

plus many more...

## Why scan your documents?

- Hard copies of documents are at risk of damage from fire, water or general decay
- Free up valuable storage space
- More than one person can access the information at the same time once files are electronic
- No need for manually retyping text or rekeying data
- Electronic documents allow for much quicker search and retrieval of information.



## The added benefits

- Create fast and efficient work flows
- Faster search and retrieval of information and documents
- Disaster recovery copy of key documents possible
- Save money on manpower.

## New to scanning?

Scanning basically involves converting hard copies of paper or film documents into electronic files. A scanner will create an image file of a page so that you have an electronic backup of the hard copy, which you can print or email rather than having to photocopy and post.

More than this, the electronic version of your document can be made searchable and transferred to editable formats such as Microsoft® Word, Excel, Adobe® PDF so that you can amend them.

documentscanning.net securely scans high volumes of many sizes and types of files and outputs these into different formats depending on your needs.

All our work follows ISO9001 procedures for quality control and we have over fifty year's experience in handling documents, from government files to architects drawings, and medical records to invoices and receipts.

## We scan:

- Books
- Credit notes
- Customer correspondence
- Delivery notes
- HR files
- Legal case records
- Medical records
- Photographs
- Planning applications
- Purchase invoices
- Questionnaires
- Quotations
- Sales invoices
- Statements
- Surveys
- Technical manuals
- Training records
- Workshop procedures

We scan  
up to 15,000  
A4 pages  
an hour



## Formats scanned:

- Paper. Business card to A0
- Reels of 16/35mm roll film
- Microfiche
- Aperture cards
- 35mm slides
- Canofile 250 or 510



## What you need to consider...

1. **Transportation** – we will collect and return with our own vehicles and drivers
2. **Preparation** – we include in our costs the removal of staples and paper clips
3. **Returns process** – if the hard copy documents are to be returned, we can reconstruct and return them
4. **Choose your data file type** – Microsoft® Word, Excel, Adobe® PDF, Tiff, JPEG, etc
5. **Indexing** – we can name files to your specification, to provide the referencing method that suits you
6. **Word searching** – we can provide the facility to search a single document or the whole archive for a word, phrase, reference number etc.
7. **Transport media** – we can store your images on CD, DVD, USB hard drive or cloud based systems
8. **Destruction** – Documents can be destroyed to your specification e.g. shred, pulp & recycle – or fully secure and certificated by incineration – just ask!

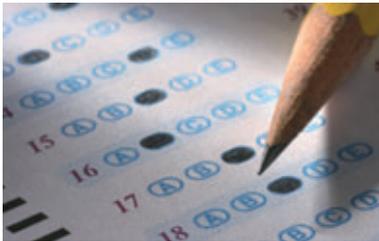


## What is data capture?

Documents can be scanned using the very latest Character Recognition software to create electronic files without the need for manual retyping.

Our data capture team provides a turnkey service to organisations that use surveys and questionnaires on a large scale. Gathering data using paper forms and questionnaires can be a critical process to gain feedback from your customers and understanding your clients' requirements and needs. We offer a seamless solution, from design, through printing, mailing, receipt and capture.

Many different types of form data can be extracted, including our optical mark-up recognition check boxes, OCR, ICR (hand print), barcode comment fields and images (such as signatures or photographs).



# SCANNED INPUT

## What is data entry?

Manual keying of data from paper documents into the computer.

There are times when electronic data capture is not appropriate, such as when you have paper forms which are not in a clear regular format, or you need to electronically record responses to open questions on your forms and questionnaires.

Our specialist data entry team offers meticulous data entry to various computer programmes, such as MS Excel, or databases, such as MS Access, depending on your requirements.

We have tight quality control systems controlling all our data entry; we also verify all data entered by checking each operator's keystrokes, making a comparison check between each operator, allowing our systems to be sure of an accurate result.

We also offer:

- cleansing
- de-duplication
- postcode verification

# MANUAL INPUT



## Document collection & data storage

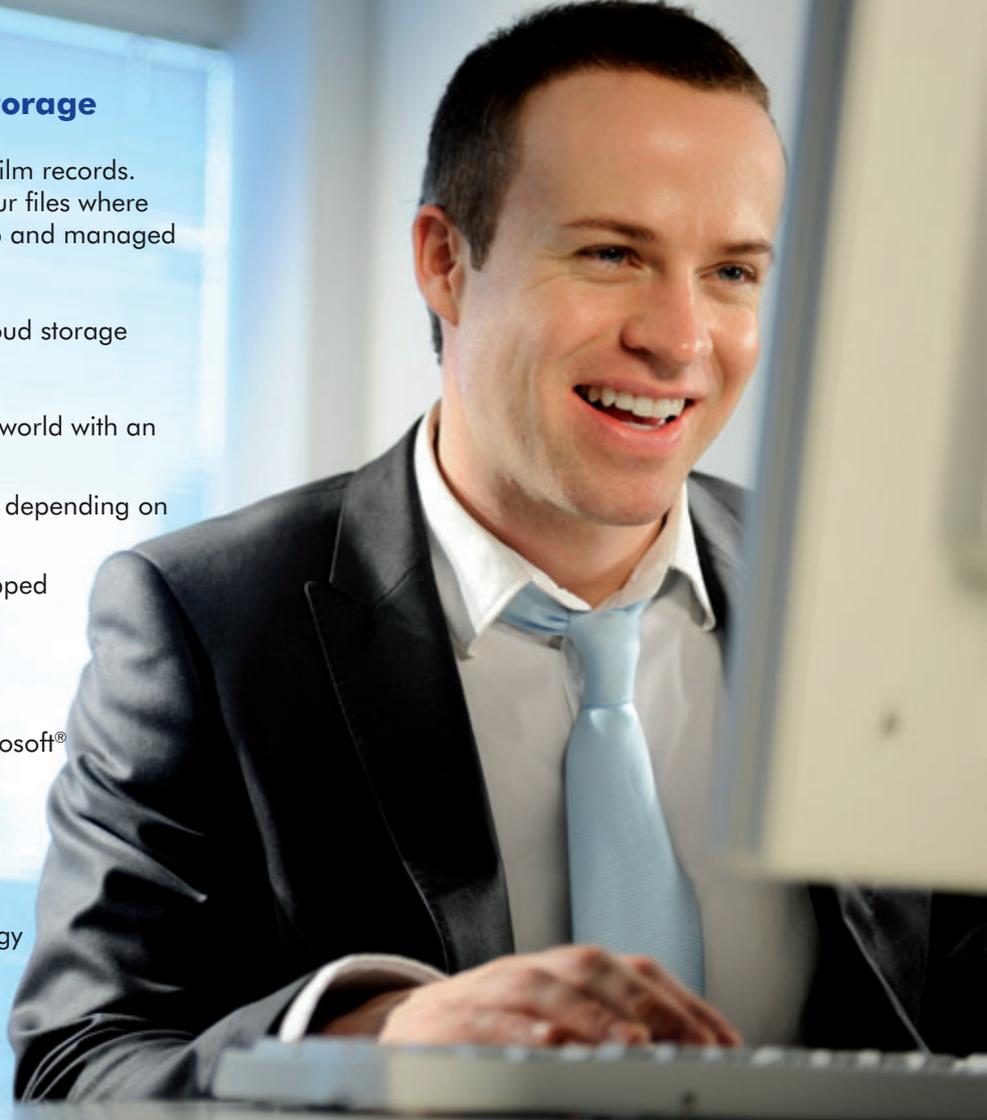
So we've scanned all of your paper and film records. Do you now want somewhere to store your files where they can be shared, searched, backed-up and managed securely?

With documentscanning.net's online / cloud storage service, clients can:

- Access their files from anywhere in the world with an internet connection!
- Share files with multiple or single users depending on permissions set by the client
- Upload files as single documents or zipped batches
- Search files to find required documents in seconds
- Use multiple file formats including Microsoft® Office, Adobe® PDF and TIFF.

### Online storage technical information:

We have extensive permissions for each user with Safe and Secure – SSL technology running 256 bit encryption.



## Security guaranteed

documentsscanning.net is the commercial scanning operation of Allan Webb Ltd, which has handled sensitive HM Government material for the last 50 years. Our buildings, IT and staff are approved to process all classifications of documents and data, enabling us to scan highly confidential documents for many organisations.

All staff are subjected to pre-employment screening and Baseline Clearance procedures, with further checks and clearances for high security orientated projects and areas.

Access to our buildings is electronically controlled and strictly operated. Visitors gain access via a call button system to our manned Reception and are escorted throughout their visit.

Intruder alarms are actively monitored and working areas are covered by a product called 'SmokeCloak®'. This fills the area with a sight debilitating smoke within 15 seconds of an alarm trigger.

Electronic controls on computers stop unauthorised users gaining access to the network. Only staff with sufficient clearance can copy data onto removable devices. All copying is audited. All emails and Internet access is monitored, controlled and audited.



External connections to the internet are guarded by several layers of security including firewalls, IPS/IDS systems, and tripwires, monitored 24 hours a day.

Data is stored and access is controlled on a "need to know" basis and replicated into our offsite server bunker for Disaster Recovery/Business Continuity processes. All data is backed at least daily onto a Dell Equallogic as well as LTO 4 tapes.



## UK paper sizes

Don't know what paper size you have...

Don't panic, just ask!

### Normal UK paper sizes

A0 841 × 1189mm

A1 594 × 841 mm

A2 420 × 594 mm

A3 297 × 420 mm

A4 210 × 297mm

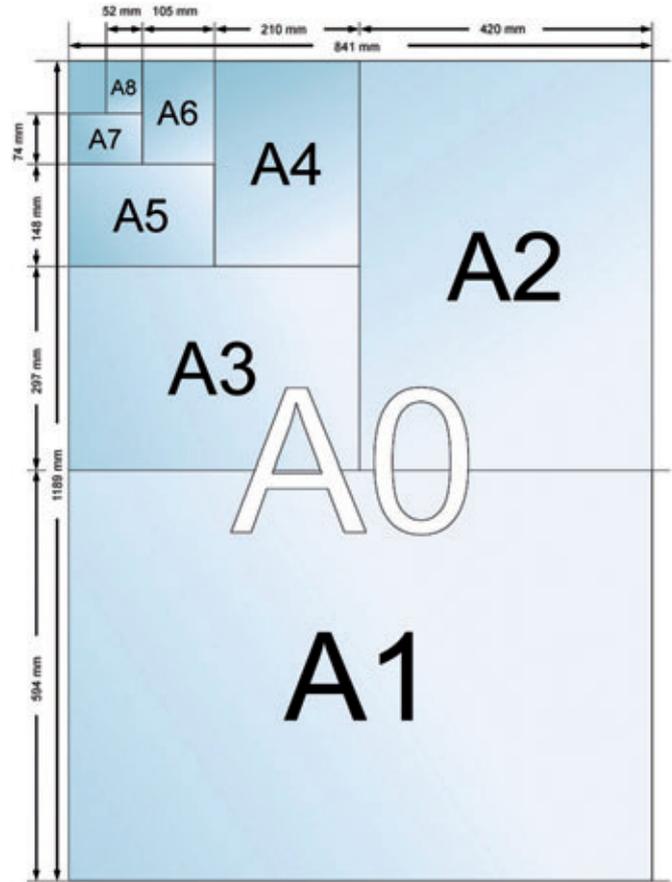
A5 148 × 210mm

A6 105 × 148 mm

A7 74 × 105 mm

Our team are always happy to answer your questions.

You can find more useful information on our website [www.documentscanning.net](http://www.documentscanning.net)



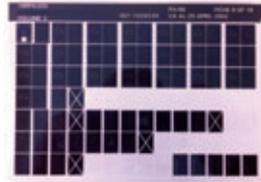
## What type of film do you have?

documentscanning.net can scan film in colour or black and white up to 4000 dpi resolution. Our machines use the powerful (Digital ICE) feature to remove scratches and revive colours to produce fantastic high resolution or low resolution digital images.

### 35mm Slide



### 6" x 4" Microfiche



### 35mm Aperture card



### Reels of 16/35mm roll film

# Arrange a **FREE** trial today

**FREephone 0800 197 2804**  
or email [trial@documentscanning.net](mailto:trial@documentscanning.net)

We will scan the following free of charge for a new client:

- A file of up to 500 sheets of A4 paper
- Up to 500 Microfiche images
- Up to 50 Aperture cards or 35mm slides

The choice is yours...





**Arrange a FREE trial today**

**FREEPHONE 0800 197 2804  
or email [trial@documentsscanning.net](mailto:trial@documentsscanning.net)**

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