

DOCUMENT SCANNING SERVICES

PRODUCTION-VOLUME DIGITIZATION OF LOOSE RECORDS, FILES, AND ARCHIVAL COLLECTIONS

The Crowley Company's Digitization Services has been providing letter, legal, manuscript and large-format paper scanning services for over four decades. Able to handle even the largest back file conversions, Crowley helps companies, archival, and educational organizations to increase the preservation of, and ease of access to, the information they own.



Document Preparation

- Box-level cataloging and verification against client manifests
- Scanning preparation including staple/paper clip removal, unfolding corners, smoothing sheets, and flagging irregularities

Capture and Output Options

- 300-600 dpi

Bitonal output

- TIFF (G3/G4)
- PDF (single or multi-page)
- PDF/A

Grayscale and color output

- Uncompressed TIFF or JPEG (true 256 shades of gray)
- JPEG 2000
- PDF (single or multi-page)
- PDF/A;
- Searchable PDF with OCR
- Additional file formats available upon request

Additional Output and Service Options

- Optical Character Recognition (OCR) for full text searches
- Metadata creation and manual indexing
- XML and Prism conversions
- FTP or external drive delivery for customer post-processing
- Document management solutions
- Inventory assessment
- Image quality consultations

Guideline-Compliant Capture

Using intuitive and cutting-edge document scanners, Crowley can capture loose paper records to the Federal Agencies Digital Guidelines Initiatives (FADGI), Metamorfoze and ISO guidelines to create digital images that are measurably accurate to the original.