

DOCUMENT SCANNING SERVICES

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

Crowley 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

- Catalog at the box level and check materials against client manifest
- Scanning prep (remove staples and paper clips, flag irregularities, etc.)
- Unfold corners and smooth sheets

Additional Output and Service Options

- Optical Character Recognition (OCR) for full text searches
- Manual indexing
- XML and Prism conversions
- Metadata additions
- Delivery via FTP external drives for customer post-processing
- Document management solutions
- Inventory assessment
- Image quality consultations

Capture and Output Options

- 300-600 dpi
- Bitonal output: TIFF (G3, G4) and PDF (all single / multi); PDF / A
- Grayscale and color output: uncompressed TIFF or JPEG (true 256 shades of gray); JPEG 2000; PDF (single / multi-page); PDF / A'; OCR / PDF
- Other file formats available upon request

Guideline-compliant Capture

Using InoTec GmbH 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.



The Crowley Advantage

The Crowley Company is the only firm in the industry that manufactures and distributes scanners, puts them to use in-house and supports them globally. This unique ability to embrace the full life cycle of digitization services allows the Crowley team of professionals to understand, accept, adapt, foresee and react to any collection digitization challenge.

**For additional information, contact your Crowley representative
or email info@thecrowleycompany.com**