

DOCUMENT IMAGING

*"If you need a solution and don't buy it
You pay for it without getting it"*

Henry Ford

What is Document Imaging?

- Process of converting paper documents into digital files
- Simplified retrieval, information sharing
- There's no possibility of misfiling
- When you need it - you've got it!

Do you need Document Imaging?

- Do you have file cabinets filled with documents?
- How often have you looked for a file or document and not found it?
- How many different places do you look for a file or document?

What happens when you finally find a file and need to make a copy?

- You take the document to the copier
- There's a line, you wait
- You make a copy
- You go back to your desk
- You put the file back where it belongs

What happens when you need to make a copy of a digitally stored file?

- You retrieve the document at your desktop
- You hit the "Print" button

What if a document you need is not where it should be?

- You frantically look in other folders or file cabinets
- You look on, around and in your desk
- You ask around to see if anybody else has seen what you're looking for
- You have to check your offsite storage location

What happens when you have computer access to your files?

- No such thing as misfiling documents
- When you need it you've got it!
- No more running around like Sherlock Holmes on a case
- No more calls asking, "Why haven't you found the file yet?"

Document Storage Information

One 650mb CD ROM Stores Approximately:

- Four 4-Drawer File Cabinets
- 2,800 Image Pages
- 50,000 Text Pages

1GB of Computer Storage Stores Approximately:

- Six plus 4-Drawer File Cabinets
- 4,500 Image Pages
- 80,000 Text Pages

Assume you have set aside only 350 sq. feet for document storage and your cost per sq. foot is \$15 to \$20. Your annual cost just for document storage is \$5,250 to \$7,000!

***One 4-Drawer File Cabinet cost approximately \$200**