



We Provide



Document Conversion

Service Highlights

- Planning and consulting services
- Project management
- Document preparation
- High-speed, high volume scanning
- Conversion of paper, microfilm
- Electronic file conversion
- Quality control review
- Document indexing
- Output to optical or magnetic media
- Pick-up and delivery of documents

As a leading supplier of imaging and document management solutions, Edge Systems has long recognized the importance of document backfile conversion. The backfile conversion process is the first critical step in image-enabling your enterprise. With careful planning and proper execution, your document backfile conversion will yield information assets that can be leveraged to make your company more responsive, competitive and efficient.

Whether your data resides on paper, microfilm, in electronic files or a combination, Edge Systems is prepared to help you convert your information assets into a gold mine of knowledge.

Edge will convert documents from any source including paper, microfilm, as well as optical and other digital formats. We can convert images from other imaging platforms as well. We can pick up your documents for scanning and bring them to our secure facilities, or we can set up a scanning operation on your premises. We then deliver the data in the format you require on virtually any media, including CD-ROM, magnetic or optical disk.

Our services include:

- *Paper Document Scanning:* Edge Systems deploys a wide variety of state of the art scanning equipment to scan virtually any paper document up to and including large-size engineering drawings. Our comprehensive IMEDGE indexing software allows us to customize your indexing needs to the specific requirements of your project.

- *Microfilm:* Edge employs film scanners that effectively handle 16mm and 35mm roll film. We can convert literally millions of microfilm images to digital format using indexing tailored to your specific requirements.

- *Electronic files:* Edge can also take data that already exists in electronic format and convert it into a variety of additional formats, including PDF, HTML, and others. We will also convert a variety of proprietary electronic formats into a more industry-accepted format based on your specifications.

- *OCR/ICR:* Edge can read the text from paper documents and convert it into electronic format. We can also process forms using ICR software that reads a machine or hand printed form and converts the text into data.

More than just conversion...

Our comprehensive program not only includes document conversion, but full conversion planning and consulting services. We sit down with you to determine the best strategy for your conversion project, including storage solutions, file format choices, and indexing structures to maximize efficiency of image retrieval. We can provide conversion services only, or we can integrate the backfile conversion into our IMEDGE suite of imaging and document management solutions.

Experience

Edge Systems has been performing document conversion projects for major cities and for a variety of U.S. Government agencies. We have converted millions of documents to date, and have the expertise and capacity to take on projects of virtually any size.



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