




Do you have thousands of archived documents taking up valuable space in your office?

Digitizing these mountains of paper is no easy task! Fortunately for you, the professionals at **Ademero Business Services (ABS)** work around the clock, converting paper documents of all shapes and sizes into searchable files suitable for storage on your computer server.

We can handle your conversion needs large and small, from pulling staples and preparing documents to indexing them and reconstructing your archive. Combine the end result with **Ademero's** industry-leading document management software, *Content Central*, and your organization will be ready for new long-term growth.

[learn more](#) 

Ademero Business Services Provides Full-Service Document Imaging.

Step 1: Analysis & Planning

A solutions consultant reviews your archive and develops a plan for logistics, document structure, imaging requirements, and post-imaging needs.

Step 2: Scanning & Indexing

The ABS imaging team scans and optionally indexes your documents around the clock using industrial-grade hardware and software.

Step 3: Packaging & Exporting

Your image files are converted to the format(s) you require and packaged for a document-management system or exported for self-management or storage. Your original archive can be reconstructed for continued storage or destroyed.

Contact us for more information and a preliminary analysis of your archive.

Pre-Imaging Analysis

- Page Volume
- Page Size(s)
- Paper Type
- Paper Condition
- Binding (paper-clips, staples)
- Archive Location/Logistics

Imaging Services

- High-Speed Scanning (ADF)
- Manual Scanning (irregular sizes)
- Output Format (PDF, TIFF, JPEG)
- Color Depth (color/grayscale/1-bit)

Indexing Services

- Index-from-page Data Entry
- Zonal Recognition (text/barcode)

Post-Imaging Services

- Data Packaging for DMS
- Content Central™ Installation
- Document Reconstruction
- Document Shredding

Access Your Archive with an in-house or hosted implementation of **Content Central™**, the all-in-one, browser-based document management system.

- 100% Browser Based
- 24-Hour Support
- Full-Text Searching
- Index-Field Searching
- Wildcard Searching
- In-Browser Viewing
- Approval Processing
- Workflow Engine

Learn More!

Schedule a Live Demo or
Download a **FREE Trial.**

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