


ABS Helps You Prepare for Trial with Organized & Fully Searchable Documents.

The benefits of having digital documents for the discovery process and trial proceeding far outweigh the alternatives. But digitizing thousands of paper documents 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 discovery- and case-management software.

We can handle your conversion needs large and small, from pulling staples to reconstructing the archive. We then package the data for your management software, giving you full-text search capability and complete organization.

[learn more](#) 

Ademero Business Services Provides Full-Service Document Imaging.

Step 1: Analysis & Planning

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

Step 2: Scanning & Indexing

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

Step 3: Packaging & Exporting

The image files are converted to the format(s) you require and packaged for discovery-management or case-management software. The original archive can be reconstructed for continued storage at your location.

Contact us for more information and a preliminary analysis of the documents.

Pre-Imaging Analysis

- Page Volume/Size(s)
- Paper Type/Condition
- Binding (paper-clips, staples)
- Documents' 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

- Export to Discovery Mgmt. Software (Concordance Opticon/Summation iBlaze)
- Load-File Generation
- Bates Stamping
- Document Reconstruction
- Document Destruction

Access Scanned Archives 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

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