

Inter Optimis, LLC

Inter Optimis provides high-speed production scanning, transforming paper documents, microfilm, and microfiche to a digital image file format, which can be accessed via computer. Using today's most advanced technology, **Inter Optimis** is uniquely qualified to provide a full range of services.

Inter Optimis has state of the art paper, 16/35 mm microfilm, microfiche, and aperture card scanning systems ready to convert your files to electronic format.

- ◆ *Aperture Cards*
- ◆ *16mm and 35 mm Roll Film*
- ◆ *Microfiche*

Our Services:

High Speed Scanning
Database Development
Software Integration
Document Conversion
Web Hosting

Microfiche/film Conversion Process:

- ◆ Microfiche, microfilm or aperture cards are received from the customer.
- ◆ Inter Optimis performs Quality Assurance to validate expected volumes and image quality.
- ◆ Inter Optimis performs the process to convert the data to TIFF images.
- ◆ Scanning can be performed at 200 to 600 DPI.
- ◆ Images can be cropped, deskewed, despeckled and enhanced.
- ◆ Images (frames) can be split into individual pages.
- ◆ In addition Inter Optimis may index the data using customer provided "CAR" files or on the basis of other agreed upon instructions.
- ◆ The resulting indexed TIFF images may then be transferred to a format desired by the customer such as PDF or JPEG files, etc.
- ◆ If required, an OCR process can be performed to create processable or searchable text.

- ◆ Further Quality Assurance is performed to ensure data integrity and verify report and file sizes.
- ◆ A full backup is made and retained by Inter Optimis for safety and security.

Finally the processed results are returned to the customer with the original media to be deployed for retrieval at the customers site or set up and hosted by Inter Optimis on the web.

Benefits of Digital Images vs. Microfilm/Fiche

- ◆ Eliminate outdated MicroFilm and Fiche Readers
- ◆ Reduce time consuming image retrieval from film and fiche
- ◆ Store up to 15,000 images on a single CD
- ◆ Free single-user search engine to enable reading images on any PC with CD-ROM drive and Windows 95/98 and NT

- ◆ Instant access to thousands of images
- ◆ Images can be printed, faxed or e-mailed
- ◆ Multiple users can access images at the same time over a network
- ◆ Images can be viewed using a web browser
- ◆ Inter Optimis can optionally deliver documents in other formats such as PDF, JPEG, etc.

- ◆ 7.5% of all documents get lost, 3% of the remainder get misfiled
- ◆ Professionals spend 5-15% of their time reading information but 50% looking for it
- ◆ There are over 4 trillion paper documents in the US alone, growing at a rate of 22% per year

Source: Coopers & Lybrand



Microfiche/film Conversion

DID YOU KNOW...?

- ◆ 90% of corporate memory exists on paper
- ◆ Of pages that get handled in the office, 90% are merely shuffled
- ◆ The average document gets copied 19 times
- ◆ Companies spend \$20 in labor to file a document. \$120 in labor to find a misfiled document, and \$220 in labor to reproduce a lost document

Get rid of fiche/film!
Store up to 15,000 images on a CD

- ◆ **Microfiche**
- ◆ **Microfilm**
- ◆ **Aperture Cards**

IMAGES -Tiff, PDF, JPEG, etc.
MEDIA - CD, FTP, Internet

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