

Microfilm Scanning

Convert your microfilm archive to digital format and take advantage of modern document management techniques.

Document Options have been microfilming customers documents for over 30 years and continue to do so. However, many organisations either feel that microfilm is a dated storage method or are experiencing difficulty with microfilm reproduction equipment that is temperamental, difficult to maintain and costly to replace.

Using specialist machinery, we are able to capture all common microfilm formats and produce electronic images that can be viewed on any PC.

Microfilmed Business Documents:

A4/A3 originals are usually held on 16mm rolls, cartridges or on microfiche. These can be scanned into common formats such as Tiff and Pdf or they can be imported into a document management system that you already own or we can supply you.

Microfilmed Drawings:

These are usually held on 35mm roll film, jackets or on aperture cards. Our equipment can capture any of these formats and can even interpret the "holerith" data punched into some aperture cards.

OCR and Vectorisation:

Once the images have been scanned, they can be "read" by specialist software in order to utilise the data. Business documents can be output to Word format or the text made searchable. Drawings can be vectorised for use in CAD packages.

Scan-on-Demand Services:

If you do not wish to convert all of your microfilms, just the ones you need, we are able to provide a scan-on-demand service. We can store your microfilms on our premises and scan them as and when they are requested. Scans can then be burnt to disk or simply emailed. We are also able to provide prints from all types of microfilm.

"Images can be scanned into common formats such as Tiff and Pdf"

*Manage your documents
faster, smarter...better.*

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