Digitization and Content Conversion
unveiling intelligence

Digitization advantages include preservation and improved access to content. PTFS offers specialty and high volume digitization and content conversion services at affordable pricing using industry experts trained in all facets of imaging projects. PTFS markets a secure, state-of-the-art service center that can digitize a wide variety of classified and unclassified source material.

Digitization Industry Challenges

- **Legislation**—In 2011, President Obama signed a Presidential Memorandum requiring Federal agencies to manage electronic records in electronic format by the end of 2019.

- **Vast Volumes**—Due to space, access and legislation requirements, agencies are challenged with managing large volumes of analog material efficiently and cost effectively.

- **Need to Preserve Data**—Agencies must have the expertise to understand best practices for preserving diverse hard copy and analog material. A mechanism for long term digital preservation is critical to retaining the original integrity of converted legacy materials at a high quality standard.

- **Creating Searchable Data**—The drive to digitize quickly to meet the 2019 Presidential mandate should not jeopardize digitization best practices, which prevent large amounts of digitized information from being converted only to disappear into a sea of irretrievable unstructured data.

PTFS' Integrated Solution

- **Best Practice Expertise**—PTFS' Certified Document Imaging Architects (CDIA) have years of experience digitizing in accordance with standards and best practices, developed by the National Archives and Records Administration (NARA), Library of Congress, and Federal Agencies Digital Guidelines Initiative (FADGI) ensuring high quality output.

- **Efficient Processes**—PTFS' Digitization Specialists efficiently condense mountains of paper into gigabytes of data, while qualified imaging staff convert photographic slides and microfilm into searchable online portfolios.

- **Digitization Experience**—Clients come to PTFS with original copies of their materials because they know we can extend the life of mission-critical content. We have digitized over 500 million pages of material.

- **Knowvation®**—PTFS' enterprise content services platform (CSP), Knowvation, facilitates accurate searches, retrieval and management of digitized information using content text and metadata fields.

P T F S
Empowering Content

How it Works

Digitization and Content Conversion

PTFS leverages the state of the art hardware, software and process technology to enable optimized searching, retrieval and management, while meeting ISO:19005 Standards for archiving.

Digitization Capabilities

- **Paper Documents**—PTFS has a wide range of paper scanning solutions including, high volume autofeed, flatbed and planetary scanners.

- **Photographs and Slides**—Black and white or color prints, slides or negatives are converted to web-ready and high-res digital photographs.

- **Microfilm and Microfiche**—High-resolution microfilm, microfiche, and aperture card scanners capture images at a variety of DPI settings.

- **Books and Journals**—Planetary and FADGI compliant V-Cradle scanners produce digital images without touching the surface of fragile materials.

- **Engineering Drawings**—Large format scanners can handle many engineering media types from standard blueprints to Mylar and Sepia.

- **Video, Film and Audio**—Video, film and audio libraries are built using digital files created from analog source originals.
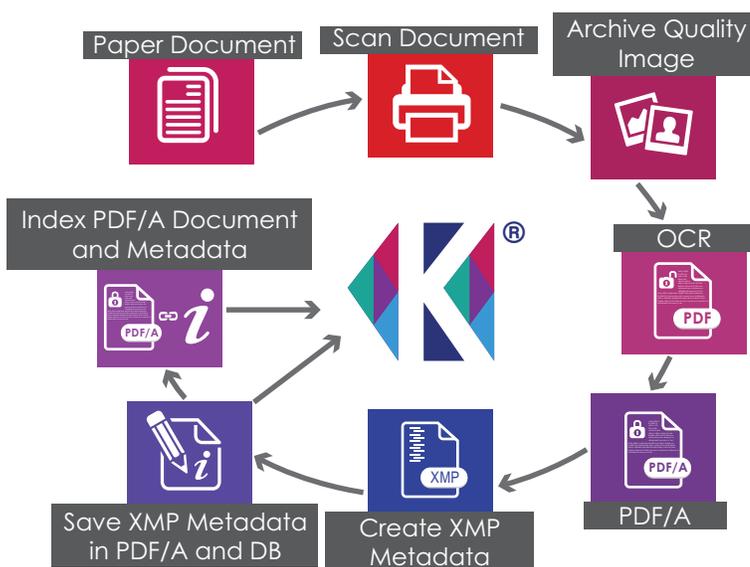
Content Conversion Capabilities

- **File Formats**—PTFS has extensive experience digitizing and saving converted analog information to a wide variety of digital image file formats.

- **Optical Character Recognition (OCR)**—Using the ABBYY FineReader OCR engine and PTFS best practices, PTFS can increase OCR accuracy and reduce error rates by up to 80% over conventional OCR processes.

- **Image Enhancement**—Image enhancement involves de-speckling, de-skewing, cropping, color correction, contrast, and sharpening. It increases OCR accuracy by providing higher quality images.

- **Metadata Creation**—Pertinent data about the image is keyed by experienced indexing staff or extracted automatically from forms or client legacy databases.

About PTFS

With over twenty years of experience, PTFS offers customized and proven content management solutions. Our core products include Knowvation® and Bibliovation™. To help organizations focus on their missions, PTFS offers highly technical teams that streamline the process to implement and maintain custom solutions that best meet their needs.

Get the Power.

PTFS works hand in hand with each customer to customize the digitization process to your needs. The digram below illustrates an example workflow for developing a fully searchable digital archive produced from hard copy materials and managed with Knowvation CSP.

Paper Document → Scan Document → Archive Quality Image → OCR → PDF/A → Create XMP Metadata → Save XMP Metadata in PDF/A and DB → Index PDF/A Document and Metadata

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