

Digitization and Content Conversion

unveiling intelligence



“The experience, knowledge and professionalism provided by employees of PTFS made this gigantic transition more manageable and palatable to get through.”

– Pete Zeender, Director, CPIAC

The primary advantages offered by digitization 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 with the capability to digitize a wide variety of classified and unclassified source material.

Digitization Industry Challenges

- **Legislation**—In 2011, President Obama signed the 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. Providing a mechanism for long term digital preservation is critical to retaining the original integrity of converted legacy materials.
- **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 in 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) and Library of Congress.
- **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 us with original copies of their materials and trust that we know how to extend the life of mission-critical content. We have digitized over 500 million pages of material.
- **Knowvation™**—PTFS's content management system (CMS), Knowvation, allows for accurate searches, retrieval and management of any digitized information using content text, metadata fields or both.



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How it Works

Digitization and Content Conversion

PTFS leverages the best available hardware, software and process technology to enable optimized searching, retrieving 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 and microfiche scanners capture images at a variety of DPI settings.
- **Books and journals**—Special overhead 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

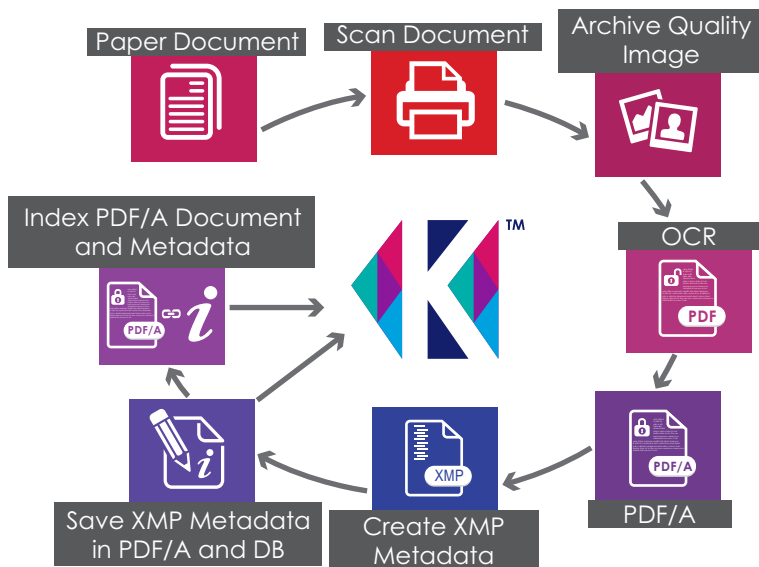
- **File formats**—PTFS has extensive experience digitizing and saving converted analog information to a wide variety of digital image file formats.
- **Optical Character Recognition (OCR)**—Using the best OCR engine available from ABBYY and PTFS best practices, PTFS can increase OCR accuracy and reduce 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 more than 500 partnerships and installations for clients internationally, PTFS offers customized and proven content management solutions. Our core products include Knowvation™, Bibliovation™ and Droneware™. To help organizations focus on their core missions, we also offer 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 your agency to customize the digitization process to your needs. The diagram below illustrates an example workflow for developing a fully searchable digital archive produced from hard copy materials and managed with Knowvation CMS.



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