



Large Format Scanning

A meticulous scanning service for large formats, delivering swift access to key information.

Over the last 15 years we have encountered and successfully created digital files from all types of maps, technical drawings, blueprints, artwork, posters and historical documents.

Our large format scanning service is driven by experienced operatives, procedures and innovative large format scanning technology including the Colortrac SmartLF SC 42 which produces high quality scans of documents up to a width of 42 inches.



Colortrac SmartLF SC 42

Large format documents are typically stored in cardboard tubes or flat file cabinets.



The tubes or cabinet drawers are collected by our security-cleared drivers in GPS tracked vehicles.



The large format documents are carefully scanned according to pre-agreed parameters.



Scanned images are securely delivered to the client via our secure client portal or on an encrypted USB.

Working With The Bigger Picture.

How The Process Works

Large format documents are commonly stored within cardboard tubes or flat file cabinets. Before transportation for scanning a unique barcode, provided by GRM, must be placed on each tube or drawer from the flat file cabinet. One of our security cleared drivers will arrive at your office, scan the barcodes, and load the tubes or drawers securely onto a GPS tracked vehicle. They will then deliver them to our scanning facility.

We have a team of scanning operatives who are highly experienced in scanning large format material. The team is trained in handling fragile material should you need to scan large historical documents. This training ensures precious records are protected and handled in the correct manner throughout the scanning process.

Prior to scanning each document must be prepped. This involves removing all binding, such as paper clips, staples, rubber bands or binders, and inserting separator sheets in place of bindings in order to keep track of pages that go together in a document.

After the documents have been prepared for scanning, they will be fed through our high-resolution scanners. We have deployed Colortrac SmartLF SC 42 scanners which provide the image processing capabilities and optical resolution needed to output high quality images that duplicate the appearance of the original large documents.

The key attributes of each scanned image are inspected and any images which are not up to standard will be rescanned. Scanner software is used if needed to

correct skew, crop black edges and rotate images.

After scanning and quality control, we can process each scanned image through our highly accurate optical character recognition (OCR) software, which reads and recognises each typed word and character to allow full text retrieval.

Scanned images are electronically delivered via our secure client portal. Alternatively, they can be exported to an encrypted USB which will be physical delivered. The physical large format documents are returned to the tubes or drawers they originated from. They can be delivered back to you, stored within our highly secure storage facility or securely shredded if required.

Benefits of Large Format Scanning

- **Reduce Storage Costs** – compress large format files into small digital files while freeing up valuable office space.
- **Increase Productivity** – provide swift access to key information, eliminating the need to manually search through large format documents.
- **Collaborate Efficiently** – enable multiple users to view the digital files online at the same time.
- **Republish** – create a digital copy for printing additional physical copies.
- **Preserve Assets** – provide a back-up of all large format files and protect against loss through fire, moisture or a natural disaster.



Glenbeigh Records Management (GRM) is a wholly-owned Irish company specialising in the provision of a comprehensive range of records management and digitisation services.

Our services enable organisations to protect their information; comply with regulatory requirements; realise operational efficiencies; and provide better customer service to their clients as access to critical data is streamlined.

 **Glenbeigh Records Management Ltd.**
Damastown Way,
Damastown Business Park,
Dublin 15,
D15 X9DP.

 +353 (1) 822 7161

 info@grm.ie

 www.grm.ie

