

# Versa e-Doc Archiver™

Archive electronic documents & e-mail in VersaIMAGE...

**Versa e-DocArchiver™** is a companion software product designed to be used with VersaIMAGE, the VersaIMAGE-GOLD product family and VersaVIEW image viewers. The add-on module quickly transforms electronic documents (e-Doc's) to the industry standard, archival "tagged image file format (Tiff)" and transfers these Tiff files to automatically created VersaIMAGE distribution folders. VersaIMAGE then allows proper image filing from these distribution folders to existing or new database image folders via database look-up's. Because the Tiff images are no longer text files they satisfy document archival storage requirements. Typical electronic files that can be image archived are:

- ***e-mail messages***
- ***WORD documents***
- ***Excel documents***
- ***Web pages***
- ***PDF files***
- ***Other electronic document files***

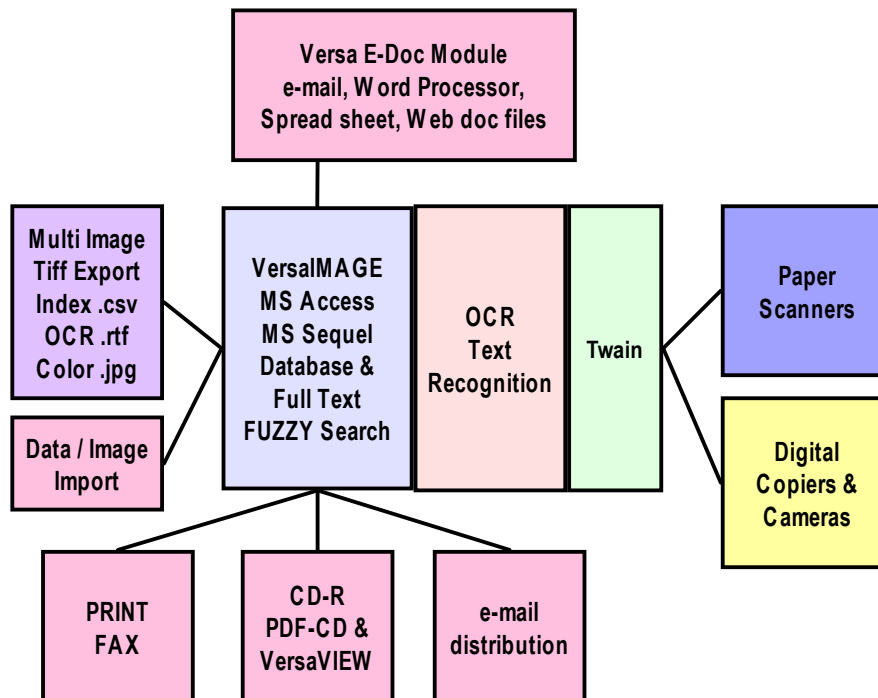
If the e-Doc Archiver module is used with **VersaIMAGE-GOLD** software, all newly converted e-document (now Tiff) images will be OCR'd and indexed for full image text search capability. Also, these (Tiff) images may, at any time be converted to the PDF file format using the VersaIMAGE built in "convert images to PDF" function. It is therefore possible to quickly file convert word processing files, e-mail messages, Excel spread sheets and web pages to fully indexed archival Tiff image files and distribute them as fully (OCR text) searchable PDF files!

VersaIMAGE is easy to use, Microsoft Windows based, document scanning, image management, retrieval and distribution software. The software uses the **Twain** scanner interface for color, gray scale and B+W paper scanning. VersaIMAGE-GOLD uses Microsoft "Access" or "SQL Server" databases and its database search arguments may be coupled with OCR "full text search" requests to provide quick retrieval of individual documents within file folders.

**VersaIMAGE-GOLD** uses the very latest OCR, or Optical Character Recognition technology to convert scanned images to text. The software "reads" scanned images and loads these text files into its internal text retrieval search engine. Additionally, VersaIMAGE-GOLD features "**fuzzy**" **text search capability** to provide improved text search accuracy to circumvent OCR read errors that can be caused by poor image quality.

Besides high speed batch scanning capability, the software offers easy, push-button "novice" scanning features, using computer keyboard "function keys". Image file folders may contain various image file types generated by digital copiers and cameras and may be distributed or exported in Tiff, PDF, Multi image Tiff and JPG file formats. VersaIMAGE-GOLD can be set up to automatically index each folder with the current scan date and image address. It allows folder name and description indexing from paper or digitally scanned images via zoom zones or bar codes that can be matched with imported data files providing powerful "look-up-append" capability. VersaIMAGE-GOLD may be expanded to **VersaIMAGE-GOLD/PLUS** for the ISIS™ scanner interface and automated microfilm retrieval and scanning capability.

# VersaIMAGE-GOLD™ with Versa e-DOC Archiver™ Module



## VersaIMAGE/GOLD Document Imaging Software Features:

### e-Doc Archiver file transfer module (Optional) :

"Print" to Tiff function for electronic documents places images into distribution folders  
Easy filing mode of e-DOC's from distribution folders to appropriate indexed database folders

### Scanning modes:

- TWAIN (B+W and color)
- Imaging Options: Single image tiff, jpg, bmp with or without folders, multi image tiff
- 2 keyboard button (F2 & F5) folder scan / index mode for novice users!
- Rescan, insert, append from keyboard using the F6, F3 and F5 keys!
- Batch scanning mode with our "Versaimage" separator sheets
- Automatic "split images to folders" function using "Versaimage" separator sheets
- Manual split folder function by "tagging" images with subsequent F12 key actuation

### Searching modes:

- Search database with "contains", "starts with", "exact" and "range" search arguments
- Adjustable fuzzy text search filter for improved full image OCR text search accuracy
- "Click on image" feature displays OCR image text file with yellow OCR "hit" highlights
- Register CD function builds cumulative index on hard drive for Versa distribution CD's

### Distribution:

- Retrieved images may be placed into user defined distribution folders
- Fax, print, file transfer, e-mail from database files or distribution folders
- One click-OCR image text transfer to clipboard or text editor function
- Simple (csv & ASCII) data, image and OCR text export
- "On demand" PDF conversion capability for image file folders and distribution folders
- Build CD mastering feature to work with PDF Acrobat viewer
- Build CD mastering feature to work with VersaVIEW viewer software that contains index data, images and OCR data (.rtf) on searchable CD



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