

Microfiche / Microfilm Scanning

Secure, Accurate Conversion of Microfilm media to digital formats including PDF



Whilst microfilming was once the best way to store huge amounts of documents in a very small space, for the past few years it has rapidly becoming an obsolete format due to the inconvenience, un-reliability and annual running cost of the expensive equipment as well as the time it takes to find the film/fiche and then further time spent to retrieve the desired piece of information.

Over the past few years the microfilm industry has been in decline and we have seen more and more companies turning to digital conversion of their existing film based media. By having their film based media converted to digital format such as PDF files, they can instantly cut down the retrieval time from average 20 minutes to few seconds per document.

In most cases the microfilms, microfiche, aperture cards etc. will contain information which is required to be stored for long periods for business and legal retention requirements. In the event of any disaster, the information preserved on these mediums will be lost unless there is another duplicate copy available.

Once scanned, the digital images can be easily backed-up to provide secure disaster recovery and business continuity plan.

Our nationwide scanning bureau specialises in the scanning and conversion of all types, sizes and formats of the microfilm based media.

Microfilm Rolls and Cartridges

16mm (width) – Normally A4/A3 sizes of documents are stored. On average each standard film holds 2000 pages.



35mm (width) – Usually used to film large format drawings, plans, newspapers etc and typically one film will hold 500 drawings, pages etc.



Cartridge

Cartridge is the casing for the microfilm rolls and not always required / used.

16mm/35mm Microfiche Jackets

The microfiche is basically created from the microfilm by cutting the film into strips in a length of 6 inches and inserting it into a jacket in a row of 5/6.

16mm standard microfiche when full can hold up to 60 pages.

35mm standard microfilm when full can hold up to 12 x drawings.

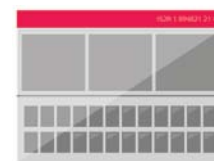


16mm microfiche

35mm microfiche

COMBI Microfiche

As its name suggest, this microfiche is a combination of the both 16/35mm microfilms. It is typically used in local authorities to store their planning and building control application files.



COM Microfiche

COM [Computer Output to Microfiche] is typically used to store computer output reports, data which is directly exported and backed up directly from servers, computers etc. It can hold up to 270 pages, which could be printed downwards or across the microfiche.



Aperture Cards

An aperture card is created from the 35mm microfilm, and typically contains one drawing per card.

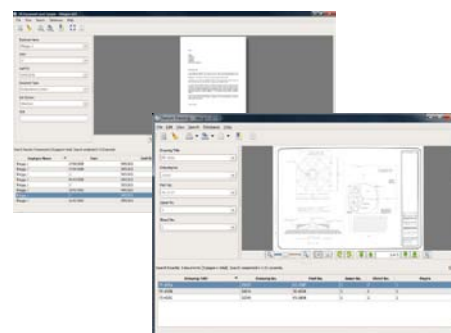


Indexing and OCR

Microfiche / Microfilm can be indexed by relevant data on the sleeve / card, including drawing number, date and reference number. OCR can also be performed on documents to make them fully text-searchable files.

Our document search and retrieval software

For large quantities of microfiche/microfilm, we can also supply our search and retrieval software. You can search how the media was indexed and, using innovative yet simple controls, export, print and email the documents easier than ever before.



Best of all, Halogen comes free of charge.

Are you interested in our Microfiche/Microfilm scanning service?

We can modernise your old media in a cost-effective and efficient way

0845 22 55 923 ✉ sales@pearl-scan.co.uk 🌐 www.pearl-scan.co.uk

We also offer other powerful solutions and scan a wide variety of documents including:

- HR files - Legal Documents - Invoice Processing - Large format drawings - Microfiche / microfilm - Sharepoint

Some of our clients:



Our accreditations:

