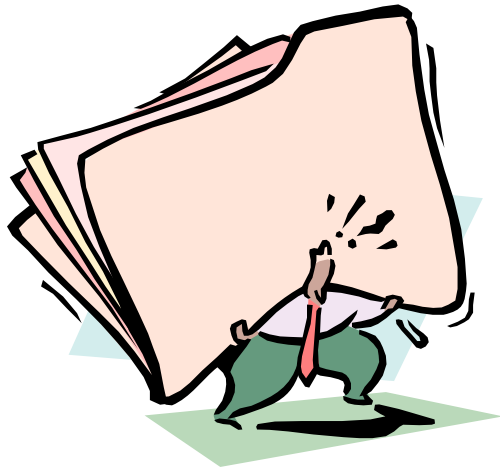


Introducing the new
Digital Filing Cabinet Service

Turn your bulky files...



...into small, portable CDs!

From
Wheelock Academic Resources

What does a Digital Filing Cabinet include?

- Careful scanning of all of your documents in full color at 200dpi including free file conversion to PDF format in Adobe 7.0.
- Optimized scan settings according to the particular content of your documents. Basic deskewing and despeckling are included.
- Files returned with the CD(s) of your PDF files with a detailed insert.

What does a Digital Filing Cabinet include?

(continued)

- Full service, support, and communication before, during, and upon return of project contents
- Careful treatment of your files throughout the process.
- File naming according to your preferred system.

What are the advantages of a Digital Filing Cabinet?

- Full customer service and support throughout the process and whenever you need us after we return your materials!
- Every aspect of the project is customized to suit your needs and preferences.
- Save valuable office space by eliminating the need to print and store thousands of pages of paper documents
- Save on shipping costs and delays when travelling at home or abroad

What are the advantages of a Digital Filing Cabinet?

(continued)

- Preserve the quality of your documents. *We can even make handwritten or faded documents more legible!*
- Save time searching for the documents you want with our custom organization and indexing services
- Search the text of your document with optional character recognition

Frequently Asked Questions

How long does a typical project take?

We generally estimate a month of time for prep and scan work per box.

Can you scan documents of different paper weights and sizes?

Yes! We can scan any weight from onionskin to cardstock and any size from business cards to 11x17 pages.

I have a lot of color images and some photos. Can you make high-quality scans of those?

Yes! We will always scan your color images in color. We can arrange to scan your images at up to 600dpi resolution. Please ask if you would like to see examples of our high-res color scans.

Additional Services Available

- Custom Indexing
- Organization and filing of hard copies
- High-quality editing of PDFs
- Variety of storage media
- Additional file formats

Custom Indexing

Add considerable value to your project with a customized database!

We work with you to develop a database that best suits your personal style and the nature of your project. Your database allows you to search across fields, easily annotate and compile your research bibliographies and easily locate your files!

Organization and filing of hard copies

We can organize and label the hard copies of your files according to your specific filing system. We have a range of file folders, binders, and other organizational supplies that we can use for your project.



High-quality editing of PDFs

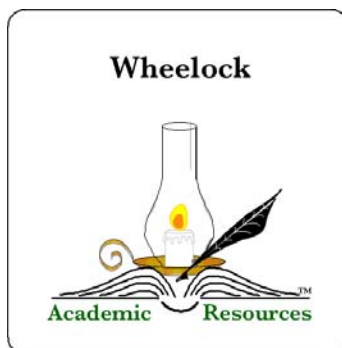
We can enhance the appearance of your documents with a variety of editing tools such as noise reduction, fine-tuned deskewing and despeckling, character enhancement and character recognition.

Variety of storage media and file formats

- In addition to the standard CDs, we can save your files on DVDs, a thumbdrive, or an external hard drive.
- We normally save your scans as PDF files but we can use almost any file format you want.

Thank you!

Thank you for your time! We appreciate your interest. Please feel free to contact us at any time to discuss any questions, requests, or potential projects!



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