

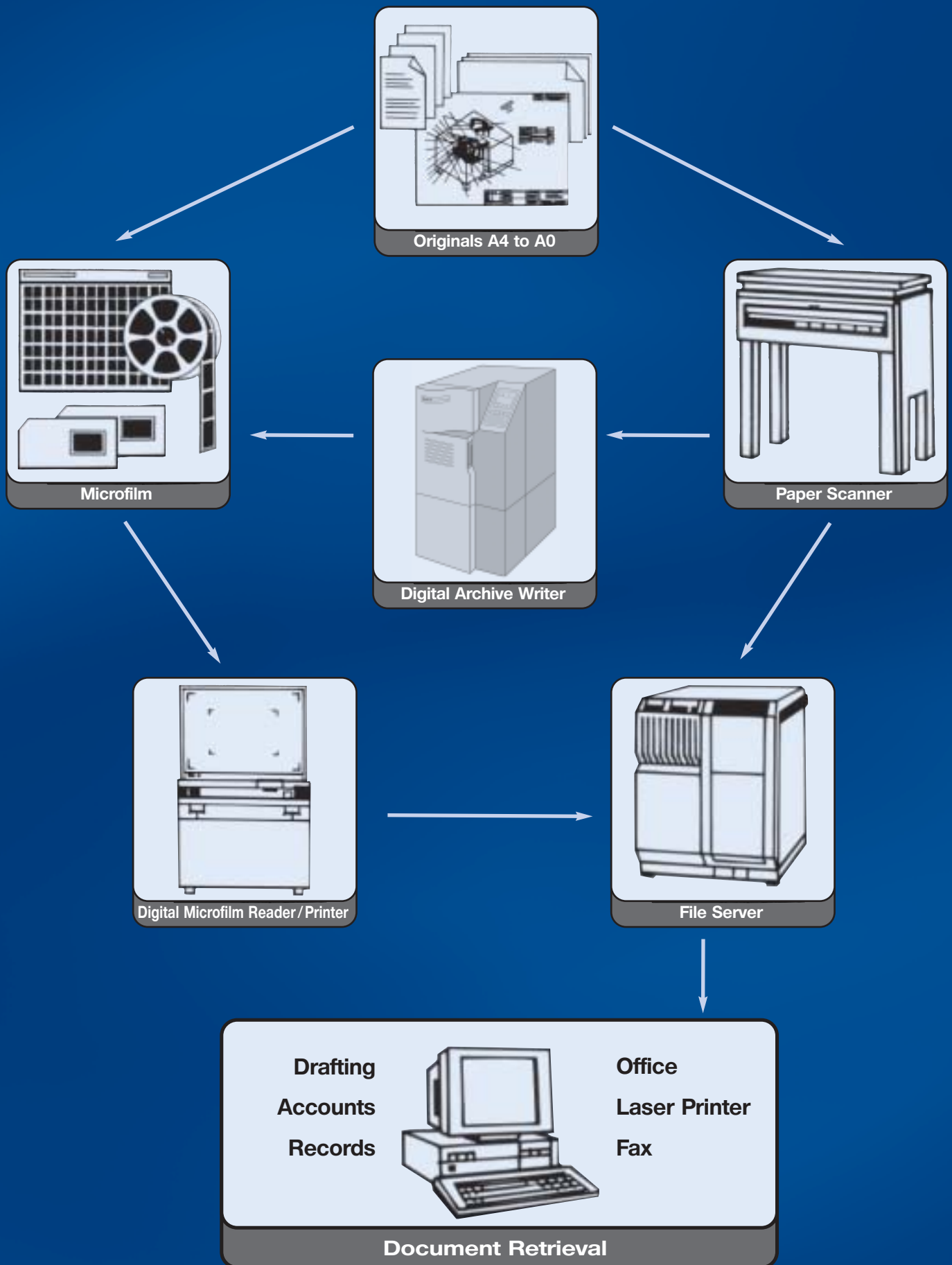
# Australian Microfilm Services



[www.ams-imaging.com.au](http://www.ams-imaging.com.au)

For All Your Microfilm and Scanning Requirements

# How Microfilm and Scanning Can Combine



To Save Your Organisation Space, Time and Money

# Application In The Workplace

## For Drawing Office and Town Planning

### Aperture Cards

Store technical drawings on aperture cards, saving space, time and reducing costs, whilst creating a security file.

Aperture cards are the most space and cost-effective solution to storing and distribution.

Aperture cards can be punched creating a data card.

Other advantages of aperture cards that are punched:

- **Immediate verification of drawings and issues**
- **Drawings are retrievable by description**
- **All information can be supplied on floppy to update EDP**
- **Card distribution list**
- **List can be created to find missing drawings**
- **Automatic print-out via PC for future printers**
- **Scanning of aperture cards can reduce costs by at least 50%**
- **Aperture card becomes your security copy after scanning**
- **If you already have aperture cards you can have all these advantages for a few extra cents**

## For The Office and Library

### Microfilm

Microfilm has many benefits. Standards are available, and it offers long-term storage retention for up to 500 years.

You can read 50 plus years old microfilm on today's modern equipment and it can be read with two familiar items that will never become obsolete - the human eye and a magnifying glass.

These advantages over all other storage mediums mean that the office records on microfilm have:

- **Infinite flexibility from a common base**
- **Security**
- **Legality (1958 Evidence Act Sec. 53)**
- **Cheapest storage media**
- **Space savings**

These points must be appreciated by 21st Century management

### Scanning

Optical and laser technology have opened up a new era. These developments have enabled:

- **More than one access at a time**
- **Random searching**
- **Very fast retrieval**
- **Multiple search**

These combined improvements are just what the office environment needs to link to microfilm, laser and magnetic systems.

With the introduction of digital readers/printers, information can be transferred from microfilm to a PC, fax or laser printer without incurring large costs.

# AMS Imaging Services

## Microfilm and Scanning Bureau

AMS can provide you with all your requirements

## Digital Imaging

- Scanning of Paper Documents from A4 to A0
- Scanning from Microfilm & Microfiche
- Microfilm from Scanned Images
- Scanning of Aperture Cards
- OCR/IMR
- Volume CD-ROM Production
- A4 - A0 Colour Scanning
- Book Scanning
- Photographs & Slides
- Data Warehousing
- Internet Document Storage

## Archive Imaging

- General Correspondence
- Medical records
- Engineering drawings
- Newspapers
- Heritage Work
- All forms of records from A4 - A0 whether loose or bound
- Film Processing
- 35mm Filming
- 16mm Filming
- Storage Devices
- Aperture Cards & Duplicards
- A4 - A0 Paper Prints
- Archival Film Mastering
- All Filming to Australian Standards

## Reprographics

- Hard copy to microfilm or digital
- Microfilm to digital
- Microfilm & digital to hard copy
- Print-out from A4 - A0

## Preparation/Restoration

- Preparation of documents
- Repairing & restoration of documents
- Disassembly & repair of volumes

## Sales and Service

### Hardware

- Imaging Systems
- Readers & reader printers
- Computer hardware & peripherals
- New & used equipment
- Consultancy & advisory service

### Software

- Image mark-up software
- Document retrieval software
- Document management



## Australian Microfilm Services

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