

National

Micro

Media Ltd



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**COMMERCIAL DOCUMENT MANAGEMENT
&
INTEGRATED WEB SOLUTIONS**

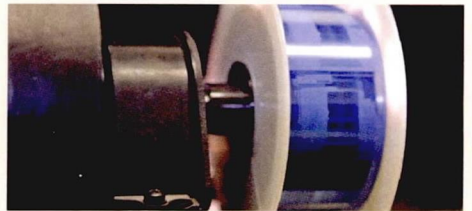
Preserve don't Presume

ABOUT US

National MicroMedia Ltd is Ireland's longest established document management company. For over 40 years we have been meeting the document management requirements of the Nation's leading architectural/engineering companies, government bodies and commercial

corporations. Many of our clients have been with us since our inception, demonstrating our excellent client service, commitment to innovation and constant improvement.

Case studies and references can be supplied.

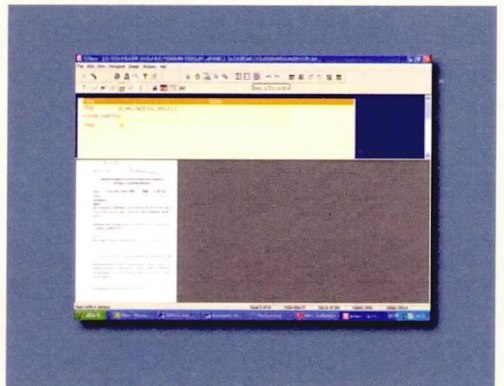


OFFICE MANAGEMENT

We offer a diverse range of solutions to meet all document management requirements and the needs of any general office workflow. We can tailor each solution from simple scanning and microfilm solutions, full OCR processing (rendering all scanned documents word searchable) right up to fully managed web based solutions.

- ✓ Scanning of all document sizes and types.
- ✓ OCR processing to render all the documents fully word searchable and field indexed
- ✓ All solutions can be offered on self loading DVD with the world leading "Zylab" DM software.

- ✓ We can develop web based solutions on our secured hosted facilities incorporating tailor made client management systems.
- ✓ Free consultations and samples produced.



LEGAL FIRMS / SOLICITORS

National MicroMedia can convert all legal hardcopy files or even microfilmed records into fully word searchable and indexed digital files, greatly increasing the productivity of the legal firm's workflow. These files will be burned to fully self loading DVD's using the world leading "Zylab" OCR engines and document retrieval software. These DVD's will run on all office PC's. Up to 60,000 documents can be stored on a single DVD. Furthermore we are the only bureau in Ireland with the ability to convert these digital files straight to microfilm for long term preservation and storage.

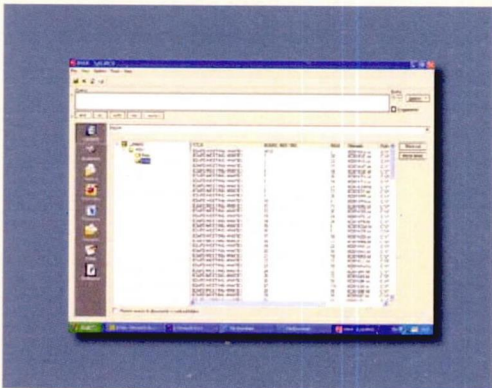
We also offer our Zylab solutions in conjunction with on-line purpose built secured websites. Allowing individuals with the correct credentials to access this information remotely, your staff will be able to work from home and thereby greatly increase staff productivity.



GOVERNMENT BODIES

We have been servicing the document management needs of many of Ireland's government bodies for over 40 years, specializing in planning files. We are one

of the few DM companies in Ireland to have retained our full range of microfilm services in-house.

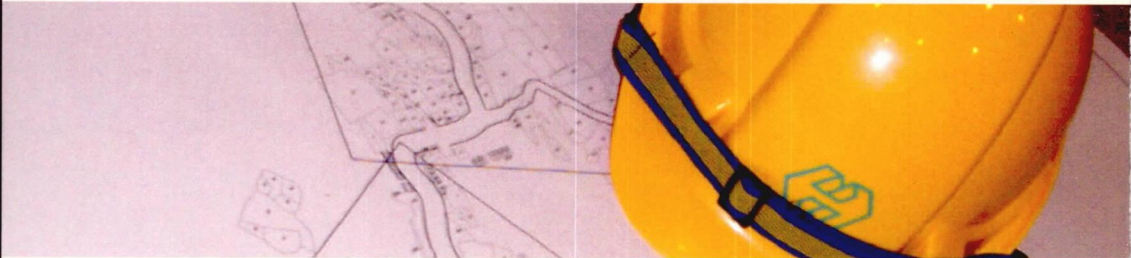


- ✓ We can scan all paper files and microfilmed records rendering them all fully word searchable and integrate them into one document management system. We can scan all paper sizes from postcard to A0 in full colour and integrate this within your DM solution.
- ✓ This system can be published to self loading DVD or as secured website based solutions. In each instance all files are fully word searchable and indexed by relevant fields.
- ✓ We can offer extremely cost effective hybrid solutions. Scanning files for every day use and digitally converting these files to micro film for long-term storage and preservation.

ARCHITECTURAL / ENGINEERING

We have been servicing the preservation needs of many of the country's premier architectural and engineering firms for over 40 years, with many of our clients with us since our inception. We offer an extensive range of DM services from general office files management, microfilming and full colour scanning of Ao drawings right up to integrated web based solutions.

We were the first DM company to introduce microfilming to Ireland. Many of our clients have been with us since our inception and we have retained these services and expanded them to incorporate digital services. We continue to microfilm for many our clients as it is extremely cost effective and meets all long term legal preservation requirements.



We Can:

- ✓ Scan all documents from microfilmed records & general office files right up to full colour Ao drawings.
- ✓ OCR all these files rendering them fully word searchable and field indexed.
- ✓ Publish these files to fully self loading DVD's which can store up to 60,000 offices records and 15,000 architectural drawings.
- ✓ Offer this as a fully secured web based solution. This will greatly increase office productivity and allow for secured remote access.
- ✓ Create a highly cost effective hybrid solution, scanning drawings for greater accessibility whilst simultaneously converting these drawings to microfilm for long term storage.
- ✓ Reprint from all microfilm sources to full A1 size and also offer digital copies of these records.

