

Imaging Publishing Support Introduces PAC—

The Solution to Paper Archive Problems

CIA's **Imaging and Publishing Support (IPS), Global Support**, is now using a new service that puts large collections of paper documents on line for easy, compatible search and retrieval. The Paper Archive Conversion (**PAC**) System digitizes paper document holdings using optical character reader (**OCR**) technology and can significantly enhance a component's information management.

End the Paper Chase

An organization's collective knowledge is built upon massive quantities of documents. Much of this knowledge is available electronically via your intranet systems. But still more is available only on paper...paper stored in space-intensive libraries, file rooms, repositories, and archives...paper that is easily misfiled, damaged, or lost. In many cases, hard-copy filing systems are cumbersome and allow only limited access to target- or subject-rich information. In other cases, the documents stored are of historic value and are rarely accessed...but are taking up valuable floor space.

PAC transforms paper into an electronic product. Images are captured in the graphic format TIF, PDF and OCR provides text searchability and editability. The result is a fully formatted and functional CD-ROM that can contain up to 15,000 scanned pages with all the necessary software for search, retrieval, view, and print. Searches are performed using Adobe Acrobat Reader, which can perform full text searches. Indexing the CD-ROM can be added as a feature. The CD-ROMs are automatically launched and can be replicated as required. In addition, the contents of the CD-ROM can be downloaded onto an Agency Data Network (ADN) database. Database download offers all the access and management advantages of information on the ADN. After documents are scanned and archived, they can be electronically printed, faxed, or sent via e-mail.

The Strategic Solution

PAC can offer you several strategic opportunities by:

- Bringing large hard-copy repositories on line, where they will be less perishable, more accessible and searchable, and more easily and securely managed.
- Enabling greater knowledge management and wider information sharing across and between components. With PAC, training documents, files, technical manuals, and other information collections become "portable"—making them easy for the foreign and domestic field to access, and allowing stations and bases to reduce hard-copy holdings.

Ensure Security, Eliminate Clutter and Storage

PAC also offers a secure solution to component paper problems. PAC's advanced imaging technology was developed to support the legal profession's need for the onsite capture, storage, and exploitation of legal documents and evidentiary materials in a secure environment.

Fully cleared IPS publishing experts will scan and index the documents, according to a component's specific mission requirements. Since the documents are collected, captured, and indexed only once, PAC greatly reduces the risk of misfiling or misplacing information.

Moreover, the conversion of paper documents, regardless of their frequency of use, reduces storage needs. Reducing storage needs frees floor space that can be used to better support mission. In today's environment, space is at a premium. Why spend valuable square footage storing paper?

Why Go With the PAC?

- **Accessibility and Speed**—large collections of data can easily be captured and indexed, and quickly searched and retrieved.
- **Portability**—data can be transported worldwide, enhancing knowledge sharing and reducing hardcopy holdings.
- **Security**—fully compatible with standard NT networks and administered by cleared staff.
- **Ease of use**--no additional technology, infrastructure, or training investment is needed.
- **Space Friendly**—components can free up valuable space now used to store hardcopy holdings.