

NOT SO QUARTERLY

Issue 1

"There is always a solution."

July 1, 2000

OCRFLOW— FULL TEXT CONVERSION SOFTWARE

555 S. Camino del Rio;
Bldg. A-4
Durango, CO 81303

Phone: 970.385.5195
Fax: 970.385.7235
Toll Free: 888.519.5195
Email: lmlauth@rmi.net

Visit us on the Web:
www.midnow.com

CD-ROM

(C'D-rom, C'D-R'O-M') *noun*
Acronym for compact disc read-only memory. A form of storage characterized by high capacity (roughly 650 megabytes) and the use of laser optics rather than magnetic means for reading data. Although CD-ROM drives are strictly read-only, they are similar to CD-R drives (write once, read many), optical WORM (write once, read many) devices, and to optical read-write drives.

TIME LINE

1984
The Dutch company Philips and Japanese firm Sony introduce the CD-ROM, a laser-read, read-only disk.

1993
The adventure game *Myst* is the first CD-ROM to be commercially successful, selling more than 1 million copies by the end of 1994.

1995
The first consumer CD Plus titles—a combination of the features of CD-ROMs and high sound quality audio CDs—are released.

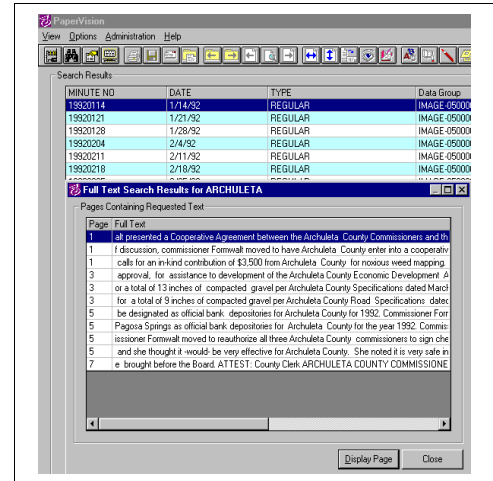
We now offer full text conversion with OCRFlow. Here is how it works; we scan and index in PaperFlow then use OCRFlow to process those images for full text retrieval in PaperVision.

Now you can search an entire project for any phrase within any document. Full text retrieval is invaluable for manuals, legal contracts, litigation, meeting reports, and yes... Minutes.

If you are a client that currently uses PaperFlow, you may want to consider integrating OCRFlow for a full-text retrieval solution.

If you are a client that currently out-sources your imaging to us, we can convert any of your CDs to full-text search and keep the existing indexes.

MID offers these services in our shop now. We would like your input on how we can provide you these services easily and cost effectively and if in fact, you are even interested. We are thinking of installing an FTP site so that you may transfer data groups from your computer to us electronically. We would perform OCR on the documents and send you back a full-text data group, ready to



PaperVision is fully integrated for full-text search.

be loaded in PaperVision. If you are interested in this service, please give Les a call.

OCR? Is Optical Character Recognition What You Need?

We have all been in those situations of searching for a word or phrase throughout a manual or pile of correspondence, hoping it will jump out at us. What about the copy of that spreadsheet, it would be so nice to be able to open it in Excel and work over the numbers. Think of the time and cost savings if you were able to word search across an entire manual. What we are describing is absolutely possible and affordable. The process is called Optical Character Recognition (OCR). The OCR process converts an image file into a text file that can then be used in a word processor or other text-based application. An image file is like a photocopy; you cannot search for text within the image. If you want to perform searches or edit text with ease, you must convert that image file into a text file.

MID offers many combinations of OCR services. As we mentioned in the above article, OCR can be used in conjunction with PaperVision but certainly not limited to PaperVision. For instance, if you

have paper copies generated by a laser printer and are not concerned about preserving the original formatting the cost can run as little as 50 cents a sheet, regardless of what format we output to. (E.g. Word, WordPerfect, Dbase, Excel, Frame Maker, PowerPoint, Publisher, etc). Additionally, we offer conversions to Adobe PDF (Portable Document Format). Consider a year of correspondence in one file that you can search across in adobe acrobat free software.

Therefore, the question you may be asking is, "Why should I pay you to do this when I can buy an "off the shelf" OCR product and do it myself?" And you would be right, but consider this, 1) OCR is labor intensive; to assure quality control an operator must verify every image. 2) The inexpensive OCR packages are not as "nice" as you may think and in the time it takes to OCR and verify you may have been able to key the document in by hand, and 3) Outsourcing can save your company money. We have many combinations and are confident we can fit the need and budget.

What's Up at MID?



Annie has baby kittens!!!

Katie's Not So Quarterly Picture Box



CDB?

MID OFFICE TALK



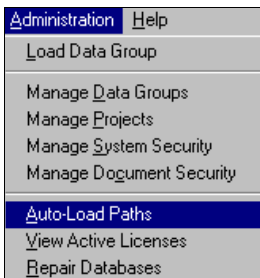
Lazy Maddi, our office dog.

PAPERVISION-AUTO LOAD PATHS

PaperVision allows you to load data groups automatically. This is a time saving feature and lessens the chance of errors in searching current data groups in PaperFlow.

Step by step instructions to add a data group:

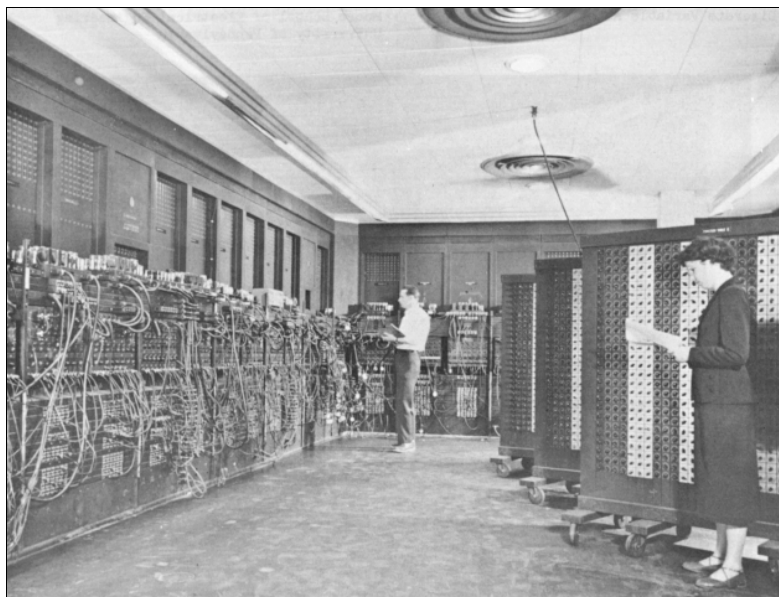
1. In PaperVision, click once on *Administration*.
2. Click once on *Auto-Load Paths*.
3. Click once on ADD button.
4. Drop the *Look-In* box down to locate the correct drive.
5. Click once on the drive letter to display the files in the drive.
6. Double click on file folders until the Datagr directory is displayed



7. Double click on the Datagr file folder to open.
8. Click once on the OPEN button.
9. Your done! If you would like to a more paths, repeat these instructions.
10. To change the time that auto-load starts, click once on *Options*.
11. Click once on *System Setting*, under LOAD, enter the minutes.

PaperVision will automatically load the data group on the time set in *System Settings*. If the data group has not changed, PaperVision will not load it. Remember, PaperVision must be running (you can minimize) for auto-load to run.

Believe it or not... it has improved



The ENIAC "U.S. Army Photo", from K. Kempf, "Historical Monograph: Electronic Computers Within the Ordnance Corps" ~1946.