

A high quality and complete solution for immediate and secure access to all your documents

- > Digitization and Image Optimization
- > Data Entry and Indexation
- > Optical Character Recognition
- > Document Conversion
- > Custom Document Management Solutions
- > Consulting Service

When basic information of your company is trapped on printed and handwritten pages, inside folders or stocks of documents, your communication, your productivity, your performance, and your profits are dramatically impacted.

Increase productivity, performance and profits

To be competitive, any structure needs efficient document management systems to capture, archive, search, and quickly find information from a variety of sources across your organization and around the world.

Acquire a whole range of competitive advantages

With our services, you can convert your important documents into digital assets and structure them for your staff. Your documents are easier to retrieve and that significantly improve productivity.

Reveal your collections to a much wider audience

We provide a broad range of cost-effective and accurate data capture and conversion services, within a secure environment that ensures system level and physical security of your important documents.

*Historical documents
Pictures
Drawings*

*Corporate archives
Documentation
Technical drawings
Forms
Letters
...*



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Dirox digitized our collection of old, rare, and fragile books with the utmost professionalism. Dirox also developed a custom web document management solution and I am very pleased with their work and response. I highly recommend the Dirox digitization team for their excellent service and the quality of their work.

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Jean-Jacques Donard - VALEASE Project Manager
(VALEASE is the “Book Enhancement in Southeast Asia” project of the French Ministry of Foreign Affairs)



Improve access to your documents

The digital revolution does bring a variety of document online, increasing their visibility and access. **Dirox helps your organization to have the benefit of this revolution.**

We scan your old books, your microfiches, or your original material to create high-quality digital items, giving easier access of your collection to a much wider audience.

The process

Dirox Digitization Service provides comprehensive support for the conversion of all your type of documents, including:

- 1 Preparation
- 2 Digitization
- 3 Improvement & Conversion
- 4 Data capture & Hosting



A secure environment process all through your project

- **Consulting** — We identify your needs and the intended use of your documents that we turn into digitizing objectives by expressing requirement specifications for your specific context.
- **Preparation** — Documents are prepared for an optimal scanning result and according to the specifications.
- **Digitization** — We use a broad range of professional scanners adapted to all document types, from regular paper documents to old books to engineering drawings.
- **Conversion** — Images are converted to the most suitable format (TIFF, JPG, PDF), based on the document type and on the intended use.
- **Image optimization** — Images are optimized, with advanced digital correction software, to support your viewing, storage, and production requirements, and to provide the best quality for the smallest file size.
- **Data capture** — Data capture can be coupled to an indexing/ encoding process in order to give you an immediate and easy access to the documents you search.
- **Custom software development** — Our software engineers can develop custom document management solutions to match your business needs.
- **Delivery** — Final data are then delivered on the most suitable support.

Based on our experience providing these services, our approach is to listen to the customer, find and propose the most adapted solution matching his needs, and use innovative technologies and skilled work force.

During two years, we have been in charge of large scale digital conversion projects for the libraries of Vietnam and for national scientific newspapers. This experience confirmed us as a **leading provider of innovative solutions** for the scanning of **rare, fragile, original and often unique books and maps** in Vietnam.



Bibliotheca Indosinica
More than 2 000 old books on line ...

Images library

More than 15 000 old pictures on line ...



Why Dirox?

Digitization involves a complex and specific combination of evolutive skills and technologies. Dirox provides a **managed solution** to capture, digitize, and convert large volumes of documents into digital format. Indexation and custom document management solutions make your information **leverageable** and **easy to access and manage** and will help you **increase your productivity, your communication, and your performance in a cost-effective way.**

What makes us different?

- Our sound understanding of the business and cultural environment
- Our capabilities to provide outsourcing and engineering solutions across different services
- Our ability to develop custom solutions specific to your business environment
- Our domain expertise on old books digitization and digital library.

Contact us

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