

**Soft-Train**



*At Soft-Train  
Technology Works*

# Document Imaging (1 Day) ST45008

**COURSE GOAL:** To identify and describe the various tools used in Document Imaging.

**PREREQUISITES:** Beginning Windows.

**LEARNING OBJECTIVES:**

Upon completion of this course the student will be able to:

- Scan
- Store data
- Document Labeling
- Data Storage Formats
- Multi User Viewing and Editing
- Verifying Trusted Documents
- Disaster Recovery
- Enforce Business Rules
- Database Manipulation
- Data Mining
- Data Marts and Data Warehousing
- Retrieval on the Internet
- Mail Correspondence
- Journalizing Documents
- Instant Document Retrieval

**KEY TOPICS:**

**I. The Background of Document Imaging**

- A. History of Document Imaging
- B. File Formats
- C. Basics of Document Imaging
- D. Scanning
- E. Storage
- F. Indexing
- G. Retrieval
- H. Access

**II. Scanning**

- A. Scanning Devices
- B. Optical Character Recognition
- C. Document Labeling

**III. Document Storage and Retrieval**

- A. Multi User Viewing and Editing
- B. Data Storage Formats
- C. Disaster Recovery

**IV. Automation**

- A. Verifying Trusted Documents
- B. Enforced Business Rules
- C. Database Manipulation

**V. Reporting**

- A. Data Mining
- B. Data Marts and Data Warehousing
- C. Retrieval on the Internet

**VI. Enhancing Customer Service**

- A. Mail Correspondence
- B. Journalizing Documents
- C. Instant Document Retrieval