



## IMAGING

Lighthouse Document Technologies provides imaging services to facilitate the management of traditional paper discovery and records management.

Imaging your documents and using an electronic database or other media storage enables your team to quickly search, view and print only the necessary documents.

Because imaged files take up much less space than paper documents, imaged documents are a fast and economical way to produce documents to opposing counsel during the discovery process or to store corporate records. Imaged documents can easily be burned to CDs or DVDs which are capable of storing 10,000 or more pages per disc.

### STEP 1: DOCUMENT PREPARATION

- ▶ Complete and confirm work order.

### STEP 2: IMAGE DOCUMENTS

- ▶ Remove and replace all clips, rubber bands, post-its, etc.
- ▶ Each document handled with care.
- ▶ Every scan is verified for quality control.
- ▶ Image enhancements performed for clarity.

### STEP 3: OPTICAL CHARACTER RECOGNITION (OCR)

Optical Character Recognition (OCR) is a technology process that translates and converts printed documents or static images into a format that can be searched or edited in a word processor or other text-based case management application. By adding OCR, searching for relevant documents by keywords speeds the document review process and can save many work hours.

Using state of the art tools, Lighthouse Document Technologies can quickly convert large volumes of paper documents or images to fully searchable and editable single page or multi-page text files. Our OCR service features language recognition technology which enhances the accuracy of the conversion. We also offer the translation of embedded text within .pdfs and automated rotation of text orientation. Our specialized OCR process



provides a more complete and accurate end product than typical OCR software. Lighthouse's OCR solution helps you quickly locate and retrieve important information in a fraction of the time it would with paper documents or fixed images.

#### **STEP 4: ELECTRONIC ENDORSEMENT**

- ▶ Bates number
- ▶ Protective Order Designations

#### **STEP 5: OBJECTIVE CODING**

- ▶ Determine fields
- ▶ Keystroke indexing requirements into relevant fields.
- ▶ Prepare DAT file as per client requirements.

#### **Document Coding**

Coding (also known as "indexing") is the extraction and logging of key information relating to a specific document.

Finding critical information in a large population of documents can be difficult. Lighthouse Document Technologies' approach is to code the relevant information from each document. This information can be pulled automatically from native electronic files (see Metadata) or compiled manually from paper documents or static images such as tiffs or pdfs.

If manual coding is needed, we assign coders to review each document and extract information such as Author, Recipient, Copyee, Date, Document Type, Document Title, Beginning bates number, Ending Bates number, and so forth. Every field of every document is verified for quality control. In addition to coding, documents are often OCR'd to enable the full text searching of a document.

Once the coding is complete, we export the information to a file format specific to your case management application (i.e., Summation, Concordance, JFS Litigators Notebook, Hummingbird, etc.), where it can be loaded and then used to form searches.

Lighthouse works closely with our clients to design every coding project to match their needs.



## **STEP 6: OUTPUT**

- ▶ Paper (“blowbacks”)
- ▶ Tiffs or PDFs
- ▶ Text files
- ▶ Load files for virtually any case management or database program.

After scanning, Lighthouse also provides a number of options for archival or retrieval storage, including CDs, DVDs, internal and external hard drives, and custom hosting.