

## 3 Day Course in Document Imaging and Document Management

This course is available free for self-study on the Internet in the form of whitepapers and slides at <http://www.ArchiveBuilders.com/whitepapers/>. All of the materials can be downloaded with a single click and then printed with a single click. The materials are in a full text searchable PDF file. All acronyms are spelled out. You can also download the materials as native Microsoft Office files so that you can incorporate these materials in your presentations or papers. The in-person course is free to graduate students in library science, to persons traveling from Africa, and to the native peoples of the United States, Canada, Australia, and New Zealand. If you would like to attend in person, the course is taught as a three-day class four times per year in the Los Angeles area.

This course is for managers who have been assigned to manage a document imaging system, and must start immediately, but can spend three days to study the subject and its background. This course is designed to assist managers to be more effective in bringing the immediate and long term benefits of document imaging and document management to their organizations and to their organizations' clients, customers, and constituents. Students will gain an understanding of how document imaging can be used and managed in both small and large-scale organizations. Document imaging is the process of taking documents out of file cabinets, and off shelves, and storing them in a computer. This course provides an understanding of the details that there is often no time to review in the rush to implement a system. The course content is intended to be useful to students in their professional work for twenty years into the future and is also intended to be useful for planning to preserve digital documents forever. The course may be too broad for those students seeking to learn a specific software application. Students will learn about the technology of scanning, importing, transmitting, organizing, indexing, storing, protecting, searching, retrieving, viewing, printing, preserving, and authenticating documents for document imaging systems, and archives. Image and document formats, metadata, XML (eXtensible Markup Language), multimedia, rich text, PDF (Portable Document Format), GIS (Geographic Information Systems), CAD (Computer Aided Design), VR (Virtual Reality) and GPS (Global Positioning System) indices, image enabled databases, data visualization, finite element analysis models, animations, molecular models, RAM (Random Access Memory) based SQL (Structured Query Language) databases, knowledge management, data warehousing, records inventories, retention schedules, black and white, grayscale, and color scanning, OCR (Optical Character Recognition), multispectral imaging, audio and video digitizing, destructive (lossy) and non-destructive (lossless) compression, digital signatures and seals, encryption, the three components of vision: resolution, color, and motion, the imaging technology of continuous tone, halftoning, dithering, and pixels, RAID (Redundant Array of Inexpensive Disks) fault tolerance, ECCs (Error Correcting Codes for RAID, CD, and DVD), and mirrored site disaster planning will be discussed. System design issues in hardware, software, networking, ergonomics, and workflow will be covered. Emerging technologies such as the DVD Digital Video Disc, HDTV (High Definition TV), and very high speed Internet, intranet, and extranet links, Internet protocol stacks, and Internet 2 will be presented. The course will include the DVD's role in completing the convergence of the PC and television, the convergence of telephony, cable, and the Internet, the merging of home and office, the merging of business and entertainment, and the management of the resulting document types. Can everything be digitized? The course follows Shakespeare through being (or not to be), love, wisdom, knowledge, information, data, bits, and discernable differences (optical disc pits). Many professionals including records managers, librarians, and archivists work with document management issues every day. While not limited to these professionals, this course builds on the broad range of tools and techniques that exist in these professions. The class content is designed so that students can benefit from

each part of the class without fully understanding every technical detail presented. This course is designed for non-technical professionals. Several system designs will be done based on system requirements provided by the students. System designs are done to provide an understanding of the design process, not to provide guaranteed solutions to specific problems. There is no hands-on use of scanning equipment. The course is designed to improve the ability of non-technical managers to participate in, and to direct, technical discussions. Instructional techniques include storytelling, iconic objects, and videos. Interaction between students is considered an important part of the learning experience.

The course covers a wide variety of materials and provides a foundation for understanding the many types of document management. However, some people might find the materials presented too broad for their purposes. If, in the course materials, you find a single area of great interest to you, but you have no interest in the other topics, it might be better if you included just a portion of the class in a self-study plan. Because the technology continues to evolve rapidly, and the spread of technology is also occurring rapidly, the course continues to evolve and is different each time it is taught.

Instructor: SteveGilheany@ArchiveBuilders.com, BA CS, MBA, MLS Specialization in Information Science, CDIA (Certified Document Imaging System Architect), CRM (Certified Records Manager), Sr. Systems Engineer, 20 years of experience in digital document imaging.

**The next two courses:** Winter 2003: Friday, January 31, 2003, 8:00 AM to 6:00 PM, Saturday, February 1, 2003, 8:00 AM to 5:00 PM, and Sunday, February 2, 2003, 8:00 AM to 5:00 PM at the downtown Los Angeles Marriott Hotel, Conference Room 312. There will also be an optional free visit to an archives and records center on Monday, There will also be a free visit to an archives and records center on Monday, February 3, 2003, 8:00 AM to 10:00 AM and 11:00 AM to 1:00 PM. The Spring 2003 course is scheduled for Friday, May 2, 2003, 8:00 AM to 6:00 PM, Saturday, May 3, 2003, 8:00 AM to 5:00 PM, and Sunday, May 4, 2003, 8:00 AM to 5:00 PM. There will also be an optional free visit to an archives and records center on Monday, May 5, 2003, 8:00 AM to 10:00 AM and 11:00 AM to 1:00 PM. Please see the website for the course description and location. These two courses are presented in English. Enrollment is limited. Please call +1 (310) 937-7000 for questions about the course. All enrollments are on a space available basis, with consent of the instructor. The cost of the course is USD \$675.00 and includes a printed copy of the course materials. Satisfaction guarantee: a full refund will be made up to two weeks following the end of the course. The course fee includes unlimited attendance at future classes for review and refresh of the material covered. The course carries no credit. It is suggested that students submit the course materials for continuing education credit review by their professional organizations. Students are encouraged to read the course materials and to speak with the instructor to determine if the course will be suitable for their purposes. Archive Builders disclaims all responsibility beyond the presentation of the course materials. <sup>28995v121</sup>

Because there is no charge for making a room reservation, and room costs increase when availability is limited, students are encouraged to make reservations as early as possible. The Marriott (213) 617-1133 is at 333 South Figueroa Street, Los Angeles, CA 90071 (Please request the group rate for Archive Builders). The Westin Bonaventure Hotel (213) 624-1000 [<http://www.theBiltmore.com>] (213) 624-1011. The Wilshire Grand and the Downtown Hyatt are also within walking distance during the day. Wilshire Grand Hotel 930 Wilshire Boulevard, Los Angeles, CA 90017 (213) 688-7777 Reservations 1-888-773-2888 [<http://www.thewilshiregrand.com>] Hyatt Regency Los Angeles 711 South Hope Street Los Angeles, CA 90017 : (213) 683-1234 [<http://www.hyatt.com>] All of the other hotels require a cab ride or a car. Radisson Hotel Midtown Los Angeles 3540 South Figueroa Street, Los Angeles, CA 90007 (213) 748-4141 [<http://www.radisson.com>] Vagabond Inn 1-800-522-1555 3101 S. Figueroa St. Los Angeles, CA 90007 [[http://vagabondinns.worldres.com/script/gen\\_prop.asp?hotel\\_id=10521](http://vagabondinns.worldres.com/script/gen_prop.asp?hotel_id=10521)] [<http://www.bestwestern.com>] Best Western Dragon Gate Inn, 818 North Hill Street, Los Angeles, CA, 90012 (213) 617-3077 Toll Free Reservations: 1-800-282-9999 Best Western The Mayfair 1256 West 7th Street, Los Angeles, CA, 90017 (213) 484-9789 Toll Free Reservations 1-800-821-8682 The LAX Motel 6 (310) 419-1234 (~US\$60 per day) is about 1 hour away at rush hour if you have a car. [[http://www.motel6.com/index.asp?start=motel\\_detail.asp?MotelID=1260](http://www.motel6.com/index.asp?start=motel_detail.asp?MotelID=1260)]

A bound copy of the course materials entitled The Document Management Continuum (DMC) (550 pages) can be ordered for USD \$25.00 (25 sets of the 24 page DMC Snapshot can be ordered for USD \$24.75) including free US ground shipment, from Archive Builders, 1209 Manhattan Ave., Manhattan Beach, CA 90266. Our policy is not to accept credit card numbers over the Internet. Please order over the Internet and call with your credit card number. We will call you at your request. The materials are updated from time to time, please check the version numbers. Prices subject to change without notice.