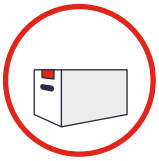
THE MINI-GUIDE TO DOCUMENT SCANNING:
A Simple First Step to Transformation

Your business runs on documents that represent the critical information you need to keep operations running smoothly; however, when that information is locked away in storage or stockpiled in filing cabinets, your employees can waste hours in a day searching for information essential to their jobs.

Not only are these manual processes inefficient, but they can also lead to errors, workflow bottlenecks, and low productivity. With new technologies and a goal to operate more efficiently, companies are increasingly digitising files and automating their workflows.

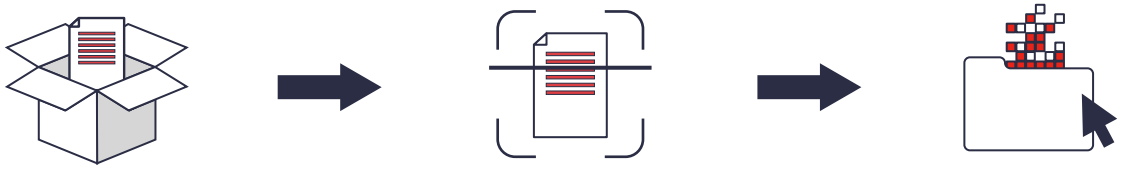
The paperless office is now a reality – and it all starts with document scanning. In this guide, we'll highlight what document scanning is, the common types of document scanning services, and the advantages digital document transformation can provide.



What Is Document Scanning?

Document scanning is the process of converting hard copy documents into electronic files to reduce storage costs and allow more flexibility in searching and sharing the documents. Files are indexed and tagged with metadata located within the text to help identify a document. Indexing categories may include client names, employee names, dates, topics, and document types.

After your files are categorised, your scanning partner can complete optical character recognition (OCR) to capture all the text on your documents, making it easy to search for information using keywords.



You Pack

We Scan

You Have A Paperless Office

Types of Document Scanning Services

Many different services are available for scanning documents. Some of the most common include:

Bulk Scanning
Converting a large volume of paper documents into searchable digital files.

Large-Format Scanning
Converting oversized documents such as engineering drawings, design plans, circuit diagrams, maps, and other large-format documents into digital images.

Day-Forward Scanning
Converting paper documents to digital files as they are produced in your day-to-day business activity.

Try a Box Now

Benefits of Scanning Paper Documents

1 Increased Employee Efficiency and Productivity

The average office employee spends **90 minutes a day (six weeks per year)** looking for paper files, and the typical manager wastes **150 hours a year (almost an entire month)** searching for lost information. Digitising documents is an easy way to improve employee productivity and efficiency.

Also, as remote work continues to increase, digital documents are becoming essential for accessibility and collaboration. When you convert physical records into digital files, employees can access and share documents with just a few clicks from anywhere at any time.

Benefits of Scanning Paper Documents

2 Enhanced Compliance

Compliance guidelines like GDPR and ISO 27001 require businesses to protect sensitive data. HIPAA's security rules – for UK organisations working with the US health sector – specifically address the digital version of protected health information (PHI), which includes a patient's medical history.

Most US healthcare organisations rely on HIPAA-compliant document scanning services to convert their paper-based documents into organised, searchable, and instantly accessible indexed files.

No matter your industry, document scanning makes it easier for your company to fulfill legal and regulatory obligations. While paper documents are challenging to organise, digital files can be structured, indexed, and produced quickly if you're audited.

Benefits of Scanning Paper Documents

3 Improved Disaster Recovery

Paper records are vulnerable to disasters, including fires and floods. Many small to medium-sized businesses never recover from a major data loss.

Fortunately, digitising documents helps you protect them and reduce risk. That's why document scanning is the first step in any disaster recovery plan.

Benefits of Scanning Paper Documents

4 Reduced Carbon Footprint

Digitizing documents is an easy way to reduce paper consumption while helping the environment. Here are some facts about paper and paper waste:

93% of paper comes from trees

50% of business waste is composed of paper

Paper makes up **25%** of landfill waste

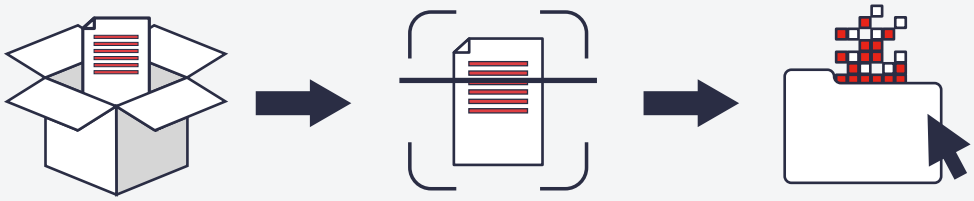
and **33%** of general waste

The average UK office worker uses **10,000** sheets of paper a year

Demand for paper is expected to **double** before 2030

Start Scanning Today and Transform Your Business

Take the first step to digital transformation with ARC's Scan-by-the-Box solution. For just £159 a box, you can digitise your paper documents at a fixed price with no long-term commitment.



£159 a box

Try a Box Now

Scan-by-the-Box hotline **+44(0)20 3985 0160**
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