



Gardens Imaging Solutions, Inc.

Since 1919

Gardens Imaging Solutions, Inc., since 1919 has offered its clients the latest in services and technical support. Nearly 100 years later we continue to carry on the tradition of providing the services and technology that our customers demand.

Today's digital imaging, printing, document management and archiving services provided even greater opportunity for us to provide the same traditional service utilizing the latest in technology to satisfy the needs of our customers, and at the same time expand our opportunities.

Gardens is more than just another reprographic & imaging company. Our mission is to provide our customers with the highest level of quality digital output at prices that generate bottom line savings.

The technology and equipment required to allow Gardens to provide the high quality images and support to your document management needs is one of the largest investments made today.

Our staff continues that same level of commitment to support your efforts in a successful document management and archiving service.

Document Management & Archiving

What is Document Management?

Document management is the capture, storage and retrieval of documents. With or without a document management solution, your organization already captures, stores and retrieves documents every day. For many organizations, this process is amazingly time consuming and too often ignored.

How is a Document Management System Used?

A document management system can be used to capture and organize all of these documents into easy-to-find electronic documents. The paper documents could have been scanned into the document management system. The electronic records could be either stored in the system or pointed to from another system. A document management system has the power to tie these documents together.

What is Document Storage?

Document storage, or when we discuss document management, online document storage, is the process of storing documents as electronic files. There are some obvious benefits to online document storage as opposed to physical storage of paper documents.

Features and Services of a Document Management System

- *Documents Come in Many Formats*
- *Scanning Documents*
- *Importing Documents*
- *Document indexing*
- *Document Storage*
- *Document Security*
- *Network Storage Versus Document Management*
- *Document Retrieval*
- *Security*
- *Access*
- *Document Search*
- *Full Text Search*
- *Business Processes*
- *Workflow Automation*
- *Records Management*
- *Compliance*
- *Document Management Analysis*
- *Document Management Adoption*



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About Gardens

Gardens Reprographics is the oldest locally owned and managed Reprographic Company in the Baltimore area. Since 1919 we have provided our customers with the highest level of quality and service for nearly 100 years.

Our team of professional imaging specialists share collectively more than 150 years of industry experience serving the Architectural/Engineering/Construction and Development professionals.

The team is a collection of various mergers and acquisitions. During the past 44 years most notably, we have merged firms like Baltimore Photo & Blueprint Co., and most recently CDI Baltimore, Inc., dba/Charm City Digital Imaging (Formerly NGI Baltimore, Inc.) into Gardens Reprographics. Our “NEW” Imaging Company, Gardens Imaging Solutions, Inc., makes Gardens the most experienced Baltimore based Information Management firm today.

Gardens Imaging Solutions, Inc., has for more than 103 years serviced and supported Baltimore’s design, construction and development and government agencies. As one of the industry leaders we continue to maintain our leadership role today. We continue to provide the latest in technology and high level of Quality to the professionals in Baltimore.

Thank you for your past and future patronage!

The Management and Staff
Gardens Imaging Solutions, Inc.

Software/Equipment

File Formats:

- .PDF
- .TIFF
- .JPEG
- .BMP

Database:

- ORACLE
- IBM –DB2
- MYSQL
- DAP
- FoxPro
- Filemaker Pro
- PostgreSQL
- SQLite
- Microsoft Access

Equipment:

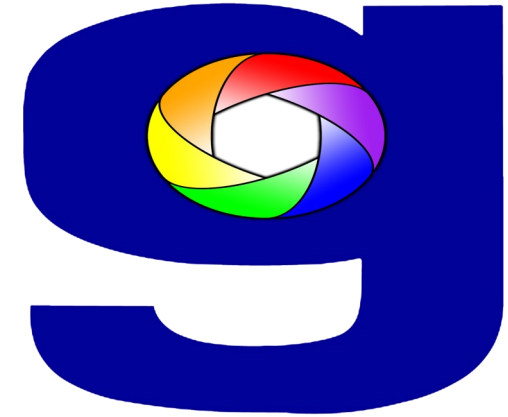
- Canon High Speed SDX Scanners
- Canon Color High Speed Scanners
- Context B&W / Color Scanners
- OCE Wide Format Scanners
- Context Wide Format Color Scanner

Storage:

- CD
- DVD
- Thumb Drive
- Portable Drive
- e-cloud

**Dedicated To Providing
“Tomorrow’s Technology For
Today’s Imaging Needs”
Since 1919**

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Serving Design Professionals since 1919



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