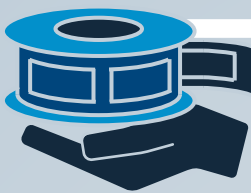


# HOW DOES A MICROFILM CONVERSION PROJECT WORK?

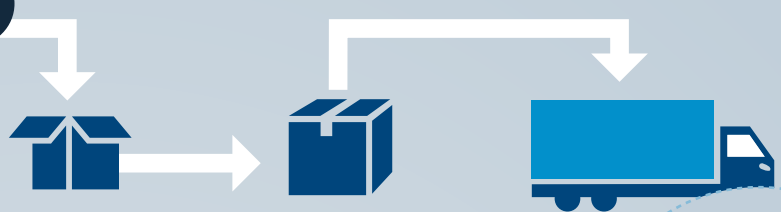
You're ready to convert your film to a digital format, but you're not sure what's involved. Check out our project steps below and understand how your microfilm will be digitized when you partner with BMI.

1



You've agreed to convert your microfilm to an online digital resource. Great idea! Let's get started ...

2

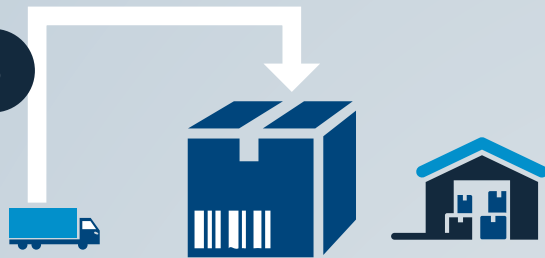


It's time to carefully pack up your microfilm for transportation to our facility.



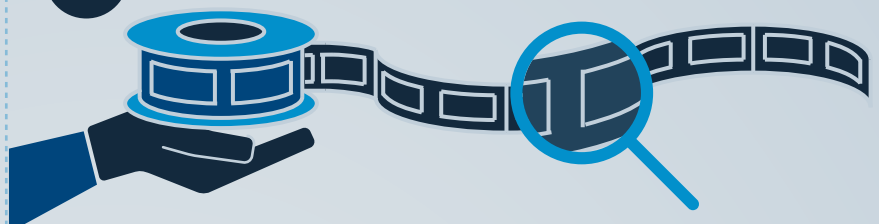
*Need secure packaging?  
Just ask!*

3



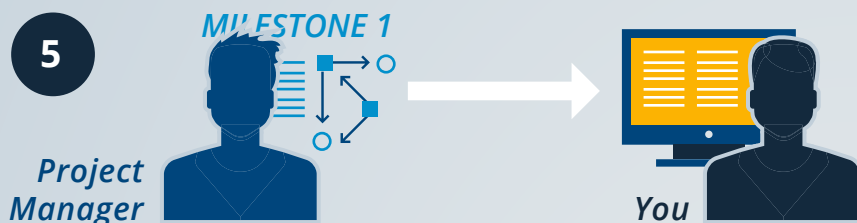
When your microfilm arrives at the facility, it's carefully tagged for inventory tracking.

4



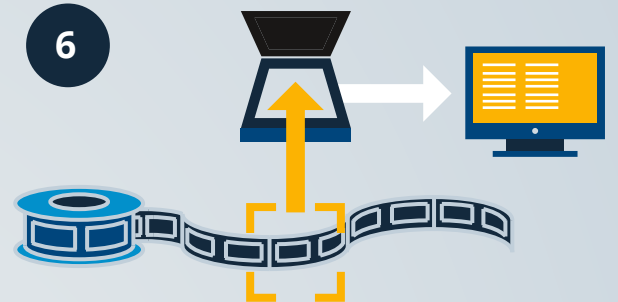
Each roll of microfilm is inspected and prepared for scanning.

5



The proof of concept is created as you reach "Milestone 1 (M1)." This is where a small portion of the project is completely processed and then reviewed by you to confirm expectations and make any adjustments.

6



Once the M1 is approved, the rest of the project is scanned.

7



You're a happy customer! You can access your files digitally and don't have to worry about the hassle of microfilm anymore.

**When you digitally convert your microfilm records, you stay ahead of the document management curve. Increase usability and efficiency, and decrease stress. Go digital!"**

