



Document Conversion Services



Virginia
Correctional
Enterprises

Quotes/Initial Inquiries, Michael McDonald - (804) 338-5366
Projects in Progress, Howard Jadofsky - (434) 422-3917
www.GoVCE.net

About Us

Virginia Correctional Enterprises (VCE) is a self-supporting agency designed to provide incarcerated individuals with job training, skills development, and employment opportunities within the Virginia Department of Corrections. Established over 85 years ago by the Virginia General Assembly, VCE focuses on reducing recidivism by equipping inmates with the tools they need to reintegrate into society successfully.

VCE's mission is to strengthen future employment opportunities and marketable skills for inmate workers through on-the-job training and work development programs, supported by the production and delivery of quality products and services to our customers. VCE workforce development programs are voluntary, inmate workers apply, interview and are accepted into a program based on a predetermined set of criteria for each program.

Preparing for a Successful Reentry

Soft Skills Development

Inmates are trained in critical interpersonal and professional skills such as communication, teamwork, time management, accountability, and the principles of lean practices. These are essential for their future success in the workplace, allowing them to adapt and thrive in a variety of professional environments.

Specialized Skill Training

The program offers hands-on training in industries such as furniture design and manufacturing, AutoCAD, and maintenance and sanitation solutions. This training helps prepare inmates for roles that require technical expertise, making them more competitive candidates when seeking employment after release.

Registered Apprenticeships & Certifications

Through partnerships with industry professionals, VCE offers Registered Apprenticeships and vendor certifications. These provide inmates with recognized credentials that enhance their employability and make them more attractive to potential employers in the private sector.

Workforce Development Programs

The overarching goal of VCE's workforce development programs is to equip inmates with the practical skills and knowledge necessary to secure meaningful employment after their release.

Digitize. Organize. Optimize.

At VCE, our Document Scanning & File Creation service is designed to help you eliminate paper clutter, streamline operations, and improve access to critical information. We can improve your digital workflow by converting documents, images, and data into standardized formats that suit your system, storage, and sharing needs.

What We Offer:

High-Resolutions Scanning

- Standard 300 dpi up to 1,200 resolution
- Black & white, grayscale, or full-color options
- Image formats: PDF, TIFF, JPEG, PNG
- Oversized documents handled with precision

Confidential & Secure

- Chain-of-custody and data privacy protocols

Project Management & Consultation

- VCE is committed to collaborating closely with clients to assess their specific needs. Our team is available to assist with project management and provide expert consultation throughout the document conversion process.



Content Management Services (CMS)

Make Every Word Work for You

With VCE's Optical Character Recognition (OCR) services, your scanned documents become searchable, editable, and more accessible. Whether you're digitizing legacy records or managing large volumes of forms, OCR adds a powerful layer of intelligence to your digital files.

What We Offer:

Full-Text Search Capabilities

- Quickly locate names, dates, keywords, and phrases
- Enables efficient document retrieval and review

Editable Digital Files

- Convert printed or typed text into usable Word, Excel, or searchable PDF formats
- Ideal for updating forms, reports, contracts, and manuals

Improved Content Management

- Tag and organize content by keywords or metadata
- Integrate with your CMS

Ideal For:



Government Records



Medical Files



Legal and Court Documents



Educational Materials



Historical Archives

Architectural and Engineering Drawing Services

Preserve Precision. Digitize Detail.

VCE provides high-resolution scanning and digital conversion for Architectural and Engineering (A&E) drawings, helping agencies, municipalities, and firms safeguard blueprints, maps, schematics, and construction documents. Our services ensure every line, legend, and layer is captured with clarity.

What We Offer:

Large-Format Scanning

- Up to 42" wide (longer sizes accommodated)
- Black & white, grayscale, and full-color scanning
- Scans delivered in PDF, TIFF, or JPEG formats

Raster-to-Vector Conversion (CAD Ready)

- Convert scanned drawings into fully editable CAD files
- Ideal for renovations, redesigns, or archival re-use
- Formats: DWG, DXF, DGN and more

Indexing & Metadata Tagging

- Organize by project, location, or drawing type
- Integrate with your CMS

Ideal For:

- | | |
|---------------------------------|----------------------------------|
| ✓ Civil Engineering Departments | ✓ Government Building Projects |
| ✓ School & Campus Facilities | ✓ Public Infrastructure Archives |

Data Entry, Indexing and File Format Conversion

Turn Information into Organization

VCE's Data Entry, Indexing and File Format Conversion services help agencies, institutions, and organizations turn scanned or printed information into structured, searchable digital content.

What We Offer:

Custom Indexing Services

- Index by keywords, fields, document types, or dates
- Integrate with your CMS

Metadata Creation

- Enables fast digital search and retrieval
- Customizable to agency or department needs
- Compatible with OCR and document scanning workflows

Slides, Negatives, Microfilm and Microfiche

- High-resolution scanning and digital conversion of slides, photo negatives, microfilm rolls, and microfiche sheets into accessible, searchable formats

Document Formats

Word ↔ PDF

Excel ↔ PDF

PDF ↔ Word

TIFF ↔ PDF

JPEG ↔ PDF

Image Formats

- PNG ↔ JPEG ↔ TIFF ↔ BMP
- Grayscale and color support
- Multi-page image file creation

Data Entry, Indexing and File Format Conversion

What We Offer:

Confidential and Secure

- *Document Processing & Scanning:* VCE prepares documents by removing fasteners, repairing minor damage, and scanning them using state-of-the-art equipment with built-in OCR for searchable PDFs
- *Quality Assurance & Metadata:* Every file undergoes a thorough quality check to ensure accuracy, with optional indexing and metadata for easy integration into your CMS
- *Approval, Auditing & Delivery:* Projects begin with sample approval; all incoming boxes are audited against manifests, and final content is securely delivered via FTP, SharePoint, or other CMS

Batch Processing

- High-volume file conversion
- Consistent naming and structure
- Fast turnaround with quality checks





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