

INTERNATIONAL STANDARD

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Micrographics — Recommendations for the creation of original documents

*Micrographie — Recommandations pour la création des documents
originaux*



Reference number
ISO 10196:1990(E)

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 10196 was prepared by Technical Committee ISO/TC 171, *Micrographics and optical memories for document and image recording, storage and use*.

Annexes A, B and C of this International Standard are for information only.

Introduction

The expanding use of modern means for managing, conserving, safeguarding and exchanging documents requires the creation of original documents of high quality. At the time of preparation it is not always known whether a document will be microfilmed or scanned. The requirements of this International Standard should be taken into account in the preparation of any document to ensure that the document is of a quality that will reproduce well in case it has to be microfilmed or scanned.

These recommendations should be part of the directives concerning usual management of companies, in particular as concerns the creation and duplication of documents.

The quality of the original document has a direct effect upon the quality of the microimage. Recording operations carried out on microforms, therefore, greatly depend on certain characteristics of the original document which are essential for the production of high quality microforms.

The progress made in the field of micrographics leads to the use of increasingly greater reduction ratios, which correspondingly makes the creation of originals more important.

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Micrographics — Recommendations for the creation of original documents

1 Scope

This International Standard provides guidance on the creation of original documents to facilitate their reproduction as microforms.

It applies to documents in black on a clear background, made up of continuous lines. Although studies were based more specifically on the Latin alphabet, the general principles can be used as guidelines for the production of documents using other alphabets or ideograms.

It does not apply to technical drawings for which requirements are given in ISO 5457 and ISO 6428.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 5-3:1984, *Photography — Density measurements — Part 3: Spectral conditions*.

ISO 5-4:1983, *Photography — Density measurements — Part 4: Geometric conditions for reflection density*.

ISO 216:1975, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series*.

ISO 2470:1977, *Paper and board — Measurement of diffuse blue reflectance factor (ISO brightness)*.

ISO 5457:1980, *Technical drawings — Sizes and layout of drawing sheets*.

ISO 5627:1984, *Paper and board — Determination of smoothness (Bekk method)*.

ISO 6196-1:1980, *Micrographics — Vocabulary — Section 01: General terms*.

ISO 6196-2:1982, *Micrographics — Vocabulary — Section 02: Image positions and methods of recording*.

ISO 6196-3:1983, *Micrographics — Vocabulary — Part 03: Film processing*.

ISO 6196-4:1987, *Micrographics — Vocabulary — Part 04: Materials and packaging*.

ISO 6196-5:1987, *Micrographics — Vocabulary — Part 05: Quality of images, legibility, inspection*.

ISO 6196-6:—¹⁾, *Micrographics — Vocabulary — Part 06: Equipment*.

ISO 6428:1982, *Technical drawings — Requirements for microcopying*.

3 Definitions

For the purposes of this International Standard, the terms and definitions contained in ISO 6196 apply. The following definitions also apply:

3.1 basic detail (d): Smallest element, whether black or white, necessary for the recognition of an individual character (see figure 1).

Example: width of the stroke (in particular of the up-stroke), space within a symbol, separation between symbols.

1) To be published.