INTERNATIONAL STANDARD

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Document imaging applications — Recommendations for the creation of original documents

Applications en imagerie documentaire — Recommandations pour la création des documents originaux

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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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. 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.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 10196 was prepared by Technical Committee ISO/TC 171, *Document imaging applications*, Subcommittee SC 2, *Application issues*.

This second edition cancels and replaces the first edition (ISO 10196:1990), which has been technically revised.

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 its creation, 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 current practice of companies, in particular concerning the creation and duplication of documents.

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

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.

Likewise for scanning, the existence of high-performance equipment also leads to creating quality originals. In addition, the increasing frequent use of optical character or image-recognition techniques (OCR or ICR), demands that the text be legible in order to be efficacious.

Document imaging applications — Recommendations for the creation of original documents

1 Scope

This International Standard provides guidance on the creation of printed documents so that they may be easily reproduced as microforms or scanned images.

Although studies were based more specifically on the Latin alphabet, the general principles may be used as guidelines for the production of documents using other alphabets or ideograms.

This International Standard does not apply to technical drawings for which requirements are given in ISO 5457 and ISO 6428. It also does not apply to special micrographics or scanning-related applications (scanning of bank cheques or bar codes).

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 5-3:1995, *Photography — Density measurements — Part 3: Spectral conditions*

ISO 5-4:1995, *Photography — Density measurements — Part 4: Geometric conditions for reflection density*

ISO 216:—[1)], *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series*

ISO 2470:1999, *Paper, board and pulps — Measurement of diffuse blue reflectance factor (ISO brightness)*

ISO 6196-1:1993, *Micrographics — Vocabulary — Part 1: General terms*

ISO 6196-2:1993, *Micrographics — Vocabulary — Part 2: Image positions and methods of recording*

ISO 6196-3:1997, *Micrographics — Vocabulary — Part 3: Film processing*

ISO 6196-4:1998, *Micrographics — Vocabulary — Part 4: Materials and packaging*

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

ISO 6196-6:1992, *Micrographics — Vocabulary — Part 6: Equipment*

ISO 12651:1999, *Electronic imaging — Vocabulary*

1) To be published. (Revision of ISO 216:1975)