
**Electronic imaging — Forms design
optimization for electronic image
management**

*Imagerie électronique — Optimisation de conception de formulaires
pour la gestion d'images électroniques*



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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.

In other circumstances, particularly when there is an urgent market requirement for such documents, a technical committee may decide to publish other types of normative document:

- an ISO Publicly Available Specification (ISO/PAS) represents an agreement between technical experts in an ISO working group and is accepted for publication if it is approved by more than 50 % of the members of the parent committee casting a vote;
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An ISO/PAS or ISO/TS is reviewed after three years in order to decide whether it will be confirmed for a further three years, revised to become an International Standard, or withdrawn. If the ISO/PAS or ISO/TS is confirmed, it is reviewed again after a further three years, at which time it must either be transformed into an International Standard or be withdrawn.

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/TS 12029 was prepared by Technical Committee ISO/TC 171, *Document management applications*, Subcommittee SC 2, *Application issues*.

This second edition cancels and replaces the first edition (ISO/TS 12029:2002), which has been technically revised.

Introduction

This Technical Specification discusses issues and provides guidance for the design of forms that are used for electronic capture of information. Features include

- colour dropouts,
- type fonts,
- printing screen tints,
- line width,
- data storage, and
- other interrelated issues.

It is necessary to balance conflicting requirements of user-friendliness and electronic capture. Making a form appealing by use of colour or graphics could assist users when they complete the form, but could also decrease the form's scannability or other automated related functions. This conflict might require compromise in design of a form.

While this Technical Specification focuses on electronic forms' design and structure, it should be noted that paper based forms' design and structure can have different characteristics which ensure usability and readability. It is advisable that the user use these specifications when developing electronic forms while keeping in mind that paper based forms can be easily replicated in an electronic format (with the same content as in the paper based form), but with differing fonts and spacing.

Electronic imaging — Forms design optimization for electronic image management

1 Scope

This Technical Specification provides guidelines for the design of forms to be completed by users and scanned for processing by electronic image management (EIM) systems. These guidelines are limited to forms using roman characters.

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 1073-1, *Alphanumeric character sets for optical recognition — Part 1: Character set OCR-A — Shapes and dimensions of the printed image*

ISO 1073-2, *Alphanumeric character sets for optical recognition — Part 2: Character set OCR-B — Shapes and dimensions of the printed image*

ISO 12651, *Electronic imaging — Vocabulary*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 12651 and the following apply.

3.1

alphanumeric

pertaining to a character set that contains letters, numbers and other characters, such as punctuation marks and symbols

NOTE See ISO/IEC 2382-4.

3.2

dropout ink

ink of a colour that cannot be detected by a scanner

3.3

font

complete set of characters of a given size, weight and style of type, including capitals, small capitals and lower-case characters, together with figures, punctuation marks, ligatures, etc.

NOTE See ISO/IEC 2382-23.