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**Electronic document management —  
Vocabulary —**

**Part 1:  
Electronic document imaging**

*Gestion électronique de documents — Vocabulaire —*

*Partie 1: Imagerie documentaire électronique*





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Published in Switzerland

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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 12651-1 was prepared by Technical Committee ISO/TC 171, *Document management applications*, Subcommittee SC 3, *General issues*.

This first edition of ISO 12651-1, together with ISO 12651-2<sup>1)</sup>, cancels and replaces ISO 12651:1999.

ISO 12651 consists of the following parts, under the general title *Electronic document management — Vocabulary*:

— *Part 1: Electronic document imaging*

The following parts are under preparation:

— *Part 2: Document workflow*

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<sup>1)</sup> Under preparation.

# Electronic document management — Vocabulary —

## Part 1: Electronic document imaging

### 1 Scope

This part of ISO 12651 is intended to facilitate communication in the field of electronic document management and translation of the terms it contains into other languages.

The term “electronic document management” used throughout this part of ISO 12651 is intended as an all-encompassing term referring to inputting technologies [scanning, indexing, optical character recognition (OCR), forms, digital creation, etc.], management technologies (document services, workflow, and other work management tools), and storage (primarily optical/magnetic) technologies.

All terms and definitions in this part of ISO 12651 have been drafted in accordance with ISO 10241-1 and ISO 1087-1. The selection of terms and the wording of definitions have, as far as possible, followed established usage. Where there were contradictions, solutions agreeable to the majority have been sought.

### 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/IEC 11544, *Information technology — Coded representation of picture and audio information — Progressive bi-level image compression*

ISO/IEC 10918-4, *Information technology — Digital compression and coding of continuous-tone still images: Registration of JPEG profiles, SPIFF profiles, SPIFF tags, SPIFF colour spaces, APPn markers, SPIFF compression types and Registration Authorities (REGAUT)*

ISO 18901, *Imaging materials — Processed silver-gelatin-type black-and-white films — Specifications for stability*

### 3 Principles and conventions

#### 3.1 Definition, formatting and organization of entries

All terms and definitions listed in Clause 4 meet the requirements of ISO 10241-1:2011.

#### 3.2 Spelling

Terms, definitions, examples and notes are given in the spelling preferred in the United Kingdom, unless otherwise indicated. Other correct spellings may be used without violating this International Standard.