

Australian/New Zealand Standard™

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



AS/NZS ISO 12029:2007

This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee IT-021, Records Management Systems. It was approved on behalf of the Council of Standards Australia on 4 September 2007 and on behalf of the Council of Standards New Zealand on 28 September 2007.
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The following are represented on Committee IT-021:

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Australian Society of Archivists
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Institute for Information Management
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PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-021, Records Management Systems to supersede ATS 5084—2003, *ISO/TS 12029 Electronic imaging—Forms design optimisation for electronic image management*.

The objective of this Standard is to provide 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.

Standards Australia wishes to thank the following organizations for their contributions enabling Australia's participation in the development of International Standards in the area of Records Management. International Standards in turn became national Standards to be used in Australian industries.

Attorney General's Department
Australian Society of Archivists
National Archives of Australia
Public Record Office, Victoria
Records Management Association of Australasia
Records Solutions
NSW State Records
EMC Global Holdings Australia

This Standard is identical with, and has been reproduced from ISO/TS 12029:2007, *Electronic imaging—Forms design optimization for electronic image management*.

As this Standard is reproduced from an international standard, the following applies:

- (a) Its number appears on the cover and title page while the international standard number appears only on the cover.
- (b) In the source text 'this Technical Specification' should read 'this Australian Standard'.
- (c) A full point substitutes for a comma when referring to a decimal marker.

None of the normative references in the source document have been adopted as Australian or Australian/New Zealand Standards.

The term 'normative' has been used in this Standard to define the application of the appendix to which it applies. A 'normative' appendix is an integral part of a Standard.

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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.