Document Imaging 101 Course Outline

Listed below are the topics covered in this course. Upon completion, each student will possess the requisite level of knowledge in preparation for working in an EDMS environment.

Part 1:

- Chapter 1: Concepts
- Chapter 2: Understanding Paper
- Chapter 3: The Capture Process
- Chapter 4: Electronic Images
- Chapter 5: Scanners

Part 2:

- Chapter 6: Processing Technology
- Chapter 7: Storage
- Chapter 8: Communications Network
- Chapter 9: Display / Output
- Chapter 10: Workflow
- Chapter 11: Document Management

Part 1:
Chapter 1: Concepts

- What is Document Imaging?
- Concepts
- DM/DI as a central repository
- DM/DI for meeting Compliance Mandates
- DM/DI as cost containment
- DM/DI as security enhancement
- DM/DI as data integrity enhancement
- Motivation [or WHY is imaging becoming so popular]
- Competition
- Advantages of Document Imaging

- In everything there are disadvantages…
- Corporate Objectives
- Executive Management's Perspective
- Chapter Summary

Chapter 2: Understanding Paper

- Is Paper productive?
- Old-Fashioned Filing
- Paper
- Paper sizes
- Paper Coatings
- Paper Quality and Thickness
- Paper Color Concerns
- Fastening Devi ces
- Paper Attributes
- Chapter Summary

Chapter 3: The Capture Process

- Doc Prep
- Scan
- Index
- Quality Assurance
- Transfer to Storage
- Retrievals
- Retention
- Chapter Summary

Chapter 4: Electronic Images

- What is a digital image?
- Image Quality

- Effects of Image Quality
- Image Enhancement
- What is Compression?
- Effects of Compression
- Chapter Summary

Chapter 5: Scanners

- Looking for a Scanner?
- Scanner Types
- Getting Connected
- Software Connections
- Scanner Terms
- Performance
- Time For Some Math
- Scanner Resolution
- Scanner tracking technique: Imprinting
- Scanner tracking technique: Endorsing
- Chapter Summary
- Completed Part 1

Part 2:
Chapter 6: Processing Technology

- Make small file sizes, but lose details
- Make small file sizes, but preserve details
- Straighten An Image
- Delete Unwanted Data
- Working With A Form
- Indexing An Image
- Forms Processing
- Host Data Processing

Chapter 7: Storage

- Math Prerequisites
- Examples of Basic Math
- Determination of Storage Needs: Step 1
- Determination of Storage Needs: Step 2
- Determination of Storage Needs: Step 3
- Determination of Storage Needs: Step 4
- General Storage Categories and Terms
- Specifics on Storage Types
- Device Specifics
- Specifics on Media Types
- Questions to Ponder in Media Selection:
- Software Specifics
- "THE MATH" for Determining Storage Needs

Chapter 8: Communications Network

- Network: Introductory Definitions
- Network Interface Cards -- "NICs"
- Network Operating System (NOS)

- File Server vs. Client Server
- Types of Networks
- Server Network Topologies: Overview
- Bus Topology
- Star Topology
- Ring Topology
- Peer-to-Peer Networks: Distributed Computing
- Communications Speeds
- Protocols
- Common Protocols (Novell, IBM, Unix & Microsoft)
- Managing the Network
- A Network Bridge
- A Network Router
- A Gateway
- Network Servers
- Network Connectivity Options
- The Communications Network Review Questions

Chapter 9: Display / Output

- Output Options
- Export
- Fax Out
- Display
- What Happens to the Image When Displayed
- Dot Pitch & Resolution
- Printing Images
- Managing Print Volumes
- Output in Review

Chapter 10: Workflow

- Document Management: Overview
- History Shows
- Life of a Document: Review
- EDMS: User Expectation
- Organizing Information
- What are the indices?
- Document Management Acronyms
- Two Basic Goals for Workflow Process
- Workflow: Essential Elements
- Workflow: Definitions
- A Workflow Process
- Options: Automated Workflow
- Options: Email-Based Workflow
- Options: Email and Dedicated Server-Based Workflow
- "Viewers" for EDMS
- Computer Output to Laser Disk (COLD or ERM)

Chapter 11: Document Management

- Evaluating User Patterns: Needs Analysis
- Sample Questions to Ask...
- Questions About Data Collection
- Observation & Related Questions
- And Finally, the 'Human Factor'