Course No: **ITMS 4320**	University of Palestine	**Dr. Naji Shukri Alzaza**
Course Title: **Electronic Document Management**		**Faculty of IT**
	UP	Student Name: _____
Date: **Tuesday 19/5/2015**	**Final Exam**	
No. of Questions: (6)	**2ⁿᵈ Semester 2014/2015**	Student No.: _____
Time: **2 Hours**		**Total Grade: (60) Marks**

ANSWARE ALL QUESTIONS

Question 1: Choose the correct answer. *(15 Marks, 1 for each)*

1. **Once pages are scanned, images are stored according to reference criteria that are manually or automatically entered into a database, this process is called _____ .**

   ① Quality assurance ② Scanning

   ③ Preparation ④ Indexing

2. **There are two form of capturing are _____ .**

   ① Fax ② Scanner

   ③ Answer 1 & 2 ④ None of above

3. **_____ is a fast connection to connect up to 127 devices with high connection speeds.**

   ① SCSI ② ADF

   ③ TWAIN ④ USB

4. **_____ is helping to digitize old editions of books by Google .**

   ① OCR ② CAPTCHA

   ③ Answer 1 & 2 ④ None of above

5. **_____ is a process for document scanning involves deciding which document to scan and which document to discard.**

   ① Quality assurance ② Scanning

   ③ Preparation ④ Indexing

6. **_____ is used to identify and interpret marks such as check-boxes.**

   ① Barcodes ② OMR

   ③ OCR ④ None of above

7. **_____ is searching for a partial term by putting Asterisk (*), Question mark (?) or other sign to allow variability in case of misspelling.**

   ① Boolean search ② Wildcard search

   ③ Proximity search ④ Fuzzy logic

8. **All of the following are intangible benefits except _____ .**

   ① Encouraging team working   ② Improved customer services

   ③ Saving floor space   ④ Management of information

9. **_____ Enabling the organization's staff and allowing them to access the organization's information in an electronic format while seated at their desks in front of their PC's.**

   ① Centralized storage of information   ② Competitive advantage

   ③ Management of information   ④ None of above

10. **Tow images are created for every page of the document, this can be done using _____ .**

   ① ADF   ② Bitonal

   ③ Duplex   ④ Connection

11. **_____ is an application program interface that facilitates image capture from a variety of sources.**

   ① SCSI   ② ADF

   ③ TWAIN   ④ USB

12. **_____ is a technology that allows the media to be automatically loaded for use when queried.**

   ① On-line storage   ② Near-line storage

   ③ Far-line storage   ④ None of above

13. **Saving costs is a/an _____ .**

   ① Tangible   ② Intangible

   ③ Answer 1 & 2   ④ None of above

14. **Full disaster recovery is a/an _____ .**

   ① Tangible   ② Intangible

   ③ Answer 1 & 2   ④ None of above

15. **_____ are those benefits that can't be quantified in terms of monetary gain.**

   ① Tangible benefits   ② Intangible benefits

   ③ Managerial benefits   ④ All of above

Question 2: Write the full state (full name) for the given abbreviations: *(3 Marks, ½ for each)*

  GUI: **ICR:**

  ADF: **PDF:**

  CMS: **OCR:**

Question 3: Identify which statement is _True_ and which is _False._ *(15 Marks, 1 for each)*

1. _____ In image indexing, index value become the look-up field that users use to query the images.

2. _____ Barcode one of automated indexing methods.

3. _____ The digital-to-digital conversion needs no OCR due to the fact that the source document is digital at creation.

4. _____ 300 DPI is recommended for OCR processing.

5. _____ Jukebox is an example of a near-line storage device.

6. _____ Scanning all historic documents is an inexpensive process to be impractical to undertake. Very costly

7. _____ Outsourcing scanning and classification allow the organization to complete scanning of paper document and records in a short time.

8. _____ In on-site documents and records scanning and indexing, individual within organization should require access to their files in the process of being scanning and indexing.

9. _____ Boolean search is searching for a partial term by putting asterisk (*), question mark (?), or Percentage sign (%).

10. _____ Tangible benefits include centralized storage of information and records compliance with record-keeping laws and compliance with standards.

11. _____ Color and grayscale scanning result in images that are significantly larger than standard bitonal images.

12. _____ Off-line storage is a library of media in storage.

13. _____ The EDRMS should allow a system administrator to setup and maintain a folder structure.

14. _____ Web application consume more resources in terms of memory and hard disk space than Desktop application.

15. _____ Web Application requires software to be installed on each individual PC within organization.

Question 4: Write the proper term for the following statements: *(5 Marks, 1 for each)*

1. _____ is a system originally developed to help digitize the text of books while protecting websites from bots attempting to access restricted areas.

2. _____ is an OCR for a specifically defined area of the document or forms.

3. _____ often referred to as conversion, consists of creating a digital image from a non-digital source such as paper.

4. _____ is a portable document format that has a cross-platform capabilities.

5. _____Functions as a repository for input documents that feeding sheets one by one into the scanner.

Question 5: Answer the following questions:

1) What are the benefits of images compression. *(3 Marks, 1 for each)*

2) List Four (4) challenges of Arabic OCR. *(4 Marks, 1 for each)*

3) Describe how could tangible and intangible are interlinked. *(3 Marks)*

4) What are Information components? *(2 Marks)*

5) Describe "Disaster Recovery" issues for EDRMS.*(2 Marks)*

6) What are the benefits of zonal OCR. *(2 Marks, 1 for each)*

Question 6: Describe by example the following types of search: *(6 Marks, 1½ for each)*
    a) **Proximity Searches**

    b) **Wildcard Search**

    a) **Boolean Search?**

    b) **Fuzzy logic?**

=================== BEST WISHES ===================