



**ANSWER 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



**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) Describe “Disaster Recovery” issues for EDRMS.(2 Marks)**

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

**Question 6: Describe by example the following types of search: (8 Marks, 2 for each)**

**a) Proximity Searches**

**b) Wildcard Search**

**a) Boolean Search?**

**b) Fuzzy logic?**

===== **BEST WISHES** =====