

GLOSSARY

Alphanumeric—A character set containing letters, numbers, punctuation marks, and other symbols.

API (Application Program Interface)—Refers to the language and format that one program uses to communicate with another program.

Architecture—The manner in which a system is designed and the way in which the various components are connected to create a complete system. Includes computer architecture, network architecture, and software architecture.

Archival Image—An image meant to be retained for a long time, and from which copies can be made. Usually kept off-line on a relatively inexpensive storage medium. Most commonly retained in the TIFF file format.

ASCII (American Standard Code for Information Interchange)—The standard coding method used to convert letters, numbers, punctuation, special characters, and hardware control codes into digital form. The code allows systems from different manufacturers to communicate with each other and with communications devices.

Bit Map—A map consisting of pixels (black and white or color dots), which together form characters or graphics on screen.

Bus—A shared path or channel over which data and electrical signals can be sent to communicate information within a computer or between a computer and its attached peripheral devices.

Byte—A unit of measure. A byte, which contains eight bits (binary digits); usually represents a character that corresponds to a letter, number, or special character.

Cache—A temporary buffer storage area in a processing unit for frequently accessed data. The cache reduces retrieval time since data does not reside on a disk.

CCD Array—Charge-Coupled Device array. Light sensitive diodes used in scanners and digital cameras that sweep across an image during capture and, when exposed to light, generate a series of digital signals.

CD-R (Compact Disk Recordable)—A CD-ROM that is rewritable.

CD-ROM (Compact Disk Read-Only Memory)—An optical medium for storage of digital data in machine-readable form. A CD-ROM disk can hold more than 650 megabytes of data.

CGA (Color Graphics Adapter)—A color graphics display device capable of displaying data at a resolution of 640 horizontal lines by 200 vertical lines or more.

Compression—A technique used to reduce the amount of space required to store or transmit data. Gaps, empty fields, and repetitive characters are eliminated or replaced by shorter codes.

Contextual Search—In a text-retrieval system, the ability to locate a stored document by searching for text found in that document as opposed to searching by file name or other method.

Conversion—The scanning, indexing, and storing many existing documents into an imaging system.

CSU/DSU (Channel Service Unit/Data Service Unit)—A device that performs protective and diagnostic functions for a telecommunications line and connects devices to that line. Required for connection to a T-1 or T-3 circuit.

Decompression—Replacing data eliminated or replaced by shorter codes during compression to return a file to its original state.

Digital Camera—A camera that directly captures an image without the use of film. More appropriately used to describe a hand-held camera, rather than an image-capture system.

Digitize—The method of converting images or sounds to digital code for information processing or storage.

Dots per inch (dpi)—A measurement of scanning resolution or the quality of an output device.

Dublin Core—A metadata element set intended to facilitate discovery of electronic resources. It is an alternative to MARC cataloging.

DVD (Digital Versatile Disk)—An optical storage medium that is rewritable and offers a capacity of 5.2 Gb or more on a double-sided medium.

Dynamic Range—The number of colors or shades of gray that can be represented by a pixel. The measurement of the number of bits used to represent each pixel in a digital image.

EAD (Encoded Archival Description)—A way of creating electronic finding aids for metadata. An alternative to MARC and Dublin Core.

EGA (Enhanced Graphics Adapter)—A color graphics display device capable of displaying up to 16 colors at a resolution of 640 horizontal lines by 350 vertical lines or more.

EPS (Encapsulated PostScript)—An image description format that translates graphics and text into descriptions that instruct a printer or typesetter on how to draw them.

Flatbed Scanner—A facedown image capture device that functions much like a photocopier.

Font—A group of characters and digits with a specific point size or type style.

Full-Text Search—The technique of locating a document by searching for certain words, digits, sentences, or phrases.

GIF (Graphic Image File) Format—An image file format promoted by CompuServe for use on the Web.

Gray Scale—The number of shades of gray in an image.

GUI (Graphical User Interface)—The method by which a user can direct the computer to perform functions through use of a pointing device such as a mouse.

Halftone—A graphic in which dots are used to create the illusion of tonal graduation.

HTML (Hypertext Markup Language)—An encoding format for linking and identifying electronic documents and used to deliver information on the Web.

Hub—A connection point for devices in a network

Hypertext—An information access method that allows users to peruse information associatively through linking of related blocks of information called *nodes*.

Icon—A graphical representation or picture of a device, function, or program that, when activated by a mouse or other pointing device, allows access to that device or program.

Image—A computerized representation of a source document.

Image Scanner—An input device that uses light to examine patterns, which then are translated to bit-mapped or rastered machine-readable data.

Index—Descriptive data assigned to documents to facilitate retrieval.

Ink Jet—A type of printer that sprays electrically charged ink through a nozzle onto paper to create graphics or letters.

JPEG (Joint Photographic Expert Group)—A standard for still-image compression.

Jukebox—A device that houses many optical disks and one or more drives. The jukebox uses robotics to move disks in and out of the drives as required.

Kerning—The method of adjusting the spacing between two letters.

Landscape—The horizontal orientation of a page or monitor.

Laser printer—A printer that employs a beam of light to sweep across a light-sensitive drum. Oppositely charged toner particles are attracted to the drum and then transferred to paper via heat and pressure.

Magneto-Optic—A high-density, erasable recording method, similar to magnetic disk and tape recording.

Metadata—Data about data. The information known about an image to provide access to it.

MPEG (Motion Picture Experts Group)—An image-compression scheme full-motion video.

Multimedia—The combination of many media types for information dissemination; includes text, graphics, sound, animation, and full-motion video.

Omnifont—The ability of an optical character reader to recognize any font without having to learn the type face in advance (via template).

Optical Character Recognition (OCR)—The ability of a scanner to recognize and translate printed characters into machine-readable text.

Pixel—Short for the picture elements that make up an image. Similar to grains in a photograph. Each pixel can represent many shades or colors.

Portrait—The traditional vertical orientation of a page or monitor.

PostScript—Software published by Adobe Systems that translated computer-generated graphics to a page-description language that a PostScript-compatible output device can understand.

Premastering—In CD-ROM production, premastering converts machine-readable data into CD format and adds error correction blocks to each user block.

RAID—A redundant disk drive configuration that provides for all data to be written to disk twice so data cannot be lost or become inaccessible due to a disk drive failure.

RAM (Random Access Memory)—The primary type of computer memory that can be overwritten with new information. Information is accessed randomly, rather than sequentially.

Refreshment—The transfer of digital files to a new medium on a regular basis to ensure long-term availability.

Resolution—The quality of an image displayed on screen or printed; expressed in dots per inch or pixels (picture elements).

Retrieval Key—A descriptor (word, number, or phrase) associated with a document that allows the document to be retrieved.

Rewritable Optical Disk—An optical disk that allows users to erase and add new data. Magneto-optical is a type of a rewritable optical disk.

RISC (Reduced Instruction Set Computing)—A technology that uses a special microprocessor to process fewer instructions, thus increases processing speed. RISC

systems use software to perform functions normally performed by a microprocessor.

Router—A device that connects LANs.

Scanner—A device for capturing a digital image.

SCSI (Small Computer System Interface)—An industry-standard adapter attaching peripheral devices and their controllers to a microprocessor.

SGML (Standard Generalized Markup Language)—An international standard for the definition of device-independent, system-independent methods of representing text in electronic form.

SVGA (Super Video Graphics Array)—a set of graphics standards designed to offer greater resolution than VGA. There are several varieties. All except the 800-by-600-line resolution display 256 simultaneous colors.

Switch—A device that filters and forward data in a network. It offers substantially more diagnostic and management features than a hub.

TCP/IP (Transmission Control Protocol/Internet Protocol)—Developed by the Department of Defense, a set of independent standards to link dissimilar computers across networks.

Terabyte—About 1 trillion bytes of information in a computer system.

Text Management—Refers to the processes involved in creating, storing, and retrieving text files.

TIFF (Tagged Image File Format)—A bit-map file format to describe and store images.

Unbundled—Refers to products (such as software, services, and programs) sold separately from the hardware they support.

VGA (Video Graphics Array)—A color graphics display device capable of displaying up to 256 colors at a resolution of 640 horizontal lines by 480 vertical lines. It is capable of displaying 16 simultaneous colors.

Workflow—Refers to the method used in the processing of documents within an organization—including scheduling, routing, and tracking. Many imaging systems are designed to automate workflow processes.

WORM (Write-Once Read-Many)—An optical medium that accommodates the permanent and unalterable storage of data.

WYSIWYG (What-You-See-Is-What-You-Get)—Refers to the display of images on screen exactly as they appear in print.

XGA (Extended Graphics Array)—A color graphics display device capable of displaying a resolution of 1,024 horizontal lines by 768 vertical lines interlaced or more. It is capable of displaying 256 simultaneous colors.

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VENDOR ADDRESSES

CARL Systems, Inc.

Suite 300, Building D
3801 E. Florida Ave.
Denver, CO 80302
303-861-5319; fax: 303-830-0103
www.carl.org

Cuadra Associates, Inc.

11835 W. Olympic Road, #855
Los Angeles, CA 90064
213-478-0066; fax: 213-477-1078
www.cuadra.com

Eastman Kodak Co.

343 State St.
Rochester, NY 14650
716-724-4000

Endeavor Information Systems

2200 E. Devon Ave., Suite 382
Des Plaines, IL 60018
800-762-6300; fax: 847-296-5636
www.endinfosys.com

epixtech, inc.

400 W. 5050 North
Provo, UT 84604-5650
800-223-5413; fax: 801-223-5202
www.epixtech.com

FileNet Corp.

3565 Harbor Blvd.
Costs Mesa, CA 92626
714-966-3400

Hewlett-Packard Co.

Business Computing Systems
19091 Pruneridge Ave.
Cupertino, CA 95014
800-752-0900

IBM Corp.

Old Orchard Road
Armonk, NY 10504
914-765-1900

Innovative Interfaces, Inc.

5850 Shellmound Way
Emeryville, CA 94608
800-878-6600
www.iii.com

NCR Corp.

1700 S. Patterson Blvd.
Dayton, OH 45479
800-225-5627

Open Text, Inc.

5080 Tuttle Crossing Blvd.
Dublin, OH 43016-3569
614-761-7228; fax: 614-761-7290
www.opentext.com

Sirsi Corp.

101 Washington St. SE
Huntsville, AL 35801
256-704-7000; fax: 256-704-7007
www.sirsi.com

VTLS, Inc.

1800 Kraft Drive
Blacksburg, VA 24060
703-231-3637; fax: 703-231-3648
www.vtls.com

Wang Laboratories, Inc.

One Industrial Ave.
Lowell, MA 01851
508-459-5000