

Document Management Continuum

Table of Contents: Eighth Edition, First Printing

1. One Page Summaries

- 1-1 Table of Contents, Document Management Continuum (DMC) (Long) (10-2)
- 1-2 How to Measure Scanned Documents, Born Digital Documents, and Digital Storage [1] (4-1)
- 1-3 10 Terabit Ethernet, T1, OC3, and Document Transmission Speeds: Pages per Second Over Various Types of Links (7-3)
- 1-4 DVD Specifications Summary (5-9)
- 1-5 Pixels per Image and Pixels (or Dots) per Inch (dpi) (or millimeter) (and Office Color) (5-10)
- 1-6 Display Resolutions and Nomenclature (Display Sizes in Pixels) (H x V, Horizontal by Vertical) (5-11)
- 1-7 1 PetaByte Magnetic Disk Array in a 48 Square Foot (5 Square Meter) Office Cubical; 600 GigaByte Native Format Magnetic Tapes, Halftone Printing, Dithering, Microprocessor Design Rules (Wire Widths) (5-12)
- 1-8 GIS - Geographic Information Systems, Aerial Photography, and Digital Orthophotographs, Digitized Multimedia Formats, Medical Records, and Scanned Miscellaneous Documents (5-13)
- 1-9 Units of Measure, Digital and Metric, Decimal and Binary (also: Paper and Trees) (5-14)
- 1-10 Projecting the Cost of Magnetic Disk Storage Over the Next 10 Years [2] (4-3)
- 1-11 Moore's Law and Knowledge Management (4-6)
- 1-12 Evolution of Intel Microprocessors: 1971 to 2003 [3] (4-5)
- 1-13 Cost of Semiconductor RAM (Random Access Memory) Over 50 Years: 1970 to 2020 (4-7)
- 1-14 Reasonable Size of Computer RAM (Random Access Memory) Increases from 1 KiloByte in 1968 to 1 GigaByte in 2002 (34 years) (4-8)
- 1-15 50 Year Timeline: Merging Microsoft Windows, Office, SQL Server, CE, and the Internet in 2006 (2-2) (3-1)
- 1-16 Following Shakespeare through: Being, Love, Wisdom, Knowledge, Information, Data, Bits, and Discernable Differences (Pits on an Optical Disc); from Bits to Being (or Not to Be) (3-5)
- 1-17 Raster Images - Scanned, Born Digital, and Printed. (and Inverse Table of Periodicity) (5-1)
- 1-18 Grayscale: an Illustrated Comparison with Black & White Document Imaging — for Accuracy, Legibility, Readability, Ease-of-Use, Storage Cost, and Internet Access Speed (long: 5-21)
- 1-19 Documents Scanned in Grayscale Look Like a Photograph of the Original & Viewing Terapixel images Over a Dial-up Internet Connection with Dynamic Progressive Transmission of Resolution (5-17)
- 1-20 Viewing an 82 GigaPixel Image on a Wireless Hand Held Device over a Dial-Up Connection with Smooth Roaming and Zooming via Dynamic Progressive Transmission of Resolution (5-19)
- 1-21 600 dpi for Document Imaging and Digital Copying (5-20)
- 1-22 Spatial Indexing for Document Access, Using a GIS (Geographic Information System) to Index Documents (8-1)
- 1-23 3 Day Course in Document Imaging and Document Management (DIDM) (10-1)
- 1-24 Table of Contents, Document Management Continuum (DMC) (Short)
- 1-25 Postscript (and Adobe PDF, Portable Document Format) (Outline Font) Exemplar: Spiral Infinity (5-2)

2. Overviews

- 2-1 Document Management Overview
- 2-2 50 Year Timeline: Merging Microsoft Windows, Office, SQL Server, CE, and the Internet in 2006 (3-1) (1-15)
- 2-3 Microsoft Evolution: The 3.1 Flavors of Windows 2000 and XP Become the Microsoft Environment (3-2)
- 2-4 Permanent Digital Records, 5 PDF Formats, and Records Management Systems (6-1)
- 2-5 Planning for the Continued Rapid Change of the Internet (7-1)
- 2-6 Preserving Information Forever and a Call for Emulators (6-2)

3. Management

- 3-1 50 Year Timeline: Merging Microsoft Windows, Office, SQL Server, CE, and the Internet in 2006 (2-2) (1-15)
- 3-2 (see 2-3) Microsoft Evolution: The 3.1 Flavors of Windows 2000 and XP Become the Microsoft Environment
- 3-3 Document Management System Search Features: The More, The Merrier
- 3-4 Email, Voicemail, and Web Page Appropriateness Reminder for Employees
- 3-5 Following Shakespeare through: Being, Love, Wisdom, Knowledge, Information, Data, Bits, and Discernable Differences (Pits on an Optical Disc); from Bits to Being (or Not to Be) (1-16)
- 3-6 Microsoft Initiatives, Day by Day, 1996 to Present
- 3-7 Storing Uncompressed Images of Photographs and Documents
- 3-8 Electronic Public Record Legislation Based on ISO 9000 Standard for Continuous Improvement of Quality
- 3-9 CRM - Certified Records Manager
- 3-10 CDIA - Certified Document Imaging Architect
- 3-11 Electronic Seals Provide Security for Electronic Signatures
- 3-12 Legislated URLs for Permanent Documents on the Internet

4. Cost

- 4-1 How to Measure Scanned Documents, Born Digital Documents, and Digital Storage [1] (1-2)
- 4-2 Sizing a Document Management System: Image Size Estimates for All Types of Digitized Documents [1]
- 4-3 Projecting the Cost of Magnetic Disk Storage Over the Next 10 Years [2] (1-10)
- 4-4 Decline of Magnetic Disk Storage Cost Over the Next 25 Years [2]
- 4-5 Evolution of Intel Microprocessors: 1971 to 2003 [3] (1-12)
- 4-6 Moore's Law and Knowledge Management (1-11) [3]
- 4-7 Cost of Semiconductor RAM (Random Access Memory) Over 50 Years: 1970 to 2020 (1-13)
- 4-8 Reasonable Size of Computer RAM (Random Access Memory) Increases from 1 KiloByte in 1968 to 1 GigaByte in 2002 (34 years) (1-14)
- 4-9 Cost per Page, Box, File Cabinet, Shelf, Linear Foot, Linear Inch, etc. for Document Scanning and Storage
- 4-10 Pixels per Scanned Image: Uncompressed and Compressed

5. Formats

- 5-1 Raster Images - Scanned, Born Digital, and Printed. (and Inverse Table of Periodicity) (1-17)
- 5-2 Postscript (and PDF, Portable Document Format) (Outline Font) Exemplar: Spiral Infinity (1-25)
- 5-3 DVD Does Not Stand For Digital Video Disc (And Other Terms Useful for Discussing DVD Applications) [4]
- 5-4 DVD in Libraries [4]
- 5-5 Computer Technology in Libraries [4]
- 5-6 Paper Sizes and Paper Weight: Metric and US Standards
- 5-7 COLD, COOL, COM, Greenbar, and Your Bank Statement
- 5-8 How Digitizing Works
- 5-9 DVD Specifications Summary (1-4)
- 5-10 Pixels per Image and Pixels (or Dots) per Inch (dpi) (or millimeter) (and Office Color) (1-5)
- 5-11 Display Resolutions and Nomenclature (Display Sizes in Pixels) (H x V, Horizontal by Vertical) (1-6)
- 5-12 1 PetaByte Magnetic Disk Array in a 48 Square Foot (5 Square Meter) Office Cubical; 600 GigaByte Native Format Magnetic Tapes, Halftone Printing, Dithering, Microprocessor Design Rules (Wire Widths) (1-7)
- 5-13 GIS - Geographic Information Systems, Aerial Photography, and Digital Orthophotographs, Digitized Multimedia Formats, Medical Records, and Scanned Miscellaneous Documents (1-8)
- 5-14 Units of Measure, Digital and Metric, Decimal and Binary (also: Paper and Trees) (1-9)
- 5-15 UDF, Unicode, and ASCII Character Codes
- 5-16 Fascicular Printing, Composing, and Printing One Page at a Time, Like Laser Printing

- 5-17 Documents Scanned in Grayscale Look Like a Photograph of the Original & Viewing Terapixel images Over a Dial-up Internet Connection with Dynamic Progressive Transmission of Resolution (1-19)
- 5-18 Documents Scanned in Grayscale Look Like a Photograph of the Original – Detail
- 5-19 Viewing an 82 GigaPixel Image on a Wireless Hand Held Device over a Dial-Up Connection with Smooth Roaming and Zooming via Dynamic Progressive Transmission of Resolution (1-20)
- 5-20 600 dpi for Document Imaging and Digital Copying (1-21)
- 5-21 Grayscale: an Illustrated Comparison with Black & White Document Imaging — for Accuracy, Legibility, Readability, Ease-of-Use, Storage Cost, and Internet Access Speed (short: 1-18)

6. Preservation (and Backup)

- 6-1 (see 2-4) Permanent Digital Records, 5 PDF Formats, and Records Management Systems
- 6-2 (see 2-6) Preserving Information Forever and a Call for Emulators
- 6-3 Disaster Plan
- 6-4 How RAID (Redundant Array of Inexpensive magnetic Disks) Works
- 6-5 Expected Useable Lifetime of Different Electronic Document Formats
- 6-6 Archives - Preserving Bits, Formats, Documents, and Wisdom
- 6-7 XML for Records Managers

7. The Internet and Communications

- 7-1 (see 2-5) Planning for the Internet's Continued Rapid Changes
- 7-2 How the Internet Works: the Internet Protocol Stack the Structure of the Internet
- 7-3 10 Terabit Ethernet, T1, OC3, and Document Transmission Speeds: Pages per Second Over Various Types of Links (1-3)

8. GIS (Geographic Information Systems) (Maps, Spatial Indexing)

- 8-1 Spatial Indexing for Document Access, Using a GIS (Geographic Information System) to Index Documents (1-22)
- 8-2 GIS Indexed Engineering Drawing Repository on the Internet with Markup - City of Los Angeles Case Study
- 8-3 Use of Future Digital Data Sources in Land Use Planning Documents

9. Misc.

- 9-1 Misc. Annotated Illustrations
- 9-2 Cross Reference from Document Number to Section Number, Section to Document, and Alphabetical

10. Class: Document Imaging and Document Management

- 10-1 3 Day Course in Document Imaging and Document Management (DIDM) (1-23)
- 10-2 Table of Contents, Document Management Continuum (DMC) (Long) (1-1)
- 10-3 Slides A Document Management and Document Imaging
- 10-4 Slides B Document Management and Document Imaging
- 10-5 Slides C Document Management and Document Imaging
- 10-6 Slides D Document Management and Document Imaging

11. Index

- 11-1 As a substitute for a back-of-book index, use a full text search of the PDF file on the Internet, at [<http://www.ArchiveBuilders.com/whitepapers>], that contains the entire DMC book.

Notes

- [1] Please note that (4-1) is a condensed version of (4-2).
- [2] Please note that (4-3) is a condensed version of (4-4).
- [3] Please note that (4-5) is a condensed version of (4-6).
- [4] Please note that the contents of articles (5-3), (5-4), and (5-5) are similar