Quality Assessing Scanned Documents

An Additional Help Document for ADS 502

<u>Quality Assessing Scanned Documents</u>

As you perform your Q and A on your scanned images here are some areas to observe. Please perform each of the following steps carefully to ensure 100% accuracy of your scanned records. Remember if your record scans are not **100%** accurate they cannot replace the paper record and therefore the paper record is not to be disposed.

1. Check size of the image to determine relative size to the original. Measure the image horizontally and vertically for consistency with original.

2. Evaluate the image to ensure there is adequate contrast and sharpness as compared to the original.

3. For image text there should be a high contrast ratio between the text and the background.

4. For grey scale images ensure that the contrast best represents the original image.

5. Check image to insure adequate brightness.

6. Ensure that the color is consistent if it is a color copy.

7. Check for image skew (angle) on the page. Some images may require rotation. Check this feature.

8. Check to ensure correct image orientation (position) on page.

9. Check for speckle or noise in the background of the image.

10. Check character dropout (a missing character or alphabet).

11. Check legibility of small characters or features (poor focus, clarity).

12. Check for separation of black from white features. Ensure pages do not have inconsistency in the black or white or smears.

13. Check for Scan line drop out (missing scan lines, single or multiple, across the image, either white or black).

14. Check for repeated scan lines on successive images.

15. Check for repeated pixel (color element, quality of color) on successive images (consistent noise or spot on each image at the same location).

16. Ensure borders are not cropped (to cut very short or trim page inappropriately).

17. Check for missing portions on the page or chopped edges or sides in image.

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