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Australian/New Zealand Standard™

Document management—Machine-readable paper forms—Optimal design for user friendliness and electronic document management systems (EDMS)

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AS/NZS ISO 12029:2014

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PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-021, Records and Document Management Systems, to supersede AS/NZS ISO 12029:2007, *Electronic imaging—Forms design optimization for electronic image management*.

The objective of this Standard is to specify requirements concerning the design of forms for user friendliness, with optimal machine readability for processing by electronic document management systems (EDMS). These requirements are limited to forms using roman characters.

This Standard is identical with, and has been reproduced from ISO 12029:2010, *Document management—Machine-readable paper forms—Optimal design for user friendliness and electronic document management systems (EDMS)*.

As this Standard is reproduced from an International Standard, the following applies:

(a) In the source text 'this International Standard' should read 'this Australian/New Zealand Standard'.

(b) A full point substitutes for a comma when referring to a decimal marker.

None of the normative references in the source document have been adopted as Australian or Australian/New Zealand Standards.

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