

CDIA Practice Test Questions and Answers

1. Why is document version control necessary?

- A) It eliminates the need for document editing
- B) It ensures that the most up-to-date version is used and prevents errors
- C) It focuses only on document retrieval speed
- D) It stores older versions to reduce file sizes

2. What is Optical Character Recognition (OCR)?

- A) A method of printing documents more efficiently
- B) A technology that converts scanned images into machine-readable text
- C) A system for archiving digital documents
- D) A way of organizing digital files into folders

3. Why is metadata important in document imaging?

- A) It helps in storing documents physically
- B) It provides additional information to categorize and retrieve documents
- C) It only applies to physical document management
- D) It limits the number of documents stored in the system

4. What does indexing refer to in document imaging?

- A) Organizing documents into physical folders
- B) Categorizing and tagging documents with metadata for easier search and retrieval
- C) Printing out documents for physical storage
- D) Encrypting documents for secure storage

Answers: 1-B 2-B 3-B 4-B

For More CDIA Questions and Answers FREE, CDIA Online Prep Training,
CDIA Exam, CDIA Study Guide, CDIA Flashcards, CDIA Quizzes visit:

CDIA Practice Test