

# Comptia CDIA+ Certification Exam

1. HSM offers which of the following capabilities in an EDM system?

A. Manages server security in a distributed system.

B. Manages content based on semantic relations

C. Transfers data between media based on usage.

D. Manages users rights and inheritance relations

**Answer(s): C**

---

2. An accounting firm stores electronic images of its clients tax returns in the Electronic Document Management System (EDMS). The company should be MOST concerned with:

A. network security.

B. document format.

C. network bandwidth.

D. application integration.

**Answer(s): A**

---

3. Which of the following would be the BEST way to obtain customer commitment for a document imaging project?

A. A series of white papers on the solution

B. Onsite demonstration with the consultants prepared documents

C. Executive briefing with only senior management

D. Onsite demonstration with customers documents

**Answer(s): D**

---

4. Assuming an average image size of 105 KB, a 700 MB CD -R contains how many images?

A. 10,826

B. 15,020

C. 7,580

D. 6,826

**Answer(s): D**

---

5. The Human Resources department receives applications: 10% by fax, 30% by e-mail, and 60% by mail. All applications are two-sided forms. Applications received by mail must be scanned into the Document Management System (DMS). If 300 applications are received by the Human Resources department per week, how many images will be scanned per week?

A. 300

B. 600

C. 400

D. 360

**Answer(s): D**

---

6. domain.com has requested a document imaging solution, and a consultant has completed interviews with the

A. Recommend a solution.

B. Map the final document flow.

C. Identify possible solutions

D. Create a summary report

**Answer(s): C**

---

7. Business requirements dictate a need to comply with records management regulations that include unalterable media. Fast access is also a requirement. Which device below BEST fits the requirements?

A. WORM based hard disk

B. WORM based optical

C. RAID drives in a locked cabinet

D. DLT

**Answer(s): A**

---

8. A client bills customers with invoices generated on a laser printer. The invoice includes a payment stub that is mailed back to the client with payment. Currently, the client scans the payment stub and check by utilizing heads-up indexing to apply the index information. Which of the following methods would be the easiest and LEAST expensive to index the scanned images?

A. Continue printing invoices on a laser printer but include a bar code with index information on the submission stub

B. Continue with current method of heads-up indexing of scanned payments

C. Create Optical Mark Recognition (OMR) or bar coded coversheets that are placed at the beginning of each payment when scanned with index information

D. Purchase indexing software and hardware to automate this process

**Answer(s): A**

---

**9.** When a disaster recover plan is designed, a company should do which of the following?

A. Identify the vital records within the organization.

B. Hire a records manager.

C. Move all of the records off site.

D. Consider the cost implementation.

**Answer(s): A**

---

**10.** During the implementation phase of an Electronic Document Management System (EDMS) project, the Project Manager discovers that the storage system will not arrive by its targeted installation date. What is the next step?

A. Change the project Gantt chart to reflect the new expected date

B. Proceed as normal because the project schedule will resolve itself

C. Order a storage system from another vendor

D. Create a project change request and submit it to the project committee

**Answer(s): D**

---

**11.** Which method of indexing would be the MOST labor intensive?

A. Zonal OCR

B. Optical Mark Recognition (OMR)

C. Heads-down indexing

D. Bar Coding

**Answer(s): C**

---

**12.** A proposed scanner uses TIFF Group 4 compression. What will be the average size of a black and white A4 sized (8.5 inches x 11 inches or 216 mm x 279 mm) document at 600 dpi (24 dots per mm)?

A. 380 K bytes

B. 180 K bytes

C. 210 K bytes

D. 50 K bytes

**Answer(s): C**

---

**13.** An organization wants to support remote workers. Secure communications is a primary concern. All of the following will be considered EXCEPT:

A. Digital Rights Management (DRM).

B. HTTPS.

C. Secure Sockets Layer (SSL)

D. Virtual Private Network (VPN).

**Answer(s): A**

---

**14.** Which of the following would NOT be a part of the requirements document that would be presented to a client?

A. Project timeframe

B. Total cost of ownership

C. Characteristics of paper to be scanned

D. Implementation objectives

**Answer(s): C**

---

**15.** A customer needs to deliver objects over the web and ensure that only the authorized user can view them even if disconnected from the system. What technology would apply?

A. Digital Rights Management (DRM)

B. Storage management

C. Watermarking

D. Web control management

**Answer(s): A**

---

**16.** Business requirements state a need to search across four existing archives, as well as database sources from a single interface with a single query. What technology is being requested?

A. Data warehouse

B. Web crawling

C. Federated search

D. Repository consolidation

**Answer(s): C**

---

17. What is a disadvantage of scanning all images at the highest resolution possible?

A. Compatibility issues

B. Small file size

C. Higher expense

D. Lower quality

**Answer(s): C**

---

18. A client receives over 2,000 laser printed purchase orders daily from 1,188 customers. The scanning staff will scan, index, and perform quality assurance of the documents. Which of the following is the LEAST labor intensive method to perform indexing?

A. Optical Mark Recognition (OMR) software

B. OCR software

C. ICR software

D. Heads-down indexing

**Answer(s): B**

---

19. domain.com is implementing a document imaging system and making the images available via the Internet.

A. Firewall configuration

B. Disaster recover and data restoration

C. Virus protection

D. User profiling

**Answer(s): A**

---

**20.** When library services are assigned for a document management system, what elements should be discussed with the customer?

A. Integration aspects, user interface

B. View and edit applications, on-line content conversion

C. Scanning, image enhancement, display of image

D. Versioning, document life cycle, attributes

**Answer(s): D**

---