# Intelligent Document Classifier

## Best Practices Guide

Version: 2.1

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# Preface

This chapter provides information about the purpose of this guide, details on the intended audience, revision history, and related documents for Intelligent Document Classifier (IDC) Best Practices Guide.

# Revision history

| Revision date | Description |
|---|---|
| August 2023 | Initial publication |

# About this guide

This guide describes the best practices for capturing document images for better document classification.

# Intended audience

This guide is intended for developers and business users responsible for analyzing and improving the results of document capture and classification. The reader must have a good understanding of the IDC and its capabilities. The readers must have low to moderate experience in any programming language for implementing the best practices.

# Related documents

The following documents are related to IDC Best Practices Guide:

- Intelligent Document Classifier Release Notes
- Intelligent Document Classifier Installation and Configuration Guide
- Intelligent Document Classifier Deployment Guide
- Intelligent Document Classifier Developer Guide

# Documentation feedback

To provide feedback or any improvement suggestions on technical documentation, write an email to docs.feedback@newgen.co.in.

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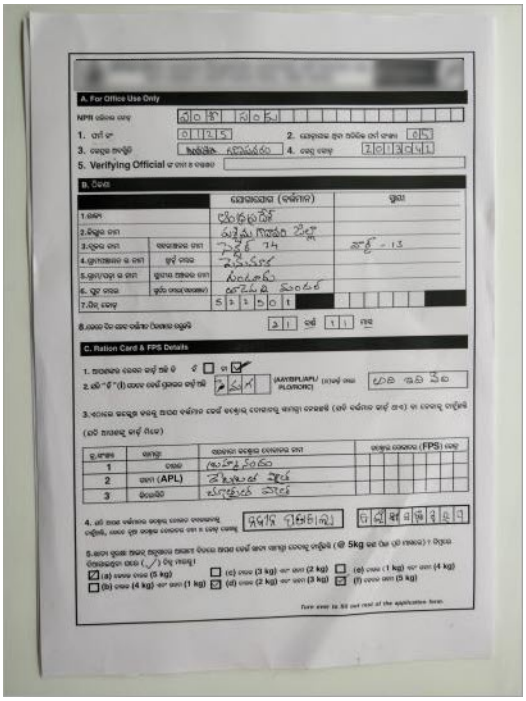
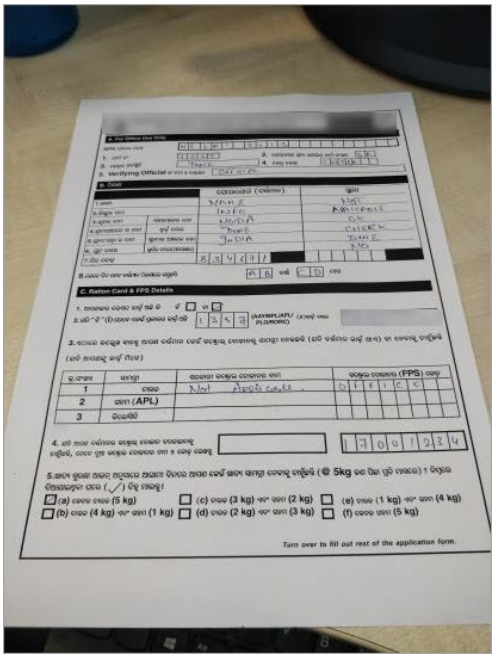
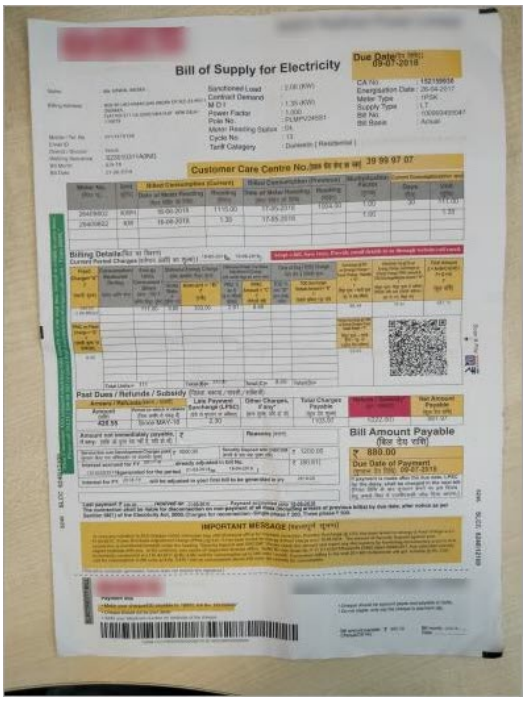
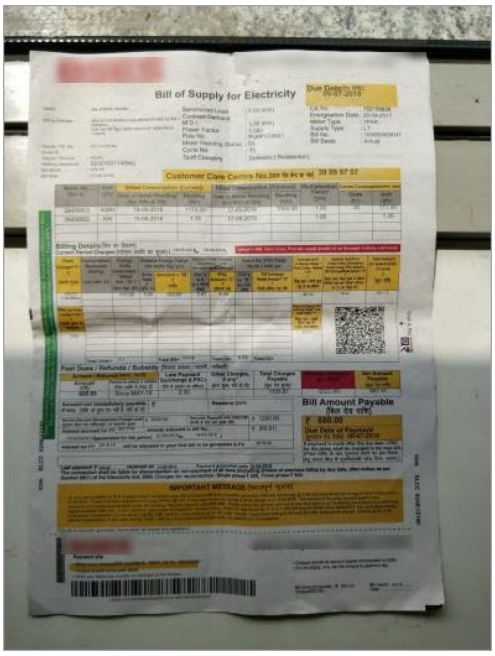
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- Chapter, topic, or section
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# Best practices of image capturing

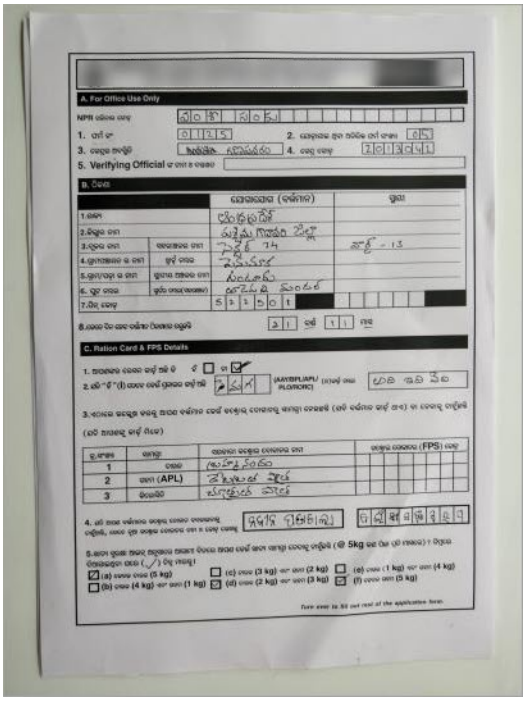
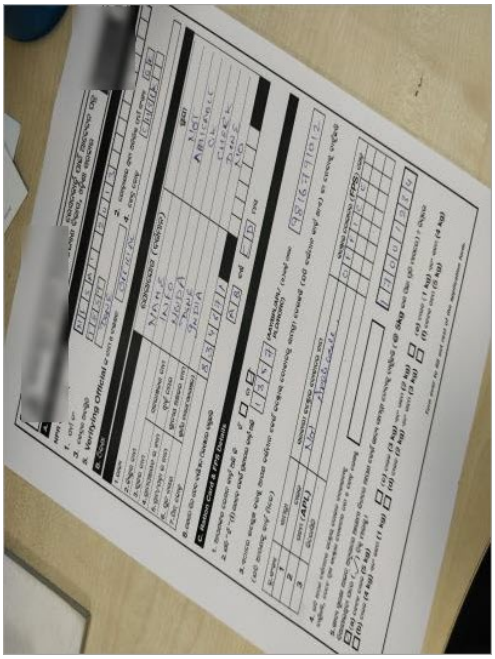
A document helps to retrieve and manage information efficiently and make informed decisions. It is essential to classify these documents accurately to optimize business processes and ensure seamless workflows. This chapter explains how to capture document images for better document classification.

The best practices for capturing document images are as follows:

| Best practice | Correct ✅ | Incorrect ❌ |
|---|---|---|
| Ensure to select a uniform background devoid of distractions while capturing the image. |  |  |
| Ensure to place the document on a flat surface during image capture. |  |  |

| Best practice | Correct ✅ | Incorrect ❌ |
|---|---|---|
| Ensure to maintain the correct perspective during image capture. |  |  |
| Ensure that the captured image does not contain any shadow. |  |  |

| Best practice | Correct ✅ | Incorrect ❌ |
|---|---|---|
| Ensure that the document occupies a significant portion of the image. |  |  |
| Ensure to focus the image properly during capture. Thus, maintaining clarity. |  |  |
| Ensure that the usage of flash does not hinder image readability. |  |  |

| Best practice | Correct ✅ | Incorrect ❌ |
|---|---|---|
| Ensure to keep the captured image straight without any tilting. |  |  |

Ensure that the image is captured with sufficient lighting, and upload only the original image. Using applications such as Camscanner or sharing images through platforms such as WhatsApp may reduce the quality of the original image.