

Sample_Document_2

Name: _____ line 1: _____ line 2: _____

Signature: _____ line 3: _____

Documentation is a set of documents provided on paper, or online, or on digital or analog media, such as audio tape or CDs. Examples are user guides, white papers, on-line help, quick-reference guides. It is becoming less common to see paper (hard-copy) documentation. Documentation is distributed via websites, software products, and other on-line applications.

Professionals educated in this field are termed documentalists. This field changed its name to information science in 1968, but some uses of the term documentation still exists and there have been efforts to reintroduce the term documentation as a field of study.

Principles for producing documentation[edit]

While associated ISO standards are not easily available publicly, a guide from other sources for this topic may serve the purpose.[1], [2], [3] David Berger has provided several principles of document writing, regarding the terms used, procedure numbering and even lengths of sentences, etc.[4]

Guidelines[edit]

- The following is a list of guides dealing with each specific field and type:
- documentation in health care[5]
- thesis writing[6][7][8]
- Further information: Dissertation
- papers for academic journal publishing (i.e., Journal of Food Science[9] and Analytical Chemistry[10])
- Procedures and techniques[edit]

The procedures of documentation vary from one sector, or one type, to another. In general, these may involve document drafting, formatting, submitting, reviewing, approving, distributing, reposting and tracking, etc., and are convened by associated SOPs in a regulatory industry. It could also involve creating content from scratch. Documentation should be easy to read and understand. If it's too long and too wordy, it may be misunderstood or ignored. Clear, Short, Familiar words should be used to a maximum of 15 words to a sentence. Only gender hyper neutral word should be used and cultural biases should be avoided. Procedures should be numbered when they are to be performed.

Line 4: _____

X _____

Customer Signature

X _____

Spouse Signature

X _____

Cover Signature

Name: _____ line 1: _____ line 2: _____

Signature 1: _____ line 3: _____

Line 4: _____ Signature 2: _____

Producing documentation^[edit]

Technical writers and corporate communicators are professionals whose field and work is documentation. Ideally, technical writers have a background in both the subject matter and also in writing and managing content (information architecture). Technical writers more commonly collaborate with subject matter experts (SMEs), such as engineers, technical experts, medical professionals, or other types of clients to define and then create content (documentation) that meets the user's needs. Corporate communications includes other types of written documentation that is required for most companies.

Specializing documentation^[edit]

- Marketing Communications (MarCom): MarCom writers endeavor to convey the company's value proposition through a variety of print, electronic, and social media. This area of corporate writing is often engaged in responding to proposals.
- Technical Communication (TechCom): Technical writers document a company's product or service. Technical publication include user guides, installation and configuration manuals, and troubleshooting/repair/replace procedures.
- Legal Writing: This type of documentation is often prepared by attorneys or paralegals who could be in private practice or retained as corporate council.
- Compliance documentation: This type of documentation codifies Standard Operating Procedures (SOPs), for any regulatory compliance needs, as for safety approval, taxation, financing, technical approval, etc.

Sample Table

1	2	3	4	5	6	7	8
Sample 1	415	3.48	320134	0.564	32146	7	13123
Sample 2	596+	287	322.5	15.4	8.54	85478.	486
Sample 3	4857	548	5368	3987	157	356	.35
Sample 4	1765	219.4	87.5	974358	4231.5	4	84
Sample 5	345	248	659.5	48.2	368.5	64.5	4.842

X _____

Customer Signature