DIGITAL DOCUMENTATION

INTRODUCTION:

A document is a paper with written contents and the process of preparing a document is called documentation. Documentation is required to preserve the contents for a longer period or to be used as evidence. The documents can be letters, reports, thesis, manuscripts, legal documents, books, etc.

- ❖ A hand written document can have certain disadvantages like understanding the specific handwriting.
- ❖ A data entry operator should possess the skills to use the office productivity tools with a good typing speed.
- ❖ A typist used to hit the space bar a number of times to arrange the text.
- ❖ Word processing is the use of computer software to enter, edit, format, store, retrieve and print the document.
- ❖ A word processor is a computer application used for the production of printable material. In the beginning word star was the most widely used word processing software. There are several limitations to using a typewriter, which are as given below.
    - In case of any typing error, the whole sheet is required typed again.
    - To send same letter to two or more persons with different addresses requires multiple typing efforts.
    - Typewriter does not have all the required characters or symbols. It is not possible to type all the characters using the typewriter.
    - It is not possible to produce a document in the desired format using a typewriter.
- ❖ In electronic typewriter, it is possible to make changes in the content, make multiple copies with minor changes.
- ❖ It has a limitation of very small size screen to display the contents. Its screen can view only one or two lines.

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