**Document (Definition, Types and process)**

The Document as follows:

A document is a written record, whether physically or virtually, that reflects the characteristics of an event or circumstance, that is to say, a document is proof of an event or situation and can be used to record a relevant fact

Likewise, a document can be the result of work. For example, if a researcher conducts a study on the possible impact of pollution on the global economy, this will be translated into a text. It would be an academic document.

The objective of creating a document is to leave a record of the object of interest, and can then be preserved over time

**Document Types**

Documents can be classified according to different criteria. For example, Depending on the source, they can be divided as follows:

Primary: These are those that contain the author's original information. For example, a thesis published by a university on a subject never studied before.

Secondary: These are those that have been modified in some way. For example, returning to the subject of the thesis, it may be a summary made of it.

Depending on the type of entity that issues them, they can be:

Public: Those issued by public sector entities (Public Administration).

Private: They are recognized by those concerned, but not before the authorities.

**Process of document Analysis:**

Analyzing a document involves carefully examining its content to gain insights, extract information, or draw conclusions. Here's a basic process for document analysis:

**1.** Read the Document: Start by thoroughly reading the document from beginning to end. Get a sense of its overall structure, purpose, and main ideas.

**2.** Identify the Key Elements: Title: Note the document's title, as it often provides a clue about its subject, Author: Determine who wrote the document and consider their credentials or biases, Date: Check the document's date to assess its relevance and timeliness, Audience: Try to identify the intended audience, as this can influence the document's tone and content.

**3.** Summarize: Create a brief summary of the document's main points, key arguments, or findings. This can help you capture the document's essence.

**4.** Structure and Organization: Analyze how the document is structured. Look for sections, headings, subheadings, and the logical flow of information.

**5.** Language and Style: Pay attention to the language used, as well as the writing style. Is it formal, informal, technical, persuasive, or descriptive? Consider how the style contributes to the document's purpose.

**6.** Evidence and Support: Assess the document's use of evidence, data, examples, or citations to support its claims. Evaluate the reliability and credibility of the sources cited.

**7.** Bias and Perspective: Be aware of potential bias or perspective in the document. Consider the author's point of view and any potential motivations or agendas.

**8.** Contextualize: Place the document in its broader context. Understand how it relates to other documents, events, or trends in the same field or industry.

**9.** Interpretation: Formulate your interpretation of the document's content. What does it mean? What insights or conclusions can be drawn from it?

**10.** Critical Analysis: Engage in critical thinking. Question the document's assumptions, contradictions, or limitations. Consider alternative viewpoints.

**11.** Take Notes: As you analyze, take notes to capture key information, quotes, or observations that are relevant to your analysis.

**12.** Discuss or Share: If the document analysis is part of a larger project, share your findings with others or discuss your analysis with colleagues to gain different perspectives.

Document analysis can vary significantly depending on the type of document and the purpose of the analysis. It's a valuable skill for researchers, students, professionals, and anyone seeking to understand, evaluate, or make decisions based on written information.