

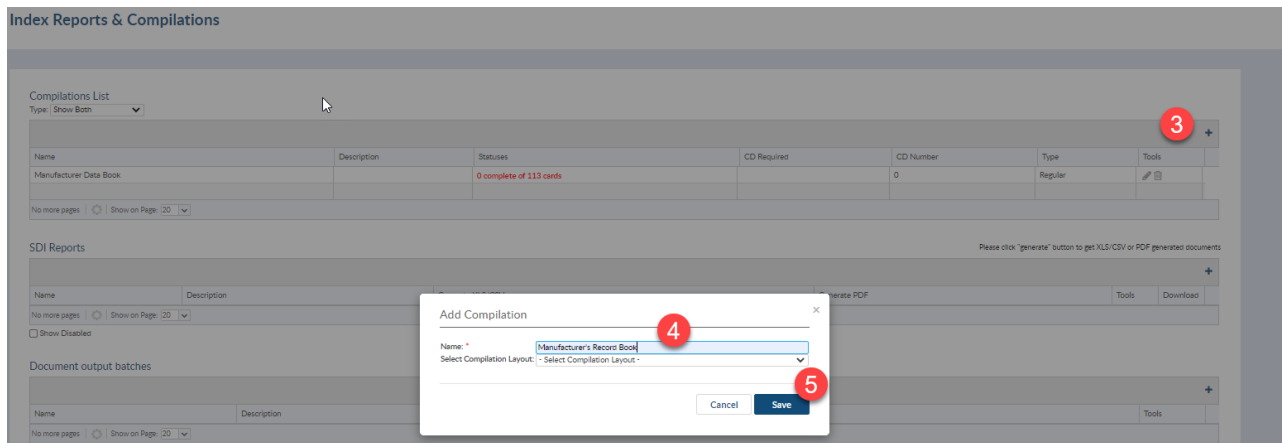
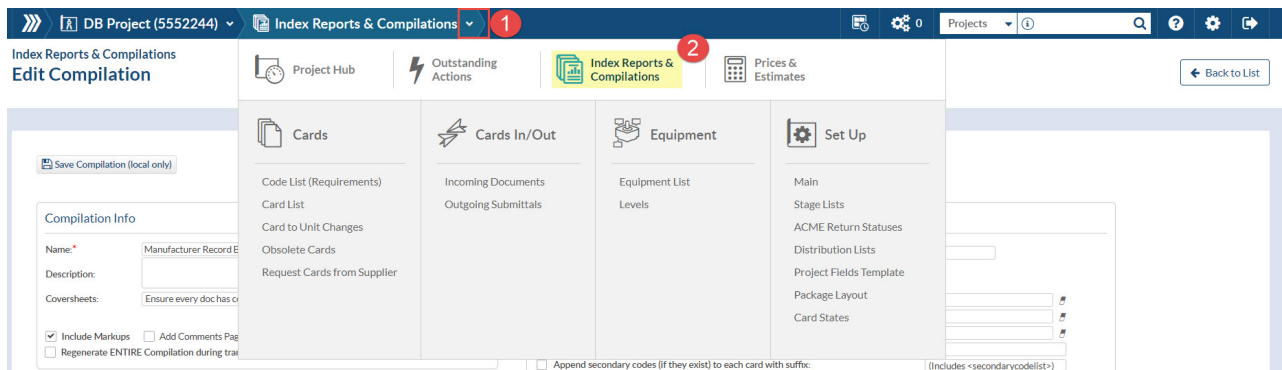
# Create a Compilation

09/16/2024 1:42 pm MDT

Compilations are a collection of documents combined into a single PDF output. Generally referred to as databooks, manufacturing record books, dossiers etc.. They generally require bookmarks, hyperlinks, tables of contents, sections and more.

To Get Here:

1. In your project - Click Main Project Drop Down
2. Click Index Reports & Compilations
3. Click the ADD in the top right of Compilations grid
4. Name your Compilation
5. Save



## Quick & Easy

- **Step 1** Name your compilation (as mentioned above)
- **Step 2** Scroll to bottom of page, Select the Doc Codes that are to be included in the compilation, click Add Selected
- **Step 3** Add some sections, click the Sections button (on right just above your selected doc codes)
- **Step 4** Drag the codes into applicable sections, sequence accordingly
- **Step 5** Make any additional formatting changes, click save (you can also save as a layout for future use)

- **Step 6** Click Generate Compilation and Download Compilation once generation is complete

The screenshot displays the 'Generate Compilation' interface in DocBoss. It is divided into several sections:

- Compilation Info:** Includes fields for Name (1), Description, and Coversheets. A 'Generate Compilation' button is located at the bottom right of this section (6).
- Compilation Layout:** Allows selecting a layout and saving it.
- Compilation Sub-Packages:** Option to create sub-packages.
- CD Copy:** Fields for CD Required and CD Copies Number.
- Pagination:** Options for Page Number Position and Page Number Pattern.
- Templates:** Dropdown menus for selecting templates (2).
- Codes not included in Compilation:** A list of codes with 'add code' buttons (3).
- Document Codes and Sections:** A table listing document codes and sections (4). The table includes columns for Name, Type, and Tools. A 'Table of Contents' entry is highlighted (5).
- Table of Contents and Bookmarks sections options:** A complex panel with various checkboxes and input fields for customizing the TOC and bookmarks.
- Compilation Structure Options:** Options for sorting documents inside sections.

For more about how compilations are created have a look at our video: [Create Compilations in DocBoss](#).

**NOTE:** When generating the Compilation or TOC, if this template contains information related to the Card as Document number, Revision and Title, these will be added to the TOC only if the Compilation has been attached to a Doc Code.

If the Compilation is not yet attached to any Doc Code the file will be generated with the layout and the sections that have been selected, but will not contain the information related to the Card.

## Want More Detail?

For Compilation Details and Structure Options see the article [here](#).

For detailed information about Table of Contents and Bookmark section options see our article [here](#).

For detailed instructions on how to attach the Compilation and Table of Contents to a code see our article [here](#).

For details regarding Compilation Templates and Layout Impacts see the article [here](#).

For details regarding Sorting Options in Compilations see our article [here](#).