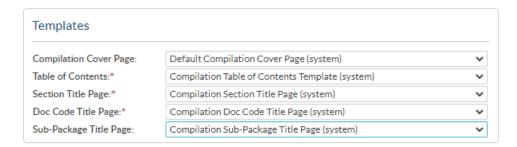
Compilation Templates (and Layout Impacts)

04/16/2025 2:45 pm MDT

There are five different templates used in compilations. Users can upload / update templates in the template management area of the instance menu.

Available templates include the following:



Compilation Cover Page

The compilation cover page can be downloaded as a separate document or be included as the first page of the compilation. For customers who are still working with hard copy's, the compilation cover page is typically inserted into the clear plastic cover on the front flap of a three hole binder.

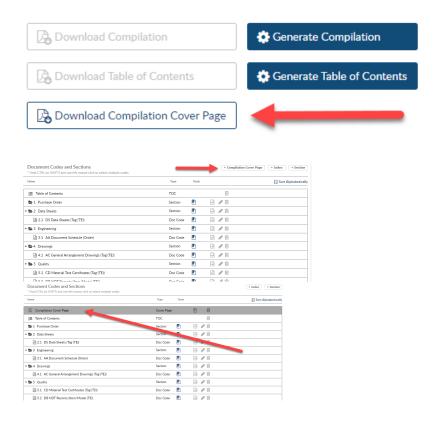


Table of Contents

The table of contents (TOC) is always included in the compilation. Depending on the template you select, there are various settings under Table of Contents and Bookmarks sections options which control many options related to the layout of the table of contents.

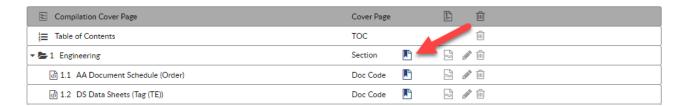
For detailed information on each of these options please read our article: Table of Contents

Section Title Page

Section title pages are inserted into the compilations when a section has been added to the layout. There are 2 default options - either just the section name, or the section name and a full list of the sub-hierarchy (sub sections and doc codes contained in the section). Excel based Section Title Pages are now supported in DocBoss, making section title pages customizable.

Managing sections

You may want to disable the creation of section title pages. That is done from the layout, with the icons next to the section names.



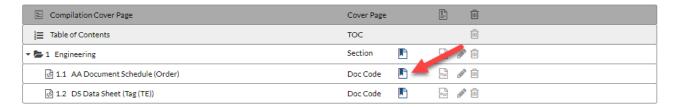
Doc Code Title Page

Doc codes are treated as a section for the purposes of the table of contents. Excel based Doc Code Title Pages are now supported in DocBoss making the section title pages customizable.

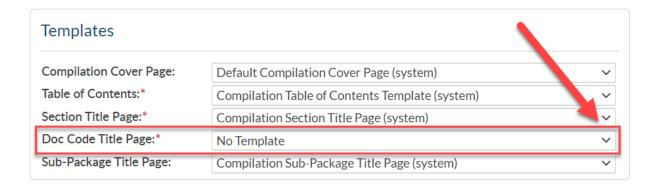
Index of MRB



To disable the title page for individual doc codes, click on the icon next to the doc code.



To disable title pages for all doc codes, set the Doc Code Title Page option to No Template.



For information regarding sorting options in compilations, see our article here.

Sub-Package Title Pages

Excel based Sub-Package Title Pages are now supported in DocBoss. Once you make your "Create Sub-Packages by:" selection, the template option will appear.

