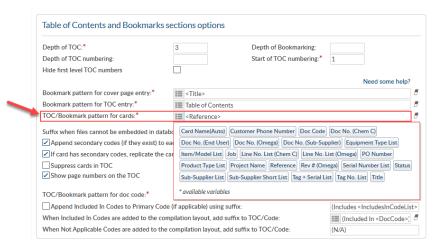
Sort Cards in Compilation

05/06/2025 2:40 nm MDT

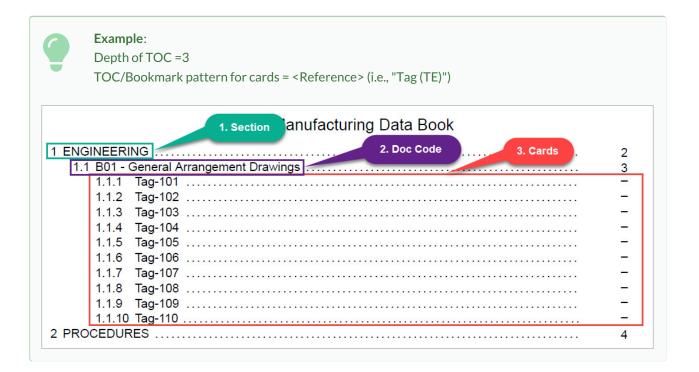
Compilations can be organized in many different ways. The main sorting option is set in the "TOC/Bookmark pattern for cards" field, where the pattern establishes the organization of the table of contents and sorts the cards to match.

By default, the pattern is set to sort by the **reference** field, but this can be changed to include different variables and/or specific text to align with the requirements of your customer.



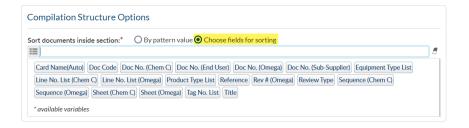


Note: The card reference is set by the level that was selected on the doc code list. For example, if the doc code level is set to "Tag (TE)," the reference for each card will be the corresponding tag number.

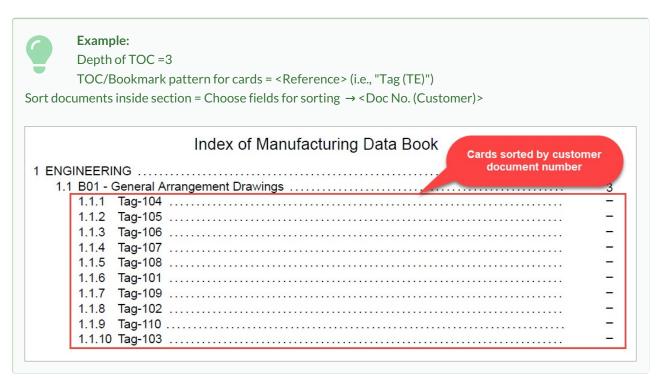


Sort documents inside sections

If the cards require specific sorting inside each section, navigate to the "Compilation Structure Options" section and select the "Choose fields for sorting" setting.



Once selected, a pattern can be defined for sorting the cards within each section while still maintaining the table of contents organization as defined in the "TOC/Bookmark pattern for cards" field.



Advanced card sorting

The "Bookmark pattern cover page entry," "Bookmark pattern for TOC entry," and "TOC/Bookmark pattern for cards" fields can be set to sort, format, and otherwise organize cards in specific ways. This can be done through the use of IF statements and/or parameters.

To learn more about these options, see this article: Using IF statements.