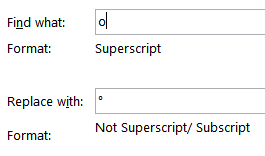
Changes as of 4/17/2018

# Before knitting

* Get rid of all TOC codes in text (if present)
  + Select all text in TOC, then do shift+ctrl+f9 to unlink toc from text
* Maintaining formatting replace with🡪 *thing to add***^&***thing to add*
  + For now, only worry about super and subscripts, and degrees
  + Must be appended without spaces for pandoc to recognize, BUT **add a space (\_) after when typing in**
* for example: \_\*^&\*\_
  + Font-level

|  |  |
| --- | --- |
| **Italic** | **Bold** |
|  |  |
| **^Superscript^** | **~Subscript~** |
| \*then replace @# with ^ in R with grepl/str\_replace\_all |  |

* + Replace two spaces with a single space (do this **last** since coding for font-level formatting adds spaces)
* Do this for triple spaces too
* Replace all superscript artificial degree signs (lowercase o, but superscript) with degree symbol °
* Move into “Ready to Knit” folder

# While in r

* Use the following files to run the loop:
  + TNIsops.Rmd – this one catenates the markd column of the created dataframes with the proper chunk settings, and according to the Sop Style template
  + TNIsopsR.R – this one contains all the code, and creates an overarching sops2 dataframe with the markd column for all to-be knitted sops, loop code at bottom will pull from this to knit out each SOP
* Check matching section headers: **uncomment (#)** and run the chunk of code in the section “CHECK HEADINGS”
  + Run code up until that line, then click on the sops1 dataframe created, sort by style\_name0 to see if all headers were matched correctly (look for NAs too)
* If all headers not matched correctly
  + Check against reference title lookup excel sheet and add heading titles as needed\*

\*SAVE A COPY OF ORIGINAL REF CSV BEFORE MAKING CHANGES

* + Take a look at the paragraph marks in the word doc to see if there’s hidden formatting, spaces, or TOC codes
* If all headers are matched correctly 🡪 add back in the “#” to that line, run code up until (*not including)* : cat(markd\_sop$markd, sep="\n", fill = 2)
  + Check the markd column of markd dataframe to see that all text made it into that column as expected

# After knitting

* Save as “Title of SOP\_TNI” in folder [Y:\...\sopR\TNIformattedSOPs](file:///Y:\EMTS\41.Sections\P&C\Quality_Systems_Management\R\RemoteRepositories\sopR\TNIformattedSOPs\Formatted)
* Right click “normal” style in styles pane, select all instances, click “list Paragraph”
  + Right click on the numbers at left, select “Adjust List Indents”
    - For levels 4 and 5, change the number style from numbering to bullet (black dot)
* If that doesn’t make the numberings continue based off headings:
  + Right click style type (header), select all instances, click numbering to remove numbering
  + In styles panel, right click on "Normal", select all isntances, then click the style "List paragraph"
  + Right click style type "Header2", select all instances, then click the style "List paragraph", then bold font
  + Right click style type "Header", select all instances, click on heading 1 (should bring back numbering)
* With original SOP open, use "tab" key to indent all list elements to correct level based on original
  + Check that all text has copied over, sometimes R code deletes text at beginning of lines
  + E.g. R deletes 1.0 from 1.0mL if the number starts the line
  + Sometimes R pastes copies of the line together, separated by a “\_”, so look for lines/paragraphs that look longer than they should be
* as you go, delete section "8. EQUIPMENT AND SUPPLIES AND REAGENTS AND STANDARDS (SPLIT TEXT INTO 2 SECTIONS)" if there was nothing caught that might need to be split
  + do the same for other sections where there are duplicates, being mindful of order of original text
  + sometimes I created subsections within sections for these instances
* copy over tables (or copy from R-coded knitted table page)
  + Format to compact text
  + Make sure it has all borders
  + Autofit to contents, then autofit to window
* @End - should be 21 sections
* Spell check!
* SAVE and change name to “Title of SOP\_formatted”
  + Move into [Y:\…\RemoteRepositories\sopR\TNIformattedSOPs\Formatted](file:///Y:\EMTS\41.Sections\P&C\Quality_Systems_Management\R\RemoteRepositories\sopR\TNIformattedSOPs\Formatted)

# Things to ponder

* Incoming headers perks
  + Our code grepl/lookup will not recognize incoming headers if they have spaces on either side of the name (most commonly on the end) 🡪 edit code to remove spaces on either side of headers before looking them up against our ref csv
* What about SOPs that have multiple SOPs therein?
  + PRP-27-00 Microbiological Media Recipe – Sometimes multiple SOPs, with some sections repeated (procedure, QA, etc), while others not (history of changes, ref, safety)
  + MET0507\_SM2540\_SOLIDS – Sometimes multiple SOPs with all sections for each sub-sop
* Sections to consider how best to split later (or to add to the reference section list, adding more sections)
  + QA/QC Requirements, Calculations, Corrective Actions
  + Quality Control Requirements & Acceptance Criteria
  + Quality Control and Corrective Actions
* From Connie

List of things that we can change about:

* It doesn’t print shapes like “ “ (it is used in some flow chart diagram)
* Formula or equation does not come out right

# Changes to the code