# How this data book is assembled

We have a mix of notes, and other files that we want to keep organised and merge into a final document. PDF is the target format.

Files are grouped into folders, which become Sections in the document. Folders are named with the following format:

***#{2 digits} {section name}***

Files are named according to the following scheme:

|  |  |
| --- | --- |
| **Document Type** | ***Filename format*** |
| Markdown files | ***#{2 digits} {name}.md*** |
| Files exported from another application (e.g. Word,Powerpoint).  The dependency is verified; file modification dates are checked.  Indicated by “**&**” character. | ***#{2 digits}& {name}.pdf*** |
| PDF files edited directly (e.g. Adobe Acrobat annotations).  Indicated by “**%**” character. | ***#{2 digits}% {name}.pdf*** |
| Files downloaded from external source, and untouched. (e.g. product documentation).  These files are appended to the target PDF, as *attachements*.  Indicated by “**$**” character. | ***#{2 digits}$ {name}.pdf*** |

The model we follow is a “compiling” and “linking”. See diagram below.