**Processing System Support Maps: Issues**

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* Sorting text files: if you must do it manually and not use the *http:/syssci.renci.org/sort* website, please do your editing/sorting with a text editor, e.g., TextEdit (on the Mac) or WordPad (in Windows), and **not** Microsoft Word. Word “helpfully” changes many of the characters you type in to more elaborate versions – curly open and close quotes vs. the plain double quote character, for example – that can be more difficult to process in code. Open curly quotes are encoded as "â€œ" when extracted from a Word-created document, along with lots of other fancy encodings.
* If there’s something wrong with *http:/syssci.renci.org/sort* that keeps you from wanting to use it, please let me know.
* Please, no spaces in file names or directory names. The software tools used to process SSMs and their descendants – BLMs, unsorted and sorted (coded) lists of node text, CBLMS, CMs, 3cols, CPMs – use blank space to determine when a filename ends (and, perhaps, another begins). So if you try to process a directory named, for instance, “State level,” the software will treat “State” as the name of a directory and do something else with “level”: treat it as another directory or as another filename, if that’s what it’s expecting, or just cause an error if it’s not expecting another character for any reason. Please use underscores – “State\_level” – or embedded caps – StateLevel– to keep whitespace out of your filenames.
* There are hundreds and thousands of documents and directories floating around. Please use names that uniquely identify them, even outside their immediate context. Your name or the project name and date would be helpful (date’s good because you may have a project FHCCP that has several iterations at different times. So instead of a directory named “State level” how about “FHCCP\_State\_level\_2018\_01\_15”? This distinguishes it not only from other projects, but also from the same project but at a different level (e.g., Local\_level) and from the same project and the same level but on a different date.
* Sorted text files require exactly one return at the end, with no extra blank lines or spaces.
* Sorted text files: Each code must be followed by a colon and a return (starting a new line, but with no blank lines intervening), then all the node text items belonging to that code, one per line. When that code’s batch of node text items ends, put one blank line. Then display the next code. Please, no extra titles or blank lines. Again, look at output from *http:/syssci.renci.org/sort* if you need a reminder.
* All node text items in a set of SSMs must have codes. That code may be “Other” or “Not coded” or whatever you wish to call it and you can ignore everything under it henceforward if you wish.
* About date formats: if you use the format yyyy-mm-dd in titles (etc.), most software, programming languages, and operating systems that sort files will automatically sort them from earliest to most recent by default, because for such a date format date order corresponds to standard lexicographical order. Using this format isn’t required, but it’s a convenience. Also, our Canadian neighbors like it. From <https://en.wikipedia.org/wiki/Date_and_time_notation_in_Canada>: “The Government of Canada recommends the YYYY-MM-DD format for writing numeric dates. The Canadian Standards Association (National Standard of Canada CAN/CSA-Z243.4–89, All-numeric date and time) specifies ISO 8601 as the date format. This is the only numeric date format that allows unambiguous interpretation.”