DocDuet

Operating guide · illustrative example

Produce and review course materials

From source file to approved release

DocDuet Lab

Fictional university scenario

Procedure 1.0

Guide to producing and reviewing course materials

A practical path from structured source to approved release

DocDuet Lab

Abstract

This guide describes a fictional procedure for producing open course materials. It assigns source ownership, routes a Word review back to the maintained source, and checks the PDF before release. Each handoff has an input, output, and acceptance criterion.

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Purpose and starting point

Use this procedure when a teaching team prepares material for students, wants human review in Word, and plans to distribute a PDF. The **structured source file** is the editorial reference. Word is the review copy. PDF is the reading copy. A correction made only in the released file will disappear at the next build.

When does it apply?

The process suits lessons, notes, reports, and materials that combine prose with code, tables, or figures. Sensitive or regulated material needs the organization's specialist checks before release. A scanned image must first be converted to readable text; a polished template alone does not make it accessible.

Working rule
Every release has four connected records: the maintained source, the Word review copy, the disposition of reviewer changes, and the PDF built from the approved source.

Roles and evidence

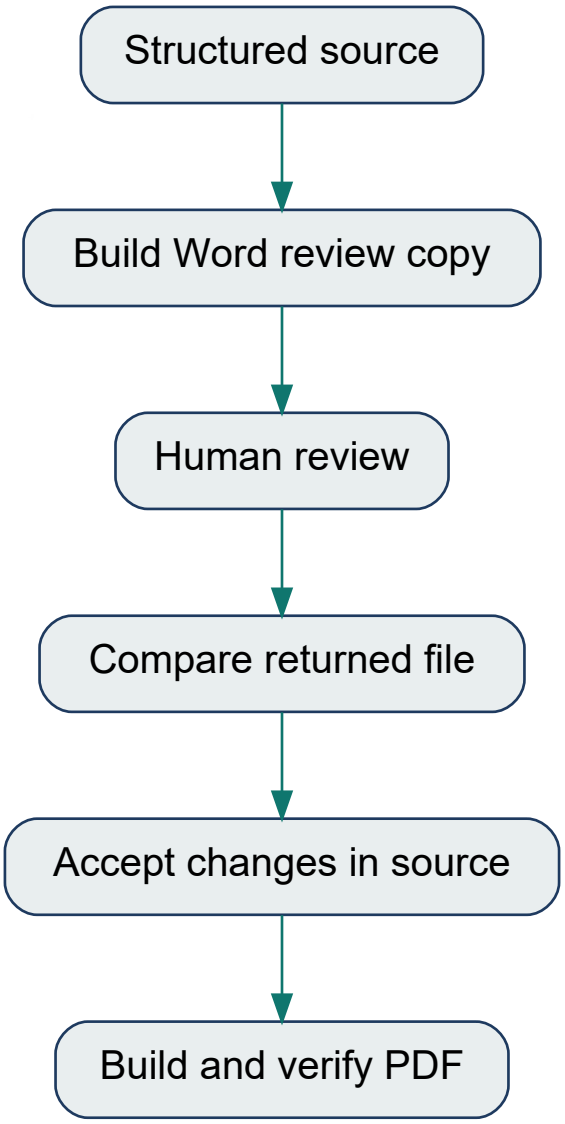
Table 1: Basic responsibilities; one person may fill several roles, but each decision should remain visible.

Role	Owns the decision	Hands off
Author	Accuracy of explanation and examples	Structured source
Reviewer	Clarity and subject accuracy	Commented Word file
Source editor	Accepting changes in the right place	Updated source and decision log
Publisher	File quality, naming, and release	PDF and release record

Separate the decision from the tool

A reviewer can propose a change in Word without becoming the owner of a calculated value or a theme setting. The source editor identifies whether a change belongs in prose, a dataset, code, or a template. This avoids patching the review copy in a way that cannot be reproduced.

The complete path



"The material returns to its source after Word review and before publication."

The arrow back to the source is deliberate. A reviewed Word file is evidence of proposed changes; it does not silently replace the source. The publisher uses the approved source to produce the final reading copy.

Handoffs and acceptance

Table 2: Handoffs between the people who author, review, and publish.

Stage	Input	Output	Move forward when
Authoring	Learning goal and source data	Structured file	Claims and sources are clear

Stage	Input	Output	Move forward when
Build	Source and theme	Numbered Word copy	Figures and tables are readable
Review	Numbered Word copy	Comments and tracked edits	Reviewer identity is known
Disposition	Baseline and returned copy	Decision log and updated source	Every material change has a decision
Release	Approved source	PDF and version record	Visual, link, and access checks pass

Author the material

Start with three questions: What will the reader learn? What evidence or example makes it clear? How will the reader check their understanding? Use one top-level title and a sensible heading hierarchy. Put recalculable values in data or executable cells, and put the document appearance in the theme. The separation makes later updates manageable.

A source excerpt

```
## Check understanding

Compare the two versions. Explain why the result changed.

| Measure | First version | Second version |
|:--------|--------------:|---------------:|
| Cases reviewed | 24 | 27 |
```

The table remains inspectable text. If the figures come from a calculation, generate the table from that calculation rather than typing the values twice. Describe the columns and their units; color alone should never carry the meaning of a result.

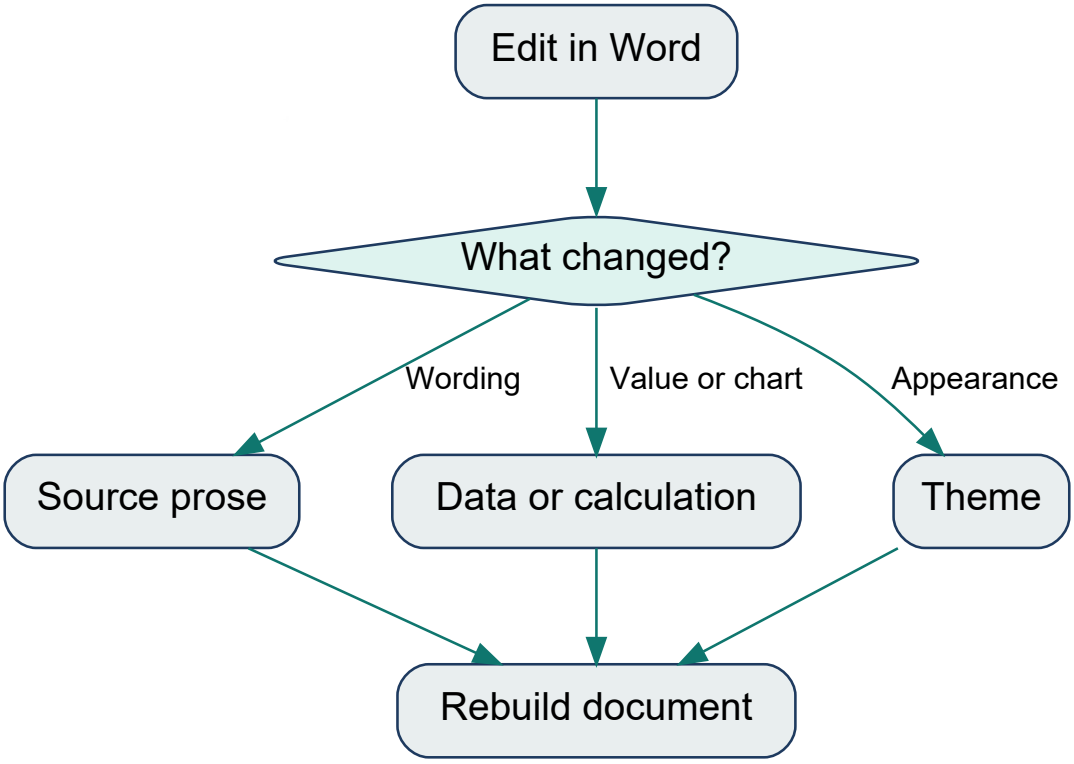
Mixed-language content

Keep commands and filenames such as `index.qmd` as literal text. Put longer foreign-language passages in their own block. Check punctuation, numbers, parentheses, and line breaks in Word and PDF, especially when a source mixes left-to-right and right-to-left scripts.

Review the Word file

Send a numbered Word review copy and state whether the reviewer should assess wording, terminology, or subject accuracy. Ask for comments and tracked changes, not an unrelated replacement file. Preserve the baseline copy: the comparison needs to know what the reviewer received.

Route each change



"Route a reviewer change to the source that owns it."

?@fig-change-triage explains why copying the entire returned Word file over the source is unsafe. A value may be calculated from changed data. A figure's placement may come from a template. Update the responsible source, then build again.

> **Stop before release**
>
> If a reviewer changes a conclusion without changing the evidence or calculation behind it, pause publication and resolve the contradiction. Do not rewrite a sentence merely to conceal a conflicting result.

Working commands

The following PowerShell commands illustrate the CLI. Replace the filenames and directories with paths in your project:

```
docduet render index.qmd --output base.docx
docduet compare base.docx review.docx --output-dir changes
docduet render index.qmd --output final.docx
docduet publish final.docx --to pdf `
  --pdf-backend word-com --output-dir out
```

The comparison reports differences; it does not edit the source by itself. After decisions are made, the source owner updates the prose, data, or theme. The PDF command uses Microsoft Word on Windows; another approved converter needs its own output review.[1]

Check before release

Open the Word and PDF files in suitable viewers. Check an early, middle, and late page. A file can open successfully while a figure is clipped, a heading is stranded, or mixed-script text reads in the wrong order.

Table 3: A short release gate for the example workflow.

Check	What to inspect	Passing evidence
Structure	Contents and heading levels	Links go to the right sections
Tables	Headers, width, and captions	Nothing is clipped or mislabeled
Figures	Resolution, alt text, and captions	Visual and text alternatives agree
Release	Filename, version, and rights	Approved source matches the PDF

Keep the trail

Store the source revision, Word baseline, reviewed copy, decision log, and released PDF under the same version. Record who approved the release and when. For a later correction, begin with the maintained source and repeat the review and verification steps that the change affects.

[1] The commands demonstrate a path, not prescribed filenames for every project.

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About this guide

Roles, diagrams, and checks connect a structured source to Word review and a PDF reading copy.

This procedure is illustrative; adapt rights, deadlines, and approvals to your organization.

