

Club A

This is an example of a programmatic export of headlines based on a file of some sort. The downside with using R is handling the text you need to intersperse into the document. Since I had about 40 of these to generate, it was worth it to create all the text below. There's probably a better way, but this worked, so I was a happy camper. In hindsight, I bet I manually exported each subtree since I used the `EXPORT_FILE_NAME` property. If you export the whole document and split it, you get the titles as simply heading names. Looks okay, but I think I subtree exported instead.

Summary info

- Spend target: \$2500
- deptment #: 1234
- project #: 00123
- activity #: 890
- account #: 1234567890

General reference

- Financial Secretary: John Smith, jsmith@company.com
- Administrator, Jane Doe, jdoe@company.com
- Financial site (account balance, honorarium requests, etc.): [link](#)
- Wiki (approximately everything you could want to know): [link](#)
 - Please, please, *please* check the wiki before contacting Jane or the Financial Secretary!

Frequently asked questions

- Ordering food: [link](#)
- How to set up [event recording](#)

- Hosting an external speaker: [overview](#)
- [publicizing an event](#)
- [my charge isn't showing up in the system](#)
- [ordering supplies, gifts, etc. from outside vendors](#)
- Do I need to send *original* receipts and/or invoices to Jane?
 - **Restaurants:** *Always, always, always.* See [the wiki on restaurants](#).
 - **Speaker-related:** *Almost* always. Gas, taxi/car rental, and miscellaneous in-store purchases require originals. Airfare and hotel allow for scans/PDFs. More info [here](#).
 - **Rule of thumb:** If a paper document was provided, the original is required. If you only received an electronic document, submit that.
- What should I include in emails to the Financial Secretary and/or Jane?
 - This actually doesn't get asked very often... but it's a *great* question!
 - First, be sure your answer isn't already in the [wiki](#)
 - As much information as possible: dates, numbers (voucher, order, etc.), specifics
 - In short, send an overabundance of information, so much that it seems ridiculous. This will cut down on follow-up emails. Also ask yourself, would *I* be able to complete this request with the information at hand?

Exporting

To use stapler, you simply split apart the pages like so:

```
$ stapler split ./file-name.pdf
```

Then you just need to rename the files, if needed. I've taken to liking [Sunrise Commander](#) for this immensely, as you can view a directory as a text file and enter an edit mode. Since the names are of the same form, you can use `replace-string` and/or `replace-regexp` to quickly change a lot of file names. I'm sure there's similar Emacs file managers that do the same.