

Creating PTCS Project Notes using WORD

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GBT Archive: Snnn

File: Projects

Keys: comma separated list of keywords

Abstract

This is an example document demonstrating how to create PTCS Project Notes using MS WORD. Companion example documents are available for creating Project Notes using LaTeX, as well as for creating System Notes in either formats.

History

n.1 27th February 2003. Original Version. (Richard Prestage)

n.2 27th February 2003. Trivial changes. (Richard Prestage)

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1 How to use this document

This document describes how to produce a PTCS Project Note using MS WORD. Proceed as follows:

- Get a copy of the WORD template file `ptcspn.dot`. This is available under Unix from:

`/home/groups/ptcs/docs/templates/ptcspn.dot`

and from Windows from:

<\\samba-gb\ptcs\docs\templates\ptcspn.dot>

- Install this in your templates directory, which should be something like:
C:\Documents and Settings\username\Application Data\Microsoft\Templates
- Start up WORD, and select File->New. Select `ptcspn.dot` as the template, and select OK.
- Save the file as `ptcspnN.doc`, (e.g. `ptcspn7.doc`) where “N” is the next PTCS Project Note number (contact Richard Prestage to get a number).
- Edit the front matter as appropriate.
- When the document is in final draft form, contact Sue Shears for a GBT Archive number, and add this and the keywords to the document.
- Email or otherwise transfer the document back to Richard Prestage for inclusion in the documentation directory (I'm in the process of getting Chris Clark to make this more transparent).

2 To Update a Project Note

- Make sure you are working with the latest copy.
- Increment the version number by 1.
- Change the date appropriately.
- Update the history section with a brief summary of the changes.
- Send the document back to Richard again.