

Precision Telescope Control System

PTCS/SN/n: Insert Document Title Here

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Revision History

Ver.	Changes	Date	Initials
1.0	Original Version	2/27/03	RMP

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Abstract

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

1 How to use this document

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

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

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

and from Windows from:

<\\samba-gb\ptcs\docs\templates\ptcssn.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 `ptcssn.dot` as the template, and select OK.
- Save the file as `ptcssnN.doc`, (e.g. `ptcssn7.doc`) where “N” is the next PTCS System 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 System 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.

