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instructions.txt

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```
# anything inside of < > should be replaced with the appropriate values
```

```
#####
# you must always make sure your enviroment is setup properly
#####
```

```
#bash shell enviroment setup
export CVSROOT="/home/gbt2/repository"
export CVS_RSH="ssh"
```

```
#####
# to create the directory structure the first time you work on
# things after May 15, 2011 (due to directory changes you will
# have to delete all directories before repopulating them)
#####
```

```
# create a sandbox where you will work on the files
# and retrieve the files
cd /home/scratch/<username>
cvs checkout GBTdocumentation
```

```
#####
# after first time when you just need to update files
#####
cd /home/scratch/<username>/GBTdocumentation
cvs update
```

```
#####
# to edit the files
#####
# move into directory to edit files
```

```
# for Proposer's Guide tex files
cd GBTdocumentation/GBTpg/TeX
```

```
# for Observer's Guide tex files
cd GBTdocumentation/GBTog/TeX
```

```
# edit the file which you wish to change using your favorite editor
```

```
#####
# now to see how the Observer's Guide pdf looks before submitting
# the changes do the following
#####
cd /home/scratch/<username>/GBTdocumentation/pdfs
MakeGBTog.sh
cp ../GBTog/TeX/<filename>.tex .
cp ../GBTog/Makefile .
make pdf
acroread GBTog.pdf
```

```
#####
# now to see how the Proposer's Guide pdf looks before submitting
# the changes do the following
#####
cd /home/scratch/<username>/GBTdocumentation/pdfs
```

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```

MakeGBTpg.sh
cp ../GBTpg/TeX/<filename>.tex .
cp ../GBTpg/Makefile .
make pdf
acroread GBTpg.pdf

#####
# to check file in
#####

# cd to the directory where you were editing the file
# do one of the following two
cd ../GBTog/TeX
cd ../GBTpg/TeX
# now check the file into the CVS system
cvs commit -m "<my explanation>" <filename>.tex

#####
# to make sure the changes took place and look OK
#####
cd /home/scratch/<username>/GBTdocumentation/pdfs
# do one of the following
MakeGBTpg.sh
acroread GBTpg.pdf

MakeGBTog.sh
acroread GBTog.pdf

#####
# to make sure the new file shows up in science.nrao.edu
#####
# email Toney with a short explanation of the changes

```