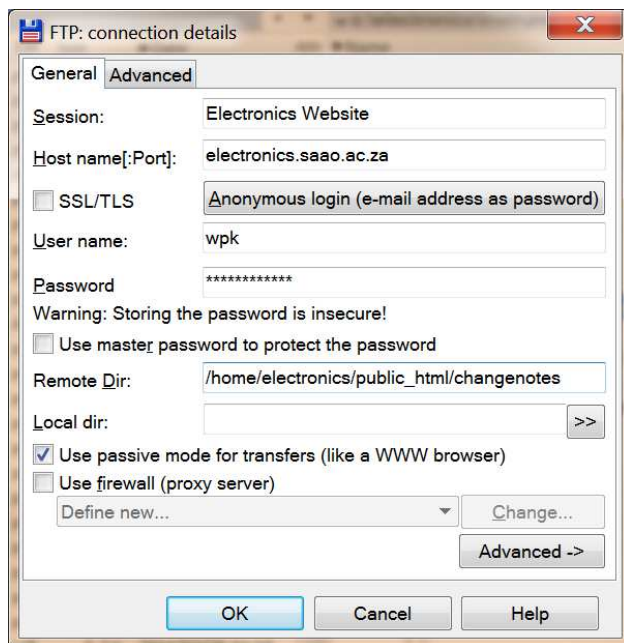# Procedure for updating the Instrument Change Notes

Willie Koorts   **May 2016**

1) Locate the relevant document(s) in s:\electronics\New s Drive\Instrument Change Notes\ Save a back-up copy in the Archive subfolder and edit the original directly on the server. Save it/them back on the server under the same name, i.e. **do not** rename the file.

2) Generate PDF-files of all the above edited documents. Save them to a temporary folder on your computer.

3) Publish these PDF files to the Electronics Website, by FTPing them to: Host name = electronics.saao.ac.za, Remote Dir = /home/electronics/public_html/changenotes, using your LDAP username and password (see Total Commander screenshot below). Before overwriting the files, ensure the filenames are identical, including of the correct case. (If you have trouble FTPing, send an email to Willie, indicating which Change Note(s) you edited (Willie will then update the Electronics Webpage accordingly))

4) Check the Electronics Website that the updates reflect correctly (use Shift-Refresh/Reload if necessary).

5) Send an email to electronics@saao.ac.za, summarising the changes you made.

6) Print out all the edited documents and replace the paper copies in the "Most Updated Instrument Change Notes file", kept in the bookshelf in Airglow.

Total Commander FTP dialog window