1 The procedure to practise

1. You have been given a set of spoken tutorials and files

2. You will typically do one tutorial at a time

3. You may Listen to a spoken tutorial and reproduce all the commands shown in the video

4. If you find it difficult to do the above, you may consider listening to *whole* tutorial once and then practise during the second hearing

2 First tutorial: What is Compilation?

These detailed instructions are intended mainly for the Windows users, who may have to use Linux for learning LaTeX. The Linux users will know most of these things.

1. Click `Places` button at the top left hand corner and then click the `Home Folder`. The folder that opens is called your `home` folder.

2. Please locate the folder `LaTeX_Workshop` that is available on Desktop. The subfolder `01-compilation` contains the following files that you need for this tutorial: `hello.tex` and `compiling.mov`.

3. Please copy `hello.tex` from this folder to your `home` folder.

4. Open the `terminal` using the command `Ctrl-Alt-t`, by pressing all these three keys simultaneously.

5. Open the file that you copied above into the editor using the command

       gedit hello.tex &

   Do not forget the symbol ampersand (&) at the end of the command, obtained by pressing `shift 7`. Please leave spaces exactly as given above.

6. Right click on `compiling.mov`, point the cursor on `Open With` and select `VLC Media Player`, now listen to this spoken tutorial.

7. As shown in the video at 1:57min, compile from the terminal the file `hello.tex` using the command

       pdflatex hello.tex

   Note that `pdflatex` is ONE command. Please do not leave a space between pdf and latex.

8. Pause the video at 2:04min. You should now be able to give the command `pdflatex hello.tex` and get a file `hello.pdf`. If there is any difficulty in this step, please listen to the tutorial from 1:57min to 2:04min once again.

9. The video talks about a pdf viewer called `skim` at 3:04min.

   - Please do not attempt to use `skim` - it is NOT available on Linux.

   You have to use the pdf viewer `evince` instead. Give the following command from the `terminal` to open the pdf file:

       evince hello.pdf &

   Once again, do not forget the & symbol in the above command.

10. Observe that there are three activities in the video:

    (a) Editing the file hello.tex
    (b) Compiling this file on the terminal
    (c) Viewing the file in a pdf viewer.

    You have now carried out all of these three activities through `gedit`, `terminal` and `evince`, respectively. You may wish to resize and arrange these three screens so that you can access all of them simultaneously. They could be overlapping, of course. You should be able to reproduce every one of these three activities, as shown in the spoken tutorial.

11. From now on, you are supposed to do this:

    Listen to a command, pause the video, and try to reproduce it

12. Please note that you will NOT have to open `gedit` and `evince` again. You will

have to repeatedly give the `pdflatex` command, however, as explained above. This is what is shown in the spoken tutorial also.

13. It is possible that some changes that you try may create problems during the `pdflatex` command. If this happens, type the letter `x` or `ctrl-d` in the terminal to come out. Until you become comfortable with LaTeX please try only the commands shown in the spoken tutorial.

14. After reproducing all the commands, please go to the next tutorial, `letter writing`.

3 Procedure for letter writing

1. Close `gedit`, `evince` screens and the `terminal` that you used for the previous tutorial.

2. For this tutorial, you will need the files `letter.tex` and `letter.mov` from `03-letter`, which is a sub-folder of `LaTeX_Workshop` that is available on Desktop.

3. For this tutorial, you will listen to `letter.mov`. Once again, you have to open using VLC.

4. Repeat all the instructions given for `What is Compilation?`. Remember to do the following:

   - Substitute `hello` with `letter` in every instruction. For example, you shall copy the file `letter.tex` into your home folder, as an initial step.

5. Do not attempt to create the file `letter.tex` from scratch. You are likely to make mistakes.

4 After letter writing, what to do?

After `letter writing`, you will do the following tutorials, in this order. For each tutorial, the name of the sub-folder, the video to watch and the files to copy to your home folder, are shown below:

Report writing: Sub-folder name: `04-report`. File to be copied to the home folder: `report.tex`. Video to watch: `report.mov`.

Maths: Sub-folder name: `05-maths`. File to copy: `maths.tex`. Video to watch: `maths.mov`.

Equations: Sub-folder name: `06-equations`. File to copy: `equations.tex`. Video to watch: `equations.mov`.

1. If your system has only a basic LaTeX installation, you may get an error message that `cclicenses.sty` not found or a similar warning.

2. The above will happen if a package is not installed. Please install the package `texlive-full` using the `Synaptic Package Manager`. If this also fails, only then, do an Internet search, locate the missing file and download to your working folder - in this case, your `home` folder. You may have to do this for the file `cclicenses.sty`.
We have provided the file `cclicenses.sty` in sub-folder `06-equations` for your convenience.

3. From now on, you should follow this procedure whenever a file is missing.

4. Once you become more comfortable with LaTeX, you will learn about a central location where you can copy the missing packages. Until that happens, copy the missing packages into your working folder.

Tables and Figures: Sub-folder name: `07-table-figure`. Files to copy: `tab-fig.tex`, `iitb.pdf` and `iitblogo.pdf`. In addition, you may need other files from the previous tutorials, as shown in the spoken tutorial. Video: `tab-fig.mov`.

   - In case of any warning, such as `cclicenses.sty` not found, please see the instructions for the tutorial `equations`, given above.

Bibliography: Sub-folder name: `08-references`. Video to watch: `references.mov`. Files to copy: `references.tex`, `harvard.sty`, `ifac.bst` and `ref.bib`.

Beamer Sub-folder name: `09-beamer`. Files to be copied: `beamer.tex`, `iitb.pdf`, `iitblogo.pdf`, `beamer-aux.tex` and any other files, as mentioned in the spoken tutorial. Video to watch: `beamer.mov`.