

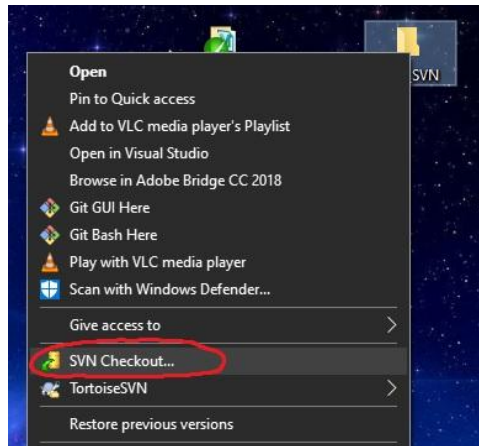
# SVN Server Checklist

Use this list to check you're  
using the server correctly!

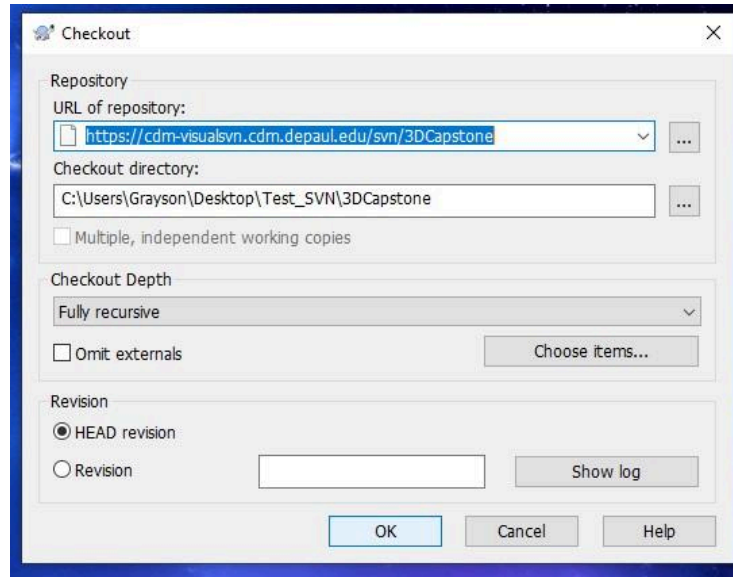
For this list to work effectively, be sure to complete check marks as you go so that problems will not occur that are more difficult to fix later. If you have any questions or suggestions, contact Noah Adamson or Grayson Ducker through discord or email at [itsnoah5@yahoo.com](mailto:itsnoah5@yahoo.com) or [graysonducker@gmail.com](mailto:graysonducker@gmail.com).

## ☐ Make your SVN Server repository

- ☐ Download Tortoise SVN so you can connect to the server
  - ☐ <https://tortoisesvn.net/downloads.html>
- ☐ Create a folder in your documents and name it “FUNiture\_SVN”
- ☐ Right-Click the folder and select “SVN Checkout”



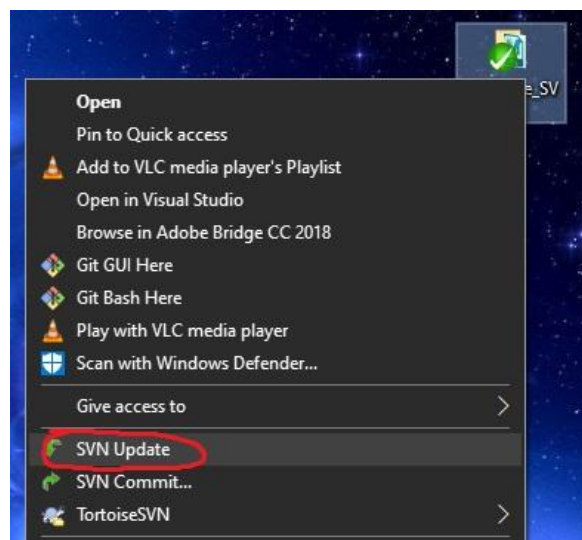
- ☐ Paste this link in the “URL of Repository” section and click “OK”:  
<https://cdm-visualsvn.cdm.depaul.edu/svn/3DCapstone>



- ❑ Let the computer finish downloading the entire server's folders and files into the folder you made.

## ❑ **UPDATE your files and start working!**

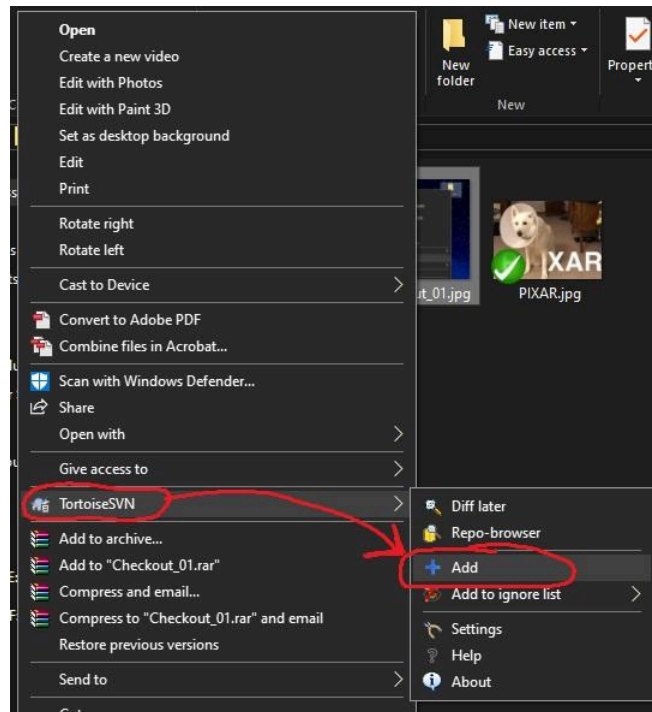
- ❑ If you are ready to start working on the server, even if you've already made the folder with the previous step, you need to make sure everything is up-to-date.
- ❑ Right-Click the SVN folder you made and select "SVN Update". This will download any new files so you are up-to-date.



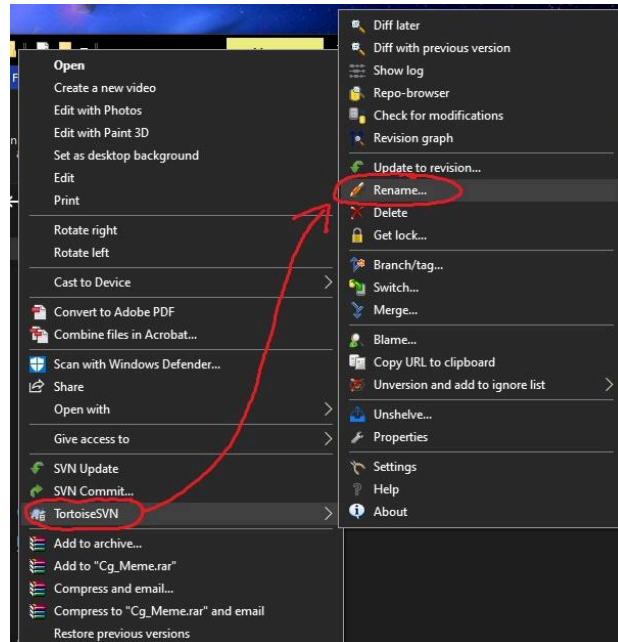
- ❑ Now you are ready to start working on files in the folder! If you are working in Maya, be sure to refer to the Maya Checklist to ensure you are editing the files and assets correctly.

## ❑ How to ADD, RENAME, and MOVE files

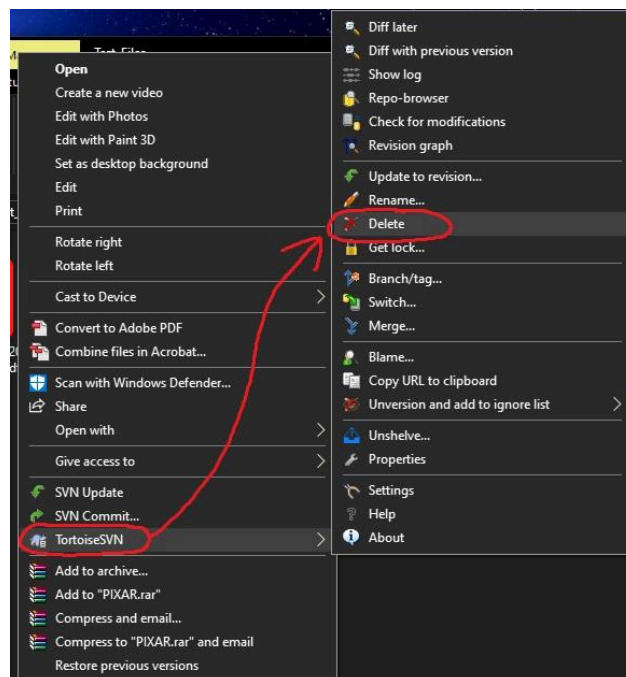
- ❑ ADD - To add new files to the server, right-click the file, hover the mouse over “TortoiseSVN” to open the server menu. Then, select “Add”. This will mark the file to be added to the server next time you Commit.



- ❑ RENAME - To rename a file on the server, you can't just rename it like normal because the server won't understand that. You need to right-click the file, hover the mouse over “TortoiseSVN” to open the server menu. Then, select “Rename”. This lets you rename the file so the server understands.

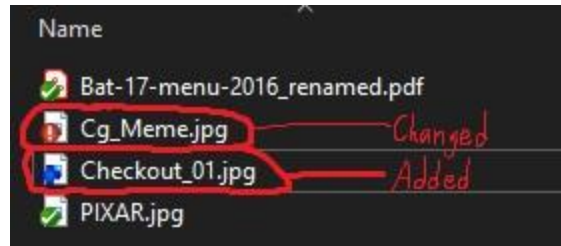


- ❑ MOVING FILES - The server won't understand if you drag a file to another folder, it will just add the file back to the original folder like you deleted it by accident. To move files, you need to copy and paste the file into the new folder, then "Add" that new file to the server (see above). Then, go to the previous file and "Delete" it from the server.

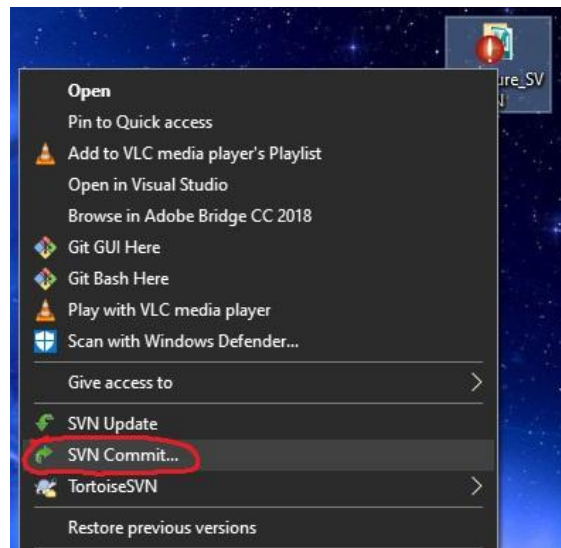


## ❑ When you're done working, COMMIT!!!

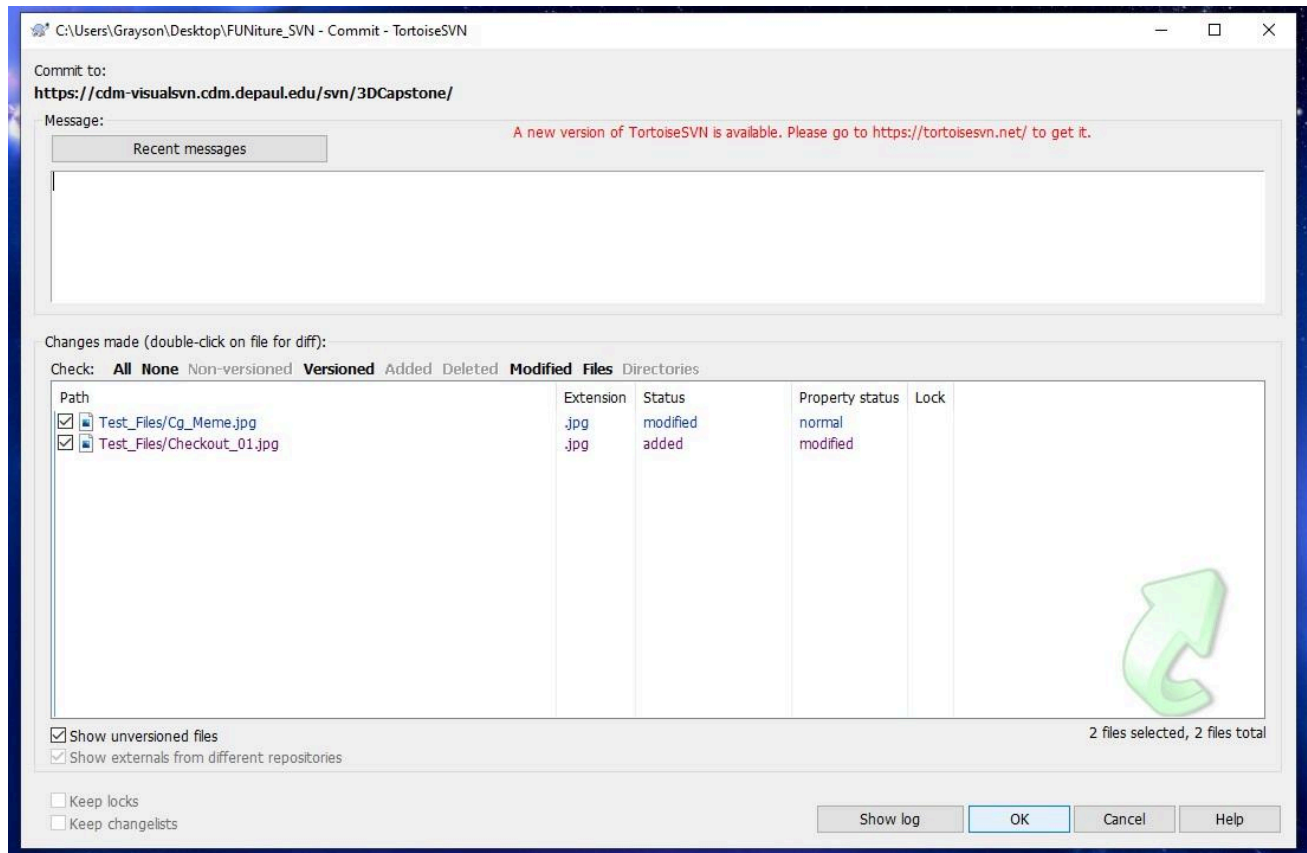
- ❑ If there are any changes to a file or a file has been “added”, it will show a red exclamation point or blue plus icon like this:



- ❑ These icons on a file or folder means you've made changes but they aren't final in the server yet. To make them official, right-click the **SVN folder** you created that holds all the folders and files for the server. Then select “SVN Commit”.



- ❑ Then a box will pop up showing all the updates and changes you are about to officially Commit to the server. If you don't want to include some files or changes, you can uncheck them from the list. Then, click “OK”.



☐ **You're all done and the server is up-to-date with your work!**

**Thanks for your work and remember to reach out  
if you have any questions!**

If you have any questions or suggestions, contact Noah Adamson or Grayson Ducker through discord or email at [itsnoah5@yahoo.com](mailto:itsnoah5@yahoo.com) or [graysonducker@gmail.com](mailto:graysonducker@gmail.com)